

Preparation of Construction Specifications for Civil Projects

*Committee on
Specifications of the
Construction Institute*



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Prepared by

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1.0 Introduction

1.1 General Purpose and Goals

1.1.1 Guide Introduction

In order to promote efficient project engineering, the Construction Institute Committee on Specifications (Committee) has developed this guide *Preparation of Construction Specifications for Civil Projects*. The Committee reviewed the original manual published in the year 2000 and updated it to include the latest revisions. During the more than 37 years of the Committee's existence, the goals have been the improvement of specifications and the reduction of problems caused by poorly written specifications. The Committee has, through questionnaires, papers, articles, and symposia, endeavored to share experiences and provide guidance in the area of specifications and their relationships to civil engineering projects. This guide is not intended to apply to specifications for Design-Build Contracts.

The Committee would like to recognize as an additional resource for guidance in specification production the Project Resource Manual (PRM) published by the Construction Specifications Institute (CSI). The PRM provides additional detail and expands upon many principles presented in this guide. While this guide provides a ready, convenient resource for the recommended principles and approaches used for specification production in civil-engineered projects, the Committee also recognizes and recommends the use of the CSI PRM as a source for additional information on required skills and recommended practices for writing specifications that provide the controls needed to construct a quality project.

The American Society of Civil Engineers (ASCE) *Manual No. 73, Quality in the Constructed Project* establishes certain guidelines related to preparation of specifications including project team composition, allocation of time and resources, quality input, coordination between disciplines, coordination between drawings and specifications, reviews, interfacing with outside agencies and site personnel, developing contract document components, quality assurance for documents, and computer assisted design. Further guidance for this reference may be found in Appendix A.