

A/E/C Industry

8(a)	Refers to a section of the Small Business Act. A business development program created to help small disadvantaged businesses compete in the American economy and access the federal procurement market.
AC	Air Conditioning
ACASS	Architect-Engineer Contract Administration Support System
Accessible Route	A continuous unobstructed path connecting all accessible elements and spaces in a building or facility, that can be negotiated by a person with a severe disability using a wheelchair, and that is also safe for and usable by people with other disabilities.
ACSM	American Congress on Surveying and Mapping
ADA	The Americans with Disabilities Act. A Federal civil rights law that prohibits discrimination against people with disabilities from performing everyday public activities.
ADAAG	Americans with Disabilities Act Accessibility Guidelines
Addendum or Addenda (plural)	Written information adding to, clarifying or modifying the solicitation package or bidding documents. An addendum to a solicitation package changes the scope of work, due date or other requirement of the proposal. An addendum issued by the owner to the contractor during the bidding process is intended to become part of the contract documents when the construction contract is executed.
A/E	Architecture/Engineering or Architect/Engineer
A/E/C	Architect/Engineer/Construction
A/E/P	Architect/Engineer/Planner
AFCEE	Air Force Center for Engineering Excellence. A major procurement agency for the U.S. Air Force.
AIA	American Institute of Architects
AICP	American Institute of Certified Planners
AIT	Architect in Training. An intern architect who has not completed all of the relevant professional examinations.
ANSI	American National Standards Institute
ARCH	Architect or Architecture
As-Built Drawings	Contract drawings marked up to reflect changes made during the construction process. Also known as Record Drawings.
ASHRAE	American Society of Heating, Refrigeration, and Air Conditioning Engineers. An organization for mechanical engineers in the MEP industry.
ASCE	American Society of Civil Engineers

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ASPE	American Society of Plumbing Engineers. An organization for plumbing engineers in the MEP industry.
BID	Bidding/Negotiation
BLM	Bureau of Land Management
BOA	Basic Ordering Agreement (BOA). Government contracting vehicle under which a range of work can be performed across a broad spectrum of professional practice. May also be referred to as Indefinite Delivery Contract (IDC), Indefinite Delivery/Indefinite Quantity (ID/IQ), Multiple Award Task Order Contract (MATOC) or other designations.
Brooks A/E Act	Brooks Architect-Engineer Act (40 USC 541). Mandates a qualifications-based selection process for services that must be overseen by a licensed architect or engineer.
BuRec	Bureau of Reclamation
C141	Legal document issued by the American Institute of Architects as a guideline for agreements between architects and consultants.
CA	Construction Administrator; Construction Administration
CAD	Computer Aided Design
CADD	Computer-Aided Design and Drafting
CAPM	Corrective Action Project Manager
CCR	Central Contractor Registration. The online database in which any firm that wishes to do business with the federal government must be listed before a contract can be awarded.
CD's	Contract Documents
CE	Civil Engineer
CEC-T	Council of Engineering Companies – Texas
Change Order	A written document that modifies price, scope and/or time of a contract.
CM	Construction Manager. Individual or company hired by the owner to oversee the construction of the facility.
CM at Risk	A contracting system that makes the Construction Manager an integral member of the project team, with overall responsibility for the project under a single contract, usually producing a more manageable, predictable project
Construction Superintendent	Individual who manages the job site and all associated activities and personnel.
Contract Documents	Documents that include architectural and engineering plans, specifications, addenda, correspondence, estimates and original contracts.

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CRM	Customer Relationship Management. Usually refers to a process or a software package.
DA	Design Architect
D&B	Dun & Bradstreet. Tracks information and credit worthiness of companies worldwide.
DBE	Disadvantaged Business Enterprise. Generally based on firm revenue ceilings as set forth in the NAICS codes (see NAICS Codes entry, below)
DD	Design Development
Design/Bid/Build	A contracting mechanism where the Owner commissions an Architect or an Engineer to prepare drawings and specifications under a design services contract, and contracts separately for at-risk construction
Design/Build	A contracting mechanism in which one entity (team) performs both the A/E design and project construction under a single contract; generally led by the construction firm
Design/Build/Lease-Back	A contracting mechanism where the team acts as the Owner and the firm that commissioned the facility leases it for a period of time, often ending with that firm taking over ownership
DFAR	Defense Federal Acquisition Regulations. DoD version of the FAR.
DoD	U.S. Department of Defense
DOT	Department of Transportation
DUNS	Dun & Bradstreet's Data Universal Numbering System (D-U-N-S) Number is a unique nine-digit code that identifies and tracks information and credit histories of companies worldwide.
EE	Electrical Engineer
EEO	Equal Employment Opportunity
EIFS	Exterior Insulation and Finish Systems. Often called "synthetic stucco."
EIT	Engineer in Training. A certificate/license granted by the State to engineers who have graduated from an accredited 4-year engineering school and have passed an 8-hour Fundamentals of Engineering Exam (F.E.) EIT's are not permitted to sign drawings, but are allowed to perform calculations and prepare engineering documents under the supervision of a licensed Professional Engineer. An EIT's professional career path is to become a PE.
EPA	U.S. Environmental Protection Agency
FAR	Federal Acquisition Regulations. Codifies uniform policies for acquisition of supplies and services by executive agencies of the federal government. Issued and maintained jointly by DoD, GSA and NASA.
FE	Fire Extinguisher

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FedBizOpps.gov	Website where all federal government agencies are required to post their procurement announcements, solicitations and related addenda.
FF&E	Furniture, Fixtures and Equipment
Fit-Out	Interior permanent furnishings required in a property including HVAC ductwork, fire protection system implementation, establishment of workstations and telephone/computer cabling among others, in order to make the property fit for usage.
Footcandles	Number of lumens falling on each square foot of an illuminated surface.
FP	Fire Protection
GC	General Contractor
General Contractor	Individual or company who builds the facility. This person or company manages all subcontractors.
GIS	Geographic Information System. Relational database system that links spatial data with geographic information about a particular feature on the map. Gives the ability to associate information with a feature on a map to create new relationships that can determine the different factors, such as the suitability of various sites for development, the environmental impacts, the best location for a new facility, etc.
GMP	Gross Maximum Pricing. Guaranteed maximum price for a project or service.
"Go/No Go" Process	Thought process or checklist to analyze whether or not it is worth expending manpower and financial resources to pursue a particular project; some are more formal than others. EVERY firm should have one.
GPS	Global Positioning System. Hi-tech suite of surveying instruments providing great accuracy based on satellite interface and capability for field to printed page untouched by human hands. Compatible with GIS.
Green Design	Living and working in ways that meet and integrate existing environmental, economic and social needs without compromising the well-being of future generations. (See Sustainability, below)
GSA	General Services Administration (Federal). A major procurement agency for non-military elements of the U.S. Government.
GSA Schedule	Also referred to as Multiple Award Schedules and Federal Supply Schedules. Long-term government-wide contracts with commercial firms that provide supplies and services that can be ordered by government purchasers through the GSA Advantage!® online shopping and ordering system. Not available for services governed by the Brooks A/E Act.
GSC	Genera Services Commission (Texas). Major procurement agency for the State of Texas.

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HBCU	Historically Black Colleges and Universities
HC	Handicap
HTRW	Hazardous/Toxic/Radioactive Waste
HUB	Historically Underutilized Business
HVAC	Heating, ventilation, air conditioning system. Regulates temperature and includes air conditioning plants, chillers and ducting systems, which ensure the uniform transfer of the cold or hot air throughout the building.
IDC or ID/IQ	Indefinite Delivery Contract or Indefinite Delivery/Indefinite Quantity. Government contracting vehicle under which a range of work can be performed across a broad spectrum of professional practice. May also be referred to as Multiple Award Task Order Contract (MATOC), Basic Ordering Agreement (BOA) or other designations.
IEEE	Institute of Electronic and Electrical Engineers. Organization for electrical engineers in the MEP industry.
IES	Illuminating Engineering Society. Organization for electrical engineers in the MEP industry.
LEED	Leadership in Engineering and Environmental Design. A voluntary, consensus-based national standard for developing high-performance, sustainable buildings
LL	Landlord or Long-List
LOD	Lease Outline Drawing
LOI	Letter of Intent or Letter of Interest
LSIT	Land Surveyor in Training. An LSIT's professional career path is to become a PLS or RPLS, depending on the applicable State designation.
Lumens	Total amount of light coming out of a lamp.
MATOC	Multiple Award Task Order Contract. Government contracting vehicle under which a range of work can be performed across a broad spectrum of professional practice. May also be referred to as Indefinite Delivery Contract (IDC), Indefinite Delivery/Indefinite Quantity (ID/IQ), Basic Ordering Agreement (BOA) or other designations.
MBE	Minority-owned Business Enterprise. Firm that government agencies recognize as being 51% owned and controlled by minority individuals from African-American, Asian, Hispanic or Native American groups.
MC	Marketing Coordinator
ME	Mechanical Engineer
MEP	Mechanical, Electrical, Plumbing

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Mezzanine or Mezzanine Floor	Intermediate floor placed within a room.
MGR	Manager
MHz	Megahertz
MOBIS	Management, Organization, and Business Improvement Services. A category of consulting services that can be acquired under a GSA Schedule.
NAICS Codes	North American Industry Classification System codes. A system of codes for classifying types of services or products. Codes include size standards for designating "small business" and "small emerging business" for subconsulting and set-aside opportunities. NAICS codes replace the old Standard Industrial Classification (SIC) codes
NAVFAC	Naval Facilities (Naval Facilities Engineering Command). Major procurement agency for the U.S. Navy.
NEC	National Electrical Code
NFPA	National Fire Protection Agency. Organization for mechanical and plumbing engineers in the MEP industry.
NSPE	National Society of Professional Engineers
NTP	Notice to Proceed
OPI	Owner Provided Item
ORCA	Online Representations and Certifications Application. A set of questions that must be completed online prior to award of a federal contract.
OSDBU	Office of Small and Disadvantaged Business Utilization
OSHA	Occupational Safety & Health Administration. The major U.S. agency for safety and hazardous material regulations.
Owner	The individual, company or franchisee who owns the facility.
PA	Project Architect
PD	Project Director
PE	Professional Engineer. License granted by a State to engineers who have graduated from an accredited 4-year engineering school, have a minimum of 4 years working experience, and have passed an 8-hour Fundamentals of Engineering Exam (F.E.) and an 8-hour Principals and Practice exam. Can also mean Project Engineer.
PG	Professional Geologist
PIC	Principal in Charge. Generally an owner of the firm or can sometimes be a non-owner who has contracting authority
PLS	Professional Land Surveyor

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PM	Project Manager. Principal-in-Charge on some occasions but often just aspires to be a member of the firm's top dog consortium. Directly responsible for the management of the project. First point of contact to the client and is generally seen working late nights and weekends. Can also mean Program Manager.
PPIRS	Past Performance Information Retrieval System. Stores project performance evaluation information on federal contractors.
Prime Firm	The firm that takes the lead role on a project team.
Proposal	Document prepared in response to a specific solicitation where generally the project is identified and a scope of work is available. Includes general firm information, relevant projects, a technical project understanding/approach and key staff resumes.
Proposal Coordinator	Marketing Coordinator. Responsible for coordinating a document that responds to the RFP.
Proposal Manager	Marketing Manager. Responsible for writing a document that responds to the RFP; often a strategic thinker with creative abilities.
Punch List	Checklist of items that must be completed or corrected before occupancy or sign-off; usually a quality control task.
RA	Registered Architect
Record Drawings	See As-Built Drawings.
RFI	Request for Information. More information needed regarding construction documents; generally come from Contractors requiring additional information at the job site.
RFP	Request for Proposal. A request from an Owner for a document that demonstrates the firm's qualifications to undertake a specific project. Generally includes instructions regarding format, contents and/or assembly of the document. (See Proposal entry, above)
RFP (design)	Request for pricing. Document normally submitted by the general contractor to determine/confirm a price increase due to design changes.
RFQ	Request for Qualifications. A request from an Owner for a document that demonstrates the firm's qualifications in a general area of practice. Generally includes instructions regarding format, contents and/or assembly of the document. (See Statement of Qualifications entry, below)
RPLS	Registered Professional Land Surveyor
SAME	Society of American Military Engineers
SD	Schematic Design

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Set-Aside	A contract that can only be awarded to an entity that meets certain requirements, such as "small business."
SF	Standard Form (as in SF254, SF255, SF330)
Short List	List of firms generated once responses to an RFP have been submitted and reviewed by the client. Short-listed firms are often given the opportunity to give a presentation to the client. From the "short list", one firm will ultimately be selected to negotiate a contract and perform the work.
SIC Codes	Standard Industrial Classification codes (see NAICS codes entry, above)
SIT	Surveyor in Training. Surveyor who has passed the Fundamentals of Land Surveying examination but not yet passed the Registered Professional Land Surveyors examination.
SL	Short-List or Shortlisted
SOQ	Statement of Qualifications
Standard Form (SF) 254	"Architect-Engineer and Related Services Questionnaire." Form required by the U.S. Government procurement process. Provides a broad-brush description of the firm like a Statement of Qualifications; may be general or tailored to a specific project type. Superseded by the SF330 Part II for federal procurement opportunities; may still be required by non-federal clients.
Standard Form (SF) 255	"Architect-Engineer and Related Services Questionnaire for Specific Project." Form required by the U.S. Government procurement process. Submitted in response to a particular agency solicitation for a specific project or for an "indefinite delivery" type of contract vehicle. Superseded by the SF330 Part I for federal procurement opportunities; may still be required by non-federal clients.
Standard Form (SF) 330	Form that replaces the SF 254/255 forms for federal procurement. May also be requested by non-federal clients.
Statement of Qualifications (SOQ)	Document prepared as a more general response for a client soliciting qualifications for a specific area of practice, but for a project which is not yet identified or defined. Usually includes general firm information and relevant projects and may include key staff "blurbs" and/or resumes; generally does not include a technical project approach because the project is not yet defined. If the project is an IDC (see "IDC" entry, above), it may include a generic approach to IDC-type contracts.
SUB	Subcontractor or Subconsultant. Specialty trade contractors hired by the Prime or the general contractor.
Supplier	Providers of materials and/or equipment hired by the owner, contractor or subcontractors.

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Sustainability	Living and working in ways that meet and integrate existing environmental, economic and social needs without compromising the well-being of future generations. (See Green Design, above)
T&M	Time and Materials. A contract vehicle that reimburses the provider for time and materials provided (as opposed to a Fixed-Fee contract where the fee includes all costs).
TBD	To Be Determined
TFO	Tenant Finish-out. Interior finish-out of shell space. This is often space that is leased from the owner, developer or real estate agent for a building.
TI	Tenant Improvement
TIN	Taxpayer Identification Number. A federal tax identification number.
Total Management Approach	The expertise of the Owner, Contractor and Consultant are involved throughout the life of the project
TSA	Texas Society of Architects
TSPE	Texas Society of Professional Engineers
TSPS	Texas Society of Professional Surveyors
USACE	U.S. Army Corps of Engineers. Also ACOE, COE, USCE. The major procurement agency for the U.S. Army and numerous other Federal Government agencies
VIF	Verify in Field
WBE	Women-owned Business Enterprise – business must be 51% owned and controlled by a woman or women
WIP	Work in Process