

APPENDIX J

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PART 1 - INTRODUCTION

The Project Architect/Engineer (A/E) shall prepare the Project Manual in accordance with the current edition of The Construction Specification Institute (CSI) Manual of Practice and MASTERFORMAT 2007 - Master List of Titles and Numbers for the Construction Industry.

The preparation of Project Manuals for The University of Texas System (U. T. System) projects requires certain modifications to the format given in the CSI Manual of Practice and MASTERFORMAT 2007. The modifications are described in Parts 2, 3 and 4 of these Guidelines.

Part 2 - Organization of Project Manual describes the preferred Table of Contents for U. T. System projects.

Part 3 - Bidding Requirements, Contract Forms and Conditions of the Contract transmits certain U. T. System documents and provides instructions to the Project Architect/Engineer for completing these documents.

Part 4 - Specifications Divisions 1 - 33 transmits certain U. T. System specifications sections and provides instructions to the Project Architect/Engineer for completing the specifications Divisions 1-33.

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PART 2 - ORGANIZATION OF PROJECT MANUAL

The Project Architect/Engineer shall organize the Project Manual in accordance with The Construction Specification Institute (CSI) Manual of Practice and MASTERFORMAT 2007-Master List of Tables and Numbers for the Construction Industry. See the example:

TITLE	PAGES
INTRODUCTORY INFORMATION	
00001 Title Page*	XX
00002 Certifications Page*	XX
00003 Table of Contents	XX
00004 List of Drawings, Tables and Schedules**	XX
BIDDING REQUIREMENTS, CONTRACT FORMS AND CONDITIONS OF THE CONTRACT	
Notice to Respondents	XX
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Section 00 22 00 Supplementary Instructions	XX
Policy on Utilization, Historically Underutilized Businesses, Exhibit H	XX
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Payment Bond	XX
Performance Bond	XX
Uniform General and Supplementary General Conditions	XX
Owner's Special Conditions with Attachments	
Attachment "A" - Prevailing Wage Rate Determination	
Attachment "B" - Project Sign Layout	
Attachment "C" - Weather Days	
Project Insurance (OCIP) - If Applicable	00 73 16
Project Administration	01 31 00
Project Planning and Scheduling	01 32 00
Project Safety	01 35 23
Quality Control	01 45 00
Temporary Storm Water Pollution Control	01 57 23
Project Close Out Requirements	01 77 00
Project Commissioning	01 91 00
<i>(Optional UT Austin Only) Storm Water Management</i>	
Cast Bronze Dedicatory Plaque	10 14 16.11
SPECIFICATIONS	
Division 1 - General Requirements	
Section 01 11 00 Summary of Work	XX
etc.	

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*Title Page and Certifications Page may be combined. See Exhibit - Part 2, Title Page

**List of Drawings, Tables and Schedules may be incorporated in a specifications section.

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EXHIBIT - PART 2

TITLE PAGE

(A/E may combine Title Page with Certifications Page)

PROJECT MANUAL

OWNER:	The University of Texas System Austin, Texas
PROJECT:	(Official name of project)
PROJECT NUMBERS:	(U. T. System Project No.) (A/E Project No.)
DATE:	(Date of bid documents)
OWNER'S REPRESENTATIVES:	Office of Facilities Planning and Construction 1616 Guadalupe, Suite 7.202 Austin, Texas 78701 Phone (512) 499-4600, Fax (512) 499-4604 (Name of Institution, mailing address, and telephone and fax numbers)
PROJECT ARCHITECT/ENGINEER:	(Name of principal in charge, firm name, mailing address, and telephone and fax numbers)
PROJECT ARCHITECT/ENGINEER'S /CONSULTANTS:	(Name of principal in charge, firm name, mailing address, and telephone and fax numbers) (Identify individually by discipline)

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PART 3 - BIDDING REQUIREMENTS, CONTRACT FORMS AND CONDITIONS OF THE CONTRACT

I. Introduction

- A. The Project Architect/Engineer shall include the documents furnished herein in the Project Manual for U. T. System construction projects. Some documents need completion or modification to suit the individual project; others are to be reproduced from the copy herein, without alterations of any kind, and are so identified in these instructions.
- B. The Bidding Requirements, Contract Forms and Conditions of the Contract are subject to revision at any time. Therefore, the Project Architect/Engineer shall verify the accuracy of the documents with the OFPC Project Manager before advertising for bids.
- C. Many documents furnished herein are available upon request on electronically from OFPC in Microsoft Word or Adobe Acrobat formats.

II. Bidding Requirements, Contract Forms and Conditions of the Contract to be included in the Specifications of U. T. System construction projects - See Exhibits - Part 3, U. T. System Bidding Requirements, Contract Forms and Conditions of the Contract for:

- A. Notice to Respondents
- B. Information to Respondents
- C. Supplemental Information to Respondents
- D. Policy On Utilization, Historically Underutilized Businesses, Exhibit H
- E. Proposal
- F. Agreement
- G. Performance Bond
- H. Payment Bond
- I. Uniform General Conditions and Supplementary General Conditions
- J. Owner's Special Conditions
- K. Attachment "A" - Prevailing Wage Rate Determination

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- L. Attachment “B” - Project Sign Layout
- M. Attachment “C” - Weather Days
- III. Instructions for Project Architect/Engineer to Complete Exhibits - Part 3, U. T. System Bidding Requirements, Contract Forms and Conditions of the Contract:
 - A. Notice to Respondents

OFPC to furnish A/E the information for the first paragraph
A/E to complete the last paragraph
 - B. Information to Respondents

A/E, under Plans and Specifications, to complete blanks for Deposits (the amount shall reflect actual costs) and Documents on File
A/E to review with OFPC the information for Partnering
OFPC to furnish A/E the information for Pre-Bid Conference
 - C. Notice to Respondents
 - D. Policy on Utilization, Historically Underutilized Businesses, Exhibit H

No completion required; do not alter.
 - E. Proposal

A/E to complete blanks for the official name of the Project and the Institution
A/E to complete the first paragraph for the Project Architect/Engineer's name and address
OFPC to furnish A/E the information for Construction Contingency Allowance
A/E to recommend to OFPC any Special Cash Allowances
A/E and OFPC to agree upon any Alternate Bids
A/E to recommend to OFPC any unit prices other than those shown in the Exhibit
A/E to recommend to OFPC calendar days to complete all work
OFPC to furnish A/E the amount of liquidated damages
 - F. Agreement

OFPC to furnish A/E the information to complete Article 1 Scope of Work, first paragraph; Article 2 Time of Completion; and Article 5 Liquidated Damages. All other blanks are to remain.
 - G. Performance Bond

No completion required; do not alter.

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H. Payment Bond

No completion required; do not alter.

I. Uniform General Conditions and Supplementary General Conditions

No completion required; do not alter.

The Uniform General and Supplementary General Conditions for University of Texas System Building Construction Contracts have been integrated into a single document.

J. Owner's Special Conditions

The Project Architect/Engineer shall customize the Owner's Special Conditions for the project. The Project Architect/Engineer shall review the Owner's Special Conditions with OFPC and recommend Owner's Special Conditions items to retain, modify, add and delete.

K. Attachment "A" - Prevailing Wage Rate Determination (No completion required; do not alter.)

OFPC to furnish A/E the rates of wages to include in the specifications immediately following Attachment "A".

L. Attachment "B" - Project Sign Layout (No completion required; do not alter.)

M. Attachment "C" - Weather Days (do not alter)

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EXHIBITS - PART 3

U. T. SYSTEM BIDDING REQUIREMENTS, CONTRACT FORMS AND CONDITIONS OF THE CONTACT

Notice to Respondents

Information to Respondents

Supplemental Information to Respondents

Policy on Utilization, Historically Underutilized Businesses, Exhibit H

Proposal

Agreement

Performance Bond

Payment Bond

Uniform General Conditions and Supplementary General Conditions

Owner's Special Conditions

Attachment "A" - Prevailing Wage Rate Determination

Attachment "B" - Project Sign Layout

Attachment "C" - Weather Days

PART 4 - SPECIFICATIONS DIVISIONS 1 -33

- I. The Project Architect/Engineer (A/E) shall prepare the Project Manual in accordance with the current edition of The Construction Specification Institute (CSI) Manual of Practice and MASTERFORMAT 2007 - Master List of Titles and Numbers for the Construction Industry.
- II. The Project Architect/Engineer shall include the documents furnished herein for specifications Divisions 1-33 in the Project Manual for U. T. System construction projects. Some documents need modification and completion to suit the individual project; others are to be reproduced from the copy herein, without alterations of any kind, and are so identified in these instructions. See Exhibits - Part 4, U. T. System Specifications Divisions 1-33 for:

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- A. Section 00 73 16 – Project Insurance (OCIP) (Optional for OCIP projects. No completion required, do not alter)
- B. Section 01 31 00 - Project Administration (No completion required; do not alter)
- C. Section 01 32 00 – Project Planning and Scheduling (No completion required; do not alter)
- D. Section 01 45 00 – Project Quality Control (No completion required; do not alter)
- E. Section 01 57 23 – Temporary Storm Water Pollution Control (No completion required; do not alter)
- F. Section 01 77 00 - Project Closeout (No completion required; do not alter)
- G. Section 01 91 00 - Project Commissioning (No completion required; do not alter)
- H. Section 10 14 16.11 - Cast Bronze Dedicatory Building Plaque (Remove the instructional note in the box at the top of the first page).

III. Formatting

- A. The documents were word processed in Word. They are formatted for 8 1/2" x 11" paper as follows: Font = Courier 10 point, 1" top margin with .5" bottom margin, 1" left margin with .75" right margin, left justification and footers for section and page numbers.
- B. The fonts, page layout, and any "footers" must be modified to match the other Sections within the particular Division of the Project Manual.

IV. See the Guidelines for Architect/Engineer Services for instructions concerning U. T. System specifications Divisions 11 thru 33.

- A. OFPC maintains Division 11, 13 and 21-33 Guideline Specifications for Mechanical/Electrical Services for U. T. System projects, which OFPC will furnish to the Project Architect/Engineer. The Project Architect/Engineer shall review, modify and complete the Guideline Specifications for Mechanical/Electrical Services and roofing in detail as may be required for specific project requirements. The Project Architect and/or Project Engineer shall be responsible for content of the entire Project Manual as issued for bids, and the professional's seal shall be applicable to all of the contract documents, including those specification sections based on an OFPC standard.

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EXHIBITS - PART 4

U. T. SYSTEM SPECIFICATIONS DIVISIONS 1 - 33

Section 00 73 16 – Project Insurance (OCIP) - If Applicable

Section 01 31 00 - Project Administration

Section 01 32 00 – Project Planning and Scheduling

Section 01 35 23 - Project Safety

Section 01 45 00 – Project Quality Control

Section 01 57 23 – Temporary Storm Water Pollution Control

Section 01 77 00 - Project Closeout

Section 01 91 00 - Project Commissioning

Section 10 14 16.11 - Cast Bronze Dedicatory Building Plaque

The University Of Texas System
Office Of Facilities Planning And Construction
OWNER'S DESIGN GUIDELINES

Revision Log
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Rev. Date	Remarks
	Revisions prior to 3/1/11 are not recorded in this log
3/1/2011	Miscellaneous minor changes throughout
3/1/2011	Updated references to MasterFormat 2007