SPECWORK

Little Rock Chapter

Little Rock Chapter - Chartered November 1965 | May 2018

HEADLINES

National Awards Nominations Coming Due

Gulf States Region Leadership Conference - June 7 - 9, 2018

OUTSTANDING CHAPTER COMMENDATION

CSI

Building Knowledge
Improving Project Delivery

SILVER LEVEL

In This Issue

WHAT IS HAPPENING IN CSI

Since my last update, a lot of things have begun to happen. Let's tackle them one at a time.

As many of you know, the Education Programs have been non-existent over the past few years, however, that is all changing now. Education is one of the pillars that support the success of CSI and the exciting things coming up include:

A. CSI Academy – yes they are returning and the first is scheduled for April 26 – 27 in Chicago. The topic is Risk Management. You can check out the program, schedule, speakers and such by going to: https://www.csiresources.org/education/academy.

1. What is the future of the Academies? Well this first one will be reviewed with the hope that this can generate approximately 2 to 3 a year on varying topics.
2. Each Academy will have several pre-event webinars which are designed only for the participants. However, following the Academy, there will be several more webinars and online community inputs that will be for anyone.
3. This is the first step to getting the Academies back on track and providing the much needed education at a higher level.

B. Academic Outreach and BE Prep Program – this is progressing at a furious pace. This all started with the grant program and has spread to well over 20 higher education facilities.

1. The BE Prep Summer Institute will be hosted on May 21 – 24 at Sinclair Community College, Dayton, Ohio. We are encouraging participation. For more information refer to https://www.csiresources.org/education/summerinstitute.
2. As a part this program, an educator's tool kit is being developed which will contain an updated CDT workbook for exam prep, the PDEP, Project Delivery flashcards, sample syllabus and sample press releases.
3. BE Prep facility and student online communities are targeted for launch in Spring 2018.

C. CDT Credentialing – As most of you should know by now, the CDT Certificate is being changed to a full-fledged Certification. This will require some changes in the way this Certification is thought of. While it was a Certificate, you were able to post it on your wall and keep the initials CDT behind your name for life. This actually was no more important than any other training certificate you may have received. By converting it to a Certification, it now becomes something to hold and which will require effort on your part in order to maintain it. What this means is that on July 1, 2018, all current CDT holders will have their Certificate converted to a Certification with an expiration date of June 30, 2021. In that intervening time, in order to renew the Certification, the CDT holder will be required to:

1. 24 CEU Hours over three years
2. Complete Renewal Application
3. Pay Renewal Fee

In association with this, all members testing for the CDT after July 1, 2018 will be required to meet the new pre-requisites for the Certification. These pre-requisites are:

1. Education:
    a. High School Diploma, GED, or equivalent
2. Experience
    a. One-Year of work experience OR
    b. Enrolled in built environment related degree program

So what does that mean to the current CDT holders?

a. Individuals who do not meet renewal requirement by June 30, 2021 will need to remove “CDT” as a post-nominal.
b. An individual not meeting the CEU requirement may retest.
c. Individuals taking the CDT after July 1, 2018 will subject to a renewal requirement, to be complete within three years of taking the test.

D. Other Credentialing – What changes have been made there. The CCCA, CCS, and CCPR requirements are not changing a whole lot, however, one basic change being made is that the CDT as a pre-requisite is now optional.

1. The primary difference is that with the CDT you only need 2 years experience while without the CDT you will not need 5 years experience.
2. Another change is that once you get the CCCA, CCS, or CCPR you will no longer be required to maintain your CDT if you don’t want to.

This does not devalue the CDT, however, it help members who may not be able to maintain both certifications, keep the one they most need for their job. Also, The Renewal and Reinstatement requirements currently in place will not change.

1. The Institute is offering a 1-time 6-month reinstatement window. If your CCCA, CCS, or CCPR was not renewed from July 2014 and June 2017 (certification renewal for the past year are subject to the current guidelines), then you will be offered an opportunity to renew without payment of all the back due fees and requirements. The requirements for this 1-time offer are as follows:
    a. You must complete 24 CEU Hours over three years.

b. Complete Renewal Application

c. Pay the renewal Fee (Amount will be explained in the notification you receive.)

2. The Institute will begin contacting all former Credential holders, using the information in the file for them, and making this offer. This is a 1-Time offer, so if you are aware of someone who fits this category and if they have moved, changed jobs, or are otherwise unavailable at their previous contact location, please advise them to contact the Institute.

E. Everyone's favorite and one of the most contentious topics we have addressed concerns the Microsites. As many of you may know, the old Microsite program is no longer being supported by the company that offered it and is untenable as it is right now due to all the security concerns as well as operational software problems. It was never very user friendly and does not even come close to meeting the cybersecurity requirements of today's society. As a result, a new system involving both a new microsite system as well as a community sites are being launched. A prime example of the new microsite is displayed at the Chicago Chapter site. Others are coming online, however, the cost and manpower requirements of a microsite will make it impossible for most smaller chapters to take advantage of it. That is the reasoning behind the community sites which are cheaper and much easier to maintain. Even this will be too much for any chapter below say 75 members. Also, there is nothing preventing you from using one of the many website programs and services to create your own website that suites your needs. For more information on Communities and Microsites go to:

1. http://bit.ly/2BJLZSm.

For a model of a new Microsite go to:

1. https://www.csiresources.org/newchaptermicrositemodel/home.

More information can be found on CSIResources.org in the Leader Community & Tools Section (under Community in the main navigation). Please contact Cathy Stegmaier "cstegmaier@csinet.org" with additional questions or concerns.

F. Marketing and Communications

1 Institute is beginning to distribute a Member survey. Invitations are being emailed directly to members and non-members. Our task, as Leaders is to encourage participation by all who receive the surveys. As members, our task is to take the time to complete the survey. The survey being sent is a scientifically-based random sample survey, so please note that not everyone will be included in the distribution.

2. New creative materials are in development to promote membership, certification and more. These include:

a. Brand standards guide
b. Collateral development (brochure, promotional materials)
c. Electronic media graphic update including website

d. New member kit

e. Display and print advertising

Idea is to complete as soon as possible during the next six months, and board will be engaged as these items are under development.

G. Volunteer Management. This has been a sore thumb for a lot of people. In the past, the call for volunteers was basically a word-of-mouth process and if there were one or two volunteers for the positions it would be considered a victory. Obviously, this was not the best way to accomplish this. Part of the problem was the issues with old call for volunteers:

1. It was conducted only once a year usually with no preannouncement or notification.
2. The notice involved formal opportunities only
3. There was an identified large time commitment involved in most cases
4. There was no online system for applying, it was primarily done by email and snail mail.

The New Call for Volunteer system implemented will be:

1. Spread out throughout the Year which means that there will be an ongoing need for volunteers for various committees, task teams, etc.
2. Constant Ways to Engage including ad-hoc and micro-volunteering
3. Online landing page and application system

If you noticed, the successful pilot was used for national elections which resulted in a record number of volunteers being identified for the volunteer positions needed. For the first time in a long while, the Nomination Committee had to narrow the field down to the required numbers.

Finally, the committee and task team “charges” are being further defined including scope, structure, skill sets needed and time commitment, and will be available in a new guide. Deadline for completion not set yet.

As they are needed, new Volunteer opportunities will be rolled out over the course of the year.

H. Board of Directors Election

For your information, the Biographies for the slate of candidates for the upcoming election will be available on CSIResources.org by March 6, 2018 and electronic ballots will be sent in to eligible voters on March 20, 2018. The election will be open from March 20- April 3, 2018. It is imperative that you, as a member, take your time, study the candidates, and vote for the person you feel best represents someone to fulfil the needs of the Institute, thereby your needs. Get out there and vote.

WE HAVE TO MAKE THE TIME

Reprint from “Let’s Fix Construction Blog” - Article Contributed by Cherise Lakeside

If I had a dollar for every time I have heard ‘I’m too busy’ in my 30 years in the AEC Industry, I would be a very rich woman. Very rich! According to AIA Best Practices “**Quality Control: Managing the Top 5 Risks**”

*“No matter how desirable a program of in-house loss prevention might be, such a program will not function if it imposes **unrealistic burdens or unobtainable goals**. It must, therefore, be implemented with little or no increase in general overhead expenses.”*

This original article was published by Schinnerer & Co. in 1973. Since that time, the five areas within architecture practice that most frequently give rise to claims have **remained the same.**

Failure to supervise inexperienced employees.

1. Inadequate project coordination and in-house coordination.
2. Failure to communicate between the prime professional and the consultants.
3. Lack of quality control on design changes.
4. Poorly worded contract documents.

Seriously? 45 YEARS and we still haven’t found a way to knock these items off the list. Why? Because we are too busy! Sorry, sounds like an excuse (and a poor one) to me.

In my humble opinion, we have to make the time. We can’t afford not to. In the long run we make it up tenfold in the often challenging construction phase of the project.

In my experience, most design contracts are front loaded. Most of the fees are received by the design team by the end of construction documents. The construction phase portion of the fee (typically 20% to 25%) is spread over the length of the construction period. This can be a long time to break up a very small portion of the fee. Most design firms can't financially survive unless they have projects in design at the same time they have projects in construction. There is just not enough money coming in during construction to pay the bills.

Anyone in this business who has been around for a while will know this. Yet, we continue to operate in way that expose us to this risk. Why? I will go out on a limb with this one and say it is because it is easier to do what we have always done rather than find new methods. Change is hard, it takes work and nobody has time to learn to do it a different way. At least that is the excuse I hear.

If you haven't read a blog from me before, you should know I have worked for a general contractor, an MEP engineering firm and now for an architecture firm. The short story is that I have seen these issues from multiple viewpoints.

Some of my personal observations on these items of risk:

Failure to Supervise Inexperienced Employees
I can't count how many times I have seen a senior person hand off work to a junior person and then never check it. If you are not going to use that opportunity to train and mentor your junior staff (in conjunction with your design process) or you do not have a solid QC process in place, you are asking to lose time and money during the construction phase and you are exposing yourself to potential disputes. You are also setting up an environment for that junior staff member to make the same mistakes again.

You cannot afford to lose the time dealing with the mistakes during construction. Unless you are putting away extra money during the heavy payment period of your contract to deal with these issues later (which nobody does) you are going to lose your ass during construction which will affect your overall profitability, likely your E&O premiums and potentially the health of your firm.

Those few extra hours you spend with inexperienced staff during design will always come out in your favor in the end.

Inadequate Project Coordination and In-house Coordination
If we can't talk to each other in our own firms to be sure we are on the same page, imagine the breakdown when information needs to get to other members of the project team outside of our firm.

Why do we have this issue? Is it because we are largely a community of introverts and it is just easier to do the work and get it out? Is it ego? Is it fear of holding our work up in front of our peers? I don't know exactly but it is a problem that needs to be fixed.

If you don't have them already, start implementing processes, checklists and team meetings at key milestone points in your project. If you are not telling them, they likely don't know. Fix it.

Failure to Communicate between the Prime Professional and the Consultants

This one is a serious pet peeve of mine. Until I moved to the engineering side of the fence, I never realized just how little of the project requirements are shared with the consultants.

I will totally own the fact that while at my old architectural firm I did not even think to share a lot of the requirements that were outside of the actual design with the consultants. I just ASSUMED (how I hate that word, especially when I do it) that consultants had all the same training that I did and knew where to get and how to incorporate that information. Boy was I a dummy!

Consultants get ZERO real world contract documents training at school and next to none on the job. Because it is not their responsibility to coordinate the whole of the project (that is you Architects), these requirements rarely fall on their radar. Hence all the stuff we see in consultant documents where it does not belong.

Send them a list. Ask your consultants to get CSI project delivery and contract documents training. Have a meeting to go over the requirements that are most often a point of conflict. Ask for early copies of their documents and actually look them over. Each time you help your consultants do a better job on their documents, the less conflicts you are likely to see in the projects they help you design.

Lack of Quality Control on Design Changes

One piece of my current job description is administering our QA/QC program. This was a new endeavor for me. Our firm consists of around 200 people in five offices around the country. My task was to come up with efficient procedures that would result in every single project getting a QC by fresh, experienced eyes before that project went out the door. This has been a daunting task that I have spent the last 2-1/2 years making successful. In order to come up with ideas, I did research and had many conversations with my connections in other firms and CSI. My question was "Do you have a QC process and does it work?"

Many did not have a defined process. The typical answer was "Yeah, I look them over before they go out." The answer from the people who worked in a firm with a process was typically "We try to get them done but it is hit and miss." I did not have one conversation with a firm who QC'd 100% of their projects.

This is a real problem. No matter how good you are, if you stare at the same drawings and documents for months at a time, you are going to stop seeing some things.

So, back to the quote above "It must, therefore, be implemented with little or no increase in general overhead expenses." This can be done! It requires solid processes, good staff training and a very organized system to track every project at key points. It will not work if you procrastinate (not that we have any of that in this industry) and leave the QC to the last possible minute. It takes planning and effort but is a beautiful thing to see when it works. Even small mistakes can equate to a lot of time and big dollars during construction. I guarantee, even though you will have to add a few hours into your project budget for QC you will see a remarkable increase in profitability and a notable decrease in time spent during the construction phase by your staff.

Poorly worded Contract Documents

The fact is, there is either inadequate or no education in college for contract document practices. It doesn't make sense to me but that is just the way it is.

When you hit the real world, if you are a design professional, you may work on drawings but do not typically get your hands dirty in specs or contracts for a number of years. When the time rolls around to venture into this arena, my experience has been that it is a trial by fire with almost no training or mentoring. "Here, edit this spec." Now let's watch the RFI's roll in.

I could write a novel on this topic alone about why this is dangerous. The drawings and specs are THE CONTRACT. You would not sign a business or personal contract (hopefully) without an experienced review yet we let inexperienced staff go to town in our Contract Documents.

For the sake of brevity (of which this blog has none) this is an easy fix. CSI offers the most affordable and time efficient education and training in contract documents and project delivery practices out there. They offer it in a number of formats from classes at the local chapter to pre-recorded webinars. There are a number of free practice groups for members every month to continue learning. I have not found another organization where you can get anywhere close to this level of education needed to do your job right. There are many ways to institute this education with your staff, all very cost effective. You do not have to be a member to use this valuable resource (although I would strongly encourage it.)

I am sure I have not shared any big epiphanies here for experienced design professionals but I am hoping that this blog will get you re-thinking this issue and how to improve.

If we have not managed to improve on the top five risk areas in our industry in 45 years, especially in light of how much change we have seen in the way we work during that time, then we have a real problem and we need to change.

Improving even one item above will make a difference in your project quality and profitability.

YOUR CHAPTER BOARD OF DIRECTORS AT WORK

Your Little Rock Chapter Board of Directors is working hard to make the Little Rock Chapter more relevant to the local Construction Community.

1. Old Business

    a. Set up a Task Team to begin consideration of the Re-Organization of the Chapter doing away with committees. The groundwork has been done by Billy Mathis who will finalize the presentation and publish in the upcoming issue of the Newsletter and on the Website, Facebook and Linked-In for all to review.

    b. Certification Scholarship. We consistently have cash reserves exceeding $20,000. What if we could use some of that money to provide incentive for persons to take the CDT test and become members. This concept is being successfully utilized by the Portland Chapter and is being looked at for adaptation to the Little Rock Chapter.

2. New Business:

    a. Report from Secretary on the corporate update to the Secretary of State. The Secretary is reviewing the requirements and will report at the Board Meeting.
    b. Set up Audit Team to audit the books for FY2017.
    c. Set up Budget Team to set Budget for FY2018 (once the Audit is complete).
    d. Little Rock to Host Gulf States Region Leadership Conference in 2021. Form a committee to start this and who will be involved. This is just a heads – up. The Chapter should begin committee and task team assignments and selection process.
    e. Upcoming activities:

        1) Awards: Bishop Submission Submitted / Board approved submission of Billy J. Mathis, FCSI, CDT for the award.
        2) Need to begin consideration of nominations for FY2018 Institute Awards and the OCC.
        3) Need to determine if a Chapter Awards Banquet or Celebration will be conducted.

    f. We need more Contractors involved with the Chapter. Need volunteer to get this process off the ground.
    g. The Nominations for the FY2019 Board of Directors need to begin and we need people in multiple positions.

LITTLE ROCK CHAPTER
CONSTRUCTION SPECIFICATIONS INSTITUTE

LUNCH AND A SEMINAR—WEDNESDAY, MAY

Lunch	11:30 am
Seminar	12:00 p.m.

Little Rock Chapter

Please make reservations online at Http://littlerock.csinet.org

Cost of the Meal is being Sponsored by Soprema

Questions or Problems should be sent to Billy Mathis - bjmathis@taggarch.com

LOCATION:

Baldwin & Shell Construction Conference Room

1000 West Capitol, Little Rock, AR 72201

Reservation Deadline: Please RSVP by Noon, Tuesday, May 8, 2018
(LRCSI must guarantee meal count for the Presentation)

SPEAKER:

Kevin Athmer, Soprema - *Kevin has been with Soprema for 25 years and has worked in product development, customer service, sales, and director of technical services. Before Soprema, Kevin owned a contracting business and is one of the most knowledgeable people in Soprema regarding liquids for the entire building envelope.*

PROGRAM:

WATERPROOFING PROBLEM SOLVING WITH LIQUID APPLIED MEMBRANES

PROGRAM OBJECTIVES:

1. Discuss the history, attributes and various uses of liquid membranes.
2. Describe the chemistry and advantages of liquid applied membrane systems.
3. Explore how liquid membranes can help solve many common building envelope issues.
4. Discuss the versatility of liquid applied systems for unique situations.

Approved 1.0 CEU / HSW by AIA

ARCHITECTS' DUTY OF PROFESSIONAL SERVICE

Reprint from “Let’s Fix Construction Blog” - Article Contributed by Elias Saltz

There is some misunderstanding, both inside the profession and among the population at large, about what architecture is and what architects do. The misunderstanding begins with popular cultural depictions of architects, both fictional and real, as iconoclastic visionaries who wave their hands around, making beautiful buildings appear - buildings that will be immortalized in the glossy pages of magazines and hardcover coffee table books. This image of the architect is being reinforced by modern home improvement shows like "Fixer Upper" in which the designer and builder are the primary on-air personalities and it only takes one hour to buy, design and renovate an entire house. It's also being reinforced, unfortunately, in architecture schools, where professors are teaching aspiring architects to think of their designs as grand conceptual gestures and to equate architecture with culinary arts and fashion design, but not to anticipate what working as an architect will really be like.

Architects are taught in school that what they want to design matters, and little is discussed about client expectations, except that in the case of design studios, the clients are the professors. Architects learn to please other architects to ensure the best critique, grade and peer recognition. That peer recognition extends into professional life, where architects look to have their work published in journals juried by other architects.

This is obviously a wrong approach. Architecture is a professional service. Most architects come to understand this fact as they move up the ranks of practice. When you look in the offices of real architecture firms today, you don't see Joanna Gaines or Howard Roark (perish the thought!) or Bobby Flay. You see people who are working hard, using their knowledge and experience and skill to design projects on behalf of their clients. But habits of hand-wavy thinking remain, embedded through the architect-as-chef idea, where big ideas matter and where a silver cover is whipped off a plate, revealing the delectable and beautiful creation hidden within (or, similarly, posterboards on wheels that depict the "before" condition are pulled apart to reveal the hour-of-TV creation), and that is why architects sometimes think that their beliefs matter more than those of their clients.

The Duty of Professional Service

As a professional providing a service, an architect's first duty is to his or her client, with a supplementary duty to the public for safety and welfare. The client is the one paying for the architect's services, of course. But architects are responsible for far more than their own services. The construction cost of the facility will dwarf the architect's fees, and the long-term costs of operation, maintenance, and market-worthiness of the facility may again dwarf the construction cost. The client is assuming massive risk based on the architect's work, risk that extends far beyond the architect's period of engagement. The architect must help the client fully understand and manage that risk and all its long-term implications, including the risks that arise because the contract documents are inevitably imperfect. While seemingly daunting, there are a number of relatively straightforward things architects can do to ensure that they are providing proper professional service and meeting the duty they have to their clients.

1. **Leave your beliefs and preferences at the door.** The client shouldn't need to care how much an architect loves shiplap as an interior wall finish; perhaps he was hired because of the client's love of shiplap, in which case the client will ask for it. In the context of a professional service, what the architect likes and wants doesn't matter. Instead, listen to what the client wants, and provide a design that allows the facility to meet the client's needs and desires.

2. **Know what you're talking about, and honor the limits of your knowledge.** Many architects think of themselves as generalists, knowing something about everything. Generalists are useful, but there will be big knowledge gaps between what they know about a topic and what specialists know. Where a specialist's input is required, architects will need to first realize that they need it, then obtain that input. Additionally, they must make sure the client is aware when the architect has reached the limits of his or her knowledge and is either seeking or advising the client to seek outside help. There's no shame in this, doctors do it all the time!

3. **Obtain the client's informed consent.** The idea that a designer can send her clients away, renovate their entire house, and dramatically reveal it upon completion is patently absurd, even if it makes for good TV. In real life, clients are intimately involved with the project continuously. Architects must communicate with the clients about every decision that materially impact the clients' interests in the project, and owners must agree to those decisions.   Those interests are certainly financial, but may also involve the appearance or function of the facility, depending on what the client thinks is important. As a follow-up to #2 above, consent without factual information doesn't count. When the architect knows what he's talking about and is communicating accurately, the client can properly decide whether or not to accept the architect's advice. When the architect substitutes his or her opinions for facts, informed consent goes away.

4. **Prioritize the writing of correct specifications.** Specifications that are begun early on in the process and developed along with the drawings have the best chance of aligning all the documents to the project requirements. They also allow the specifier the opportunity to use his or her more specialized knowledge to improve the overall quality of the technical aspects of the entire design. A good specifier will care more about getting things right than about the overall appearance of the facility and can flag things that could be overly costly or create unnecessary long-term risk for the client.

Conclusion

It's impossible to overstate this, because architects like to profess that they value "healthy and livable communities" or that they "honor the broader goals of society." **Architecture is a professional service.** Like the practice of law or medicine, architects must be problem solving only on behalf of their clients, not society, providing their best skill and knowledge as educated, experienced professionals to meet their clients' needs and minimize their risks.

Little Rock Chapter Website is Moving

The Little Rock Chapter Website is moving from the current location (link http://littlerock.csinet.org/) to it's new location (link https://csilittlerock.org). There are several reasons for the move but the primary reason is that Institute is no longer able to support the old Microsite we have been using. This new website is in the process of being built and should be fully functional in the next few weeks. For now, basic information has been uploaded along with the most current Chapter Newsletters. Please check back with us periodically as new features are added. The old website will cease to function at the end of March this year so please go ahead and move your favorites link to the new website.

CONSTRUCTION DOCUMENTS: WHAT DON'T YOU KNOW? (PART 1)

Reprint from "Let's Fix Construction Blog" - Article Contributed by Cherise Lakeside

It is an enlightening experience when you get out from behind your desk and start talking to other people in the industry. It doesn't take much time to figure out that every discipline approaches a project and the documents from a unique and different perspective.

What is a real travesty in Architecture, Engineering and Construction (AEC) is that many of us are not getting adequate Contract Document education in our colleges, universities, trade programs or on the job. This leads to added risk, cost overruns, conflicts, disputes, time delays and sometimes even litigation. The worst part is that it is an easy thing to fix. If we were really moving forward, Contract Document education would be required for everyone working in the built environment.

Right now, our education mainly comes from a trial by fire. You screw up on the job and then you learn what you should not do again. Unfortunately, we continue to hand down bad habits, misconceptions and incorrect information from senior to junior staff. As a result, we continue to make the same mistakes. We would like to try to start fixing that.

This article is meant to give you just a taste of some of the things you should be thinking about and looking at before you submit your bid and, if awarded the contract, before you start the work. Trust us when we say there is plenty more to learn but hopefully this will give you a head start.

1. **Understand that the Drawings and Specifications** are written for the General Contractor and it is the GC's responsibility to administer the means and methods on the job site, with all of the other parties involved, to complete the work. That said, understanding the Contract Documents will help you prepare a better bid, reduce risk during the work, better communicate and protect your interests with the GC if there is a problem.

2. Do you have a full copy of the **Contract Documents**? Drawings and Specifications?

You are misguided and at risk if you think you have all of the information you need on just a couple of sheets of drawings that show your work. There is a reason they are called 'Contract Documents'. It is because the Contract between the Owner/Architect and the Contract between the Owner/Contractor names the Drawings and Specs as part of the Contract. Would you sign any other contract without reading all of the requirements?

Also, if the documents are prepared correctly, the drawings should show locations and spatial requirements and your specifications will outline the products to be used, installation requirements and other special administrative requirements that pertain to your work. There is no way you can properly prepare a bid without reviewing all of the documents that pertain to the work you are required to provide.

The **Contract Documents** also require that the General Contractor review all of the documents related to the work. Most Subcontractors and Installers would not know this because they don't see the Owner/Contractor agreement. If you get the job, you will be asked to sign an agreement with the General Contractor that includes 'flow down language' requiring you to comply with those same requirements. This typically means one sentence that says you have to comply with the same contract requirements that the General Contractor has agreed to with the Owner. The only way to adequately understand these requirements is to get a full copy of the documents and read them.

3. **Division 00 – Procurement Requirements** Division 00 is typically the first section in the Specifications. Sometimes it is distributed as a separate volume. These are all the rules of bidding and will include the General and Supplemental Conditions (broad administrative requirements for the project). Division 00 will outline how your bid must be prepared, what documents must be reviewed, how bids will be awarded, when the bids are due, required (or not) pre-bid meetings and a host of other information. If you are a Subcontractor, a one or two page bid sheet from the GC with a couple sheets of your drawings and your spec section is not enough. You need to, at the very least, review all of the Division 00 requirements to understand if there are other things that affect you and your work.

4. **Division 01 – Administrative Requirements**

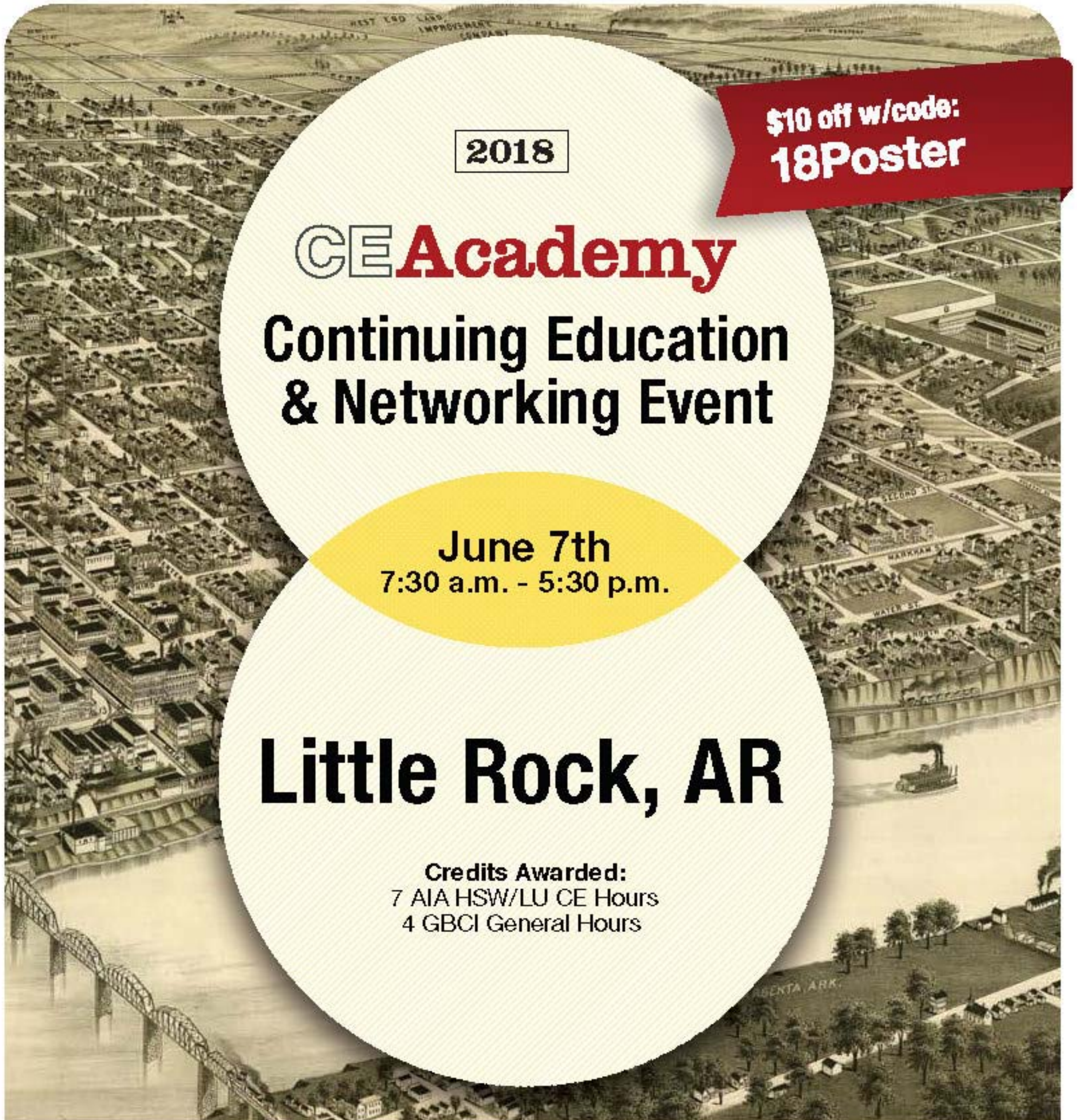
Division 01 represents the rules of the road for your specific project (the 2nd level of Administrative Requirements for the Project that is more narrowly defined than the General Conditions). The list is lengthy in Division 01 and every item could potentially affect you, your bid and your work.

Division 01 applies to the entire project and you will find items like: (this is only a partial list)

- A description of the project.
- Owner work or Owner furnished items.
- Price and payment procedures for the project.
- Codes and reference standards.
- Required pre-installation meetings and scheduling.
- Submittal and mock-up requirements.
- Alternates, Allowances and Unit Prices potentially effecting your bid
- Sustainable design requirements for the project.
- General product requirements.
- Project closeout requirements.
- Maintenance material requirements.
- Substitution Requirements (before and after the bid).
- Rules of communication.
- Quality assurance and testing requirements.
- Requirements for how your materials are delivered, handled and stored.
- Project warranty requirements.
- Temporary facility requirements

Every single bulleted item above has the potential to affect the time you have to spend on the work of the project, which then affects the bid you need to prepare. Nobody wants to find out after they have signed a contract that the project has extensive submittal requirements that may take a lot of hours, or an expensive mock-up or something else that you did not include in the bid because you didn't see it. Remember, you are required to review ALL of the Contract Documents.

Please stay tuned for Part 2 of 'Construction Documents: What Don't you Know'



Register Today at www.CEAcademyInc.com

CE Academy live classroom style events offer half and full day continuing education including credit hours for ADA, AIA, GBCI and more depending on location. Join us and gain insight into a wide range of building product technology trends through presentations by industry experts.

QUESTIONS? Chris Massey, Education Event Manager at chris@ceacademyinc.com (844) 800-5383

Top 10 Ways to Conduct More Productive Meetings

"The productivity of meetings is inversely proportional to the number of attendees."

10. Invite Only Those People Absolutely Essential To the Meeting

More attendees are historically less productive.

9. Use Meetings to Make Decisions Not to Disseminate Information

Don’t show up for a meeting giving out a handout of information that you or someone else then plans on lecturing on. The problem with this format is that while the author of the handout is talking about information on page #1, attendees are thumbing through to page 10 and no one is paying attention to the speaker. Distribute any handouts before the meeting so people have time to review and digest the information. Once the meeting begins, you can start with a productive discussion or further action.

8. Have an Agenda for the Meeting

An agenda for the meeting will keep it on track. Everyone's time is too valuable for every meeting to become an open forum.

7. Have a Chairman for the Meeting

Someone needs to be in charge of the meeting. They need to start and end the meeting on time, keep everyone on topic and move things along.

6. Eliminate any Portion of the Meeting When it is no Longer Needed

If any portion of a meeting no longer serves a useful purpose, cancel that portion. I am talking about those standing discussion items that we all have. Every 3 months or so review your standing meetings with a critical eye towards reducing the frequency of the discussion, reducing the number of attendees or eliminating the discussion item(s) altogether.

5. End the Meeting on Time

Let's meet, discuss what we have to, make our decisions and move on. It is up to the Chairman to make sure all meetings end on time. One way to end meetings on time is to schedule meetings close to lunch - and don't have anything available for people to eat. Hunger will take over and the meeting will finish on time.

4. Fine People for Showing up Late for Meetings

An effective way to emphasize the importance of being on time is to have a monetary penalty for showing up late for the meeting. The fine can range from $1 on up to whatever it takes to make the point. When an employee waltzes in 1 minute or more late for a meeting they are forced to pay a $1 on the spot. It is actually a lot of fun to enforce the fine and people do get the point. The fines are collected and eventually donated to a local charity.

3.. **Prepare an Action List**

At every meeting prepare an action list of what decisions were made or what additional action is needed, who is responsible for taking action and when. For example, an action item might be: Herb Cannon will call the client about past due invoices no later than November 3rd and report back to the Principal in Charge as to when payment can be expected. This action item includes what has to be done, who has to do it and by when.

If no action items are produced at the meeting, please refer back to item number 6 and question the need for the meeting.

2. Review the Action Items at Your Next Meeting

Make the first thing on your agenda for the next meeting to review the action list from the last meeting. People are much more likely to take action and follow-up on their commitments if they know it will be reviewed at the next meeting. Give it a try - you will be amazed at the results.

1. Show Up on Time and be Prepared

Woody Allen says that 80% of success in life is showing up. I would modify this somewhat to say that 80% of success in business is showing up well prepared and on time.

Over the years I have seen ridiculous excuses for people not showing up on time. One of my "favorite" description happened about 10 years ago when an invited attendee arrived in New York City for a meeting at 8:00 AM on a Monday morning. In order to make it to the meeting on time, the attendee had to leave their house at 6:30 AM for a 1½-hour commute. At 8:25 AM one of the Principals of this firm, who lived about 20 blocks away, strolled in and declared that it was such a gorgeous day he just had to walk to work that day. Here was a Principal in a firm that thought it was okay to show up 25 minutes late and waste the time of 10 other people so he could enjoy a leisurely stroll to work.

Be considerate of others. Their time is just as important as yours and the success of any business depends upon people being where they are supposed to be - when they are supposed to be there. If people in your company can't meet this low threshold of accountability, you are doomed to under achieving at best.

CSI Elections – Why Should I Care?

Overall, each year less than 30% of the eligible members of CSI vote for our leadership. The majority of those who do vote are people who are active in their various Chapters, Regions and Institute offices or committees. All too often I hear, "why should I take the 2 to 3 minutes it takes to vote as my vote doesn't count" or "I don't personally know any of these people so how do I choose"?

That is a theme not unique to CSI but one which we as members of CSI should really hate to hear. Each and every member of CSI is important to the Chapters they belong to, the Regions their chapter is in and the Institute as a whole. We, your leadership are constantly trying to understand what you, the customer of the services of CSI want so that we can bring these and many other benefits to you. Voting may seem like an insignificant part of this process, however, you have to remember that the person elected to that leadership role will be your representative at the Institute, the Region and the Chapter Levels for at least the upcoming Fiscal Year.

The direction that is taken by CSI and so many other important decisions are being made at these leadership levels and what is needed is not only experienced members, but new younger leaders as well. We need the bright new ideas, we need the energetic leadership models to follow. We need new directions and new philosophies. Without new and imaginative leadership, CSI will fall by the wayside and become just one of a multitude of failed associations.

So what can you do? Volunteer to assume a leadership role. Recruit new younger members. Get out there and sell CSI. We need your active involvement more than we need many other things. But most importantly you need to get out there an vote.

> March 21st we will be asked to vote for our new leaders at the Institute Level as well as the representative from our Region to the Institute Board.
>
> At the Region Level, you will be asked to vote on new leaders for the Region Board of Directors.
>
> At your Chapter Level you will be asked to vote for various officers and Board of Director positions as well.

Please take the time to make a choice of who you feel would be the best leader. Volunteer to get involved at these levels as well. Chapters are always needing fresh faces with fresh perspectives to lead their Regions need new leaders to ensure that they are providing the best possible service to the Region. Get out there and get involved, I can't say that too much. Once you get involved, you will discover the true value of CSI Membership, the ability to bring multiple disciplines together to make things work.

LetsFixConstruction.com

What is it?

Let's Fix Construction is an avenue to offer creative solutions, separate myths from facts and erase misconceptions about the architecture, engineering and construction (AEC) industry.

Possessing hundreds of years of combined experience in all facets of construction, the contributors of 'Let's Fix Construction' demonstrate the way things are supposed to be in AEC. It is sometimes too easy to offer complaints without offering a resolution and that is why 'Let's Fix Construction' was born.

While we aren't here to offer solutions to *all* of the problems you face, we are here to let you know that you aren't the only one seeing issues in the office or in the field. We are here to offer a new point of view, our thoughts on what we see and perhaps an answer or two along the way that you may be able to use.

Would you like to contribute your voice? Read here for how

WHO?

Let's Fix Construction was co-founded by two opposing coast AEC professionals.
Eric D. Lussier of Precision Athletic Surfaces, hailing from the East, just outside of Burlington, Vermont and Cherise Lakeside, Specifier for LSW Architects of Vancouver, WA and representing the West.
Having met through the Construction Specifications Institute and keeping in touch through social media,
Eric and Cherise decided to do more than just gripe about issues plaguing the industry,
and created **LetsFixConstruction.com** on August 15, 2016.

LITTLE ROCK CHAPTER INFORMATION

Chapter Officers

President:		Garrett Shaffer, CSI
President-Elect:		Open
Immediate Past President:		Clark Wood, CSI
Vice President:		Open
Secretary:	T	Tiffany Henry, CSI-EP
Treasurer:		David Bradke, CSI
Directors		
Operations		Open
Communications		Tyler Newton, CSI
Honors		Rachal Belanger, CSI
Education		Zac Corbitt, CSI

Chapter Info

Chapter Website:	**http://littlerock.csinet.org/**
Chapter Newsletter:	**SpecWork**
Chapter Meeting Day and Time:	**2nd Wednesday of Each Month unless otherwise specified by the Chapter President**
Chapter Board Meeting Day and Time:	**1st Friday of each Month unless otherwise specified by Chapter President**

If you are interested in following the Little Rock Chapter, our links are as follows (*for Facebook and LinkedIn look for the Little Rock Chapter*):

Website: http://littlerock.csinet.org/

Facebook: www.facebook.com

LinkedIn: www.linkedin.com

If you are interested in Joining CSI or if you are just interested in keeping up with the information provided by CSI, See the slides shown from the “Why CSI” presentation