

## **2019 - Project Manual Category**

### **The Gulf States Region CSI Specifications Competition Project Manual Categories**

Have you noticed there are numerous competitions to award design professionals for outstanding architectural designs? But when it comes to recognizing excellence in construction specifications, you'll find only one such competition — the prestigious Gulf States Region (GSR) CSI Specifications Competition.

CSI recognizes the quality and professionalism your construction document contributes to the success of the project. The effort, experience, and depth of knowledge required to prepare the project manual, and to coordinate the technical, administrative, and procedural requirements that comprise the project manual are skills to be acknowledged — and rewarded.

Shrink the bid spread — and improve communication among everyone on each team. Demonstrate the level of excellence possible in professional practice as well as your ability to develop an in-house standard for writing construction documents. Take advantage of this opportunity to show your colleagues and your clients what exceptional specifications documents look like.

The benefits of entering are numerous — and if you win there's even more!

- Learn ways to improve your project manual — every entry receives a thorough written evaluation.
- Prove your professional and technical expertise.
- Be honored by your peers at an Awards Ceremony during GSR CSI's Annual Conference.
- See your winning entry on display in the GSR CSI Showcase at GSR CSI's Annual Conference.
- Add a meaningful accomplishment to your professional resume.
- Bolster your firm's credentials when seeking new projects and new clients.
- Receive an Honorable Mention or Merit award certificate to display in your office.
- Receive an Honor Award - there is only one awarded!

#### **Evaluation Procedure and Criteria**

Members of the Specifications Competition Committee -- judge all entries. The committee determines awards based on point scores assigned to entries by evaluation teams under the judges' direct supervision. Each entrant is provided with a general evaluation upon completion of judging. Individual entry scores are not disclosed and judges' decisions are final.

The judges review each entry in three stages. Scores for each category are modified to accommodate the differences between preliminary documents and contract documents.

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### **Stage One — Preliminary Evaluation**

The Specifications Competition Committee determines whether the entry merits further consideration for an award. Judges note significant deficiencies, such as:

- Failure to adhere to CSI's format documents
- No Table of Contents
- General Conditions not properly bound
- Absence of Bidding Agreement documents
- Illegal use of copyrighted documents
- Inconsistent page and section formats between sections
- Misuse of the three-part section format
- Referencing section or division numbers in document titles
- Absence of, or inaccurate page numbers, in the Table of Contents
- Incorrectly identifying documents with section/division title
- Repetitive references in each section to General Conditions, Supplementary Conditions and Division 01
- Misuse of specification language rules

### **Stage Two — Detailed Evaluations**

Evaluation teams score entries in two sub-stages:

#### **1. Concepts and Coordination**

- Project Manual Concept
  - Application
  - Organization of documents
  - Table of Contents
- Type of Bid and Contract
  - Adequate expression of bidding contract methods and nature of work
  - Bid and Contract
  - Bidding Requirements
  - Contract Forms
  - Addenda
  - Summary of Work (Division 01)
  - Procurement Contracts
- Conditions of the Contract
  - Adequacy of incorporation and use of standard or custom documents
  - General Conditions
  - Supplementary Conditions
- Coordination of Documents
  - Project Manual
  - Bidding Requirements
  - Contracts
  - Conditions of the Contract
  - Division 1 within sections and with other sections
  - Drawings
  - Procurement specifying

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- Presentation Techniques
  - General appearance and consistency of format
  - Cover, binding, printing and style
  - Typographical errors
- 2. Specifications (Categories A and B)
  - MasterFormat™/UniFormat™ Numbers and Titles
    - Location of subject matter and application of numbers and titles
    - Division 01
  - Language
    - Grammar, vocabulary, punctuation, capitalization, preferred sentence construction and
    - style, abbreviations, symbols and numbers
    - Specification language
  - Technical Proficiency
    - Specifying technical content and degrees of detail
    - Methods of specifying
  - Text
    - Method of preparation and adequacy of writing or editing
    - Proper editing
    - Word processing/computer applications

### Stage Three — Final Evaluation

The Specifications Competition Committee reviews each entry again in light of the noted criteria.

### Rules of Entry

1. Entries in Categories A and B consist of a complete set of written construction documents for a construction project, including all major classifications of the work, whether under a single prime contract or multiple prime contracts. Submit entries as originally bid. Do not rebind or provide with additional covers or indexing materials.
2. Entries in Categories A and B must meet the following: At the time of entry, bids for the work must have been received, construction started, or the work substantially completed within the previous 12 months.
3. Entries shall be in the English language.
4. Submit two complete sets of documents for each category entry.
5. Entries shall be substantially bound in one or more volumes.
6. Entries shall not contain unauthorized reproduced copies of copyrighted documents.
7. Entrants shall furnish forms (including client or owner mandated forms) included in the project manual by reference only.
8. CSI membership is not required.
9. Each entry must be accompanied by a completed, signed copy of the official entry application, an entry description, and an entry fee for each entry. \$40 for CSI members or \$80 for Nonmembers. Limit one entry per person in this category.
10. Entries will not be returned.

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11. Entries shall be prepared by:
  - employees of the entrant firm or a client, or
  - a design professional as part of an agreement with a client, or
  - specification consultant as part of an agreement with a design professional or an entrant firm.
12. Deadlines for entries - The first Friday in April 2019. Entries must be postmarked by this date.
13. A late entry, unsigned entry application, no entry fee, or copyright violation is grounds for automatic disqualification.

### Tips for Preparing a Winning Project Manual

1. Entries are judged according to their adherence to CSI's current Manual of Practice, MasterFormat (2004 or later), SectionFormat™, and PageFormat™.
2. The General Conditions are to be bound into the project manual or included by reference.
3. Organize and prepare Division 01 sections in the same style and 3-part format section in Divisions 02 through 49. Identify all three parts and note the unused parts as "not used."
4. The General Requirements of Division 01 should be the coordinating element for the specification sections. Division 21 through 28, Basic Requirements sections, if used, should supplement and not repeat or contradict the requirements in Division 01.
5. Repeated references to the General Conditions, Supplementary Conditions, and Division 01 General Requirements at the beginning of each specification section, or general and vague references to individual Division 01 sections at the beginning of section articles is unnecessary. The relationship between the elements of the contract documents is evident in the Standard General Conditions.
6. Prepare the Table of Contents by recording the document section names and numbers and the number of pages.
7. The end of each section should be noted with the words END OF SECTION in uppercase letters, centered two lines below the last line of the section text, without parentheses or other adornment.
8. MasterFormat 2004 or later provides six and 8 digit numbers. Unused numbers are available to permit assignment of numbers to selected level 4.

Awards (Tip: To limit the deficiencies in your entry, follow the "Tips for Preparing a Winning Entry".) Only one entry may qualify for an Honor Award. There is no limit to the number of Honorable Mention and Merit Awards. However, awards may not be given in all categories.

#### Honor Award (Grade of 95 percent minimum)

CSI's highest award recognizes outstanding achievement in the preparation of the project manual.

#### Honorable Mention (Grade of 85 percent minimum)

Exceptional entry with limited deficiencies will earn this highly respected award.

#### Merit Award (Grade of 75 percent minimum)

Entries that use new or unusual approaches or handle specific conditions in a particularly effective manner are eligible for this honor.

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### **Entry Categories**

There are two entry categories to reflect the broad range of types and function of construction documentation currently in use. You may enter in as many categories as you wish, but entries may be categorized at the judges' discretion.

Prepare all specifications in accordance with the principles of the current CSI Practice Guides and its appendixes.

### **Project Manuals: Category A**

This category is designed for larger, more complex projects. Enter fully developed project manuals for bid or negotiated projects, containing (where applicable) bidding requirements, contract forms, conditions of the contract, specifications, and addenda.

### **Shortform Specifications: Category B**

Choose this category for less complex projects not requiring detailed descriptions of long-form specifications, for bid or negotiated contracts.