

ARC 132 – Contracts and Specifications

COURSE DESCRIPTION:

Prerequisites: None

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. Lab, 0. Semester Hours Credit, 2.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Read and interpret construction contracts.
2. Identify the elements of an enforceable contract.
3. Identify the elements of a project manual.
4. Explain the difference between construction insurance and bonding.
5. Identify 4 methods of specification writing.
6. Write a specification using a guide spec.
7. List Divisions 1-14 of the CSI Masterformat.
8. Coordinate information for both drawings and specifications.

OUTLINE OF INSTRUCTION:

- I. Construction document overview
 - A. Drawings.
 - B. Specifications.
 - C. Legal agreements.
 - D. Bids.
 - E. Bonds.
 - F. Insurance.
 - G. Change orders.
 - H. 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. Invitations to bid.
 - C. Bid forms.
 - D. Sealed competitive bids.
 - E. Negotiated bids.
 - F. Bid bonds.
 - G. Labor/material bonds.

- V. Technical specifications
 - A. Internet sources.
 - B. CSI Masterformat 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.

REQUIRED TEXTBOOK AND MATERIAL:

The textbook and other instructional material will be determined by the instructor.