SECTION 012500

SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and
      other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY
   A. Section includes administrative and procedural requirements for substitutions.

1.3 DEFINITIONS
   A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required
      by the Contract Documents and proposed by Contractor.
   1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project
      conditions, such as unavailability of product, regulatory changes, or unavailability of required
      warranty terms.
   2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in
      order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.4 SUBMITTALS
   A. Substitution Requests: Submit one (1) PDF file of each request for consideration. Identify product or
      fabrication or installation method to be replaced. Include Specification Section number and title and Drawing
      numbers and titles.
   1. Substitution Request Form: Use CSI Form 012500.13
   2. Documentation: Show compliance with requirements for substitutions and the following, as
      applicable:
      a. Statement indicating why specified product, fabrication, or installation cannot be provided, if
         applicable.
      b. Coordination information, including a list of changes or modifications needed to other parts of
         the Work and to construction performed by Owner and separate contractors, which will be
         necessary to accommodate proposed substitution.
      c. Detailed comparison of significant qualities of proposed substitution with those of the Work
         specified. Include annotated copy of applicable specification section. Significant qualities
         may include attributes such as performance, weight, size, durability, visual effect, sustainable
         design characteristics, warranties, and specific features and requirements indicated. Indicate
         deviations, if any, from the Work specified.
      d. Product Data: including drawings and descriptions of products and fabrication and installation
         procedures
      e. Samples, where applicable or requested
      f. Certificates and qualification data, where applicable or requested
      g. List of similar installations for completed projects with project names and addresses and
         names and addresses of architects and owners.
      h. Material test reports from a qualified testing agency indicating and interpreting test results for
         compliance with requirements indicated.
      i. Research reports evidencing compliance with building code in effect for Project, from ICC-
         ES.
      j. Detailed comparison of Contractor's construction schedule using proposed substitution with
         products specified for the Work, including effect on the overall Contract Time. If specified
         product or method of construction cannot be provided within the Contract Time, include letter
         from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order,
         lack of availability, or delays in delivery.
      k. Cost information, including a proposal of change, if any, in the Contract Sum.
      l. Contractor's certification that proposed substitution complies with requirements in the
         Contract Documents except as indicated in substitution request, is compatible with related
         materials, and is appropriate for applications indicated.
      m. Contractor's waiver of rights to additional payment or time that may subsequently become
         necessary because of failure of proposed substitution to produce indicated results.
   3. Design Professional's Action: If necessary, Design Professional will request additional information
      or documentation for evaluation within seven (7) days of receipt of a request for substitution. Design
Professional will notify Contractor of acceptance or rejection of proposed substitution within fifteen (15) days of receipt of request, or seven (7) days of receipt of additional information or documentation, whichever is later.

b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

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. Substitutions for Cause: Submit requests for substitution immediately upon discovery of need for change, but not later than fifteen (15) days prior to time required for preparation and review of related submittals.

1. Conditions: Design Professional 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:

a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
b. Substitution request is fully documented and properly submitted.
c. Requested substitution will not adversely affect Contractor's construction schedule.
d. Requested substitution has received necessary approvals of authorities having jurisdiction.
e. Requested substitution is compatible with other portions of the Work.
f. Requested substitution has been coordinated with other portions of the Work.
g. Requested substitution provides specified warranty.
h. 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.

B. Substitutions for Convenience: Not allowed, unless otherwise indicated. If allowed Design Professional will consider requests for substitution if received within sixty (60) days after commencement of the Work. Requests received after that time may be considered or rejected at discretion of Design Professional.

1. Conditions: Design Professional will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Design Professional will return requests without action, except to record noncompliance with these requirements:

a. 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 Design Professional redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
b. Requested substitution does not require extensive revisions to the Contract Documents.
c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
d. Substitution request is fully documented and properly submitted.
e. Requested substitution will not adversely affect Contractor's construction schedule.
f. Requested substitution has received necessary approvals of authorities having jurisdiction.
g. Requested substitution is compatible with other portions of the Work.
h. Requested substitution has been coordinated with other portions of the Work.
i. Requested substitution provides specified warranty.
j. 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.