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

PART 1 - GENERAL

1.01 OVERVIEW

- A. The purpose of this document is to assist the Project Architect/Engineer (A/E) in the appropriate use of The University of Texas MD Anderson Cancer Center (referenced hereinafter as "Owner" or "MD Anderson") Master Construction Specifications on MD Anderson Projects. The A/E shall prepare the Project Manual as instructed within this Design Guideline Element.
- B. The A/E shall prepare the Project Manual in accordance with the current edition of The Construction Specifications Institute (CSI) Manual of Practice and MasterFormat Master List of Titles and Numbers for the Construction Industry except to the extent this Design Guideline Element departs from those recommendations.
- C. 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.
- D. 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" for a construction document. The Master Construction Specifications are intended as a basis for the development of Contract 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.
- E. 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.
- F. The A/E shall be responsible for content of the entire Project Manual as issued for bids and the professional's seal shall be applicable to all Contract Documents, including those specification sections based on the Owner's Master Construction Specifications. Include and locate professional licensing seals per Texas licensing board requirements.

PART 2 - PROJECT DELIVERY METHODS

2.01 GENERAL

- A. During the Project pre-design phase, Owner will select the appropriate project delivery method. The project delivery method will determine the contract type and methodology for organizing the Project Manual. Refer to 'Attachment A' to this Design Guideline Element,

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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. MD Anderson construction projects will typically fall under one of the following project delivery methods:
1. Job Order Contracting (JOC)
 - a. Job Order Contracting (JOC) allows MD Anderson Cancer Center to expedite numerous, commonly encountered projects through a single, competitively bid contract. JOC reduces unnecessary levels of engineering, design, and contract procurement time along with construction project procurement costs by awarding multi-year contracts to various contractors for a wide variety of renovation, repair and construction projects.
 - b. The Owner hires an A/E to prepare the construction documents and then awards the construction contract to the JOC contractor to perform the work. Refer to 'Attachment A', Table 1.
 2. Competitive Sealed Bidding
 - a. Competitive sealed bidding is the traditional method for procuring construction services where the Owner hires an A/E to prepare the construction documents and then issues a Request for Bids soliciting confidential bids from contractors to perform the work. MD Anderson typically does not use this project delivery method.
 - b. The Owner is required to award the construction contract to the responsible bidder who submits the best price without consideration of any other factors or without an opportunity to negotiate the scope of the project before entering into an agreement. Refer to 'Attachment A', Table 2.
 3. Competitive Sealed Proposals (CSP)
 - a. Under the Competitive Sealed Proposal methodology, the Owner hires the A/E directly and then issues a Request for Proposals (RFP) to select and negotiate a contract with a contractor based on pre-established selection criteria. The RFP includes construction documents, contractor selection criteria, estimated budget, project scope, schedule, and other necessary information.
 - b. Upon receipt of bids, MD Anderson determines which bidder represents the best value to the institution based on the published selection criteria and on its ranking evaluation. Refer to 'Attachment A', Table 2.
 4. Construction Manager-at-Risk (CM-R)

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- a. Under a CM-R contract delivery method, MD Anderson selects an A/E under a separate procurement process to prepare the project construction documents. The CM-R is selected under a one or two-step process, where MD Anderson prepares and publishes a Request for Qualifications (RFQ) and may be followed by an RFP to those firms qualified to progress to the RFP stage. Selection is based on the proposal which offers the best value to the institution.
 - b. The CM-R provides pre-construction (design) and construction phase services for a fee and acts as a general contractor to deliver the work within a Guaranteed Maximum Price. The CM-R 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 a Design/Build contract delivery method, MD Anderson prepares and publishes a Request for Qualifications (RFQ) followed by an RFP to those firms qualified to progress to the RFP stage. Design/Build teams are comprised of a general contractor, architect, and engineering consultants. MD Anderson contracts directly with the contractor under this project delivery method. To procure trade contractors and subcontractors, the DB firm must publicly advertise and solicit either competitive bids or competitive sealed proposals. Refer to 'Attachment A', Table 3.

PART 3 - APPLICATION OF BIDDING REQUIREMENTS AND CONTRACT FORMS

3.01 GENERAL

- A. Documents outlining the contractual terms and conditions of the construction contract are placed at the beginning, or front end, of the Project Manual. They are followed in order by the construction specifications. For this reason the contractual terms and conditions are often referred to as the "Front End" documents. Front End documents include:
 - 1. Owner's Bidding Requirements and Contract Forms.
 - a. Owner's Sourcing and Contract Management department maintains these documents. For contractor solicitation, Owner will post these documents with the procurement solicitation on Owner's procurement website.
 - 2. Conditions of the Contract.
 - a. Includes the Uniform General Conditions and Division 00 documents.
- B. 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 Project Manual.

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3.02 OWNER'S BIDDING REQUIREMENTS AND CONTRACT FORMS

A. Request for Bids/Proposal

1. Owner will prepare the Request for Bids or Request for Proposal with draft agreement to solicit the contractor under Competitive Sealed Bidding and Competitive Sealed Proposal project delivery methods.
2. Owner will prepare the Request for Qualifications and Request for Proposals with draft agreement for Construction Manager-at-Risk and Design/Build Firm solicitations.

3.03 CONDITIONS OF THE CONTRACT

- A. 2013 Uniform General Conditions for University of Texas System Building Construction Contracts: No completion required; do not alter.
- B. Section 00 25 00: Owner's Special Conditions. 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.
 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]
- C. Section 00 73 16: Project Insurance [for Owner Controlled Insurance Program – OCIP, If applicable to the Project]
- D. The Project Architect/Engineer (A/E) shall organize the Project Manual in accordance with requirements described within Attachment "A" for the various project delivery types.

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

4.01 GENERAL

- A. The Project Architect/Engineer (A/E) shall organize the Project Manual in accordance with requirements described within Attachment "A" for the various project delivery types.
- B. For CM-R and DB trade contractor or subcontractor solicitation, Construction Manager-at-Risk and Design-Build Firm shall furnish Division 01 documents as executed with the CM-R or DB Agreement directly to the A/E for preparation of the Project Manual.

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- C. The following list identifies the Owner furnished Division 01 specification sections. The A/E may provide 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).
 4. Section 01 35 23: Project Safety. (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 79 00: Demonstration and Training
 11. Section 01 89 23: Site HVAC Utilities Performance Requirements
 12. Section 01 91 00: General Commissioning Requirements.

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

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 Procurement Package. 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

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concerns to the Owner's Project Manager in sufficient time to allow resolution during the Project Design Development phase and to meet contract 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.
 - 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
 - b. 10 44 00 - Fire Extinguisher Cabinets and Accessories
- E. 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 Contract 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 proposed 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 A/E Agreement.
- B. The A/E's Design Phase review submittal transmittal letters 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.

PART 6 - PRODUCTS

6.01 GENERAL

- A. In order to achieve competitive bidding 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 the technical Specifications. The A/E shall ensure that no proprietary manufacturers are listed in the

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Project's final Specification documents unless approved via 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.

6.02 PROPRIETARY PRODUCTS

- A. Proprietary products may be specified for MD Anderson Projects when appropriately justified.
 - 1. Obtain MD Anderson written request and justification for all proprietary products specified 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.**

PART 7 - CREATING AND EDITING SPECIFICATIONS

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 MasterFormat and SectionFormat 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:

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- 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.
- 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
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MD Anderson Cancer Center MS#####	CSI Section Number Page Number, Number of Pages
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Footer Example:

The University of Texas MD Anderson Cancer Center	XXXXXXXX XXXXXX XX XX XX Page 1 of 15
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- 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.
- E. At the end of the last Specification Section included within the Project Manual, include both "END OF SECTION ## ## ##" and "END OF SPECIFICATIONS".

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PART 8 - DOCUMENT REVISION HISTORY

Issue	Date	Revision Description	Reviser
	01-01-07	Initial Adoption of Element	
Rev. 1	02-27-07	Clarified application of Project Safety and Project Insurance sections. Part 3, paragraph A, 4. and Attachment A, Table 1, B.	DOS
Rev. 2	05-24-07	Revised Part 2, Project Delivery Methods; revised Part 3, Application of Bidding Requirements and Contract Forms; revised Tables 1 and 2, Attachment A.	SAK
Rev. 3	04-08-08	Included requirement for M.D. Anderson master specification section 14 21 00 – Electric Traction Elevators to be used for all projects, including redevelopment, renovation, and new construction. Revised paragraph Part 5, 5.01, D. and Attachment “A” Tables 1 & 2.	DOS
Rev. 4	03-02-10	Updated Tables directing application of Project Insurance and Project Safety Specifications; revision to Owner Safety Requirements, Attachment “A”.	SAK, DOS
Rev. 5	08-12-10	Added summary description of Job Order Contracting (JOC), paragraph 2.01 B. 1.a. & 1.b. ; Added instruction table for Job Order Contracting, Table 1 - Attachment “A” ; Added instructions requiring A/E to utilize Division 10 Building Plaque and Fire Extinguisher Cabinet Master Construction Specification sections for new construction projects, paragraph 5.01 D. 1.a. & b. and Table 3. Added instructions and requirements for specifying proprietary products, paragraph 6.02.	DOS
Rev. 6	03-31-11	Deleted “by the Contractor” for documents issued under separate cover for JOC in Attachment “A”. Added Project Insurance and Project Safety OCIP sections for CSB and CSP in Attachment “A” and clarified that confirmation shall be obtained from the OPM for inclusion.	SAK
Rev. 7	08-02-11	Changed the 2005 UGC reference to 2010 UGC throughout document.	DOS

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Issue	Date	Revision Description	Reviser
Rev. 8	03-15-12	<p>Paragraph 3.03 B. - Changed Project Sign Layout from Attachment "B" to Attachment "C" to Owner's Special Conditions section 00 25 00. Added Facilities Planned Utility Outages Policy - Attachment "B" to Owner's Special Conditions section 00 25 00. Added Bastrop Visitation and Tour Policy Statement and Medical Documentation Requirements. - Attachment "D" to Owner's Special Conditions section 00 25 00.</p> <p>Paragraph 4.01 B. 3. - Added requirement that section 01 35 16 "Alteration Project Procedures" is applicable to all Projects.</p> <p>Paragraph 5.01 E. - Added requirement that Division 32 and 43 Owner's master specification sections be used for all Projects when applicable to scope.</p> <p>Attachment A Table 1 - Changed Project Sign Layout from Attachment "B" to Attachment "C" to Owner's Special Conditions section 00 25 00. Added Facilities Planned Utility Outages Policy - Attachment "B" to Owner's Special Conditions section 00 25 00. Added Bastrop Visitation and Tour Policy Statement and Medical Documentation Requirements. - Attachment "D" to Owner's Special Conditions section 00 25 00. Added Divisions 32 and 43 to specifications group.</p> <p>Attachment A Table 2 & 3 - Changed Project Sign Layout from Attachment "B" to Attachment "C" to Owner's Special Conditions section 00 25 00. Added Facilities Planned Utility Outages Policy - Attachment "B" to Owner's Special Conditions section 00 25 00. Added Bastrop Visitation and Tour Policy Statement and Medical Documentation Requirements. - Attachment "D" to Owner's Special Conditions section 00 25 00. Added requirement to include section 01 35 16 - Alteration Project Procedures in Project Manual. Added Divisions 32 and 43 to specifications group.</p>	DOS
Rev. 9	06-11-13	Paragraph 1.01 F. and Attachment "A" - Clarified application of AE certification (professional licensing seals)	SAK
Rev. 10	10-22-13	Revised UGC reference title throughout document from "2010 Uniform General and Supplementary General Conditions for Building Construction Contracts for The University of Texas System" to "2013 Uniform General Conditions for University of Texas System Building Construction Contracts".	DOS

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Issue	Date	Revision Description	Reviser
11	01-14-14	Clarified application of Division 00 and 01 specification sections. Paragraphs 3.03 D. and 4.01. Added section 01 79 00 Demonstration and Training to list of Owner furnished specification sections. Paragraphs 4.01 B., and Attachment "A".	DOS
12	08-04-15	Added instructions for application specification section 01 89 23 - Site HVAC Utilities Performance Requirements. Paragraphs 4.01 C. 11. and Attachment "A".	DOS

END OF ELEMENT 2010

ATTACHMENT A PROJECT MANUAL ORGANIZATION

The Project 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 types.

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

TABLE 1. JOB ORDER CONTRACTING (JOC)			
A – Procurement And Contracting Requirements Group			
Electronic File Name	Document Name	Include in Project Manual?	Notes
OWNER'S BIDDING REQUIREMENTS AND CONTRACT FORMS			
Not Applicable (N/A)	Request for Proposal for a General Contractor	No	Issued by Owner under separate cover for contractor procurement.
N/A	Respondent's Pricing and Delivery Proposal	No	
N/A	Draft Agreement between Owner and Contractor including Performance and Payment Bond templates	No	
N/A	Rider 1 to the Agreement, Joint Commission on Accreditation of Healthcare Organizations (JCAHO)	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	RFI – Request for Information Form	No	
INTRODUCTORY INFORMATION			
00 01 01	Project Title Page	Yes	
00 01 10	Table of Contents	Yes	Edit to suit Project. For phased release of bid 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**

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

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TABLE 1. JOB ORDER CONTRACTING (JOC)			
A – Procurement And Contracting Requirements Group			
Electronic File Name	Document Name	Include in Project Manual?	Notes
B – Specifications Group			
DIVISIONS 02 THROUGH 19 – CONSTRUCTION SPECIFICATIONS			
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.

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The Project 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 types.

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

TABLE 2. COMPETITIVE SEALED BIDDING AND COMPETITIVE SEALED PROPOSALS			
A – Procurement And Contracting Requirements Group			
Electronic File Name	Document Name	Include in Project Manual?	Notes
OWNER’S BIDDING REQUIREMENTS AND CONTRACT FORMS			
Not Applicable (N/A)	Request for Proposal for a General Contractor	No	Issued by Owner under separate cover for contractor procurement.
N/A	Respondent’s Pricing and Delivery Proposal	No	
N/A	Draft Agreement between Owner and Contractor including Performance and Payment Bond templates	No	
N/A	Rider 1 to the Agreement, Joint Commission on Accreditation of Healthcare Organizations (JCAHO)	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	RFI – Request for Information Form	No	
INTRODUCTORY INFORMATION			
00 01 01	Project Title Page	Yes	
00 01 10	Table of Contents	Yes	Edit to suit Project. For phased release of bid 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”.

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TABLE 2. COMPETITIVE SEALED BIDDING AND COMPETITIVE SEALED PROPOSALS			
A – Procurement And Contracting Requirements Group			
Electronic File Name	Document Name	Include in Project Manual?	Notes
CONDITIONS OF THE CONTRACT			
	2013 Uniform General Conditions for University of Texas System Building Construction Contracts	Yes	Do not edit.
00 25 00	Owner's Special Conditions	Yes	A/E and Owner's Project Manager must edit for Project requirements.
00 25 00 A	Attachment "A": Minimum Wage Rate Determination	Yes	Do not edit.
00 25 00 B	Attachment "B": Facilities Planned Utility Outages Policy	Yes	Do not edit.
00 25 00 C	Attachment "C": Project Sign Layout	See Notes	Do not edit. Include if applicable; confirm with Owner's Project Manager.
00 25 00 D	Attachment "D": Bastrop Visitation and Tour Policy Statement and Medical Documentation Requirements	See Notes	Applicable to Bastrop Projects only.
00 73 16	Project Insurance (OCIP.)	See Notes	Do not edit. Include if applicable; confirm with Owner's Project Manager.
B – Specifications Group			
DIVISION 01 – GENERAL REQUIREMENTS			
01 31 00	Project Administration	Yes	Do not edit.
01 32 00	Project Planning and Scheduling	Yes	Do not edit.
01 35 16	Alteration Project Procedures	Yes	Do not edit.
01 35 23	Project Safety (OCIP)	See Notes	Do not edit. Include if applicable; confirm with Owner's Project Manager.
01 35 25	Owner Safety Requirements	Yes	Do not edit.
01 35 25 A	Attachment "A": I.A.Q. Activities Policy	Yes	Do not edit.
01 45 00	Project Quality Control	Yes	Do not edit.
01 57 23	Temporary Storm Water Pollution Control	See Notes	Do not edit. Include if applicable; confirm with Owner's Project Manager.
01 57 25	Dust Control Plan	See Notes	Do not edit. Include if applicable; confirm with Owner's Project Manager.
01 77 00	Project Closeout Procedures	Yes	Do not edit.

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01 79 00	Demonstration and Training	Yes	A/E and Owner's Project Manager must edit for Project requirements.
01 89 23	Site HVAC Utilities Performance Requirements	See Notes	Include if applicable; confirm with Owner's Project Manager and edit to suit Project requirements.
01 91 00	General Commissioning Requirements	Yes	Do not edit.

TABLE 2. COMPETITIVE SEALED BIDDING AND COMPETITIVE SEALED PROPOSALS			
B – Specifications Group			
Electronic File Name	Document Name	Include in Project Manual?	Notes
DIVISIONS 02 THROUGH 19 – CONSTRUCTION SPECIFICATIONS			
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.
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 specification sections for required products and components not listed in the Project Manual Index.

**ATTACHMENT A
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TABLE 3. CONSTRUCTION MANAGER-AT-RISK (CM-R) AND DESIGN/BUILD (DB)			
A – Procurement And Contracting Requirements Group			
Electronic File Name	Document Name	Include in Project Manual?	Notes
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 bid 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	Yes	Include original document as executed in the Agreement between CM-R or DB Firm and Owner.
00 25 00	Owner's Special Conditions	Yes	A/E and Owner's Project Manager must edit for Project requirements.
00 25 00 A	Attachment "A": Minimum Wage Rate Determination	Yes	Do not edit.
00 25 00 B	Attachment "B": Facilities Planned Utility Outages Policy	Yes	Do not edit.
00 25 00 C	Attachment "C": Project Sign Layout	Yes	Do not edit.
00 25 00 D	Attachment "D": Bastrop Visitation and Tour Policy Statement and Medical Documentation Requirements	See Notes	Applicable to Bastrop Projects only.
00 73 16	Project Insurance (OCIP)	Yes	Include original document as executed in the Agreement between CM-R or DB Firm and Owner.
B – Specifications Group			
DIVISION 01 – GENERAL REQUIREMENTS			
01 31 00	Project Administration	Yes	Include original document as executed in the Agreement between CM-R or DB Firm and Owner.
01 32 00	Project Planning and Scheduling	Yes	
01 35 16	Alteration Project Procedures	Yes	
01 35 23	Project Safety (OCIP)	Yes	
01 35 25	Owner Safety Requirements	Yes	
01 35 25 A	Attachment "A": I.A.Q. Activities Policy	Yes	
01 45 00	Project Quality Control	Yes	

**ATTACHMENT A
PROJECT MANUAL ORGANIZATION**

01 57 23	Temporary Storm Water Pollution Control	Yes	Include original document as executed in the Agreement between CM-R or DB Firm and Owner
01 57 25	Dust Control Plan	Yes	
01 77 00	Project Closeout Procedures	Yes	
01 79 00	Demonstration and Training	Yes	A/E and Owner's Project Manager must edit for Project requirements.
01 89 23	Site HVAC Utilities Performance Requirements	Yes	
01 91 00	General Commissioning Requirements	Yes	Include original document as executed in the Agreement between CM-R or DB Firm and Owner
DIVISIONS 02 THROUGH 19 – CONSTRUCTION SPECIFICATIONS			
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.
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 B - CSI STYLES TEMPLATE

MD ANDERSON Project No. XX-XXXX
A/E Name
A/E Project No.

MD ANDERSON PROJECT NAME
Issue Description
Month, 00, 0000

SECTION ## ## ## – TITLE (CMT)

PART 1 - GENERAL (PRT)

1.01 RELATED DOCUMENTS (ART)

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section. (PR1)
- B. Specifications throughout all Divisions of the Project Manual are directly applicable to this Section, and this Section is directly applicable to them. (PR1)

1.02 SUMMARY (ART)

- A. (PR1)

1.03 REFERENCE STANDARDS (ART)

- A. The latest published edition of a reference shall be applicable to this Project unless identified by a specific edition date. (PR1)
- B. All reference amendments adopted prior to the effective date of this Contract shall be applicable to this Project. (PR1)
- C. All materials, installation and workmanship shall comply with the applicable requirements and standards addressed within the following references: (PR1)
 - 1. (PR2)
 - 2. (PR2)
 - 3. (PR2)

1.04 DEFINITIONS (ART)

- A. (PR1)
- B. (PR1)
- C. (PR1)

1.05 QUALITY ASSURANCE (ART)

- A. (PR1)
- B. (PR1)
- C. (PR1)

1.06 SUBMITTALS (ART)

- A. Product Data: (PR1)

ATTACHMENT B - CSI STYLES TEMPLATE

MD ANDERSON Project No. XX-XXXX
A/E Name
A/E Project No.

MD ANDERSON PROJECT NAME
Issue Description
Month, 00, 0000

B. Record Documents: (PR1)

C. Operation and Maintenance Data: (PR1)

1.07 DELIVERY, STORAGE AND HANDLING (ART)

A. (PR1)

B. (PR1)

1.08 EXTRA MATERIALS (ART)

A. (PR1)

PART 2 - PRODUCTS (PRT)

2.01 GENERAL (ART)

A. All materials shall meet or exceed all applicable referenced standards, federal, state and local requirements, and conform to codes and ordinances of authorities having jurisdiction.
(PR1)

B. (PR1)

2.02 (ART)

A. (PR1):

1. (PR2)

2. (PR2)

B. (PR1):

1. (PR2)

2. (PR2):

a. (PR3)

b. (PR3)

c. (PR3)

1) (PR4)

2) (PR4)

C. (PR1):

1. (PR2)

2. (PR2)

ATTACHMENT B - CSI STYLES TEMPLATE

MD ANDERSON Project No. XX-XXXX
A/E Name
A/E Project No.

MD ANDERSON PROJECT NAME
Issue Description
Month, 00, 0000

3. (PR2)
 - a. (PR3)
 - b. (PR3)
 - 1) (PR4)
 - 2) (PR4)
 - a) (PR5)
 - b) (PR5)

PART 3 - EXECUTION (PRT)

3.01 PREPARATION (ART)

- A. (PR1)
- B. (PR1)

3.02 INSTALLATION (ART)

- A. Installation shall meet or exceed all applicable federal, state and local requirements, referenced standards and conform to codes and ordinances of authorities having jurisdiction. (PR1)
- B. All installation shall be in accordance with manufacturer's published recommendations. (PR1):
 1. (PR2)
 2. (PR2)

3.03 TESTING (ART)

- A. (PR1)
- B. (PR1)
 1. (PR2)
 2. (PR2)
 3. (PR2)
- C. (PR1)

END OF SECTION ## ## ##(EOS)