

A Guide to Model Forms and Support Documents

CCDC contract forms refer to a number of administrative processes and forms. The purpose of this guide is to assist users of CCDC 2 Stipulated Price Contract in meeting these administrative requirements.

Many owners, consultants and contractors use their own administrative forms for contract administration. The Canadian Construction Documents Committee (CCDC) encourages the use of forms which are compatible with CCDC documents and contain the same information as outlined in this guide. The content of existing forms should be reviewed to ensure that they are compatible with CCDC documents.

The recommended practices in CCDC 24 reflect a broad consensus of Canadian construction industry participants, and are intended to apply to any public or private sector project.

By following these practices, the potential for costly misunderstandings, disputes, delays, and other difficulties can be minimized.

The administrative processes and forms covered in this guide include:

- Prequalification of contractors (CCDC 11);
- Financial information required of the owner (CCDC 12);
- Payment (e.g. application for payment, schedule of values, certificate for payment, statutory declarations, certificate of substantial performance);
- Supplemental instruction;
- Changes (e.g. proposed change, change order, change directive, summary of changes, combined proposed change and change order);
- Notification;
- Warranty.

Each model form covered by this guide contains:

- A brief explanation of the administrative processes involved;
- A short narrative description to guide users of the form;
- A list of items which should be included in the form; and
- An example of a model form.

With the exception of CCDC 11 and CCDC 12, users may reproduce or reprint the model forms contained in CCDC 24 for their own use.

For more information, please visit

ccdc.org

