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**00825 - PRODUCT SUBSTITUTIONS**

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(Last revised 3/27/14)

**PART 1 - GENERAL****1.1 PRODUCT SUBSTITUTIONS****1.1.1. PRODUCT SUBSTITUTIONS:**

- A. Trade names, brand names, and/or manufacturer's information used in these specifications are for the purposes of establishing quality. Bids on products or other qualified manufacturers are acceptable provided request is made in writing not less than 10 days prior to scheduled receipt of bids, and provided the product has been previously approved by the Town of Wake Forest's Product and Design Review Committee (PDRC) and provided that:
- 1) No major changes in the construction, design intent, or to any services or modifications to other equipment of the project would be required. Changes required to accommodate substituted items or the cost to repair and damage resulting from effecting such changes or modifications made necessary or caused by substitution shall be made by the Contractor at no additional cost or time delay.
  - 2) Features of quality, capacity, construction, performance, appearance, size, arrangement, and general utility including economy of operation of substitutes offered, either parallel or exceed those of specified products.
- B. Technical data covering the proposed substitution shall be furnished with the request.

**1.2 PRODUCT AND DESIGN REVIEW COMMITTEE (PDRC)****1.2.1. HOW TO HAVE YOUR PRODUCTS AND DESIGNS APPROVED BY THE TOWN OF WAKE FOREST:****A. Evaluation Process:**

- 1) Who is Eligible? Anyone interested in having their company's products and designs approved by the Town of Wake Forest.

**B. How to apply:**

- a. The committee meets on the second Friday of each month or as needed.
- b. **Formal Request:** A formal written request must be submitted to the committee at least 60 days prior to the date of the presentation. This request should include the preferred meeting date as well as an alternate date. In addition, 7 copies of this request must be submitted along with 7 copies of all literature, specifications, and materials that might affect the decision of the committee. The submittal must include the following: detail information

about the product, cost of the product and installation if applicable, discussion of the benefit, detail list of references of current users of the product and a discussion on the product's availability to the Town of Wake Forest and time related to ordering and delivery. A sample of the product, a video and/or photos may also be provided during the presentation.

- c. **Presentation:** There will be a 30-minute time limit for each presentation. Questions will be answered in a 15-minute time period after the presentation. You will be notified of your presentation date within 30 days after receipt of your request. Requests should be in writing, but phone calls will be accepted by the PDRC Committee Chairman. Representatives at the meeting should be in a position to offer any type of background on product use and locations, design, and reference checks. These representatives should also have the authority to approve a trial run in our service area.
- d. **Applications:** Send all applications to:

Eric Keravuori, PE, Director of Engineering, Committee Chairman  
301 S. Brooks Street  
Wake Forest, NC 27587

**C. Product and Design Review Subcommittee Members:**

The PRDC is composed of the following subcommittees and members. Requests for will be forwarded to the applicable subcommittee for review and consideration.

- 1) Stormwater Management
  - a. Town Engineer
  - b. Assistant Town Engineer
  - c. Construction Inspector
  - d. Streets Superintendent
- 2) Streets
  - a. Town Engineer
  - b. Assistant Town Engineer
  - c. Construction Inspector
  - d. Streets Superintendent
- 3) Traffic
  - a. Town Engineer
  - b. Assistant Town Engineer
  - c. Construction Inspector

d. Streets Superintendent

- D. **Evaluation Period:** An evaluation can take up to 12 months.
- E. **Results:** After the presentation, and upon completion of the evaluation period, the committee chairman will notify the designer or vendor in writing about the committee's findings. A two-thirds vote of the members is required to approve that product or design for use in the applicable division/department.
- F. The Town of Wake Forest reserves the right to limit the number of approved manufacturers and products as they deem necessary in order to control parts inventory, maintenance, and training requirements.

**PART 2 - PRODUCTS – NOT USED**

**PART 3 - EXECUTION – NOT USED**

End of Section 00825

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