PART 1 - GENERAL

1.01 DESCRIPTION:

A. The Contractor shall furnish and install all products specified herein. Substitutions will be considered only after the Award of Contract. The Engineer will review the substitution request as stated in this Section. The required forms for submitting substitution requests are attached to the end of this section. The “Request for Approval of Material Sources and Substitions” form is also available electronically within the automated Contractor Forms Workbook, a MS Excel application developed by the Owner that integrates several common forms utilized during the life of the Contract. The Contractor Forms Workbooks is available to the Contractor upon request.

1.02 RELATED SECTIONS:

A. Coordinate related requirements specified in other parts of the Project Manual.

1.03 PRODUCTS:

A. Where specified only by reference standards, select any product meeting the standards, by any Manufacturer.

B. Where specified by naming one or more products, but indicating "or approved equal" after specified listing, submit any request for another product substitution on a form provided by the Engineer.

1.04 SUBSTITUTIONS:

A. Within fourteen (14) days after the Award of Contract, submit written substitution requests (on form provided) to the Engineer. Submit two copies of the Substitution Request form for each product substitution being proposed.

B. Indicate one or more of the following reasons for request:

1. Substitution is required for compliance with final Code interpretation requirements or insurance regulations.
2. Specified product is unavailable through no fault of Contractor/Subcontractor.
3. Subsequent information discloses specified product unable to perform properly
4. Manufacturer or fabricator refuses to certify or guarantee performance of specified product, as required.
5. Substitution saves substantial cost, time or other considerations. Show accurate cost data on proposed substitution in comparison with product or method specified or backup documentation from the Manufacturer pertaining to delivery times.

C. In making request for Substitution, Manufacturer/Contractor represents:

1. He/she has personally investigated proposed product, and in his/her opinion, it is equal or superior in all respects to that specified.
2. He/she will coordinate installation of accepted substitution and guarantees to complete it in all respects. He/she has outlined any changes required in accordance with form.
3. He/she will provide an equal or greater guarantee for Substitution as for specified product.
4. He/she waives all claims for additional costs related to Substitution, which consequently become apparent.
5. Cost data is complete and includes all related costs under his/her Contract, but excludes: Cost under separate Contracts. (Show impact on Substitution Request form).

D. Substitutions will not be considered if:

1. They are indicated or implied on Shop Drawings or other project data submittals, without proper notice shown on Substitution Request form.
2. Approval will require substantial revisions of Contract Documents.

E. Approval Process:

1. The Engineer, upon receiving an application for a Substitution shall within ten (10) working days determine if the request is warranted. The Engineer shall approve or disapprove.
2. If the Substitution request is approved by the Engineer and does not involve a cost increase or credit, change in the contact time, or material change to the project drawings and or manual, the approved application will serve as documentation of the change. If any of the prior conditions is changed as a result of the substitution approval the Engineer shall prepare an MP and a subsequent Change Order to officially approve the change.

PART 2 - PRODUCTS: *Not Used*

PART 3 - EXECUTION: *Not Used*

END OF SECTION

Substitution Request form follows on next page

REQUEST FOR APPROVAL OF MATERIAL SOURCES AND SUBSTITUTIONS

PROJECT NAME		PW CONTRACT NO.
CONTRACTOR	ACTIVITY (WC) NO.	DATE

MATERIAL SOURCES

Bid Item #	Description of Material	Sources of Supply: Local Supplier	Sources of Supply: Manufacturer or Pit #	Approval Action *

Each substitution listed below must be accompanied by a "Supplemental Information for Substitution Request" form

Bid Item #	Specified Material or Component: Manufacturer	Specified Material or Component: Part No. or Make	Proposed Substitution: Manufacturer	Proposed Substitution: Part No. or Make	Approval Action *

SUBMITTED BY	SIGNATURE AND DATE

1. Source Approved
1A. Source Approved: Acceptance based upon 'Satisfactory' test report for samples of materials incorporated into project
2. Source Approved: Submit manufacturer certificate of compliance for 'Approval' prior to use of material
3. Source Approved: Submit millcerts prior to use of material
4. Source Approved: Submit catalog cuts and/or shop drawings for 'Approval' prior to use or fabrication of material
5. Source Approved: Only stamped 'SPR Inspected' material shall be used
6. Source Approved: Request supplier to provide SPR Pipe Acceptance Report (PAR) with pipe upon delivery
7. Source Approved: Submit mix design for 'Approval' prior to incorporation of material into project
8. Approval Withheld: Submit samples for preliminary evaluation
9. Approval Withheld: Submit brand name, name of manufacturer, treating plant, or WSDOT Pit number
10. Approval Withheld: Submit catalog cuts and/or shop drawings for approval
11. Approval Withheld: Submit bid item number
12. Approval Withheld (see explanation below)
13. Conditionally Approved (see explanation below)
14. Rejected (see explanation below)

NOTE: Forms not filled in completely will not be processed. Append supplemental information (catalog cut sheets, shop drawings, etc.) as appropriate. Use multiple forms if more space needed.

Seattle Parks and Recreation Department Use Only

REVIEWED BY (DESIGNER NAME)	SIGNATURE & DATE

EXPLANATION(S) FOR ANY ITEM CODED WITH 12, 13, OR 14

APPROVED BY	SIGNATURE & DATE
Rebecca Rufin, Park Engineer	

SAMPLE

SUPPLEMENTAL INFORMATION FOR SUBSTITUTION REQUEST

TO:

PROJECT NAME: _____

CONTRACT NUMBER: _____

MANUFACTURER:_____

We submit for consideration the following product instead of the specified item.

SECTION	PARAGRAPH	SPECIFIED ITEM
_____	_____	_____

PROPOSED SUBSTITUTION: _____

_____

_____

Attach and submit:

- Complete dimensional information and technical data, including laboratory tests if applicable.
- Complete information on changes to drawings and specifications which the proposed substitution will require for its proper installation.
- All necessary samples and substantiating data to prove equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate equality in performance. Indicate differences in quality of materials and construction.

Fill in the blanks below:

1. Does the substitution affect dimensions shown on the Drawings, including details?
   Yes _____ No _____ If yes, clearly indicate changes (attach shop drawings as necessary to clearly illustrate the requested changes.)

2. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution?
   Yes _____ No need _____

3. What effect does the substitution have on other trades, other contracts and contract completion date?

4. What effect does the substitution have on Code requirements?

5. Describe the differences between the proposed substitution and specified items:

6. Compare the manufacturer's guarantees of the proposed substitution and specified items.
   Same_____ Different_____ (explain)

CERTIFICATION OF EQUAL PERFORMANCE AND
ASSUMPTION OF LIABILITY FOR EQUAL PERFORMANCE

Signature must be by a person having authority to legally bind his firm to the above terms. Failure to provide legally-binding signature will result in approval retraction.

Submitted by (signature): _____

Name and title (printed):_____

Firm Name: _____

Address: _____

Telephone #: _____ Date: _____

CONCURRENCE BY: APPROVED BY:

_____ _____
Consultant Date Parks Engineer Date