



Ωmega Church Consultants, Inc.

architectural • financial • consulting
construction management

The Project Manual

On larger projects, the architect may ask the church if he should prepare a Project Manual (also known as a “Spec Book”) as part of his design services. The Project Manual can be about the size of a large city phone book. It will contain instructions to bidders, bid forms, sample contracts to be used, and general conditions of the contracts. It will also include a detailed description of each area of work to be bid, broken down by division and section. A sample description of the metal to be used in the storm sewer catch basins might be: “Grey cast iron ASTM A48, Class 30B. Comply with requirements of FS RR-F-621, for type and style required.” One advantage of using a Project Manual is that bids will be uniform and each bidder will be fully informed about the materials, methods and requirements for the sections they are bidding.

The primary disadvantages of using a Project Manual are that it tends to be inflexible, and may not take advantage of local materials and methods. The specs may limit competition among products, add unnecessary work or documentation to the project, or dictate contract terms that are not suitable for the church. Installers may be required to buy performance bonds to insure their compliance. All of which can result in unnecessary design and construction costs. Consult with your architect (and builder if selected) about whether a Project Manual should be used on your unique project.

Jeff Thomas is Vice President of Omega Church Consultants, Inc., Church Designers and Builders, located in Indianapolis. You may contact him at jeff@omegachurchdesign.com or (317) 359-6248 or visit the Omega website at <http://www.omegachurchdesign.com>.
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