Term or Acronym	Definition
ADA	**Americans with Disabilities Act** refers to civil rights laws surrounding accessibility issues, which governs and/or influences the federal Rehabilitation Act, Oregon building code, and Campus Plan policies (see Universal Access/Universal Design). Many design elements are developed within these sets of laws.
AHJ	**Authority Having Jurisdiction**. This is a term used to describe the entity having final building (and life/safety) code enforcement authority such as the state, federal, or local authority. Typically our AHJ is the City of Eugene.
AIA	**American Institute of Architects**. A professional organization for architects in the design industry. This organization also supplies many types of contract related documents and guidelines used in the industry.
AiM	AiM is a asset (equipment) and work management system developed by Asset Works that manages property, space, and asset (equipment) management information into a real-time database. Both Facilities Management and Design and Construction utilize this system to track new and existing assets and manage asset maintenance cycles. AiM is also used as a capital project management tool to generate and manage project budgets, reports and a host of similar activities.
Allowances	Allowances are used within a estimate or budget to allocate funding to an element that has yet to be fully defined or developed. Allowances are used to be a safeguard so these elements are not overlooked or forgotten within a estimate or budget review. In a CMGC contact, allowance amounts can be show within the GMP to address uncertain work as the project progresses. Allowances are developed between contractor, designer, and Owner.
Alternates	Elements taken into the Design Process from the Charter that were defined as *Wants* but are outside the Authorized Budget. These items will be prioritized and identified outside of the Base Scope. Alternates should be limited to a reasonable number, as excessive numbers of Alternates can adversely impact the bidding results due to added complexity. It would be suggested that the total value of the Alternates do not exceed 10% of the value of the Base Scope.
ASR	**Additional Service Request**. This is a contractual change process within the design team contract resulting from added design scope within the project process. An ASR can be issued during the design and/or construction phases resulting from true scope changes or/and unforeseen field issue during construction that require additional design.
Assumptions	Budget Authorized by the Leadership Unit's Budget Authority in response to Budget Range provided in the Charter. This will establish the budget for the remainder of the development of the project. Any change to this budget will require the execution of a Scope Change Authorization Form.
BAS	**Building Automation System**. The electronic controls which run the HVAC and possibly other systems. DDC, which is part of the BAS.
Base Scope	As the Charter is completed, the project Needs will define the Base Scope for the Design Team to address during the Design Process. Additionally, Risk Items that are identified during the Charter development will be assessed and determined whether they are required to become part of the Base Scope in order to support a successful outcome for the project. Highly prioritized project Wants defined during Charter development that fit within the Authorized Project Budget may also be included as Base Scope with the remaining Wants being defined as Alternates.
Bid Alternate	Bid alternates are *additive* or *deductive* scope packages that supplement the base scope being bid for contractor pricing. This is an approach to provide bidding flexibility and options to the client at the time of receiving bids. If the base bid comes in lower than anticipated, often additive bid alternates are added to the base bid to enrich the project. In the event the base bid comes in higher than anticipated, deductive alternates is a mechanism to achieve budget alignment. The base bid is usually non negotiable.
Bidding	Getting actual pricing for the scope defined in the Construction Documents by Contractors. There are various options for bidding a project, depending upon the estimated fiscal cost of the project. The expected approach to bidding will be identified in the Charter, for review with the Leadership Unit.

Term or Acronym	Definition
BIM	**Building Information Modeling**. Describes a building as a large number of three dimensional objects. The BIM concept envisages virtual construction of a facility prior to its actual physical construction, in order to reduce uncertainty, physical conflicts, improve safety, work out problems, and simulate and analyze potential impacts.
BOLI	**Bureau of Labor and Industries** which is a state of Oregon organization that defines rules that require the payment of prevailing wage to employees providing construction or installation services on a Capital Project. Overall project costs contribute to the requirements defined by BOLI. Construction and furniture contracts and purchase orders that are associated with Capital Projects may require the payment of fees to BOLI as part of the initiating of the contract or purchase order.
Boundaries	
Budget Authority	Individual assigned by Leadership Unit to have the responsibility associated with fiscal decisions on behalf of a department or unit involved in a project.
Budget Opinion	A budget range established during the project charter development, based on historic project data. It is high-level, $/square foot analysis ahead of any design, detailed estimating, and bidding. The purpose is to provide clients an expected project cost range ahead of investing funds to further develop a project.
Budget Range	An assessment of the probable cost range developed by Design and Construction during the Charter development of a Capital Project. This range will be based upon the understanding of Project Scope at the time of the Charter development. This range will be based upon square foot cost comparisons of similar types of projects with respect to the building the project is being targeted to occur within.
Business Opportunities Portal	The UO Purchasing and Contract Services website portal whereby the *Design and Construction* office advertises proposal and bidding opportunities to designers and contractors pertaining to campus projects.
CAI	**Committee on Academic Infrastructure**. This is a campus committee that reviews classroom infrastructure improvements and pedagogy for registrar controlled classrooms.
Capital Improvement Project	Projects that have the primary purpose of improving a building facility system, envelope, structural enhancement or code compliance improvement
Capital Project	Construction project that physically modifies a facility or site element on campus. Will include furniture purchases when they physically connect to a building, or are associated with a Capital Project containing construction, as it may trigger BOLI requirements.
Capitalizable Project	Any improvement to a facility or site element of campus that exceeds $100,000 in total expenditures.
CCD	
CFCI	**Contractor Furnished Contractor Installed** refers to materials and labor within the construction documents that the contractor both supplies and installs.
Change Order	A change order is a contractual process (and associated documentation) to address changes during construction. A change order results in a field change that is outside the formal scope as defined within the project specifications and drawings. Changes can be *scope* changes - which is strictly new project scope added to a project, or changes resulting from *unforeseen* field conditions. A change order is used to adjust cost, time, or both. (See ASR, which addresses design changes).
Charter Authorization	Authorization provided by the Leadership Unit in response to the Charter. This authorization provides direction as the project moves into the Design Phase regarding; Base Scope, Alternates, Authorized Budget, and Milestone Schedule.
Client Representative	
Closeout	Closeout is the final phase in the overall project delivery sequence. This involves financial and administrative closeout, obtaining contractor asbuilts and architectural record drawings, finalizing files, establishing the final budget, collecting client feedback, compiling final reports and a host of similar final activities.

Term or Acronym	Definition
CM/GC	**Construction Manager General Contractor** is a contracting approach used on large >$5M projects within the same firm. The contractor (CMGC) provides two distinct functions - Construction Manager services during the preconstruction (design) phase and subsequently, General Contractor during construction. During the preconstruction the Construction Manager function provides an advisory role during design, producing cost estimates, reviewing plans to ensure that they can be built without undue effort or cost, and otherwise advising the UO. During construction the General Contractor constructs the physical elements of the project.
CMET (is this still a dept?)	**Center for Media and Educational Technologies**. This is a UO entity within Information Services which is responsible for the standardization and installation of audio, video, and classroom technologies within a project.
COE	**City of Eugene**
CofO	**Certificate of Occupancy** is the written authorization from the Authority Having Jurisdiction (AHJ), typically the City of Eugene, which grants the occupancy or use of the project. This document certifies the building's compliance with applicable building codes, other laws, and indicating it to be in a condition suitable for occupancy.
Commissioning (Cx)	Commissioning is the process of validating that the mechanical, electrical, and plumbing systems are installed, tested, and operating in accordance with the owner requirements and intended design.
Construction Administration	A process during the construction phase where the design team, in working with UO, ensures that construction implementation meets or exceeds the intent of the design documents. More specifically, the design team responds to formal and informal questions by the contractor, responds to possible material substitutions by the contractor, reviews contractor submittals, inspects quality of work to ensure design intent is met, responds to any unexpected design changes as well as any new design issues, continually updates drawings to reflect field changes to the original design, and similar functions during the construction phase.
Construction Documents (CD)	The final stage of the design process following Design Development in which the design team prepares the construction plans and specifications in order for the CM/GC to present a Guarantee Maximum Price GMP and solicit bids for the construction work.
Construction Period	Duration of time it is anticipated that it will take the Contractor to complete the scope of work defined in the Charter.
Contingency - Project	Funds that are allocated within a Project Budget for the purpose of managing project risks during the design and construction phases. Risk items include undetermined design elements at the time of scoping and unforeseen items occuring during construction. This contingency does not address changes in Scope, (see Scope Contingency).
Contingency - Scope	A contingency value allocated within the overall project budget specifically for Scope Change requests that arise during the design or construction phase of a project which exceed the scope identified in the Charter. This contingency is only included in the project budget if the Leadership Unit Budget Authority authorizes it as part of the Charter Authorization. For funds to be moved from this Contingency into any other category of the budget, a Scope Change Authorization Form must be signed by the Budget Authority assigned to the project. The intent of this contingency is to provide an option that will allow for fewer fiscal transactions by accounting staff within the Leadership Unit, Requesting Department and Design and Construction.
Contractor	Construction company hired to implement the design developed through the Design Phase . The selection of the Contractor is determined through a bid process on most projects. Small projects (with a value defined by Policy) can select a contractor through a direct procurement if desired. This can work to expedite the delivery of a project, but limits competition which may result in higher pricing.

Term or Acronym	Definition
DAB	**Design Advisory Board** is a committee of design industry professionals, chaired by the AVP (and Campus Architect) of CPFM with the responsibility to provide a peer review of the architecture developed by the project design team.
DAS	**Distributed Antenna System** is method to address isolated spots of poor carrier coverage inside a large building by installing a network of relatively small antennas throughout the building to serve as repeaters. This is a system that not only benefits carriers, but is a City of Eugene required system that ensures emergency responders can maintain wireless communications within a building during emergency situations.
Davis Bacon (BOLI is listed)	
Deferred Maintenance	Is a term used to describe a building component or system that is beyond its useful life.
Deferred Submittal	Is a late submittal for those portions of the design that are not submitted at the time of the initial application to the building department for review. For example, Structural component design within the design often lags the permit package to the City. Also see *Submittal* definition.
Design Development (DD)	The third of four phases of design following Schematic Design. The fundamental design undergoes minor adjustments; however, the building systems (HVAC, structure, electrical, plumbing, exterior skin, etc.) begin detailed designed. Typically, at 50% DD (or prior to spending > $5M) the project is brought before the BOT for review and approval to move the project forward.
Design Phase(s)	There are typically 4 design phases during a larger Capital Project. Smaller projects may have a reduced number of phases in order to expedite the development of these smaller project. Typical Design Phases include Programming/Concept Design, Schematic Design (SD), Design Development (DD), and Construction Documents (CD). At the end of each phase, a design review of the design and cost estimate will occur, with authorization to move forward into the next Design Phase occurring. This authorization will address any modifications in scope and/or budget necessary to meet the needs of the project as determined by the Leadership Unit having Budget Authority over the project.
Design Process	A process broken into phase (see *Design Phases*) that occurs between the completion of the Charter and the Bidding Process for the project. This process will address the design phases and estimating as determined by the project size and complexity.
Design Team	Group of design professionals, typically led by an Architect. This team should include a group of consultants that have specialized skill to meet the needs of a specific project. These consultants can include, but are not limited to: Mechanical Engineer, Electrical Engineer, Plumbing Engineer, Structural Engineer, Audio Visual Consultants, Acoustic Consultants, Laboratory Consultants, Civil Engineers, Landscape Architects, etc.
Design-Bid-Build	A project delivery methodology is where the project is designed, and upon completion of design, is competitively bid to the contractor community. This is the common methodology on projects in the cost band.
Design-Build	A project delivery methodology which is not common at UO, where the contractor hires the design team to design and implement the project. The university would need to understand the performance parameters of the project going into procurement. There is also some loss of control to the University, with this approach in terms of competition and checks and balances.
Direct Cost of Construction	The cost of a project that are directly accountable to cost to construct the project. They are typically viewed as labor and materials performed by the contractor. This value is part of the overall project budget.
Early Work	This is an aspect pertaining to a CMGC contract (typically projects >$5M) authorizing construction work in advance of the establishment of the GMP. Early Work is typically authorized in schedule constrained projects. See CMGC, GMP.
EHS	**Environmental Health and Safety** is a unit within Safety and Risk Services (SRS). This unit addresses hazardous materials, life/safety, research and lab safety, and occupational safety.
End-User	Refers to the occupant of where the project takes place and is often the advocate of the project.
Estimate	Estimates calculates the anticipated *direct* costs to construct the project based on the level of design in the design process. Estimates are typically developed by the Design Team during the Design Process. Estimates differ from projected budget because it excludes indirect costs such as design costs, fees, project management time, and other non-construction activities. The current *project budget* is a better way to get an overall sense of the comprehensive cost of the project (see Project Budget).

Term or Acronym	Definition
Estimate	An estimate is performed when there is some level of design established that develops quantities of materials for construction . The design process provides the level(s) of detail necessary to generate an estimate that refines the Budget Opinion.
Exclusions	
Existing Conditions	
Feasibility Study	An option beyond the Project Charter development that is useful for detailed scoping of complex projects. The study, further establishes the program, conducts a high-level review of the potential systems (mechanical, electrical, plumbing) involved, develops a basic concept(s), and provides a more refined estimate. Feasibility studies can be viewed as pre-design work and is funded by the client.
FFE	**Furniture, Fixtures, and Equipment** is a construction industry acronym used to describe freestanding and mobile equipment.
Final Completion	The date of final completion, of all requirements of the contract with respect to a project, including contract closeout , but excluding warranty work.
Fixed Fee	A proposal, contract, and billing methodology where the contractor provides a fixed or firm cost quote for the scope of work. The customer pays that fixed fee whether or not the contractor was efficient. This is the most common billing methodology on project up to $5M. This lends itself to more competitive bidding, and more efficient evaluation and budgeting. Other than the Schedule of Values, the contractor is not obligated to provide back up materials. Other terms include Lump Sum, Firm Price.
Float	Float is a scheduling term which indicates the amount of time a particular task can be delayed without impacting subsequent tasks or the project's overall completion date. In a challenging schedule, float is continually being analyzed and is often non-existent, causing a delay in the original project completion date.
Focus Group	Depending upon size and type of project, number of these groups vary. Groups provide input to project development by providing data/information associated with specific area of need.
General Conditions (Contractor)	Is also known as Contractor General Conditions and is used to establish costs associated with the jobsite management of the project, including items such as project management staff, jobsite trailers, telephones, administrative, temporary utilities, safety and similar jobsite aspects. This is a separate line item from the actual cost of performing a particular task. Contractor General Conditions is integral to large CMGC proposals, contracts, and payment applications.
General Conditions (UO)	General Conditions is an integral component to the University's construction contracts which establishes the rights, responsibilities, and relationships of the owner, the architect, and the contractor.
General Contractor	Responsible for planning and coordinating the work of the tradespeople and sub-contractors. The General Contractor may also self-perform certain work as well. The General Contractor is contracted by the Owner (UO), while subcontractors typically are not. (Also see Subcontractor)
GMP	**Guaranteed Maximum Price** of the CMGC contract is the maximum price the Owner will pay regardless of the actual costs incurred. It is determined post preconstruction (design) by the contractor on large-scale projects. When determined, it excludes change orders that occur during the construction process.
GSF	**Gross Square Feet**. The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another (from FICM).
HVAC	**Heating, Ventilation, and Air Conditioning**
IAQ	**Indoor Air Quality**
Indirect Cost of Construction	Project Costs not directly associated with physical construction work. These costs are usually design cost, administrative costs, fees, and similar project related costs. These values are part of the overall project budget . Also referred to as 'soft costs'.
IPD	
Large Capital Project	Capital Project that exceeds $5M in total project cost; which requires Board of Trustee approval. These projects are typically delivered through the Construction Manager General Contractor (CMGC) process.
Lead Time	The time it takes for construction materials to go from authorization to arrive on the project site.

Term or Acronym	Definition
Leadership Unit	Campus units that have a leadership role over departments that occupy space allocated by the Provost. (Examples: Athletic Department, Dean's Offices, Student Affairs, VPFA Office, etc.) A project, depending upon its complexity may have more than one Leadership Unit with decision making Authority for varying aspects of the project for which they have institutional responsibility.
LEED	**Leadership in Energy and Environmental Design** is the most widely used green building rating system within USGBC. It awards points based on building and site characteristics that are grouped into several major areas: Sustainable Sites; Water Efficiency; Energy & Atmosphere; Materials & Resources; Indoor Environmental Quality; and Innovation & Design Quality. LEED provides a framework for healthy, highly efficient, and cost saving green buildings. Also see USGBC.
Medium Capital Project	Capital Project that exceeds $500,000 and is less than $5M in total project cost.
MEP	Mechanical, Electrical, and Plumbing systems within a building. Mechanical includes Heating, Ventilation, Air Condition, HVAC.
Milestone	Schedule provided in the Charter that identifies the major points of activity on the project including Design Phases, Bidding, Construction Period and Substantial Completion.
Not-To-Exceed (NTE)	A proposal, contract, and billing methodology where the designer or contractor prices a service based on materials and labor hours that it will take to complete the project, with a not-to-exceed cap. This method is typically use if the scope work is not well defined. If the services turns out less than the cap, that is what the customer will be billed. If the project is over the cap, the owner pays no more than the cap. This service requires all backup materials that justifies the invoice. This methodology is used more with Design contracts than construction due to the multitude of inherent variables with the design process. It is less used on construction due to a having more solidified documents to price from. Given the cap, there is also a tendency for contractors to provide an inflated cap to absorb risk. Other terms include Time and Material Not to Exceed (TMNTE).
NSF	**Net Area (or Assignable) Square Foot**. The sum of all areas on all floors of a building either assigned to, or available for assignment to, an occupant or specific use, or necessary for the general operation of a building (from FICM).
NTS	**Network and Telecom Services (UO)**
O&Ms	**Operations and Maintenance Manual**. This is a comprehensive manual that contractors are contractually obligated to produce which contains information regarding the type, operation, maintenance, and warranties of individual building equipment (or assets) within the project that was constructed.
OAC	The **Owner/Architect/Contractor** meeting during construction, usually held weekly. This usually includes and end-user from the project's management team such as the project chair.
Occupancy	The point in time in the project where users are allowed to use the space. In order to use the space, all building code and life/safety issues are resolved.
OFCI	**Owner Furnishes Contractor Installed**. Refers to materials provided by UO and installed by the Contractor within the project. These items are identified in the construction documents and coordinated with the contractor into their schedule and workflow.
OFOI	**Owner Furnishes Owner Installed**. Refers to *materials* and *labor* within the project that is UO's responsibility. These items are identified in the construction documents and coordinated with the contractor into their schedule and workflow.
OMSD	**Oregon Model for Sustainable Development**. Sustainable building policy of the UO Campus Plan.
OR/PM	OR is used to represent the **Owners Representative** position within *Design and Construction* . This position is considered a senior level project manager which focuses on large-scale (>$5M) project delivery. PM is used to represent the **Project Manager** position within Design and Construction. This position is a entry to mid-level position which focuses on small to medium scale (<$5M) project delivery.
OSHA	**Occupational Safety and Heath Authority**. Is a federal regulatory agency to ensure safe and heathy working conditions. This agency establishes and enforces such standards in the workplace.

Term or Acronym	Definition
Overall Project Budget	This is the complete project budget that incorporates all indirect and direct costs associated with the project.
Plant Fund	Is a Design and Construction held fund that collects various campus funding sources to apply towards a construction project.
Procurement	Procurement secures materials and services through the purchase order process through Purchasing and Contract Services (PCS). Whereas construction is addressed through a bidding/contractural process through Design and Construction.
Programming and Concept Design	The first of four phases of the design process which begins to form the basic program and concept- Program: Identifies basic programmatic goals, adjacencies, and general areas. Concept: Develops general layouts, massing, site improvement ideas and other similar concepts.
Project Budget Authority	Typically this is an administrator within the college or administrative unit that has budget authority and/or oversees project development on behalf of the college/department. This also includes approving scope and budget changes that exceeds previous approvals.
Project Budget	All-inclusive budget for a project. This will contain funding for direct costs of the Contractor.
Project Charter	A document developed by *Design and Construction* in response to a Project Initiation request from an Leadership Unit or authorized Requesting Department. This document shall define expectations for the project associated with; Budget Range, Project Needs, Project Wants, Milestone Schedule, Roles and Responsibilities of individuals involved in the project. The Charter will initially be submitted to the Requesting Department and Leadership Unit as a DRAFT. The Leadership Unit and Requesting Department should meet and discuss the Charter. Upon feedback to the Design and Construction office, a second and final Charter will prepared. This Charter will result in either a Charter Authorization from the Leadership Unit, or a canceling of the submitted request.
Project Committee? (or Team) (most new docs use Team)	(Previously defined as the User Group) – Group of varying size and make-up depending upon project size and type that has the role of making decisions regarding the direction a project shall take.
Project Initiation	Review of departmental request of a project by a Leadership Unit to ensure it meets the requirements of the Unit, has available funding, and has a defined scope that is appropriate to support the needs of the desired use. Submission of this information to the Design and Construction Office via the Project Portal is the last step of this process. Submission can be made by the Leadership Unit or it can be delegated to the Requesting Department.
Project Options	At the point of the Charter development, these are defined as items that are not required to make the project a functional success, but they are items that are desired by the Requesting Department to improve the quality of the project. High priority Wants can be included in the Base Scope for the project if they fit within the Authorized Budget. Otherwise, an appropriate number of these items can be included as Alternate bid items, if authorized by the Leadership Unit in response to the Charter.
Project Portal	Electronic submission portal that is integrated with Design and Construction project management software.
Project Requirements	Elements identified during the Charter development process that are necessary to meet the basic requirements of the project. It should include all items that are necessary to make the project functional for the Requesting Department.
Project Scope	The defined list of Needs and Wants developed during the Charter development process. This list defines requirements necessary to meet the needs of the project and sets priorities for the items listed in order to develop a Base Scope and Alternates to be further refined during the Design Process.
Punch List	A list of minor construction work yet to be completed or deficiencies needing to be corrected developed at the final stages of construction. Typically this work is completed close to and after the space is occupied.
Requesting Department	Department within a Leadership Unit that requests a Capital Project. Also referred to as a User in certain documents.
Revit	Is a building information modeling software used industry wide by architects and engineers in design. This software has largely replaced AutoCAD drafting software due to its 3D modeling capabilities and integration with other design software.

Term or Acronym	Definition
RFI	**Request For Information**. A formal written design clarification request from the contractor to the design team regarding design details of the project. Construction drawings generated by the design team typically will not address every small aspect of work. This process is standard within the industry.
RFP	**Request For Proposals**. This is a qualifications and fee-based process that allows you to select the most qualified *construction* services (contractor) at a competitive price for the project. The goal is to get the best construction value in terms of quality and price.
RFQ	**Request For Qualifications**. This is a qualifications-based selection process typically used to hire *design* (or professional services) teams on projects. This formal process allows you to select who you feel is most qualified for your project. Proposing firms submit a qualifications-base proposal and the owner negotiates a fee with the final selected firm.
Risks Items	Elements identified during the Charter development process, typically related to building systems, that could result in additional scope being added to the project that was not originally identified by the Requesting Department or the Leadership Unit, but may be necessary to successfully meet the functional and operational requirements of the project that are identified in the Charter.
ROM	**Rough Order of Magnitude** is term to describe determination of a very high level of costs. A ROM is usually determined ahead of detailed design and other variables. A ROM provides a sense of cost for high level decision making.
SAG	**Space Advisory Group**. Upper administrative group who approves space allocations when departments need additional space outside their assigned space holdings
Schedule of Values	A Schedule of Values is part of the contractors quote representing a start-to-finish list of work items and associated costs on a project that represents the entire contract price. Work items are broken down into parts such as HVAC, Electrical, Plumbing, Roofing, and similar building components; each with a cost to perform that particular scope of work.
Schematic Design (SD)	The second of four phases of design, following Programming/Concept design which refines the building concept, spatial relationships, and identifies infrastructure, life/safety, and equipment needs. This phase solidifies the interior and exterior elements. Upon completion of this phase, space size and arrangements are finalized and confidence in terms of design, budget, and schedule are more solidified.
Sci-SAG	A sub-group to SAG who assess space needs for science and research activities
Scope Change	Changes in the scope of the project that are requested by the Requesting Department or Leadership Unit after the Charter Authorization.
Scope Change Authorization Form	Form to be used after Charter Authorization to add any additional scope to the project. This scope can include items identified during a Design Phase by the Requesting Department, or during the construction of the project. The Scope Change Authorization Form must be authorized by the Budget Authority as defined in the Charter Authorization.
Scope Creep	The amount of additional scope that deviates from the initial intent of the project, which was formulated during the project charter process.
Shop Drawings	A shop drawing is produced by the contractor, supplier, manufacturer, subcontractor or fabricator. Shop drawings are typically required for prefabricated components. The shop drawings differ from the designers construction documents to show more detail on how a particular element is put together.
Small Capital Project	Capital Project that is less than $500,000 in total project cost.
Specifications	Specifications accompanies construction drawings and the contract to provide written detail regarding the scope of work, materials to be used, methods of installation, and quality of workmanship.
SPI	**Special Inspections** is defined by the International Buiding Code as the inspection of construction requiring the expertise of and approved special inspector in order to ensure compliance with the code and the approved constuction documents. Items typically requiring special inspection include structural steel components, soils, concrete, deep foundation systems, seismic components to name a few.
SRS	**Safety and Risk Services**

Term or Acronym	Definition
Subcontractor	Subcontractors are usually specific trades on a project and are contracted by the General Contractor. In some case on small projects, UO may act as the General Contractor and contract directly to subcontractors.
Submittal	Submittals are shop drawings, material data, samples, and product data supplied by the contractor and reviewed by the designer and owner (and sometimes City of Eugene) to verify that the correct products will be installed on the project. Contractor submittals are issued before items are fabricated, ordered, and delivered to the project.
Substantial Completion	The date when the Owner accepts in writing the Project, alteration or repair of the improvement to real property constituting the Work, or any designated portion thereof as having reached that state of completion when it may be used or occupied for its intended purpose. However, the Substantial Completion of facilities with operating systems occurs only after thirty (30) continuous Days of successful, trouble-free operation of the operating systems
TAB	**Testing, Adjusting, and Balancing** is the final calibration effort for Heating, Ventilation, Air Conditioning (HVAC) systems to achieve the optimal system performance per the design specifications.
TCO	**Temporary Certificate of Occupancy** is the formal permission granted by the Authority Having Jurisdiction, typically the City of Eugene, to occupy or use the space that is not fully completed per building code. The expectation is that all life/safety elements must be in place and tested prior to issuance. Typically the TCO is for a 30-day period.
Technical Team	Group of staff from departments around campus that provide technical input associated with facilities and systems that help develop requirements/options associated with the design of projects. This technical input is developed to support the functional and operational needs/wants defined by an Leadership Unit that has initiated a project. At the Charter/Scoping Stage of a project, many of the items initially identified by these groups shall be defined as Risks and will be addressed within the make-up of the Contingency. The integration of these items will be further defined through the design process. (Includes: Information Services, Safety and Risk Services, Campus Planning and Facilities Management, Etc.)
TI	**Tenent Improvement** is an construction industry term defining a renovation to configure a space for the needs of a particular tenant. Outside of higher education this team usually applies to a landlord/tenant relationship.
Unknowns	
UOSD	**UO Systems Development** is a fee specifically defined as a cost that offsets impacts to the campus utility system that are imposed on the system by buildings being built/renovated on campus. From a typical perspective; when a building is constructed, it contains equipment such as boilers, chillers, emergency generators, etc. that are required to operate the building. It also includes physical space within the building to house those pieces of equipment. UO Buildings are not stand alone, the utilities provided by these pieces of equipment are handled at the Central Power Station rather than at each building. This generates a number of efficiencies for campus. However, the load generated by a building being constructed, or a renovation to a building that modifies the utility use profile, impacts the capacity of the Central Power Station and the Distribution System around campus. These impacts have a cost to establish the appropriate capacities at the plant and within the distribution system to support the buildings that are built or renovated. This was brought into very clear focus when the Central Power Station was renovated in 2007. This issue had been ignored for decades and the plant was at a point that it no longer had the ability to address the capacity needs for campus. The University centrally invested over $100M to address this problem. Out of that issue, our department was asked to analyze the cost difference between building a stand-alone building that requires all of the specific equipment to support it vs. the cost of building a building on the UO campus where all of this equipment was located at the Central Power Station. Our analysis showed that buildings were avoiding in excess of 4% of their overall construction cost by relying upon the utilities provided at the Central Power Station. As this also equated to a maintenance benefit to campus, it was agreed that each project would split the difference and contribute 2% of the Direct Construction cost to a central pool of funds that allow us to do work to the Central Power Station System in order to support the general campus infrastructure. This is the reason the 2% exists within each project.

Term or Acronym	Definition
USGBC	**United States Green Building Council** is a membership-based organization that promotes sustainability in building design, construction, and operation. LEED is incorporated within USGBC and acts as a framework and rating system for decision making for project teams.
VDC	
VE	**Value Engineering** is an organized effort directed at analyzing designed building features, systems, equipment, and material selections for the purpose of achieving essential functions at the lowest life cycle cost consistent with required performance, quality, reliability, and safety. This is inherent to the design and estimating phases, prior to establishing a GMP. This is often confused with Scope Reduction. Value Engineering should reduce cost without reducing scope or function.
Warranty	A 12-month period following Final Completion in which the contractor (or manufacturer) is responsible for making corrections to defective work.