

## **Subsection 3.02 Project Submittals**

### **I. Scope**

All submittals to be transmitted to:

Issuing Division for the project  
City of Amarillo  
808 S. Buchanan Street  
Amarillo, Texas 79101  
Project W.O. No.  
Attention: Project Engineer or Manager

Contractor shall have determined and verified all field dimensions and measurements, field construction criteria, materials, catalog numbers, and similar data. Transmittals will not be received from or returned to subcontractors.

Submittal information shall define specific equipment or materials utilized on the project. General product or material information will be rejected.

Submittals shall be received by the Engineer or ODR at least one week prior to the materials being incorporated in the projects.

At least three copies of a submittal shall be sent to the project designer or manager. The Contractor can also send submittals electronically to [engineeringdept@amarillo.gov](mailto:engineeringdept@amarillo.gov).

### **II. Types of Submittals**

- A.** Shop Drawings
- B.** Cut Sheets (Roadway, Drainage, Water, and Sewer)
- C.** Proctors
  - 1.** Embankment
  - 2.** Subgrade
  - 3.** Base
  - 4.** Excavation backfill (Structural and Pipes)
  - 5.** Bedding material for pipes (Drainage, Sewer & Water)

- D.** Asphalts
  - 1. Prime
  - 2. Seal Coat Asphalt
- E.** Material Mix Designs
  - 1. Asphaltic concrete
    - a) Each type of mix
    - b) Each supplier of mix
  - 2. Micro-Surfacing
  - 3. Portland Cement Concrete
    - a) Concrete by strength class
    - b) Paving
    - c) Flowable Fill
- F.** Steel
  - 1. Rebar
  - 2. Weld Wire Fabric
  - 3. Metal Beam Guard Fence
- G.** Stabilizers
  - 1. Cement
  - 2. Lime
  - 3. Fly Ash
  - 4. Cement Kiln Dust
- H.** Pipe
  - 1. Reinforced Concrete Pipe (each size)
  - 2. Corrugated Metal Pipe (each size)

3. HDPE Pipe (each size)

**I. Water Lines**

1. Water pipe (each size)
2. Gate Valves
3. Fittings
4. Fire Hydrants
5. Valve Boxes
6. Meter Boxes
7. Manholes (Water and Sewer)
8. Manhole rings and lids (Water and Sewer)
9. Service tap materials
10. Horizontal Directional Drilling Plan (Water and Sewer)

**J. Sewer**

1. Pipe (each Size)
2. Fittings

**K. Drainage**

1. Manholes
2. Inlets
3. Rings and Lids

**L. Miscellaneous**

1. Seal Coat Aggregate
2. Traffic Control Plan
3. Curing Compound

4. Sod

M. Manuals

1. Operations

2. Equipment

**III. Submittals Process**

A. Items within transmittals will be reviewed for overall design intent and will receive one of the following actions:

1. Furnish for Project as Submitted

2. Revise and Resubmit

3. Rejected

B. Transmittals returned to the Contractor with approval are considered ready for fabrication and installation. The approval of a separate item does not indicate approval of an assembly in which the item functions. If for any reason a transmittal is resubmitted, it must be accompanied by a letter defining changes that have been made and the reason for the resubmittal.

C. Transmittals with Revise and Resubmit will be analyzed as follows:

1. One copy will be marked up and returned to the Contractor. It shall be the Contractor's responsibility to insure that these items are corrected and resubmitted; and

2. If portions of the items or system proposed are acceptable, however, the major part of the individual drawings or documents are incomplete or require revision, the entire submittal shall be resubmitted.

D. Failure to include any specific information specified shall result in the transmittal being returned to the Contractor.

E. All costs, associated with the review of any submittal resubmitted more than twice shall be borne by the Contractor with said costs being deducted from the Contractor's monthly estimate.

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