

## The Legal Documents

During the Construction Document Phase, StructureTec prepares documents which will be used to obtain bid prices or negotiate a contract. These documents become legally binding between the owner and the contractor. They describe the work, rights, duties, and responsibilities of all parties. This phase usually follows the Design Development Phase.

### Components

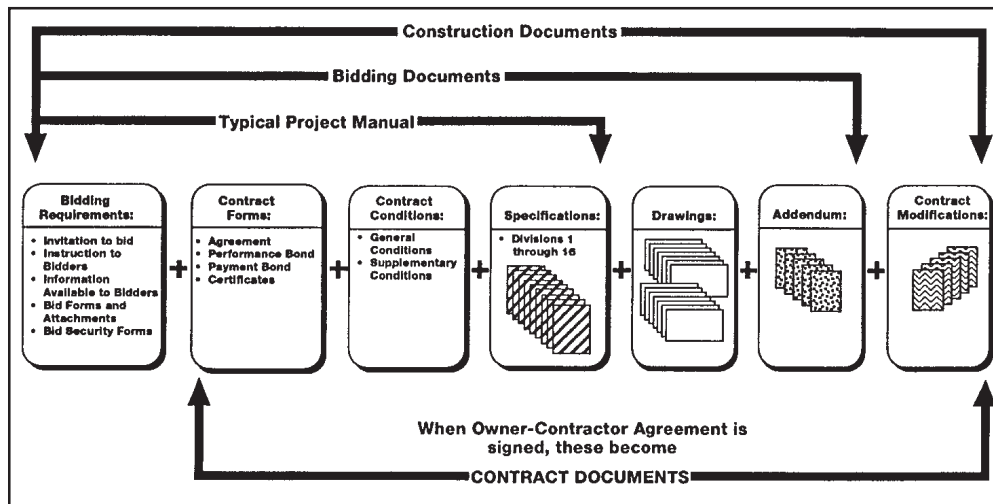
The Construction Documents contain contract forms, conditions of the contract, specifications, and drawings. Bidding requirements are also produced during this phase. Stringent contractor qualifications are delineated, ensuring that only contractors with a proven

track record will be prequalified to bid. These requirements are a part of the Bidding Documents. During the Bidding Phase, addenda may be issued which also become a part of the Construction Documents. The final additions come during the Construction Phase with modifications, the final components included in the legal Construction Documents.

### Contract and Conditions

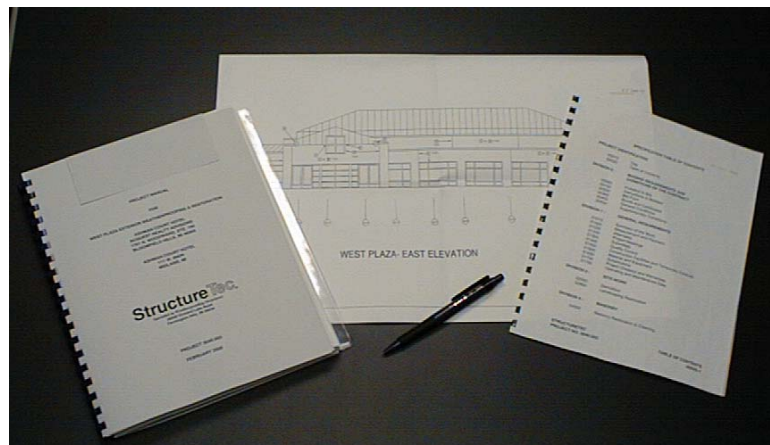
The first item included in Construction Documents

**Construction documents become legally binding and describe the work, rights, duties, and responsibilities of all parties.**



is the contract. This is an agreement between the parties and is the actual legal instrument binding the parties together. Standard forms, in particular those produced by the American Institute of Architects (AIA), are often used. Specialized forms can also be used where dictated by a client's legal requirements. Any bonds required for the project, including bid or performance bonds, also be-

- The deliverables produced during this phase are the bidding requirements and the construction documents which incorporate contract forms, conditions of the contract, specifications, and drawings.



## BENEFITS

Provide legal agreement between owner and contractor

Provide stringent requirements for bidding process, ensuring qualified bidders

Ensure the best price for the owner by requiring contractors to bid exactly the same methods, means, and procedures

Ensure owner will receive exactly the system desired by utilizing detailed specifications

come part of the contract. The conditions of the contract establish a basic delineation of the terms of the contract and can also utilize standard forms. Usually, a set of standardized general conditions are expanded and modified by additional supplemental conditions, which are project specific.

### Specifications

The specifications then form the foundation upon which the contract is based. It is very important that the drawings and specifications are complementary. The actual specifications define the qualitative requirements for products, materials, and workmanship. They also provide the administrative procedures for both the owner and the contractor.

### Four Methods of Specifying

There are four basic methods of specifying. The **descriptive** method defines exact properties of materials and methods of installation without using proprietary names. The **performance** method gives the desired end result, gives criteria for verifying compliance, and does not limit methods for achieving required results. The third method is **reference standards**, which incorporates established criteria published by trade association, government,

and institutional organizations. The final method is **proprietary**, which identifies the product by the manufacturer's name, brand name, model number, type designation, or other unique characteristics.

StructureTec generally utilizes the methods which achieve the greatest benefit for our client. Performance criteria are usually integrated into the description. Reference standards are utilized where appropriate, and StructureTec establishes requirements which exceed the manufacturer's standards. Proprietary names are used only very selectively and only when there are also multiple resources listed.

### CSI Format

StructureTec utilizes the format established by the Construction Specification Institute (CSI), which is the leader in the construction industry. Our specifiers are certified by this organization in order to ensure that their exacting standards are maintained. There are four important writing concepts which StructureTec incorporates into all of our specifications: be clear, be correct, be complete, and be concise.

Using the CSI format, sixteen divisions are employed to delineate the different building components or materials. These divisions are then divided into three-part sections which include

General, Products, and Execution. The general section includes specific requirements related to procedures and administration of the section. The products section gives information about the systems, materials, components, accessories, mixes, fabrication, etc. prior to installation. The execution section involves basic on-site labor and provisions for incorporating products in the project. These then form the basic framework for the specifications.

### Conclusion

Detailed, legal Construction Documents are invaluable to an owner. They establish the rules and criteria for the project and provide documentation of project requirements, thus ensuring the maximum benefit to the client. ■

### CSI Specification Divisions

Division 1	General Requirements
Division 2	Site Work
Division 3	Concrete
Division 4	Masonry
Division 5	Metals
Division 6	Wood and Plastics
Division 7	Thermal and Moisture
Division 8	Doors and Windows
Division 9	Finishes
Division 10	Specialties
Division 11	Equipment
Division 12	Furnishings
Division 13	Special Construction
Division 14	Conveying Systems
Division 15	Mechanical
Division 16	Electrical

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