

APPENDIX D – SUBMITTAL LIST SAMPLE

	SUBMITTAL TYPE	SUBMITTALS FOR REVIEW	FOR INFORMATION	REFERENCE(S)	NOTES
Notices	Request for City Certified Operator	No	Yes	E10.4.3	1 week prior.
	Change in Insurance	No	Yes	D11.6	30 Calendar Days written notice.
	COVID-19 Schedule Delays	No	Yes	D20.4	7 Calendar Days from becoming aware of delay.
	Hazardous Material	No	Yes	E2.1	Immediately.
	SLAIF Ground Disturbances	No	Yes	E14.2	2 weeks prior.
Commencement	Workers Compensation Coverage	No	Yes	C6.16 D15.2(a)(ii)	Prior to commencement of Work.
	Authority to Carry on Business	No	Yes	D9.1 D15.2(a)(i)	Prior to commencement of Work.
	Safe Work Plan	Yes	No	D10.2	5 Business Days prior to commencement of Work.
	Project Experience and Project Claim History	No	Yes	D11.4	3 Business Days after notice of award.
	Certificate of Insurance	No	Yes	D11.5	2 Business Days prior to commencement of Work.
	Contract Security	No	Yes	D12.2	7 Calendar Day after notice of award.
	Subcontractor List	Yes	No	D13.1	2 Business Days prior to commencement of Work.
	Detailed Work Schedule	Yes	No	D14.1	2 Business Days prior to commencement of Work.
	Submission Schedule	Yes	No	D14.7 01 33 00	2 Business Days prior to commencement of Work.
	Security Clearance	No	Yes	D15.2(a) (ix) F1.1	Prior to undertaking Work on Site.
	COVID-19 Schedule Delays	No	Yes	D20.3	7 Calendar Days prior to the commencement of Work.
	GWWD Railway and Staffhouse Schedule	Yes	No	E4.3.2(b)	4 weeks prior to commencement of Work at SLAIF.
	GWWD Railway Waiver Forms	No	Yes	E4.3.2(d) Appendix N	Prior to use of GWWD Railway.
	Draft Functional Requirement Specification	Yes	No	E8.X	Prior to commencement of programming.
	Shop Drawing	Yes	No	01 33 00 07 84 00	Prior to commencement of

				26 05 21 26 05 28 26 05 29 26 05 34 26 05 36 26 18 39.01 26 24 17 26 29 03 29 05 00 29 10 01 29 50 01 29 40 52 Appendix A	Work at each Facility.
	Product Data - Certificates	Yes	No	26 00 00	Prior to commencement of Work at each Facility. Submit together with Shop Drawings.
	Product Data – Data Sheets	Yes	No	29 15 01 29 30 11 29 40 01 29 40 51 29 50 01	Prior to commencement of Work at each Facility. Submit together with Shop Drawings.
Mobilization and Demobilization	Site Conditions Report	Yes	No	E3.1.2	Upon demobilization.
	Site Laydown Plan	Yes	No	E3.2.3	10 Business Days prior to mobilization.
Work Plan (weekly)	Upcoming and Outstanding Submittals	Yes	No	E6.2(a)	Provide weekly.
	Updated Detailed Work Schedule and Submittal Schedule	Yes	No	D14.9 E6.2(b) 01 33 00	Provide weekly.
	Upcoming City Forces	Yes	No	E6.2 (c)	Within the next 4 weeks.
	Upcoming Coordination with Work by Others	Yes	No	D21 E6.2(d)	Within the next 4 weeks.
	Revision of GWWD Railway Schedule	Yes	No	E4.3.2(c) E6.2(e)	Within the next 4 weeks
	Planned FAT	Yes	No	E6.2(f) E9	Within the next 4 weeks.
	Planned Shutdowns and/or Commissioning	Yes	No	E6.2(g) E10	Within the next 4 weeks.
	Planned Training	Yes	No	E6.2(h) E11	Within the next 4 weeks.
	Upcoming Ground Disturbances	Yes	No	E6.2(i) E13.1	Within the next 2 weeks.
	Detailed Description of Select Work	Yes	No	E6.2(j)	Upon request.
	Design Revisions	Yes	No	E6.2(k)	
	Demolition Schedule	Yes	No	E6.2(l) NMS 01 73 00 NMS 26 05 05	2 weeks prior to scheduled demolition.
	Asbestos Removal / Disposal Plan	Yes	No	E2 E6.2(m) NMS 02 82 00.01	2 weeks prior to scheduled asbestos removal and disposal.

				NMS 02 82 00.02	
FAT	FAT Plan by Facility	Yes	No	E9.5	6 weeks prior to scheduled FAT.
	Completion Certificates by Facility	Yes	No	E9.6	After successful conclusion of FAT.
Installation	Inspection Reports	Yes	No	01 33 00	During installation of Work.
	Field Quality Test Reports	Yes	No	01 33 00 26 05 00	During installation of Work.
	Manufacturer's Field Reports	Yes	No	01 33 00 26 05 00	During installation of Work.
	Lamacoid Nameplate List	Yes	No	26 05 00 29 05 00	Prior to installation of Work.
	Site Acceptance Reports	Yes	No	26 05 43.01	During installation of Work.
	Manufacturer's Test Certificates	No	Yes	26 18 39.01	During installation of Work.
	Loop Tests	Yes	No	29 40 51	During installation of Work.
Commissioning	Commissioning Plan by Facility	Yes	No	E10.3	4 weeks prior to schedule commissioning.
	Start-up Checklists by Facility	Yes	No	E10.5	4 weeks prior to start-up at facility.
	Completed Start-up Checklists by Facility	Yes	No	E10.5	5 Calendar Days prior to commissioning.
	Commissioning Records by Facility	Yes	No	E10.6.7	Inclusion in the draft facility closeout O&M Manuals.
Training	Training Instructor Qualifications by Facility	Yes	No	E11.2	8 weeks prior to delivery of training.
	Draft Training Plan by Facility	Yes	No	E11.4	6 weeks prior to delivery of training.
	Final Training Plan by Facility	Yes	No	D11.4	2 weeks prior to delivery of training
	Training Session Video by Facility	Yes	No	E11.5	3 weeks following the training session.
Facility Closeout	Revised Draft Functional Requirement Specification by Facility	Yes	No	E8	Inclusion in the facility closeout O&M Manuals.
	Commissioning Records by Facility	Yes	No	E10.6.7	Inclusion in the facility closeout O&M Manuals.
	As-Built Drawings by Facility	Yes	No	E13.1.3 (a) 01 78 00	Prior to final inspection of the facility.
	Permits by Facility	Yes	No	E13.1.3(b) 01 78 00 26 05 00	Prior to final inspection of the facility.
	PLC and SCADA Programming Standards by Facility	Yes	No	E13.1.3(c) Division 29 Appendix C	Prior to final inspection of the facility.
	Draft O&M Manuals by Facility	Yes	No	E13.1.3 (d) 01 78 00 26 05 00 26 18 39.01 26 22 19 29 40 51	2 weeks prior to facility closeout.

				29 40 52	
	Product Data - Manufacturers' Instructions by Facility	Yes	No	07 84 00 09 71 00.08 26 05 00 26 05 29 26 05 31 26 05 34 26 05 36 26 09 23.01 26 18 39.01 26 22 19 26 28 21 26 29 03	Inclusion in the facility closeout O&M Manuals.
	Product Data – WHMIS SDS by Facility	Yes	No	09 71 00.08	Inclusion in the facility closeout O&M Manuals.
Project Closeout	Final Functional Requirement Specification	Yes	No	E8 E13.2.1(c)(ii)	Inclusion in the draft O&M Manuals.
	Draft O&M Manuals	Yes	No	E13.2.1(c)(i) 01 78 00 26 05 00 26 18 39.01 26 22 19 29 40 51 29 40 52	4 weeks prior to Substantial Performance.
	Final As-Built Drawings			E13.2.2(b)(i) 01 78 00	Inclusion in the final O&M Manuals.
	PLC and SCADA Programming Standards	Yes	No	E13.2.2(b)(ii)	Inclusion in the final O&M Manuals.
	Final O&M Manuals	Yes	No	E13.2.2(b) 01 78 00 26 05 00 26 18 39.01 26 22 19 29 40 51 29 40 52	Prior to Total Performance. After final Submittal has been accepted, provide 4 hard copied and 1 searchable pdf.

Notes:

- This Submittal List is intended to provide a summary of the Contract submittals noted throughout the Contract Documents. However, this Submittal List is for informational purposes only and the Contractor shall be responsible to conform to the requirements of the Contract Documents.
- For clarity, this 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.