

**SECTION 1 – TERMS AND DEFINITIONS
TABLE OF CONTENTS**

<u>Section</u>	<u>Page</u>
1-1 GENERAL	1-1
1-2 ABBREVIATIONS	1-1
1-3 DEFINITIONS	1-4

SECTION 1 TERMS AND DEFINITIONS

1-1 GENERAL

Whenever the following terms, titles, or abbreviations are used in these Specifications or in any document or instrument where these Specifications govern, the intent and meaning shall be as herein defined. Working titles having a masculine gender, such as "workman" and "journeyman" and the pronoun "he", are utilized in the specifications for the sake of brevity, and are intended to refer to persons of either gender.

1-2 ABBREVIATIONS

AAN	American Association of Nurserymen
AASHTO	American Association of State Highway and Transportation Officials
AC	Asphalt Concrete
ACI	American Concrete Institute
AI	The Asphalt Institute
AIA	American Institute of Architects
AIEE	American Institute of Electrical Engineers
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
ANSI	American National Standards Institute, Inc.
APA	American Plywood Association
API	American Petroleum Institute
APWA	American Public Works Association
ARA	American Railway Association
AREA	American Railway Engineering Association
ASA	American Standards Association
ASCE	American Society of Civil Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
AWG	American Wire Gage
AWS	American Welding Society
AWWA	American Water Works Association
Cal-OSHA	California Occupational Safety and Health Administration
Caltrans	California Department of Transportation
CASQA	California Storm Water Quality Association
CDF	Controlled Density Fill
CL	Centerline

CRSI	Concrete Reinforcement Steel Institute
CSI	Construction Specifications Institute
COEG	City of Elk Grove
CY	Cubic Yards
DI	Drop Inlet
EA	Each
EP	Edge of Pavement
FS	Federal Specifications
IEEE	The Institute of Electrical and Electronics Engineers
IES	Illuminating Engineering Society
INV	Invert
ISA	International Society of Arboriculture
LB	Pound
LF	Linear Feet
LS	Lump Sum
MSS	Manufacturer’s Standardization Society of the Valve and Fitting Industry Standards
MUTCD	Manual Uniform Traffic Control Devices
NBFU	National Board of Fire Underwriters
NEC	National Electrical Code
NEMA	National Electrical Manufacturers Association
NFPA	National Fire Protection Association
NSF	National Sanitation Foundation
OSHA	Occupational Safety and Health Act
PCA	Portland Cement Association
PCC	Portland Cement Concrete
PG	Performance Grade
SD	Storm Drain
SF	Square Foot/Feet
SS	Sanitary Sewer
SSPWC	Standard Specifications for Public Works Construction
STA	Station
Title 8	Title 8 (Construction Safety Orders) of the California Code of Regulations
Title 19	Title 19 (Public Safety) of the California Code of Regulations
Title 24	Title 24 (Building Standards) of the California Code of Regulations
TOC	Top of Curb
Typ.	Typical

UL	Underwriters' Laboratories, Inc.
UBC	Uniform Building Code (latest edition adopted by City of Elk Grove)
UMC	Uniform Mechanical Code (latest edition adopted by City of Elk Grove)
UPC	Uniform Plumbing Code (latest edition adopted by City of Elk Grove)
USAS	The United States of America Standard Institute
USBR	United States Bureau of Reclamation
USPHS	United States Public Health Service
WCLA	West Coast Lumbermen's Association
WIC	Woodwork Institute of California

1-3 DEFINITIONS

- Acceptance** -- The formal written acceptance by the City of the entire Contract which has been completed in all respects in accordance with the Specifications and any approved modifications.
- Addenda** -- Any written change, clarification or supplement to documents issued for bidding, issued by the City or its Engineer prior to bid.
- Agency** -- Shall mean the City of Elk Grove, or another agency or district that may adopt these Specifications, acting through its authorized representatives.
- Allowance** -- An amount of money set aside under the Contract for a special purpose identified in the Contract.
- Architect and/or Consulting Engineer** -- A person or persons, firm, partnership, joint venture, corporation, or combination thereof or authorized representative thereof, acting in the capacity of consultant to the City of Elk Grove. The Architect or Consulting Engineer shall issue directions to the Contractor only through the City of Elk Grove. When the Specifications require that approval be obtained from the Architect or Consulting Engineer, such approval shall be requested from and be given by the City of Elk Grove.
- As Built** -- See "Record Drawings".
- As Shown, Etc.** -- Where "as shown", "as latest indicated", "as detailed", or words of similar import are used, the reference is to the Contract unless specifically stated otherwise. Where "as directed", "as permitted", "approved", or words of similar import are used, they shall mean the direction, permission, or approval of the City of Elk Grove.
- Award** -- The decision of the Contracting Officer to accept the proposal of the lowest responsible bidder for the Work, subject to the execution and approval of a satisfactory contract therefore and bond to secure the performance thereof, and to such other conditions as may be specified or required by law.
- Bid** -- When submitted on the prescribed bid form, properly signed and guaranteed, the Bid constitutes the offer of the Bidder to complete the Work at the price shown on the Bidder's bid form.
- Bid Bond** -- The cash, cashier's check, certified check, or bidder's bond accompanying the bid submitted by the bidder, as a guarantee that the bidder will enter into a Contract with the City for the performance of Work herein described.
- Bidder** -- Any person, persons, firm, partnership, joint venture, corporation, or combination thereof, submitting a Bid for the Work, acting directly or through a duly authorized representative.
- Bid Documents** -- The sum of the documents that comprise the Bid by a Bidder to perform the Work.
- Bid Opening** -- The event conducted by the City of Elk Grove during which the sealed Proposals submitted by Bidders to perform the Work are opened and publicly read.
- Bid Security** -- The cash, cashier's check, certified check, or bidder's bond accompanying the bid submitted by the bidder, as a guarantee that the bidder will enter into a Contract with the City for the performance of Work herein described.
- Board Of Supervisors** -- The Board of Supervisors of the County of Sacramento, a political subdivision of the State of California. Also referred to as "Board".
- Board of Directors** -- The Board of Directors of the special district or City of Elk Grove named in the Notice to Contractors. Also referred to as "Board".
- Bureau** -- United States Bureau of Reclamation
- Calendar Day** -- Every day shown on the calendar. When the Contract Time is stated in Calendar Days, every day will be charged toward the Contract Time.
- City** -- The City of Elk Grove, a political sub-division of the County of Sacramento and the State of California.
- City Council** -- The City Council of the City of Elk Grove, a political sub-division of the County of Sacramento and the State of California.

- Claim** – A separate demand by the contractor for (i) a time extension, (ii) payment of money or damages arising from work done by or on behalf of the contractor pursuant to the contract for a public work and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (iii) an amount the payment of which is disputed by the City.
- Contract** -- The written agreement signed by the City of Elk Grove and the Contractor covering the Work and the furnishing of labor, materials, tools, and equipment in the construction of the Work. The Contract shall include the Notice to Contractors, Bid, Plans, Specifications, Special Provisions, contract bonds, and any project-specific specifications or documents; also any and all supplemental agreements amending or extending the Work contemplated and which may be required to complete the Work in a substantial and acceptable manner. Supplemental agreements are written agreements covering alterations, amendments, or extensions to the Contract and include Contract Change Orders.
- Contract Change Order** -- A Contract amendment approved by the City of Elk Grove or by the Board that includes, but is not limited to, alterations, deviations, additions to, or deletions from, the Contract which are required for the proper completion of the Work.
- Contract Documents** -- The Contract Documents are the collective term for all of the documents listed in Article I of the Contract.
- Contracting Officer** -- The City Manager of the City of Elk Grove or the City Manager’s representative authorized to enter into a contract on behalf of the City of Elk Grove.
- Contractor** -- The person or persons firm, partnership, joint venture, corporation, or combination thereof, private or municipal, who (that) has (have) entered into a Contract, as defined in these Specifications, with the City of Elk Grove.
- Contract Time** -- The time stated in the Contract for completion of the Work. The Contract Time may be a single allotment of time, a group of times specific to portions of the Work, or a combination of the two.
- Council Member** -- A member of the City of Elk Grove City Council.
- Datum** -- The Figures given in the Specifications or upon the drawings after the word “Elevation” or an abbreviation of it, shall mean U.S.G.S datum, unless otherwise noted.
- Days** -- Unless otherwise designated, days as used in the Contract Documents shall mean calendar days.
- Elevation** -- The figures given on the Plans or in the other Contract Documents after the word “Elevation” or abbreviation of it shall mean the distance in feet above the standard datum used by the City.
- Engineer** -- The Director of Elk Grove, or City of Elk Grove Engineer of the district or City of Elk Grove for which work will be done under these Specifications, acting personally or through agents or assistants duly authorized by the Director.
- Estimated Quantities** -- The list of items of work and the estimated quantities associated with the Work. The Estimated Quantities provide the basis for the Bid.
- Extra Work** -- Work other than that required either expressly or implied by the Contract in its executed form.
- Field Instructions** -- Direction given, in writing, by a City representative.
- Haul Route** -- Route for ingress and egress of materials hauled to and from a project site within the City limits or the City of Elk Grove.
- Inspector** -- The person or persons authorized to act as agent(s) for the City of Elk Grove in the inspection of the Work.
- Major Bid Item** -- Five percent (5%) of the total contract bid price.
- Notice To Contractors** -- The written notice whereby interested parties are informed of the date, location, and time of the Bid Opening of a proposed City of Elk Grove Project and the terms and conditions of submitting Bids to perform the Work.
- Notice To Proceed** -- The written authorization by the City of Elk Grove to the Contractor specifying the date the Work may begin and any conditions regarding the beginning of the Work.

Or Equal -- The term “or equal” shall be understood to indicate that the “equal” product be the equivalent or better than the product named in function, performance, reliability, quality, and general configuration. Determination of equality in reference to the project design requirements will be made by the Engineer.

Plans -- The plans, drawings, profiles, cross sections, Working Drawings, and Supplemental Drawings, or reproductions thereof, approved by the City of Elk Grove, which show the locations, character, dimensions, and details of the Work.

Plant -- All physical resources, facilities, machinery, equipment, staging, tools, work and storage space other than provided by the Contract, together with subsidiary essentials and necessary maintenance for proper construction and acceptable completion of the project.

Project -- Shall mean the Work.

Project Manager -- The person designated by the City as its project management representative during the course of construction, acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties delegated to them.

Proposal -- Shall mean “Bid”.

Record Drawings -- Drawings prepared by the Engineer that document changes to, additions to, or deductions from the Plans, and which represent the Work as constructed.

Schedule of Values -- A statement furnished by the Contractor to the City of Elk Grove reflecting the portions of the Total Contract Price allotted for the various parts of the Work for each work activity contained on the project schedule. Unless otherwise indicated in the Specifications, the total of the Schedule of Values shall equal the full cost of the Work, including all labor, material, equipment, overhead, and profit. For lump sum contracts, the Schedule of Values is the basis for reviewing the Contractor's application for progress payments.

Shop Drawings -- Drawings prepared by the fabricator or supplier showing the layout and details of components fabricated in a shop for inclusion in the permanent facility (e.g., structural steel, reinforcing steel, railings).

Site -- The area upon or in which the Contractor's operations are carried on and such other areas adjacent thereto as may be designated by the Engineer.

Special Provisions -- The Special Provisions are specific clauses setting forth conditions or requirements peculiar to the Work and supplementary to these Standard Construction Specifications.

Standard Construction Specifications -- The directions, provisions, and requirements contained herein. When the term “Standard Specifications” or “these Specifications” is used, it means the provisions as set forth herein, together with any amendments or revisions that may be set forth in the Special Provisions. The Standard Specifications are comprised of “General Provisions” and “Technical Provisions”.

Standard Drawings -- The Standard Drawings of the City of Elk Grove, which are incorporated into the Standard Construction Specifications, and made a part of the Plans by reference to one or more specific Standard Drawings.

State -- The State of California.

State Specifications -- The version of the Standard Specifications of the State of California, Department of Transportation, in effect at the time of Notice to Contractors.

State Plans -- The version of the Standard Plans of the State of California, Department of Transportation, in effect at the time of Notice to Contractors.

Subcontractor -- A properly licensed party under contract to and responsible to the Contractor for performing a specified part of the Work; or a properly licensed party under contract and responsible to a Subcontractor of the Contractor.

Supplemental Conditions -- Additions, revisions, special directions, and requirements peculiar to a project site and not otherwise thoroughly set forth in General and/or Specifications.

Supplemental Drawing -- Supplemental Drawings define the Plans or Specifications in greater detail by providing additional information that may have not been specifically or clearly shown or called out on the Plans or in the Specifications.

Technical Provisions -- The provisions of the Standard Construction Specifications that describe the technical aspects of the Work.

Total Contract Price -- The total price for the Work as bid by the Contractor, including any additions or subtractions made via Contract Change Orders.

Work -- All actions which the Contractor is contractually required to do as specified, indicated, shown, contemplated, or implied in the Contract to construct the Work, including all alterations, amendments, or extensions made by Contract Change Order or other written orders or directives of the City of Elk Grove. Unless specified otherwise in the Contract, the Work includes furnishing all materials, supplies, equipment, tools, labor, transportation, supervision, and all incidentals necessary to complete the Work.

Working Day -- Any day except: (a) Saturdays, Sundays, and legal holidays; (b) days on which the Contractor is specifically required by the Special Provisions or by law to suspend construction operations; or (c) days on which the Contractor is prevented from proceeding with the current controlling operation or operations of the Work for at least five (5) hours per day due to inclement weather, or conditions resulting immediately therefrom; or (d) as defined in the executed contract.

Working Drawing -- Working Drawings detail a particular item of work and the manner in which it is to be accomplished or performed. Working Drawings are prepared by the Contractor as a submittal or a portion of a submittal and may be specifically requested by the City of Elk Grove or required in the Contract or a Field Instruction or other written directive.

Written Notice -- “Written Notice” shall be deemed to have been duly served when delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended, or if delivered at or sent by U.S. mail to the last business address known to him who gives the notice.