



# BRITISH COLUMBIA CONSTRUCTION ASSOCIATION

Suite 210, 174 Wilson Street, Victoria, British Columbia V9A 7N6

Tel. (250) 475-1077 • Fax (250) 475-1078 • Website: <http://www.bccasn.com> • Email: [bcca@bccasn.com](mailto:bcca@bccasn.com)

## A Summary Guide for BC Construction Industry Standards and Guidelines

### Regional Construction Associations of British Columbia:

#### **Northern BC Construction Association**

3851 Eighteenth Ave  
Prince George, BC  
V2N 1B1  
Phone: (250) 563-1744  
Fax: (250) 563-1107

#### **Southern Interior Construction Association**

104 – 151 Commercial Drive  
Kelowna, BC V1X 7W2  
Phone: (250) 491-7330 Fax: (250) 491-3929

#### **Vancouver Island Construction Association**

1075 Alston Street  
Victoria, BC V9A 3S6  
Phone: (250) 388-6471  
Fax: (250) 388-5183

#### **Vancouver Regional Construction Association**

3636 East 4th Ave  
Vancouver, BC V5M 1M3  
Phone: (604) 294-3766  
Fax: (250) 298-9472

### Common Acronyms used throughout this document

CCDC – Canadian Construction Documents Committee - <http://www.ccdc.org/docs/docs.html>

CCA – Canadian Construction Association - <http://www.cca-acc.com/documents/electronic/download.html>

BCCA – British Columbia Construction Association – [www.bccasn.com](http://www.bccasn.com)

PCCBC – Public Construction Council of BC – <http://www.pccbc.com/main.html>

### 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/standardocs.html>. 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**

## **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/main.html>).

- CCA29 A Guide On Standard Contracting and Bidding Procedures.
- CCDC23 A Guide To Calling Bids and Awarding Contracts.

### **Prequalification – Guidelines**

- CCA29 A Guide On Standard Contracting and Bidding Procedures.
- CCDC23 A Guide To Calling Bids and Awarding Contracts.
- 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](http://www.bccassn.com) - Standard Documents).
- AIBC Working Group 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.
- CCA29 A Guide On Standard Contracting and Bidding Procedures.
- CCDC23 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 Bid Depository
- AIBC Working Group 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.

### **Bid Depository**

- BCCA Bid Depository Rules of Procedure on-line at <http://www.bccassn.com>.

- Procedures and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by PCCBC.
- CCA29 A Guide On Standard Contracting and Bidding Procedures.

### **Mandatory Site Visits**

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

### **Standard Model Bid Form**

- CCDC23 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 CCA 29 A Guide On Standard Contracting and Bidding Procedures & Procedures and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by PCCBC.
- AIBC Working Group 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 CCDC 2.
- CCDC Bulletin 7 - Use Of Supplementary Conditions With CCDC Standard Contract Forms.

### **Project Specifications**

- Use of Separate/Alternate/Unit prices;
  - CCA29 A Guide On Standard Contracting and Bidding Procedures.
  - CCDC23 A Guide To Calling Bids and Awarding Contracts.
  - CCDC Bulletin 9, CCDC 10 (1982) Stipulated Price Bid Form Appendix "E" - Separate Prices.
- Use of Extended Warrantees/Guarantees;
  - CCA29 A Guide On Standard Contracting and Bidding Procedures.
  - CCDC Bulletin 17 Construction Warranties.
  - CCDC Bulletin 18 Warranty vs. Guaranty.
- Use of Cash Allowances;
  - CCA29 A Guide On Standard Contracting and Bidding Procedures.
- AIBC Working Group Standard Front End Documents includes a guideline for these items as well. This document is available on the Public Construction Council of BC [website](#).

### **Awarding Contracts**

- Procedures and Guidelines Recommended For Use on Publicly-Funded Construction Projects produced by PCCBC.
- CCA29 A Guide On Standard Contracting and Bidding Procedures.
- CCDC23 A Guide To Calling Bids and Awarding Contracts.

## **Over Budget Negotiations**

- BCCA Policy
- CCA29 A Guide On Standard Contracting and Bidding Procedures.
- CCDC23 A Guide To Calling Bids and Awarding Contracts.
- AIBC Working Group 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 Costs Associated with Performing Changes in the Work.
- CCDC 24 - 1996 A Guide to Model Forms and Support Documents.
- CCDC 40 Rules for Mediation and Arbitration of Construction Disputes.
- Arbitration Services in BC;
  - British Columbia Arbitration and Mediation Institute – [www.amibc.org](http://www.amibc.org).
  - Quantity Surveyors Society of BC – [www.qssbc.org](http://www.qssbc.org)
- A User's Guide To Contract Surety Bonds - Website of the Surety Association of Canada – [www.surety-canada.com](http://www.surety-canada.com).
- Statutory Declarations;
  - CCDC 9A Statutory Declaration of Progress Payment Distribution by Contractor.
  - CCDC 9A 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 PROCUREMENT METHODS**

Following are other forms of Construction Procurement 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.
- CCA 29 A Guide On Standard Contracting and Bidding Procedures.
- 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.
- CCA 29 A Guide On Standard Contracting and Bidding Procedures.
- 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.
- CCA 29 A Guide On Standard Contracting and Bidding Procedures.
- CCA 5 Standard Construction Management Contract Form.
- CCA 17 Stipulated Price Contract for Trade Contractors on Construction Management Projects.
- 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.
- CCA 29 A Guide On Standard Contracting and Bidding Procedures.
- DOC 14 - 2000 Design-Build Stipulated Price Contract.