

Submittal Process

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BUILDING STRONG



Submittal Process –ES 08033

- Pre-Submittal Meeting
 - ▶ Initiated by contractor 7 days after NTP
 - ▶ Held during or near time of pre-construction conference
 - ▶ Necessary disciplines should be at meeting
 - ▶ Discuss submittals that historically required re-submittals (such as TRS)
- Government Approved Submittals
 - ▶ Comes into Construction Field Office
 - ▶ Forwarded to Engineering within 2 days
 - ▶ Contract states the amount of time for review
- Re-Submittals
 - ▶ Should be processed in no more than half the time allowed for initial submittal.



Steps to eliminate re-submissions

- Have clear requirements in Construction Specifications that both structural and geotechnical engineers be involved in TRS design.
- At the pre-submittal meeting set milestones (35%, 65%, 95%) during the design to ensure that design is meeting the requirements.
- Electronic Submissions would expedite
- Contractor request Pre-Submittal Meeting

