



COURSE OUTLINE

Course Number	Course Title	Credits
BCT234	Construction Contracts and Specifications	3
Hours: 0 Studio/Lab, 3 Lecture	Pre-requisite BCT110 Construction Materials & Methods BCT104 Codes for Construction BCT120 Construction Graphics	Implementation sem/year Fall 2014

Course description:

BCT234 Construction Contracts and Specifications

The study of construction documents and methods for producing general, special, and technical sections of construction specifications. Analysis of construction contracts and practices with regard to business law and liability, as well as contractor, architect, and engineer responsibilities through case studies and class discussions. Students prepare several technical sections for a small commercial building. (3/0)

Required texts/other materials:

Text (s):

Mark Kalin, Robert S. Weygant, Harold J. Rosen, John R. Regener
ISBN: 978-0-470-38036-9
Paperback
528 pages
April 2010

Last Revised: Fall 2021

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Available Resources:

BCT234 - CONSTRUCTION CONTRACTS AND SPECIFICATIONS

GENERAL OBJECTIVES:

- I. To familiarize the student with the various parts and aspects of compiling a complete set of Construction Documents.
- II. Design the contract to mitigate the risks of conflict and select the most appropriate contract strategy.
- III. Select the most suitable method for preparation of the technical specification.
- IV. To investigate, locate, and record facts, figures, and methods by, or with which, actual work may proceed and be properly directed.
- V. To become aware of the legal ramifications of the specifications and to compile the articles in a logical manner as used in the trade.
- VI. To have an understanding of the proper language and use of master specifications available in the trade.
- VII. demonstrate knowledge of the science of materials and methods of construction as they apply to the Construction Specifications Institute (CSI) Divisions.

II. SPECIFIC OBJECTIVES:

UNIT I: CONSTRUCTION DOCUMENTS

The student should be able to:

- State and define the four items required to make a legal contract.
- List the various parts that make up a Project Manual.
- Understand the Relationship between Drawings and Specifications
- Understand the Organization of Specifications According to *Masterformat™*
- Be capable of indicating the content and intent of the various Documents found in the Project Manual.
- Locate necessary information needed to set up a Document.
- Describe the legal aspects between the contract Drawings and the Specifications.
- Demonstrate in writing the more general types of specifications.
- Find in manufacturers catalogs information needed to write descriptive specs.
- Show this knowledge of how to locate and refer to the more standard code specifications.
- Demonstrate the proper use of accepted specifications language and punctuation.
- Produce a proper "Invitation-to bid" letter.

UNIT II: WORKING SPECIFICATIONS

The student should be able to:

- Name and describe the various divisions of the Uniform System.
- Describe the methods by which specifications can be cataloged and numbered.
- Place a material or method specification under its proper place in the proper division.
- Name the three recommended parts of a section format.
- Set up a complete specification section for a small operation by using ready written material.
- Write a complete specification section for simple operation and material selection.
- Edit a set of master specifications for a real project.

UNIT III: AGENDA, CHANGE ORDERS, AND REPRODUCTION

The student should be able to:

- Write change orders and describe where and how they should be used.

- Describe the advantages of using master specs.
- Demonstrate the two principal ways to describe materials in a master spec..
- Describe an architectural specification.
- Describe General Conditions of the Contract, Contractual Relationships, Other Public Agency and Corporate General Conditions.
- Produce a set of specifications for a small industrial, residential or commercial building or site in a format to be described by the instructor.

METHOD OF PRESENTATION

The main method of instruction will be by actually producing a set of specifications using actual examples obtained from the industry. Lecture time will be used to explain these examples and demonstrate methods and techniques which may be used to achieve an acceptable project manual. Samples will be available for study. The assigned text will be covered and several outside sources of relevant material may be indicated for study.

IV. EVALUATION

Short tests will be given approximately each week on the material covered. No references will be allowed. A set of specifications for the building or site assigned by the instructor will be required as office practice and be completed by the end of the semester. Parts of this set may be required at an earlier date for review. Items or specifications included which do not pertain, or items or specification which by their omission cause serious conditions, will be considered as a lack of understanding. Students will be required to keep a notebook of all class notes, assignments, quizzes, outside reading and other materials to be handed in at the completion of the course for evaluation of completeness and returned for student's future reference.

PROPOSED GRADING

Notebook	10%
Quizzes and Assignments	40%
Final Exam	20%
Project	30%
	100%

Academic Integrity Statement:

Students are expected to comply with the college-wide requirements for academic integrity. Mercer County Community College is committed to Academic Integrity—the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work. Presenting another individual's work as one's own and receiving excessive help from another individual will qualify as a violation of Academic Integrity. The entire policy on Academic Integrity is located in the Student handbook and is found on the college website (http://www.mccc.edu/admissions_policies_integrity.shtml).

VI. Special Needs Students Statement

Any student in this class who has special needs because of a disability is entitled to receive accommodations. Eligible students at Mercer County Community College are assured services under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. If you believe you are eligible for services, please contact Arlene Stinson, the Director of Academic Support Services. Ms. Stinson's office is LB221, and she can be reached at (609) 570-3525.