



# A Summary Guide for BC Construction Industry Standards & Guidelines

<https://www.bccasn.com/masterclass#resources>

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## INDUSTRY RESOURCES

**Public owners in BC benefit from access to a network of construction associations serving the industrial, commercial, and institutional sector.**

**Construction associations are available to provide industry expertise to public owners seeking support on procurement best practices including marketing sounding, vendor consultation, and pre-construction reviews.**

British Columbia Construction Association  
401 655 Tyee Road  
Victoria, BC V9A 6X5  
Phone: (250) 475-1077  
Web: [www.bccassn.com](http://www.bccassn.com)

**CCDC and CCA Documents are available through:**

Northern Regional Construction Association  
3851 Eighteenth Ave  
Prince George, BC V2N 1B1  
Phone: (250) 563-1744  
Fax: (250) 563-1107  
Web: [www.nrca.ca](http://www.nrca.ca)

Vancouver Island Construction Association  
1075 Alston Street  
Victoria, BC V9A 3S6  
Phone: (250) 388-6471  
Fax: (250) 388-5183  
Web: [www.vicabc.ca](http://www.vicabc.ca)

Southern Interior Construction Association  
104 – 151 Commercial Drive  
Kelowna, BC V1X 7W2  
Phone: (250) 491-7330  
Fax: (250) 491-3929  
Web: [www.sicabc.ca](http://www.sicabc.ca)

Vancouver Regional Construction Association  
3636 East 4th Ave  
Vancouver, BC V5M 1M3  
Phone: (604) 294-3766  
Fax: (604) 298-9472  
Web: [www.vrca.bc.ca](http://www.vrca.bc.ca)

**AIBC and CCDC Documents are available through:**

Architectural Institute of B.C.  
100 - 440 Cambie Street  
Vancouver, British Columbia V6B 2N5  
Phone: (604) 683-8588 toll free in BC 1-800-667-0753  
Fax: (604) 683-8568 or toll free in BC 1-800-661-2955

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

There are a number of shared goals whenever parties enter into contracts for construction projects, including the following:

- Selecting the right team for the work, with the proper qualifications and experience to undertake the work.
- Setting realistic schedules and budgets for a properly defined scope of work.
- Minimizing, to the greatest extent possible, changes of scope and disputes by clearly and effectively defining the scope of work.
- Maintaining good business relationships between the parties.
- Choosing the appropriate Construction Delivery Model:
  - [CCDC 10 A Guide to Construction Project Delivery Methods](#)
  - [Recommended Guidelines for the Selection of a Construction Project Delivery Method](#)

Additionally good standard agreements also include the following important characteristics:

- Contractual arrangements and terms that are fair and balanced.
- Fairly and appropriately shares and distributes risk and reward.
- Recognizes the purpose of insurance, and does not include clauses that are uninsurable.
- Does not hold the parties to the contract responsible for events and actions outside their control.
- Requires an appropriate level of professional liability insurance for the work being undertaken, and limits liability to the amount of insurance available.
- Includes a mechanism for project changes and allows for a fair and balanced dispute resolution process.
- Fairly recognizes and compensates for intellectual property.
- Uses industry recognized language that can be understood by both the parties, and not just their lawyers.

It is in this spirit that the industry strongly recommends that whenever possible, that the most appropriate of the following standard agreements be used when undertaking construction

## RETAINING THE SERVICES OF A DESIGN PROFESSIONAL

### Association of Consulting Engineering Companies of BC (ACECBC)

#### Contracts

- [ACEC Standard Agreements and Contracts](#)
- [MMCD Client/Consultant Agreement](#)
- [ACEC-BC Contract Management Plan](#)

#### Qualification Based Selection

- [Yes2qbs website](#)
- [Users Guide to Implementing QBS](#)
- [InfraGuide Best Practices on Selecting a Design Professional](#)
- [QBS Video](#)

#### Procurement

- [Consulting Engineers Fee Guidelines](#)
- [Budget Guidelines for Consulting Engineering Services \(2009\)](#)
- [Budget Guidelines for Engineering Services, Document 1 - Infrastructure and Transportation](#)

*Note: this is a new version, for Infrastructure and Transportation projects – the 2009 version is still to be used for Building projects, but will be replaced in near future.*

#### Other

- [Professional Liability Insurance 101](#)
- [Standard Form Agreements](#)
- [Limitation of Liability](#)
- [Indemnities and Claims Against Individual Engineers](#)
- [Disclaimer Clauses](#)
- [Ownership of Work Product](#)
- [Termination of Contracts](#)

Contact ACEC-BC 604 687 2811 if you have any questions

## Architectural Institute of BC (AIBC)

- AIBC Tariff of Fees for Architectural Services (This document includes Part 2.0 How to Select and Engage an Architect, available online at no cost at [http://aibc.ca/wp-content/uploads/files/2016/02/tariff\\_feb091.pdf](http://aibc.ca/wp-content/uploads/files/2016/02/tariff_feb091.pdf) and <http://aibc.ca/resources/aibc-resources/tariff-of-fees-for-architectural-services/>)
- Document 8C: Standard Short Form Contract Between Client and Consultant (available on line at [http://aibc.ca/wp-content/uploads/files/2016/01/document\\_8c.pdf](http://aibc.ca/wp-content/uploads/files/2016/01/document_8c.pdf) - requires an authorization seal)
- Document 6C: Standard Form of Contract Between Client – Consultant (available online at [http://aibc.ca/wp-content/uploads/files/2016/01/AIBC\\_Standard\\_Form\\_of\\_Contract\\_FINAL0207.pdf](http://aibc.ca/wp-content/uploads/files/2016/01/AIBC_Standard_Form_of_Contract_FINAL0207.pdf) - requires an authorization seal)
- Schedule of Consultant Services (available online at no cost at [http://aibc.ca/wp-content/uploads/files/2016/01/AIBC\\_Schedule\\_of\\_Consultant-Client\\_Services\\_FINAL0207.pdf](http://aibc.ca/wp-content/uploads/files/2016/01/AIBC_Schedule_of_Consultant-Client_Services_FINAL0207.pdf))
- Document 6C-H: Supplementary conditions to 6C for Health Care Facilities (available online at no cost at [http://aibc.ca/wp-content/uploads/files/2016/01/AIBC\\_SUPPLEMENTARY\\_CONDITIONS\\_FINAL\\_0207.pdf](http://aibc.ca/wp-content/uploads/files/2016/01/AIBC_SUPPLEMENTARY_CONDITIONS_FINAL_0207.pdf))

## Canadian Institute of Quantity Surveyors BC (CIQSBC)

The Canadian Institute of Quantity Surveyors (CIQS) is a self-regulatory, professional body that sets the highest standard for construction economics in Canada. Designated Professional Quantity Surveyors (PQS) and Construction Estimator Certified (CEC) professionals counsel building owners, developers, government bodies, designers and contractors at every stage of the design, procurement and construction process to help ensure a return on investment is delivered:

- How to Hire a Quantity Surveyor - Finding and selecting a Professional Quantity Surveyor (available online for no cost) <http://www.ciqs.org/english/how-to-hire-a-qs>
- Available Services – List of commonly offered services - <http://www.ciqs.org/english/available-services>
- Fee Schedule & Standard Form of Agreement (available online for no cost) at <http://www.ciqs-bc.org/british-columbia/english/recommended-fee-schedule>

## CALLING FOR CONSTRUCTION BIDS, AWARDING CONTRACTS AND CONTRACT ADMINISTRATION

### 1. STIPULATED SUM TENDER

#### Guidelines

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

#### Prequalification – Guidelines

- CCDC 23 - A Guide To Calling Bids and Awarding Contracts
- CCDC 29 – A Guide to Pre-Qualification
- BCCA Construction File: Pre-qualification of Contractors - <http://www.bccasn.com/resources/procurement/construction-files/construction-file-pre-qualification-of-contractors>

#### 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 <http://www.bidcentral.ca/tools-&-resources/invitation-to-bid/>)
- BCDC 2 (BC Documents Committee) Standard Front End Documents includes a standard format. This document is available on the BC Documents Committee [website](#).

#### Instructions to Bidders

- 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 - <https://www.bccasn.com/bidcentral/>
- BCDC 2 Standard Front End Documents includes a standard format. This document is available on the BC Documents Committee [website](#)

#### Insurance Requirements

- CCDC 21 - A Guide To Construction Insurance
- [Intro to Construction Insurance](#)

#### Surety Requirements

- CCDC 22 - A Guide To Construction Surety Bonds

- Surety Association of Canada [website](#)
- [Intro to Contract Surety](#)

### **Subcontractor Bidding**

- Subcontractor Bidding closing through the BidCentral Online Bidding for Subcontractors Rules of Procedure online at [website](#)
- [Canadian Construction Association Bid Depository Policy 4.12](#)

### **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 BC Documents Committee [website](#)

### **Standard Model Bid Form**

- CCDC Master Specifications Division 00 “Procurement and Contracting Requirements”. This document contains model forms in the Appendix for creating a Bid Form. Note that the Section 00 43 36 Bid Form Supplement - 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
- BCDC 2 Standard Front End Documents includes a standard format. This document is available on the BC Documents Committee [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**

- CCDC Master Specifications Division 00 “Procurement and Contracting Requirements”
- Use of Separate/Alternate/Unit prices;
  - CCDC 23 - A Guide To Calling Bids and Awarding Contracts
  - CCDC Bulletin 9 - CCDC10 (1982) Stipulated Price Bid Form Appendix "E" - Separate Prices
  - BC Documents Committee [website](#)
- Use of Extended Warrantees/Guarantees;
  - CCDC Bulletin 17 - Construction Warranties
  - CCDC Bulletin 18 - Warranty vs. Guaranty
  - BC Documents Committee [website](#)
- Use of Cash Allowances;
  - Guideline with BCDC 2 [website](#)

## Awarding Contracts

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

## Over Budget Negotiations

- BCCA Policy - <https://www.bccasn.com/resources/procurement/standards/bidding-&-contract-award-procedures---publicly-funded-construction#overbudgetNegotiation>
- 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 at BC Documents Committee [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;
  - British Columbia Arbitration and Mediation Institute – [www.bcami.com/index.php](http://www.bcami.com/index.php)
  - Canadian Institute of Quantity Surveyors of BC – <http://www.ciqs-bc.org/british-columbia/english/index>
- 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 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. CONSTRUCTION MANAGEMENT

Note: many of the recommended procedures for dealing with procurement Prequalification, Surety, Builder's Lien Act etc. are common to all procurement methods as noted above for Stipulated Sum Bidding.

- CCDC 5A - Construction Management Contracts – for Services
- CCDC 5B - Construction Management Contracts – for Services and Construction
- CCDC 17 - Stipulated Price Contract between Owner and Trade Contractor for Construction Management Projects
- [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](#)
- CCA 26 - A Guide to Construction Management

## 3. DESIGN BUILD

- BCCA Recommended Guidelines for [Design Build](#)
- Canadian Design Build Institute Practice Manual
- [CCDC 14 - 2013 Design-Build Stipulated Price Contract](#)
- [CCDC 15 - 2013 Design Services Contract between Design-Builder and Consultant](#)

## 4. COST PLUS CONTRACT

- CCDC 23 - A Guide To Calling Bids and Awarding Contracts
- CCDC 3 - Cost Plus Contract

## 5. UNIT PRICE CONTRACT

- CCDC 23 - A Guide To Calling Bids and Awarding Contracts
- CCDC 4 - Unit Price Contract

## 6. CIVIL WORKS (HORIZONTAL CONSTRUCTION)

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

## 7. Integrated Project Delivery

- CCDC 30 IPD Contract (Defines the roles and responsibilities of the parties in the different phases of the IPD process: Validation, Design/Procurement, Construction, and Warranty phases).

## 8. 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](#)
- Guide – 2011: A Trade Contactor’s Guide and Checklist to Construction Contracts

## 9. [CAPITAL ASSET MANAGEMENT FRAMEWORK](#)

<https://www2.gov.bc.ca/gov/content/governments/policies-for-government/capital-asset-management-framework-guidelines>

- CAMF Overview and Guidelines
- Recommended Best Practices for Pre-Qualification for Selection of General Contractors and Professional Consulting Services
- Recommended Best Practices for Administering Tenders with Privilege Clauses
- Guidance for the Release of Information &/or Documents Related to Competitive Procurement Opportunities.

## GLOSSARY

### **Common acronyms used throughout this document**

ACEC – BC - Association of Consulting Engineering Companies of BC - <http://www.acec-bc.ca/>  
AIBC – Architectural Institute of BC - <http://www.aibc.ca/>  
BCRBA – BC Road Builders - <http://www.roadbuilders.bc.ca/>  
CAMF – BC Government Capital Asset Management Framework - [Link](#)  
CCDC – Canadian Construction Documents Committee - <http://www.ccdc.org>  
CCA – Canadian Construction Association - <http://www.cca-acc.com>  
BCCA – British Columbia Construction Association - <http://www.bccasn.com>  
CIQS – BC – Canadian Institute of Quantity Surveyors BC - <http://www.ciqs-bc.org/british-columbia/english/index>  
BCDC – British Columbia Documents Committee – [www.bcdc2.ca](http://www.bcdc2.ca)  
SAC – Surety Association of Canada - [website](#)

### **Standard Document references**

Except where noted otherwise the Standard Documents referred to in this Guideline are available through the Architectural Institute of BC and the Regional Construction Associations of British Columbia (See addresses and contact information at the beginning of this document).

### **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.