

## HEADLINES

### National Awards Nominations for the Outstanding Chapter Commendation Coming Due

### LRCSCI—No Meeting in July



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# Little Rock Chapter Notes



By: Billy J. Mathis, FCSI, CDT

I don't know if everyone knows this but the Little Rock Chapter held their elections approximately 2 weeks ago. The leadership for the upcoming year was put into place. With that said, there are a lot of things coming up within the Chapter in the upcoming Fiscal Year (July 1, 2018 through June 30, 2019). First of all we will have our Annual Golf Tournament which raises funds to replenish our Scholarship funds as well as providing operating capital for the Chapter for the upcoming year. This is a very important tournament this year as our funds will go towards being the Host Chapter for the Gulf States Region Leadership Conference. With this responsibility comes the opportunity to show the Gulf States Region that the Little Rock Chapter is still alive and kicking. This very important event brings together the leadership of the 15 Gulf States Region Chapters in one place to train, to provide leadership examples, to bring into focus the efforts of the Region in support of the Chapters, and to provide a venue for fellowship with not only old friends but new yet-to-be friends as well. I am sure that when the time comes, the Little Rock Chapter will step up and show the Region how to run one of these.

With all of that said, we will need your help. We will need volunteers to work the tournament, we will need volunteers to help run portions of the Leadership Conference, and we will need a good showing of the Little Rock Chapter Spirit to show the rest of the Region we are still here and still Gulf States Proud. Volunteers are our life blood which is why we need to get out there and get some of the younger generation involved to show us older, seasoned members how things need to be done in today's world. To help us with that, Carlie Massery has taken on the role of Director of Membership. After talking with her, there will be much more coming down the pipeline on that.

Finally, we need your input on where we need to go locally to bring the Chapter back to the forefront of the Construction Industry Associations. Being the only one that does not restrict membership to one discipline or employer type, we are a good place for the multiple parts of the construction process to come together to learn from each other as well as teach each other. Get more people involved and we can become a force for change within the industry. A force for making the industry much better.

**Article Submitted by Sheldon Wolfe, RA, FCSI,  
CCS, CCCA, CSC—Construction Specifier,  
Curmudgeon, Heretic Architect**



## **Head to Head: Clancy vs. Wolfe**



It's been thirty-three years since I took my first job as a specifier. This glorious career came to an early end a few months ago when I left my last office, where I had worked for twenty-two years. Add to that the years I worked in "real" architecture after graduating from architecture school in 1975, and it's been a long road.

My last firm regularly announced milestone anniversaries, and, beginning with the tenth anniversary, each honoree was given the opportunity to say a few words. At my tenth and fifteenth anniversaries, I took a project manual to the lectern, opened it, and intoned, "And now for an interpretive reading of a specification section." The next time

you speak, try it; it's always good for a laugh.

For my twentieth anniversary, I couldn't help but think back on my career. I decided I should compare myself to another writer, and, for reasons I can't explain, I chose Tom Clancy. That might sound crazy, but we're both prolific writers, and there is a resemblance...

Mr. Clancy's statistics are easy to find. I found the number of books in print, number of video games sold, number of books rated number one on the New York Times best seller list, number of weeks the hardcover version of *Hunt for Red October* was on the best seller list, number of weeks the paperback version was on the list, number of words per book, and so on. Clancy began in 1984, and I wrote my first specifications in 1985. Unfortunately for him, Clancy died in 2013, so I had the benefit of a few more years. The time we had been writing could have been a factor, but in the end, it played no part.

Oddly, my own statistics were harder to find. I started with the number of project manuals I had issued, then estimated the number of specification sections, the number of words per page, and the number of pages to determine the total number of words. I discounted the mechanical and electrical volumes, and took partial credit for civil and structural specifications, mixed in a few other considerations, and decided I had published the equivalent of 400 books. With that as a start, I thought, I could at least be competitive.

Tom Clancy is credited with writing over 100 books. I didn't include mechanical and electrical specs in my total, so I didn't include the many books Clancy co-wrote. Also, because much of his celebrity is based on his fiction writing, I decided to not include his non-fiction work. In the end, I gave him credit for 25 books. So, coming out of the gate, I am far ahead, 400 books to 25.

Other than the number of books written, I wondered, how else could I compare our work?

Although I had written more than Clancy, none of my books made the New York Times Best Sellers list. Clancy scored 17.

Producing best sellers obviously means an author's books are being read; Clancy wins this category as well. Assuming all the books he sold were read, more than 100 million people read his books. It's likely that many of those books were passed on to others, so the total could easily be twice that number.

No one bought any of my project manuals, but, at least in theory, each of my project manuals was read by at least the project architect, other staff architects working on the project, our consultants, several people on the owners' staffs, and all the contractors, subcontractors, suppliers, and installers working on my projects. Even though I could throw modesty aside and claim all those people had read my project manuals, we all know better. In reality, the number of my project manuals that were read is probably closer to three, and those only partially.

With all the best sellers he wrote, Clancy was an obvious candidate for Hollywood. Of the books he wrote alone, five were made into successful movies. Because of the number of project manuals I issued, I'm sure someone from Hollywood has tried to contact me, but they're probably using an old email address.

And then there are the games. More than forty video games and a few board games bear Clancy's name. Although none of my project manuals have been made into games, there have been occasions when one contractor or another seemed to think they were games.

Finally, I compared our incomes. When I learned his net worth was estimated at more than \$780 million, I didn't bother to find out what Clancy made for each of his books. I'm still counting on the lottery to get me to millionaire status, but who knows, maybe I'll win one of those billion-dollar Powerball payouts.

With money comes property, and here again I come up just a bit short. According to Wikipedia, Clancy had an 80-acre estate that was once a summer camp in Maryland, with a panoramic view of the Chesapeake Bay. His \$2 million home had 24 rooms and a shooting range in the basement; in the yard was an M4 Sherman tank. He also had a condo in Baltimore's Inner Harbor. My wife and I have a five-acre plot in rural Minnesota, with a pond in the back yard. We had a 1949 Ford F3 pickup in the yard, but that's gone.

With that sobering view of my career, you might think I am disappointed. Although it would be fun to publish a real book, and even more fun to have it be a best seller, I don't think I've wasted my time. Working in construction offers a satisfaction unknown in most other occupations; I can point to many buildings that fulfill the owner's needs - and will continue to be useful for decades - and say, 'I had a hand in that!'

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[Agree? Disagree? Leave your comments at https://swconstructivethoughts.blogspot.com/2018/05/head-to-head.html](https://swconstructivethoughts.blogspot.com/2018/05/head-to-head.html)

# YOUR CHAPTER BOARD OF DIRECTORS AT WORK

Your Little Rock Chapter Board of Directors is working hard to make the Little Rock Chapter more relevant to the local Construction Community.

1. Old Business
  - a. Set up a Task Team to begin consideration of the Re-Organization of the Chapter doing away with committees. The groundwork has been done by Billy Mathis who will finalize the presentation and publish in the upcoming issue of the Newsletter and on the Website, Facebook and Linked-In for all to review.
  - b. Certification Scholarship. We consistently have cash reserves exceeding \$20,000. What if we could use some of that money to provide incentive for persons to take the CDT test and become members. This concept is being successfully utilized by the Portland Chapter and is being looked at for adaptation to the Little Rock Chapter.
2. New Business:
  - a. Report from Secretary on the corporate update to the Secretary of State. The Secretary is reviewing the requirements and will report at the Board Meeting.
  - b. Set up Audit Team to audit the books for FY2017.
  - c. Set up Budget Team to set Budget for FY2018 (once the Audit is complete).
  - d. Little Rock to Host Gulf States Region Leadership Conference in 2021. Form a committee to start this and who will be involved. This is just a heads – up. The Chapter should begin committee and task team assignments and selection process.
  - e. Upcoming activities:
    - 1) Awards: Bishop Submission Submitted / Board approved submission of Billy J. Mathis, FCSI, CDT for the award.
    - 2) Need to begin consideration of nominations for FY2018 Institute Awards and the OCC.
    - 3) Need to determine if a Chapter Awards Banquet or Celebration will be conducted.
  - f. We need more Contractors involved with the Chapter. Need volunteer to get this process off the ground.
  - g. The Nominations for the FY2019 Board of Directors need to begin and we need people in multiple positions.

# **MARK THIS DATE**

**August 8, 2018**

**Andy Mays from Mays, Maune, McWard will present:**

**“Code 10 - Opening Doors to Design Opportunities” / 1 CEU/HSW**

*More information to follow in the July Newsletter.*



# KNOWLEDGE, INNOVATION, COLLABORATION - CONSTRUCT 2018



Excerpt from Let's "Fix Construction Blog"

Registration is now open for CONSTRUCT 2018, our MUST attend construction industry conference of the year.

The co-founders of Let's Fix Construction, Eric D. Lussier and Cherise Lakeside met at CONSTRUCT in Phoenix in 2012 and have returned in each successive year since. AT CONSTRUCT 2017 in Providence, RI, Eric and Cherise were invited to participate on the CONSTRUCT Education Advisory Council with a group of other industry professionals. This effort has continued for the 2018 Conference and much work has been done to put together a dynamic program for the conference this coming October 3-5, 2018 in Long Beach, CA.

In addition to the Education Advisory Council, CONSTRUCT 2018 will be keeping Eric and Cherise busy on all three days of the conference.

On Day 1, they are both involved in the fourth annual Young Professionals Program, Cherise will be moderating the Archispeak Interactive Luncheon titled 'Real Talk About Challenges, Opportunities & Innovations Surrounding AEC

Teams' and later that day, the Let's Fix Construction interactive problem-solving workshop will return for a second consecutive year.

On day 2, Eric and Cherise will co-host a new program 'Facing Danger: Public Speaking for Non-Public Speakers' and the evening will conclude with the 2nd annual Let's Fix Construction 'Partners & Pints' party, sponsored by ClarkDietrich.

Day 3 will feature a new addition to CONSTRUCT in 2018, as Cherise will moderate the 'Millennial Power Panel' session, with more details below.

While Cherise and Eric (Let's Fix Construction) will be busy this year at CONSTRUCT in their continuing total world domination effort, there are a host of great educational sessions from many well respected members of the AEC Community in addition to project tours, networking events, parties, show floor education, product information and much more. Check out the official CONSTRUCT Press Release below and register soon and save up to \$230 with Early Bird Pricing when you register by 06/13.

Contributed by [Eric D. Lussier](#) & [Cherise Lakeside](#)

CONSTRUCT, the only national show dedicated to commercial building teams that spec and source materials, has announced a slight change in the show's format for 2018. CONSTRUCT is introducing Thought Leader and Power Panel Sessions this year, replacing the Keynote Speaker and Game Changer Speaker. These four new sessions will feature key industry leaders speaking on trending topics that are affecting the AEC industry today. The Thought Leader speakers include Rosa T. Sheng, Brok Howard, and Paul Doherty. The Power Panel session will involve successful millennial professionals.

Rosa T. Sheng, FAIA, LEED AP BD+C, is a Principal and Director of Equity, Diversity, Inclusion at SmithGroupJJR and AIA SF President 2018. She is also the Founding Chair for Equity by Design, which has launched a national movement for achieving equitable practice and design in architecture since 2018. Rosa's session, titled 'Why Equity Matters for everyone – A New Value Proposition for Design', will frame the discussion on how we can adopt a culture of equity, diversity and inclusion.

Brok Howard, is a Technical Account Manager at dRofus Inc. where he leads the effort in implementation, training, and support for all North America. He has over 20 years of experience in the AEC industry, including teaching at Washington University in St. Louis and as a BIM Manager at HOK. Brok's session titled 'Knowledge Transfer – An Ethical Responsibility for AEC Professionals', will focus on our responsibility and duty to prepare the next generation with the knowledge we share.

Paul Doherty, the President and CEO of the Digit Group, is an award-winning architect, specifier, and adviser to Fortune 500 organizations and government agencies. He is also one of the co-founders of the AEC Hackathon. His current work is focused on Smart City real estate developments for the USA and abroad. Paul's session titled 'The Digital Transformation of Specifications' will discuss a new age of specifications driving digital transformations that could only have been dreamed about just a few years ago.

The Power Panel session will be moderated by Cherise Lakeside, Specifier at LSW Architects and co-founder of LetsFixConstruction.com. She will be leading a panel of four millennials through an in-depth discussion where they will dispel some commonly held beliefs about their generation, and what they want for the future of the industry. The panel will consist of Tiffany Coppock from Owens Corning, Cam Featherstonhaugh from TruexCullins Architecture & Interior Design, Kyhla Pollard from Juneau Construction Company, and Michael Riscica from the YoungArchitect.com.

The change in format, initiated by feedback from our participants, allows for more in-depth discussions in a more intimate setting. "Education has always been key for our participants, and we are excited to be able to provide them with multiple sessions from key industry leaders," said Keith Huegel, Associate Director for CONSTRUCT. In addition to the Thought Leader Sessions, CONSTRUCT will feature over 50 accredited educational sessions, technical tours and live product demonstrations. Attendees will be able to earn 18 plus hours of CEU's.

In addition to our thought leader speakers, we have a number of notable industry professionals that will be presenting on topics that are current to the AEC industry." Said Jennifer Hughes, Sr. Education Manager for CONSTRUCT. "With the help of our 2018 Education Advisory Council, we have created an exciting program that will provide solutions to the challenges facing AEC professionals today."

CONSTRUCT 2018 is being held October 3 -5, 2018 in Long Beach, CA at the Long Beach Convention Center. Registration is now open, and Early Bird pricing ends on June 13, 2018. To register or for more information, visit [www.CONSTRUCTshow.com](http://www.CONSTRUCTshow.com).

“ Additional show information:

- Facebook at <http://www.facebook.com/CONSTRUCTShow>
- LinkedIn at <https://www.linkedin.com/company/construct-show/>
- Twitter at <http://www.twitter.com/CONSTRUCTShow>
- Instagram at <http://www.instagram.com/CONSTRUCTevent>
- YouTube at <https://www.youtube.com/user/hwconstructshow>
- #CONSTRUCT #CONSTRUCT2018

#### About the Event

CONSTRUCT is your most cost-effective strategy for combining educational opportunities with practical, real-world, product and service solutions for your business success. This event is dedicated to the institutional, industrial and commercial building industry. If you design, build, specify, engineer, renovate or operate in the built environment, this is your event. The show is owned and produced by Informa Exhibitions U.S., Construction & Real Estate. For additional information, contact CONSTRUCT at P.O. Box 612128, Dallas, Texas 75261-2128; call the main show line at (866) 475-6707 or (972) 536-6450.

#### About the Construction Specifications Institute (CSI) – Official Partner

Founded March 1948, the Construction Specifications Institute ([www.csiresources.org](http://www.csiresources.org)) is a national association of more than 7,500 members dedicated to improving the communication of construction information throughout continuous development and transformation of standards and formats, education and certification of professionals to improve project deliver processes. CSI members work tirelessly to effectively communicate the designers' vision, the material producers' solutions and the constructors' techniques to create outstanding facilities that meet facility owners' objectives.

#### About Informa Exhibitions U.S., Construction & Real Estate

Informa operates at the heart of the Knowledge and Information economy. It is one of the world's leading business intelligence, knowledge and events businesses with more than 6,000 employees in over 100 offices across 25 countries. The Dallas Exhibitions team produces a portfolio of 15 trade shows in various sectors of the construction and real estate industry. To learn more, visit [www.informaexhibitions.com](http://www.informaexhibitions.com).

# CONSTRUCTION DOCUMENTS: WHAT DON'T YOU KNOW (PT. 2)



Contributed by [Cherise Lakeside](#)

*Editor's Note—Make sure you have read Part 1 in May's Newsletter)*

**5. The Actual Specification Section for your Work:** At our workshops and presentations, the general feedback from Subcontractors has been that they only look at the sections specific to their work, if they look at the specifications at all. This is a mistake and you are exposing yourself to added risk if that is how you operate.

- If you are a flooring subcontractor, besides looking at the requirements for your work, you should understand and review the specifications for the subfloor that goes under your product. We all know that the concrete is poured or the sub-floor is installed typically well before the flooring installer arrives on the job. Also, a flooring installer is often coming in at the 11th hour as the GC doesn't want to be performing construction on new

floors. This is the absolute worst time to discover you have a problem.

- If you understand what your product requires for the subfloor, review those specs during the bid period and point out any problems that you may find (i.e. inadequate concrete curing time) prior to the bid – you have a good chance of having it corrected in an Addendum and not having to deal with (and/or pay for) the issue later. Even if it doesn't cost you actual dollars to deal with an issue, if it costs you time, it's the same thing.

- Your Spec Section(s) are specific to your work and has three parts. This is for a reason and designed as such to help you find what you need quickly and easily.

Part 1 GENERAL of the Section is the third layer of Administrative Requirements on the project. These requirements are specific to your product. Part 1 will include things like submittals, warranty, pre-installation meetings, codes, closeout procedures, samples, mock-ups, testing, etc. SPECIFIC TO YOUR PRODUCT/INSTALLATION. These requirements are IN ADDITION TO the General Conditions (Broad Project Requirements) and the Division 01 Requirements (Specific Project Wide Requirements). Basically, you have three places to look to understand what you are required to do and provide.

Part 2 PRODUCTS is everything you need to know about the products you are to provide for your work. Manufacturer, type, style, size, color, transitions, accessories, etc. You will also find things like factory testing requirements.

Part 3 EXECUTION includes all of the information and requirements for the installation of your product. This can include things like pre-installation testing, limits on substitutions, performance criteria, operation and controls, shop fabrication, assembly, finishing methods, installation instructions, preparation, site quality control, cleaning, closeout activities, training and maintenance.

The bottom line is that there is very important information in the full drawings and specifications of which you need to be aware. Having full knowledge of these items will help you spot conflicts between the drawings and specifications, understand what work is expected of you and help you reduce risk from the very beginning. If you are awarded the project, this early knowledge of the requirements will help you ask the right questions, plan your work efficiently, proactively address issues and save you time.

This article represents only a portion of the knowledge you should have if you work in any discipline in Architecture, Engineering or Construction. The good news is, there are places you can get this knowledge with programs that are well rounded and affordable.

The Construction Specifications Institute offers cradle-to-grave education in Project Delivery through the CDT (Construction Documents Technologist) Education Program. You can find out more here: <https://www.csiresources.org/certification/cdt>  
The FCICA offers the CIM (Certified Installation Manager) Program which also offers education in Construction Documents. Information on that program is located here: <https://www.fcica.com/CIM>.

We hope you join us at the table for better coordination and collaboration with less risk!

# Little Rock Chapter Website is Moving

The Little Rock Chapter Website is moving from the current location (link <http://littlerock.csinet.org/>) to it's new location (link <https://csilittlerock.org>). There are several reasons for the move but the primary reason is that Institute is no longer able to support the old Microsite we have been using. This new website is in the process of being built and should be fully functional in the next few weeks. For now, basic information has been uploaded along with the most current Chapter Newsletters. Please check back with us periodically as new features are added. The old website will cease to function at the end of March this year so please go ahead and move your favorites link to the new website.





# Why is CSI going to Thrive

By: Cam Featherstonhaugh CSI, CDT, AIA

I have been a member of CSI for almost 10 years now. It started with a face to face request from a colleague to come and sit in on a meeting. The Chapter was in need of a newsletter editor.

Boy, was I a terrible Newsletter editor.

But almost immediately, I fell in love with the promise of CSI. Here I mean "promise" as defined by Dictionary.com's 4th definition: "indication of future excellence or achievement". As in: 'That young lady shows real promise.'

The truth is, that I spent those first years doing volunteer work for both the Vermont Chapter of CSI, and also the Vermont Chapter of AIA. During that time I also founded the Vermont Emerging Professionals Network, a component of the AIA for young architects and interns.

As those early years wore on, I came to realize that CSI was different. CSI had some edge that I was attracted to.

What struck me most was that CSI had persons with lots of variety of experience in leadership, and they all brought their different experiences to bear on the issues at hand. I was reminded of the design lesson that interdisciplinary thinking is necessary to solving complex problems, like the ones commonly faced by Architects.

There was also a strong sense of camaraderie, and also a sort of gumption; An understand that we would get it done, whatever was needed. That culture was also unique. Meetings were not confrontational, they were productive. We always had something to work on, and it was always geared toward learning or advancing understanding of pertinent topical issues.

There was also a strong sense that we were focused on constant improvement. Almost everything I learned and heard about CSI was in this vein of making the industry work better and smarter.

I realized pretty early on that CSI was the construction industry association best positioned in our whole country, if what you wanted was to improve the construction industry itself, and not just for one discipline. Everyone in CSI shares a common bond and that bond revolves around a drive toward excellence and increased comprehension and coordination and collaboration, for the purpose of better outcomes. All the mechanisms we use and programs we generate (MasterFormat, OmniClass, the Academies, the MSR) are (in the grand scheme) temporary tools that are intended for this purpose. We will design new tools when our current ones wear out or become maladaptive, because we are committed to something higher than the tool itself. This realization led me to retire from the AIA-VT chapter and focus my volunteer work solely on CSI, because I believe it is the future.

I think that intuitively, CSI members all get this, and they also live it. Sometimes they get frustrated that we aren't already arrived at the promised land. But I think that life is about the journey, and not the destination (I know, so cliché, right?) Well in this case, it is so true. CSI provides a space for improving the Work that we do. That Work takes years of effort and culminates in a 10 second ribbon cutting and if you are lucky, a friendly drink or bite with your partners to celebrate the long delayed gratification of an open building and a happy client.

The fact is that CSI standards are designed to provide and promote Literacy and Uniformity in Construction Documentation and Delivery methods, in a way that no other organization does, and that no other organization can. We alone have all the people needed already at our table. We alone provide that round-table big-tent style member engagement experience, diminishing the embedded hierarchy of the construction industry, where designers of the 20th century sit in ivory towers surveying the landscape beneath them, disconnected from the consequences of their decisions. CSI as an organization is egalitarian in the best possible way. This is all the edge we need.

We offer education and certification in one of the broadest and most dynamic industries in the world. The built environment is a fundamental aspect of civilization and culture. We make that better, and we strive for the practitioners of this industry to get together, work together, and play together, all in the name of making the outcomes of our work better. This is healthy. this is Good.

It is precisely because our table is round and our tent is large that this is the case. We own that space like no other association can. Our ranks are littered with folks in every discipline who are committed to constant improvement, clarity of communication, collaboration, and honest assessment of fact. This connection and understanding goes beyond all regional and political boundaries, and that is rare in this day and age. This is something every member can be proud of.

So I am not worried about the death of CSI. I am working on how to make CSI thrive in the 21st century. This means we are working together in new ways, and through new means (this community being but one example). This change won't happen overnight, but it will happen.

In the end, the reason I know we will thrive is because I have met so many of the members. The members are committed. The members are smart. The members are unified by the promise of improvement and excellence. The members are CSI. We are here, we are committed to excellence, and we are not stopping.

# (GLAZIERS') ROADMAP TO SUCCESSFUL SUBSTITUTION REQUESTS

Contributed by [Joe Schiavone](#)



(Editor's note: While addressed to glaziers, this article is ideal for any building product representative or manufacturer) Substitution Requests are prevalent in construction projects of all scales. They offer several benefits to glazing contractors, such as helping them win a job; however, there is a right way and a wrong way to submit them. A firm understanding of the procedures involved in Substitution Requests can increase the likelihood of the product being accepted, and of repeat business as a result of building a favorable reputation. With architects facing increasingly tight schedules, the submitter should be aware that the odds of success often depend on how clear and concise the Substitution Request is.

## The Basics

Substitution Requests are simply proposed changes in products, equipment, and/or methods of construction from those that are specified by the architect. Nearly every project—regardless of project delivery method—encounters product substitutions so opportunities are abundant.

The most opportune time in the project lifecycle to submit a Substitution Request is during the bid phase when the general contractor is seeking out a glazing contractor. This creates a level playing field amongst bidders. It's possible to submit a Substitution Request during construction, but the process can be more complicated and should only be pursued when certain issues arise such as material unavailability, excessive lead times, or a change in code requirements.

There are several scenarios where substitutions are practical and feasible. CSI's *Construction Contract Administration Practice Guide* identifies key areas in which a Substitution Request should be reviewed. They include:

- Shorter Construction Schedule
- Lower Overall Cost, Including Operation and Maintenance
- Improved Quality and Performance

- Superior Sustainable Features
- Enhanced Aesthetics
- Better Warranty and Manufacturer Reputation

The substitution should add value and present clear advantages to the architect, and ultimately the owner, if it's to be approved. It must also be equal or superior to the specified product, and cannot adversely impact the project cost or schedule.

When submitting a Substitution Request, glazing contractors and product manufacturers should work directly with the bidding general contractor. Not doing so can be detrimental to the team dynamic and slow the project's progress. Although contacting the architect is possible, you risk immediate rejection. You also risk building a detrimental reputation for not following established protocol, which can cost you future work

In some cases, a designer without formal Contract Document training writes the specifications. They may also be written in haste because of rushed schedules. This means that an experienced glazing contractor has more opportunities to spot potential conflicts that are overlooked, and suggest substitutions that will improve quality or reduce risk.

### **Submitting a Substitution Request**

The best way to submit a Substitution Request is by reviewing the Contract Document and following the procedures set forth in Section 01 25 00 of Division 01. This includes filling out a Substitution Request Form, such as CSI Form 1.5C. If the general contractor does not readily provide the Contract Document at bid time, be sure to request it.

Substitution Request procedures vary from project to project, especially during the construction phase. Some don't allow substitutions altogether. It's critical that you read the procedures in Section 01 25 00 carefully to avoid incomplete or inapplicable submissions. These are some of the most common Substitution Request deliverables:

- The Substitution Request Form found in Division 01 of the Contract Document.
- Detailed comparison between the substitution and the specified product that clearly outlines advantages in performance, quality, aesthetics, sustainability, installation, lead time, etc.
- Product data including manufacturer name, test reports, drawings, and fabrication and installation procedures. This information should clearly show that the substitution meets specs. The test reports must verify that the product complies with local codes. In some jurisdictions, it may be beneficial to review substitutions with the Authority Having Jurisdiction.
- List of Contract Document revisions needed to accommodate the proposed substitution. Note: The less revisions needed the better.

- List of completed projects where the substitution was used. Projects should be similar to the one in question.
- Warranty and service information from the manufacturer. Must be equal to current specification.

When submitting a Substitution Request, it's very important to be thorough, concise, accurate, and clear. This is particularly critical because of the tight schedules that architects face. You should clearly point out where the substitution adds value, and where it's superior to the specified product. If the substitution does not meet the specs, do not proceed with the request.

A Substitution Request is an involved process, which is why it becomes necessary to seek the assistance of a product manufacturer representative. An experienced representative will quickly respond to questions, and can supply all the documentation needed for the Substitution Request. This includes test reports, drawings, fabrication and installation details, performance data, LEED Statements, costs, and lead times. They will make sure there's no guesswork involved at any point in the process.

### **The Architect's Perspective**

Architects regularly look for ways to reduce lead times and costs, while improving performance and aesthetics. This is why Substitution Requests are distinctly relevant. The purpose of a Substitution Request is to convince the project architect(s) to accept your product. In order to do so, you must understand what the architect is looking for.

Architects use several methods to specify products. For example, they can list performance criteria, industry standards the product must meet, or they can name a specific product and manufacturer. Understanding these methods can help you and the manufacturer representative identify in what areas the substitution is superior. Interestingly enough, the more control the architect demonstrates in the selection of a product, and the more detailed they are, the more opportunity there is for a substitution.

As previously mentioned, one of the most important things in a Substitution Request is to be thorough, concise, accurate, and clear. Explain exactly how the product meets specs and provide supporting documentation. If the architect does not have enough information to evaluate the substitution, or if the information is poorly organized, the request will be rejected. Make it easy for the architect to find the key information they need to compare the substitution and send a recommendation for approval to the owner.

"Making the comparison of products as easy and straightforward as possible for the architect increases your chances of approval," said Brian McClure, Associate, RA, CSI, CCCA at Stantec. "The information provided should be complete and presented in an orderly fashion. Avoid conflicting test data because it makes it more difficult to determine equivalency between products."

When reviewing a Substitution Request, architects typically ask:

- Does the product manufacturer have a good reputation?
- Does the product comply with Contract Documents?
- Will there be any issues with schedule or installation?
- Is the warranty and service comparable?
- Does it meet sustainability objectives and code?
- Is the product compatible with other trades?

Becoming familiar with, and addressing the questions an architect asks will help a glazing contractor put together an effective Substitution Request. Remember that the less time-consuming it is to review, the more likely it will be approved.

AIA Document A701-1997, *Instructions to Bidders*, provides basic requirements for submitting Substitution Requests in Section 3.3. The procedures defined therein essentially give architects only six days to review substitutions, which is not a lot of time. That's why it shouldn't be left up to the architect to research the product. The burden of proof lies with the submitter, and they must ensure that their submittal is clear and concise to give architects enough time to make informed decisions.

"We don't have much time to review Substitution Requests because of demanding schedules," said Cherise Lakeside, Specification Writer, CSI, CDT, SCIP at LSW Architects, and co-founder of Letsfixconstruction.com. "If you submit a side-by-side comparison of the products with your request, it will save us valuable time and significantly increase your chances of getting the approval." Be aware that Substitution Requests often translate to additional services and billable hours on behalf of the architect. Because of this and strict schedules, it isn't possible for the architect to research every substitution to determine if it can be used in the project.

## **Conclusion**

Product substitutions are commonplace in construction. General contractors and architects are well aware that substitutions can have a positive impact on costs, lead times, and quality. When submitting a Substitution Request, be sure that your product meets specs, and can clearly benefit the project. Architects are facing tighter schedules so make it as organized and concise as possible to save them time.

It's very important that a glazing contractor carefully follow the Substitution Request procedures set forth in Division 01, Section 01 25 00 of the Contract Document. They should also seek the assistance of the product manufacturer when organizing all deliverables. Reducing costs, lead times, or increasing performance can help them win a job. It can also get the product included in the specs of a future project.

With every successful Substitution Request, a glazing contractor builds a stronger reputation because they've shown they can add value to projects. As a result, they have the opportunity to establish favorable relationships and increase the likelihood of repeat business.

# LetsFixConstruction.com

## What is it?

Let's Fix Construction is an avenue to offer creative solutions, separate myths from facts and erase misconceptions about the architecture, engineering and construction (AEC) industry.

Possessing hundreds of years of combined experience in all facets of construction, the contributors of 'Let's Fix Construction' demonstrate the way things are supposed to be in AEC. It is sometimes too easy to offer complaints without offering a resolution and that is why 'Let's Fix Construction' was born.

While we aren't here to offer solutions to *all* of the problems you face, we are here to let you know that you aren't the only one seeing issues in the office or in the field. We are here to offer a new point of view, our thoughts on what we see and perhaps an answer or two along the way that you may be able to use.

**Would you like to contribute your voice? Read here for how**

## WHO?

Let's Fix Construction was co-founded by two opposing coast AEC professionals.

Eric D. Lussier of [Precision Athletic Surfaces](#), hailing from the East, just outside of Burlington, Vermont and Cherise Lakeside, Specifier for [LSW Architects](#) of Vancouver, WA and representing the West.

Having met through the Construction Specifications Institute and keeping in touch through social media, Eric and Cherise decided to do more than just gripe about issues plaguing the industry, and created [LetsFixConstruction.com](#) on August 15, 2016.

# LITTLE ROCK CHAPTER INFORMATION

## Chapter Officers

President:		Garrett Shaffer, CSI
President-Elect:		Open
Immediate Past President:		Clark Wood, CSI
Secretary:	T	Sally Bowen, CSI
Treasurer:		Billy J. Mathis, FCSI, CDT
Directors		
Operations		Rachal Belanger, CSI
Honors		Melissa Aguiar, CSI, CDT
Membership		Carlie Massery, CSI
Education / Certification		Clark Wood, CSI

## Chapter Info

<b>Chapter Website:</b>	<b><a href="http://littlerock.csinet.org/">http://littlerock.csinet.org/</a></b>
<b>Chapter Newsletter:</b>	<b>SpecWork</b>
<b>Chapter Meeting Day and Time:</b>	<b>2<sup>nd</sup> Wednesday of Each Month unless otherwise specified by the Chapter President</b>
<b>Chapter Board Meeting Day and Time:</b>	<b>1<sup>st</sup> Friday of each Month unless otherwise specified by Chapter President</b>

If you are interested in following the Little Rock Chapter, our links are as follows (*for Facebook and LinkedIn look for the Little Rock Chapter*):

**Website:** <http://littlerock.csinet.org/>

**Facebook:** [www.facebook.com](http://www.facebook.com)

**LinkedIn:** [www.linkedin.com](http://www.linkedin.com)

If you are interested in Joining CSI or if you are just interested in keeping up with the information provided by CSI, See the slides shown from the "Why CSI" presentation