

Chapter 1 – Introduction

1.3 DEFINITIONS AND TERMINOLOGY

This Chapter contains a compilation of terms, definitions and acronyms used in the Design Procedures Manual (DPM).

ABUL: Assistant Business Unit Leader. The ABUL serves an assistant type role to the BUL. Also see BUL and BU definitions.

ACOE: Army Corp of Engineers.

AHC: Architectural Hardware Consultant - A Door and Hardware Institute credentialed specialist trained to recognize builder's hardware requirements for door openings in public, commercial, industrial and institutional buildings. AHC coordinates builder's hardware items and options to ensure door openings comply with fire, life safety, accessibility and building code requirements and operate properly.

AHJ: Authority Having Jurisdiction.

AS: OGS Division of Construction Area Supervisor

BoD or BOD: Basis of Design.

BU: Business Unit. The Division of Design consists of **four (4)** multidiscipline Business Units (BU's) organized by the Client Agencies they serve. The BU's are divided into Design Teams under the leadership of the OGS Team Leader and staff made up of a diverse group of practicing professionals, technicians and support staff including professional engineers, registered architects and landscape architects.

BUL: Business Unit Leader. The BUL serves as ambassador to the Client Agencies they serve. See Chapter [1.2 OGS D&C Organization and Structure](#).

CADD: Computer Aided Design and Drafting.

CADM: The Division of Contract **Management**. CADM administers contracts including processing contracts for public bid and the processing of contract payments. The Division is also responsible for administering affirmative action requirements, developing consultant contracts, conducting dispute hearings, proposing and reviewing legislation, and supporting both OGS Counsel and Attorney General in legal actions.

CAI: Construction Acceleration Incentive. A cash amount earned by the contractor to expedite completion of the work on an accelerated schedule. See Chapter 3 Types of Contracts for more information.

CEO: Code Enforcement Official.

Client or Client Agencies: New York State Agencies considered as the Owner on a project (see [Design Guide 9.7](#) for Client Agency listings).

Consultant/Designer: Either an OGS in-house design staff member or a Consultant, usually a design professional, providing architectural and/or engineering services for the Office of General Services Design and Construction Group.

Contractor: The individual or entity responsible for performing and completing the construction of a project as required by the contract documents.

Contract Documents: The OGS/Contractor agreement, the Conditions of the Contract (General, Supplementary, and other Conditions), drawings, specifications and all addenda issued prior to award. Contract Documents include all Change Orders issued after award of contract.

CM: Construction Manager.

CPM: Critical Path Method. A system of project planning, scheduling, and control which combines all relevant information into a single master plan, permitting the establishment of the optimum sequence and duration of operations; the interrelationship of all the efforts required to complete a construction project are shown; an indication is given of the efforts which are critical to timely completion of the project.

DCNet: OGS network database (available to OGS staff only).

DEC: Department of Environmental Conservation.

DOCCS: New York State Department of Corrections and Community Supervision.

Designer: See Consultant/Designer.

Design Discipline: A category of related professional services requiring licensure, such as electrical engineering, mechanical engineering, plumbing engineering, architecture, structural engineering, civil engineering and landscape architecture.

DD: Design Development Phase. Is a milestone phase determined by the project team as part of a submission for review.

Design Team: The group of individuals or firms representing the various design disciplines providing services on a project.

DPM: OGS Design Procedures Manual. See Chapter [1.1 The Design Procedures Manual](#).

Director's Representative: The employee or agent of OGS D&C designated by the Director as such. On most projects the EIC is the Director's Representative.

DOB: New York State Division of Budget.

DOC: OGS Division of Construction.

DOD: OGS Division of Design.

DOL: New York State Department of Labor.

DOS: New York State Department of State.

DOT: New York State Department of Transportation.

ECP: [Electronic Contractor Payment system.](#)

EO88: Executive Order No. 88 – [issued December 28, 2012 which directs](#) State Agencies and Authorities to Improve the Energy Efficiency of State Buildings on December 28, 2012. The new Order repealed Executive Order No. 111 - Green and Clean Buildings and Vehicles.

EO111: Executive Order No. 111 “Green and Clean” State Buildings and Vehicles (superseded by EO88).

EIC: Engineer-in-Charge. OGS Division of Construction representative on the project site. Most often the EIC will also be designated as the Director’s Representative.

HAZMAT: [Hazardous Materials.](#)

HVAC: Heating, Ventilation and Air-Conditioning.

IB: Information Bulletin (see [Chapter 8 Construction Phase Guidelines](#)).

LEED™: Leadership in Energy and Environmental Design™.

LS: [Lump Sum contract amount.](#)

MCC: Maximum Construction Cost.

M/WBE: Minority and Women-owned Business Enterprise.

NOI: [Notice of Intent. Part of the SWPPP.](#)

NTE: [Not To Exceed contract amount.](#)

NYS: New York State.

NYSERDA: New York State Energy Research and Development Authority.

NYSUFP&BC: New York State Uniform Fire Prevention & Building Code.

OGS: New York State Office of General Services.

OGS D&C: New York State Office of General Services Design & Construction.

OGS Team Leader (TL): See Chapter 1.2 OGS D&C Organization and Structure.

OPC: Office of Project Control. The OGS D&C Office of Project Control unit is charged with maintaining “official” hard copy and electronic files, as well as updating the project-tracking database for each project undertaken.

OSC: New York State Office of the State Comptroller.

PM: OGS Project Manager. See Chapter 1.2 OGS D&C Organization and Structure.

PMP: Project Management Plan. The PMP is developed as part of the PM’s project plan required by ISO.

PSU: OGS Pre-Construction Service Unit. This group is also known as the QA/QC or Constructability Group.

Project Manual: The written construction documents prepared for bidding or negotiating a construction contract and for constructing a project. The project manual typically contains bidding requirements, contract forms, conditions of the contract and specifications (see [Chapter 5.2 Project Manual](#)).

QA/QC: Quality Assurance/Quality Control.

RFI: Request For Information (see [Chapter 8 Construction Phase Guidelines](#)).

RFP: Request For Proposal. RFP’s provide a systematic control of the collection, analysis, review and resolution of contractor questions arising during the progress of the job.

RS: OGS Division of Construction Regional Supervisor.

SD: Schematic Development Phase. Is a milestone phase determined by the project team as part of a submission for review.

SED: New York State Education Department.

SEQR: State Environmental Quality Review.

SEQRA: State Environmental Quality Review Act.

SF: Square Feet or Square Footage.

SHPO: New York State Historic Preservation Office.

SOS: Schedule of Submittals. A submittal plan prepared by the PM and Consultant/Designer indicating the content and timing of each shop drawing and other submittals requiring the Consultant/Designer’s approval. The submission dates are filled in by the Contractor after award and should be updated on a periodic basis.

State: State of New York.

SWPPP: Storm Water Pollution Prevention Plan.



TCO: Term Consultant Ombudsman. Assigned immediately following OSC approval of term consultant contract. The ombudsman program has been established to mentor new term consultants. The ombudsman serves as an ambassador of OGS D&C to the consultant firm and provides detailed orientation. One of the senior staff is assigned to each term A/E or E/A consultant contract. An outreach meeting is held with principals of the firm to review procedures, resources, definitions, expectations, MWBE requirements, evaluations and compensation. See [Chapter 2 Consultant Services](#) section E for further definition.

Team Leader (TL): See Chapter 1.2 OGS D&C Organization and Structure.

WO: Work Order. Work instructions regarding scope, deliverables and schedule issued to a consultant who has a contract with the State through a Stand-Alone or Term Contract.

Revision History:

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