

THE MEMPHIS

PERSPECTIVE

November Edition

WWW.CSIMEMPHIS.ORG

2010



REDEVELOPMENT PLANS FOR VICTORIAN VILLAGE

By Scott Blake

Executive Director, Victorian Village Inc. CDC

This Month:

- * Submittal Process
- * Maximizing Memberships
- * SpecQuest
- * Dempsie B. Morrison Scholarship Info
- * Products Display Show
- * Can You Find It?

All About...

THE INSTITUTE

The Construction Specifications Institute
110 South Union Street, Suite 100
Alexandria, VA 22314
www.csinet.org

Founded in 1948, the Construction Specifications Institute is a not-for-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.

THE MAGAZINE

The Memphis PerSPECTive is published ten times a year by the Memphis Chapter of the Construction Specifications Institute. Appearance of products or services, name or editorial copy does not constitute an endorsement by the Memphis Chapter of CSI nor any of its members.

Circulation of *The Memphis PerSPECTive* includes over 275 people consisting of members of the Memphis Chapter of CSI, members of the Memphis AIA Chapter, CSI Regional editors, the CSI Institute and other interested persons nationwide. To be included on future mailings, forward your name and address and a check for \$25.00 to the following address:

The Memphis PerSPECTive
P.O. Box 172349
Memphis, TN 38187-2349

You may also access a complimentary copy of *The Memphis PerSPECTive* online at www.csimemphis.org.

MEMBERSHIP

Architects, engineers, contractors, and manufacturers—14,000 members strong—are in touch with one another through their Construction Specifications Institute membership. CSI provides contacts in the construction industry as well as provides you up-to-date information to help you do your job efficiently and effectively. Yearly Institute membership fee for Professional, Industry, or Associate is \$240 plus \$40 Memphis Chapter fee = \$280; Institute membership fee for Intermediate is \$115 plus \$40 Memphis Chapter fee = \$155.00; and Institute membership fee for students is \$27 plus \$10 Memphis Chapter = \$37.

Membership Info. - Nikole Daniels (901) 261-1505
Email: ndaniels@selftucker.com

For contact information on any Board Member or Committee Chair, see inside the back cover for a complete listing including phone and fax numbers as well as available email addresses.

SUBMITTING ARTICLES

Readers are encouraged to submit articles of interest within the construction industry for publishing. Articles on individual projects whether currently in design, under construction, or recently completed are encouraged.

Any article and its related images must be submitted **before the 20th of the month preceding publication** in order to meet production deadlines. Any printed articles, photos or program inserts should be forwarded to:

The Memphis PerSPECTive
Attn: Duke Walker
612 North 5th Street
Memphis, TN 38107
or
dukeonbass@att.net

Articles and images should be submitted in electronic format via digital media or email.

Microsoft Word documents are strongly preferred for articles, minus tabs and any other formatting. All images must include a date and caption. If printed photographs are submitted, please include SASE

Magazine Info. Contact - Duke Walker 901-355-6208

Email: Dukeonbass@att.net

MAGAZINE ADVERTISING

The advertising rates for 10 issues of *The Memphis PerSPECTive* in printed version and as published on the CSI Memphis Chapter website (www.csimemphis.org) are as follows:

	5 Issues	10 Issues
One-Eighth Page	\$125	\$215
One-Fourth Page	\$245	\$430
One-Third Page	\$330	\$575
One-Half Page	\$490	\$860
Full Page	\$900	\$1,600

Get your company's name in front of a variety of industry professionals—check out our magazine's circulation.

Advertising Info. Contact - Jay Sweeney (901) 260-967
Email: jsweeney@trojungbrannen.com

Tabletop Displays at Monthly Meetings

At each monthly meeting, the Chapter encourages Industry Members to provide a table display of their product and/or services for inspection and education of those attending the meeting. After the meal and prior to the program, the displayer will be given five minutes to address the group. The table display is also encouraged to be represented during the social hour and after the program for any questions by the attendees.

The presentation fee for this time is \$25.00.

Table Top Info. - Danny Clark 901-774-8150
Email: ndidanny@bellsouth.net



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CSI Memphis November Meeting

Scott Blake

Redevelopment Plans for Victorian Village

Scott has been a resident of Victorian Village for 15 years. He is one of the founding members of VVI and previously served as chairman until he became the executive director in 2008. Blake is the owner and creative director of Design 500 Inc., a museum planning and exhibit design firm. Scott specializes in attraction design that places local events and artifacts into a much larger contextual setting. Design projects include exhibits for the Vatican, the Pitti and Uffizi Galleries, the Kremlin, the Fire Museum of Memphis, the Cotton Museum, Tunica River Park and Museum, and permanent exhibits in the National Civil Rights Museum. Blake has a Bachelor of Fine Arts from Washington University in St. Louis, Missouri. In addition to serving as an adjunct professor of Fine Arts at the University of Memphis, Blake has also lectured at Boston College, University of Gottingen, Germany, UCLA and Rhodes College. He has personally restored three houses listed on the National Register of Historic Places and is a recent recipient of the Daughters of the American Revolution National Medal for Historic Preservation.

Thank you for your continued support and dedication to CSI and the Memphis Chapter. We look forward to seeing you for the meeting.

PS Remember to wear your pin!

Please visit csimemphis.org for information on all chapter activities



Schedule at a Glance:

November

- November 5th: SpecChat luncheon (U of M Holiday Inn)
- November 11th: Veteran's Day
- November 17th: PDS Committee Meeting, 11:30 AM-1:00 PM, Perkins Restaurant, Poplar at Highland
- November 18th: Board Meeting 4PM Chapter Meeting—Dinner 5:30PM, Program 6:30PM Racquet Club
- November 25th: Thanksgiving Day

December

- December 25th: Christmas Day



November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 	6
7	8	9	10	11 	12	13
14	15	16	17 	18 	19	20
21	22	23	24	25 	26	27
28	29	30				

President's Message

This year is moving way too fast. November is here, and the holiday seasons are upon us. We are all becoming busier than ever. After you attend the November Chapter Dinner Meeting, please take the time that Thanksgiving offers to spend time with family and recharge for a fast December. The Memphis PerSPECTive magazine went out on time this month and everyone should have their copy by now. Those who like to read their magazine electronically can go to our web site, www.csimemphis.org. Our website is award winning. Check us out.

The University of Memphis Affiliate Student Chapter had a bowling party October 15th. Tom Mason, Rob Huserik and I were in attendance to offer support to the students and get to know them better. Where were the rest of you? Remember our support for the affiliate student members is good for the growth of our chapter. This is relative to attaining future leaders.

Our membership has experienced several members/spouses that have been on the sick list. Included on this list was Cliff Watson (a bad fall), David Davidson, Pam Davidson, Gary Cofer, Mike Tibbets (past member), Carl Drennan and Carol Wilmoth (Harvey's wife). Everyone is on the mend or mending, and, hopefully, we should see them soon. If you know of a member that needs to be remembered, please let us know. The program for November 18th is a presentation featuring historic preservation (Victorian Village). This program promises to be one of our most informative. Please check out the article describing this program. Place December 11th on your calendar for our Chapter's annual Christmas Party. We will have more information to follow.

I am repeating the following paragraphs from my last message because I feel the subject matter is relevant and exciting. We should remember the Dempsey B. Morrison Scholarship Fund, Inc. If you have not made a donation to date then please consider this worthy cause. Jim Neison brought an article to our attention at the recent board meeting. The article came from the magazine called 'Voices' of and by the College of Communication and Fine Arts at the University of Memphis. The Architecture Department is highlighted on page 3 of their summer 2010 issue. You can go on line at www.ccfa.memphis.edu to also follow the Architecture Department. The scholarships that the CSI Memphis Chapter presents to worthy students is more than evident by the past scholarship holders noted in the CCFA magazine. The Terra House received the Environmental Stewardship Award for CSI. Your gifts to the Dempsey B. Morrison Scholarship Fund, Inc. helps the students achieve their education but also promotes CSI and the local Architectural community.

Let's remember the Products Display Show in March. We should all start now to create interest in the show and promote booths. Ron Roberts and his committee seek your help. Talk to your product reps, vendors, sales persons, insurance companies, bonding companies, and any other construction related company you may come in contact. Inform them of our show and ask them to buy a booth. Call Ron Roberts for more information at (901)850-1367 or email at ron5929@yahoo.com.



*Charles F. Cooper, CSI, CCCA
President-The CSI Memphis Chapter*

If you have missed a program or two then you have missed some really great programs and social interaction. Is there a reason you did not attend? I have heard it said that dying is the only excuse. Okay, a job transfer is another good excuse. We have many new, young, emerging professionals and nearly emerging professional members. You need to attend the dinner programs and meet these new members, get to know them and let them get to know you. You, we, us need to set the example.

So, Members if there is anything you need, questions you might have, suggestions, comments, criticism or help you want to offer, contact one of your officers or committee chairs. Our names, positions and contact information are found in the Memphis PerSPECTive magazine or go on line to www.csimemphis.org.

We look forward to seeing you at our chapter dinner meeting, November 18th. The meeting place is at the Racquet Club on Sanderlin. Our social hour starts at 5:30 p.m., dinner served at 6:00 p.m. and the program starts at 7:00 p.m. To make reservations please call 261-4671 or email pdavidson@allenhoshall.com. Reservation should be made by November 16th by 2:00 p.m. Dinner cost is \$20.00 for members and non-members and \$10 for student affiliate members. Cash or check at the door or go on line for pay-pal at www.csimemphis.org. Spouses are always welcome to attend. Invite a friend. **Remember no shows will be billed.**

Who are we? WE ARE CSI- **THE MEMPHIS CHAPTER!**

*Charles F. Cooper, CSI, CCCA
President-The CSI Memphis Chapter*



Student Affiliate News



*Dustin Collins
CSI-Memphis Student
Affiliate Chapter President
The University of Memphis*

Greetings once again from your student affiliate chapter here at the University of Memphis!

We are just about half way through the semester and we all know what that means... Midterms and projects due! It gets a little hectic around here this time of year so we took a needed break on the 15th for a night of fun and bowling at Billy Hardwicks. We had a great student turn out and were joined by a few of our parent chapter members and faculty from the uni-

versity! We played a sort of tournament style play where one colored pin was placed into pin rotation per alley and when that pin falls into the #1 position the bowler has to bowl a strike to earn one point toward winning. When our time was up the bowler with the most points wins the tournament. We were fortunate enough to have a couple of old bowling pins donated to us and held a pin design challenge for the students. After selecting the two winning entries we produced the trophy pins and presented them to the tournament winner and the single highest score for the night. All in all we believe this event to have been a huge success and one we plan to make a permanent tradition.

Another event that we are looking forward to is the Halloween costume party for the department of architecture and design on the 29th hosted by CSI-S and AIAS. This being a joint venture with AIAS we hope to further spread interest in our organization throughout the department and even within other student organizations. We have extended invitations to all students in architecture, interior design and faculty. This should be a wonderful opportunity for us to promote CSI. So far the response has been great and we are expecting huge turn out for this event as well. We will let you know how it went in our next letter and hopefully you will all get to see some new student faces in the future. We believe that events like these will play a large part in the strength and growth of our organization. Coupled with the resources that we already have like monthly chapter meetings and lectures, conferences, field trips within the surrounding industries and a great professional organization to help us along we believe that we can make CSI-S the strongest student organization at the U of M.

We can never do it without such a great group of professionals to back us. THANK YOU ALL for your ongoing interest and support!

Dustin Collins

Last month, the Memphis Chapter CSI announced the establishment of a Student Affiliate organization at ITT Technical Institute. As the Affiliate President, I'd like to share a bit more about our group.

ITT-Technical Institute does not attract the typical students. In fact, most would be considered non-traditional students. Many ITT students are adults with full-time jobs and families. They are typically attending the Institute to improve their current job skills or are looking for a career change to improve their lifestyle and employability.

Even with their already heavy work load ITT-Tech students in the Construction Management Program have also elected to become Affiliate with CSI Memphis Chapter. As we are new to the CSI organization we are generally unfamiliar on how we may assist or benefit from, CSI. We are certainly willing to participate in undertakings whenever possible and beneficial to our students and a worthy cause. We are open to ideas that help out the community, the industry, or the Chapter. Already ITT-Tech student members have attended several CSI functions as well as having sponsored student leaders to attend the recent Golf Coast Regional CSI Conference in Huntsville Alabama. It was a rewarding experience for those who attended.

The ITT-Tech CSI affiliate will be having a meeting on campus, November 1st at 6 p.m One of the topics for discussion on the agenda will be to begin the planning process for volunteering our construction skills at the **Galloway Missionary House Project**

We at ITT-Tech are excited and honored to be involved with the CSI Memphis Chapter. Both our Director and Dean support this opportunity and will assist us in moving forward as a student organization. We hope our students will be able to gain experience and a greater understanding of the Industry in our collaboration and look forward to the opportunity that is provided by being affiliated with the CSI Memphis Chapter and its members.

Drop us a line if you are interested in providing us with ideas or suggestions to assist in our growth and in becoming a functioning, viable student chapter. Ms. Hill, our Faculty Advisor may be reached at 901.381.0200.



*Pele Chaffins, President,
ITT Technical Institute
CSI Affiliate President*

Pele Chaffins

The Submittal Process

This article is related to documents required for submission prior to and typically during construction. The requirement for Submittals is found in Division 01 General Requirements and specifically in Section 01300 or 01 13 00. The individual specification sections will detail the specific submittals required. This article is a general discussion on the process of shop drawing submission, review and ultimate acceptance of submittals for inclusion in the Work.

Contractual Basis for Submittals

The basis for submission of [shop drawings, product data and samples](#) required for a project comes from the contract requirements found in the construction contract. The specific article in AIA A201 General Conditions of the Contract for Construction is 3.12 inclusive wherein the duties and responsibilities of the contractor relative to submittals are listed. The specifications reference and often include the General Conditions thus making them part of the contract. The specific Technical Sections found in the Project Manual will list the specific items the contractor is to submit.

The following definitions are found in the General Conditions:

“The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams.”

“The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.” They also list the project constraints and requirements.

“Shop Drawings are drawings, diagrams, schedules and other data specifically prepared for the Work by the Contractor, Sub-subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.”

Each technical specification section has three parts. The part that describes what submittals are required is Part One: General which should have the following paragraphs at a minimum:

A listing of what is included in the particular section. What the related technical sections or portions of work are that relate to this section.

What the industry reference standards are applicable to this section.

What the administrative requirements are such as pre-installation meetings, if required.

What the required submissions are for review by the design team. This will include shop drawings, product data and samples.

What the level of quality is expected to be for the product or assembly.

What the storage and handling requirements are for the product or assembly.

What the warranty terms are for time, material and labor concerns.

It is the paragraph #5 above noting the submittal requirements that is the focus of this article. Although I should point out that the entire specification relates specifically to the submittal and submittal requirements in one way or another. For example, in Part Two, the acceptable manufacturers are listed. Clearly, without this information the bidder would be at a loss to determine the basic requirements of the product characteristics to be submitted. Part Three lists the execution requirements which are also necessary for the bidder to have knowledge of relative to any special product installation requirements or coordination requirements with other adjacent products requiring concurrent submission.

In more recent years the quality requirements in listed in Part One relate more to the quality requirements of the manufacturer and installer. Product quality requirements are going into Part Two as part of the product (performance) requirements.

Submittal Classifications

There are essentially three types of submittal classes: shop drawings, product data and samples. The contractor will be required to review the individual technical specifications for project specific requirements for a given section. Additionally the contractor will be required to understand the inter-relationship between components in order to submit them at the proper time thus ensuring a coordinated and timely review.

Shop drawings typically include drawings showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams. These are the more common submittals that have long been in existence. An example of these documents is as follows: shop drawings for a storefront window system will indicate in plan how the unit



fits into the construction as well as detail how it is to relate to adjacent materials. Details will be provided for the head, jamb and sill as well as flashing for the unit as required. There may also be a sample of the intended frame section for review included that may or may not relate to the “finish” sample requirements.

Product data can best be described as manufacturer’s literature that will substantiate the suitability of the product for inclusion in the Work. This material can be as simple as a manufacturer’s flyer for the subject material or a catalog indicating all aspects of the material thus providing the confirmation of the submittals’ compliance with the contract requirements. Regardless of the format, the contractor is to clearly mark what components are intended for review.

The sample is a physical manifestation of the specified material used for verification of contract compliance for that material. Samples can take many different forms. For example, when there is no finish specified for the window system noted above, a sample may be submitted that has the intended finish (and color) for that system. A sample may also be required to verify that the particular material meets the specified requirements. Or the sample might be used as an indication of the standard of work that the contractor intends to provide.

There are cases where a “sample” is simply a product warranty. That is to say a specimen of the warranty the contractor intends to furnish at the close of the project. This will often take the form of an actual warranty submitted for acceptance prior to the completion of the work required to confirm conformance with the specified warranty requirements. This type of sample often occurs with roofing systems.

Record Keeping: The Submittal Log

There are usually many submittals required for a project for various reasons. Given the voluminous number of submittals, all parties should be keeping track of the submittal status. The contractor should keep track to ensure a timely review and return of the submittal. The design team should keep track to ensure they are not contributing to a potential project delay and that they have all submittals required when they need them.

At a minimum a Submittal Log containing the following information should be kept (and kept current):

- Section number and submittal number
- Description of the submittal
- Date received by the reviewing entity
- Date distributed to an outside consultant
- Date returned from an outside consultant

- Date returned to the contractor
Disposition (approved, disapproved etc.)

This information will become invaluable in the unfortunate event of a delay claim based on submittal review. This can and does occur frequently because of inadequate submittal tracking. Monitoring the Submittal Log should be a daily occurrence by the construction administration personnel. This will ensure that submittals are processed in a timely manner and do not negatively impact the project.

The Submittal Process

The submittal process is, essentially, the interaction between the contractor who is submitting the material to be reviewed and the design team who will be reviewing and providing a disposition for the submitted material. The submittal process is a logical activity of researching and determining what is required, gathering that information, preparing the information for submission and confirming the information is complete. Once these activities have taken place, the contractor will then submit the information to the design team for disposition.

To be more specific:

The contractor receives the submittal from their subcontractor and logs it in. The contractor’s contractual obligation is to review the submittal and annotate any conflicting or non conforming items within the submittal. If the contractor finds too many non conforming items, the submittal should be sent back to the sub for revisions. As previously stated, the Contractor’s contractual review requirement and basis of responsibility is listed in the General Conditions, article 3.12.5. If there are no revisions to the submittal, the contractor will signify its’ acceptance by placing its’ review stamp on the submission and initialing and dating in the appropriate place. It is then logged out of the contractor’s office and forwarded to the design team for their review along with a written transmittal record.

The submittal is received by the designer and is logged in. The submittal is then reviewed for general content and routing. If it is an engineering submittal, it is transmitted to the appropriate engineer. If it is an architectural submittal the appropriate architectural design reviewer will review it for content and ensure it meets the specification. Offices may vary somewhat but submittals are typically processed in this manner. Some larger architectural firms may have their own in house Shop Drawing Department where the submittal is logged in and then given to the appropriate parties or reviewed directly by the shop drawing department. Once the submittal review is completed by the design team it is stamped by the shop drawing department with the noted

disposition stamp, the date and initials of who performed the review for the submittal and then logged out and transmitted back to the contractor; OR:

Where appropriate, outside consultants, such as Civil, MEP/FP/Com or structural, are sent submittals, along with a written transmittal record, to perform their review. The construction industry recognizes that it takes time to simply deliver submittals from one entity to the other and accounts for that time by providing additional time for outside consultant review. The review time frames vary with projects which means the person in control of submittal distribution will need to be familiar with the time frame requirements in the Contract Documents.

Once the review process is complete, the submittal will be assigned a disposition and returned to the contractor, along with a written transmittal record, for its inclusion in the Work.

The contractor is directed in the technical specifications to forward groupings of submittals, finishes (exterior or interior) as an example, under one transmittal letter. This will allow the designer to review all of the available color selections at one time and select a coordinated color palette. If the color selections are received at differing times, their review periods could vary and cause a delay or mis-coordinated color of finish to be selected. Either situation is not desirable, could result in project delays and should be avoided. Another benefit to this requirement is that the contractor will discover any discontinued products or finishes and make provisions for the appropriate substitute materials to be submitted.

Submittal Disposition and Submittal Review Stamps

As noted above, after the submittal has been reviewed it will be stamped with the review stamp indicating the reviewed disposition, who reviewed it and on what date. The following are examples of the potential disposition:

Reviewed: submittal is acceptable for inclusion in the work

Rejected: submittal is not acceptable to be integrated into the work

Revise and Resubmit: the submittal is acceptable with modifications; resubmission is required.

Furnish As Corrected: the submittal is acceptable with modifications noted on the submittal; no resubmission is required.

Submit Specific Item

Submit Record Set (typically noted during the project close out phase)

Not all submittal review stamps are created equal. These days most will have a disclaimer indicating the review was performed to ensure compliance with the design intent or concept only thus abdicating any responsibility for virtually any other aspect of the submittal. In general, the designer is not responsible for means and methods or the dimensional verification of items to be integrated into the work so verbiage of this nature on the review stamp is often redundant. The means and methods as well as all construction dimensional verifications are the purview of the contractor, not the designer.

The information on the stamp, other than the disclaimer, is important for a number of reasons. Knowing who performed the review will allow any subsequent issues to be resolved in a more expeditious way. Knowing on what date the submittal review was completed will indicate if the review was timely or not. And finally, having the disposition of the submittal will tell the contractor what further action is required on his part in order to integrate the submitted material into the work of the contract.

A Note Regarding "Furnish as Corrected"

"Furnish as Corrected" does not mean to furnish as the design has been modified during the shop drawing review. The Contract Document requirements should not be modified at the shop drawing phase without good reason such as inability to be constructed or potential for failure. The old school thinking of "we have one last chance to get it right" is the perfect set up for paying additional money both for labor and material and other hidden charges by sub and general contractors. If the documents indicate a certain configuration of a given component, and that component is modified at the shop drawing stage, the contract has been modified and an add or credit to the contract sum may result. To change the design at the submittal stage without a clear understanding by all parties, is not good practice and will only add confusion to the process: the contract documents direct one way of accomplishing the mission while the actual shop drawing for that component indicate another. Personnel in the field who have not been briefed on these modifications will be confused which could result in constructive mistakes. The costs incurred will likely be higher due to the change order that will inevitably be submitted to cover the modification's cost. The bottom line is: under no circumstances should the shop drawings be modified to reflect a change in the design, to fix an incomplete design detail or just to add scope forgotten or overlooked in the design and construction documentation phases. A Bulletin, an ASI or other contract modification instrument must be compiled and issued to the contractor to accomplish and affect a change of this nature.



Submittals Not Required but Submitted

Submittals that are not required by the contract documents and submitted by the contractor should, in most cases, be sent back with no action taken. The architect assumes liability for every performed review and submittal disposed. Unrequested submittals that are not required submittals take up valuable administrative and processing time for which the architect is not compensated. This also applies to the contractor who may unknowingly submit information "because he always has done it that way before". The contractor is obligated to review and understand the contract submittal requirements. The contractor, on most projects, is required to submit a submittal schedule prior to submission of any product information, data or samples defining what will be submitted, when and in what sequence.

As stated above, some submittals such as finishes or materials requiring a finish or color selection, should be specified for concurrent submission. Architects typically specify this submission requirement. This allows the designer to choose the finishes at one time eliminating multiple reviews and possible changes due to a previous selection found to be incompatible with subsequent submittals requiring a color or finish selection or that have become unavailable by the manufacturer. The contractor will also benefit from this procedure by having all of the finish selections made at one time.

System submittals should be complete in that if a single component is a part of a system, all of the components making up the entire system should be submitted at one time. This allows the designer to evaluate the inter-relationship of the various components. This also benefits the contractor in that he has reviewed what he submitted and had an opportunity to review and opine on any constructability issues that may not have been identified in the in house Quality Management review. Some schedules or construction procedures may necessitate partial submittals. If this is the case, the contractor is to formally notify the architect and seek approval of a partial submittal prior to making the submittal.

There is some level of misconception that all components listed for submission in a specification section should be submitted concurrently. In an attempt to eliminate this misconception: ALL submittals listed for a given section as required should be submitted at the same time. For example: miscellaneous metals submittals. All components listed or scheduled in this section should be submitted at one time for a complete review of the proposed components. Roofing is another example where all of the roofing components should be submitted concurrently, including warranty specimens and

samples. This allows for the review of the entire "system" of components for the specification section allowing for a one time review and eliminating potential multiple reviews.

Time

The contractor is obligated by the terms of the contract to complete the project to which he is contracted within a contracted time duration. Consequently it is of utmost importance for the reviewing personnel to conform to those contract requirements related to reviewing time and the processing and disposition of submittals. Equally as important is the contractor's adherence to the contract requirements related to the compilation and submission of submittals as defined in their contract. Ideally the contractor and the architect have met prior to the commencement of the Work such as in a pre-construction conference) and have agreed upon a predetermined plan that works within the constraints of the contract and will efficiently and expeditiously address submittals.

Conclusion

One of my favorite dictums learned from being a member of CSI is the three "C's" rule that a specification is to be clear, concise and complete in order to be considered a good specification. The same holds true for submittals. I like to add a fourth "C" which is "coordinated". Coordination relative to the submittal process means that the sequence of submission as well as the actual submittal is coordinated prior to its submission. This is a task to be completed by the specifier prior to signing the contract and the contractor once the submittals are prepared for review and will lead to a more streamlined and efficient review process.

Submittals are a contractual requirement for most construction projects. The intention of the submittals is to ensure conformance with the design intent and level of quality specified for the project. Submission of materials and components for a project are intended more as a confirmation of the contractor's intent to meet the design intent and the established specified quality levels set forth in the Contract Documents. Submittals are a necessary part and integral part of the construction process providing confirmation of adherence to the contract requirements. This process is for everyone to benefit so following the established process and adhering to the contractual time for review will produce a positive end result and contribute to a successful project.

Hans Dietrich Faulhaber, AIA, CSI / TRO JIB

Understanding Building Products

Thomas Smith, RA, CCS, CSI, SCIP

SpecTopic: October

This article is continued from the October Edition

Indicating Building Products: - Drawings and BIM)

Summary: The understanding as to what constitutes a building product is essential to indicating building products utilizing either paper drawings, two dimensional cad, or three dimensional objects which can be imported into programs such as Revit or Bentley. How building products interfaces or attaches to adjacent products is many times critical to a products success. Indicating these relationships is one of the primary purposes of the Drawings. Often times how a product is warranted impacts as to how the product is represented on the drawings. Drawings also indicate various systems and assemblies and their relationships with one another. As it has been the trend for manufacturer's to provide guide specifications, they are no providing drawing objects to be used directly into CAD files or virtual building models. Products as essential components of both systems and assemblies may be critical to the tested performance of a building assembly such as a floor ceiling assembly. A missing required component not indicated on the drawings could mean the difference the assembly performing as intended or failing.

SpecTalk: No December Chapter Meeting

SpecChat: January 7th Luncheon Discussion
(U of M Holiday Inn)

SpecTopic: PerSpective Article – February
Issue

Specifying Building Products:

Summary: The quintessential components of building construction are building products when incorporated into real property create the desired results for the owner of the property. The specifications control the process in which products are selected and incorporated. A specification section

is organized into three parts; Part 1 – General, Part 2- Products, and Part 3 – Execution. Specifications are the portion of the contract documents that establish the written requirements for the different types of building products (building materials, equipment, and systems) and the workmanship and standards without infringing upon the contractors responsibility of the establishment of portions of work or subcontracts Products are typically specified using prescriptive or performance methods are sometimes both. How products are linked between the drawings and specifications contributes greatly to the success of a project.

SpecTalk: January 20th Chapter Meeting

SpecChat: February 4th Luncheon Discussion
(U of M Holiday Inn)

SpecTopic: PerSpective Article – February
Issue

Substituting Building Products:

Summary: No two building products are equal, especially when intangible considerations are taken into account such as product availability and product support. The process of product substitution creates healthy as well as unhealthy competition – a blessing or a curse on the construction industry. Healthy competition as a result of the substitution process creates product innovation leading to the advancement of construction technology. The introduction of new products creates both challenges and opportunities. The alteration and elimination of the present substitution process is a trend which has yet to be fully addressed nor the repercussions realized with the advent of BIM and integrated project delivery.

SpecTalk: February 17th Chapter Meeting

SpecChat: March 4th Luncheon Discussion
(U of M Holiday Inn)

SpecTopic: PerSpective Article – March Issue

Can You Find It?

Photovoltaics PV's page 12 April 2010

Submitting Building Products:

Summary: The SpecTopic titled *Defining Building Products* indicates that products are defined differently by the specifications, drawings, product data and warranty information by the manufacturer of the building product. Unfortunately many times these definitions are not consistent with one another. Hence the reason for the submittal process. To head off problems before actual work begins. Also information can be submitted after product have been incorporated such as test report for in place concrete and steel connections. Another important purpose of shop drawing, product data, and samples is to reduce that incorporated products will not be considered defective work. The submittal process can also be used to identify unscrupulous submitters attempting to substitute non-complying products.

SpecTalk: February 17th Chapter Meeting
 SpecChat: April 8th Luncheon Discussion (U of M Holiday Inn)
 SpecTopic: PerSpective Article – May Issue

Incorporating Building Products:

Summary: After products have been indicated on the drawings, requirements established in the specifications, selected by the contractor, and submittals approved, the products can then be incorporated into the work by the contractor or the contractor's subcontractors. Since performance of many products are contingent upon how well the products is installed, it is imperative that building products not only be installed according to specified requirements but as required by the manufacturer so as not to void the manufacturer's warranty.

SpecTalk: April 21th Chapter Meeting
 SpecChat: May 6th Luncheon Discussion (U of M Holiday Inn)
 SpecTopic: PerSpective Article – July Issue

Luncheon notices will be emailed to those who are signed up. The SpecQuest Luncheon meetings will be held at the University of Memphis Holiday Inn on Central Avenue. You may sign up by calling Tommy Smith at 387-1006 or by email at tsmithacs@bellsouth.net.

In each issue of The Memphis PerSPECTive magazine there will be a hidden word or phrase. The first person to 'find it' will receive their dinner meal free. The rules are as follows. You must email me the word or phrase (ccooper@smithdoyle.com). The first person to answer correctly in my email basket will be deemed the winner. You must attend the Chapter dinner meeting. You must present the word or phrase before the group and briefly identify the word or phrase (the meaning/significance) in five minutes or less. The word or phrase will come from The Construction Specifier. The word or phrase will include the month, year and page location number. Let's have fun with this. Check out The PerSPECTive magazine August Edition. Good hunting and email me ASAP.

I am respectfully requesting that a sponsor step up for each meal and help us defray the cost of the free meal. Contact me at the email address above if you wish to sponsor 'Can you find it' at least once per year. All we need is 9 sponsors at \$20 each. You will be recognized in The Memphis PerSPECTive the following month with the name of the winner.

Well there was not a winner in October. The word for October was "GreenWizard" as found in the Construction Specifier on page 8 in the July 2010 issue. 'GreenWizard' has adopted Construction Specifications Institute formats to promote a common approach for organizing green product information. Please check out this interesting article or go to www.greenwizard.com for more information.

Better luck in the next issue for 'Can You Find It?'. I will have the editor place the word or phrase in a conspicuous location.

*Charles F Cooper, CSI, CCCA
 President CSI Memphis Chapter*



Certification JUST DO IT!

Plan now to attend the **Certification Study Classes** sponsored by Memphis CSI. Classes begin in January and end in March. Dates will be announced on the Memphis Chapter website in December.

www.csimemphis.org

For detailed information contact:

Edith Washington, FCSI, CCS - Chairman - 901-692-2474
Harvey Wilmoth, PE, CSI, CDT Co-Chairman - 901-726-0810

CONSTRUCTION DOCUMENT TECHNOLOGIST

The CDT program - a rigorous and comprehensive course of study leading to a Construction Documents Technologist Certificate - is the Path to the other 3 Certifications, and the key to expanding your knowledge of contractual relationships, use of construction documents, and the construction process. Using CSI's Project Resource Manual and the AIA and EJCDC General Conditions and Contract Forms, you will learn the stages of Construction Project cycles, Documents produced in each phase, and Relationships and Responsibilities of Project Participants to become a more confident and effective member of your Project Team.

SPECIAL NOTICE TO AIA INTERN DEVELOPMENT PROGRAM (IDP) PARTICIPANTS

CSI Certification Programs have been approved by NCARB for the following training units:

CSI Construction Documents Technologist (CDT) Certification

Maximum Training Units Allowed: 5

CSI Construction Specifier (CCS) Certification

Training Category A - Specifications and Materials Research

Maximum Training Units Allowed: 5

CSI Construction Contract Administrator (CCCA) Certification

Training Category B - Construction Phase—Office

Maximum Training Units Allowed: 5

A copy of your certificate must be submitted to NCARB to receive credit. (Note: this cannot be combined with EPC activities for satisfaction of minimum training units in this area.)

ATTENTION PROFESSIONAL ENGINEERS:

CSI Certification classes count as 1-PDH (Professional

We recognize that all firms are facing challenges in today's economic environment. We also realize that it is more important than ever to avoid added costs caused by problems with design and construction documents. As a member of the design and construction community, you know that understanding the content, organization and relationship of these documents is extremely important. This knowledge is needed by everyone from project managers to persons involved in contract administration.

For many years, the Memphis Chapter of the Construction Specifications Institute has offered a study class for persons preparing for CSI's Construction Document Technology Certificate examination. The actual study class lasts 12 weeks. The class will meet once per week from January through March.

In response to the current economic situation, we are offering a **"Free" orientation session**. This session will be an overview of the study class and its course materials. Attendees can easily determine the required investment of time and energy, as well as the benefits. The date for this session will be announced on the chapter website www.csimemphis.org, by November 1st. We encourage you to attend this overview, or send a representative who will share this information with your firm.

CDT Class will be taught by a team of experienced professionals, who have successfully passed the examination. The average team member has more than 20 years experience in design and construction. **Don't miss this opportunity to:**

Gain more knowledge about the organization and relationship of drawings and specifications.

Gain a clearer understanding of standard construction agreements, such as AIA A201.

Learn to avoid common mistakes related to document coordination.

Better understand construction document requirements throughout the building life cycle.

Earn credentials that are nationally recognized.

**FOR MORE INFORMATION GO TO
WWW.CSINET.ORG AND CLICK "CERTIFICATION"**



Products Display Show 2011

REGISTRATION FORM

TUESDAY, MARCH 15, 2011—MEMPHIS, TN—4:30pm-8:30pm

COMPANY NAME

BOOTH SIGN NAME

ADDRESS

CITY

STATE

ZIP

CONTACT NAME

PHONE

FAX

CSI MEMBER NO.

CONTACT E-MAIL

COMPANY WEB ADDRESS

BOOTH FEES:

CSI MEMBERS \$475.00 NON-MEMBERS \$575.00
EARLY PAYMENTS BY 12/31/2010 DEDUCT \$25.00
OR MULTIPLE BOOTHS DEDUCT 10% FROM BOOTH
FEES

BOOTH DETAILS:

EACH 10'x10' BOOTH SUPPLIED WITH ONE
DRAPED TABLE (ADD \$40.00 EA. ADDITIONAL
TABLE), ADD \$30 EA. DUPLEX ELECTRICAL OUTLET
(IF NEEDED YES____ NO____), TWO CHAIRS,
TWO NAME BADGES, AND ONE BOOTH SIGN

BOOTH PREFERENCE (ON FIRST-RESERVED BASIS):

1. _____ 2. _____ 3. _____

TOTAL NUMBER OF BOOTHS NEEDED: _____

TOTAL NUMBER OF TABLES NEEDED: _____

**BADGES NAMES (SUPPLIED 2 PER BOOTH, ADD \$5.00
EA. ADDITIONAL):**

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

FOR ADDITIONAL
INFORMATION CONTACT

Ron Roberts
P 901.497.5506 F 901.850.1367
ronr5929@yahoo.com

MAKE CHECKS PAYABLE TO:
CSIMEMPHIS CHAPTER

MAIL TO: CSI PRODUCTS SHOW SALES
1758 NORTH REID HOOKER ROAD
EADS, TN 38028

CSI UofM Student Affiliate Bowling Night Dempsie B. Morrison Scholarship Fund 2011 Campaign



The Memphis CSI chapter honors the memory of Dempsie B. Morrison, Jr., FCSI, with this scholarship and provides the opportunity for CSI Student Affiliates at the University of Memphis to receive their architectural education free for a year.

The contributions collected by the Memphis CSI Chapter are matched by the University of Memphis, allowing two Architectural students per year to receive this valuable scholarship.

As the cost of tuition at the University of Memphis continues to increase every year, we need the support of our membership and the entire construction community.

Individual and/or company contributions will be acknowledged on the CSI Memphis website, in every publication of the Memphis PerSPECTive, and on the CSI Scholarship board, visible and recognized at every official meeting and gathering of the CSI Memphis Chapter.

Contributions to the Dempsie B. Morrison Scholarship Fund are tax deductible.

The 2011 Contribution Form lists the current levels of participation. For more information on the Dempsie B. Morrison Scholarship, please visit the chapter website at www.csimemphis.org.

Please send your check and completed 2011 Contribution Form to:

Dempsie B. Morrison Scholarship Fund
Farrell-Calhoun Paint
221 E. Carolina Ave.
Memphis, TN 38126

Your generosity is greatly appreciated. Thank you for your support!

Julie Varnado/Ken Malone
Farrell-Calhoun Paint/KTM Associates, Inc.
Scholarship Committee

THE UNIVERSITY OF
MEMPHIS[®]
Department of Architecture





DEMPSIE B. MORRISON SCHOLARSHIP FUND, INC.



2011 CONTRIBUTION

minimum contribution

LEVEL OF PARTICIPATION:

DIAMOND(\$500+)

PLATINUM(\$400)

GOLD(\$200)

SILVER(\$100)

MY IRS-DEDUCTIBLE CONTRIBUTION: \$ _____

**CATEGORY ___ PROFESSIONAL
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 ___ MEMORIAL***

NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

e-mail: _____

***MEMORIAL: _____**

**Send acknowledgement to: _____

_____**

Please mail this form with your IRS-deductible contribution to:

**Atten: Julie Varnado Farrell-Calhoun Paint 221 E. Carolina Ave. Memphis, TN 38126
Make check payable to: Dempsie B. Morrison Scholarship Fund, Inc.**

Chapter Membership Report

Every1Counts Membership Recruitment Campaign

Make 1 Phone Call*Send 1 Email*Have 1 Conversation

That's all it takes to recruit a member and participate in CSI's Every1Counts Membership Campaign-and win one or more great prizes!

GRAND PRIZE: A trip to CONSTRUCT2011 & The CSI Annual Convention, including full convention education registration, coach class roundtrip air fare, and a 4-day and 3-night hotel stay at one of the CONSTRUCT2011 host hotels.

In addition to prizes, each new members makes CSI a stronger and more effective resource for you, whether you're an architect, contractor, product representative, project manager or an advisor. Take the initiative today. Identify and recruit just 1 new member-or more! Recruiters have many chances to win—prizes will be awarded as members meet successive recruitment levels. There will be one grand prize drawing.

Every new member also counts toward CSI Recruiter Club recognition and additional chances to win prizes. Each new member you bring to CSI during the recruitment campaign will receive \$20 worth of CSI bucks that can be used toward their next year renewal dues, any purchase in the CSI Store or for certain CSI products and services.

The grand prize drawings will include the names of all members who recruited a new member at any point during the campaign. For each new member you recruit, you have another chance to win. The winners of the periodic prize and the grand prize drawings will be posted at www.csinet.org/eoc.

To learn more on how you can contribute to CSI's recruitment goals while receiving recognition and prizes, visit www.csinet.org/eoc.

Rules:

1. All members are eligible to participate in the Every1Counts Membership Recruitment Campaign.
2. Each member is responsible for ensuring that the name(s) of a recruit(s) is/are on the membership enrollment form(s).
Each month members who have recruited new members will receive an e-list identifying their new member recruits and potential prize(s) and CSI Recruiter Club acknowledgments. See www.csinet.org/eoc for more information.

1. For each new member you recruit your name will go into the grand prize drawing (i.e. If you recruit one new member your name goes in the drawing one time; two new members means two entries, etc.). The more you recruit the greater your chances!

2. The grand prize winner will be announced in July 2011.

3. Each new member you recruit will count toward your membership in the CSI Recruiter Club. The Every1Counts Membership Recruitment Campaign ends June 30, 2011.

Learn more at www.csinet.org/eoc.

Welcome our New Member for September:

Gene Burse, University of Memphis Student
9/15/10

If you have any membership related issues (CSI pins, membership renewals, etc), please feel free to contact me via email me at ndaniels@selftucker.com with CSI in the subject line or see me or Membership Co-chair, Carey Ward at the sign-in desk at the Chapter meetings.

Thank you for continuing to help us grow!

By Nikole H. Daniels, CSI, CCA, Membership Chair



October Meeting Images



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for more information



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ATTENTION: Please take advantage of our new online registration by visiting www.csimemphis.org to register for monthly membership meetings and programs.

Maximizing Memberships: Julie Varnado



Julie Varnado is an Architectural Representative for Farrell-Calhoun Paint. Julie calls on Architects and Interior Designers in Memphis, Nashville, North Mississippi, Arkansas, Missouri, and Kentucky. Although she wears many hats as a manufacturer's rep, she spends a great deal of her time checking and cross-referencing specifications. She is forever learning and is always impressed by the wealth of knowledge required by specifiers.

Farrell-Calhoun is a family owned and operated business, and Julie's father, Jack Ward, purchased the company from the Farrell family in 1974. Farrell-Calhoun was originally located at 400 North Front Street, but relocated in 1986 to 221 East Carolina Avenue to expand their manufacturing facility. Recently, Julie was able to take a tour of 400 North Front Street, which was renovated by Joey Hagan with Architecture, Inc. and won AIA awards for adaptive re-use.

Although Julie did not follow in her father's and brothers' footsteps of becoming chemists, she is very proud to be a part of company such as Farrell-Calhoun. She enjoys working with her older brother Anthony who is VP of Sales and Marketing, and her younger brother Derek who is VP of Manufacturing. The Ward family feels strongly about making a quality product, and helping the local economy by continuing to manufacture in Memphis. At one time there were five paint manufacturers located in Memphis, but today Farrell-Calhoun is the only remaining manufacturer in the area.

Three years ago, Julie was encouraged to join CSI and she was immediately enlisted by Jack Moran to help with the Dempsey B. Morrison Scholarship Committee. She was Co-Chair of the Scholarship Committee for two years, and this year she became Chair of the committee,

with Ken Malone as her Co-Chair. Despite these tough times, Julie and Ken are hopeful to raise the funds needed to provide this valuable scholarship to two architectural students at the University of Memphis. Julie attended St. Agnes Academy from K-12th grade, and she received a B.A. from Louisiana State University in 1990. After living in Louisiana for 10 years, she returned to Memphis and now spends her time working and raising her three boys. Stephen is a senior at CBHS, Christopher is in 8th grade at St. Louis School, and William is in 6th grade at St. Louis School. Julie greatest enjoyment is spending time with her boys and watching their various sporting events. Go Brothers!





Memphis Chapter Leadership '10 -'11

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The Memphis PerSPECTive

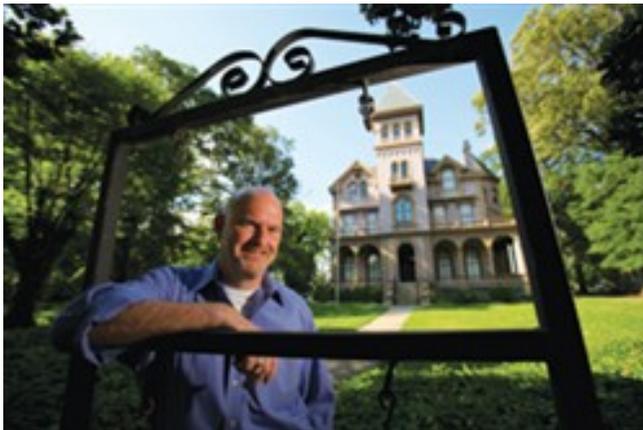
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**NOVEMBER PROGRAM:
REDEVELOPMENT PLANS
FOR
VICTORIAN VILLAGE**



Make your reservation now for the November 18th CSI Memphis Chapter Dinner Meeting. The meeting location will be at the Racquet Club on Sanderlin Ave. The social period starts at 5:30 PM, dinner at 6:00 PM and program at 7:00 PM. November's program will be on Historic Preservation and presented by the Victorian Village Historic Preservation Association. Come and listen to the speaker and enjoy the presentation about the work being done and planned for historic preservation in Memphis. Our future is reflected in our past. Make your reservation by emailing Pam Davidson at pdavidson@allenhoshall.com or call Pam at 261-4671. All reservations should be made by November 15th at 5:00 PM. Please RSVP and remember no shows with reservations will be billed

**DEMPSIE B. MORRISON SCHOLARSHIP FOUNDATION
2010**

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WILLIAM E. KAISER, CSI *INDUSTRY*
by Deidre & Stephen Mangin

WILLIAM R. EADES, JR., CSI, AIA *PROFESSIONAL*
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by Joan & Carl Drennan
by Jack N. Schaffer

IN HONOR OF

DEMPSIE BARNEY MORRISON, III *PROFESSIONAL*
by Emilie Morrison Ward