

DCAMM STANDARD SPECIFICATIONS USER'S GUIDE

The DCAMM Standard Specifications are intended for use by Designers as the basis of construction specifications for projects of the Division of Capital Asset Management and Maintenance (DCAMM) in the Commonwealth of Massachusetts.

The specifications include MGL Chapter 149A trade-bid requirements, and language intended to assist projects in achieving USGBC LEED 2009 certification at the Silver Level. For projects to be procured as design-bid-build under MGL Chapter 149A trade bids, the DCAMM Project Manager will provide a separate set of Division 01 and technical sections.

The DCAMM Standard Specifications are organized according to CSI Masterformat 2011 and issued in Microsoft Word format in Times New Roman 11 font. Specifications use the term 'Designer' for the architect-of-record and their engineers, and the term 'DCAMM Project Manager' for the owner's representative.

All sections require editing by an Architect or Engineer registered in the Commonwealth of Massachusetts before issue. Individual sections contain choices which must be made before issue. Each section contains 'Notes to the Designer' and 'Resources' which must be deleted before issue.

SPECIFICATION SUBMITTALS BY PROJECT PHASE

Schematic Design Submittal for Specifications: Outline specifications are required for the Schematic Design submittal, which are to be based on the DCAMM Standard Specifications Table of Contents, with addition of a brief description for the content of each section. Submit the DCAMM Standard Specifications table of contents, indicating additions and deletions using the '**track changes**' feature of the word processing program. Indicate proposed trade bid sections. Indicate new sections which are not currently in the DCAMM Standard Specifications. Do not submit full-length specifications.

Design Development Submittals for Specifications: Submit full-length specifications using the DCAMM Standard Specifications as base text. Edit to project requirements and indicate additions and deletions using the '**track changes**' feature of the word processing program. Incorporate DCAMM comments from the Schematic Design submittal. Provide new specification sections in DCAMM format for materials or systems required for the project, which are not currently included in the DCAMM Standard Specifications. Do not use other office master specifications for sections which are already included in the DCAMM Standard Specifications.

Construction Documents Submittals for Specifications: Submit revisions to the design development specifications, continuing to use the '**track changes**' feature on a cumulative basis. Incorporate DCAMM comments from the previous submittal.

Issued for Bidding Submittal for Specifications: Accept '**all changes**' to remove the tracked changes, and prepare a single-sided original for printing for bidders. Verify specifications do not include choices in [brackets], 'notes to designers' or 'resources' from the unedited standard specifications. Incorporate any remaining DCAMM comments from the previous submittal.

Early Bid Packages: Early bid packages shall follow the same procedures listed above. Note that for CM-at-Risk contracts, early packages must have their own set of specifications and drawings.

Subsequent packages shall also have their own set of specifications and drawings, and not be issued as cumulative. Early packages would typically be included as reference documents for later packages.

DCAMM STANDARD SPECIFICATONS

TERMS AND CONDITIONS OF USE

Permission to use the DCAMM Standard Specifications is granted by DCAMM only for the limited purpose of preparing construction specification documents for DCAMM projects in the Commonwealth of Massachusetts. Permission is not given to use the DCAMM Standard Specifications to create content for third parties or on other projects.

DCAMM Standard Specifications are not intended for use on non-DCAMM projects, or for projects issued by cities and towns, as the language in the specifications is specific to the DCAMM contracting and procurement requirements.

Neither DCAMM nor its consultants warrant that the DCAMM Standard Specifications are without error or that websites or servers that make this information available are free of viruses or other harmful components. No endorsement or warranty of suitability for use of any product named in the DCAMM Standard Specifications is intended. The Designer is responsible for editing each section before issue and verifying suitability of individual products and systems for project requirements.

The User of the DCAMM Standard Specifications agrees that by using the website and/or the specifications that the user has read, understood and agrees to be bound by these terms and conditions and those of the DCAMM Designer Agreements.

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REPORTING FORM

Feedback from Designers and DCAMM Project Managers is strongly encouraged. Submit suggestions and proposed revisions by email titled "Standard Spec Comment" to Brian Novak, RA, Deputy Director OPDC, at brian.novak@dcp.state.ma.us.

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