

## Terms & Definitions

The following terms and their definitions include basic project management terms at the University of Missouri.

**Addendum:** A written or graphic instrument issued by the Consultant prior to bid which modifies or interprets the Bidding Documents, including drawings or specifications, by additions, deletions, clarifications or corrections. An addendum becomes part of the Contract Documents when the Construction Contract is executed. Plural: Addenda.

**Advertisement for Bids:** The published public notice soliciting bids for a construction project.

**Base Bid:** A written Bid in the Bid Form for the Basic Services of the Construction Contract. The Base Bid does not include amounts for alternates.

**Bidding Documents:** The proposed Contract Documents given to Bidders to allow them to prepare a bid.

**Bid Opening:** A formal, public opening and tabulation of competitive bids for contract work with the University. It is usually conducted by a campus Construction Administrator and conforms to University of Missouri policies.

**Bidding Requirements:** Contract Documents used to attract bidders and explain the procedures bidders are to follow in preparing and submitting their bids.

**Bid Security:** The deposit of cash, certified check, cashier's check, bank draft, money order, or bid bond submitted with a bid and serving to guarantee to the University that the bidder, if awarded the contract, will execute such contract in accordance with the bidding requirements and the contract documents.

**Bidder's Statement of Qualifications:** A form required of all bidders that requests information sufficient to determine that a contractor is qualified to execute the work described in the contract documents. It is submitted with the contractor's bid.

**Board of Curators:** The governing board of the University of Missouri system. The Governor appoints board members.

**Breakdown of Costs:** A contractor's unit cost breakdown by task (labor and materials costs).

**Campus Construction Administrator:** The campus person who coordinates the administration of the construction contract. This person directs the work of the Owner's Representative.

**Campus Contracting Officer:** Campus Officer designated to execute contracts, within delegated authority, on behalf of the Board of Curators.

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**Campus Facilities Administrator:** The head of the facilities management office on each of the campuses. This person approves the project for the campus and signs the contracts that do not require Board approval.

**Change Order:** A written agreement executed between the University and the contractor after execution of the original contract, which authorizes a change in the work, contract amount, or contract completion date.

**Client:** The person or persons who will occupy or use the completed facility or system.

**Codes:** Regulations, ordinances or statutory requirements of a governmental unit relating to building construction and occupancy, adopted and administered for the protection of the public health, safety and welfare. (The Authority having jurisdiction is the Associate Vice President, Management Services.

**Competitive Bid:** A complete and properly signed proposal to do the work described in the contract documents at a specified cost, supported by data called for in the Information for Bidders.

**Construction Contract:** A legally enforceable promise or agreement between the University and a contractor describing their respective obligations in completing construction work for the University.

**Construction Coordination Meeting:** A meeting scheduled and conducted at least once a month by the Owner's Representative, and attended by the consultant, contractor and client, for the purpose of discussing project progress and keeping participants informed of activities surrounding the project.

**Construction Project Manager** (Also known as the Owner's Representative): See Owner's Representative.

**Consultant:** A person or organization duly licensed (where required) to perform architectural or engineering services, including analysis of project requirements, creation and development of project design, preparation of drawings, specifications and bidding requirements, and review of construction activity. In this manual, the prime consulting architect or engineer is referred to as the Consultant.

**Consultant Agreement:** The Standard Consultant Agreement contained in the University of Missouri Consultant Procedures and Design Guidelines.

**Contingency:** A line item of the Project Account, up to ten percent of the original contract amount, from which the cost of most Change Orders are deducted.

**Contract Beginning Date:** The date the Contractor receives the letter transmitting the awarded Construction Agreement and other Contract Forms.

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**Contract Documents:** Are all the written and graphic documents prepared for communicating the design and administering the construction contract. The contract documents include: the Information for Bidders, Advertisement for Bids, Construction Agreement, Completed Bid for Lump Sum Contract, Performance/Payment Bond, General Conditions, Special Conditions, drawings, specifications, addenda, modifications and changes, together with any items stipulated as being specifically included.

**Contract Price:** The total amount payable by the University of Missouri to the Contractor for performance of the work under the Contract Documents.

**Contractor:** An individual or firm performing construction work for the University, including labor and materials, in accordance with plans and specifications, and under a contract specifying the cost and a schedule for completion of the work.

**Contractor's Superintendent:** The contractor's representative responsible for continuous field supervision, coordination and completion of the work. The superintendent is identified at the Pre-construction Meeting.

**Drawings:** Graphic and pictorial documents showing the design, location, and dimensions illustrating the Project elements. Drawings generally include plans, elevations, sections, details, schedules, and diagrams.

**Facilities Planning & Development:** A department in the Division of Management Services in the University of Missouri System.

**Field Order:** A minor field change in the project with a total construction value less than \$5,000.

**Final Completion:** The date certified by the Consultant when the work is complete, in accordance with the contract documents, and the final payment to the Contractor is authorized.

**Final Construction Document Review Meeting:** A meeting held prior to bidding in which drawings and specifications are reviewed and discussed by the Consultant and the University Staff.

**Final Payment:** The unpaid balance of the adjusted contract amount paid by the University to the contractor, upon issuance of the consultant's certification that the project requirements have been met.

**General Conditions:** That part of the contract documents which sets forth many of the rights, responsibilities and relationships of the parties involved.

**Information for Bidders:** A document supplied to interested bidders that specifies procedures to be followed in bidding for work with the University of Missouri.

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**Notice of Contract Award:** An official notification sent by the University to the successful bidder awarding the construction contract. The notice is accompanied by the contract documents.

**Notice to Proceed:** A written communication issued by the University to the contractor authorizing commencement of the work.

**Owner's Representative:** Also known as the Construction Project Manager. The University's on-site field representative who coordinates the administration of the construction contract. Communication among the Contractor, Consultant and the University flows through the Owner's Representative.

**Partial Occupancy:** Occupancy by the University of a portion of a project or system, prior to final acceptance.

**Performance Bond & Payment Bond:** Bonds the contractor provides in which a surety guarantees to the University that the work will be performed in accordance with the contract documents.

**Periodic Request for Partial Payment:** A monthly request for payment submitted by the contractor to the Owner's Representative.

**Prebid Meeting:** A meeting conducted by the Construction Administrator and Consultant prior to bidding large, complex projects. Interested plan holders attend the meeting and a tour of the construction site and a question-and-answer period are held. The Consultant issues addenda, if necessary, to clarify or modify contract items identified at the meeting.

**Pre-construction Meeting:** A meeting conducted by the Construction Administrator and attended by the Consultant, contractor and Owner's Representative to review and discuss contract documents and project requirements.

**Project Files:** A collection of project-related data, forms, communications, etc., arranged by project number and retained by the Campus Facilities Administrator. An informational copy of the file is retained in the Office of Facilities Planning and Development until a project is canceled or until the warranty period expires.

**Project Manager:** Manages a project through the design, bidding and award phases. Can be Campus or System staff depending on the delegation of authority. Serves as point of contact between the Consultant and the University.

**Project Manager - Campus:** Also called the Campus Project Manager. This person is responsible for the coordination of the consultant selection and design process for all projects where the construction value is less than \$100,000. For all other projects this person is responsible for the coordination of all campus input and review for the project.

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**Project Manager - UM:** Also called the UM Project Manager. This person is responsible for the coordination of the consultant selection and design process for all projects where the construction value is \$100,000 or greater.

**Project Schedule:** A contractor's schedule of planned work and payment by task.

**Project Information Form:** A form submitted by an authorized campus representative to the UM Director of Facilities Planning and Development to provide information about a project. Used by the UM Director to determine appropriate board action and assign the UM Project Manager.

**Punch List:** A list, prepared by the consultant, of corrections, adjustments, modifications or additions required of the contractor before final acceptance of a project.

**Purchase Order Contract:** A contract for equipment or supplies to the University.

**Record Drawings:** Construction drawings revised by the Consultant to show changes made during construction, based on marked-up prints, drawings and other data furnished by the Contractor.

**Special Conditions:** A section of the conditions of the contract, other than the General Conditions, prepared for a particular project. Modifications to the General Conditions are contained in the Special Conditions.

**Specifications:** A part of the contract documents consisting of written technical descriptions of materials, equipment construction systems, standards and workmanship.

**Subcontractor:** A person or organization who has a contract with the prime contractor, or another subcontractor, to perform a portion of the work on the project or to supply equipment or material. A subcontractor may execute a contract with a sub-subcontractor.

**Submittal:** Documents, drawings, samples, or other items, required of the contractor prior to commencement of work or purchase of selected materials.

**UM System Contracting Officer:** UM Associate Vice President Management Services or Designee. Authorized to execute contracts on behalf of the Board of Curators.