

**Ontario Association of Architects**  
**2024 Admission Course**  
**Construction Contract Administration and General Review**

**Presenters:**

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**1. Course Objectives**

- To know what Construction Contract Administration (CCA) is
- To know what CCA's purpose is
- To know when CCA should begin
- 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 construction contract
- To understand key milestones in CCA
- To know how to bring it all to an end

Note: The course is not intended as exam preparation.

**2. Course Topics**

- 1 The Context of Construction Contract Administration
  - a. What is CCA? - the administration of the contract between Owner & Builder
  - b. What does a contract generally look like? (contract, plans, specifications)
  - c. What's the purpose? - to get the project built right, on time and at a fair price
  - d. How long does it last? - from before construction begins to the end of the warranty period.
- 2 The Construction Contract
  - a. One of many different contracts
  - b. What should be in place?
  - c. Types of construction contracts
  - d. Methods of project delivery
  - e. What does it look like?
  - f. Components
  - g. Guides and model forms
- 3 Participants
  - a. Roles, responsibilities and relationships
  - b. Owner
  - c. Contractor
  - d. Architect
  - e. Authorities having jurisdiction
  - f. Specialty consultants
  - g. Relationships – stipulated sum
  - h. Relationships – design-build

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- 4 Meetings
  - a. Pre-construction meeting
  - b. Project meetings
  - c. Scheduled Project Review
  - d. Pre-installation
  - e. Special Situation
  - f. Pre-occupancy
  - g. Post Construction
- 5 Construction schedules
  - a. Schedule of Values / Contract Breakdown
  - b. Progress (calendar) schedule
  - c. Submittals schedule
  - d. Cash Flow schedule
  - e. Look-ahead schedule
- 6 General Review
  - a. Purpose
  - b. Why required
  - c. Prerequisites
  - d. Types of General Review
  - e. Workload
  - f. Qualifications
  - g. Philosophy
  - h. Methodology
  - i. Reports
  - j. Tools
  - k. Specialty review
  - l. Inspection & Testing
- 7 Submittals
  - a. General
  - b. Contractor's responsibilities
  - c. Consultant's responsibilities
  - d. Submittal schedules
  - e. Shop drawings
- 8 RFIs
  - a. Purpose
  - b. Strategies
  - c. Responses
- 9 Instructions
  - a. Supplemental Instructions
  - b. Allowances authorizations

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- 10 Changes
  - a. Change procedures
  - b. Rights, responsibilities & obligations
  - c. Change documentation
  - d. Impact of changes
- 11 Substitutions
  - a. Reasons for substitutions requests
  - b. Assessing substitutions
  - c. Considerations
- 12 Payment
  - a. Prerequisites
  - b. Procedures
  - c. Materials not on site
  - d. Certificates for payment
- 13 Substantial Performance
  - a. Prerequisites
  - b. The Construction Act
  - c. Suitability for use and percentage complete
  - d. What it triggers – warranty & basic holdback release
- 14 Occupancy
  - a. Where it's defined
  - b. Consultant's responsibilities
  - c. Authorities Having Jurisdiction responsibilities
  - d. Final General Review Report
- 15 Closeout
  - a. Deficiency review
  - b. Documents
  - c. Commissioning and Training
  - d. Warranty
  - e. Disputes
- 16 Information Sources – see Texts below.

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#### 3. Texts

##### Official OAA Documents

PEO/OAA Joint Bulletin - Design and General Review Requirements for Buildings in the Province of Ontario

OAA/ OGCA Document 100-2018 – Recommended Procedures Concerning Substantial Performance of Construction Contracts and Completion Take-over of Projects  
OAA/OGCA Take-over Procedures (as revised)

##### OAA Contracts:

Index to OAA Contracts and Guides

OAA 600-2021 A – OAA Standard Form of Contract for Architect's Services

OAA 600-2021 GUIDE – Guide to the Standard Form of Contract for Licensed Member's Services

OAA 800-2021 A – Standard Short Form of Contract for Architect's Services

OAA 800-2021 GUIDE – Guide to the Standard Short Form of Contract for Licensed Member's Services

OAA 900-2021 A – Standard Form of Subcontract Between Architect and Subconsultant

OAA 900-2021 GUIDE – Guide to the Standard Form of Subcontract Between Licensed Member and Subconsultant

Note: Look for announcements of new and revised Practice Tips related to the 2021 suite of contracts. The announcements will appear on the OAA Website, in the Practice Advisory newsletter, in OAA News, and on social media.

##### OAA Regulatory Notices:

RN.00 Index to Regulatory Notices

RN.06 General Review – Professional Standards for Building Code Related Matters

RN.09 General Review Where Contractor Proceeds Without a Building Permit

##### OAA Practice Tips:

PT.00 Index to Practice Tips

PT.04 2006 Building Code (BC) – Project Code Review – General

PT.05 General Review – Building Code (BC) and Non-Code Related Matters

PT.10 Procedures for the Release of Statutory Lien Holdbacks – Construction Act (CA)/Construction Lien Act (CLA)

PT.10.2 Procedures for the Release of Statutory Lien Holdbacks Construction Act (CA): Certificate of Substantial Performance of the Contract – Certificate of Completion of Subcontract – Statement of Contract Deemed Completed – Early Release of Holdback

PT.14 Record Drawings, As-Builts, Measured Drawings

PT.17 Lending Institutions – Architect's Certificates

PT.20 Assembly of Construction Contract Documents for Signature

PT.23. Canadian Construction Documents Committee (CCDC) – Practice Tips

PT.23.3 CCDC 5A, 2010 – Construction Management Contract – for Services

PT.23.4 CCDC 5B, 2010 – Construction Management Contract – for Services and Construction

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- PT.23.5 CCDC 17, 2010 – Stipulated Price Contract Between Owner and Trade Contractor for Construction Management Projects
- PT.23.11 CCDC 2 – 2020 Stipulated Price Contract Overview of the Changes in the 2020 Version and Recommended Supplementary Conditions
- PT.37 Delegated Design and Shop Drawings

#### Canadian Handbook of Practice for Architects (CHOP).

Third Edition of 2020

##### **Part 5 Management of the Design Project:**

##### **Part 6 Phases of the Design Project:**

Chapter 6.6 Construction Contract Administration and Field Review

Chapter 6.7 Take-over Procedures, Commissioning, and Post-occupancy Evaluation

Chapter 6.8 Sample Templates for the Management of the Project

#### Canadian Construction Documents Committee (CCDC):

Note: Access to an educational version of [the following documents](#) is available on the OAA Website. Due to licensing restrictions, it is available to interns and OAA members only. Non-members must obtain their own copies of the documents.

- CCDC 2 - 2020 Stipulated Price Contract
- CCDC 3 - 2016 Cost Plus Contract
- CCDC 5A - 2010 Construction Management Contract – For Services
- CCDC 5B - 2010 Construction Management Contract – For Services And Construction
- CCDC 9A` - 2018 Statutory Declaration
- CCDC 9B - 2018 Statutory Declaration
- CCDC 14 - 2013 Design-build Stipulated Price Contract
- CCDC 15 - 2013 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 - 2016 A Guide to Construction Insurance
- CCDC 22 - 2002 A Guide to Construction Surety Bonds
- CCDC 23 - 2018 A Guide to Calling Bids and Awarding Contracts
- CCDC 24 - 2016 A Guide to Administrative Support Documents

Note: Look for announcements of new and revised Practice Tips related to the release of new or updated CCDC documents. The announcements will appear on the OAA Website, in the Practice Advisory newsletter, in OAA News, and on social media.

#### Supplementary Reading Material: (available from CCDC)

- CCDC 40 - 2018 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

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CCDC 47 - 2011 A Guide to CCDC 17 Stipulated Price Contract Between Owner and Trade Contractor for Construction Management Projects

#### [Pro-Demnity Insurance Company](#)

[Architects Insuring Architects](#)

[Pro-Demnity Bulletins](#)

[The Straight Line Newsletter](#)

[Claims Stories](#)

#### [OAA Practice Advisory Service](#)

Members and interns from any size practice 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 architectural practice and the profession. Practice Advisors provide possible direction and suggestions based on the information provided. They do not provide legal or accounting advice, address technical questions related to design matters, nor do they make building code interpretations.

#### [OAA Practice Advisory Knowledge Base \(PAKB\)](#)

Recognizing the need for more information than provided by the official documents, the OAA publishes information written by and based on the experience of other practitioners. This information is made available on the OAA web site in the PAKB with OAA (Peer) as the source. The information includes, commentaries on CHOP, process commentaries, articles, Lessons Learned, Sample document templates (forms, checklists, and spreadsheets), FAQs, and links to relevant resources.

#### [Other Resources](#)

##### **CodeNews** Government of Ontario

Why Subscribe: The CodeNews email subscription provides up-to-date information about the Ontario Building Code, including minister's rulings, amendments to the Building Code Act and Building Code, seminars and courses in your area, decisions from the Building Code Commission, and authorizations from the Building Materials Evaluation Commission

How to Register: <https://www.iaccess.gov.on.ca/BCNewsWeb/subscribe.xhtml>

##### **National Research Council** Government of Canada

Why Subscribe: The NRC is responsible for the national model codes, and through the Construction Portfolio (formerly Division of Building Research/ Institute for Research in Construction) conducted world leading primary research and published many documents and papers on construction practices such as the Canadian Building Digests and Building Notes

How to Register: <https://nrc.canada.ca/en/subscribe/>

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**Lexology** Law Business Research Ltd., London, United Kingdom

Why Subscribe: A great source for information about court decisions, legislative changes, and proposed legislation. You don't have to be a lawyer to sign up for free. The scope is international, with contributions from 900+ law firms, but you can filter it to receive just the information you want about one or more of 228 countries or regions and one or more of 50 legal "work areas" such as construction, copyrights, professional negligence, projects and procurement, environment and climate change, internet and social media, and planning. You can choose to receive updates twice per week, weekly or daily

How to Register: <https://www.lexology.com/account/register.aspx>