

## Index to Management of the Project (MoProj) Frequently Asked Questions (FAQs)

The [FAQs](#) listed below were current as of the date this index was issued unless noted otherwise.

FAQ	Version	Topic
FAQ.00	3.1	Index to Frequently Asked Questions
FAQ.01		Contractor's First Progress Draw
FAQ.02		Municipal Building Inspection vs. General Review
FAQ.03	1.1	Acting for Client and Client's Lender
FAQ.04	1.1	Architect's Right to "Pull a Permit"
FAQ.05		OHSA - When is an Owner a Constructor?
FAQ.06		Supplier/Installer wants to Bid on a Specified Product
FAQ.07		Trade Invoices as Back Up to Applications for Payment
FAQ.08		"Finishing" Holdback and Added Scope of Work
FAQ.09		Are Construction Warrantees Transferable?
FAQ.10		Timely Submission or Invoices for Additional Work
FAQ.11	1.1	Recommending Bid Acceptance
FAQ.12		Construction Management – Changing Contract Value
FAQ.13		Backdating Substantial Performance
FAQ.14		Starting Payment Certification Part-way Through a Project?
FAQ.15	1.1	Certificates for Payment & Change Orders – Who Signs?
FAQ.16		Determining Substantial Performance
FAQ.17		Impact of Unsigned Change Orders on Substantial Performance
FAQ.18		Resolving a Dispute with Interpretation of a Contract
FAQ.19		Architect as a Joint Payment Certifier
FAQ.20		Where Can I Find Standard Forms?
FAQ.21		Does an Architect Supervise Construction?
FAQ.22		Client Wants to Accept Substandard Work
FAQ.23		Stopping Lots of Minor RFI's
FAQ.24		Who Runs and Minutes Construction Meetings?
FAQ.25		Certificates for Payment and Statutory Declarations
FAQ.26		Reducing Previous Percent Complete on a Certificate for Payment
FAQ.27		Questionable Wording on Form From Client's Lender
FAQ.28		Contractor Without a Written Contract Wants Payment
FAQ.29		Timing of Delegated Engineer's Sealing of Shop Drawings
FAQ.30		Statutory Declaration With Each Application for Payment
FAQ.31	1.1	Copyright and Releasing CAD or BIM Files

FAQ	Version	Topic
FAQ.32	1.1	Requirement to Release CAD files to Contractor
FAQ.33		Is There a Difference Between Tender and Bid?
FAQ.34		Should OAA Members be Bonded?
FAQ.35		Responsibility for Site Safety
FAQ.36		Are Indemnifications and Hold Harmless Agreements a Good Thing?

The [FAQs](#) are available on the OAA Website.

Note: FAQs originated as questions asked in response to the OAA's Construction Contract Administration Committee "Ask a Question, Get an Answer" efforts, and also on questions posed by users of the OAA's Practice Advisory Services (PAS) [Practice Hotline](#). The responses are based on the limited information contained in the question as posted and may include assumptions made about the context and circumstances in order to frame the response. The responses and answers were developed by committee members and represent peer advice and are not to be taken as OAA policy.

The FAQs were current when they were written. With the advent of the 3<sup>rd</sup> edition of CHOP, several FAQs were revised to add references to the new document. In other cases, the answers may refer to the *Construction Lien Act* as opposed to the newer *Construction Act*. Since there are still projects underway under the CLA, such answers may not have been updated.

Readers are to use their own judgement in applying the FAQ answers to the specifics of their own situation.