01 30 00 Submittals
Revision 01/04/2019

Purpose:

The Architect and/or Engineer shall incorporate the Rice specific requirements indicated in this standard's section into their design. The Architect and/or Engineer shall further produce project specifications in line with industry standards that are updated to reflect these Rice specific requirements.

1. **General**
   a. The University would prefer the use of online submittal tracking services, particularly for larger projects.
   b. The general assumption shall be that the University will review all submittals in parallel with the Architect/Engineer.

2. **Architect/Engineer**
   a. Architect shall consolidate review comments from Architect, Engineers, and the University and return comments to the Contractor. If the designated submittal review period has expired and Rice has not provided input, the Architect/Engineer is to proceed answering and closing the submittal. Design changes will not be allowed during submittal process.
   b. If the Architect determines that a submittal will be returned "Revise & Resubmit", the Contractor must be notified immediately. The submittal shall not be held for the entire review period.

3. **Contractor**
   a. Prior to construction start, Contractor shall produce a master Submittal schedule to include at a minimum:
      i. All anticipated submittals
      ii. Submittal reference/designation
      iii. Intent to submit date.
      iv. Type of submittal (for approval, for Information, for record, etc.)
   b. Contractor shall maintain a submittal log, which is updated for all OAC meetings, and as requested by the University.
   c. Contractor shall plan for a two week submittal review period. If contractor submits outside of the schedule without prior notice, additional review time may be required.
   d. Long lead and/or critical and complex submittals (AHUs, Main Switchgears, BAS Controls etc.) should include a submittal review meeting or "submittal party" in the review period to consolidate and expedite approval process. Attendees should include:
      i. Architect/Engineer
      ii. Rice University FE&P
      iii. Contractor
      iv. Submitting/Installing Subcontractor