Submittals Review

K-12 Legacy

Purpose & Procedure

‣ The purpose of the Submittals BP is to provide a means for managing and tracking the various forms of submittals required for a successful construction project.

‣ The Submittals BP is used by contractors for the submission, review and approval of submittals as stipulated in the contract documents

‣ Workflow

Created by: Contractor → Sent to: A/E Review → Sent to: Contractor Update, Consultant Review, or Hold Notice Notification

Roles & Responsibilities

‣ Contractor
   ‣ Submits documents, samples, etc. to A/E (A/E) for conformance with contract documents

‣ A/E
   ‣ Reviews the contractor submittals for conformance with contract requirements
   ‣ Advises contractors of submittals held for coordination of colors, patterns, etc.
   ‣ Returns incomplete or unacceptable submittals to the contractor
   ‣ Coordinates review of submittals with their consultants
   ‣ Advises Lead Contractor (non-CM projects) of submittal review status for scheduling purposes

Contractor Submission

‣ If Submittals are attached to the BP record the Contractor will Select Workflow Action: Submit

‣ If Submittals are submitted separately they will select Workflow Action: Submit via Transit

‣ The A/E will then receive this record as a Task

Submittals in Transit Await

‣ Submittals not sent to the A/E electronically may take one or more days in transit. This step allows the record to account for submittals in transit and delay the start of the A/E's 14-day review period until receipt of the documents by the A/E.

‣ Upon receipt of delivery, the A/E must move the record into the A/E Review step.

Submittals in Transit Await

‣ A/E Receives and email that they have a task to complete

‣ Log into OAKS CI and locate your project

‣ Navigate to Collaboration -> Tasks

‣ Double click the Submittal record to open

Submittals in Transit Await

‣ Click Accept Task

‣ Review the lower form of the Submittal record to confirm receipt of non-electronically submitted documents

Submittals in Transit Await

- Record will remain in A/E Hold step until submittal is received by the A/E
- Select Workflow Action: Submittal Received
- Record will now be sent to the A/E Review Step

A/E Review

‣ Navigate to Collaboration -> Tasks

‣ Double click the Submittal record to open

A/E Review

‣ Click Accept Task

A/E Review

▸ Review the Submittal record, Attachments and any submittal items received by courier or other means for conformance with Contract requirements.

▸ The submitted items may be part of the electronic record or may be a hard copy document, sample, etc.

▸ If the submittal item is not attached to the record, record the Received Date of each item in the lower form Non-Electronic Submissions Block.

▸ All electronic submissions will automatically record the Sent and Received Dates.

A/E Review

‣ When the review of a submittal item is completed, in the lower form, open the Submittal Line Item record for the submitted item and enter the appropriate review determination in the Line Item Status field.

‣ The default status will read Submitted.

‣ Enter Conformed, Conformed as Noted, Revise and Resubmit or No Action Required.

‣ Enter the Status Date when one of the four final review determinations is entered.

A/E Review

‣ Notice that the line item status has changed from "Submitted" to "Conforms as Noted"

A/E Review

‣ Choose the appropriate workflow action:
  - ‣ Accepted -> Record goes to the End step
  - ‣ Send for Consultant Review
  - ‣ Return for Clarification -> Goes back to the Contractor
  - ‣ Send Hold Notice
‣ Click Send

A/E Review

‣ Important Note: If the line items of a submission receive a varying determination in the status (conforms vs. revise and submit, etc.) select the corresponding worst case workflow action when forwarding the record and communicate this information with the Contractor for scheduling and coordination purposes.

Questions?

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