

Ontario Association of Architects

2014 Admission Course

Contract Administration and General Review

Presenters:

Tim Gorley OAA, RAIC
Director, IBI Group, Executive Vice President

Allen Humphries, OAA, LEED® AP BD&C
Senior Associate, Senior Project Architect, HOK

Course Objectives

- To know the participants and to understand their roles
- To know the rules of the game and where they are defined
- To understand the paperwork required to administer the contract
- To know how to bring it all to an end

Course Topics

INTRODUCTION

- The Construction Phase

PARTICIPANTS

- The roles and responsibilities of the key parties during construction
 - The Construction Phase
 - Owner's Role
 - Contractor's Role
 - Architect's Role
 - Requirements for general review
 - Authorities Having Jurisdiction's Roles

"RULES OF THE GAME" – BEFORE WE BEGIN

- Methods of Project Delivery (Contract Form)
 - Conventional Owner/Contractor
 - Design-Build
 - Public Private Partnership
 - Integrated Project Design
- The types of contacts between these parties
- The impact on contract administration
- Bonds
- Insurance
- Agreements

MEETINGS AND DELIVERABLES

- Preconstruction Meeting
- Project Meetings
- Construction Schedules
 - Schedule of Values/Contract Breakdown
 - Cash Flow
 - Submittals

ADMINISTRATIVE PAPERWORK

- The purpose of submittals
- Submittals
- Procedures for making changes to the construction contract
- Instructions
- Changes
 - Proposed Changes
 - Change Orders
 - Change Directives
- Substitutions
- Procedures for certifying payment
- Progress Payments
- Substantial Performance
- Release of Holdback

CONTRACT CLOSE-OUT PROCEDURES

- General Review
- Deficiencies
- Disputes
- Warranty Period

Texts

Official OAA Documents

[OAA Regulatory Notices:](#)

- R.6 General Review - Professional Standards for Building Code Related Matters
R.9 General Review Where Contractor Proceeds Without a Building Permit

[OAA Practice Tips:](#)

- PT. 4 2006 Building Code (BC) - Project Code Review - General
PT. 5 General Review – Building Code (BC) and Non-Code Related Matters
PT. 10 Certificate of Substantial Performance of the Contract - Certificate of Completion of Subcontract – Statement of Contract Deemed Completed - Construction Lien Act (CLA)
PT. 20 Assembly of Construction Contract Documents for Signature
PT. 23.1 CCDC 2 - 2008 Stipulated Price Contract Overview of the Changes in the 2008 Version and Recommended Supplementary Conditions
PT.23. CCDC Construction Management Contracts
PT.23.3 CCDC 5A, 2010 – Construction Management Contract –for Services
PT.23.4 CCDC 5B, 2010 – Construction Management Contract – for Services and Construction
PT.23.5 CCDC 17, 2010 – Stipulated Price Contract Between Owner and Trade Contractor for Construction Management Projects

[Canadian Handbook of Practice for Architects \(CHOP\), January 2009–](#) **Volume 2 Management: Sections:**

- 2.3.1 Management of the Project
2.3.2 Types of Construction Project Delivery
2.3.10 Contract Administration - Field Functions
2.3.11 Contract Administration - Field Functions
2.3.12 Take-over Procedures, Commissioning, and Post-occupancy Evaluations
2.4 Sample Forms for the Management of the Project

Document 100 – OAA/OGCA Take-over Procedures (2007)

Supplementary Reading Material: (available from CCDC)

- CCDC 40 - 2005 Rules for Mediation and Arbitration of Construction Disputes
- CCDC 45 - 2011 A Guide to CCDC 5A Construction Management Contract - for Services
- CCDC 46 - 2011 A Guide to CCDC 5B Construction Management Contract - for Services and Construction
- CCDC 47 - 2011 A Guide to CCDC 17 Stipulated Price Contract Between Owner and Trade Contractor for Construction Management Projects

OAA Practice Advisory Service.

Practitioners from large and small firms can contact an OAA Practice Advisor for guidance and to confidentially discuss issues, questions and problems. The service addresses questions related to a wide range of issues pertaining to the architectural profession. Practice Advisors provide possible direction and suggestions based on the information provided. They do not address technical questions related to design matters nor do they make Building Code interpretations.

OAA Construction Contract Administration Committee (CCAC).

Recognizing the need for more information than provided by the official documents, the OAA formed the CCAC to provide information based on the experience of practitioners. This information is made available in the CCA pages on the OAA web site. The information includes, commentaries on CHOP, Articles, Lessons Learned, Sample documents (forms, checklists, and spreadsheets), and links to relevant resources.

Canadian Construction Documents Committee (CCDC):

- CCDC 2 - 2008 Stipulated Price Contract
- CCDC 3 - 1998 Cost Plus Contract
- CCDC 5A - 2010 Construction Management Contract – For Services
- CCDC 5B - 2010 Construction Management Contract – For Services And Construction
- CCDC 9A - 2006 Statutory Declaration
- CCDC 9B - 2006 Statutory Declaration
- CCDC 14 - 2000 Design-build Stipulated Price Contract
- CCDC 15 - 2000 Design-builder/Consultant Contract
- CCDC 17 - 2010 Stipulated Price Contract between Owner and Trade Contractor for Construction Management Projects
- CCDC 20 - 2008 A Guide to the Use of CCDC 2 - 2008 Stipulated Price Contract
- CCDC 21 - 2000 A Guide to Construction Insurance
- CCDC 22 - 2002 A Guide to Construction Surety Bonds
- CCDC 23 - 2005 A Guide to Calling Bids and Awarding Contracts
- CCDC 24 - 1996 A Guide to Model Forms and Support Documents

Grading

To pass the Admission Course you must attend each session and all three days of classes in full.

Course Rules of Conduct

You are welcome to use your laptop, ipad or phone to take notes and review the provided materials. Please do not use your electronic device for activities that may distract your neighbour(s).

Evaluations

Evaluations will be provided to each attendee. Your comments are welcome.