

Task	Responsibility and Information Flow	Notes
Attend pre-construction meeting: <ul style="list-style-type: none"> General purpose: <ul style="list-style-type: none"> Meet with client and contractor to clarify special requirements and contract administration procedures 	Architect, consultant(s), general contractor and owner	Sets the tone, format, and efficiency of all subsequent meetings.
Assist in the preparation of the contract form: <ul style="list-style-type: none"> Prepare contract in duplicate for signing by owner and contractor Advise client to seek legal counsel about contractual conditions 	Architect	See also Ch. 6.5 – <i>Construction Procurement</i> for details of contract preparation.
Receive and forward bonds and insurance: <ul style="list-style-type: none"> Receive bonds and insurance documents as specified in contract documents Forward documents to the client for analysis and acceptance by experts Advise the client to obtain legal counsel Typical bonds: <ul style="list-style-type: none"> Performance bond Labour and Material Payment bond 	General contractor to architect to owner	Refer to CCDC 22 – <i>Guide to Construction Surety Bonds</i> .
Advise about property insurance policies: <ul style="list-style-type: none"> Advise the client to file copies of property insurance policies with the contractor, where applicable Advise the client to review insurance coverages with their insurance advisor. Standard insurance policies may not provide coverage for losses occurring because of or during the course of construction 	Architect to client	Architect to recommend the client review construction insurance with an insurance advisor. Refer to CCDC 21 – <i>A Guide to Construction Insurance</i> . In protection of the public interest, the architect should confirm that property insurance is in place for the construction.
Advise: <ul style="list-style-type: none"> Re special insurance: Advise the client to consult with insurance advisor about the purchase of special insurance (hazard, etc.) as part of property insurance policy 	Architect to owner	In renovation/addition projects, advise the client to confirm that current property and liability insurance policy(ies) include coverage for construction-related activities associated with their operations.