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**2010 Instructions for the  
Preparation of Project Manuals**

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**PART 1 - GENERAL**

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**1.01 OVERVIEW**

- A. Capitalized terms used throughout this document shall have the meanings ascribed in the Uniform General Conditions for University of Texas System Building Construction Contracts (“UTUGCs”), unless otherwise defined herein or the context herein clearly infers another meaning.
- B. The purpose of this document is to assist the Architect/Engineer (“A/E”) in the appropriate use of The University of Texas MD Anderson Cancer Center (referred to hereinafter as “Owner” or “MD Anderson”) Master Construction Specifications on MD Anderson Projects. In addition, the A/E shall prepare the Project Manual as instructed within this Design Guideline Element.
- C. MD Anderson has adopted standards for referring to the institution. In accordance with those standards, the A/E is to refer to the institution as The University of Texas MD Anderson Cancer Center or as MD Anderson in all project documentation. The A/E is to avoid using acronyms, especially “MDACC”, “UTMDACC”, or “MDA.”
- D. Project numbers are to consist of two components; an alphabetic prefix (FPDC) and a numeric suffix that is to match the MD Anderson Facility Asset Request (FAR) number. For some projects the numerical suffix may include a decimal point with two digits to indicate that the project is a “sub-project” to a “main project.”

Example: Project No. FPDC-123456.01 would be assigned to the first subproject associated with Project No. FPDC-123456, which is being implemented under MD Anderson FAR No. 123456.

- E. The A/E shall prepare the Project Manual in accordance with the current edition of The Construction Specifications Institute (CSI) Manual of Practice and Master Format Master List of Titles and Numbers for the Construction Industry except to the extent this Design Guideline Element departs from those recommendations.
- F. MD Anderson maintains Master Construction Specifications in electronic format for use on institutionally-managed, new construction and renovation projects. Use of the Master Construction Specifications does not remove or diminish the A/E’s responsibilities under State of Texas laws that regulate the practice of Architecture, Engineering, Interior Design, and Landscape Architecture. The A/E retains the same responsibilities and liabilities as if the Master Construction Specifications were not available.
- G. The Master Construction Specifications are provided as an aid to the A/E in the development of Project Manuals and are not for use “as-is”, except for certain specifications as identified herein. The Master Construction Specifications are intended as a basis for the development of Specifications for a particular Project. The A/E shall edit carefully to coordinate with specific Project requirements. The A/E must determine suitability of each specification section in whole or part for a particular Project.

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- H. Some documents referenced herein require completion or modification to suit the individual Project. Other documents must be reproduced directly, without alterations of any kind, and are identified in these instructions.
- I. The A/E shall be responsible for content of the entire Project Manual. The A/E's seal shall be applicable to all Construction Documents, including those specification sections based on the Owner's Master Construction Specifications. The A/E shall include and locate professional licensing seals per Texas licensing board requirements.

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### **PART 2 - PROCUREMENT METHODS FOR CONSTRUCTION SERVICES**

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#### **2.01 GENERAL**

- A. During the Project pre-design phase, Owner will select the appropriate methods for delivering the design and construction services for the Project. The delivery method will determine the contract type and methodology for organizing the Project Manual. Refer to 'Attachment A' to this Design Guideline Element, Project Manual Organization, for an index of documents and an explanation of how the documents are to be organized within the Project Manual in accordance with the project delivery method and associated contract type.
- B. Since some documents are not required to be issued with every Project Manual, the A/E must thoroughly review these instructions and coordinate directly with the Owner's Project Manager prior to assembling the Project Manual. Construction Services for MD Anderson projects will typically be procured under one of the following methods:
  - 1. Job Order Contracting (JOC)
    - a. Pursuant to Texas Education Code Section 51.784, MD Anderson has instituted Job Order Contracting (JOC) programs. Under these JOC programs, MD Anderson routinely issues job orders to implement projects related to the minor construction, repair, rehabilitation or alteration of its facilities.
    - b. In accordance with Texas Education Code Section 51.784(i), MD Anderson retains an A/E to prepare Construction Documents when and as required. MD Anderson then issues the Construction Documents to a Job Order Contractor to perform the work. Refer to 'Attachment A', Table 1.
  - 2. Competitive Sealed Bidding
    - a. At one time, competitive sealed bidding was the traditional method for procuring construction services. Under this method, an owner would engage an A/E to prepare the construction documents and then issues a Request for Bids, also referred to as an Invitation to Bid, to solicit competitive bids from prospective contractors who were interested in performing the work. At this time, MD Anderson typically does not use this method for procuring construction services.
    - b. Refer to 'Attachment A', Table 2.

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3. Competitive Sealed Proposals (CSP)
  - a. Under the Competitive Sealed Proposal method, MD Anderson engages an A/E to prepare the Construction Documents for a Project and then issues a Request for Proposals (“RFP”) to solicit competitive, sealed proposals from prospective contractors who are interested in providing the construction services for the Project. The solicitation documents include the RFP, which identifies the anticipated schedule, the selection criteria and other necessary information, and the Construction Documents.
  - b. Upon receipt of proposals, MD Anderson determines which respondent offers the best value to the institution based on MD Anderson’s evaluation and ranking of the proposals. Refer to ‘Attachment A’, Table 2.
4. Construction Manager-at-Risk (“CMR”)
  - a. Under the CMR delivery method, MD Anderson selects an A/E, under a separate, qualifications-based procurement process, to prepare the project Construction Documents. The CMR (or “Construction Manager”) usually is selected under a two-step process. Under the first step, MD Anderson prepares and publishes a Request for Qualifications (“RFQ”) that is used to identify a limited number of respondents that are qualified to provide construction manager-at-risk services for the Project. Under the second step, MD Anderson issues an RFP to the respondents who have been qualified to progress to the RFP stage. The proposals are evaluated and ranked. MD Anderson then selects the respondent who submits the best-value proposal to serve as the Construction Manager for the Project.
  - b. The Construction Manager provides pre-construction (design) and construction phase services for a fee and acts as a general contractor to deliver the general construction and construction subcontracting services for the Project. For major elements of the Work that must be subcontracted, the Construction Manager must publicly advertise and solicit either competitive bids or competitive sealed proposals from trade contractors and subcontractors. Refer to ‘Attachment A’, Table 3.
5. Design/Build (“DB”)
  - a. Under design-build delivery, the design-build contractor (“Design/Build Contractor”) is selected under a two-step process. Under the first step, MD Anderson prepares and publishes a Request for Qualifications (RFQ) and identifies a limited number of respondents that are qualified to provide design-build services for the Project. Under the second step, MD Anderson issues an RFP to the respondents who have been qualified to progress to the RFP stage. The proposals are evaluated and ranked. MD Anderson then selects the respondent who submits the best-value proposal to serve as the Design/Build Contractor for the Project. The Design/Build Contractor is usually a general contractor who contracts with an architectural firm or engineering firm to provide the design services for the Project. To procure trade contractors and subcontractors, the Design/Build Contractor must publicly advertise and solicit either competitive bids or competitive sealed proposals. Refer to ‘Attachment A’, Table 3.

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**PART 3 - APPLICATION OF PROCUREMENT REQUIREMENTS AND CONTRACT FORMS**

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**3.01 GENERAL**

- A. Specifications that outline the terms and conditions of the construction services are to be included as exhibits to the agreement for construction services. They are to be noted as such and listed in the Project Manual Table of Contents. Depending on the delivery methods, these documents may include:
  - 1. Owner's Procurement Requirements and Contract Forms.
    - a. Owner's Sourcing and Contract Management department maintains these documents. For contractor solicitation, Owner will prepare, with assistance from the A/E as needed, and post these documents with the procurement solicitation on Owner's procurement website.
  - 2. Conditions of the Contract.
    - a. Includes the UTUGCs and Division 00 documents.
- B. Specifications related to the Conditions of the Contract are subject to revision at any time. Therefore, the A/E shall verify applicability of the documents with the Owner's Project Manager before preparing the Table for Contents for the Project Manual.

**3.02 OWNER'S SOLICITATION REQUIREMENTS AND CONTRACT FORMS**

- A. Request for Bid, Proposal or Qualifications
  - 1. Owner will prepare the Request for Bid or Request for Proposal to solicit for a contractor to provide construction services under Competitive Sealed Bidding and Competitive Sealed Proposal procurement methods.
  - 2. Owner will prepare the Request for Qualifications and Request for Proposal for Construction Manager-at-Risk and Design/Build Contractor solicitations.
  - 3. Forms of agreement typically issued by MD Anderson include;
    - a. Agreement Between Owner and Contractor
    - b. Agreement Between Owner and Construction Manager-at-Risk
    - c. Agreement Between Owner and Design/Build Contractor.

**3.03 CONDITIONS OF THE CONTRACT**

- A. Uniform General Conditions for University of Texas System Building Construction Contracts ("UTUGCs"): This document is to be included as an exhibit to the agreement.

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- B. Section 00 25 00: Owner's Special Conditions. This document is to be included as an exhibit to the agreement. The Owner, with the assistance of the A/E, shall customize the Owner's Special Conditions to suit the Project. The A/E shall review the Owner's Special Conditions with the Owner's Project Manager and recommend Owner's Special Conditions items to retain, modify, add, and delete. For Projects using CMR or DB delivery, the A/E will assist in preparing the Owner's Special Conditions for use by the Construction Manager or the Design/Build Contractor in soliciting and retaining subcontractors for the Project.
1. Attachment "A": Minimum Wage Rate Determination
  2. Attachment "B": Facilities Planned Utility Outages Policy
  3. Attachment "C": Project Sign Layout (May not be applicable to all Projects)
  4. Attachment "D": Bastrop Visitation and Tour Policy Statement and Medical Documentation Requirements (Applicable to Bastrop Projects only)
  5. Other Attachments: As may be needed and developed for a specific project.
- C. Section 00 73 16: Project Insurance (for Owner Controlled Insurance Program – OCIP, if applicable to the Project). This document is to be included as an exhibit to the agreement.
- D. The A/E shall organize the Project Manual in accordance with requirements described within Attachment "A" for the various project delivery types.

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**PART 4 - APPLICATION OF DIVISION 01 SPECIFICATIONS – GENERAL  
REQUIREMENTS**

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**4.01 GENERAL**

- A. The A/E shall organize the Project Manual in accordance with requirements described within Attachment "A" for the various delivery types.
- B. For trade contractor or subcontractor solicitation under the CMR and DB delivery methods, the A/E shall assist the Owner and the Construction Manager or Design/Build Contractor in ensuring that the Division 01 documents are updated as appropriate and necessary for the Project for issuance with the subcontract solicitation documents.
- C. The following list identifies the Owner furnished Division 01 specification sections. The A/E may provide, with the Owner's approval, additional sections as required to meet specific Project requirements:
1. Section 01 31 00: Project Administration.
  2. Section 01 32 00: Project Planning and Scheduling.
  3. Section 01 35 16: Alteration Project Procedures. (This Section applies to all Projects).

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4. Section 01 35 23: Project Safety Requirements. (For OCIP Projects).
5. Section 01 35 25: Owner Safety Requirements. (This Section applies to all Projects).
  - a. Attachment "A": Maintaining Indoor Air Quality During Construction and Maintenance Activities Policy.
6. Section 01 45 00: Project Quality Control.
7. Section 01 57 23: Temporary Storm Water Pollution Control.
8. Section 01 57 25: Dust Control Plan.
9. Section 01 77 00: Project Closeout Procedures.
10. Section 01 78 39: Project Record Documents
11. Section 01 78 46: Maintenance Materials
12. Section 01 79 00: Demonstration and Training
13. Section 01 89 23: Site HVAC Utilities Performance Requirements
14. Section 01 91 00: General Commissioning Requirements.

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**PART 5 - APPLICATION OF TECHNICAL SPECIFICATIONS (DIVISIONS 02-33)**

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**5.01 GENERAL**

- A. It is the responsibility of the A/E to use the most current version of each applicable Master Construction Specification section available at the start of the Design Development Phase for each Project, or – for Projects that are implemented in multiple stages – for each stage of the Project. The A/E shall edit applicable Master Construction Specification sections specifically for construction systems and assemblies appropriate for the Project to accurately depict specific Project requirements.
- B. Where Master Construction Specifications for products and methods are not provided, as listed in the Project Manual Index, the A/E must furnish specifications written to meet specific Project requirements. Specifications furnished by the A/E must be submitted for Owner review and approval prior to issuance in the Project Manual.
- C. Where the A/E considers that compliance with any requirement stated within the Master Construction Specifications is not feasible or advisable, the A/E shall communicate such concerns to the Owner's Project Manager in sufficient time to allow resolution during the Project Design Development phase and to meet construction contracting schedule obligations.
- D. In general, the A/E shall use Master Construction Specifications for Divisions 02-13 only for redevelopment or renovation projects within existing MD Anderson facilities.

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1. EXCEPTIONS: The following Master Construction Specifications shall be incorporated into the Project Manual for new construction (non-redevelopment / non-renovation) projects when applicable to the Project Scope:
  - a. 10 14 16 - Cast Bronze Dedicatory Building Plaque and 10 14 16 A - Attachment "A" Building Plaque Drawing
- E. 10 44 00 - Fire Extinguisher Cabinets and Accessories
- F. Relevant Master Construction Specifications for the Facilities Services Subgroup, Divisions 14, 20 through 28, 32 and 43 must be used for all projects, including redevelopment, renovation, and new construction.

**5.02 OWNER REVIEW PROCESS**

- A. The A/E shall submit all proposed modifications to the Master Construction Specifications and any supplemental Specification Sections generated by the A/E to the Owner for approval prior to inclusion into the Construction Documents. For review purposes, the A/E shall highlight non-standard items, revisions, or additions to the Master Construction Specifications in red, electronically, and on printed documents via the Microsoft Word "track changes" tool. Standard text of the Master Construction Specification Section that the A/E proposes to be deleted shall be shown with a strikethrough. The A/E shall provide hard copies of the draft Specifications with proposed revisions for Owner's review during various Design Phase Submittals as indicated in the agreement between the Owner and the A/E.
- B. The A/E's Design Phase review submittal transmittal correspondence shall identify Specification Sections generated by the A/E and individual Master Construction Specification Sections that include proposed revisions. The A/E shall resolve all Owner review comments and incorporate all necessary revisions prior to submission to the Owner for final design review. The final design review Specification submittals shall be clean copies, free of hidden, instructional, shaded, highlighted, bold, or strikethrough text.

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**PART 6 - PRODUCTS**

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**6.01 GENERAL**

- A. In order to achieve competitive procurement of products and enable the greatest number of vendors to participate in procurement opportunities, every attempt has been made to indicate multiple and comparable selections for all categories of products throughout MD Anderson's technical specifications. The A/E shall ensure that no proprietary manufacturers are listed in the Project's final Specifications unless approved by Owner or otherwise indicated herein.
- B. Changes in technologies, introduction of new products, phasing out of product lines, and changes in a manufacturer's ownership can quickly render a specification obsolete. While MD Anderson will endeavor to maintain the Master Construction Specifications current, critical judgment and research is required on the part of the A/E to ensure that errors and omissions are avoided. Avoidance of such errors and omissions is the responsibility of the A/E.

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### **6.02 PROPRIETARY PRODUCTS**

- A. Proprietary products may be specified for MD Anderson Projects when appropriately justified.
  - 1. The A/E shall submit a written request and justification, and receive MD Anderson's written approval, for each proprietary product A/E proposes to specify for a specific Project.
  - 2. The following text shall be included in capitalized letters within the specifications for each justified proprietary item:
    - a. **NO SUBSTITUTIONS ALLOWED. THE UNIFORM GENERAL CONDITIONS FOR UNIVERSITY OF TEXAS SYSTEM BUILDING CONSTRUCTION CONTRACTS ARTICLE 8.3.5 IS NOT APPLICABLE.**

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## **PART 7 - CREATING AND EDITING SPECIFICATIONS**

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### **7.01 GENERAL**

- A. When a Master Construction Specification section is not available for a particular system or component, the A/E must furnish supplemental specifications written to meet specific Project requirements. The supplemental specifications must follow the same conventions as the Master Construction Specifications.
- B. The following criteria are required for all Specifications that will be included in the Project Manual.
  - 1. Electronic Format: Microsoft Word
  - 2. Specification Organization: Follow the Construction Specifications Institute's Master Format and Section Format for the basic layout of Divisions 00 through 49.
  - 3. Formatting: All new Specification Sections shall be created using the Owner's template, CSI\_STYLES.dot. Refer to 'Attachment B'. An electronic version of the template is available for download on the Owner's Design Guidelines website:  
  
<http://www2.mdanderson.org/depts/cpm/standards/specs.html>
  - 4. Page Margins:
    - a. Top / bottom = 0.75" / 0.5"
    - b. Left / right = 1"
    - c. Footer location - 0.5" from edge
  - 5. Font, including header and footer: Arial - 10pt.



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- 6. If a PART is not to be used in an A/E generated Specification, i.e., a PART 2 PRODUCTS or PART 3 EXECUTION, enter "Not Used" under the heading.
- 7. At the end of the last Specification Section included within the Project Manual, include both "END OF SECTION ### ##" and "END OF SPECIFICATIONS".

**7.02 HEADERS AND FOOTERS**

A. Typical Header: A/E shall edit the header to suit the Project.

**Header Content:**

Owner's Project Number	OWNER'S PROJECT NAME
A/E Name	Issue Description
A/E Project Number	Issue Date

**Header Example:**

FPDC-130623	Endoscopy Anesthesia - R5
ABC	Issued For Construction
00100-05	Dec 29, 2013

B. Typical Master Construction Specification Footer: Footers within Master Construction Specification Sections must not be edited.

**Footer Content:**

The University of Texas	SECTION TITLE
MD Anderson Cancer Center	CSI Section Number
Owner's Control Number	Page Number, Number of Pages

**Footer Example:**

The University of Texas	HYDRONIC PIPING
MD Anderson Cancer Center	23 21 13
MS010107	Page 1 of 15

C. Typical A/E Generated Specification Footer: A/E shall not remove the Owner's name or page numbering. A/E must delete Owner's Control Number and include the applicable CSI Section Title and Number.

**Footer Content:**

The University of Texas	SECTION TITLE
MD Anderson Cancer Center	CSI Section Number
MS#####	Page Number, Number of Pages

**Footer Example:**

The University of Texas	XXXXXXXX XXXXXX
MD Anderson Cancer Center	XX XX XX
	Page 1 of 15

D. If a PART is not to be used in an A/E generated Specification, i.e., a PART 2 PRODUCTS or PART 3 EXECUTION, enter "Not Used" under the heading.

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- E. At the end of the last Specification Section included within the Project Manual, include both "END OF SECTION ## ## ##" and "END OF SPECIFICATIONS".

**END OF ELEMENT 2010**

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**PART 8 - DOCUMENT REVISION HISTORY**

**FOR MDACC USE ONLY. DELETE THIS PAGE BEFORE ISSUING DOCUMENTS**

DOCUMENT REVISION HISTORY					
Issue	Date	Revision Description	Author or SME	Approved By	Edited By
Rev. 1	20190301	Original Issuance			FPDC
Rev. 2	20200129	Under 1.01, Overview, inserted new paragraph A related to use and meaning of capitalized terms, inserted new paragraphs C and D related to project naming and numbering conventions and shifted other paragraphs down. Under 1.01.E, added clause to clarify that certain specifications are to be used "as-is". General edits throughout Part 2 to update or clarify provisions related to methods for delivering design and construction services. General edits throughout Part 3 to update or clarify language related to procurement requirements and contract forms. Under 4.01.C, added specifications sections 01 78 39 and 01 78 46. In Attachment A, updated tables to reflect that the Uniform General Conditions and the Division 00 and Division 01 Specification Sections are to be included as exhibits to the agreement and need not be included in the Project Manual. Also added specifications sections 01 78 39 and 01 78 46. Other general minor edits throughout to update language and to improve consistency in use of terminology.	Jim Waters, FPDC	Jim Waters, FPDC	Richard Fitzgerald, FPDC
Rev. 3					
Rev. 4					
Rev. 5					
Rev. 6					

## ATTACHMENT A PROJECT MANUAL ORGANIZATION

The Architect/Engineer (“A/E”) shall organize the Project Manual in accordance with requirements described within this Attachment and as based on the following examples for project delivery and contracting types.

For projects that require multiple procurement packages, documents included in the Project Manual for each procurement package, must be applicable to the scope of the procurement package issue.

As used in the tables below, Agreement refers to the contract executed by Owner for the construction services needed for the Project. The Agreement will be a Job Order Contracting Master Agreement, an Agreement Between Owner and Construction Manager – at – Risk, an Agreement Between Owner and Design/Build Contractor, or an Agreement Between Owner and Contractor.

<b>TABLE 1. JOB ORDER CONTRACTING (JOC)</b>			
<b>A – Procurement And Contracting Requirements Group</b>			
<b>Electronic File Name</b>	<b>Document Name</b>	<b>Include in Project Manual?</b>	<b>Notes</b>
<b>OWNER’S PROCUREMENT REQUIREMENTS AND CONTRACT FORMS</b>			
Not Applicable (N/A)	Request for Proposal for Job Order Contracting Services	No	Issued by Owner under separate cover for contractor procurement.
N/A	Respondent’s Pricing and Delivery Proposal and Execution of Offer	No	
N/A	Owner’s Standard Agreement between Owner and Contractor including Performance and Payment Bond templates	No	
N/A	Historically Underutilized Business (HUB) Subcontracting Plan	No	
N/A	Rider 105, Contractor’s Affirmations and Warranties	No	
N/A	Rider 106, Premises Rules	No	
N/A	Rider 107, Travel Policy	No	
N/A	Rider 116, Invoice Payment Requirements	No	
N/A	RFI – Request for Information Form	No	
<b>INTRODUCTORY INFORMATION</b>			
00 01 01	Project Title Page	Yes	
00 01 10	Table of Contents	Yes	Edit to suit Project. For phased release of procurement packages, the Table of Contents must reference all documents with their associated issue date and issue description. Note documents previously issued as “Issued under separate cover”.

**ATTACHMENT A  
PROJECT MANUAL ORGANIZATION**

<b>TABLE 1. JOB ORDER CONTRACTING (JOC)</b>			
<b>A – Procurement And Contracting Requirements Group</b>			
<b>Electronic File Name</b>	<b>Document Name</b>	<b>Include in Project Manual?</b>	<b>Notes</b>
<b>CONDITIONS OF THE CONTRACT</b>			
	2013 Uniform General Conditions for University of Texas System Building Construction Contracts	No	Exhibit to the Agreement.
00 25 00	Owner's Special Conditions	No	Exhibit to the Agreement.
00 25 00 A	Attachment "A": Minimum Wage Rate Determination	No	Exhibit to the Agreement.
00 25 00 B	Attachment "B": Facilities Planned Utility Outages Policy	No	Exhibit to the Agreement.
00 25 00 C	Attachment "C": Project Sign Layout	No	Exhibit to the Agreement.
00 25 00 D	Attachment "D": Bastrop Visitation and Tour Policy Statement and Medical Documentation Requirements	No	Exhibit to the Agreement. Applicable to Bastrop JOC Program only.
<b>B – Specifications Group</b>			
<b>DIVISION 01 – GENERAL REQUIREMENTS</b>			
01 31 00	Project Administration	No	Exhibit to the Agreement.
01 32 00	Project Planning and Scheduling	No	Exhibit to the Agreement.
01 35 16	Alteration Project Procedures	No	Exhibit to the Agreement.
01 35 25	Owner Safety Requirements	No	Exhibit to the Agreement.
01 35 25 A	Attachment "A": I.A.Q. Activities Policy	No	Exhibit to the Agreement.
01 45 00	Project Quality Control	No	Exhibit to the Agreement.
01 57 23	Temporary Storm Water Pollution Control	No	Exhibit to the Agreement.
01 57 25	Dust Control Plan	No	Exhibit to the Agreement.
01 77 00	Project Closeout Procedures	No	Exhibit to the Agreement.
01 79 00	Demonstration and Training	No	A/E and Owner's Project Manager must edit for Project requirements and include with scope of work for specific Job Order)
01 89 23	Site HVAC Utilities Performance Requirements	No	Not Applicable to Job Order Projects.
<b>Electronic File Name</b>	<b>Document Name</b>	<b>Include in Project Manual?</b>	<b>Notes</b>
01 91 00	General Commissioning Requirements	No	Exhibit to the Agreement.
<b>DIVISIONS 02 THROUGH 19 – CONSTRUCTION SPECIFICATIONS</b>			

**ATTACHMENT A  
PROJECT MANUAL ORGANIZATION**

File name is specification division number (typical).	Refer to Project Manual Index for complete listing of Master Construction Specifications.	Yes	A/E must edit to suit Project requirements; A/E shall furnish additional specification sections for required products and components not listed in the Project Manual Index.
DIVISIONS 20 THROUGH 28, 32 & 43 – CONSTRUCTION SPECIFICATIONS			
File name is specification division number (typical).	Refer to Project Manual Table of Contents for complete listing of Master Construction Specifications.	Yes	A/E must edit to suit Project requirements; A/E shall furnish additional specification sections for required products and components not listed in the Project Manual Index.

**ATTACHMENT A  
PROJECT MANUAL ORGANIZATION**

The A/E shall organize the Project Manual in accordance with requirements described within this Attachment and as based on the following examples for project delivery and contracting types.

For projects that require multiple procurement packages, documents included in the Project Manual for each procurement package, must be applicable to the scope of the procurement package issue.

<b>TABLE 2. COMPETITIVE SEALED BIDS AND COMPETITIVE SEALED PROPOSALS</b>			
<b>A – Procurement And Contracting Requirements Group</b>			
<b>Electronic File Name</b>	<b>Document Name</b>	<b>Include in Project Manual?</b>	<b>Notes</b>
<b>OWNER’S PROCUREMENT REQUIREMENTS AND CONTRACT FORMS</b>			
Not Applicable (N/A)	Request for Proposal for Construction Services	No	Issued by Owner under separate cover for contractor procurement.
N/A	Respondent’s Pricing and Delivery Proposal and Execution of Offer	No	
N/A	Owner’s Standard Agreement between Owner and Contractor including Performance and Payment Bond templates	No	
N/A	Rider 104, Historically Underutilized Business (HUB) Subcontracting Plan	No	
N/A	Rider 105, Contractor’s Affirmations and Warranties	No	
N/A	Rider 106, Premises Rules	No	
N/A	Rider 107, Travel Policy	No	
N/A	Rider 116, Invoice Payment Requirements	No	
N/A	RFI – Request for Information Form	No	
<b>INTRODUCTORY INFORMATION</b>			
00 01 01	Project Title Page	Yes	
00 01 10	Table of Contents	Yes	Edit to suit Project. For phased release of procurement packages, the Table of Contents must reference all documents with their associated issue date and issue description. Note documents previously issued as “Issued under separate cover”.

**ATTACHMENT A  
PROJECT MANUAL ORGANIZATION**

<b>TABLE 2. COMPETITIVE SEALED BIDDING AND COMPETITIVE SEALED PROPOSALS</b>			
<b>A – Procurement And Contracting Requirements Group</b>			
<b>Electronic File Name</b>	<b>Document Name</b>	<b>Include in Project Manual?</b>	<b>Notes</b>
<b>CONDITIONS OF THE CONTRACT</b>			
	2013 Uniform General Conditions for University of Texas System Building Construction Contracts	No	Exhibit to the Agreement.
00 25 00	Owner’s Special Conditions	No	Exhibit to the Agreement. A/E and Owner’s Project Manager must edit for Project requirements.
00 25 00 A	Attachment “A”: Minimum Wage Rate Determination	No	Exhibit to the Agreement.
00 25 00 B	Attachment “B”: Facilities Planned Utility Outages Policy	No	Exhibit to the Agreement.
00 25 00 C	Attachment “C”: Project Sign Layout	No	Exhibit to the Agreement. To be included if applicable.
00 25 00 D	Attachment “D”: Bastrop Visitation and Tour Policy Statement and Medical Documentation Requirements	No	Exhibit to the Agreement. Applicable to Bastrop Projects only.
00 73 16	Project Insurance (OCIP.)	No	Exhibit to the Agreement.
<b>B – Specifications Group</b>			
<b>DIVISION 01 – GENERAL REQUIREMENTS</b>			
01 31 00	Project Administration	No	Exhibit to the Agreement.
01 32 00	Project Planning and Scheduling	No	Exhibit to the Agreement.
01 35 16	Alteration Project Procedures	No	Exhibit to the Agreement.
01 35 23	Project Safety (OCIP)	No	Exhibit to the Agreement.
01 35 25	Owner Safety Requirements	No	Exhibit to the Agreement.
01 35 25 A	Attachment "A": I.A.Q. Activities Policy	No	Exhibit to the Agreement.
01 45 00	Project Quality Control	No	Exhibit to the Agreement.
01 57 23	Temporary Storm Water Pollution Control	No	Exhibit to the Agreement.
01 57 25	Dust Control Plan	No	Exhibit to the Agreement.
01 77 00	Project Closeout Procedures	No	Exhibit to the Agreement.
01 78 39	Project Record Documents	No	Exhibit to the Agreement.
01 78 46	Maintenance Materials	No	Exhibit to the Agreement. A/E to assist Owner’s Project Manager in editing to meet specific Project requirements.



**ATTACHMENT A  
PROJECT MANUAL ORGANIZATION**

01 79 00	Demonstration and Training	No	Exhibit to the Agreement. A/E to assist Owner's Project Manager in editing to meet specific Project requirements.
01 89 23	Site HVAC Utilities Performance Requirements	No	Exhibit to the Agreement. To be included if applicable.
01 91 00	General Commissioning Requirements	No	Exhibit to the Agreement.

<b>TABLE 2. COMPETITIVE SEALED BIDDING AND COMPETITIVE SEALED PROPOSALS</b>			
<b>B – Specifications Group</b>			
<b>Electronic File Name</b>	<b>Document Name</b>	<b>Include in Project Manual?</b>	<b>Notes</b>
<b>DIVISIONS 02 THROUGH 19 – CONSTRUCTION SPECIFICATIONS</b>			
File name is specification division number (typical).	Refer to Project Manual Index for complete listing of Master Construction Specifications.	Yes	A/E must edit to suit Project requirements; A/E shall furnish specification sections for required products and components not listed in the Project Manual Index.
<b>DIVISIONS 20 THROUGH 28, 32 &amp; 43 – CONSTRUCTION SPECIFICATIONS</b>			
File name is specification division number (typical).	Refer to Project Manual Table of Contents for complete listing of Master Construction Specifications.	Yes	A/E must edit to suit Project requirements; A/E shall furnish specification sections for required products and components not listed in the Project Manual Index.

**ATTACHMENT A  
PROJECT MANUAL ORGANIZATION**

<b>TABLE 3. CONSTRUCTION MANAGER-AT-RISK AND DESIGN-BUILD</b>			
<b>A – Procurement And Contracting Requirements Group</b>			
<b>Electronic File Name</b>	<b>Document Name</b>	<b>Include in Project Manual?</b>	<b>Notes</b>
INTRODUCTORY INFORMATION			
00 01 01	Project Title Page	Yes	Edit to suit Project
00 01 10	Table of Contents	Yes	Edit to suit Project. For phased release of procurement packages, the Table of Contents must reference all documents with their associated issue date and issue description. Note documents previously issued as “Issued Under Separate Cover”.
CONDITIONS OF THE CONTRACT			
	2013 Uniform General Conditions for University of Texas System Building Construction Contracts	No	Exhibit to the Agreement. Construction Manager (Design/Build Contractor) to ensure UTUGCs are included in subcontract procurement packages.
00 25 00	Owner’s Special Conditions	No	Exhibit to the Agreement. A/E to assist Owner’s Project Manager and Construction Manager (Design/Build Contractor) in editing as needed for inclusion in subcontract procurement packages.
00 25 00 A	Attachment “A”: Minimum Wage Rate Determination	No	Exhibit to the Agreement. Construction Manager (Design/Build Contractor) to include with all subcontract procurement packages. Do not edit.
00 25 00 B	Attachment “B”: Facilities Planned Utility Outages Policy	No	Exhibit to the Agreement. Construction Manager (Design/Build Contractor) to include with all subcontract procurement packages. Do not edit.
00 25 00 C	Attachment “C”: Project Sign Layout	No	Exhibit to the Agreement.
00 25 00 D	Attachment “D”: Bastrop Visitation and Tour Policy Statement and Medical Documentation Requirements	No	Applicable to Bastrop Projects only. Exhibit to the Agreement. Construction Manager (Design/Build Contractor) to include with all subcontract procurement packages.
00 73 16	Project Insurance (OCIP)	No	Exhibit to the Agreement. Construction Manager (Design/Build Contractor) to include with all subcontract procurement packages.
<b>B – Specifications Group</b>			
DIVISION 01 – GENERAL REQUIREMENTS			
01 31 00	Project Administration	No	Exhibit to the Agreement. Construction Manager (Design/Build Contractor) to include with all subcontract procurement packages.
01 32 00	Project Planning and Scheduling	No	Exhibit to the Agreement.
01 35 16	Alteration Project Procedures	No	Exhibit to the Agreement.
01 35 23	Project Safety Requirements	No	Exhibit to the Agreement. Construction Manager (Design/Build Contractor) to include with all subcontract procurement packages.
01 35 25	Owner Safety Requirements	No	Exhibit to the Agreement.

**ATTACHMENT A  
PROJECT MANUAL ORGANIZATION**

01 35 25 A	Attachment "A": I.A.Q. Activities Policy	No	Exhibit to the Agreement.
01 45 00	Project Quality Control	No	Exhibit to the Agreement.
01 57 23	Temporary Storm Water Pollution Control	No	Exhibit to the Agreement.
01 57 25	Dust Control Plan	No	Exhibit to the Agreement.
01 77 00	Project Closeout Procedures	No	Exhibit to the Agreement.
01 78 39	Project Record Documents	No	Exhibit to the Agreement.
01 78 46	Maintenance Materials	No	Exhibit to the Agreement. A/E to assist Owner's Project Manager and Construction Manager (Design/Build Contractor) in editing to include specific Project requirements before including with subcontract procurement packages.
01 79 00	Demonstration and Training	No	Exhibit to the Agreement. A/E to assist Owner's Project Manager and Construction Manager (Design/Build Contractor) in editing to include specific Project requirements before including with subcontract procurement packages.
01 89 23	Site HVAC Utilities Performance Requirements	No	Exhibit to the Agreement
01 91 00	General Commissioning Requirements	No	Exhibit to the Agreement.
<b>DIVISIONS 02 THROUGH 19 – CONSTRUCTION SPECIFICATIONS</b>			
File name is specification division number (typical).	A/E shall edit A/E's own Specifications.	See Notes	Use Master Construction Specifications <u>only</u> for redevelopment / renovation Projects within existing Owner facilities. EXCEPTIONS: Include Division 10 & 14 Master Construction Specification Sections listed below when applicable within Project Scope.
10 14 16	Cast Bronze Dedicatory Building Plaque	Yes	Confirm application with Owner's Project Manager.
10 14 16 A	Attachment "A": Building Plaque Drawing	Yes	
10 44 00	Fire Extinguisher Cabinets and Accessories	Yes	Required only when fire extinguisher cabinets are included within Project Scope.
14 21 00	Electric Traction Elevators	Yes	Required only when traction elevators are included within Project Scope.
<b>DIVISIONS 20 THROUGH 28, 32 &amp; 43 – CONSTRUCTION SPECIFICATIONS</b>			
File name is specification division number (typical).	Refer to Project Manual Table of Contents for complete listing of Master Construction Specifications.	Yes	A/E must edit to suit Project requirements; A/E shall furnish additional specification sections for required products and components not listed in the Project Manual Index.