

I. GENERAL

THE PURPOSE OF THIS SPECIFICATION IS TO DEFINE THE REQUIREMENTS FOR ALL SUBMITTAL PACKAGES FOR STREET LIGHTING CONSTRUCTION WITHIN THE CITY OF COLUMBUS. ANY AND ALL MATERIALS FOR APPROVAL SUBMITTAL PACKAGES MUST CONFORM TO THE FOLLOWING REQUIREMENTS. THE DIVISION OF POWER PROJECT MANAGER HAS THE AUTHORITY TO REQUIRE A RE-SUBMITTAL OF ANY PART OF THE PACKAGE THAT DOES NOT ADHERE TO THESE REQUIREMENTS.

II. METHOD OF SUBMISSION

THE STREET LIGHTING SUBMITTAL PACKAGE MUST BE SUBMITTED ELECTRONICALLY TO THE CITY OF COLUMBUS DESIGN AND CONSTRUCTION PROJECT MANAGER, OR CONSTRUCTION INSPECTION AGENCY ASSIGNED TO THE PROJECT. THESE SUBMITTALS WILL THEN BE FORWARDED TO THE CITY OF COLUMBUS DIVISION OF POWER PROJECT MANAGER VIA THE CITY'S PROJECT MANAGEMENT SYSTEM (PMIS). THE CONTRACTOR IS NOT PERMITTED TO SUBMIT THE PACKAGE DIRECTLY TO THE DIVISION OF POWER IN ANY FORMAT. SUBMITTALS FOR ALL PROJECTS ARE REQUIRED TO BE SUBMITTED TO THE DIVISION OF POWER VIA PMIS. NO OTHER ELECTRONIC FORMAT WILL BE PERMITTED. OUTSIDE

AGENCIES SUCH AS ODOT OR FRANKLIN COUNTY THAT DO NOT UTILIZE PMIS MUST SUBMIT THE SUBMITTAL PACKAGE ELECTRONICALLY TO THE DIVISION OF POWER PROJECT MANAGER. ALL FORMATTING AND OTHER REQUIREMENTS NOTED IN THIS SPECIFICATION APPLY TO THIS TYPE OF SUBMISSION.

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 PROJECT MANAGER HAS FULL AUTHORITY TO REQUIRE A RE-SUBMITTAL OF ANY PACKAGES CONTAINING MATERIAL NOT RELATED TO STREET LIGHTING CONSTRUCTION.

EVERY PROJECT MUST HAVE A SEPARATE SUBMITTAL PACKAGE FOR EACH PLAN SET IN THAT PROJECT. IF A PROJECT HAS MULTIPLE DR. E / CC OR FRAA PLAN SETS, EACH PLAN SET IS REQUIRED TO HAVE A SUBMITTAL PACKAGE FOR THAT SPECIFIC PLAN SET. A COMBINED SUBMITTAL FOR THE ENTIRE PROJECT IS NOT ACCEPTABLE.

III. SUBMITTAL PACKAGE REQUIREMENTS

FOLLOWING ARE REQUIREMENTS FOR EACH STREET LIGHTING MATERIAL SUBMITTAL PACKAGE THAT REQUIRE APPROVAL BY THE CITY OF COLUMBUS DIVISION OF POWER. 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. EACH ITEM IN THE SUBMITTAL PACKAGE MUST BE SUBMITTED INDIVIDUALLY IN PMIS. THE ENTIRE PACKAGE IS NOT TO BE SUBMITTED AS ONE LINE ITEM. IF THE PACKAGE SUBMITTED AS ONE LINE ITEM, IT WILL BE RETURNED AS "DOES NOT CONFORM."
- B. EACH LINE ITEM SUBMITTED IN PMIS IS 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, CC#, FRAA #)
 - 4. DATE OF SUBMISSION
 - 5. APPLICABLE MIS SPECIFICATION NUMBER FOR THE SUBMITTED LINE ITEM
 - 6. REFERENCE NUMBER FROM THE GENERAL SUMMARY SHOWN IN THE PROJECT PLANS.
- C. ALL MATERIAL CATALOG CUT SHEETS WITHIN THE SUBMITTAL 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 MANUFACTURER NAME AND CONTACT INFORMATION.
- 4. ALL CATALOG CUT SHEETS MUST CLEARLY INDICATE THE EXACT CATALOG NUMBER OF THE ITEM TO BE APPROVED.

IV. PROCESS OF APPROVAL

THE DIVISION OF POWER WILL ONLY APPROVE MATERIALS THAT CONFORM TO THE MOST CURRENT STREET LIGHTING MIS SPECIFICATIONS. THE APPROVAL OR REJECTION WILL BE SENT BACK TO EITHER THE DIVISION OF DESIGN AND CONSTRUCTION OR THE CONSTRUCTION INSPECTION AGENCY ASSIGNED TO THE PROJECT VIA PMIS.

THE SUBMITTAL LINE ITEM WILL BE RETURNED WITH ONE OF THREE STATUS INDICATORS AS SHOWN IN PMIS. THOSE STATUS INDICATORS ARE AS FOLLOWS:

- A. CONFORMS
 - 1. THE ITEM IS APPROVED AS SUBMITTED.
 - 2. AN ITEM MARKED "CONFORMS" WILL HAVE A PDF FILE OF THE SUBMITTED MATERIAL FOR THE LINE ITEM IN THE "DOCUMENTS" SECTION IN PMIS. THIS PDF FILE WILL CONTAIN AN "APPROVED" STAMP ON THE COVER SHEET INDICATING THAT THE MATERIAL FOR THIS LINE ITEM IS CONSIDERED APPROVED.
- B. CONFORMS AS NOTED
 - 1. THE ITEM IS APPROVED WITH NOTED REVISIONS TO THE SUBMITTED LINE ITEM.
 - 2. AN ITEM MARKED "CONFORMS AS NOTED" WILL HAVE A PDF FILE OF THE SUBMITTED MATERIAL FOR THE LINE ITEM ATTACHED IN THE "DOCUMENTS" SECTION IN PMIS. THIS PDF FILE WILL CONTAIN AN "APPROVED AS NOTED" INDICATION ON THE COVER SHEET INDICATING THAT THE MATERIAL FOR THIS LINE ITEM IS CONSIDERED TO BE APPROVED WITH THE CHANGES OR REVISIONS NOTED WITHIN THE PDF FILE. THE REQUIRED REVISIONS WILL BE CLEARLY NOTED BY THE DIVISION OF POWER PROJECT MANAGER BOTH IN THE PDF FILE, AND IN THE COMMENTS / NOTES SECTION OF THE APPROVAL SCREEN IN PMIS.
- C. DOES NOT CONFORM
 - 1. THE ITEM IS NOT APPROVED AS SUBMITTED, AND IS REQUIRED TO BE REVISED AND RESUBMITTED.
 - 2. A PDF FILE WILL NOT BE ATTACHED TO THIS LINE ITEM. REASONS FOR THE REJECTION WILL BE INDICATED IN THE COMMENTS / NOTES SECTION OF THE APPROVAL SCREEN IN PMIS.

ANY QUESTIONS OR COMMUNICATION FROM THE CONTRACTOR REGARDING THE SUBMITTAL AND / OR PROCESSING OF THE STREET LIGHTING MATERIALS FOR APPROVAL PACKAGE ARE TO BE SENT THE CITY OF COLUMBUS DIVISION OF DESIGN AND CONSTRUCTION, OR CONSTRUCTION INSPECTION AGENCY PROJECT MANAGER AS APPROPRIATE. IF NECESSARY, THESE QUESTIONS WILL BE FORWARDED TO THE DIVISION OF POWER PROJECT MANAGER FOR A RESPONSE. THE CONTRACTOR IS NOT PERMITTED TO CONTACT THE DIVISION OF POWER DIRECTLY.

<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: SAW	DATE: 12/1/23	
	APPROVED: <i>Jodi Stefanik</i>		
SCALE: NONE	SHEET: OF 1	3	