

## - DOCUMENT 000510 -

# PROJECT MANUAL USER GUIDE

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## A. GENERAL

- Purpose: This User Guide is a generic document for information only and is included to establish a common basis for understanding the organization and interpretation of this Project Manual. It is based on industry standards published by The Construction Specifications Institute (CSI).
- *A thorough review of this User Guide is essential and mandatory for preparing and submitting bids, for performing work, and for reviewing completed work.*

## B. CONTRACT DOCUMENTS

- *Contract Documents* describe the proposed construction which is referred to as "the work."
  - **Contract Documents** for construction of this Project consist of the Drawings, Specifications, Agreement, Conditions of the Contract (General and Supplementary), Addenda, and Modifications.
    - **Contract Documents are complementary, and what is required by one are binding as if required by all.**
  - Procurement requirements, if any, are part of the Project Manual, but not part of the Contract Documents. Relevant parts of the bidding requirements are transferred into the Contract Documents, most commonly into the Agreement form.
  - These documents contain legally enforceable requirements which become part of the **Contract** when the Agreement is signed.
- *Drawings* show the relationship of the materials to each other, including sizes, shapes, locations, and connections.
- *Project Manual*, as organized in the Table of Contents, consists of the Procurement Requirements, Contracting Requirements, and Specifications. The Project Manual may include Appendices.
  - *Procurement Requirements* instruct the **bidders** or proposers about the established procedures for preparing and submitting their bids or proposals.
    - **Procurement Requirements** may contain provisions that the bidder may conduct additional investigations to verify the thoroughness of information made available to bidders.

- *Contracting Requirements* include Agreement, Bonds, Certificates, Conditions of the Contract, and Administrative Forms.
  - *Conditions of the Contract* define the basic rights, responsibilities, and relationships of the parties involved in the construction process.
- *Specifications* define the qualitative requirements for systems, products, materials, and workmanship upon which the contract is based.
  - *Divisions 01 through 48* constitute the Specifications portion of this Project Manual.
- *Section Titles:* For the most part, Section titles follow suggested language of CSI MasterFormat 2004 edition and bi-annual updates for the sake of conformance to industry standards. No limitation shall be assigned to the content of Sections based on titles.
- *Appendices* may be included in the Project Manual as supplementary information to assist bidders in conducting additional investigations, verifying the thoroughness of information made available to bidders, and in preparing bids. This information does not relieve bidders from making their own investigations to determine the accuracy of the information.
  - Certain supplementary documents not provided in CSI 3-Part format such as lengthy reports, equipment lists, and catalog cuts are placed in separate Appendices located at the end of the Project Manual Volume where the reference occurs.
  - When listed in the Project Manual Table of Contents, Appendices will be enforced contractually as part of the Contract Documents by references from the Specifications.
  - Some Appendices, such as Geotechnical Reports which are not required by every trade, may be issued separately only to those who require or request a copy.

### C. DIVISION 01 - GENERAL REQUIREMENTS

- Division 01 expands on certain of the broad provisions of the Conditions of the Contract, and governs the execution of all other Sections of the Specifications.
- Division 01 Sections specify the on-site administrative requirements, procedural requirements, and temporary facilities for the Project.
  - Division 01 Sections govern the work of subsequent Sections in all other Divisions of the Project Manual.
  - Requirements stated once in Division 01 apply to all subsequent Sections in Divisions 02 through 48.
  - Subcontractors, sub-subcontractors, and suppliers should be aware of, and comply with, the provisions of Division 01.
  - It is important that all trades have access to Division 01 Sections.

### D. RESPONSIBLE PARTIES AND ENTITIES

- This Project is being constructed under an Agreement between two parties, the Owner and the Contractor.
  - Statements in the Specifications are directed to the Contractor, which has overall responsibility for the subcontractors.

- Other groups and individuals involved in the construction process are referred to as *entities*.
- The role of the Architect has been defined for this Project by the General Conditions. As referenced in the Specifications, the generic term *Architect* represents all design professionals designated by the Owner to carry out specialized responsibilities. Similar provisions apply to the Geotechnical Engineer, Testing Agency, and other prime consultants of the Owner.

#### E. METHODS OF SPECIFYING

- Contract Documents define the minimum acceptable quality of workmanship and materials to be provided. The Specifications utilize a combination of descriptive, open proprietary, and performance methods.
  - *Descriptive methods* include a description of design and performance characteristics of the product, or a reference to recognized *industry standards*.
  - *Proprietary methods* identify the desired product by manufacturer's name, model number, type designation, or other unique design or performance characteristics. Open proprietary methods allow substitutions to be proposed by the Contractor.
  - *Performance methods* specify the required results, as well as criteria by which that performance can be verified.
- *Imperative Language: For the most part*, these specifications are written in imperative mode and streamlined form. This imperative language is directed to the Contractor, unless specifically noted otherwise.
  - The words "shall be" are included by inference where a colon (:) is used *after a header word or within* sentences or phrases.
- *Product Type Designations:* Where more than one type of a product is specified for different uses or applications (such as glass, sealants, and ceiling panels), letters and/or numbers are used to identify each type so that location of use can be referenced. These type designations are assigned arbitrarily and may be independent from types or keynote designations used on Contract Drawings. Type designations may not be continuous, and gaps in the sequence should be considered intentional.

#### F. REFERENCED STANDARDS

- Each Section may include a list of referenced standards. These references represent the complete title for standards referenced in the Section. *By themselves they do not imply required compliance, although compliance may be required by governmental ordinance indicated elsewhere in the Contract Drawings.* Compliance with standards are explicitly indicated in the text of the Section.

#### G. SECTIONS

- Sections consist of three Parts, even if indicated as "Not Used" or "Not Applicable". If more than, or less than, three Parts are used, the document is *not* considered a Section and has been relocated to an Appendix.

- *Quantities:* Each Section title represents a class of products and may be stated in the singular or plural without regard to the actual quantity used on the project.
  - In such cases, *all* such items are included, even if the word "all" is not used.
- The *terms* used on the Contract Drawings to identify products may refer directly to the Section title or to products listed generically under Article 1.01 - Summary, in each Section.
- The *organization* of Specifications by Sections is not meant to define subcontracts or other divisions of work by trades.
- Paragraphs under the "*Section Includes*" Article identify general product type information only, and do not limit work to the items listed. All such items and finishes are required to provide a complete Project.
- *Attachments:* Certain supplementary documents of limited length not provided in CSI 3-Part format may be placed following the End of Section designation as an Attachment.
  - Attachments become enforceable as part of the Section by reference to the attachment from within the Section.

#### H. SUBMITTAL REVIEW

- Refer to Section 013300 - Submittal Procedures regarding the intent of Architect's review of submittals.

#### I. TYPEFACES

- **Bold** typeface has been used throughout the Specifications to identify article headings, and improve readability and navigation. No other meaning is attached to the use of bold typeface.
- *Italics* typeface has been used throughout the Specifications for **document titles, website URLs, explanatory references, and for emphasis.** No other special meaning is attached to the use of italics typeface.
- Underline and ~~strikethrough~~, if used, indicate, in Addenda or a similar change document, additions and deletions respectively from a previous Bid Set issue of the Specifications. The use of these typefaces may affect changes to the proposed Contract Sum and the Contract Time.

#### J. COLOR FONTS

- **Blue** font, when underlined, is used to identify added text in Track Changes.
- **Dark Red** color Titles and Parts are used in the specifications to mute the impact of the **text density in large size type**, while **improving readability and facilitating navigation** of the Project Manual.
- **Green** color font may be used throughout the **preliminary versions of the Specifications** for identifying key provisions of sustainability requirements.
- **Dark blue** color font may be used throughout the Specifications to help identify changes from a previous issue during development of the Con-

tract Documents without reducing the density of the appearance on the monochrome version of the printed final document. No other meaning is attached to the use of **dark blue** color type.

- There is no loss of information or other legal significance to the Contract when the Project Manual is printed on printers with black toner.

#### **K. DATES**

- Dates indicated in the header on each page of the Project Manual are for the Architect's own internal reference, and have no other significance to the **Contract**. They may or may not relate to issue date of the Contract Documents or date of the Contract. Refer to the cover page, transmittals, or related documents accompanying construction documentation to establish effective dates for legal purposes.

### **END OF DOCUMENT**