

SECTION 01 25 00
SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUBSTITUTION PROCEDURES

- A. Substitutions include changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
- B. Substitution Requests: Submit three copies 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 13.1A**.
 - 2. Submit requests within 15 days after **the Notice to Proceed**.
 - 3. Identify product to be replaced and show compliance with requirements for substitutions. Include a detailed comparison of significant qualities of proposed substitution with those of the Work specified, a list of changes needed to other parts of the Work required to accommodate proposed substitution, and any proposed changes in the Contract Sum or the Contract Time should the substitution be accepted.
- C. Architect will review proposed substitutions and notify Contractor of their acceptance or rejection. If necessary, Architect will request additional information or documentation for evaluation.
 - 1. Architect will notify Contractor of acceptance or rejection of proposed substitution within **15** days of receipt of request, or **7** days of receipt of additional information or documentation, whichever is later.
- D. Do not submit unapproved substitutions on Shop Drawings or other submittals.

1.2 PREAPPROVED SUBSTITUTION PROCEDURES

- A. Pre Approved Substitution Request Submittal: The Architect will consider requests for pre approved substitutions if received earlier than 10 days prior to bid date. Requests received less than 10 days prior to bid date may be rejected at the discretion of the Architect. Products/equipment labeled as requiring pre approval for substitutions will not be allowed to be substituted after the award of contract.
 - 1. Products and equipment requiring Pre Approved Substitutions will be listed under the acceptable manufactures section for each product
 - 2. Submit 3 copies of each request for substitution for consideration. Submit requests in the form.

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3. Identify the product or the fabrication or installation method to be replaced in each request. Include related Specification Section and Drawing numbers.
4. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate.
 - a. Coordination information, including a list of changes or modifications needed to other parts of the work and to construction performed by the Owner and separate contractors, that will be necessary to accommodate the proposed substitution.
 - b. A detailed comparison of significant qualities of the proposed substitution with those of the Work specified. Significant qualities may include elements, such as performance, weight, size, durability, and visual effect.
 - c. Product Data, including Drawings and descriptions of products and fabrication and installation procedures.
 - d. Samples, where applicable or requested.
 - e. A statement indicating the substitution's effect on the Contractor's Construction Schedule compared to the schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall Contract Time.
 - f. The Contractor's certification that the proposed substitution conforms to requirements in the Contract Documents in every respect and is appropriate for the applications indicated.
2. Architect's Action: If necessary, the Architect will request additional information or documentation for evaluation within one week of receipt of a request for substitution. The Architect will notify the Contractor of acceptance or rejection of the substitution. If the substitution is accepted as an equal, the approval will be listed on an addendum prior to the bid date that will notify all bidders of the accepted equal.
 - a. Use the product specified if the Architect does not accept the proposed substitute.
3. Substitution Request Form: Use **CSI Form 13.1A**.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION