Specification Development and Review Guidelines

For use by A/E's in developing project specifications, and by CPO Project Managers prior to submission of specifications to CPO's Contracts Office

Submittals Required – to CPO’s Contracts Office by the UW’s Project Manager

- **Final Specs**: 100% Specifications ready for advertising.

- **Liquidated Damages**: Worksheet documenting how the LD amount was calculated. This worksheet may be found on CPO’s Intranet under the Forms section.

- **Estimate**: MACC Estimate for the Project.

- **Deadline**: Desired deadline for review of specs by Contracts Office, and proposed date of first advertisement.

Approval for Advertising

- **By CPO’s Contracts Office**: After review and approval of the specifications, CPO’s Contracts Manager or designee will send an e-mail approval to the UW’s Project Manager with instructions for submitting the Advertisement for Bids to CPO’s Contracts staff for placement of the advertisement. The advertisement will not be placed without the approval of CPO’s Contracts Manager or designee.

General

- **Program and Design Objectives**: The specifications and drawings should accurately reflect the program and design objectives for the project.

- **Current Version**: The current version of the boilerplate specifications for Divisions 00 and 01 as found on CPO’s website, have been used. The specifications on the website include the date of the last revision in the lower left hand corner of every page.

- **Editing Process**: If there are questions or suggestions regarding the boilerplate specifications, the A/E should contact the University’s Project Manager during the editing period.
  a) All editing shall be reviewed by the University’s Project Manager.
  b) The A/E shall provide the Project Manager with draft documents with the final Design Development Documents, consistent with Attachment B to the A/E Agreement.
  c) To simplify the review of the specifications by the University, an MS Word “track changes” version of each section shall be submitted by the A/E showing all additions and deletions prior to the completion and submission of the Final Review Documents.
The boilerplate specifications:

1. Facilitate the development and editing of Division 00 and 01 specification sections by the A/E.

2. Standardize procedures and requirements important to the University for standard projects. GC/CM projects have different specifications for some sections.

3. Coordinate with the General Conditions for Washington State Facility Construction, Modifications to the General Conditions, Supplemental Conditions to General Conditions, and the A/E Agreement, as appropriate.

4. Do not include all sections requirement for a complete Division 01. Some additional sections may be required if the complexity of the Project warrants. (The A/E shall discuss proposed additions with the University’s Project Manager.)

5. May not require the inclusion of all sections for a Project, depending on the particulars and uniqueness of the Project.

- **Project Name Consistency**: The Project Name should be consistent between the various components of the bidding documents including but not limited to the following:
  - Cover of specifications
  - Title page of specifications
  - Bid Form (00 41 00)
  - Summary of Work (01 11 00)
  - Headers for all sections
  - Drawing

- **Specifiers**: The A/E has accurately and completely addressed all of the Specifiers in the Division 00 and 01 boilerplate specifications on CPO’s website.

  **Description of Specifiers**: The University’s Division 00 and 01 boilerplate specifications often require editing on a project-by-project basis. To provide guidance to the A/E with this task, within the specifications, the University has included instructions and choices (“Specifiers”) that are highlighted in yellow and are generally included in a separate paragraph next to the text that may require editing. The following is an example of the appearance of a typical Specifier:

  **Specifier**: This is an example of the appearance of a Specifier that indicates that a paragraph may require editing to make it project specific. Do not include Specifier notes in the final draft. Some Specifiers do not have the horizontal lines marking it off, but include the Specifier language in bold face type as part of a specification paragraph.

- **Date of Specifications**: The date of the specifications, as reflected on the cover and in the header of each section should be the same. This date should be no later than the first day of the advertisement (and may be earlier). The “Last Revised Date” in the footer of Division 01 documents should not be changed.
• **Numbering System:** If a particular paragraph is not pertinent to the Project:

  a) The paragraph number and heading should be preserved
  b) The text of the paragraph deleted, and
  c) The words “Not Used” added after the heading.

  **Note:** For internal consistency, it is important not to renumber paragraphs since those paragraph numbers may be referenced in other sections of the specifications.

• **Headers:** The format for the headers should be consistent with the header format for Divisions 00 and 01, as defined in the boilerplate specifications on CPO’s website, and include the following:

  a) UW Project Name, with the project location before the Project Name: UW; UW Tacoma; Harborview Medical Center or HMC; Friday Harbor, etc.
  b) UW Project Number.
  c) A/E’s name.
  d) Date of Specifications
  e) CSI Section number and name
  f) Each page should indicate the page number (Page x of y).

• **Formatting:**

  a) Keep section and paragraph headings on the same page as the text following it. No “orphan” headings.
  b) Each section should conclude with the statement “End of Section.”
  c) Some documents that are part of the University’s boilerplate specifications are available online only in PDF format, and should not be modified, edited, or re-typed. Examples of PDF documents include, but are not limited to, the General Conditions, Modifications to the General Conditions, Public Works Contract, and forms.

**Division 00**

**Section 00 11 00, Advertisement for Bids**

• **Physical Address of Project:** The description of the project should include the physical address or location of the project. Likewise, there should be a physical address for the location of the Pre-Bid Site Meeting.

• **Bid Opening Date:** Bids are received on any day of the week, except the day after a holiday. Dates are to be agreed-upon with the Contracts Office.

• **Pre-Bid Meeting:** If the pre-bid meeting will be mandatory, first discuss this early on with CPO’s Contracts Manager. There are advantages and disadvantages to this approach.

**Section 00 21 00, Instructions for Bidders**

• **Subcontractor’s List:** If the project is estimated to cost $1 million or more, there is a separate version of the Instructions for Bidders that must be used instructing the bidders on the submittal of the Subcontractor’s List.
• **Supplemental Bidder Responsibility Criteria:** If these will be used, talk with CPO’s Contracts Manager early on, before submittal of the specifications for review. Development and review of these criteria often takes a significant amount of time. The Instructions for Bidders should also include a Contractor Information Form that repeats the exact language of the responsibility criteria and includes a box for each element of the criteria for the bidder to fill in.

**Section 00 41 00, Bid Form:**

• **Trench Excavation Safety Provisions:** If the Project requires trenching exceeding a depth of four feet, the line on the Bid Form for the cost of shoring should be left blank for the bidder to complete. If the trenching will be less than four feet or there will be no trenching at all, the line for the price of shoring should be filled in with “N/A” typed on the Bid Form that is issued by the University.

• **Subcontractor’s List:** If the project is estimated to cost $1 million or more, the language regarding submission of the Subcontractor’s List must be on the Bid Form.

**Section 00 73 00, Supplemental Conditions**

• **Contractor’s Pollution Liability Insurance:** If the Project includes abatement of any hazardous materials, the provisions in the Specifier for Contractor’s Pollution Liability Insurance must be included.

• **Builder’s Risk Insurance:** There are different deductible amounts for this insurance depending on where the project is located. Carefully review the specifier and ensure that the correct language is included.

Note to UW Project Manager: For most non-GC/CM projects over $3.5 million construction cost, the UW Project Manager should complete the “Builder’s Risk Insurance Questionnaire” immediately after bid opening. The Questionnaire is available on CPO’s website under the Boilerplate Specifications section of the Business tab. The requirement for completing the Questionnaire does not apply if the project is for any of the following facilities or departments: UWMC, HMC, and their affiliated locations; Housing & Food Services; Intercollegiate Athletics; Student Union and Facilities; Recreational Sports Facilities; certain buildings at Sand Point; Bothell Campus; Merrill Hall; Faculty Club; and miscellaneous gift or leased properties managed by the Real Estate Office. Please contact CPO’s Contracts Manager if you have any questions about whether the requirement for completing the Questionnaire applies to your project.

**Division 01**

**Section 01 11 00, Summary of Work**

• **Summary of Scope of Work:** This description of the work should include any alternates included, and may be a more detailed description than the description appearing in the Advertisement for Bids.

• **Special Conditions:** The purpose of this section is to highlight special or unique provisions in the specifications and call them to the bidders’ attention, and not just have them buried in the technical specifications.

**Section 01 11 01, Summary of Work – Hazardous Materials**

• **Reference Appendix C:** The Hazardous Materials Survey should be referenced in this section as appearing in Appendix C and not at the end of Section 01 11 01.

**Section 01 23 00, Alternates**

• **Reference Location in Documents:** For each Alternate, there should be a citation noting what section of the specifications and/or drawing numbers describes the work of the Alternate.
• **Price Description:** For each Alternate, the specifications should be clear whether the price requested is the total price for the work of the Alternate, or whether the UW is requesting a differential price for the Alternate, above the price already included in the Base Bid.

## Appendices

### Appendix A, University Forms

- Have all of the appropriate forms been included in Appendix A?
- Are the forms in the correct order and consistent with the Appendix A cover sheet?
- Are the correct, up-to-date forms, from CPO’s website included? Each of the forms on the website have a revision date on them.
- Have the specifiers on the Appendix A cover sheet been appropriately addressed

### Appendix B, Prevailing Wages

- **Effective Date:** The specifications should include a copy of the prevailing wages that will be in effect as of the bid submittal deadline for the Project. Prevailing wages are changed by the State Department of Labor and Industries in early March and late August of every year. Monitor the bid opening date to determine if issuing an addendum is necessary to include new prevailing wage rates.

#### Appendix B, Prevailing Wages

- **Documents to Include:** Appendix B should include the Appendix B sheet with the county name filled in

### Appendix C, Hazardous Materials Survey

- **Documents to Include:** Appendix C should include:
  - a) Appendix C cover index
  - b) Hazardous Materials Survey

### Division 02 – 49

## General Comments

- **Sole Source:** Review the technical specifications for any sole source product designations. Follow one of the following two options:

  - **Memo Requesting Approval of Sole Source:** For each sole source designation in the specifications, there must be a sole source justification request memo to CPO’s Contracts Manager documenting that the product or services are available from only a single or sole source. This request must be approved by CPO’s Contracts Manager. A template of this memo may be found on CPO’s Intranet under the Forms section.

  - **“Or Approved Equal”:** If the specified item is not, in fact, a sole source, and the A/E requires review of substitute products, the specifications should indicate “or approved equal” after the firm’s name. In this instance, no justification request memo is required.

- **Submissions with the Bid:** The specifications should not require the submission of any information or material with the bid other than the Bid Form and Bid Guaranty.

- **Section Number References:** All section numbers referenced in the specifications should be checked to verify that:
a) The section is actually included in the specifications  
b) The section number is accurate  
c) The section numbers are from the 2004 CSI numbering format that uses a 6 digit number (00 00 00) as opposed to the older 5 digit numbering system (00000).

- **Redefinition of Terms:** The specifications should not redefine terms already defined in the General Conditions or elsewhere in Division 00 or 01.

- **Owner Responsibilities:** Generally, responsibilities and actions to be taken should be by the Owner, or the Owner’s Representative, not the “Architect,” “Engineer,” “Landscape Architect,” or a specific UW department (such as Elevator Shop, EH&S, etc.).

- **Contractor Responsibilities:** The specifications should not describe responsibilities of subcontractors, but of the Contractor, since the Owner only has a contract with the Contractor. Language such as “the electrical subcontractor shall…” should be changed to either “the Contractor shall…” or “the Contractor, working through its electrical subcontractor, shall…”

- **Related Documents:** Some specifications include a section for “Related Documents” that often lists general conditions and changes to the general conditions (sometimes described as “supplementary provisions or other document titles that the UW does not use”). Related document references should state “drawings, Division 00 and Division 01” or “drawings, General Conditions, Modifications to the General Conditions, and Supplemental Conditions to the General Conditions.”

- **Consistency of Terms and Subjects:** The technical specifications should:
  a) Be consistent with the terms and conditions of Division 00 and 01, and  
b) Should not address the same subjects already covered elsewhere.

  *For example, the technical specifications should not include procedural language on substitutions since this is already addressed in Division 01, unless there are additional concepts that need to be added to the technical specifications.*

  A basic principle of specification development is to describe each subject just once and not in multiple places. This helps avoid contradictions and inconsistencies in the specifications.

**Division 01 Standard Specification Sections**

The following specification sections are available for use on Standard Projects, as applicable, unless otherwise agreed to by the University’s Project Manager. Sections with an asterisk in the right hand column below have a separate section for GC/CM projects that is different from what is used for Standard Projects (non-GC/CM).

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<td>01 11 01  Summary of Work – Hazardous Materials</td>
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<td>01 23 00  Alternates</td>
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<td>01 25 00  Substitution Procedures</td>
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<td>01 26 00  Contract Modification Procedures</td>
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