

alternates working with decisions not taken.

Information in this module is based on AIA's Masterspec Evaluations.



CONSIDER THIS WHEN USING ALTERNATES

ALTERNATES impact the project in other areas besides costs, for example, they may impact:

- The Project Schedule.
- The use of the space.
- May bring along additional requirements (permits, insurance, testing modifications to the design, installation, etc.)
- Add or reduce subcontractors.

In addition, implementation of the alternate depends on the availability of products, installers, etc.

ALWAYS discuss important **ALTERNATES** with the CM or Owner. The Owner should understand the implications, purpose, and cost management issues in using Alternates.

DEFINITION

ALTERNATE is an amount proposed by bidders or by the Contractor for ALTERNATE work identified as such in the bidding documents or the construction documents. The ALTERNATE describes work that will do one of this three things:

- REPLACE part of the work in the Contract with other work: "Do this instead of that".
- ADD TO Work in the Contract: "Do this".
- REMOVE from the Work in the Contract: "Omit this".

The amount of the Alternate is calculated by the Contractor and then added or deducted from the Contract Sum when the Alternate is accepted by the Owner.

DOCUMENTATION

HOW TO SCHEDULE ALTERNATES

Fully describe Alternate work in the Drawings and in the Specifications, for example, include related details, show extent in elevations or plants, include product description, etc.

- Tag Alternates #1, #2, etc.
- Include in the schedule **BOTH the BASE BID WORK and the ALTERNATE WORK as shown below:**
 - Base Bid: Provide *[Insert the description of the portion of the work shown in the documents as Base Bid Work.]*
 - Alternate: Provide (or "Omit") *[Insert the description of the portion of the work either added or deleted from the work shown in the documents as Alternate Work.]*

- For projects with alternates, add an "ALTERNATES" section in Division 01 which describes the required administrative procedures for processing alternates and also includes a schedule of alternates at the end of the section. Check that tags in the alternates in the Drawings are the same as the tags of the alternates in the specs.



RISK MANAGEMENT

- Do not label alternates as "ADD" or "DEDUCTIVE". This is the Contractor's responsibility.
- Avoid alternates that depend on other alternates, conflicting alternates, and deductive alternates.
- Avoid unnecessary alternates. Contractors do not want to loose overhead and profit margins on work they have to bid but might be omitted from the Project. Consider the cost of preparing alternates as a courtesy to the Contractor.