

THREE RIVERS COMMUNITY COLLEGE  
**CONTRACTS AND SPECIFICATIONS · ARC K221**

(Tuesday 6:00 – 8:45pm)

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Grading: 4 Exams = 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>Unit 1</u>	Introduction & Overview Contractual Documentation	<u>Unit 9</u>	The Project Manual Bidding Documents
<u>Unit 2</u>	Design Agreements Services, Delivery & Payment	<u>Unit 10</u>	The Project Manual Contract Document (A-107)
<u>Unit 3</u>	Design Agreements General Conditions	<u>Unit 11</u>	The Project Manual Contract Conditions
<u>Unit 4</u>	The Working Drawings Plan View Elements	<u>Unit 12</u>	The Project Manual Specifications
<u>Unit 5</u>	The Working Drawings Elevation View Elements	<u>Unit 13</u>	Project Administration AIA “G” Series Documents
<u>Unit 6</u>	The Working Drawings Section Details, Shop Drawings	<u>Unit 14</u>	Contract Administration Quality Control & Management
<u>Unit 7</u>	The Business Environment Firm Org, Fees & Billing	<u>Unit 15</u>	Project Administration Requisition for Payment G702/3
<u>Unit 8</u>	Project Delivery Design-Bid-Build, CM, CA <b>Mid-Term Exam</b>	<u>Unit 16</u>	Summary Review Case-study Discussion <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. (Students may also simply keep a digital notebook of course downloads.)

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 PERFORMANCE

### Lecture Period:

Students shall respect the classroom environment. Professors invest valuable time in lecture preparation to make the course content organized, interesting, and understandable and to make the learning environment collegial. Unless specifically directed by the professor, students shall refrain from sending email and instant messages, or from engaging in other activities (reading non-course materials, engaging in private conversations and so on), that disrespect the classroom environment and learning conditions for others.

Access to the Internet can be a valuable aid to the classroom learning environment. Students are encouraged to use laptops, smart phones, and other devices in order to explore concepts related to course discussions and topics. Students are discouraged from using technology in ways that distract from the learning community (e.g. Facebook, texting, work for other classes, etc.) and if found doing so, will be asked to leave the classroom for the day and will not get credit for attendance that class period.

### Assessment:

Assessment of your mastery of the Courses learning objectives may be administered through quizzes, exams, or essays. These are announced with ample preparation time and sometimes a study guide. Upon absence from a class in which an assessment is given, it is the student's responsibility to request, coordinate and schedule, a makeup date and time with the professor. Assessments not made up within one week from when initially given will result a three point reduction from the score earned, per class period lapse.

### Online Learning Portfolio

All students are required to maintain an online learning portfolio in Digication that uses the college template, in as much as it is pertinent and supported by outcome products of this course. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

**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.