

SECTION 01300: SUBMITTALS

PART I – GENERAL

WORK SPECIFIED HEREIN

This Section outlines, in general, as a convenience to the General Contractor, submittals required before commencing construction or during the course of construction of the Project. This Section is complementary to the General Conditions and Supplementary General Conditions and nothing herein shall be considered to waive any requirements of the General Conditions or Supplementary General Conditions.

Submit all documents/data required by this Project Manual within ten (10) calendar days after signing contract for construction or issuance of a work order, or Letter of Intent.

CONSTRUCTION SCHEDULE AND COST BREAKDOWN

Within five (5) working days of execution and delivery of the contract or Letter of Intent for construction and before the first partial payment is made, the General Contractor shall deliver to the Owner and PETSMART a Construction Progress Schedule via online posting, showing, at minimum, the proposed dates of commencement and completion of each of the various subdivisions of the work required under the Construction Documents as well as certain milestone dates including 50%, Millwork and Aquarium installation, punch list and turnover (Setup), which are described below.

PHONE LINE / SYSTEM INSTALLATION REQUIREMENTS.

Landlord with General Contractor's Assistance shall complete the following:

- Landlord to Confirm Building address at the outset of Building Work.
- Landlord to order / reserve Broadband Telecom (25 up/5 down) cable for PETSMART in site specific utility package. Order is to be placed no later than the outset of building work.
- Landlord / Contractor to install 3" Conduit to PETSMART Phone Backboard with two (2) Pull String to D-Mark / Phone Pedestal / Pull Box for routing of cable....Two Weeks prior to Millwork Date.
- Landlord / Contractor shall install Phone Backboard and install Ground Wire / Power Outlet for Telecom Cable installation....Two Weeks prior to Millwork Date.
- Landlord / Contractor shall identify and relay location to PETSMART of Telecom D-Mark for Space (exterior of building / shared utility room). Additionally, they shall provide approximate distance of cable run to PETSMART Interior Phone Backboard... Two Weeks prior to Millwork.
- Landlord / Contractor are to ensure Permanent Power is in place no later than One Week Prior to Millwork Installation (week of Telecom line cabling). Note: Permanent Power will be required prior to this to complete Interior Finish Work.

- Landlord / Contractor to ensure all electrical outlets are working and misc. data j-boxes are installed at Millwork Installation Date.

50% OBSERVATION (9) WEEKS PRIOR TO BUILDING TURNOVER/SET UP

Architect of Record and PETSMART representative shall conduct a courtesy "50% observation" to verify project is on schedule and is being constructed in accordance with plans and specifications. Time and date shall be coordinated with PETSMART Construction Manager a minimum of three weeks prior to requested observation date.

At minimum, General Contractor shall cause all trades to meet the following requirements.

- Provide paint and ceramic tile samples for approval.
- Roofing shall be complete and building "dried in."
- All HVAC units and Exhaust fans to be set on roof curbs.
- The electrical service equipment shall be set in place.
- All interior metal stud wall framing must be completed.
- All "in wall" mechanical / plumbing / electrical rough-ins must be completed.
- All stud walls must have drywall installed on one side.
- All blocking for wall mounted fixtures, equipment, etc. must be installed inside walls per the blocking schedules.
- All wall insulation must be installed per drawings and specifications.
- All in-wall water lines must be insulated per drawings and specifications.
- The underside of the metal deck and roof framing must be painted.
- Sales Area and Receiving Area light fixtures must be installed.
- All exterior doors must be installed and the building must be secured.
- The exterior sign façade/canopy must be started.
- The "COMING SOON" banners must be installed on the exterior of the building.
- Temporary lighting must be installed in all areas of space sufficient to conduct the observation.

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MILLWORK DELIVERY (4) WEEKS PRIOR TO BUILDING TURNOVER.

AQUARIUM DELIVERY (2) WEEKS PRIOR TO BUILDING TURNOVER.

General Contractor shall cause subcontractors to be 95% complete prior to millwork and aquarium delivery. Millwork package is contracted and coordinated by General Contractor through PETSMART'S Required Vendor. Millwork package will arrive on a Monday. Aquarium package is coordinated through PETSMART'S Vendor. Aquarium equipment will arrive on Tuesday 2 weeks and 1 day after Millwork date. Coordinate vendor with PETSMART Construction Manager.

General Contractor shall cause the following items to occur prior to Millwork and Aquarium delivery.

- All ceramic tile must be 100% completed.
- All floor finishes 100% completed.
- All painting (finish coat) 100% completed.
- Minimum 75% of the sales floor must be clear including the area surrounding the checkstands and the area around the Fish Equipment. This is where the millwork and aquarium installers will work from during the install.
- All exterior doors and locks must be installed and functioning.
- Entire building must have clear access into and out of the building and into and out of all rooms.
- Loading dock, equipment, and overhead door must be complete and trucks must be able to back up to the loading dock.
- All Exterior elevations receiving signage must be ready for install.
- Forklift, battery charger, and pallet jacks will be delivered to store the Thursday before Millwork date. **CHARGER TO BE HOOKED UP AND PLUGGED INTO FORLIFT IMMEDIATELY SO IT IS FULLY CHARGED WHEN THE MILLWORK ARRIVES MONDAY MORNING.**
- Must have all stainless steel sinks on site so millwork installer can cut in.
- Utility information must be posted on Web Page under Project Info Area.
- All permanent utilities must be completed, connected, and servicing the building.
- The entire space must have conditioned air. The HVAC system must have been started up and should be functioning. (Does not need to be running through the EMS system at this time.)
- The lighting system must be installed 100% complete and functioning.

- All ceiling grid and tile must be installed with functioning light fixtures and HVAC drops installed.
- Broadband lines from the Local Exchange Carrier must have been pulled into the building and landed at the Telecom demarc on the Telecom backboard near the electrical service equipment.
- The entire building must be broom clean.

Certain additional items will be required by the General Contractor during the Millwork and Aquarium installation phase. At minimum, the following items must be provided by the General Contractor:

- The millwork installer should install the check stands as one of their first tasks. Once the check stands have been set in place the electrical contractor should immediately install the power.
- The final electrical and plumbing connections for the aquarium system should be made immediately following the systems installation but no later than Thursday of the installation week.

PUNCH LIST

The Architect of Record will perform the final punch list along with the PETSMART Construction Manager approximately fifteen (10) business days after General Contractor's receipt of the Millwork Package. General Contractor shall coordinate exact date and time with PETSMART Construction Manager. The following criteria must be met prior to building punch.

- All lighting, HVAC, EMS, plumbing and life safety systems must be 100% functional.
- Superintendent will have completed their own "pre-punch" and reported results to PetSmart Construction Manager.
- All paint touch ups must be complete.
- Building final cleaning must be complete.
- Parking lot must be 100% complete including all striping, signage, and cart corrals.
- Any landscaping must be completed per plans.
- All construction tools, equipment and materials must be removed.
- Attic stock must be ready for verification by PETSMART Construction Manager. See Section 1700 for full list of required parts.
- Test & Balance must be complete.
- HVAC EOC (Equipment Operation Check) must be complete for all RTU's.
- Sewer video of sanitary lines must be complete.
- Final CO (Certificate of Occupancy) must be complete.
- Substantial Completion must be complete.

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BUILDING TURNOVER (SETUP)

Building turnover (Also known as the “Setup date”) will occur four (4) weeks after receipt of the Millwork Package. General contractor must be complete with the “punch items” prior to this date. PETSMART’S fixture vendor will arrive on Monday at 8:00 AM, Local Time. General Contractor will meet the fixture vendor on site. At minimum, the following criteria must be met prior to the Setup Date.

- Governmental permission to fixture must be obtained.
- Any cleaning required by punch list repairs must be completed.
- General Contractor will coordinate with the Fixture Installer and the Electrician for fixtures requiring power drops, four (4) days after start of fixture set up.

REQUEST FOR INFORMATION:

The General Contractor must submit all Request For Information (RFI) through the PETSMART On-Line Project Management Web Site. RFIs submitted in any other manner will not be processed.

SHOP DRAWINGS:

General Contractor shall keep copies of all Shop Drawings and an updated Shop Drawing Log on site at all times (see attached sample form).

The Professional of Record will only review Shop Drawings that are specifically requested in the Contract Documents. Any Shop Drawings submitted that are not requested by the Contract Documents will be returned without action. Required Shop Drawings are generally limited to life safety related items. Required Vendor items generally do not require submittal.

Shop Drawings may not be used for approval of alternate products or substitutions. Contractor is responsible for providing all items as specified whether Shop Drawings are submitted or not.

Shop Drawings shall be reviewed by the General Contractor for conformance with the Contract Documents, completeness and for coordination with other trades prior to submittal to Professional of Record. Shop Drawings shall bear the General Contractor’s stamp of approval indicating that the General Contractor has reviewed the Shop Drawings.

General Contractor shall submit Shop Drawings to Professional of Record and PETSMART Construction Manager for review. Professional of Record shall review Shop Drawings within 5 working days and shall return Shop Drawings to General Contractor.

SHOP DRAWINGS AND SAMPLE RECORD – SHEET 1 OF 2

Project: _____

Construction Manager – PETSMART: _____

Project No.: _____

Project Manager – Professional of Record: _____

PETSMART Store No.: _____

General Contractor: _____

DATE RECEIVED	SPECIFICATION SECTION SHOP DRAWING / TITLE SAMPLE NO.	CONTRACTOR SUBCONTRACTOR TRADE	COPIES RECEIVED	SUBMITTAL:				ACTION:			DATE RETURNED	COPIES TO:			
				SUBMITTED TO	DATE SUBMITTED	COPIES SUBMITTED	SUBMITTAL RETURN DATE	FURNISH AS SUBMITTED	FURNISH AS CORRECTED	REVISE & RESUBMIT		CONTRACTOR	OWNER	FIELD	FILE
	Sect 03300 Concrete														
	Sect. 03300 Concrete Mix Designs														
	Sect. 03331 Polished Concrete Floor System														
	Sect. 04810 Reinforced Concrete Masonry														
	Sect. 05120 Structural Steel														
	Sect. 05210 Steel Joists & Joists Girders														

SHOP DRAWINGS AND SAMPLE RECORD – SHEET 2 OF 2

DATE RECEIVED	SPECIFICATION SECTION SHOP DRAWING / TITLE SAMPLE NO.	CONTRACTOR SUBCONTRACTOR TRADE	COPIES RECEIVED	SUBMITTAL:				ACTION:			DATE RETURNED	COPIES TO:			
				SUBMITTED TO	DATE SUBMITTED	COPIES SUBMITTED	SUBMITTAL RETURN DATE	FURNISH AS SUBMITTED	FURNISH AS CORRECTED	REVISE & RESUBMIT		CONTRACTOR	OWNER	FIELD	FILE
	Sect. 05310 Metal Roof Deck														
	Sect. 07240 Exterior Insulation and Finish System (If required, see section)														
	Sect. 08411 Aluminum Framed Entrance & Storefronts														
	Section 08800 Glazing														
	Sect. 15300 Fire Sprinklers System														

END OF SECTION

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