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INSTITUTE DIRECTOR

Mitch Miller 610-559-6000

CHOICE

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April
2011

CENTRAL PENNSYLVANIA CHAPTER
CONSTRUCTION SPECIFICATIONS INSTITUTE

Construction Contract Administration Issues – Part 2

Panel Discussion

Tuesday, April 12, 2011

Continuing from the meeting on January 11, our panel, comprised of building professionals representing facility managers, architects, engineers, construction managers, contractors and subcontractors/suppliers, will discuss more of the issues that abound during construction, as well as ideas on better construction administration practices to make the process smoother. Attendees will gain a more comprehensive understanding and appreciation for the interaction of these players during construction. Learning objectives include, but are not limited to:

- Examining the difficulties of putting together a
- (Continued on page 3)*

*Spouses, guests and visitors
are welcome and encouraged to attend.*

RADISSON HOTEL

1150 Camp Hill Bypass, Camp Hill, PA

Board Meeting - 5:00 p.m.

All members are welcome to attend the Board Meeting

Attitude Adjustment - 6:00 p.m.

Dinner - 6:30 p.m.

Program - 7:15 p.m.

Dinner Cost

Free for Central Pennsylvania Chapter CSI Members;
Students \$10, All Others \$25

*Dinner reservations by
noon, Friday, April 8, 2011
See FROM THE CHEF'S TABLE
for Menu and Reservation details.*

**The Central Pennsylvania Chapter meets
the second Tuesday monthly
except NO meetings are held in July or August.**

*Please Read Ads On Our Website
They Support "Choice"*

www.cpc-csi.org

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All material MUST be in the editor's hands no later than April 22, 2011 for publication in the May 2011 issue of "Choice".

Send to:
Jeff Turicik
251 Colonial Drive
Mechanicsburg, PA 17050
or email to:
jeffturicik@ykk-api.com

The Construction Specifications Institute is a nation-wide nonprofit technical organization dedicated to the advancement of construction technology through communications, education, research and service. Founded in 1948, CSI provides a forum for architects, engineers, specification writers, contractors, suppliers and others in the industry.

Anyone who is concerned with construction specifications in any manner is invited to apply for membership.
Contact: Maria Weber
Ph: 717-790-9261 or email
maria_weber@mcgraw-hill.com.



**Knowledge for
Creating and Sustaining
the Built Environment**



*Jake Burkholder,
CSI, CCPR
President*

President's Message

Spring has finally arrived and hopefully we have seen the last of the snow. With that positive thought in mind, I would pronounce our recent Product Show a resounding success. As a participating exhibitor I can say that the activity in this past show was the best I have seen in several years. Hopefully it's a harbinger of things to come in our economy. As president of the chapter I would like to thank Stu Cluck, Don Scruggs and the volunteers who organized and staffed the show and the educational seminars for their tireless efforts and great success. It was a seamless transition of leadership from Larry Saylor's long service as show chairman to that of Stu's taking the

reins. Thanks also to the exhibitors and attendees for their support and congratulations to exhibit award winners. I can't wait to see what they do for an encore next year.

Looking forward we have quite a number of activities in the next several months. For the April program Chris Atwood has a follow-up panel discussion to the popular program we had in January. Chapter elections will be held at the April meeting. Anyone who has not received a ballot should contact John Groff at Ganflec. LOS is scheduled for April 1 and 2 in Gettysburg. Anyone wishing to attend should confirm with Sal Verrastro at Spillman Farmer Architects. A social outing has been scheduled by Jeff Snyder for May 25th. It will be a ballgame in York featuring the York Revolution vs. the Lancaster Barnstormers. Our annual golf outing is being organized for June by John Morgan. Details for both events will be available soon. I hope everyone will take advantage of these opportunities to enjoy the camaraderie and networking they offer. These are just some of the advantages of membership in CSI. A busy schedule indeed.

Hope to see everyone at some or all of these upcoming events.

*Jake Burkholder, CSI, CCPR
President*



*Jeff Turicik
Editor*

From the Editor's Desk

The Central PA Chapter dues include all meals for the chapter program dinner meetings for the year.

Come out to our meeting to network, socialize, and learn about timely subjects in the Construction Field.

Classified Ads

To place classified ads, please submit your ad to the editor, Jeff Turicik, jeffturicik@ykk-api.com for insertion in "Choice" and on cpc-csi.org.

From the Chef's Table

MENU

*Choice of
Meat Lasagna
or
Roast Chicken
Chef's selection
of Starch and Vegetable
Chef's selection of dessert
Special Dietary menus,
such as vegetarian,
low fat or low sodium,
are available upon request.*

In addition, we will try to accommodate special requests such as vegetarian, low fat or low sodium selections. A fresh fruit plate, instead of the Chef's Dessert Selection, is always available by request. Special request menu reservations should be made no later than the Friday prior to the Tuesday meeting.

Please feel free to forward either your comments regarding your meal, or any suggestions that you feel could improve the CPC-CSI dinner, to: loganmyers@hotmail.com.

*Logan Myers
Hospitality Chair*

RESERVATIONS

to Logan Myers by calling 570.850.6330 or e-mail at loganmyers@hotmail.com or use our on-line registration form at www.cpc-csi.org

YOU MUST MAKE RESERVATIONS OR CANCEL STANDING RESERVATIONS by NOON, FRIDAY, APRIL 8, 2011.

ALL NO-SHOWS WILL BE BILLED.

Entrée selection should be made when making a reservation.

First entrée listed is the default selection if no choice is made.

To schedule a Table Top Display, call Jan Myers at 717.238.4910 or use the form in Choice or online.



*Logan Myers
Hospitality Chair*

Attendees should make an entrée selection when reservations are placed.

(Please note that the first entrée listed will be the default selection if no choice is made.)

Chapter Awards and Criteria



*Jeff Snyder
Awards Committee
Chair*

Chapter awards are presented at Chapter Awards meeting on June 9th. The Awards Committee would like to receive nominations from the members for these awards. Please take the time to go through the following list, select one or more of your fellow members or organizations for a much-deserved award.

Chapter Certificate of Appreciation: Awarded to an individual who has rendered distinguished service to the Chapter in advancing the objectives of the Institute or the Chapter.

Chapter Organizational Certificate of Appreciation: Awarded to a firm or organization for distinguished accomplishments which promote the objectives of the Institute or the Chapter.

Chapter Cooperation Award: Awarded to a trade organization, traded union, contractor association, or professional association for exceptional liaison work with the Chapter.

Chapter President's Certificate: Awarded by the Chapter President, at the discretion of the President, for

exceptional work performed on behalf of the Chapter.

Chapter Special Proficiency Award: Awarded to a professional member attaining special proficiency and outstanding stature as a practicing specification writer.

Chapter Citation: Awarded to an individual firm or organization for some outstanding accomplishment in specification writing.

Chapter Education Award: Awarded to an individual or organization that has made significant educational contribution in areas related to the purpose of the Institute or a significant contribution to the educational programs of the Chapter or the Institute.

Chapter Technical Award: Awarded to an individual, firm, or organization that has made a significant contribution to the technical program of the Chapter or the Institute.

Special Awards: The Chapter President and the Board of the Chapter, at their sole discretion, may present any special awards as may promote the purpose of the Institute or the Chapter.

Chapter Craftsmanship Award: Awarded to an individual for superior craftsmanship, with the purpose of recognizing such outstanding craftsmanship in the construction industry

within the Chapter's area.

The Rolf G. Loddengaard Award: Awarded to those members with 20 years of membership in CSI who continue to be active contributors to the Chapter and who best exemplify those ideals promoted and propagated by the late Rolf G. Loddengaard, FCSI, CCS.

Special Spouse's Award: Awarded to those members spouses who through their patience, understanding and devotion to their spouse, have contributed both to their spouses performance in behalf of the Chapter and to the principles of the Institute.

Academic Affairs Certificate of Appreciation: Awarded to an individual, firm, or organization for advancing the objectives of the chapter and the student affiliate. This award shall have no limit on the number to be presented each year and may be awarded to either a CSI member, firm, Trade association, organization or others who have shown a commitment to advancing the objectives of the Chapter and / or the student affiliate.

Leroy S. Kimmons Award: Awarded to a CSI member for distinguished service and exceptional support toward the student affiliate. Through his/her outstanding commitment, this recipient's effort has set forth a high standard in advancing the objectives of the student affiliate.

One award may be given each year to a CSI member who has shown a commitment in advancing the objectives of the student affiliate.

Please send nominations for the above awards as soon as possible to Jeff@wagmanmetal.com by April 12th.

*Jeff Snyder,
Awards Committee Chair*

*Charlie Beauduy
Awards Committee Co-Chair*

(Continued from page 1)

- realistic construction schedule.
- Finding out if construction scheduling can take into account unanticipated delays.
- Discovering if contractors are less inclined to "do what's expected" and more interested in taking advantage of ambiguities in the documents.
- Evaluating whether workmanship is declining.
- Exploring if contractors can be expected to adequately train the owner's maintenance staff.
- Discussing whether public construction work is doomed to being more complex than private work.
- Highlighting better ways of dealing with claims and disputes.

This program will be registered with AIA for 1 LU.



*Jeff Snyder
Awards Committee
Chair*

Construction Technology Award and Excellence In Construction Information Award

Construction Technology Award

Today's construction industry is driven not only by a stressed economy but also by technology. There is hardly a project in construction news that isn't receiving high acclaim for the use of technology in solving the design issues of a project. So isn't it ironic that with all this technology in our projects that

two of CSI's most relevant awards for the 21st Century have seen few nominations in recent years.

The Construction Technology Award is presented to an individual, Chapter, Region or Group for:

- development of new materials, methods, technology, or project delivery systems or
-
- development or use of existing materials, methods, or technology in a new innovative manner

With all the new technology and products introduced every day, nominations for this award should be pouring in. The highly visible Building Information Management (BIM) technology alone has spawned many new construction technologies from software development to new ways of manufacturing materials. Any of these are potential award winning developments, but only if someone nominates them.

Excellence in Construction Information (EICI) Award

The EICI Award is a joint effort of CSI and Specifications Consultants in Independent Practice (SCIP). Its purpose is to recognize excellence, originality and creativity in processes, tools or documents used for the development or construction of the built environment. There are 3 separate categories: Project Documentation, Product Documentation and Innovation.

Project Documentation includes project conception documents, project delivery documents, design documents, or construction documents. They can include Preliminary Studies, Project Programs, Preliminary Project Descriptions, Outline Specifications, Entire Project Manuals, Individual Specification Divisions, Individual Specification Sections, Request for Proposals, Request for Qualifications or any document(s) related to a project or a project delivery method. Nominations for this category are made using Form 501.

Product Documentation is limited to forms of construction product information and may recognize a manufacturer or an organization for their efforts. Submittals can be for a website, a Guide Specification, a database, or other methods of product information contributing to project development. Nominations for this category are made using Form 502.

Innovation is a catch-all category; one that encompasses documentation, processes, or information dissemination in a manner for which there is no established method. It is an attempt to award originality, uniqueness, creativity, and imagination as it applies to construction information. Nominations for this category are made using Form 503.

In all EICI categories, submittals themselves may be innovative. What the award is seeking to recognize is excellence in communication. And communication, as we are rapidly learning, takes many forms which are continually expanding and changing. No doubt your grandmother has a completely different definition for "tweet" than you do!

So what do you need to do now? As with all awards, you can do a quick check of the matrix in the front of the FY11 Honors & Awards Guide to view the award's basic submission requirements. Compile your list of potential nominees and contact your Region or Chapter Awards Chairman to determine who the best nominees are to submit for one of these prestigious technology awards. Then begin preparing the package by requested endorsement letters and completing the required forms. Starting these steps now will allow sufficient time to produce a well-documented nomination package.

If you would like more information on any of these awards, please review the Honors & Awards Guide at www.csinet.org/honorsandawards.

2011 Honors & Awards Submission Deadline: May 6, '11

www.csinet.org/honorsandawards
awards@csinet.org

*Jeff Snyder
Awards Committee Chair*



*Jeff Snyder
Awards Committee
Chair*

Fellowship, Distinguished & Honorary Memberships, and The Michelangelo Award

Fellowship

Fellowship is one of the top honors given by the Institute. Nominees must be members in good standing for not less than five years. The qualifications for Fellowship require notable contributions in one or more areas of the following areas:

- Advancement of Construction Technology
- Improvement of Construction Specifications
- Education
- Service to the Institute

Nominations are made using Honors & Awards Form 201, 202, and 203 and are judged by the members of the Jury of Fellows. Nominations may be submitted by any chapter or not fewer than five members in good standing. There is no limit or set number of Fellows elected in any given year.

Visit the Fellowship page on CSINet (www.csinet.org/fellowship) to get details and tips on preparing a Fellowship nomination. There is also a directory of Fellowship mentors on the website. These mentors are valuable resources that can be consulted during the preparation of a nomination package.

Distinguished and Honorary Memberships

Distinguished and Honorary Memberships are considered the most prestigious honors of the Institute. They are conferred on individuals who have performed distinguished services to the construction industry in fields related to the purposes of the Institute.

The only difference between Distinguished Membership and Honorary Membership is that membership in the Institute is a requirement for Distinguished Membership. Membership in the Institute is not a requirement for Honorary Membership.

Nominations for either Distinguished or Honorary Membership can be made by:

- A chapter using Honors & Awards Form 101 or Five voting CSI members Honors & Awards Form 102

Nominations shall include the statistical and supporting information listed on Honors & Awards Form 103. Letters of endorsement are also required. Distinguished and Honorary Members are elected by the Board.

The Michelangelo Award

Synonymous with the word "masterpiece" Michelangelo is recognized as one of the greatest artists of all time. The Michelangelo Award is one of CSI's most esteemed tributes, and it recognizes an individual for a lifetime of distinguished, innovative service to the design and construction industry.

Nominations are judged by a distinguished Panel of Judges and only one recipient is selected in a given year, although the award may or may not be given in any year. Nominations are made by a national officer of a design and/or construction industry organization or association.

Chapters are encouraged to work with other construction organizations and associations to encourage nominations for this award.

Nominations can be made using Honors and Awards forms 401 and 402 and will be supported by specific evidence of far reaching effect and achievement. Five letters of endorsement are required.

Past recipients include:

- 2008 Winner: M. Arthur Gensler Jr., FAIA, FIIDA, RIBA
- 2006 Winner: Dr. Charles H. Thornton, Ph.D, P.E.
- 2005 Winner: Lawrence Halrpin, FASLA

General Award Information

If you would like more information on any of these three honors, please review the Honors & Awards Guide at www.csinet.org/honorsandawards or email awards@csinet.org.

2011 Honors & Awards Submission Deadline: May 6, 2011

*Jeff Snyder
Awards Committee Chair*

2011 EXHIBITORS' SHOW AWARDS

CPC-CSI Awards Committee would like to Congratulate all Exhibitors and Attendees for a Successful Show; Booth Awards selection is a challenging task because of all the great effort the exhibitors put into the show.

You found it at the show: Helpful expertise, product samples, CSI format guide specifications, and a positive attitude!

2011 Booth Awards:

Best of Show Larry N. Shoemaker Award

Sound Video Lighting Solutions
Scott Steffan, CSI; Tammy E. Shiffer



2011 EXHIBITORS' SHOW of The Central Pennsylvania Chapter of the Construction Specifications Institute, Inc.

www.cpc-csi.org

Wednesday, March 9, 2010 at the Camp Hill Radisson

*Special THANKS to the Thirty-Sixth Annual
Exhibitors' Show 2011 Committee*



Stewart C. Cluck
CDT, RA, LEED, AP

sluck@TKSArchitects.com



Charles H. Beauduy
RA, FCSI, CCS, CCCA, LEED, AP

cbeauduy@gfnet.com



Jeffrey Turicik
CSI, CDT

jeffturicik@ykk-api.com

1st Place, Single Booth

Conestoga Tile

G. S. "Jake" Burkholder, CSI, CCPR, CTC;
Jim Graham; Gary R. Jones



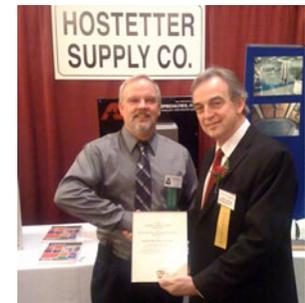
Honorable Mention Single Booth

JEBerkowitz, L. P.
John Peirce, CSI



Honorable Mention Multiple Booth

Hostetter Supply Co., Inc.
Dave Hostetter



1st Place, Multiple Booth

Fressenden Hall of PA
Christine Herbein



Congratulations Larry Saylor on 35 years!





Philip Frigm, CSI,
CCS,
Technical
Committee
Co-Chairman

DIVISION 01 – GENERAL REQUIREMENTS (A Refresher)

The sections in Division 01, collectively referred to as the General Requirements, specify administrative requirements, procedural requirements, temporary facilities and controls, performance requirements, and life cycle activities. Administrative and procedural requirements are those relating to the process of contract administration, the assignment of contractual responsibilities, and the methods of communicating,

controlling, and assuring quality. Temporary facilities and controls are those put into place for use only during the period of construction and that will be removed when no longer required for construction operations. Performance requirements are related to facility and system performance. Life cycle activities are related to commissioning, facility operation, facility maintenance, and facility decommissioning.

Division 01 sections expand on certain of the administrative and procedural provisions in the conditions of the contract and apply broadly to the execution of the work of all the other sections of the specifications. Administrative and procedural requirements unique to a specific section should be covered in the affected section. Division 01 sections cover general requirements for execution of the work and should be written in language broad enough to apply to sections in Divisions 02 through 49. Without Division 01, these requirements would otherwise be repeated throughout the specifications, and the possibility of conflicts and omissions would be increased. This Division 01 concept adheres to the CSI principle of stating information only once and in the right place.

Organizational Basis for Division 01: The administrative sections of Division 01 parallel the succession of titles in *MasterFormat* and the procedural sequence of PART 1, PART 2, and PART 3 in *SectionFormat* to lay out a consistent and logical organization of titles.

- » Division 01 and *MasterFormat*: *MasterFormat* provides the major section numbers and titles for Division 01. When applying *MasterFormat* to Division 01, consider that:
 - There are some numbers and titles in *MasterFormat* that may never appear in a project manual for a construction project, such as the section Operation and Maintenance.
 - There are some numbers and titles in *MasterFormat* with special relevance to project manuals because they deal with activities specifically related to construction activities. The section Work Restrictions and the section Temporary Facilities and Controls are two such examples.
 - Because construction specifications are created for service use during the construction stage of the life cycle of a facility, there are numbers and titles in *MasterFormat* that would be more likely to appear in a stage other than construction, such as facility management.

- » Division 01 and *SectionFormat*: Division 01 specifies procedural requirements common to many specification sections and to the project as a whole. Most of these requirements are related to the administrative activities of the project, and others govern products and execution requirements. Accordingly, the numbers and titles of Division 01 in *MasterFormat* have been arranged to parallel the sequence of information in *SectionFormat*.

Sections aligning with PART 1 GENERAL are:

- Summary
- Price and Payment Procedures
- Administrative Requirements
- Quality Requirements
- Temporary Facilities and Controls.

Sections aligning with PART 2 PRODUCTS are:

- Product Requirements
- Performance Requirements.

Sections aligning with PART 3 EXECUTION are:

- Execution and Closeout Requirements
- Life Cycle Activities.

The relationship between Division 01 and *SectionFormat* defines an organizing principle. The logic of this organization provides the flexibility by combining procedural requirements into a few sections or dividing them into many as dictated by the complexity of the project.

Division 01 Relation to Other Documents: Each of the contract documents complements one another and should not duplicate specific information. The provisions of the conditions of the contract and the agreement apply broadly to the work of the project, and Division 01 expands on these provisions, giving just enough detail to apply broadly to the other specification sections. The specifications and drawings further expand on Division 01 and provide detailed requirements for specific portions of the work.

- » Procurement Requirements: By definition in AIA and EJCDC general conditions, procurement requirements are not a part of the contract documents. Provisions that are stated only in procurement requirements are not enforceable during administration of the construction contract. The procurement requirements should not repeat Division 01 provisions but should instead refer to the appropriate Division 01 sections, by number and title, to direct the bidder to relevant information. Provisions applicable only during the bidding stage, such as document acquisition and cost, bid security requirements, and bid opening dates, should be stated in the procurement requirements rather than in Division 01.
- » Owner-Contractor Agreement: The owner-contractor agreement includes by reference all other contract documents. Certain provisions of the owner-contractor agreement are supplemented by the provisions of Division 01 sections that define in greater detail the responsibilities of

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(Continued from page 7)

- the parties to the contract. For example, Section 01 10 00-Summary specifies administrative details and the responsibilities of the owner and the contractor, including a summary of the work, identification of other contracts, work restrictions such as limitations on access and use of the site, and the need to accommodate the owner's occupancy during construction. Similarly, Section 01 20 00-Price and Payment Procedures expands on the related provisions stated in the agreement, such as allowances, alternates, and unit prices.
- » General Conditions: The general conditions of the contract govern the execution of the work and apply broadly to sections of the specifications, including those in Division 01. Among the topics usually covered are property surveys, temporary utilities and services, warranties, progress schedules, record documents, submittals, cutting and patching, cleaning, schedule of values, applications for payment, and closeout procedures. As these topics are covered only in very broad terms, they must be specified in further detail in Division 01 to tailor requirements to a specific project. Although the topics are addressed in two locations, the CSI principle of "say it once" is not violated because the requirements are stated in two different levels of detail, without duplication or conflict. For example, the general conditions broadly state that the owner may employ separate contractors and will provide coordination. If separate contractors are in fact employed, Division 01 could specify this in Section 01 12 00-Multiple Contract Summary and could further identify the contracts, the scope of work in each, and the responsibilities of the owner, the A/E, and each contractor in the coordination process.
 - » Supplementary Conditions: Supplementary conditions should not repeat information contained in the general conditions or encroach upon topics that belong more appropriately in Division 01. Proper coordination between Division 01 and supplementary conditions will avoid conflicts, omissions, and duplications. Other than a statement establishing the authority of Division 01, the supplementary conditions should not contain general references to Division 01. Statements in the supplementary conditions referring to specific sections in Division 01 are not necessary but may be helpful to the user. For example, a statement may be added to the supplementary conditions stating that shop drawings, product data, samples, and other submittals shall be prepared and submitted according to the requirements of specification Section 01 33 00-Submittal Procedures.
 - » Other Specification Sections: Specification sections are subject to the administrative and procedural requirements of the conditions of the contract and of Division 01. Project requirements become more specific for each successive level of a three-tier hierarchy:
 - The general conditions state provisions in broad terms.
 - Division 01-General Requirements elaborate on the

broad provisions of the conditions of the contract, but it is still written broadly enough to apply to the work of all specification sections.

- PART 1 GENERAL in a specification section becomes very specific in project requirements for that section only.

For example, the general conditions establish the fact that testing may be required. Division 01 specifies the broad administrative and procedural requirements for testing laboratory services such as who selects the laboratory, who pays for which services, qualifications of the testing laboratory, submittal of reports, and the contractor's responsibilities for cooperation. The individual specification sections state further requirements of particular tests to be performed, the number of tests required, and other details applicable only to the work or products in that section. As another example, although routine submittal procedures are covered in Division 01, the specific items for which shop drawings or samples must be submitted are unique to individual specification sections, and specific requirements must be identified in those sections.

Although Division 01 requirements are generally arranged in the order of the three parts of *SectionFormat*, PART 1 GENERAL should, in most cases, contain the bulk of these provisions. PART 2 PRODUCTS and PART 3 EXECUTION may also include some items that relate to administrative and procedural requirements. For example, quality control requirements covered in Division 01 may include general erection and approval procedures for the use of mock-ups as quality standards. PART 1 GENERAL of the section on glazed curtain walls may stipulate that a mock-up be tested for air and water infiltration according to the requirements of referenced American Society for Testing and Materials International (ASTM) or American Architectural Manufacturers Association (AAMA) standards. PART 2 PRODUCTS may require the manufacturer to perform the tests as part of a source quality control program under supervision of the owner's testing laboratory consultants. PART 3 EXECUTION might require the manufacturer to provide factory representatives to ensure that field erection and quality control procedures conform to those used in the approved mock-up.

Although the Division 01 role in governing the work has been accepted in practice for many years, this authority is not explicitly stated in either the AIA or EJCDC general conditions. Until that change is made, the authority should be established by a provision in the supplementary conditions as follows:

Sections of Division 01-General Requirements govern the work of all sections of the specifications.

A similar statement should be included in the supplementary conditions or Division 01 for projects using federal, state, city, or county documents that do not already grant such authority.

- » Drawings: Drawings graphically define certain Division 01 subject matter, such as the extent of work, and may define related work that may or may not be part of the con-

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tract. Purely procedural sections of Division 01, such as submittals, quality requirements, and closeout procedures, need no coordination with the drawings. Other sections, such as those covering use of the site, phased construction, and multiple prime contracts, usually require extensive delineation on the drawings and close coordination between the drawings and Division 01.

Writing Division 01 Sections: Division 01 sections are organized and written in the same outline style and three-part *SectionFormat* as sections in Divisions 02 through 49. Section 01 57 00-Temporary Controls, for example, might include not only the PART 1 administrative and procedural provisions for surface water control, but also PART 2 requirements for containment devices and PART 3 requirements for removal. Many of the Division 01 sections, however, will have no PART 2 PRODUCTS or PART 3 EXECUTION when limited strictly to administrative and procedural requirements. Whenever this is the case, the unused parts are listed but noted as “not used” (e.g., PART 2 PRODUCTS—Not Used).

» **Coordination with Division 01-General Requirements:**

A number of articles in the general conditions are usually expanded in Division 01- General Requirements to accommodate specific administrative and procedural requirements of a project. Articles on allowances, progress schedules, record documents, shop drawings, product data and samples, schedule of values, and closeout procedures and submittals are commonly developed in greater detail in Division 01. General and supplementary conditions are written in a paragraph style, while Division 01 is written in the three-part *SectionFormat*. Proper use of Division 01 avoids mixing conditions of the contract with the administrative and procedural details of the specifications. Coordination is necessary between each section of Division 01 and the sections of Divisions 02 through 49, and among the sections of Division 01 that cover interrelated administrative and procedural requirements. For example, Section 01 14 00-Work Restrictions contains restrictions on the operations of the contractor based on continuing occupancy by the owner that must be maintained. At the same time, Section 01 35 00-Special Procedures may establish similar restrictions based on the type of activity or the type of project. The specifier should verify that each requirement is in the one location offering the basis for imposing the requirement.

Division 01 sections on allowances and alternates require particular coordination with the sections in other divisions that specify the affected products. Division 01 sections that cover cash allowances for materials should include procedural details for the selection of specific products, identify the allowance items by item number and title, along with the type of product and the dollar amount to be allowed, and cross-reference the affected sections in Divisions 02 through 49. In turn, the sections specifying the installation of products that will be purchased under a cash allowance should cross-reference the Division 01 section specifying the dollar amounts, without repeating the Division 01 administrative and procedural requirements. Sec-

tion 01 23 00-Alternates should identify the alternates by number and give the procedures for bidding and for consideration and acceptance of alternates. It should also describe the changes to other work required by acceptance of each alternate and list the sections affected by each. Sections specifying products affected by an alternate should cross-reference Section 01 23 00-Alternates. Work involving rehabilitation, owner-occupied projects, hazardous materials, phased and fast-track techniques, construction management, multiple-prime contracts, purchasing, and overall performance requirements requires special attention to Division 01 to carefully describe the administrative and procedural responsibilities of each of the participants involved in the construction process. As many of the contractual relationships and responsibilities described in Division 01 sections for any project are required by the owner, the A/E should obtain instructions for preparing the affected sections.

The individuals involved in the preparation of a project manual represent various professional disciplines and may be members of the same firm or consultants under contract to the A/E. The A/E should establish the basic responsibilities of the team members for preparation of the Division 01 requirements and for overall coordination of the specifications. This involves close coordination of Division 01 provisions at an early stage in the production of the contract documents to avoid conflicts, duplication, and omissions in the project manual. The coordination effort should include:

- Distributing a draft of Division 01 to the contributors to the specifications early in project development.
- Preparing of a list by the consultants and other contributors of administrative, procedural, and temporary facility and control requirements for specific sections or divisions.
- Comparing this list of requirements with the draft of Division 01.
- Determining which of these requirements should be covered in Division 01 and which are specific only to individual specification sections.
- Noting overlapping requirements and omissions and resolving conflicts.
- Revising the Division 01 draft for review by specification contributors.

Multiple sections within an individual division have administrative and procedural requirements unique to that division. However, the common requirements should be specified in Division 01. Often, some sections or divisions are written by different professional disciplines. To ensure proper coordination, the general requirements common to sections or divisions should be in their proper location in Division 01. This can be accomplished either by distributing drafts of the applicable Division 01 sections to each of the team members for markup or by developing a checklist to allow the team members to note their requirements. Administrative and procedural requirements unique to an individual section should be covered in the affected sections. The practice of including Basic Requirements or Special Provisions sections in individual divisions is not recommended and may result in conflicts with Division 01.

Minutes of Board of Directors Meeting



Mark B. Therikildsen,
AIA, CSI
Recording Secretary

Date: March 1, 2011

Time: 5:00 pm

Location: Conestoga Tile, Harrisburg, PA

The Board of Directors of the Central Pennsylvania Chapter of the Construction Specifications Institute met at President Jake Burkholder's office at Conestoga Tile in Harrisburg, PA on March 1, 2011. President Burkholder called the meeting to order at 5:00 p.m. Board members and committee chairs present were:

Altland, Atwood, Beauduy, Brunski, Burkholder, Groff, Morgan, Saylor, Shaw, Snyder, Therikildsen, and Turicik.

Opening Comments:

1. President Burkholder welcomed the group of officers, board members, and attendees. We did not have a quorum, and the meeting was brought to order. The budget meeting for tonight has been cancelled. President Burkholder reminded the group of the Institute level voting.

Approval of Minutes:

2. Minutes from the February 8, 2011, meeting were approved with no comments.

Treasurer's Report:

3. No report; Treasurer Brightbill was not present.

Officer's Reports:

4. **President-Elect:** No report.

5. **Vice President:** No report.

6. **Secretary:** No report.

7. **Past President/Advisor:** No Report.

Editor's Report:

8. The website and masthead have been updated. The March 9 Exhibitors' Show is on the front page of Choice. The group discussed future Chapter meetings to be announced both in the mailed post cards and by an e-mailed monthly meeting announcement that is linked to Choice.

Committee Reports:

9. **Academic Affairs:** No Report.

10. **Advertising:** No Report.

11. **Archives:** Some useful publications and files could possibly be accepted from the wife of the late Syd Myers. Morgan will investigate.

12. **Awards:** Nominations for chapter awards are due April 12. Awards for Larry Saylor (Trade Show) and Paul Brunski (Education) were discussed for the great contributions from these long time CSI members.

13. **Budget/Finance:** No report. The budget meeting will be re-scheduled.

14. **Bylaws:** Provisions for assistance for dues and discounts of new member dues should be addressed in the bylaws.

15. **Certification:** No report.

16. **Education:** 50 people are signed up for the International Existing Building Code seminar on March 9. Don has set a limit of 60 due to the meeting room size. A successful, well attended program is anticipated.

17. **Electronics:** No report. This committee could possibly be eliminated.

18. **Exhibit/Show:** 64 vendors have signed up for the next Exhibit / Show. Invitations have been sent to numerous vendors.

19. **Hospitality:** The annual golf outing will be scheduled for June.

20. **Long Range Planning:** No report.

21. **Membership:** The 50/50 program should help increase membership.

22. **Program:** There will be no March program, the April program will be a continuation of the construction industry panel discussion, and the May program will be on window specifications. Chris wants ideas for a 20 minute program in June prior to the awards ceremony.

23. **Publicity:** No report.

24. **Roster:** A final copy of the updated roster has been sent out to Chapter members.

25. **Technical:** No report.

Directors:

26. No report.

Old Business:

27. Don Scruggs still needs comment from all committees for the updated By-Laws and the descriptions of committee duties.

New Business:

29. The nominating committee has named the following candidates for the Fiscal Year 2012 ballot:

President: John Groff

President-Elect: Jan Myers

Vice President: David Shaw

Secretary: Scott Steffan

Recording Secretary: Mark Therikildsen

Treasurer: Bill Brightbill

Directors: Don Scruggs, Charles Beauduy, John Morgan

30. The Central Pennsylvania Chapter CSI will have a 50/50 promotion for the Chapter to pay half of the first year dues for new members. The promotion will start at the March 9 Exhibitors Show and will continue to ten days after the show. (The motion passed last month). The group discussed the mechanics for payment of the Chapter's 50% of the new member dues. Charles presented ideas of using "CSI bucks" or rebate checks paid when the new member attends his or her first meeting. There was no official conclusion or voting due to the lack of a quorum. Action: Beauduy

31. Discussions continue for CSI dues assistance for existing members. The assistance will possibly be a six month grace period, with the qualifications similar to the Institute rules. The criteria includes: 1. Members laid off from their jobs; 2. Members whose employers have stopped paying CSI dues; 3. Members experiencing extreme financial hardship. The assistance should be confidential and discrete, with the member's identity known only to the Membership Chair, the Treasurer, and the President. The candidate for the dues grace period must be actively involved in our CSI Chapter. There was no official conclusion or voting due to the lack of a quorum. Action: Myers.

32. Jeff Snyder and the board discussed the idea for a Syd Myers award, possibly as a 30

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Jan Myers,
Advertising Chair

CHAPTER ADDRESS

P.O. Box 3504
Harrisburg, PA 17105

TELEPHONES

Secretary
717-238-4910

Treasurer
717-234-1650

Editor
717-766-3714

Ads
717-238-4910

CHOICE STAFF

Editor
Jeff Turcic

Advertising
Jan E. Myers

Roster
Don Scruggs

Calling All Reps!

Would you like to highlight your company or a special product? Do we have a deal for you. For a mere \$125-\$150 you can display your wares during the social time and have 10 minutes of everyone's attention during dessert at one of our CPC/CSI dinner meetings. What an awesome opportunity to hit several specifiers at once. If you are a member of this chapter, it will cost \$125. If you are not, it will cost \$150. For more details, see the CPC-CSI.org website. To schedule a table top, call Jan Myers at 717.238.4910. Thanks!

Jan Myers
Advertising Chair



**Central Pennsylvania Chapter of the Construction Specifications Institute
Table Top Display Registration**

Name/Contact: _____

Company: _____

Meeting Date: _____

Telephone: _____ E-Mail: _____

Cost: \$125 members /\$150 non-members (does not include meal)

Fee Includes:

1. One 72 x 30 inch table to display product.
2. Display time: 6:00 - 7:00 P.M. (During social hour)
3. Presentation: 10 minute presentation during dessert.
4. Electrical: Outlets available. Vender supplied extension cords.

Contact: _____

CPC _____ Committee

717- _____ - _____

Calendar of Events

March 28 - April 9, 2011
Certification exams

April 12, 2011
CSI Central Pa. Chapter
Dinner Meeting & Program:
Construction Contract Administration Issues – Part 2, a continuation of our January panel discussion.

May 10, 2011
CSI Central Pa. Chapter
Dinner Meeting & Program
"Window Standards: AAMA & NFRC"

June 14, 2011
CSI Central Pa. Chapter
Dinner Meeting & Program

September 13, 2011
CSI Central Pa. Chapter
Dinner Meeting & Program

September 13-16, 2011
Construct 2011
in Chicago

No Meeting in July and August

(Continued from page 10)

years service award. Some of Mr. Myers fine qualities were fondly mentioned, such as his longevity (a 40 year charter member), his attention to details, his ability to keep a meeting on track, and his contributions to the continuity of the organization.

Action: Snyder.

33. The meeting concluded after a general discussion of the construction product vendors' table top displays which were common at past CSI meetings. We should try to revive this concept.

Action: All board members.

34. The next board meeting is scheduled for 5:00 PM on April 12, 2011, at the Camp Hill Radisson There will be no regular meeting in March due to the Exhibitor's Show.

Action: All board members.

Respectively submitted,
Mark B. Therkildsen, AIA, CSI
Recording Secretary



**Central Pennsylvania Chapter
The Construction Specifications Institute**

5th ANNUAL MEMORIAL GOLF OUTING

MONDAY, JUNE 6TH, 2011



**RICH VALLEY GOLF COURSE
MECHANICSBURG, PA**

**4-MAN BETTER BALL FORMAT
8:00 AM SHOTGUN START
LUNCH & PRIZES TO FOLLOW
\$50.00 PER PLAYER**

INCLUDES 18 HOLES OF GOLF, CART, LUNCH, BEVERAGES, PRIZES



**Gold Sponsor: \$450.00
Includes Four (4) Players**

REGISTRATION DEADLINE
WEDNESDAY, JUNE 1ST

NO. GOLFERS _____ x \$50 = _____

_____ Gold Sponsor = \$450.00

MAKE CHECK PAYABLE TO CPC/CSI

MAIL THIS FORM & CHECK TO:

CHARLES BEAUDUY
GANFLEC ARCHITECTS & ENGINEERS, INC.
209 SENATE AVENUE
CAMP HILL, PA 17011
PHONE: 717-763-7220 ext 2842

NAME: _____

ADDRESS: _____

PHONE: _____

NAME OF GUESTS: _____

ALL PROCEEDS DONATED TO CPC CSI SCHOLARSHIP PROGRAM

NON GOLFERS MAY CONTRIBUTE TO THE CPC CSI SCHOLARSHIP PROGRAM DIRECTLY USING THIS FORM