

TRANSCRIPT

EPISODE 8

Ten Construction Document Abbreviations Explained

September 3rd, 2019

Removing the mystery of the alphabet soup!

**3PHASE
RADIO**

With Jeffrey Mort



<p>00:00 <i>Jeff Mort</i></p>	<p>RFI, ASI, CCD. What's it all mean? Well, stick around for 10 construction document abbreviations explained, removing the mystery of the alphabet soup. Today on 3-Phase Radio.</p>
<p>00:28 <i>Music</i></p>	<p>[Bluesy rock by CryBaby Creek]</p>
<p>00:29 <i>Jeff Mort</i></p>	<p>Welcome my friends to episode number eight of 3Phase Radio, your "Transformation Station," an educational program created to help skilled electricians just like you live your best life and accelerate your career. I'm your host, Jeffrey Mort. Thank you for joining us today in the 3Phase Radio community.</p>
<p>00:46 <i>Jeff Mort</i></p>	<p>Thanks to my friends and family of CryBaby Creek for the intro music they made just for us. You can enjoy more of their talent wherever music is found. Check out the all new videos on YouTube or find them performing live in beautiful Southern New England.</p>
<p>01:02 <i>Jeff Mort</i></p>	<p>So today's masterclass: 10 construction document abbreviations explained, removing the mystery of the alphabet soup. First, I want to give gratitude for all the listens and reviews that the podcast is getting. I thank you sincerely from the bottom of my heart for all of those plays and all of the reviews. I sincerely appreciate each and every one of you.</p>
<p>01:24 <i>Jeff Mort</i></p>	<p>Just a reminder, if you haven't already done so, please share, review, and subscribe to the podcast. It would mean so much to me and it will help this valuable program grow. Before we get started, today's program is brought to you by our very own Resource Center created for your convenience. There you'll find awesome tools, reliable gear, and apparel, and personal and professional development resources.</p>

	<p>It's not easy to find products and services that you can trust, and at the JeffreyMort.com Resource Center, each resource is tested and approved by me, so you don't have to worry.</p>
<p>01:59 <i>Jeff Mort</i></p>	<p>I recommend only products and services and companies that I believe in. Full disclosure, as an affiliate for some of the products I may make a small commission. However, there is no additional cost to you and all the proceeds are put back into supporting new and improved programs and resources just for you. So please visit JeffreyMort.com and click on the "Resource" button or simply find the link in today's show notes.</p>
<p>02:23 <i>Jeff Mort</i></p>	<p>So today's program is for the commercial electrician or anyone wanting to learn more about project documents. There are so many abbreviations with project documents on the jobs today, and that can be very confusing and sometimes downright overwhelming if you don't know what the heck those abbreviations mean. It could take years to organically learn all those terms while on a project. Some projects might not have these documents, some projects might have more documents than others, but it might take you a long time to gain those.</p>
<p>02:53 <i>Jeff Mort</i></p>	<p>So as always, let me be your guide. I've put in those years. I've had to learn and process the meanings behind the abbreviations. I've had to figure out for myself how each and every one of those affects our day-to-day, and how each and every one of those project documents affects the direction and the outcome of the project, and how some of them result in us working longer days, longer weeks, and keeping us from our family and our personal goals.</p>
<p>03:21</p>	<p>So today we'll crack the code on the alphabet soup, and we'll break</p>

<p><i>Jeff Mort</i></p>	<p>down the top 10 construction document abbreviations for public and some private projects. We can start with some basic ones first. So here we go.</p>
<p>03:35 <i>Jeff Mort</i></p>	<p>Number one: really simple--CD--and no, this doesn't stand for a compact disc for you older folks. This CD stands for Construction Documents. So when you hear the term CD thrown around on the job site, they're referring to construction documents, and that is the 100% design plans and specifications that were issued for the bid of a project. As far as drawings go, we'll just stick to this one for now, but there's a whole life cycle that drawings go through for a construction project that we will cover in a later episode.</p>
<p>04:05 <i>Jeff Mort</i></p>	<p>So number two is SPEC and that stands for Project Specifications. That is a book or a digital file. Usually it includes several volumes that outlines in detail the scopes of work divided by discipline. So electrical work is defined as Division 26, so the discipline of electrical work is defined in that SPEC book as Division 26 or sometimes 26,000. Communications--work that falls underneath communications--is generally defined as Division 27. Fire alarm work is sometimes defined--if it doesn't fall under Division 26, if it's its own division--fire alarm work could be Division 28.</p>
<p>04:48 <i>Jeff Mort</i></p>	<p>So most of our electrical work on a construction public project and sometimes private project, the specifications would be broken down for our work in Division 26, 27, and 28. There are some other divisions that could pertain to our work, but those are the three major ones for our work.</p>
<p>05:04 <i>Jeff Mort</i></p>	<p>So moving on, number three: AFR. That stands for Architect's Field Report. And sometimes these field reports are the nemesis of a</p>

	<p>project foreman when they come in as a list of things that you may or may not feel as though are justified to be on that list.</p>
<p>05:22 <i>Jeff Mort</i></p>	<p>But this form is useful, and this form maintains a record of site visits or daily log of construction activities. So it's the architect's take on what's going on in the job, either in wall or on the floor or in the slab or above the ceiling or underground. And it's just simply his version of what he sees when he does a site visit. And sometimes that's once a month, sometimes it's once a week, and on more detailed projects sometimes it's even daily. So AFR is an Architect's Field Report.</p>
<p>05:52 <i>Jeff Mort</i></p>	<p>So next number four in our list of alphabet soup is one of my favorites and it's RFI, and that stands for Request for Information. And this form is used to formally request further information from a party during construction. So this is a tool to bring document errors and omissions to the designer's attention.</p>
<p>06:16 <i>Jeff Mort</i></p>	<p>And that designer could be the architect or the engineer and that's to bring errors and omissions or questions--simply could just be a question--to the designer's attention. And it typically generates a project change. Not all the time--it could just be a simple answer that clarifies something. But most of the time an RFI would be a tool used to generate a project change for errors and omissions on your construction documents.</p>
<p>06:42 <i>Jeff Mort</i></p>	<p>So next is number five. Moving along is ASI and that stands for Architect's Supplemental Information. Again, ASI is Architects Supplemental Information and this is a document that is used by the architect to issue additional instructions or interpretations or to order minor changes in the work. So be on the lookout. These ASI</p>

	sometimes include added scope and would generally result in a change or proposal.
07:17 <i>Jeff Mort</i>	So in ASI, a lot of times in ASI is issued just with some supplemental information that does not pertain to a change in scope but they can include that. So, just because it's an ASI, don't think that there's additional work being asked for. It all depends on how the architect wants to propose those drawings. And sometimes politics get involved with what document comes your way with one information. But that's for a later conversation.
07:45 <i>Jeff Mort</i>	So moving right along here. Number six, a PR, and the PR stands for Proposal Request. And this form is used to obtain price quotations required in the negotiation of change orders. Now it's supposed to provide clear and concise means of initiating the process for changes in the work. So sometimes that information is not so precise and a PR proposal request might populate a couple of RFIs.
08:16 <i>Jeff Mort</i>	So not only would you have a Request for Information generated for the construction documents, but if for proposal request comes in and you have questions on the Proposal Request, by all means you can use an RFI to question a PR or a proposal request.
08:32 <i>Jeff Mort</i>	So real quick, we're just going to recap one through six, and that was CD your Construction Document. And that's the 100% design plan and specifications issued for the bit of a project.
08:43 <i>Jeff Mort</i>	Number two was the SPEC and those are the Project Specifications. And that's a book or a file including volumes up to several volumes. I've seen projects that had seven or eight SPEC books that were six inches thick each. So you can get pretty involved. That outlines in

	<p>detail the scopes of work divided by discipline, and our electrical work is generally Division 26, Communication 27, and Fire Alarm 28.</p>
<p>09:09 <i>Jeff Mort</i></p>	<p>The AFR is the Architect's Field Report. Don't hate those documents. You can get a lot of information out of there and you can actually get to know your architect pretty well by reading the way they fill out those field reports. The RFI was number four, Request for Information, and that's the form to request further information from a party during construction. Very handy tool. Some projects have many, many RFIs--I'm talking triple digits--and sometimes electrical alone could go up to a hundred RFIs on a larger project. If you include all the other trades, subcontractors, general contractor, construction manager, you might have a project that reaches up to a thousand RFIs and that's not unheard of.</p>
<p>09:54 <i>Jeff Mort</i></p>	<p>Number five was ASI--Architect's Supplemental Information--used by the architect to issue additional instructions or interpretations.</p>
<p>10:02 <i>Jeff Mort</i></p>	<p>Number six was Proposal Request. That was the form that's usually issued by the architect or engineer so that they can obtain a price quotation from the construction manager, general contractor, or subcontractors required in the negotiation of change orders.</p>
<p>10:20 <i>Jeff Mort</i></p>	<p>So we'll get right back to the program, but I want to say if you like what you're hearing each and every week, as always, please review, share, and subscribe. And if you'd like to join the inner circle and become an exclusive member of 3-Phase Radio, you can support this program for as little as \$1 each month is it takes my team and I both time and money to bring you a valuable program each week. And we would sincerely appreciate your support. Just go to 3PhaseRadio.com And click on "Become a Patron" to get started. As</p>

	<p>a member, you'll get early access to episodes, you'll get valuable bonus episodes only available to members as well as valuable downloads to help you live your best life and accelerate your career.</p>
<p>11:09 <i>Jeff Mort</i></p>	<p>There are also bigger membership values available for a slightly higher commitment. So check those out once you're in the membership link will as always be in the show notes, but you can go to 3PhaseRadio.com and click on "Become a Patron." I sincerely thank each and every one of you for your support on this program and I look forward to bringing you more and more value with each and every episode. So with that, let's get back to it.</p>
<p>11:36 <i>Jeff Mort</i></p>	<p>We're going to get to number seven in the alphabet soup of project documents. Number seven is RFP and that is a Request for Proposal. Now you're probably wondering what is the difference between a PR and an RFP? Well, they're the same document and sometimes they come through as a different title. So RFP is a Request for Proposal and a PR is a Proposal Request, same document, same basis.</p>
<p>12:01 <i>Jeff Mort</i></p>	<p>And we'll talk about proposals. A proposal is a cost breakdown of materials and labor and a response to a project change usually generated by a Request for Information, your RFI. And sometimes these proposals will get volleyed back and forth between the design team and the subcontractor a few times to make sure everyone's being honest with the pricing and especially the credits. They usually come back because they're looking for a credit or more of a credit for something, and maybe it wasn't on there because that pipe run was already installed. So no credit issued. And sometimes there's additional costs because now that pipe run has to be removed--that was already installed. So no credit again. So a proposal, it's a cost</p>

	breakdown on the materials and labor in response to a project change, an RFP, or a PR.
<p>12:50 <i>Jeff Mort</i></p>	<p>So moving along quickly here is number eight and this is a CCD, and a CCD is a Construction Change Directive. It is a directive for changes in the work for use where the owner and contractor have not agreed on proposed changes in the contract sum or contract time. Now the difference between a Proposal Request and a CCD is the Proposal Request is asking for a proposal. The CCD is generally a direct directive for changes in the work. So an RFP or a PR is not telling you to do the work. And there's a disclosure right on the front page that says that this is not a directive to do the work. So if you get a PR or you get an RFP and you do the work, you install that work that's on there before the proposal and change order process, you may not be compensated for that work that you did. So an RFP or PR is not a directive to do the work.</p>
<p>13:49 <i>Jeff Mort</i></p>	<p>However, the CCD, the Construction Change Directive, it's right there in the word, the "D"--directive. It's a directive for changes in the work. This is something they definitely want, however, they're still gonna want pricing for it. So that work will be done in the right steps to take is to issue the PR and get that change order. We'll cover change orders in just a minute. And that way you have a solid directive to do the work with pricing involved.</p>
<p>14:14 <i>Jeff Mort</i></p>	<p>So a Construction Manager-Advisor Addition is a little bit different than a CCD. And this form is used for any size project. It's used as a directive for changes that need to be done quickly when the parties have not reached an agreement yet when the construction manager is an adviser. So the CCD is telling you to do the work and a</p>

	<p>Construction Manager-Advisor Addition is definitely go ahead and do the work, and that's how that document is formulated so that the subcontractors can get the work done and they'll deal with the pricing later.</p>
<p>14:46 <i>Jeff Mort</i></p>	<p>And that's usually so it does not hold up the project schedule. So a lot of times in an RFI, if you know that the answer to your question is going to hold up the project schedule, in that RFI you can request that they issue a CCD, and not an RFP or a PR. So that's a very helpful piece of information.</p>
<p>15:07 <i>Jeff Mort</i></p>	<p>Moving along quickly, we're already at number nine. Oh, hope you guys are getting a lot of value out of this. Number nine, the Change Order, the CO and this form can be used on any size project to make amends to an owner contractor agreement when parties agreed to the terms of change. So everybody's got to be in agreement. That's usually where the proposal comes into play, when the proposal that the subcontractor sends to the general contractor is signed by the owner, the owner's project manager and the construction manager, it's accepted and that means the dollars are going into your account for payment on the project.</p>
<p>15:42 <i>Jeff Mort</i></p>	<p>And that is issued in a Change Order and that's a particular form that shows the dollar amount. Let's just say for rough numbers, your project is \$100,000 and you issued a proposal for a thousand, you're going to get a Change Order that shows that \$100,000 for original contract price plus the \$1000 for the Change Order. And now it's \$101,000 total contract price. That work once the Change Order is issued now has become contract work because they paid for it and it now becomes part of the contract.</p>

<p>16:16 <i>Jeff Mort</i></p>	<p>So number 10, number 10 in alphabet soup is a C-of-O or a TCO and the C-of-O stands for Certificate of Occupancy. And the TCO is a Temporary Certificate of Occupancy. So these are very important for your final inspections. A lot of times when somebody needs to move into a building but there are still loose ends trailing along that haven't been completed, the authority having jurisdiction, or your building inspectors, or all of your inspectors will get together and they will issue a Temporary Certificate of Occupancy with a contingency that the other work will be done. So a lot of times what will happen for a TCO is the contract work permit will get closed out and a new permit will get issued listing the remaining work to be done and then that would be inspected on a separate inspection.</p>
<p>17:05 <i>Jeff Mort</i></p>	<p>So we're going to recap here, and I want to tell you that these contract document abbreviations and descriptions, these are mostly from the AIA, the American Institute of Architects. So this is a group of architects that got together and created what's known as the G-Series documents for construction. There are templates for each and every one of these so that people on construction projects can all play by the same rules.</p>
<p>17:29 <i>Jeff Mort</i></p>	<p>How wonderful is that? So everybody's on the same page using one common G-Series document for each of these types of changes in a project construction plan. So you can check out those documents at AIA.org and you can find them under the G-Series documents. That site can be a little overwhelming because there's just literally hundreds and hundreds upon hundreds of documents in there. But the ones we're talking about today are the G-Series documents.</p>
<p>17:59 <i>Jeff Mort</i></p>	<p>So we're going to recap real quick. We'll go over these. Once again.</p>

	<p>Number one was CD Construction Documents. Number two was SPEC Project Specifications. Number three was AFR Architect's Field Report. Number four was RFI Request for Information. Number five was ASI Architect's Supplemental Information. Number six, PR Proposal Requests, also known as an RFP Request for Proposal. So that was six and seven. Number eight CCD Construction Change Directive. And there's also the Construction Manager-Advisor Addition.</p>
<p>18:38 <i>Jeff Mort</i></p>	<p>Number nine everybody's favorite because they're getting paid: that's the Change Order. And number 10 C-of-O, that's TCO as well. So change a certificate of occupancy is the C of O and the TCO is Temporary Certificate of Occupancy, and those are from, once again, AIA.org.</p>
<p>18:51 <i>Jeff Mort</i></p>	<p>So your call to action is to share this episode with your co-workers and feel free to listen to it a second time or third time or as many times as you'd like because we learn through repetition. That's how we learn the best as the human person.</p>
<p>19:07 <i>Jeff Mort</i></p>	<p>So what would life look like without this plan? Well, imagine being on a large commercial project and these are already confusing enough, these large commercial projects. There's so much to know and it usually takes years to find out. Imagine going into a project without knowing what all the abbreviations mean. Now imagine going into your next project with this valuable knowledge.</p>
<p>19:29 <i>Jeff Mort</i></p>	<p>Imagine being able to follow along with the conversation when it's about contract documents and changes and only abbreviations are being used. You're going to know what the heck they're talking about. Imagine jumping in on that conversation with the valuable</p>

	<p>knowledge that you learned right here at 3-Phase Radio. That's what we're all about, providing valuable knowledge in helping you win at work and live your best life and succeed as an electrician. I am so grateful for everybody listening. I really appreciate all the support we're getting for the program. Please share, subscribe, and review this show and help us grow and please remember the best investment that you can make is in yourself. Have a wonderful day everybody!</p>
<p>20:43 <i>Music</i></p>	<p>[Bluesy rock by CryBaby Creek]</p>