

# WHAT DID THEY SAY?

## A Non-Architect's Guide to Architectural Terminology

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Welcome to Planning, Design and Construction - a place where your project dreams come true! We know that our clients love to help turn their plans into reality, but we understand that not everyone has a degree in architecture or engineering. We have developed this handy guide to help translate between your ideas and our reality.

### **ADA**

The Americans with Disabilities Act which gives civil rights protection to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

### **Addendum**

Written information adding to, clarifying or modifying the bidding documents. An addendum is generally issued by the owner to the contractor during the bidding process and as such, addenda are intended to become part of the contract documents when the construction contract is executed.

### **Application for Payment**

Contractor's monthly written request for payment for completed portions of the work and, for materials delivered or stored off site and properly labeled and insured for the respective project.

### **As-Built Drawings**

Contract drawings, sometimes called Red Line or Record Drawings, marked up to reflect changes made during the construction process. Record drawings are usually provided by the design consultant with contractor mark ups incorporated electronically.

### **Bid**

A bonded written offer from a bidder to the owner to perform the work and to furnish all labor, materials, equipment and/or services as described in the drawings, specifications, and addenda for the prices and terms quoted by the bidder.

### **Bid Alternates**

Amount stated in the bid to be added or deducted from the base bid amount proposed for alternate materials and/or methods of construction. Typically listed in the Contract Drawings as defined by the design consultant.

### **Bid Tabulation**

A summary sheet listing all bid prices for the purpose of analyzing the bid results. Bid tabulations include the required items of the invitation to bid and usually include bid amount, completion time, addenda included, unit prices and alternates.

## **Bidding Period**

The calendar period allowed from issuance of bidding requirements and contract documents to the prescribed bid date/time.

## **Change Order**

A written document between the owner and the contractor signed by the owner and the contractor authorizing a change in the work or an adjustment in the contract sum or the contract time. A change order may be signed by the architect or engineer, provided they have written authority from the owner for such procedure and that a copy of such written authority is furnished to the contractor upon request. The contract sum and the contract time may be changed only by change order. A change order may be in the form of additional compensation or time; or less compensation or time known as a Deduction.

## **Construction Cost**

The direct contractor costs for labor, material, equipment, and services; contractors overhead and profit; and other direct construction costs. Construction cost does not include the compensation paid to the architect, engineer and consultants, the cost of the land, rights-of-way or other costs which are defined in the contract documents as being the responsibility of the owner. (Also referred to as Soft Costs)

## **Contract Documents Phase**

The third phase of the architect's basic services wherein the architect prepares working drawings, specifications and bidding information. Depending on the architect's scope of services the architect may assist the owner in the preparation of bidding forms, the conditions of the contract and the form of agreement between the owner and contractor.

## **Consultant**

A company or person hired by the owner or client to give professional advice. Examples include Architects, Engineers, etc.

## **Contract Documents**

A term used to represent all executed agreements between the owner and contractor; any general, supplementary or other contract conditions; the drawings and specifications; all addenda issued prior to execution of the contract; and any other items specifically stipulated as being included in the contract documents.

## **Contractor**

A properly licensed individual or company that agrees to furnish labor, materials, equipment and associated services to perform the work as specified agreed to in the contract documents.

## **Design-Development Phase**

The second phase of the architect's basic services wherein the architect prepares drawings and other presentation documents to fix and describe the size and character of the entire project as to architectural, structural, mechanical and electrical systems, materials and other essentials as may be appropriate; and prepares an accurate statement of probable



Ellis Hall Renovation completed in September 2017.  
*Photo Courtesy of Gayle Babcock.*

## Drawings

A term used to represent that portion of the contract documents that graphically illustrates the design, location and dimensions of the components and elements contained in a specific project.

## Final Payment

The last payment from the owner to the contractor of the entire unpaid balance of the contract sum as adjusted by any approved change orders.

## FF&E

An abbreviation for furniture, fixtures and equipment.



Glass Hall Renovation and Addition completed in October 2017.  
*Photo Courtesy of Gayle Babcock.*

## General Conditions

A written portion of the contract documents set forth by the owner stipulating the owner and the contractor's minimum acceptable performance requirements including the rights, responsibilities and relationships of the parties involved in the performance of the contract. General conditions are usually included in the book of specifications but are sometimes found in the architectural

## General Contractor

Properly licensed individual or company having primary responsibility for the work. The General Contractor may self-perform some aspects of the project and will most likely subcontract much of the work to specialty contractors (aka "subcontractors").

## Plans

What is often referred to as drawings. (See Drawings)

## Pre-bid Meeting

A meeting held to discuss bid solicitation documents, during the bid/proposal preparation period. The purpose of this meeting is to clarify any concerns bidders may have with the solicitation documents, scope of work and other details of the requirement, and is often followed by an addendum.

## Project

A word used to represent the overall scope of work being performed to complete a specific construction job.

## Project Manager

A qualified individual or firm authorized by the owner, architect, or contractor to be responsible for coordinating time, equipment, money, tasks and people for all or specified portions of a specific project.

## Punch List

A list of items/ deficiencies prepared by the owner or authorized representative requiring corrective or completion action by the contractor. This can occur at different phases of construction, but typically occurs near project completion.

## Schematic Design Phase

The first phase of the architect's basic services in which the architect consults with the owner to ascertain the requirements of the project and prepares schematic design studies consisting of drawings and other documents showing the scale and project components for the owner's approval. This phase may include a preliminary budget.

## Specifications

A detailed, and divisional written document, prescribing pre-approved materials, acceptable execution methods, and quality of work for a specific project.

## Subcontractor

A properly licensed firm or individual (usually trade specific) that works under the General/Prime Contractors direction.

## Substantial Completion

The date certified by the architect when the work or a designated portion thereof is sufficiently complete, in accordance with the contract documents, so the owner may occupy the work or designated portion thereof for the use for which it is intended. Contract damages, if applicable, cease at this point.

## Unit Prices

A predetermined price for a measurement or quantity of work to be performed within a specific contract. The designated unit price would include all labor materials, equipment or services associated with the measurement or quantity established.

## Work

The entire scope of the project being performed for a specific construction project including labor, materials, equipment, and other associated items necessary to successfully fulfill all obligations under the contract.



Hill Hall Renovation completed in October 2018.



Magers Health & Wellness Center completed in April 2018.



Hass-Darr Hall on the West Plains Campus completed in September 2018.