

Construction Terms/Glossary

1.0 Pre-Design Phase

- 1.1 Project Schedule – *an overall listing of tasks and key dates for the entire project*
- 1.2 Project Budget – *an all inclusive listing of the anticipated costs for the entire project*
- 1.3 Project Description – *a general description of the project*
- 1.4 Design Standards – *Items the District specifically wants and given to the architect to put into the plans and specifications of the project*
- 1.5 SDCs – *System Development Charges. These are fees assessed by the approving jurisdiction for connections to water, storm, sewer*
- 1.6 TIF – *Traffic Impact Fees. These are fees assessed by the approving jurisdiction for added traffic use caused by the project. They are based on number of people, not number of drivers*
- 1.7 Conditional use/ Conditions of Approval – *the City process that allows for the placement of the school on the property. The jurisdiction must approve the public process to site the school. There are usually conditions that the City requires for the school construction to proceed, and these must be met prior to occupying the building*
- 1.8 Architectural Review (AR) – *A City imposed review of the site and building structures*
- 1.9 Development Review – *a review by the City of the site*
- 1.10 Wetlands – *Areas that meant a specific criteria for soil and plants, and delineated by a professional*
- 1.11 Buffers/Vegetated corridor – *a regulatory distance around a wetland to protect the wetland*
- 1.12 SWM fee – *Storm water management fee*
- 1.13 Findings of Fact – *the document that clarifies why the owner is using an alternative contracting method*

2.0 Design Phase

- 2.1 Design Schedule (DS) – *a schedule showing the completion dates during the design phase of the project*
- 2.2 Schematic Design (SD) – *This is a preliminary design of the building performed by the Architect*
- 2.3 Design Development (DD) – *This is a plan performed by the Architect that incorporates the Owner's comments*
- 2.4 Construction Documents (CD) – *Plans generated by the architects and engineers that define the scope of work for the project. They are stamped by a registered architect or a registered engineer*
- 2.5 Project Manual/Specifications – *all the items that make up the project are defined in this document. They are part of the contract documents.*
- 2.6 Value Engineering – *items that meet the same function but are less in price*
- 2.7 Shared savings – *An incentive for the contractor and a benefit to the owner*

3.0 Construction Phase

- 3.1 Construction Schedule – *A schedule detailing the activities during the construction phase*
- 3.2 Request for Proposal (RFP) – *A document written by the architect that defines the scope of work for additional items not in the construction documents*
- 3.3 Request for Information (RFI) – *written by the contractor to the architect that requests information concerning an item on the project*
- 3.4 Change Order Request (COR) – *A request by the contractor to the owner for additions/deletions or time related to the project*
- 3.5 Change Order (CO) – *A document written to added or deleted monies or time to the contract with the owner*
- 3.6 Architect Supplemental Information (ASI) – *Used by the Architect to clarify the details on the plans*
- 3.7 Recovery Schedule – *A schedule used to recover lost time and get back on schedule*

4.0 Construction Contracts

- 4.1 Lump Sum – *A total cost to perform a specific scope of work.*
- 4.2 Cost Plus/Fixed Fee – *a construction method where the costs from the subcontractors are open book and then a fixed fee is applied to the costs of the project*
- 4.3 Guaranteed Maximum Price (GMP) – *Guaranteed maximum price for the scope of work in the original contract previous to change orders*
- 4.4 Contingency – *Budget for unforeseen conditions, changes in the work, additional scope requested by the owner*
- 4.5 Responsible low bidder – *a bidder that has the lowest price and also meets the requirements of the plans, specifications, and the requirements of the bid form*
- 4.6 1st Tier sub – *any subcontractor that is greater than 10% of the total contract*
- 4.7 Notice of Award – *A letter from the owner to the contractor notifying them of a contract*
- 4.8 Notice to Proceed – *A letter from the owner directing the contractor to proceed with work*
- 4.9 BOLI – *Bureau of Labor and Industries*

5.0 Other Terms

- 5.1 Construction Manager/General Contractor (CM/GC) – *a construction method where the general contractor is involved before the construction begins and is an advocate for the owner. The general contractor provides costs from contractors based on specific bid packages as they are available. The benefit with this process is that construction can take place while the design is ongoing*
- 5.2 Design/Bid/Build – *A construction method where an architect performs the design, issues construction documents and the contractor then provides a hard bid based in the bid documents. The design must be complete for this method*
- 5.3 Design Build – *A construction method where the contractor performs the design and then builds it to the design*

- 5.4 Performance and Payment Bond – *This is the bond provided by the general contractor for the project when requested in the bid documents*
- 5.5 Contractor’s Fee – *a percentage of the total contract that the contractor charges for performing the work*
- 5.6 Liquidated Damages – *A contractual fee assessed by the owner to the contractor if the substantial completion date is NOT met*
- 5.7 FFE – *Furniture Fixtures and Equipment*
- 5.8 HVAC – *Heating Ventilation and Air Conditioning*
- 5.9 A&E – *Architects and Engineers*
- 5.10 Hard costs – *costs associated with the contractors*
- 5.11 Soft Costs – *costs associated with professional services, architects, engineers, environmental consultants*
- 5.12 MEP – *Mechanical Electrical Plumbing*
- 5.13 Permit Fees – *Fees assessed by the City when a permit is obtained to pay for field inspections by City inspectors*
- 5.14 Plan Check Fees – *Fees assessed by the City to review plans submitted for construction*
- 5.15 Certified payroll – *a BOLI document that the contractor fills out stating that prevailing wages were paid to the employees*
- 5.16 Prevailing wage – *Oregon statutes that dictate wages be paid to contractor’s employees*
- 5.17 Pay App – *An application for payment against the contract value*
- 5.18 Hard bid – *a price from a contractor based on completed plans. Only what is on the plans and specifications is what is bought*
- 5.19 Professional services – *soft costs, costs by the consultants*
- 5.20 T&M – *Time and Materials*
- 5.21 General Conditions – *The general contractor’s cost for mobilization, site office trailer, phone, fax, all the items required to run the project on site*
- 5.22 O/H&P *Overhead and Profit*
- 5.23 Bid Documents – *The plans and specifications issued by the architect for construction and used as the basis for the cost from a contractor*