



Hellmuth, Obata + Kassabaum, Inc.  
 211 North Broadway  
 St. Louis, MO 63102  
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## REQUEST FOR SUBSTITUTION

RFS # \_\_\_\_\_

<b>PROJECT:</b>	<b>GENERAL CONTRACTOR:</b> Name: Address:  Phone: _____ Fax: _____
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Substitution Request By:	Firm:
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Transmittal Record	Attn:	Firm:	Date Sent:	Date Rec'd:	Date Due:
Contractor to Project Manager					
Project Manager to HOK					
HOK to Electrical					
HOK to Mechanical					
HOK to Structural					
HOK to Consultant					
Consultant to HOK					
HOK to Project Manager					
Project Manager to Contractor					

We hereby submit for your consideration the following product instead of the specified item for the Project:

Section / Drawing	Article	Specified Item
<b>Proposed Substitution:</b>		

Attach complete technical data, including laboratory tests as applicable.

Include complete information on changes to Drawings and/or Specifications which proposed substitution will require for its proper installation.

<b>RESPONSE:</b>	By:	<b>Response:</b>
A.	Does the substitution affect dimensions shown on Drawings?	
B.	Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution?	
C.	What effect does the substitution have on other trades?	
D.	Itemized comparison between proposed substitution and specified item?	
E.	For GMP Projects: What is the Cost Differential from GMP Chart of Accounts?	
F.	Are Manufacturer's guarantees for the proposed item the same as for item specified? Explain differences.	
G.	The undersigned accepts full responsibility for delays caused by redesign of other items of the Work necessitated by substitution.	
H.	The undersigned states that the function, appearance and quality are equivalent or superior to the specified item.	

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_  
Noted

Late

**Architect  
Response:**

**Consultant  
Response:**

**Project Manager's  
Response:**

Accepted

Not Accepted

Accepted as

Received Too

By: \_\_\_\_\_

**Remarks:**

By: \_\_\_\_\_