



MORE THAN ARCHITECTS

INSTRUCTIONS FOR USE OF SUBSTITUTION REQUEST FORM

STEPS

1. Substitution request **including all required documentation** must be emailed to the Project Leader at the Architects office no later than the date indicated in the specifications. Requests submitted late will not be considered. Contact information can be found on the Huckabee website bidding section under the specific project at: www.huckabee-inc.com/construction
2. The Huckabee “Substitution Request Form” must be used for each project submitted for consideration.
3. The Individual or Firm requesting a substitution must document that the requested substitution is equal or superior to the specified product. Failure to provide clear, accurate, and adequate documentation will be grounds for rejection. Any re-submittal will be handled as a new request.
4. Required documentation shall consist of applicable information which would aid the Architect in making an informed decision. Include **side-by-side product comparisons**, technical data, laboratory test results, product drawings, etc. References shall include three projects which are from one to two years old, and three projects older than five years. Provide a list of references with the owner’s contact name and telephone number.
5. If use of the proposed product would result in changes to the design of the building, the submittal shall describe fully the changes required to the drawings or specifications. Any cost differences resulting from modifications to the drawings and specifications and the cost of making the changes shall be borne by the Product Supplier.
6. **No** product will be considered “as equal” to the product specified until it has been included as an allowable substitution in a written Addendum to the project.
7. The decision of the Architect is final.

Huckabee



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SUBSTITUTION REQUEST FORM

Architect Project No: _____

Bid Date: _____

Date of Request: _____

Project Name: _____

SUBSTITUTION REQUEST BY:

Firm: _____

Address: _____

Phone: _____

Fax: _____

We hereby request that the following Substitution be allowed in lieu of the Product specified on the above project.

ARCHITECT / ENGINEERS RESPONSE:

APPROVED APPROVED AS NOTED

NOT APPROVED SUBMITTED TOO LATE

FAILED TO PROVIDE ADEQUATE INFORMATION

REMARKS: _____

BY: _____ DATE: _____

SPECIFIED PRODUCT _____ SPECIFICATION SECTION _____

PROPOSED PRODUCT SUBSTITUTION _____

This request includes the following: attached Technical Data, Laboratory Tests and proposed changes to the Drawings and Specifications, which the proposed Substitution will require for proper installation.

The Firm requesting the Substitution agrees to pay for changes to the building design, including Architectural, Engineering, and detailing costs caused by the requested Substitution. YES NO NOT APPLICABLE

What effect does the Substitution have on other trades? _____

What effect does Substitution have on Construction Schedule? _____

Differences between proposed Substitution and specified item? _____

Manufacturer's guarantees of the proposed and specified items are: _____ Same _____ Different
(If different, explain on attachment)

The undersigned state that the function, appearance and quality are equivalent or superior to the specified item.

SIGNATURE

TITLE

DATE

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