

CANADIAN DESIGN-BUILD INSTITUTE PRACTICE MANUAL

Document 210: Request for Proposal Guide

CDBI Document 210 is a guide for Owners to develop a Request for Proposal (RFP). It describes the principles and organization of the general requirements contained in a typical RFP.

In addition to a short narrative description of the following subject matters, this guide provides sample optional wording for users to choose from:

Information to Proponents

- Proposal Documents (Honorarium, purpose and use)
- Qualification of Proponents
- Examination of the RFP Documents and Site (Proponent's responsibilities, Owner provided information...)
- Availability of Lands for Work
- Omissions, Interpretations and Addenda
- Proposal Security (Submittal and return)
- Contract Times
- Pre-proposal Conference and Design-Build Proposal Protocol and Schedule
- Technical Exhibits Required with the Proposal
- Proposal Form (Instructions for completion)
- Submissions of Proposals
- Opening of Proposals and Evaluation
- Owner's Acceptance or Rejection of Proposals

Proposal Form

- Project Identification
- Proposal Salutation
- Proposal Obligations and Representations
- Contract Price
- Terminology

Submission

- General Requirements
- Format

