

# Canadian Design-Build Award

## Information to be Included in the Submission

1. **Project name, project address and completion date.**
2. **Name, address, and telephone number of the contact person for:**
  - Design Consultants
  - Owner/Developer
  - Design-Builder
  - Other design-build team members significant to submittal
  - Significant (design-build) Trade Contractors
3. **Describe the selection process procedure and the design-build entity and all contractual relationships, including joint venture composition, if applicable, and the Owner/DB contract. Include an organizational chart to clearly show Owner, Design-Builder, Consultants and other major design-build team members relationships. Accurately describe the selection, bidding and costing process followed. Include comments on the risk accepted by Owner, Design-Builder and Consultants. State form of contract: fixed price, negotiated price, open book or other. Identify where CCDC documents are used.**
4. **Provide a description of overall project type, scope and project goals. Include brief architectural, structural, mechanical, electrical and specialist discipline descriptions, and any other relevant descriptions, such as sustainability, to the extent that they support your submission, and other innovations brought to this project. Where the project was not bid on a lump sum basis describe the budget development process, from initial budget to final approved project budget. Explain variances. Explain how the initial and final schedule and completion dates were determined. Comment on variances.**
5. **Describe actual budget and schedule performance of your design-build process compared to original contract value and schedule completion date. If changes were made to either or both, explain why, and provide any additional explanation, if desired.**
6. **A letter from the project Owner stating that the resulting project met the project Owner's goals and his or her permission to enter the competition. The letter should state whether scope, schedule and budget objectives were met to the owner's/user's satisfaction.**
7. **The entry fee shall be \$150, payable to: The Canadian Construction Association, 275 Slater Street, 19<sup>th</sup> Floor, Ottawa, Ontario K1P 5H9, and must accompany your submission.**
8. **Submissions shall be received by the Canadian Design-Build Institute not later than April 1<sup>st</sup> of each calendar year.**
9. **Submissions should not exceed 1,000 words. Visual aids, such as designs or working drawings, must be legible in reduced form measuring: 8.5" x 11" or 11" x 17" (folded), minimum four and maximum of ten included in a binder. Bound submissions must include a minimum of four and maximum of ten, 8" x 10" to 8.5" x 11" colour photos of the project, including at least one interior and one exterior photo. Submittals also must include a signed and dated cover letter on your firm's letterhead reiterating this paragraph verbatim: "I understand that the contents of this entry become the property of the CDBI and will not be returned. I further understand that CDBI shall have the right to make all text and photographs available for publication without compensation, real or implied, and without claim by contestants against the judging committee, CDBI or its staff, or individual CDBI members."**

For more information please contact: The Canadian Design-Build Institute  
275 Slater St., 19<sup>th</sup> Floor, Ottawa, ON K1P 5H9  
Tel: (613) 236-9455 ■ Fax: (613) 236-9526  
Email: [diannaf@cca-acc.com](mailto:diannaf@cca-acc.com)  
[www.cdbi.org](http://www.cdbi.org)

