

ARC 132
SPECIFICATIONS AND CONTRACTS

COURSE DESCRIPTION:

Prerequisites: ARC 112

Corequisites: None

This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities. Course Hours per Week: Class, 2. Semester Hours Credit, 2.

LEARNING OUTCOMES:

A student who successfully completes this course should be able to:

- a. Read and interpret construction contracts.
- b. Identify the elements of an enforceable contract.
- c. Identify the elements of a project manual.
- d. Explain the difference between construction insurance and bonding.
- e. Identify 4 methods of specification writing.
- f. Write a specification section using a guide spec using a word processor.
- g. List the 16 divisions of the CSI MasterFormat.
- h. Coordinate drawings and specifications.

OUTLINE OF INSTRUCTION:

- I. Construction document overview
 - A. Drawings
 - B. Specifications
 - C. Legal agreements
 - D. Bids
 - E. Bonds
 - F. Insurance
 - G. Attend
 - H. Change orders
 - I. CSI MasterFormat
- II. Drawings
 - A. Designers intent

- B. Field inspections
- C. Change orders

- III. Specifications
 - A. General terms
 - B. General conditions
 - C. Technical sections

- IV. Legal agreements
 - A. Written contracts
 - B. Invitation to bid
 - C. Bid forms
 - D. Sealed competitive bids
 - E. Negotiated bids
 - F. Bid bonds
 - G. Labor/material bonds

- V. Technical specifications
 - A. Sources on Internet
 - B. CSI divisions
 - C. Automated formats
 - D. Specification writing protocol
 - E. Sweets.com

- VI. Methods for writing specifications
 - A. Building codes
 - B. Product manufactures technical content
 - C. Editing

- VII. Claims, disputes and arbitration
 - A. Change orders
 - B. Scheduling disputes
 - C. Construction inspections
 - D. Post-construction obligations