

AN ABBREVIATED GLOSSARY OF CONSTRUCTION TERMS

Frequently Used in Our Work with Jacobs

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Architect in Record (or of Record): The name of the architectural company that is listed on the issued permits, yet who may not actually do the design for the construction project.

Bid: Price proposal typically based on the design specification and documents.

Bid Package: Construction documents where the pertinent portions of information are placed into a suitable bidding package by the contractor.

Bid Selection: The process of examining and comparing contractors' bids to select the right one based on price and services provided.

Bid Solicitation: Notifying potential bidders regarding a bid opportunity as it may be a request to submit a bid or obtain a request for proposals.

Blueprints/ Floorplans: A 2-dimensional technical drawing that has all of the project's details.

CAD (computer-aided design): Architecture software used to create detailed building models.

Change Order: A written document that modifies or changes the project's plans, price or specifications in the construction contract.

Construction Estimate: Forecasting the construction costs for the building as it may be used to determine the feasibility of the project.

Construction Management at Risk (CMAR): Project delivery method where the construction manager commits to delivering the project at within the guaranteed maximum price.

COP (Certificate of Participation): a type of financing where an investor purchases a share of the lease revenues of a program rather than the bond being secured by those revenues. A COP

allows investors to participate in a pro-rata share of a lease-financing agreement. As opposed to bond participation, COPs pay investors via lease revenues as opposed to bond interest. COPs are a commonly found in municipal financing as an alternative to muni bonds. A lease-financing agreement is used by a municipality or local government to acquire real property.

Cost Validation: required when construction project expenses are questioned for a number of reasons including escalating values of building materials and labor - line items beyond your control.

Field Measure: Measurements taken inside the structure that do not rely on the blueprints.

FISH (Florida Inventory of School Houses): An inventory of all school facilities in the state of Florida by county. Each district is required to maintain the accuracy of its inventory and submit a letter of validation each year.

Florida Building Code: The Building Code used in Florida for the construction of all buildings.

Foreman: The leading supervisor at the construction site who is in charge of the work crews. He ensures workers perform daily tasks based on established schedules while creating documents regarding completed work.

F.S. 1013: The section of Florida statutes that specifies the requirements and regulations governing K-12 school facilities.

General Contractor: The main contractor for the building construction. Their main responsibility is the oversight of the project as they manage subcontractors, handle scheduling and monitor the budget.

GMP (Guaranteed Maximum Price): A contract where the contractor is paid for the actual costs that are incurred in addition to a fixed fee that has a price ceiling cap.

HVAC (Heating, Ventilation and Air Conditioning): Abbreviation used to signify the heating, ventilation and cooling structures and systems of the building.

IFB (Invitation for Bid): Request given to contractors for them to submit a project proposal regarding their provided services and products.

IAQ (Indoor Air Quality): refers to the air quality within and around buildings and structures, especially as it relates to the health and comfort of building occupants. Understanding and controlling common pollutants indoors can help reduce your risk of indoor health concerns.

Notice to Proceed: a notification letter indicating that performance should begin under a construction contract. Any party that has hired another party on the project (an owner hiring a contractor, a contractor hiring a subcontractor, etc.) might utilize a Notice to Proceed to indicate the recipient should start their work. That party's performance time starts ticking from the date indicated in the Notice to Proceed document.

Pay Applications: A construction document that details how the contractor will be paid.

Precast Concrete: Concrete elements created offsite that are transported to the construction site for final assembly.

Pre-GMP (Pre-Guaranteed Maximum Price): The work that has to be done prior to the actual building of a project, to include the design phase and cost development.

Project Manager: The project manager handles the entire management of the construction project. They oversee project deliverables, schedules and budgets.

Punch List: A document listing construction work that does not meet the customer's specifications. It is made at the end of the project as the contractor needs to complete the job to receive the payment.

Purchase Orders (PO): In construction, a purchase order is a document from the buyer that indicates their intent to purchase services and products from the seller, such as a supplier.

Purlin: A horizontal and longitudinal beam used on the roof structure to support the rafters.

RFI (Request for Information): This preliminary document contains general information about the capabilities provided by potential vendors or suppliers.

RFP (Request for Proposal): A document request to vendors to obtain an overview of their costs and offerings for specific services.

RFQ (Request for Quote): A document featuring predetermined specifications for the project as it requests the vendor's costs to fulfill these specifications.

Schedule of Values: A project's work item list that corresponds the items to their value as the list represents the entire amount of the work project.

School Plant Survey: A facility survey required in Florida statutes to be performed every five years on each district's facility inventory.

Scope Creep: Scope creep involves when continuous changes and modifications are made or when the work grows uncontrollably beyond the original scope of the project.

Scope of Work (SOW): A detail in the agreement outlining the work that will be performed for the project.

SFER (State Requirements for Educational Facilities): Guidelines developed by the Florida Department of Education/Office of Educational Facilities governing the construction of educational facilities.

Shop Drawings: A contractor's drawings that details the fabrication of components.

Shoring: A construction method that uses wood or metal props to support the structure while it is worked on.

Specifications: The specifications provide details regarding the materials and work quality desired for the building design.

Subcontract: An agreement made with the contractor and subcontractor that outlines the specific work services for the project.

Subcontractor: The subcontractor is specialized in a specific construction or building trade, such as electrical or plumbing. They are contract workers who are hired by the general contractor.

Submittals: Material data, shop drawings, and product data for architects and engineers so they can verify that the correct products were installed.

Substantially Complete: the phase in which the building is complete, but there may be some remaining items on the punch list to be finished.

TPM (Total Program Management): the application of methodologies, tools and processes to successfully plan and execute projects. Total program management makes use of teams and resources to complete project activities within the boundaries of time, cost and scope of the project objective that is defined by the client or stakeholder. The plan must adjust to the triple constraint, or project management triangle, which refers to the **time, cost and scope** limitations that apply to every project.

Time and Materials Contracts: A contract method where the contractor is paid for the actual costs, which include time and materials.

Warranty Period: the twelve-month period immediately following the substantial completion date.

Zoning: Government regulations that dictate how property areas can be used.

REFERENCES:

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