

## Bidding

The process of providing a potential customer with a proposal to build or manage the building of a structure.

## Building Automation System (BAS)

(HVAC and lighting controls) The automatic centralized control of a building's heating, ventilation and air conditioning, lighting and other systems through a building management system.

## Bond Authorization Surplus (also known as Bond Surplus)

Bond authorization surplus is an account of money or unused bonding authority, which begins at a zero balance at the start of the program, and receives contributions of surplus bond authorization as projects are completed under budget. This account and remaining bonding authorization represents uncommitted funds, which can be used to fund new projects and/or scopes of work.

New projects and/or scopes of work, not committed in the bond book, require the approval of the AISD Board of Trustees. As a practice, individual projects or groups of projects are brought before the CBOC for consideration, modification and recommendation to the Board of Trustees. Bond authorization surplus may also be used to supplement the program contingency, at the discretion of the Chief of Business and Operations or designee.

## Bridging Documents

A bridging document is a high level design document required for a design-build project, and needed before procuring the design-build team. It generally includes a space program, adjacencies, site layout, and other design elements that are critical to the success of the project. The bridging document is the starting point for the more detailed design process.

## Certificate of Occupancy

A document issued by a local government agency or building department certifying a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy.

## Change Order

A modification to the original construction contract authorizing a change in the work or an adjustment in the amount of the contract or the contract time.

## Commissioning Agent

An independent party, unaffiliated with the design team or contractors, that takes charge of the construction commissioning process.

## Competitive Bidding

A procurement method by which a governmental entity contracts with a contractor for the construction, alteration, rehabilitation or repair of a facility by awarding the contract to the lowest responsible bidder.

## Competitive Sealed Proposal (CSP)

A procurement method by which a governmental entity may request proposals and pricing information based on the scope of work provided, rank the offers, negotiate a contract, and then award the project to the contractor that offers the best value to the entity.

## Concept Design

An early phase of the design process, in which the broad outlines of function and form of something are articulated. It includes the design of adjacencies, interactions, circulation, experiences, processes and strategies.

## Construction Commissioning

A collaborative process whose purpose is to ensure that buildings and systems perform according to contract.

## Contractor Contingency

An amount built into the contractor's anticipated price for the project to account for various risk factors that cannot otherwise be accounted for in a schedule of values. This money is set aside to account for any errors that occur on behalf of the contractor. Accordingly, contractors consider these funds *spent money*. Building this extra funding into your estimate is the contractor accepting the fact that unpredictable costs are all part of the construction business.

## Construction Cost

The cost of the entire construction of the project, including all supervision, materials, supplies, labor, tools, equipment, transportation and/or other facilities furnished, used, or consumed, without deduction on account of penalties, liquidated damages or other amounts withheld.

## Construction Documents (CD)

Extremely detailed drawings and specifications showing and describing all the details required to construct the building.

## Construction Manager at Risk (CMR)

A construction delivery method by which a governmental entity contracts with an architect or engineer for design and construction phase services and contracts separately with a construction manager-at-risk to serve as the general contractor and to provide consultation during the design and construction, rehabilitation, alteration or repair of a facility. A CMR is selected based upon qualifications and price proposals that would provide the best value for the governmental entity.

## Daylighting

A planned energy conservation strategy that utilizes illumination from sunlight.

## Design-Build

Method of design and construction procurement whereby an owner, in this case, AISD, procures one entity to provide design and construction services. Among the advantages of this procurement process are that it has the potential to save time and cost while protecting the other key element of construction—the quality of the end-product.

## Design Development (DD)

Process in which schematic design drawings are further developed to include more detail, including: detailed site plan; room layouts; door and window types; interior and exterior elevations; reflected ceiling plans; plumbing, mechanical, structural, and electrical drawings; and kitchen layouts.

## Design Team

A group of professionals from architectural and engineering firms that is engaged to design a facility.

## Educational Specifications

A document that details the number of rooms required, the size of each room, how those rooms should relate to each other (adjacencies), and the elements (sinks, electrical outlets, markerboards, cabinets, etc.) that should be included in each room. Districtwide Educational Specifications will be adapted for the specific needs of the campus.

## ESA

Educational Suitability Assessment

## FCA

Facility Condition Assessment

## FF&E

Furniture, Fixtures and Equipment. This describes all contents that are not a permanent part of the structure.

## General Contractor (GC)

A person or business entity that contracts to be in charge of a building project usually involving the use of subcontractors.

## Guaranteed Maximum Price (GMP)

Means the amount proposed by the Construction Manager and accepted by the Owner as the maximum cost to the Owner for construction of the Work in accordance with the Contract Documents. The GMP includes Construction Manager's Construction Phase Fee, the General Conditions Costs, the Cost of the Work, Construction Manager's Construction Contingency amount, and the Owner's Construction Contingency amount and Owner's Special Cash Allowance.

## Hard Costs

Expenses associated with direct construction of a project, including labor and material.

## Historically Underutilized Business Program

Austin ISD promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses (HUBs) in its construction projects. The district is committed to providing opportunities to small minority and women-owned firms in the Construction Management Bond Program for a diverse array of contractors and service providers. The Board of Trustees adopted the formal HUB program in Aug. 2016. More information is available at the HUB webpage.

## HVAC

Heating, ventilation and air-conditioning

## Job Order Contract

A procurement method used for maintenance, repair, alteration, renovation, remediation or minor construction of a facility when the work is of a recurring nature, but the delivery times, type and quantities of work required are indefinite.

## Leadership in Energy and Environmental Design (LEED)

A building certification process developed by the U.S. Green Building Council (USGBC) to enhance environmental awareness among architects and building contractors and to encourage the design and construction of energy-efficient, water-conserving buildings that use sustainable or green resources and materials.

## Master Planning

A master plan is a dynamic long-term planning document that provides a conceptual layout to guide future growth and development. A master plan includes analysis, recommendations, and proposals for a site's infrastructure, buildings, drives, etc.

## MEP

Mechanical, Electrical and Plumbing systems

## Modernization Project

A large scale project that typically results in a new school, a replacement school or a major renovation to all or a significant part of an existing school. Modernization projects allow the district to incorporate significant elements of the District's Educational Specification into modernized spaces. Elements of the Educational Specifications that are included in modernized projects include: Flexible learning spaces, Outdoor classrooms, state-of-the-art technology, and community spaces.

## Owner Contingency

an owner's reserve amount set aside for scope modifications and additions. Any changes to scope that are not included in the initial bid will be paid for with the owner contingency.

## Pre-Design

the phase of analysis that occurs after some form of funding is available and before design begins. During the pre-design phase, studies are done to analyze space requirement issues, the constraints and opportunities of the proposed site, and the cost versus the budget.

## Project Contingency

Project contingency is a budget of money, held at the project level, that exists to mitigate against risk and uncertainty, and is used to ensure the delivery of each individual project. It is either planned and funded at inception, or built through contribution from within that individual project budget.

Project contingency is used to cover costs that are required to deliver the project as it is scoped and committed in the bond book. It is used at the discretion of the Construction Management Department, usually at the project manager level. Once a project is complete, any project contingency remaining is transferred to the bond authorization surplus account. This occurs during financial closeout of a project. The word contingency is sometimes incorrectly used to mean Bond Authorization Surplus (also known as Bond Surplus).

## Program Contingency

Program contingency is an account of money, held at the program level, that exists to mitigate against risk and uncertainty for the entire bond program, and is used to ensure the delivery of all projects within the program as scoped. It is either planned and funded at inception, or built through contributions from individual projects.

No project is guaranteed or owed any program contingency, and any project within that program may receive contingency to cover costs that are required to deliver the project as scoped and committed in the bond book, at the discretion of the Chief of Business and Operations, or their designee.

Should the program contingency balance be determined to be larger than necessary to cover the risks and uncertainty of remaining uncompleted projects, excess program contingency may be transferred to the bond authorization surplus account, at the discretion of the Chief of Business and Operations, or designee. The word contingency is sometimes incorrectly used to mean Bond Authorization Surplus (also known as Bond Surplus).

## Program or Concept Design

Single-line drawings that illustrate room adjacencies and scale.

## Schematic Design (SD)

The schematic design submission typically includes a simple site plan, floor plans (simple scale drawings that show room sizes, relationships, doors and windows), simple building cross sections, an outline specification with general information about building systems, a table comparing required square footages from the Educational Specifications with actual square footages shown on the drawings, a preliminary estimate of cost options, and possibly 3-dimensional depictions of the exterior of the building.

## Soft Costs

A construction industry term, but more specifically a contractor accounting term for an expense item that is not considered direct construction cost. Soft costs include architectural, engineering, financing, legal fees, and other pre- and post-construction expenses.

## Substantial Completion

A stage of construction that is sufficiently complete, in accordance with the construction contract documents, so that the owner may use or occupy the building or area for the intended purpose.

## Swing Space

A school building or a portion of an existing school building or other facility that will house the student population and its teachers and staff while their usual facilities are unavailable during the school-construction process.

## Targeted Project

A project to address a limited need at a school or district support facility such as a new roof, improved mechanical systems, a two room classroom addition, etc.