

CSI would like to wish everyone a *HAPPY NEW YEAR!*

Welcome to 2011!! Although I can't speak for everyone in the Nashville construction community I can tell you without a doubt there is one brick salesman in Nashville who is not sad to see 2010 come to an end. Most economic analysts seem to be looking at 2011 to have growth. Although the numbers seem to be modest it is at least a step in the right direction and attitudes are positive. The following link is from McGraw Hill Construction 2011 Market Outlook (the video runs about 5 minutes) and contains some pretty interesting information www.youtube.com/watch?v=zpi8d_M0rNg

In December the Chapter met for our annual Holiday Party. As you can see from photos included in this month's Specifacts we had a good turnout, including a visit from an Elf (Rick Jones). I also ran into a couple of gate crashers on my way out, Cheryl Crosby and Ken Hill.

Earlier in the month Kevin Russell (Chapter Academic Liaison) and I met with the leaders of the newly established MTSU Student Chapter. We had 6 student members attend this first organizational meeting. The Student Chapter has been a long time coming and it's good to see it finally getting off the ground, thanks in large part to our Student Chapter President Matthew Russell. Matt, with I'm sure some guidance from his dad, has done a fantastic job of "taking the bull by the horns" and recruiting student members.

I look forward to seeing everyone at 11:30 on January 18th when we resume our monthly meeting at the TN Engineering Center.

Respectfully,
Randy Huffman

Chapter President 2010-2011

Success Story

by Sheldon Wolfe, RA, FCSI, CCS, CCCA, CSC

We are approaching the fiftieth anniversary of the publication of two seminal documents for the construction industry: "A Tentative Proposal for a Manual of Practice for Specification Writing Methods", and "The CSI Format for Building Specifications". The first led to the publication of CSI's first *Manual of Practice* (eventually becoming the *Project Resource Manual*), the second to *MasterFormat*.

Although *MasterFormat* is more widely known and used, the original Manual of Practice (MOP) embodied the essence of CSI's *raison d'être* - clear communication in construction documents. Along with *MasterFormat*, the MOP provided impetus for CSI's growth through the end of the twentieth century, as design professionals across the country sought to improve their specifications. Despite its relative obscurity, I believe the MOP's significance was second only to *MasterFormat* and AIA's contract documents in the world of building construction.

In 1947, the founders of the Construction Specifications Institute expressed five goals for the new organization:

- Standardization of building codes
- Better specification writing
- Simpler specifications
- Standardization of specifications for public works
- Greater efficiency and cost effectiveness throughout the industry

Let's look at how these goals are related to the Manual of Practice and *MasterFormat*.

Standardization of building codes

Other than the basic principles of "say it once" and the four Cs, the Manual of Practice and *MasterFormat* appear to have little relevance to building codes. I don't know how much impact CSI or its members had, but some progress toward standard building codes was made with the introduction of the IBC. The result is somewhat misleading, though; most of the US has adopted the IBC, but virtually every state and locality has modified it.

Better specifications

In my first job as a specifier, I worked at the University of Minnesota, which has an excellent records department. While there, I was often thankful for the University's extensive record documents, including those for several buildings built in the late nineteenth century. Even that far back, most of the project manuals I looked at were well organized and easy to interpret. However, by current MOP standards, they had a number of deficiencies.

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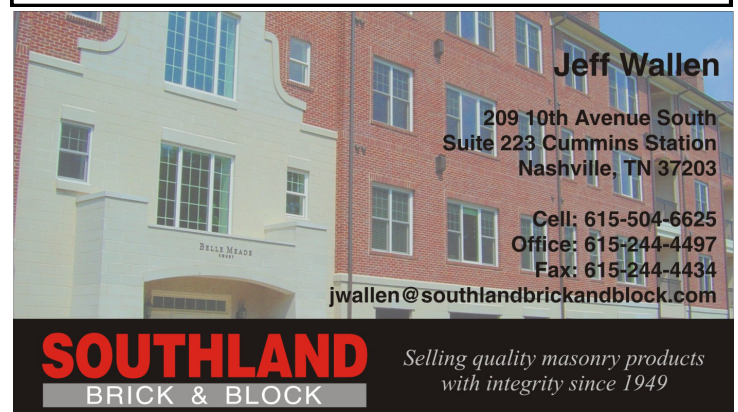
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Document organization was not universal. The location of similar information varied from one project manual to the next, sometimes even when the project manuals were produced in the same office. Also, there was some tendency toward stream of consciousness specifying. The specifications might start with masonry, go on to carpentry, return briefly to masonry to specify mortar, and so on.

The 1964 publication of “The CSI Format for Construction Specifications” marked the beginning of a move toward standard organization of information. Today’s nearly universal acceptance of MasterFormat clearly makes it easier to prepare and interpret construction documents.

Simpler specifications

The MOP offered a comprehensive, logical way to organize and prepare construction documents that was based on two concepts: say it once in the right place, and say it correctly. In other words, communication in contract documents is most effective when sentences are simple, all necessary facts are included, and irrelevant material is excluded.

You likely learned the first from your parents, though they probably said “A place for everything and everything in its place.” In documents that comply with the MOP, every requirement is stated in a specific location, which

makes it easier for both the writer and the reader to find the information they need.

The second is expanded in the famous “four Cs” - clear, complete, concise, and correct. Another way these can be expressed is, “Say exactly what needs to be said - no more, no less - in a way that can be easily understood.” This should be nothing new to those who are familiar with Strunk and White’s *The Elements of Style*, a standard reference for writers of all persuasions.

Standardization of specifications for public works

The founding members were, according to CSI, primarily “architectural specifications chiefs from various government agencies” who “discussed problems that resulted from non-uniform construction document policies.” We must admire their audacity in setting standardization of public works specifications as a goal. Had they been successful we would enjoy the benefits of standard specification format and content throughout the country, and neither specifiers nor bidders would have to try to puzzle out what each government agency is trying to say. Unfortunately, this goal has not been achieved, and, despite all the improvements that have resulted from CSI’s standards in other areas, government agencies remain the worst violators of the principles established by the Manual of Practice.

Typical government bidding requirements ignore the

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Success

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difference between bidding and contract documents; use a variety of terms interchangeably; scatter bidding requirements casually through the advertisement for bids, instructions to bidders, and bid forms; and include non-biddable policy statements and goals, and extensive excerpts from various laws and statutes; all with the unrealized intent of saving the poor taxpayer a few bucks - at least for the initial contract amount.

Those who interpret the rules seem to have trouble understand the meaning of “responsive, responsible bidder” and quickly back away from any threat of legal action. Bids are not *required* by law to be evaluated solely on the basis of low bid, yet that appears to be the most common means of evaluation.

Greater efficiency and cost effectiveness throughout the industry

This has been one of CSI's great successes, due in part to its Format series documents, and in part due to its expansion throughout the country in the late twentieth century. Although there has been little success in bringing uniformity or simplicity to public sector documents, the rest of the industry has demonstrated acceptance and support of CSI standards. In the US and Canada:

- All major master guide specifications are based on MasterFormat and SectionFormat.
- The vast majority of design firms use MasterFormat and Section format.
- Manufacturers produce literature with MasterFormat numbers prominently displayed on brochures, binders, and technical information.
- There has been a great increase in the number of manufacturers offering guide specifications based on MasterFormat and SectionFormat.

It is hard to imagine doing business without the pervasive effect of CSI, and virtually impossible to estimate the effects on efficiency and cost that result from industry-wide acceptance of the Manual of Practice and MasterFormat. Without CSI's unifying influence, there might be several standards for writing specifications - or none at all. There might also be many filing methods; one office might file product literature by manufacturer's name, another by product name, and yet another by type of product. Some specifiers would begin their sections with a schedule, some with a list of products, and others with code information. And manufacturers would be less likely to present information in a common format, or to offer easily usable guide specifications.

Nashville Chapter CSI Contact Us

www.csinashville.org

Construction Specifications Institute
P.O. Box 25267
Nashville, TN 37202

Looking ahead

Although the wide implementation of CSI's Manual of Practice and Formats documents has been successful, work remains to be done, especially in the public sector. CSI should encourage government agencies to standardize and improve their construction documents through adoption of the principles of the Manual of Practice, and to encourage building code officials to learn and understand the organization of contract documents.

CSI got off to a great start; let's build on it!

January Member Anniversaries

Randy Hoffman CSI

Daltile

30 Years

Rick Jones CSI

T.W. Frierson Contractor,
Inc.

27 Years

David Scott CSI, CDT

McCarthy Jones &
Woodard

23 Years

Jeff Meyers CSI, CCPR

17 Years

Gerald Sullivan CSI, CDT

Gerald M. Sullivan, Inc.

17 Years

Odell Pullen CSI, CDT

F. Odell Pullen, Architect/
Sculptor

15 Years

Tim Yoko CSI, CDT

Thomas, Miller & Partners

9 Years

Jackson Dale CSI

Dale Incorporated

6 Years

Rusha Stuckey CSI, CDT

McCarthy Jones &
Woodard

5 Years

Raymond Griffin CSI, CDT

LDS Church

1 Year

Jason Neu CSI

Emser Tile

1 Year

Darren Patton CSI, CDT

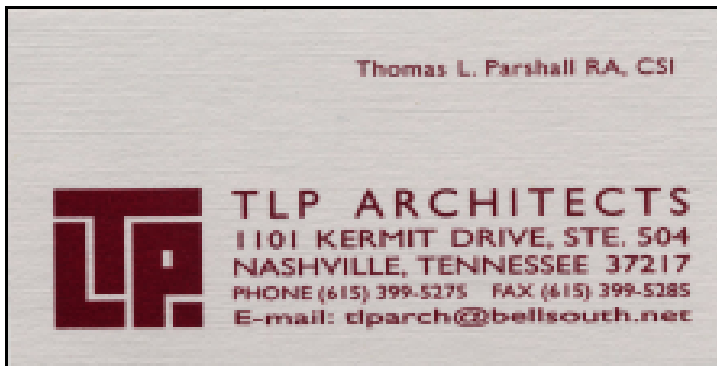
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Jason Tolleson CSI

Guardian Systems, Inc.

1 Year



Kent Kile, CSI, CDT
Architect and Engineering
Consultant - KY/TN/So. IN

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Christmas Party 2010

CSI hosted a joint Christmas Party with ABC on Dec. 16th, 2010. The party was held at the Piedmont Natural Gas Facility. There were quite a CSI members who enjoyed the holiday festivities!

Below:

CSI members celebrating the holiday season at the 2010 Christmas party.



CSI member Rick Jones showed up as an elf.



Construction Contract Documents Classes

Offered by Nashville Chapter CSI

Nashville Chapter – Construction Specifications Institute

December 3, 2010

Study Classes:

The Nashville Chapter of CSI will again host **CDT** Study Classes for the Spring 2011 Exams. The classes will also include AIA document review, of interest for **CCS**, **CCCA** and **CCPR** exams as well as breakout sessions focused on the advanced exams in weeks 8 and 9.

Location:

The 2011 CSI classes for CDT will meet at:

**The Tennessee Board of Regents – Board Room, 3rd Floor,
Genesco Office Park, 1415 Murfreesboro Road, Nashville**

CCS, CCCA and CCPR breakout sessions for weeks 8 & 9 will be scheduled at times and locations as appropriate.

You may park anywhere (except in the reserved spaces). Come in the main entrance (actually the second floor) and sign-in at the security desk. Your name should be on the list for CSI (if you have sent it in), if not just add your name to the list at the desk. Take the escalator to the third floor and turn right and right, the TBR Board Room is # 366.

Time:

The classes will be on Thursday's from 6:00 pm till 8:00 pm starting on January 13, 2011 and run for 10 weeks. (Note: The building entry will be closed at 6:30.) The classes are **FREE** and CEU's / PDH's / LU's will be offered. Classes are open to anyone with a desire to gain a better understanding of construction contract documents. You do not need to sign up for the National Exam or be a member of CSI to participate, all are welcome.

Study Materials:

The classes and the exams will be based on the CSI Project Resource Manual which includes the 2004 Master Format. The class will cover UniFormat, GreenFormat SectionFormat and other standards of our industry. We will also use AIA documents, particularly the AIA A201 2007 General Conditions and Contracts. Having access to the CSI Resource Manual will be helpful.

If you sign up for the National Exam you should have received a study guide. These are also available (free) at www.csinet.org. We will generally follow the CSI Study Guide. See class outline below.

Nashville Study Class Sign Up:

Sign-up for our Nashville study class is requested, but not required. Anyone interested is encouraged to attend. Any questions or to sign-up send an email to: Carl.Manka@tbr.edu Please let me know which class / exam you intend to take.

National Exam Sign Up:

The nationwide exams for CDT CCS, CCCA and CCPR will be a computerized test and will be offered March 28 – April 9, 2011. Check out the details of the certification program and register for the national exam at www.csinet.org then click on **certification**. Early registration open until January 28, 2011, final registration for the national exams is open until February 26, 2011.

CSI CDT & Certification Study Classes

Study classes will be held for 10 weeks by the Nashville Chapter of CSI. The focus in the first 3 sessions will be primarily toward the CDT exam and as a refresher for anyone taking other exams. Weeks 4, 5 & 6 will focus on the AIA General Conditions. The General Conditions play a significant role in all of the CSI Exams. Weeks 7, 8 & 9 will include breakout sessions for CCS, CCCA and CCPR exams and will be staffed and scheduled as appropriate. The final session will be a Mock Exam and review.

As the CDT exam is the basis for the subsequent certification exams and a significant part of the certification exam will depend on knowledge covered in the CDT - ALL candidates are encouraged to attend all classes.

Classes will be lead by: - **Carl Manka** CSI CCS **Jerry Preston** FCSI CCS **Kevin D. Corkern** FCSI CCS CCCA with help from: **Cheryl Crosby** CSI CDT CCCA and **Rex Garton** CSI, CCS, AIA, LEED AP

Course materials are: CSI - Project Resource Manual, AIA A201 - 2007 General Conditions, CSI study guide for the CDT exam and the study guides for the CCS, CCCA & CCPR certification exams. The Study Units listed are based on the CSI – CDT Study Guide.

Week 1 - January 13, 2011

- CM Overview of Classes the CDT and the CCS, CCCA and CCPR Certification Exams
- CM Study Unit 1 – Introduction
- KC Study Unit 2 - Project Conception

Week 2 - January 20, 2011

- CM CSI Principles & 2004 Master Format
- CM Study Unit 3 - Project Delivery
- CC Study Unit 4 – Design

Week 3 - January 27, 2011

- CM-RG Study Unit 5 - Construction Documents

Week 4 - February 3, 2011

- CM Study Unit 6 – Bidding / Negotiating / Purchasing
- RG Study Unit 7 – Construction
- CM Delivery Methods, Agreements, Change Orders, Bonds

Week 5 - February 10, 2011

- JP AIA A-201 General Conditions

Week 6 - February 17, 2011

- JP AIA A-201 General Conditions

Week 7 – February 24, 2011

- JP AIA A-201 General Conditions
- CM CDT – Study Unit 8 - Facilities Management

Week 8 - March 3, 2011

- CM RG CDT - Division 1, Formats, Specification Language
- KC CC CCS, CCCA & CCPR to be scheduled as appropriate

Week 9 - March 10, 2011

- CM CDT - Review of Principles and Exam Overview
- KC CC CCS, CCCA & CCPR to be scheduled as appropriate

Week 10 - March 17, 2011

- Mock Exam

**All National CDT, CCS, CCCA & CCPR Exams will be at a Prometric Testing Center
March 28 – April 9, 2011**

Chapter Officers

Randy Huffman, President
(615) 244-0440
(615) 244-4553 fax
rhuffman@alley-casetty.com

Tim Yoko, President Elect
(615) 377-9773
(615) 370-4147 fax
tyoko@tmpartners.com

Woody Bruhn, 1st Vice President
(615) 772-3468
woody@coolsunlight.com

Mike Leonard, Immediate Past President
(615) 329-1399
(615) 329-1486 fax
mleonard@haa.us

Dan Cress, Secretary
(615) 377-9773
(615) 370-4147 fax
dcress@tmpartners.com

Jack Potter, Treasurer (615) 370-8500
(615) 370-8530 fax
jpotter@hfrdesign.co

Committee Chairs

Kevin Russell, Academic Liaison
(615) 767-6139
krussell@mcclroymetal.com

Troy Williams, Awards
(615) 356-9911
(615) 352-6737 fax
troy@bargcauthen.com

Carl Manka, Certification
(615) 504-6625
(615) 366-3992 fax
carl.manka@tbr.edu

Kent Kile, Education
(615) 347-4572
(615) 251-1885 fax
kkile@ppg.com

Tiffany Goulet
Electronic Communications
(615) 333-1000
(615) 333-1006 fax
tiffanyannwil@aol.com

Loretta Baltz, Friendship
(615) 844-1017
(615) 250-9425 fax
Loretta_baltz@mcgraw-hill.com

Tiffany Goulet, Membership
(615) 333-1000
(615) 333-1006 fax
tiffanyannwil@aol.com

Tom Parshall, Planning
(615) 399-5275
(615) 399-5285 fax
tlparch@bellsouth.net

Tim Yoko, Product Show
(615) 377-9773
(615) 370-4147 fax
tyoko@tmpartners.com

Tex Stohl, Programs
(615) 360-7013
(615) 360-7137 fax
tex.stohl@kone.com

Erin Chambers, Publications/
Editor
(615) 790-9840
(615) 790-9927 fax
echambers@lojac.com

John Arndt, Scholarship
(615) 256-3185
(615) 256-6263 fax
johna@dwccares.com

Jerry Curtis, Technical
(615) 790-2828
tnbass@comcast.net

Directors

Kathy Richards, Chapter
Director
(615) 754-5393
(615) 754-5340 fax
krichards@kbjmarshitects.
com

Woody Bruhn, Chapter
Director
(615) 772-3468
woody@coolsunlight.com

Kevin Corkern, Chapter
Director
(615) 399-5275
(615) 399-5285 fax
kevin@tlparchitects.com

Bob Grummon, Chapter
Director
(615) 322-2715
(615) 343-4830 fax
Robert.grummon@
vanderbilt.edu

Becky Wagoner, Chapter
Director
(615) 743-3334
bwagoner@hermitagelight-
ing.com

Kent Kile, Chapter
Director
(615) 347-4572
(615) 251-1885 fax
kkile@ppg.com

About Us...

Founded in 1948, CSI is a non-profit technical organization dedicated to the advancement of construction technology through communication, research, education, and service. CSI serves the interests of architects, engineers, specifiers, contractors, product manufacturers, and others in the construction industry.

Specifacts is published monthly by the Nashville ChapterCSI. This publication acts as a moderator without approving, disapproving or guaranteeing the validity or accuracy of any data, claims or opinions appearing under a byline or obtaining or quoted from an acknowledged source. The Chapter does not constitute any endorsement of products featured in advertisements