A Summary Guide for BC Construction Industry Standards and Guidelines

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Common acronyms used throughout this document
CCDC – Canadian Construction Documents Committee - http://www.ccdc.org

Standard Document references
Except where noted otherwise the Standard Documents referred to in this Guideline are available through the Regional Construction Associations of British Columbia. A current list of Standard Documents is maintained on the website of the Public Construction Council of BC – http://www.pccbc.com/wp-content/uploads/2012/02/Current_Amendments.pdf Where documents are available online they are linked from ‘Standard Documents and Guidelines’ on the BCCA Website. CCDC Bulletin 2 includes a description of the CCDC Documents.

Copy Rights on CCDC Documents
Most of these documents have copyright and where infractions of these copyrights have been identified they should be reported to Regional Construction Association. See CCDC Bulletin 23 – The Proper Use of CCDC Copyright Seals.
CALLING TENDERS / AWARDING CONTRACTS / CONTRACT ADMINISTRATION

BCCA Recommended Guidelines for Selection of a Project Delivery Method

1. STIPULATED SUM TENDER

Guidelines

Procedures and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by the Public Construction Council of British Columbia (available in hard copy or at no cost online at http://www.pccbc.com).

- CCDC 23 - A Guide To Calling Bids and Awarding Contracts

Prequalification – Guidelines

- CCDC 23 - A Guide To Calling Bids and Awarding Contracts (6.1, Invitational Bid Call)
- BCCA Contractor Accreditation Program
- Recommended Guidelines For The Use Of Pre-Qualification Of General Contractors And Trade Contractors - (PCCBC website)

Prequalification – Standard Forms

- CCDC 11 - Contractor’s Qualification Statement – this document has copyright and owners using this document should insure that the copyrights are protected.

Invitation To Bid

- BCCA recommended standard format (BCCA website www.bccassn.com - Standard Documents)
- BCDC 2 (BC Documents Committee) Standard Front End Documents includes a standard format. This document is available on the Public Construction Council of BC website

Instructions To Bidders

- Procedures and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by PCCBC
- CCDC 23 - A Guide To Calling Bids and Awarding Contracts
- CCDC Bulletin 22 - The Privilege Clause
- Not clearly addressed by these documents and which should be included in an Instructions To Bidders when applicable are:
  - Instructions for acceptance of faxed bid amendments
  - Instructions for requirements of BidCentral Online Bidding for Subcontractors
- BCDC 2 Standard Front End Documents includes a standard format. This document is available on the Public Construction Council of BC website

Insurance Requirements

- CCDC 21 - A Guide To Construction Insurance

Surety Requirements

- CCDC 22 - A Guide To Construction Surety Bonds
Subcontractor Bidding

- Subcontractor Bidding closing through the BidCentral Online Bidding for Subcontractors Rules of Procedure on-line at [website](#)
- Procedures and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by PCCBC

Mandatory Site Visits

- BCCA Guidelines For Mandatory Site Visits (BCCA website - [Standard Documents](#))
- BCDC 2 Standard Front End Documents includes a standard format. This document is available on the Public Construction Council of BC [website](#)

Standard Model Bid Form

- CCDC 23 - A Guide to Calling Bids and Awarding Contracts. This document contains model forms in the Appendix for creating a Bid Form. Note that the Appendix B ‘List of Subcontractors’ requires the bidding authority to be pre-listed on this form. Not listing them only allows the General Contractors the opportunity to shop prices. For some guidance on listing Subcontractors refer to CCDC 23 - A Guide to Calling Bids and Awarding Contracts and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by PCCBC.
- BCDC 2 Standard Front End Documents includes a standard format. This document is available on the Public Construction Council of BC [website](#)

Standard Form of Contract

- CCDC 2 - Stipulated Price Contract
- CCDC 20 - A Guide To The Use of CCDC2
- CCDC Bulletin 7 - Use Of Supplementary Conditions with CCDC Standard Contract Forms

Project Specifications

- Use of Separate/Alternate/Unit prices;
  - CCDC 23 - A Guide To Calling Bids and Awarding Contracts
  - Guideline with BCDC2
- Use of Extended Warrantees/Guarantees;
  - CCDC Bulletin 17 - Construction Warranties
  - CCDC Bulletin 18 - Warranty vs. Guaranty
  - Guideline with BCDC 2
- Use of Cash Allowances;
  - Guideline with BCDC 2

Awarding Contracts

- Procedures and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by PCCBC
- CCDC 23 - A Guide To Calling Bids and Awarding Contracts
**Over Budget Negotiations**

- BCCA Policy
- CCDC 23 - A Guide To Calling Bids and Awarding Contracts
- BCDC 2 Standard Front End Documents includes in its Instructions To Bidders, the requirements for over budget negotiations. This document is available on the Public Construction Council of BC website

**Contract Administration**

- CCA 16 – Guidelines for Determining the Costs Associated with Performing Changes in the Work
- CCDC 24 - A Guide to Model Forms and Support Documents
- CCDC 40 - Rules for Mediation and Arbitration of Construction Disputes
- Arbitration Services in BC;
  - Quantity Surveyors Society of BC – [www.qsbc.ca](http://www.qsbc.ca)
- Statutory Declarations;
  - CCDC 9A - Statutory Declaration of Progress Payment Distribution by Contractor
  - CCDC 9B - Statutory Declaration of Progress Payment Distribution by Subcontractor
  - CCDC Bulletin 21 - Statutory Declarations: Purpose and Practical Application
  - BCCA’s ‘Basic Guide to the Builders Lien Act’

2. **OTHER CONSTRUCTION METHODS**

Following are other forms of Construction recognized by the industry. We have made reference to resources for information on these methods but have not been as extensive in our breakdowns of information, as were for Stipulated Sum Tender. However, many of the recommended procedures for dealing with procurement Prequalification, Surety, Builder’s Lien Act etc. are common to all procurement methods.

**Cost Plus Contract**

- Procedures and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by PCCBC
- CCDC 23 - A Guide To Calling Bids and Awarding Contracts
- CCDC 3 - Cost Plus Contract

**Unit Price Contract**

- Procedures and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by PCCBC
- CCDC 23 - A Guide To Calling Bids and Awarding Contracts
- CCDC 4 - Unit Price Contract
Construction Management

- BCCA Recommended Guidelines for Construction Management
- Procedures and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by PCCBC
- CCDC 5A - Construction Management Contracts – for Services (Guideline CCDC 45)
- CCDC 5B - Construction Management Contracts – for Services and Construction (Guideline CCDC 46)
- CCDC 17 - Stipulated Price Contract between Owner and Trade Contractor for Construction Management Projects (Guideline CCDC 47)
- CCA 26 - A Guide to Construction Management

Design Build

- BCCA Recommended Guidelines for Design Build
- Procedures and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by PCCBC
- Canadian Design Build Institute Practice Manual
- CCDC 14 - Design-Build Stipulated Price Contract
- CCDC 15 – Design-Builder/Consultant Contract

Civil Works

- CCDC 18 Civil Works Contract
- Master Municipal Construction Documents (http://www.mmcd.net/) 

3. TRADE CONTRACTOR, CONTRACT DOCUMENTS & GUIDELINES

- CCA 1 – Stipulated Price Subcontract CCA Website
- CCA 19 – Stipulated Price Sub-subcontract CCA Website
- CCA 51 – Guide to Calling Bids and Awarding Subcontracts CCA Website