

APPENDIX O - Sample Submittal List

APPENDIX Q - SUBMITTAL LIST

	SUBMITTAL TYPE	SUBMITTALS FOR REVIEW	FOR INFORMATION	REFERENCE(S)	NOTES
Notices	Request for City Certified Operator	No	Yes		1 week prior.
	Change in Insurance	No	Yes		30 Calendar Days written notice.
	COVID-19 Schedule Delays	No	Yes		7 Calendar Days from becoming aware of delay.
	Hazardous Material	No	Yes		Immediately.
Commencement	Workers Compensation Coverage	No	Yes		Prior to commencement of Work.
	Authority to Carry on Business	No	Yes		Prior to commencement of Work.
	Safe Work Plan	Yes	No		5 Business Days prior to commencement of Work.
	Project Experience and Project Claim History	No	Yes		3 Business Days after notice of award.
	Certificate of Insurance	No	Yes		2 Business Days prior to commencement of Work.
	Contract Security	No	Yes		7 Calendar Day after notice of award.
	Subcontractor List	Yes	No		2 Business Days prior to commencement of Work.
	Detailed Work Schedule	Yes	No		2 Business Days prior to commencement of Work.
	Submittal Schedule	Yes	No		2 Business Days prior to commencement of Work.
	Security Clearance	Yes	No		Prior to undertaking Work on Site.
	COVID-19 Schedule Delays	No	Yes		7 Calendar Days prior to the commencement of Work.
	Draft Functional Requirement Specification	Yes	No		Prior to commencement of programming.
	Shop Drawings/Product Data Certificates/Product Data Sheets	Yes	No		Prior to commencement of Work at each Facility.
Mobilization and Demobilization	Site Conditions Report	Yes	No		Upon demobilization.
	Site Laydown Plan	Yes	No		10 Business Days prior to mobilization.
Work Plan (weekly)	Upcoming and Outstanding Submittals	Yes	No		Provide weekly.
	Updated Detailed Work Schedule and Submittal Schedule	Yes	No		Provide weekly.
	Upcoming City Forces	Yes	No		Within the next 4 weeks.
	Upcoming Coordination with Work by Others	Yes	No		Within the next 4 weeks.
	Planned FAT	Yes	No		Within the next 4 weeks.
	Planned Shutdowns and/or Commissioning	Yes	No		Within the next 4 weeks.
	Planned Training	Yes	No		Within the next 4 weeks.
	Detailed Description of Select Work	Yes	No		Upon request.
	Design Revisions	Yes	No		As required
Demolition Schedule	Yes	No		2 weeks prior to scheduled demolition.	

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FAT	FAT Plan by Facility	Yes	No		6 weeks prior to scheduled FAT.
	Facility Simulation System Software	Yes	No		Within 2 weeks of Substantial Performance
	Completion Certificates by Facility	Yes	No		Within two weeks of successful conclusion of FAT.
	Field Quality Test Reports	Yes	No		During installation of Work.
	Manufacturer's Field Reports	Yes	No		During installation of Work.
	Lamacoid Nameplate List	Yes	No		Prior to installation of Work.
	Site Acceptance Reports	Yes	No		During installation of Work.
	Manufacturer's Test Certificates	No	Yes		During installation of Work.
	Loop Tests	Yes	No		During installation of Work.
Commissioning	Commissioning Plan by Facility	Yes	No		4 weeks prior to schedule commissioning.
	Start-up Checklists by Facility	Yes	No		4 weeks prior to start-up at facility.
	Completed Start-up Checklists by Facility	Yes	No		5 Calendar Days prior to commissioning.
	Commissioning Records by Facility	Yes	No		Inclusion in the draft facility closeout O&M Manuals.
Training	Training Instructor Qualifications by Training Component	Yes	No		8 weeks prior to delivery of training.
	Draft Training Plan by Facility	Yes	No		6 weeks prior to delivery of training.
	Final Training Plan by Facility	Yes	No		2 weeks prior to delivery of training
	Training Session Video by Facility	Yes	No		3 weeks following the training session.
Facility Closeout	Revised Draft Functional Requirement Specification by Facility	Yes	No		Inclusion in the advanced draft facility closeout O&M Manuals.
	Commissioning Records by Facility	Yes	No		Inclusion in the advanced draft facility closeout O&M Manuals.
	Draft As-Built Drawings by Facility	Yes	No		2 weeks after facility closeout.
	Permits by Facility	Yes	No		Inclusion in the advanced draft facility closeout O&M Manuals
	Digital files of the PLC and SCADA Programming by Facility	Yes	No		Prior to final inspection of the facility.
	Advanced Draft O&M Manuals by Facility	Yes	No		2 weeks prior to facility closeout.
	Shop Drawings/Product Data - Manufacturers' Instructions	Yes	No		Inclusion in the advanced draft facility closeout O&M Manuals.
Project Closeout	Final Functional Requirement Specification	Yes	No		Inclusion in the completed draft O&M Manuals.
	Completed Draft O&M Manuals	Yes	No		4 weeks prior to Substantial Performance.
	Final As-Built Drawings				prior to Total Performance
	Digital files of the PLC and SCADA Programming	Yes	No		prior to Total Performance

	SUBMITTAL TYPE	SUBMITTALS FOR REVIEW	FOR INFORMATION	REFERENCE(S)	NOTES
	Final O&M Manuals	Yes	No		Prior to Substantial Performance. After final Submittal has been accepted, provide 4 hard copied and 1 searchable pdf.

Notes:

- This Appendix Q – Submittal List is intended to provide a summary of the Contract submittals noted throughout the Contract Documents. However, this Appendix Q – Submittal List is for informational purposes only and the Contractor shall be responsible to conform to the requirements of the Contract Documents. In the case of a discrepancy between this Appendix Q – Submittal List and the Contract Documents, the Contract Documents shall govern.
- For clarity, this Appendix Q – Submittal List does not capture any documentation or submittals required to be submitted by the Bidder in accordance with Part B – Bidding Procedures of the Tender.
- Some capitalization included in this Appendix Q – Submittal List is not in agreement with the defined terms as set out in the Tender. Refer to D4 for the list of defined terms.