

THREE RIVERS COMMUNITY COLLEGE  
**CONTRACTS AND SPECIFICATIONS · ARC K221**  
(Tuesday 6:00 – 8:45pm)

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Grading: 4 Quizzes = 50%, Sample Spec Project = 25%, Final Exam = 25%

Objective: This course introduces the student to construction industry documents including project working drawings and the project manual which contains; bidding documents, contract documents, contract conditions and the specifications. Additional documents include cut sheets, shop drawings, manufacturer’s specs. and various AIA (American Institute of Architects) documents used in contract administration. Working knowledge is attained through actual execution of the documents.

<u>Week 1</u> 8/30	Introduction; Design to Construction	<u>Week 9</u> 10/25	The Project Manual; The Contract Conditions
<u>Week 2</u> 9/06	Design Agreements; Owner-Architect B141	<u>Week 10</u> 11/01	The Project Manual; The Specifications
<u>Week 3</u> 9/13	The Working Drawings; Plan Documents	<u>Week 11</u> 11/08	Project Delivery; Design-Bid-Build, CM, CA
<u>Week 4</u> 9/20	The Working Drawings; Elevation Documents	<u>Week 12</u> 11/15	Project Administration; “G” Series Documents
<u>Week 5</u> 9/27	The Working Drawings; Section & Detail Documents	<u>Week 13</u> 11/22	Thanksgiving Week; Class Project TBD
<u>Week 6</u> 10/04	The Working Drawings; Schedules, Shop Dwgs., Control	<u>Week 14</u> 11/29	Project Administration; Payment Req. G702/3
<u>Week 7</u> 10/11	The Project Manual; The Bidding Documents	<u>Week 15</u> 12/06	Project Simulation; Situation Study & Analysis
<u>Week 8</u> 10/18	The Project Manual; The Contract Documents <b>Mid-Term Exam</b>	<u>Week 16</u> 12/13	Summary; Review & <b>Final Exam</b>

COURSE REQUIREMENTS:

Notebook

Students will assemble a notebook, to be made up of handouts distributed at the beginning of each class. A 3” “*Slant-ring*” notebook with plastic sheet protectors is recommended – this will be a good resource for future reference.

Spec Section

A sample Specification Section will be due no later than the beginning of the last (14th) week but no sooner than the 11th. More details will be discussed in class.

### Educational Objectives:

- Understand the parts and role(s) of Construction Documents including:
  - Drawings, Contracts, and Specifications;
- Develop a working knowledge of the integration of these documents and their hierarchy;
- Learn to apply research methods and resulting judgment in simulated situational conflict;
- Develop a thorough understanding of various project players and delivery structures;
- Master the parts and roles of the primary Construction Documents:
  - Construction Drawings
  - Project Manual Bidding Documents
  - Project Manual Contract Forms
  - Project Manual General Conditions
  - Project manual Specifications (16 Division CSI Format)

### Course Requirements:

Students assemble a **portfolio**, consisting of the various drawings assigned throughout the semester. Students are expected to work both in class and out of class, to execute the assigned drawings. The final portfolio is a critical part of the final grade and serves as an important work when transferring to a baccalaureate program.

### Supplies:

Students can anticipate having to purchase drawing vellum and drafting supplies. These will prove useful in the student's subsequent career in the construction industries.

## **ACADEMIC INTEGRITY**

Any and all exams, papers or reports submitted by you and that bears your name is presumed to be your own original work that has not previously been submitted for credit in another course unless you obtain prior written approval to do so from your professor.

In all of your assignments, including homework or drafts of papers, you may use words or ideas written by other individuals in publications, web sites, or other sources but only with proper attribution. "Proper attribution" means that you have fully identified the original source and extent of your use of the words or ideas of others that you reproduce in your work for this course, usually in the form of a footnote or parenthesis.

As a general rule, if you are citing from a published source or from a web site and the quotation is short (up to a sentence or two), place it in quotation marks; if you employ a longer passage from a publication or web site, please indent it and use single spacing. In both cases, be sure to cite the original source in a footnote or in parentheses.

(See [http://www.plagiarism.org/plag\\_article\\_how\\_do\\_I\\_cite\\_sources.html](http://www.plagiarism.org/plag_article_how_do_I_cite_sources.html) for more information on citing.)

If you are uncertain about the expectations for completing an assignment or taking a test or examination, be sure to seek clarification from your professor beforehand.

Finally, you should keep in mind that as a member of the Three Rivers Community College community, you are expected to demonstrate integrity in all of your academic endeavors and will be evaluated on your own merits.

Be proud of your academic accomplishments and help to protect and promote academic integrity. The consequences of cheating and academic dishonesty may include a formal discipline file, possible loss of financial scholarship or employment opportunities, and denial of admission to a four year college.