

THE BISHOP'S ADVISORY COMMITTEE ON CHURCH BUILDINGS

CONTRACT METHODS

TO DO LIST:

Regardless of the contracting method that is adopted, the following requirements apply:

- 1) For the purposes of architectural and construction contracts, the parish shall be named as the Owner of the project.
- 2) Signed copies of architectural and construction contracts shall be deposited in the Bishop's office.
- 3) Standard form of contract CCA-5 is not to be used for Construction Management Contracts. If it is decided to use the Contract Management Method, standard form of contract CCDC-3 is to be used.
- 4) All contract documents shall be submitted to the BACCB for review prior to requesting Episcopal approval.
- 5) Decennial inspection is required if the property has not been inspected in the previous five years.
- 6) All interior doors except those for adult washrooms must have windows.
- 7) Bid documents must require a 10% bid bond or a certified cheque for not less than 10% of the estimated value of the contract.
- 8) Prior to the signing of the contract, the contractor must provide a 50% Performance Bond or a certified cheque for 50% of the estimated value of the contract.
- 9) A complete set of as built drawings must be sent to the Diocesan Archivist on completion of a project.