

Task	Responsibility and Information Flow	Notes
<ul style="list-style-type: none"> Reviewed as noted means that the contractor may proceed subject to incorporating minor comments Revise and resubmit means that the consultants' comments are significant enough that the submittal requires significant revisions and resubmission Rejected means that the submittal does not meet the requirements of the contract documents in a significant enough way that a completely new submittal is required 		
In the case of determinations of "Revise and Resubmit" or "Rejected," the contractor resubmits	Consultants to architect	In case of resubmission, the consultants may need as much additional time for re-review as originally scheduled.
Additional special submittals: <ul style="list-style-type: none"> Colour and finish selections – obtain client-written approval before issuing to contractor 	General contractor to architect to owner; return to general contractor	Also recommend clients review with maintenance staff to confirm their acceptance for cleaning and maintenance.
Alternatives and substitutions: <ul style="list-style-type: none"> Where the contractor proposes as part of the submittal process alternative or substituted products or systems, the steps below are one approach to efficient consideration and balancing of the reviewers' workload. 		Review the construction agreement to identify any specific instructions regarding alternatives or substitutions. The recommendations below are consistent with most standard contracts. It is assumed that the submittal otherwise complies with the conditions noted above regarding scheduling, etc.
Contractor to identify whether a submittal includes a proposed alternative or substitution	General contractor	Reject any submission immediately if it contains an alternative or substitution that the contractor has declined to advise of in advance.
Contractor describes proposed alternative/ substitution: <ul style="list-style-type: none"> Fully compare to specified items and identify all differences Identify why the change is proposed: cost savings; time savings; availability; etc. 	General contractor	Return as rejected any contractor submission that does not include the information at left, with a brief note indicating what is needed.
When information described immediately above is received, architect, perhaps in consultation with consultants, determines if the proposal is a change to design	General contractor to architect to consultants; returned to architect	Most client-architect agreements identify changes to design initiated by others as additional services.