

I. GENERAL

THE PURPOSE OF THIS SPECIFICATION IS TO DEFINE THE REQUIREMENTS FOR ALL SUBMITTAL PACKAGES RELATED TO STREET LIGHTING CONSTRUCTION WITH THE CITY OF COLUMBUS. ANY AND ALL MATERIALS FOR APPROVAL SUBMITTAL PACKAGES MUST CONFORM TO THE FOLLOWING REQUIREMENTS. THE DIVISION OF POWER ENGINEERING ASSOCIATE HAS THE AUTHORITY TO REQUIRE A RE-SUBMITTAL OF ANY PART OF THE PACKAGE THAT DOES NOT ADHERE TO THESE REQUIREMENTS. A COMPLETE RE-SUBMITTAL CAN BE REQUIRED AT THE DISCRETION OF THE ENGINEERING ASSOCIATE.

II. METHOD OF SUBMISSION

ANY STREET LIGHTING SUBMITTAL PACKAGE MUST BE SUBMITTED TO THE PROJECT MANAGER FROM THE CITY OF COLUMBUS DESIGN AND CONSTRUCTION DIVISION. THESE SUBMITTALS WILL THEN BE FORWARDED TO THE CITY OF COLUMBUS DIVISION OF POWER (STREET LIGHTING SECTION) BY DESIGN AND CONSTRUCTION. THE SUBMISSION MUST BE AN ELECTRONIC PDF FILE VIA EITHER EMAIL OR PMIS.

THE METHOD OF SUBMISSION MUST ADHERE TO THE REQUIREMENTS SET FORTH BY THIS SPECIFICATION.

ONLY THE MATERIALS REQUIRED FOR STREET LIGHTING CONSTRUCTION ARE TO BE SUBMITTED IN THIS PACKAGE. **DO NOT INCLUDE** MATERIALS FOR APPROVAL FOR OTHER PORTIONS OF A PROJECT. (TRAFFIC, WATER AND SEWER, PAVING AND GRADING) THE DIVISION OF POWER ENGINEERING ASSOCIATE HAS FULL AUTHORITY TO REQUIRE A RE-SUBMITTAL OF ANY PACKAGES CONTAINING MATERIAL NOT RELATED TO STREET LIGHTING CONSTRUCTION.

III. SUBMITTAL PACKAGE REQUIREMENTS

THE FOLLOWING ARE REQUIREMENTS FOR EACH SUBMITTAL PACKAGE REGARDING STREET LIGHTING THAT REQUIRE APPROVAL BY THE CITY OF COLUMBUS DIVISION OF POWER. THIS INCLUDES ALL LIGHTING PROJECTS WITHIN THE CITY OF COLUMBUS CORPORATION LIMITS. ALL MATERIALS BEING USED IN THE CONSTRUCTION OF STREET LIGHTING FOR THE CITY OF COLUMBUS MUST BE INCLUDED IN THE SUBMITTAL PACKAGE. ALL MATERIALS REQUIRE AN APPROVED CATALOG CUT SHEET.

A. ALL SUBMITTAL PACKAGES ARE REQUIRED TO INCLUDE A COVER PAGE. THIS PAGE MUST CLEARLY IDENTIFY THE FOLLOWING INFORMATION:

1. NAME AND CONTACT INFORMATION OF SUBMITTING CONTRACTOR
2. NAME OF PROJECT
3. DRAWING NUMBER (DR. E, DR. D, FRAA)
4. DATE OF SUBMISSION
5. NUMBER OF PAGES INCLUDED IN PACKAGE
6. APPLICABLE MIS NUMBERS INCLUDED IN PACKAGE

B. ALL MATERIAL CATALOG CUT SHEETS WITHIN THE BODY OF THE SUBMITTAL PACKAGE MUST INCLUDE, OR ADHERE TO, THE FOLLOWING REQUIREMENTS:

1. ALL CATALOG CUT SHEETS MUST BE COMPLETELY LEGIBLE. NO BLURRED OR FADED DOCUMENTS WILL BE ACCEPTED

2. ALL CATALOG CUT SHEETS MUST CLEARLY INDICATE THE APPROPRIATE MIS (MATERIAL INSTALLATION SPECIFICATION) NUMBER AT THE TOP OF EACH SHEET.

3. ALL CATALOG CUT SHEETS MUST CLEARLY INDICATE THE FOLLOWING INFORMATION.

- A. MANUFACTURER NAME AND CONTACT INFORMATION
- B. EXACT CATALOG NUMBER OF ITEM TO BE APPROVED

IV. PROCESS OF APPROVAL

THE CITY OF COLUMBUS DIVISION OF POWER WILL ONLY APPROVE MATERIALS THAT CONFORM TO THE CURRENT DEPARTMENT OF PUBLIC UTILITIES STREET LIGHTING MATERIAL AND INSTALLATION (MIS) SPECIFICATIONS. UPON RECEIPT OF THE SUBMITTAL PACKAGE FROM THE CITY OF COLUMBUS DESIGN AND CONSTRUCTION DIVISION, THE DIVISION OF POWER IS ALLOWED NO LESS THAN (7) BUSINESS DAYS TO EITHER APPROVE THE PACKAGE, OR NOTIFY THE PROJECT MANAGER THAT EITHER A PARTIAL OR COMPLETE RE-SUBMITTAL IS REQUIRED. THE DIVISION OF POWER ENGINEERING ASSOCIATE HAS COMPLETE AUTHORITY TO APPROVE, PARTIALLY APPROVE, OR REJECT A SUBMITTAL PACKAGE.

THE DIVISION OF POWER WILL DETERMINE THE BEST FORMAT IN WHICH TO PROVIDE THE APPROVED SUBMITTAL PACKAGE BACK TO THE DIVISION OF DESIGN AND CONSTRUCTION PROJECT MANAGER. IF FILE SIZE DOES NOT LIMIT, ELECTRONIC PDF FILES WITH THE APPROVED DIVISION OF POWER STAMP ON EACH PAGE OF THE PACKAGE WILL BE UTILIZED. THESE WILL BE PROVIDED TO THE PROJECT MANAGER VIA EMAIL. A COVER LETTER WITH THE FOLLOWING INFORMATION WILL ALSO BE ATTACHED TO THE EMAIL.

- A. NAME OF PROJECT
- B. NAME OF ENGINEER
- C. DRAWING NUMBER
- D. STATUS OF DRAWING PACKAGE

1. COMPLETE APPROVAL
2. PARTIAL APPROVAL
3. APPROVED AS NOTED
4. REJECTED (RE-SUBMITTAL REQUIRED)

<h1>MIS-3</h1>	DEPARTMENT OF PUBLIC UTILITIES - DIVISION OF POWER CITY OF COLUMBUS, OHIO		
	GUIDELINES FOR STREET LIGHTING "MATERIALS FOR APPROVAL" SUBMITTAL PACKAGES		
	DRAWN BY: BEN	DATE: 1/1/2018	
	APPROVED: <i>Ben A. Wilfong</i>		
SCALE: NONE	SHEET: 1 OF 2	3	

IV. PROCESS OF APPROVAL CONTINUED...

THE DIVISION OF POWER ENGINEERING ASSOCIATE HAS THE AUTHORITY TO COPY THE CONTRACTOR ON ANY AND ALL CORRESPONDENCE RELATED TO THE PROPOSED SUBMITTAL. HOWEVER, IT IS UNDERSTOOD BY THIS SPECIFICATION THAT THE PRIMARY LINE OF COMMUNICATION FOR PROCESSING OF A SUBMITTAL PACKAGE, IS BETWEEN THE CITY OF COLUMBUS DIVISION OF DESIGN AND CONSTRUCTION PROJECT MANAGER, AND THE DIVISION OF POWER ENGINEERING ASSOCIATE.

SHOULD FILE SIZE PROHIBIT THE USE OF ELECTRONIC SYSTEMS FOR APPROVAL, A HARD COPY PACKAGE WILL BE SENT TO THE PROJECT MANAGER. THIS PACKAGE WILL INCLUDE THE COVER LETTER AS SPECIFIED ABOVE, AND ADHERE TO THE REQUIREMENTS STATED ABOVE.

V. MULTIPLE RE-SUBMISSION OF A PACKAGE

THE CONTRACTOR IS ALLOWED A TOTAL OF (3) SUBMISSIONS OF AN APPROVAL PACKAGE FOR ANY GIVEN PROJECT. THIS INCLUDES PARTIAL APPROVALS AND RE-SUBMITTALS. THE CONTRACTOR HAS FIVE (5) BUSINESS DAYS FROM THE DATE OF NOTIFICATION BY THE DIVISION OF POWER, TO COMPLETE A SUBSEQUENT RE-SUBMITTAL.

VI. DEFINITION OF TERMINOLOGY

THE FOLLOWING TERMINOLOGY IS DEFINED BELOW, AND IS APPLICABLE TO THIS SPECIFICATION AS REQUIRED.

A. COMPLETE APPROVAL

THE SUBMITTAL PACKAGE MEETS THE REQUIREMENTS SET FORTH BY THIS SPECIFICATION. THE MATERIAL SUBMITTED CONFORMS TO THE CURRENT DEPARTMENT OF PUBLIC UTILITIES STREET LIGHTING MIS SPECIFICATIONS. THIS TYPE OF PACKAGE WILL BE RETURNED TO THE PROJECT MANAGER WITH THE APPROVED DIVISION OF POWER STAMP AS INDICATED ABOVE.

B. PARTIAL APPROVAL

ONLY A PORTION OF THE SUBMITTAL PACKAGE MEETS THE REQUIREMENTS SET FORTH BY THIS SPECIFICATION. SOME OF THE MATERIAL SUBMITTED CONFORMS TO THE CURRENT DEPARTMENT OF PUBLIC UTILITIES STREET LIGHTING MIS SPECIFICATIONS. THIS TYPE OF PACKAGE WILL BE RETURNED TO THE PROJECT MANAGER WITH THE APPROVED DIVISION OF POWER STAMP ONLY ON THAT MATERIAL WHICH IS CONSIDERED BY THE ENGINEER TO BE "APPROVED." IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO RE-SUBMIT ANY MATERIAL THAT IS NOT APPROVED BY THE DIVISION OF POWER, IN ACCORDANCE WITH THE PROCESS AND REQUIREMENTS OF THIS SPECIFICATION.

C. APPROVED AS NOTED

THE MATERIAL IN THE SUBMITTAL PACKAGE IS APPROVED, HOWEVER, IT MUST COMPLY WITH CHANGES THAT HAVE BEEN MADE BY THE DIVISION OF POWER. THESE CHANGES WILL BE NOTED ON EACH SHEET OF THE SUBMITTAL AS APPROPRIATE.

D. REJECTED (RE-SUBMITTAL REQUIRED)

NONE OF THE MATERIAL IN THE SUBMITTAL PACKAGE MEETS THE REQUIREMENTS SET FORTH BY THIS SPECIFICATION. THIS TYPE OF PACKAGE WILL BE RETURNED TO THE PROJECT MANAGER WITH NOTES FROM THE DIVISION OF POWER ENGINEERING ASSOCIATE AS TO THE REASON FOR REJECTION OF THE PACKAGE. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO RE-SUBMIT ANY MATERIAL THAT IS NOT APPROVED BY THE DIVISION OF POWER ENGINEERING ASSOCIATE, IN ACCORDANCE WITH THE PROCESS AND REQUIREMENTS OF THIS SPECIFICATION.

THE DIVISION OF POWER ENGINEERING ASSOCIATE HAS THE AUTHORITY TO "REJECT" A SUBMITTAL PACKAGE, SHOULD THE MAJORITY OF THE MATERIAL SUBMITTED NOT CONFORM TO THIS SPECIFICATION.

ALL SUBMITTAL PACKAGES ARE SUBJECT TO REVIEW BY THE DIVISION OF POWER ENGINEERING ASSOCIATE, AND SHALL CONFORM TO THE STANDARDS SET FORTH BY THIS SPECIFICATION.

<h1>MIS-3</h1>	DEPARTMENT OF PUBLIC UTILITIES - DIVISION OF POWER CITY OF COLUMBUS, OHIO		
	GUIDELINES FOR STREET LIGHTING "MATERIALS FOR APPROVAL" SUBMITTAL PACKAGES		
	DRAWN BY: BEN	DATE: 1/1/2018	
	APPROVED: <i>Amy R. Wilfong</i>		
SCALE: NONE	SHEET: 2 OF 2	3	