

SECTION 01 2500

SUBSTITUTION PROCEDURES

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for.
 - 1. Proposed product list.
 - 2. Substitutions after Agreement is executed.

1.2 DEFINITIONS

- A. Substitutions: Changes, proposed by the Contractor, in products, materials, equipment, or Contract requirements from those required by the Contract Documents. Where the proposed substitution is other than a product or material substitution, comply with provisions of this Section, except those obviously limited to products or materials.

1.3 SUBMITTALS

- A. Proposed Products List And Substitution Requests.
 - 1. The intent of the Documents is:
 - a. To fully identify, prior to beginning the Work, the products Contractor intends to provide, and substitutions the Contractor requests.
 - b. To facilitate timely submittal processing by avoiding rejection of unacceptable products and unspecified products later during construction.
 - 2. Proposed Products List.
 - a. Submit for approval a list of the products proposed for installation. Include the name of the manufacturer for each product and, where applicable, the name of Subcontractor.
 - b. The list shall be tabulated by and be complete for each Specification Section.
 - c. For each product listed, clearly indicate: a) As Specified, or b) Not As Specified. For each product designated Not As Specified, clearly indicate: c) Comparable Product, or d) Proposed Substitution.
- B. Substitution Requests Accompanying the Proposed Products List.
 - 1. A request for substitution shall be submitted using Document 00 6325 - SUBSTITUTION REQUEST FORM, and will be considered, subject to the following requirements:
 - a. Include with the proposed products list a completed substitution request form for each proposed substitution anticipated for the Project. Check the box indicating the request is submitted with the proposed products list.
 - b. Submit each proposed substitution using a separate copy of the substitution request form. Use substitution request form acceptable to the Architect.
 - c. The substitution request is submitted at the time the proposed products list is submitted.
 - d. Include with the request complete data on the proposed substitution. Such data shall include:
 - 1). Product Data highlighted to show applicability to the proposed substitution and project conditions;.
 - 2). Performance and test data;.
 - 3). References, and samples, where applicable; and.
 - 4). An itemized comparison of the proposed substitution with the product features

specified in the Contract Documents, including data relating to design and artistic effect, where applicable..

- e. Include copies of the pertinent Contract Documents, clearly marked and highlighted to show changes necessary to accommodate the proposed substitution.
- f. If the proposed substitution is due to unavailability of a specified product, a written statement shall accompany it, written by the supplier of the specified product, confirming lack of availability.
- g. By submitting the substitution request, Contractor affirms that: 1) the proposed substitution conforms to the required dimensions and meets or exceeds the standards of required function, appearance, and quality set by the specified product: and 2) the burden of proof rests with the Contractor.
- h. By submitting a substitution request, Contractor agrees to absorb all costs resulting from acceptance of the proposed substitution, including both known and subsequently discovered revisions to other construction needed to accommodate the substitution, and other expected and unforeseen costs, such as delays, code approval-related expenses, and additional architectural services.

C. A request for substitution forwarded by the Contractor means that Contractor:

- 1. Has investigated the proposed substitution.
- 2. Has determined that the substitution is equal to or superior in quality and serviceability (performance) to the product specified in the Contract Documents.
- 3. Will provide the same guarantee for the substitution that is required for the product specified in the Contract Documents.
- 4. Waives all claims for additional costs that subsequently become apparent as a result of the substitution.
- 5. Will coordinate the installation of the accepted substitution into the Work, and will make such changes in the Work of the various trades as may be required to provide a completed condition.

D. A request for a substitution will not be considered if:

- 1. The substitution is merely indicated or implied on the Shop Drawing or Product Data submittal without the specified formal request and documented proof of conformance. Submittal approvals for items not meeting specifications are not valid. Completed construction related to such items is subject to rejection.
- 2. Implementation requires a major revision of the Contract Documents in order to accommodate the substitution.
- 3. The substitution request is substantially incomplete.

E. Architect's Review of Proposed Products List and Substitution Requests.

- 1. The Architect will review properly submitted proposed products list and accompanying substitution requests.
- 2. The Architect will evaluate each substitution request and inform Contractor in writing whether the proposed substitution is accepted, accepted as noted, or not accepted.
 - a. Substitution requests that do not conform to requirements, including submittal timing, are subject to return without review.
 - b. A substitution will not be considered accepted by the Owner until it has been documented by Change Order.
- 3. The Architect's decision as to conformance and acceptability will be consistent with the intent of the Contract Documents.
- 4. In the absence of written acceptance of a substitution request, proposed substitutions shall be understood as not accepted.

5. The Architect will endeavor to evaluate the substitution request in a reasonable period of time. With the request, the Contractor shall inform the Architect of the deadline for final decision on the request. In the absence of Architect's decision within the critical time, the Contractor shall proceed with the specified product.

1.4 SUBSTITUTION REQUESTS AFTER PROPOSED PRODUCTS LIST

- A. Use no product in the Work that is not named in the Contract Documents, or not listed in the Proposed Products List, or not approved as a substitute or comparable product. Products specified solely by reference standard or performance requirements do not require naming.
- B. During construction of the Work, products not listed on the accepted Proposed Products List shall not be used without receipt of an approved substitution request for a listed product. A substitution request will be considered under one of the following conditions:
 1. The product listed on the accepted Proposed Product List becomes unavailable. Include with the substitution request a letter from the listed manufacturer, on the manufacturer's letterhead, verifying that the product is no longer available.
 2. Conditions uncovered at the Site render the listed product inappropriate, or an undesirable choice for the conditions uncovered. Include with the substitution request a full description of the uncovered conditions and why the requested substitution is preferable to the listed product.
- C. Make each substitution request on the specified substitution request form. Fully execute form in accordance with the provisions of Article, Proposed Products List and Accompanying Substitution Requests, except for provisions requiring submittal concurrent with proposed products list. Check the box indicating the Contractor's request is being submitted separate from and after submittal of the proposed products list.

1.5 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage qualified testing agency to perform compatibility tests recommended by manufacturers.

1.6 PROCEDURES

- A. Coordination: Modify or adjust affected work as necessary to integrate work of the approved substitutions.

PART 2 PRODUCTS

2.1 SUBSTITUTIONS

- A. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 1. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 2. Requested substitution does not require extensive revisions to the Contract Documents.
 3. Requested substitution is consistent with the Contract Documents and will produce indicated

- results.
4. Substitution request is fully documented and properly submitted.
 5. Requested substitution will not adversely affect Contractor's construction schedule.
 6. Requested substitution has received necessary approvals of authorities having jurisdiction.
 7. Requested substitution is compatible with other portions of the Work.
 8. Requested substitution has been coordinated with other portions of the Work.
 9. Requested substitution provides specified warranty.
 10. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 3 EXECUTION (NOT USED)

END OF SECTION