

certificate of insurance

instructions to bidders

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Construction Documents & Services

Construction Documents & Services

**guaranteed maximum
cost**

schedule of values

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Construction Documents & Services

Construction Documents & Services

liability insurance

consultant

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Construction Documents & Services

Instructions in the bidding documents for preparing and submitting bids for a project. Also called *notice to bidders*.

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Construction Documents & Services

A memorandum which outlines the types and limits of the insurance coverages carried by the contractor for a project.

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Construction Documents & Services

A statement furnished to the architect by the contractor reflecting the amounts to be allotted for the principal divisions of the work. It serves as a guide for reviewing the contractor's periodic applications for payment.

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Construction Documents & Services

An amount established in an agreement between an owner and a contractor as the maximum cost of performing specified work. Also called the *upset price*.

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Construction Documents & Services

An engineer or other specialist retained by the architect to provide specified professional services to the architect which the architect is required to provide to the owner under the owner-architect agreement.

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Construction Documents & Services

Insurance which financially protects the insured against liability on account of bodily injury or property damage sustained by another.

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letter of intent

lump sum contract

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Construction Documents & Services

Construction Documents & Services

substitution

**post-completion
services**

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Construction Documents & Services

Construction Documents & Services

substantial completion

**performance
specification**

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Construction Documents & Services

An agreement under which the architect or contractor is paid a specific amount as the total fee for services performed. Also called a *stipulate sum contract*.

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Construction Documents & Services

A letter signifying intention to enter into a formal agreement and setting forth the general terms thereof.

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Construction Documents & Services

Additional services rendered to the owner by the architect following actual completion of the project.

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Construction Documents & Services

A material, system, or product proposed by a contractor as being equivalent to that required by the contract documents.

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Construction Documents & Services

A specification which defines products or systems by describing end results.

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Construction Documents & Services

As defined in the AIA General Conditions, completion of a project to the point where the owner can occupy all or designated portions of the work for the purpose for which it is intended.

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approved equal

mechanic's lien

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Construction Documents & Services

Construction Documents & Services

waiver of lien

due care

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Construction Documents & Services

Construction Documents & Services

property insurance

subcontractor

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Construction Documents & Services

A claim on property by those who furnish material or labor for the construction of a building. Clear title to the property cannot be obtained until the claim is settled.

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Construction Documents & Services

A material or method that is approved by the architect as being equivalent to what was originally specified.

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Construction Documents & Services

The requirement that a professional exercise reasonable ability and judgment in a specific circumstance, the absence of which constitutes negligence. Also called *standard of care*.

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Construction Documents & Services

A document by which one relinquishes the right of a mechanic's lien against the property of another.

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Construction Documents & Services

One who has a contract with a prime contractor to perform a portion of the work.

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Construction Documents & Services

Fire and property damage insurance for a project during construction, usually purchased by the owner. Also called *builder's risk insurance*.

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program

CDS122 Copyright 2008 by Kaplan® AEC Education

extra

CDS123 Copyright 2008 by Kaplan® AEC Education

**construction change
directive**

CDS120 Copyright 2008 by Kaplan® AEC Education

extra services

CDS121 Copyright 2008 by Kaplan® AEC Education

means of egress

CDS118 Copyright 2008 by Kaplan® AEC Education

CSI MasterFormat

CDS119 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

An item of work involving additional cost.

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Construction Documents & Services

A written statement of the owner's conditions and requirements for the project.

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Construction Documents & Services

Professional services rendered by the architect, upon the owner's request, in addition to the basic services identified in the owner-architect agreement. Also called *additional services* (of the architect).

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Construction Documents & Services

A document signed by the owner and the architect, which authorizes a change in the work, the contract sum, or the contract time. It is used when there is not complete agreement on the terms of a change order.

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Construction Documents & Services

A systematic listing of construction trades, materials, systems, and administrative requirements published by the Construction Specifications Institute (CSI) for the purpose of organizing construction specifications.

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Construction Documents & Services

The elements which comprise an exit to the outside, including aisles, corridors, doors, and stairways.

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**errors and omissions
insurance**

CDS116 Copyright 2008 by Kaplan® AEC Education

percentage agreement

CDS117 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

Construction Documents & Services

indirect expense

upset price

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CDS115 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

Construction Documents & Services

record drawings

reference specification

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CDS113 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

An owner-architect agreement under which the professional fee is based upon a percentage of the construction cost of the project.

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Construction Documents & Services

Insurance which financially protects an architect against claims for damages resulting from professional negligence. Also called *professional liability insurance*.

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Construction Documents & Services

An amount established in an agreement between an owner and a contractor as the maximum cost of performing specified work. Also called the *guaranteed maximum cost*.

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Construction Documents & Services

Overhead expense, that is, expenses indirectly incurred and not chargeable to a specific project. Also called *overhead expense*.

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Construction Documents & Services

A specification which refers to quality standards established by recognized testing authorities or by the federal government.

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Construction Documents & Services

A term sometimes erroneously used to describe drawings revised to show changes made during construction. Sometimes erroneously called *as-built drawings*.

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general contract

single prime contract

CDS110 Copyright 2008 by Kaplan® AEC Education

CDS111 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

Construction Documents & Services

bid bond

unit price

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Construction Documents & Services

Construction Documents & Services

**supplementary
conditions**

**fixed limit of
construction cost**

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Construction Documents & Services

A contract for building construction under which one prime contractor is responsible for the entire project, in contrast to having separate contracts.

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Construction Documents & Services

The agreement between the owner and the contractor for the construction of a project.

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Construction Documents & Services

An amount, stated in dollars per unit, provided by the contractor with his or her bid for adding or deleting specific portions of the work.

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Construction Documents & Services

A surety bond guaranteeing that the bidder will sign a contract, if offered, in accordance with his or her proposal.

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Construction Documents & Services

The maximum allowable cost of the construction work, as established in the owner-architect agreement.

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Construction Documents & Services

Part of the contract documents, prepared by the architect, which may modify provisions of the general conditions of the contract.

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subrogation

**deposit for bidding
documents**

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Construction Documents & Services

Construction Documents & Services

**additional services
(of the architect)**

**open proprietary
specification**

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Construction Documents & Services

Construction Documents & Services

**descriptive
specification**

option

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Construction Documents & Services

A deposit of money required for each bidder as security for the bidding documents, to ensure the return of the documents by unsuccessful bidders.

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Construction Documents & Services

The substitution of one entity for another with regard to legal rights.

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Construction Documents & Services

A proprietary specification which names several acceptable materials, products, or systems, any of which may be used by the contractor.

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Construction Documents & Services

Professional services rendered by the architect, upon the owner's request, in addition to the basic services identified in the owner architect agreement. Also called *extra services*.

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Construction Documents & Services

A choice given to the contractor to provide specified alternates without prior approval of the architect.

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Construction Documents & Services

A specification which describes all product components, arrangements, assembly methods, properties, and other details and requirements.

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Pert

observation

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CDS99 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

Construction Documents & Services

**direct personnel
expense (DPE)**

XCU

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Construction Documents & Services

Construction Documents & Services

**total quality
management (TQM)**

contract documents

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Construction Documents & Services

On-site examination of the contractor's work by the architect to determine in general if it is proceeding in accordance with the contract documents.

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Construction Documents & Services

Acronym for project evaluation review technique. A form of network analysis developed for military work and similar to the critical path method.

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Construction Documents & Services

The exclusion from insurance coverage for liability arising out of (X) explosion or blasting, (C) collapse of or structural damage to a building, and (U) underground damage caused by mechanical equipment.

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Construction Documents & Services

Salaries and wages attributable to a specific project, plus benefits such as employment taxes, insurance, sick leave, holidays, vacations, pensions, and similar contributions and benefits.

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Construction Documents & Services

Working drawings, specifications, addenda, general conditions of the contract, supplementary conditions, and the owner-contractor agreement.

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Construction Documents & Services

An approach to the delivery of goods or services in which quality is determined by customer satisfaction and conformance to requirements.

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**lowest acceptable
bona fide bid**

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**certificate of
substantial completion**

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**Americans with
Disabilities Act (ADA)**

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project budget

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advertisement for bids

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release of lien

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Construction Documents & Services

A document prepared by the architect stating that the work is substantially complete, thereby establishing the date of substantial completion. It generally fixes the time within which the contractor must complete the unfinished work listed.

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Construction Documents & Services

The lowest bid which complies with all the stipulated requirements.

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Construction Documents & Services

The sum established by the owner as available for the entire project, including the construction budget, land cost, equipment cost, financing cost, cost of professional services, and contingency allowances.

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Construction Documents & Services

Federal civil rights legislation which establishes the right of persons with disabilities to equal access to sites and buildings and sets design guidelines for its implementation.

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Construction Documents & Services

A legal document signed by a supplier of material or labor for a project, which releases his or her mechanic's lien against the property.

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Construction Documents & Services

Published public notice soliciting proposals for a construction project.

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sample

fast-track

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Construction Documents & Services

Construction Documents & Services

special conditions

warranty

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CDS85 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

Construction Documents & Services

surety

basic services

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Construction Documents & Services

Describing a construction procedure in which construction on each phase of a project is begun when its design is completed, without waiting for overall project design completion.

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Construction Documents & Services

A material or assembly submitted for the architect's approval prior to manufacture or delivery to the project.

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Construction Documents & Services

A legally enforceable assurance of the quality of materials and labor furnished for a project, or of the length of time that a project or a part thereof will perform satisfactorily. Also called a *guarantee*.

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Construction Documents & Services

Part of the contract documents, other than the general and supplementary conditions, describing unique conditions of a project.

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Construction Documents & Services

The architectural services normally required for a building project, usually consisting of schematic design, design development, construction documents, bidding or negotiation, and construction contract administration.

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Construction Documents & Services

An individual or company that guarantees to make good to another party the debt, default, or failure to perform of a third party.

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guarantee

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superintendent

CDS81 Copyright 2008 by Kaplan® AEC Education

Davis-Bacon Act

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contingency allowance

CDS79 Copyright 2008 by Kaplan® AEC Education

float

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final completion

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Construction Documents & Services

The contractor's representative at the site.

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Construction Documents & Services

A legally enforceable assurance of the quality of materials and labor furnished for a project, or of the length of time that a project or a part thereof will perform satisfactorily. Also called a *warranty*.

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Construction Documents & Services

An amount included in a construction budget, normally 5 to 10 percent, to provide for unforeseen or unpredictable costs.

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Construction Documents & Services

Federal legislation that requires the Department of Labor to set prevailing wages for government-financed construction projects.

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Construction Documents & Services

The completion of all work in accordance with the terms and conditions of the contract documents.

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Construction Documents & Services

The extra time available for a construction activity above its estimated time duration, without causing any delay of project completion.

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additive alternate

application for payment

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Construction Documents & Services

Construction Documents & Services

**date of substantial
completion**

**multiple of direct
personnel expense
agreement**

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Construction Documents & Services

Construction Documents & Services

working drawings

stipulated sum contract

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Construction Documents & Services

A contractor's written request for payment of the amount due on account of work completed and/or materials suitably stored on site. Also called *payment request*.

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Construction Documents & Services

A proposal by a bidder for an amount to be added to the base bid if the corresponding change in the work is accepted.

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Construction Documents & Services

An agreement providing for payment for professional services based upon the direct personnel expense multiplied by an agreed factor.

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Construction Documents & Services

The date, certified by the architect, when the construction is sufficiently completed, in accordance with the contract documents, so that the owner can occupy the project for the intended use.

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Construction Documents & Services

An agreement under which the architect or contractor is paid a specific amount as the total fee for services performed. Also known as a *lump sum contract*.

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Construction Documents & Services

The part of the contract documents, prepared by the architect, which graphically illustrates the construction required for the project.

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trade discount

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Construction Documents & Services

agent

CDS69 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

incentive clause

CDS66 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

deductive alternate

CDS67 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

barrier-free provisions

CDS64 Copyright 2008 by Kaplan® AEC Education

punch list

CDS65 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

One who acts on behalf of another.

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Construction Documents & Services

The difference between the list price and the actual price paid.

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Construction Documents & Services

A proposal by a bidder for an amount to be subtracted from the base bid if the corresponding change in the work is accepted.

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Construction Documents & Services

A clause in a cost plus fee contract between the owner and contractor in which the savings between the guaranteed maximum cost and the actual project costs are proportionally shared.

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Construction Documents & Services

A list of items to be corrected or completed, which is provided by the contractor and usually expanded by the architect based on a detailed inspection of the work prior to substantial completion.

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Construction Documents & Services

Regulations which provide for accessibility to buildings and sites for persons with disabilities.

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as-built drawings

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penalty

CDS63 Copyright 2008 by Kaplan® AEC Education

retainage

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bond

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standard of care

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**separate prime
contract**

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Construction Documents & Services

A charge against the contractor for failing to complete the project by a specific date.

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Construction Documents & Services

A term sometimes erroneously used to describe drawings revised to show changes made during construction. The correct term is *record drawings*.

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Construction Documents & Services

An agreement under which one party (the surety or bonding company) guarantees to make good to another party (the obligee or owner) the debt, default, or failure to perform of a third party (the principal or contractor). Also called a *surety bond*.

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Construction Documents & Services

An amount withheld from each payment to the contractor in accordance with the terms of the owner-contractor agreement.

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Construction Documents & Services

One of several owner-contractor agreements for a project, each of which provides for constructing a major portion of the work (general construction, electrical, mechanical, etc.) by a different contract.

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Construction Documents & Services

The requirement that a professional exercise reasonable ability and judgment in a specific circumstance, the absence of which constitutes negligence. Also called *due care*.

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indemnification

**addition (to the
contract sum)**

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Construction Documents & Services

Construction Documents & Services

key plan

shop drawings

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Construction Documents & Services

Construction Documents & Services

clerk of the works

**workers' compensation
insurance**

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Construction Documents & Services

An amount added to the contract sum either by an accepted additive alternate or by a change order.

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Construction Documents & Services

A contractual obligation whereby one party agrees to guarantee another party against loss or damage from specified liabilities. Also called the *hold harmless clause*.

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Construction Documents & Services

Drawings prepared by the contractor, subcontractor, manufacturer, or supplier, showing how specific portions of the work shall be fabricated and/or installed.

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Construction Documents & Services

A small-scale plan of a building or complex of buildings.

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Construction Documents & Services

Insurance which covers workers' job-related injuries, usually required by law.

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Construction Documents & Services

The owner's job site representative.

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contract sum

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**bonus and penalty
clause**

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certificate for payment

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specifications

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work

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express warranty

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Construction Documents & Services

A provision in the construction contract for payment of a bonus to the contractor for completing the project prior to a specific date, and for a charge (penalty) against the contractor for failing to complete the project by that date.

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Construction Documents & Services

The total amount payable by the owner to the contractor, as stated in the owner-contractor agreement, for performing the work under the contract documents.

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Construction Documents & Services

Part of the contract documents, comprising written descriptions of materials, construction systems, and workmanship.

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Construction Documents & Services

A statement by the architect informing the owner of the amount due the contractor on account of work completed and/or materials suitably stored.

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Construction Documents & Services

A legally enforceable promise made by the warrantor.

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Construction Documents & Services

All materials and/or labor required for a project.

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cost-plus-fee contract

project manual

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**comprehensive
services**

hold harmless clause

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CDS43 Copyright 2008 by Kaplan® AEC Education

performance bond

Division One

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Construction Documents & Services

The manual prepared by the architect for a project, including the technical specifications, bidding instructions and forms, general conditions, supplementary conditions, special conditions, and other legal and administrative documents.

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Construction Documents & Services

An agreement under which the contractor, or the architect, is reimbursed for his or her costs, and, in addition, is paid a fee for his or her services.

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Construction Documents & Services

A contractual obligation whereby one party agrees to guarantee another party against loss or damage from specified liabilities. Also called *indemnification*.

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Construction Documents & Services

The architect's basic services expanded to include certain additional services, such as programming, land use studies, and so on.

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Construction Documents & Services

The General Requirements Division of the specifications which establishes the administrative and procedural duties of the contractor, architect, and owner during construction.

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Construction Documents & Services

A bond which guarantees to the owner that the contractor will perform the work in accordance with the contract documents.

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critical path method (CPM)

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labor and material payment bond

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bid

CDS36 Copyright 2008 by Kaplan® AEC Education

general conditions

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project representative

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prime contractor

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Construction Documents & Services

A bond guaranteeing to the owner that the contractor will pay for all labor and materials used for the project.

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Construction Documents & Services

A system of planning and scheduling construction operations which analyzes sequences and durations of time using network diagrams.

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Construction Documents & Services

The part of the contract documents which states the rights, responsibilities, and relationships of the parties involved, usually by means of standard documents published by the American Institute of Architects.

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Construction Documents & Services

A proposal by a contractor to do the work required by the contract documents for a stipulated sum of money.

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Construction Documents & Services

Any contractor on a project who has a contract directly with the owner.

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Construction Documents & Services

The architect's representative at the site, who assists in the general administration of the construction contract for a project.

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contract time

progress payments

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CDS33 Copyright 2008 by Kaplan® AEC Education

addenda

liquidated damages

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CDS31 Copyright 2008 by Kaplan® AEC Education

**construction
management (CM)**

change order

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Construction Documents & Services

Payments made to the contractor during progress of the work on account of work completed and/or materials suitably stored.

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Construction Documents & Services

The period of time within which the work must be completed, as established in the contract documents.

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Construction Documents & Services

A sum chargeable against the contractor as reimbursement for damages suffered by the owner because of the contractor's failure to complete the work within a specified time.

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Construction Documents & Services

Statements or drawings which modify the basic contract documents after the latter have been issued to the bidders, but prior to taking of bids.

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Construction Documents & Services

A written order to the contractor, prepared by the architect and signed by the owner, contractor, and architect, which authorizes a change in the work, the contract sum, or the contract time.

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Construction Documents & Services

Management services performed by the architect or others, over and above normal architectural services, that contribute to the control of time and cost in the construction project.

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professional liability insurance

CDS26 Copyright 2008 by Kaplan® AEC Education

construction budget

CDS27 Copyright 2008 by Kaplan® AEC Education

bidding documents

CDS24 Copyright 2008 by Kaplan® AEC Education

construction documents

CDS25 Copyright 2008 by Kaplan® AEC Education

arbitration

CDS22 Copyright 2008 by Kaplan® AEC Education

direct expense

CDS23 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

The sum established by the owner as available for construction of the project.

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Construction Documents & Services

Insurance which financially protects an architect against claims for damages resulting from professional negligence. Also called *errors and omissions insurance*.

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Construction Documents & Services

Working drawings and specifications.

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Construction Documents & Services

The invitation to bid, instructions to bidders, bid form, and the contract documents.

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Construction Documents & Services

Expense items directly incurred by or attributable to a specific project.

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Construction Documents & Services

An alternative to litigating a dispute, in which one or more arbitrators hears the evidence and renders a decision.

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base bid

supervision

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Construction Documents & Services

Construction Documents & Services

statute of limitations

**certificate of
occupancy**

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Construction Documents & Services

Construction Documents & Services

insurance

submittal

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Construction Documents & Services

Direction of the work by the contractor's personnel. Supervision is not the responsibility of the architect.

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Construction Documents & Services

The sum of money stated in the bid for which the bidder offers to do the work, not including any alternate bids.

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Construction Documents & Services

A document issued by the governing authority stating that a building complies with applicable laws and permitting occupancy for its designated use.

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Construction Documents & Services

An ordinance which specifies the period of time within which legal action must be brought to obtain legal relief for damage or injury.

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Construction Documents & Services

A shop drawing, project data, or sample submitted by the contractor to the architect for review prior to incorporation in the work.

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Construction Documents & Services

Coverage by contract (insurance policy), whereby one party (the insurance company) agrees to indemnify or reimburse another (the insured) against loss from a specified hazard.

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completion bond

surety bond

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Construction Documents & Services

Construction Documents & Services

negligence

cash allowance

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Construction Documents & Services

Construction Documents & Services

**closed proprietary
specification**

overhead expense

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Construction Documents & Services

An agreement under which one party (the surety or bonding company) guarantees to make good to another party (the obligee or owner) the debt, default, or failure to perform of a third party (the principal or contractor). Also called a *bond*.

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Construction Documents & Services

A bond obtained by the contractor or owner, which guarantees that the project will be completed free of liens.

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Construction Documents & Services

An amount not included in the contract sum to cover the cost of certain items not specified in detail. Hardware and other finish items are often handled in this manner.

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Construction Documents & Services

Failure to meet the ordinary standard of care expected of an architect or other professional in a specific circumstance.

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Construction Documents & Services

Indirect expense, that is, expenses indirectly incurred and not chargeable to a specific project. Also called *indirect expense*.

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Construction Documents & Services

A proprietary specification which requires a particular brand or trade name and does not permit any substitution.

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NIC

alternate bid

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CDS9 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

Construction Documents & Services

notice to bidders

payment request

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CDS7 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

Construction Documents & Services

builder's risk insurance

**proprietary
specification**

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Construction Documents & Services

A proposal by a bidder for an amount to be subtracted from or added to the base bid if the corresponding change in the work is accepted. This may be either a deductive or additive alternate.

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Construction Documents & Services

Abbreviation for not-in-contract, referring to items neither furnished nor installed by the contractor.

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Construction Documents & Services

A contractor's written request for payment of the amount due on account of work completed and/or materials suitably stored on site. Also called *application for payment*.

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Construction Documents & Services

Instructions in the bidding documents for preparing and submitting bids for a project. Also called *instructions to bidders*.

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Construction Documents & Services

A specification which calls for desired materials, products, systems, and equipment by their trade names and model numbers.

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Construction Documents & Services

Fire and property damage insurance for a project during construction, usually purchased by the owner. Also called *property insurance*.

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estimate

CDS2 Copyright 2008 by Kaplan® AEC Education

sick building syndrome

CDS3 Copyright 2008 by Kaplan® AEC Education

Construction Documents & Services

invitation to bid

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A term used to describe poor air quality, which can lead to discomfort and possibly disease.

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A forecast of probable costs, as opposed to a firm bid.

CDS2 Copyright 2008 by Kaplan® AEC Education

An invitation to a selected list of contractors soliciting bids for a project.

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