

the specifications Part 1 General

FINDING THE description of the CA PROCESS in the Spec Sections - Information from MasterSpec

WHERE ARE THE CA PROCESSES DESCRIBED IN THE SPECIFICATIONS?

The information on Contract Administration in the specifications is organized as follows:

In DIVISION 01

Section 011000 - SUMMARY

- General project information (same as in the Cover Sheet)
 - Portions of the Work done under separate contracts (if any).
 - Portions of the Work or information provided by Owner.
 - Products furnished or installed by others (not the Contractor).

SECTION 011200 DELEGATED DESIGN

- Procedures for handling delegated design portions of the Work
- Performance information for delegated design items of the Work (usually structural)

SECTION 012100 ALLOWANCES

- Administrative and procedural requirements governing allowances. Includes procedures for lump-sum allowances, unit-cost allowances, quantity allowances, contingency allowances, and testing & inspecting allowances.
 - Schedule of Allowances.

SECTION 012200 UNIT PRICES

- Administrative and procedural requirements governing unit prices.
 - Schedule of Unit Prices.

SECTION 012300 ALTERNATES

- Administrative and procedural requirements governing alternates.
 - Schedule of Alternates.

SECTION 012500 SUBSTITUTION PROCEDURES

- Procedures for and requirements for substitutions. RMW Substitution Request Form.

SECTION 012600 CONTRACT MODIFICATIONS PROCEDURES

- Administrative and procedural requirements for handling and processing changes to the CONTRACT DOCUMENTS. RMW Bulletin Form.

SECTION 012900 PAYMENT PROCEDURES

- Administrative and procedural requirements necessary to prepare and process Applications for Payment. Requirements for preparing the Schedule of Values.

SECTION 013100 PROJECT MANAGEMENT AND COORDINATION

- Administrative provisions for coordinating construction operations on Project including:
 - General coordination procedures.
 - Coordination drawings.
 - RFIs.
 - Digital project management procedures.
 - Project meetings.

SECTION 013200 CONSTRUCTION PROGRESS DOCUMENTATION

- Administrative and procedural requirements for documenting the progress of construction during performance of the Work, including:
 - Startup construction schedule.
 - Contractor's Construction Schedule.
 - Construction schedule updating reports.
 - Daily construction reports.
 - Material location reports.
 - Site condition reports.
 - Unusual event reports.

SECTION 013300 SUBMITTAL PROCEDURES

- Administrative and procedural requirements for submittals.
 - Requirements for the Submittal Schedule.

SECTION 013516 ALTERATION PROJECT PROCEDURES

- Special procedures for alteration work. Alteration work includes additions to existing construction and remodeling of existing construction.

SECTION 014000 QUALITY REQUIREMENTS

- Administrative and procedural requirements for quality assurance and quality control.
 - Special tests and inspections.

- Responsibilities of the Owner and the Contractor for the quality assurance and quality control activities and deliverables.

SECTION 015000 TEMPORARY FACILITIES AND CONTROLS

- CA procedures for handling temporary utilities, support facilities, and security and protection facilities.

SECTION 017700 CLOSEOUT PROCEDURES

- Administrative and procedural requirements for contract closeout, including:
 - Substantial Completion procedures.
 - Final completion procedures.
 - Warranties.
 - Final cleaning.
 - Repair of the Work.

SECTION 017823 OPERATION AND MAINTENANCE DATA

- Administrative and procedural requirements for preparing operation and maintenance manuals, including:
 - Operation and maintenance documentation directory manuals.
 - Emergency manuals.
 - Systems and equipment operation manuals.
 - Systems and equipment maintenance manuals.
 - Product maintenance manuals.

SECTION 017839 PROJECT RECORD DOCUMENTS

- Administrative and procedural requirements for project record documents, including:
 - Record Drawings.
 - Record Specifications.
 - Record Product Data.
 - Miscellaneous record submittals.

SECTION 017900 DEMONSTRATION AND TRAINING

- Administrative and procedural requirements for instructing Owner's personnel, including:
 - Instruction in operation and maintenance of systems, subsystems, and equipment.
 - Demonstration and training video recordings.

SECTIONS ADDRESSING LEED REQUIREMENTS

Other Division 01 sections may contain CA procedures as applicable to the particular project

WHERE IS THE CA INFORMATION FOUND IN THE SECTIONS ?

The CONTRACT ADMINISTRATION information in the section contents is organized as follows:

In DIVISIONS 02 to 33

IN PART 1 - GENERAL

- **Cost of the Work:** Requirements for controlling the cost of items in the work that have not been determined (either what or how much) at the time the project goes out for bidding or construction:
 - Allowances
 - Unit Prices
- **Pre-Installation Meetings:** These are the on-site meetings that take place before the installation of critical or complicated project elements, for example, roofing.
- **Submittals:** Includes the requirements of the submittals that the contractor has to send you for review organized by types: action, informational, close-out, and maintenance submittals.

IN PART 2 - PRODUCTS - Typically no CA requirements are found here.

IN PART 3 - EXECUTION:

- **Field Quality Control:** Indicates who is responsible for field quality control, the Owner by engaging inspectors and testing agencies, or the Contractor.
- **Demonstrations:** Indicates the responsibilities for organizing demonstration and training of the Contractor and the Owner.

THE END