

SECTION 01 2500**SUBSTITUTION PROCEDURES****PART 1 - GENERAL****1.01 SUMMARY**

- A. Section includes administrative and procedural requirements for substitutions.

1.02 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of contract 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 University that are not required to meet other Project requirements and may offer advantage to Contractor or University.
 - 3. Substitutions may be submitted only when "Or Equal" is listed.

1.03 ACTION SUBMITTALS

- A. Substitution Requests: Submit three copies or electronic pdf files 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 facsimile of form provided in Construction Documents.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
 - b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by University 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 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 approved code agency, from ICC-ES, California State Fire Marshal or California Building Code.
 - j. Detailed comparison of 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 in the Contract Sum.
 - l. Certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, building codes, is compatible with related materials, and is appropriate for applications indicated.
 - m. Waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
- 3. If proposed substitution requires that portions of Work be redesigned or removed to accommodate substituted item, submit design and engineering calculations prepared by a properly California licensed design professional.
- B. University's Action: If necessary, University's Representative will request additional information or documentation for evaluation within seven days of receipt of a request for substitution.
 - 1. University will issue acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
 - 2. University will use for purposes of comparison characteristics of specified product, material or equipment as they appear in manufacturer's published data even though characteristics may not have been particularly mentioned in Specifications.
 - 3. University will accept proposed substitutions that are in University's opinion equal in quality, utility, and appearance to material or equipment specified.
 - 4. If substitution requires revisions or corrections to previously accepted Shop Drawings and submittals, supporting data shall be submitted.
 - 5. Forms of Acceptance: University will return Substitution Request form showing approval or rejection.
 - 6. Use product specified if University does not issue a decision on use of a proposed substitution within time allocated.
- C. Submittal of unapproved substitutions on Shop Drawings or within another regular submittal is prohibited.

1.04 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.
- B. Substitution acceptance shall not relieve compliance with Contract Documents requirements.

1.05 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.
- B. Contractor shall be responsible for costs of changes resulting from Contractor's proposed substitutions which affect other parts of Work or Work of separate Contractors.
- C. If proposed substitution is rejected, the specified material or equipment shall be provided.
- D. The decision of University shall be final.

PART 2 - PRODUCTS**2.01 SUBSTITUTIONS**

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, and not later than 15 days prior to time required for preparation and review of related submittals.
 - 1. Conditions: University will consider request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, University 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 is compatible with other portions of the Work.
 - e. Requested substitution has been coordinated with other portions of the Work.
 - f. Requested substitution provides specified warranty.
 - g. If requested substitution involves more than one contractor, requested substitution has been coordinated with their Work, is uniform and consistent, is compatible with affected products, and is acceptable to the contractors involved.
- B. Substitutions for Convenience: University will consider requests for substitution if received within 30 days after the Notice to Proceed. Requests received after that time may be considered or rejected at discretion of University.

1. Conditions: University will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, University will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution offers University a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities the University must assume. University's additional responsibilities may include compensation to University for redesign and evaluation services, increased cost of other construction by University, 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 construction schedule.
 - f. Requested substitution is compatible with other portions of the Work.
 - g. Requested substitution has been coordinated with other portions of the Work.
 - h. Requested substitution provides specified warranty.
 - i. If requested substitution involves more than one contractor, requested substitution has been coordinated with their Work, is uniform and consistent, is compatible with affected products, and is acceptable to the contractors involved.
2. Requests received after 30 days may be considered or rejected at discretion of University's Representative. Cost of such review will be deducted from the Contract Sum.

PART 3 - EXECUTION (Not Used)**END OF SECTION**