

CANADIAN DESIGN-BUILD INSTITUTE PRACTICE MANUAL

300 Series: RESPONDING TO RFQS AND RFPs

The 300 Series of the Canadian Design-Build Institute is a guide designed to help design-builders to confidently and professionally respond to Requests for Qualification (RFQ) and Requests for Proposals (RFP).

This guide focuses on the following main points:

- How to analyze a RFQ to determine whether a response is worthwhile. Qualification process, project (size, scope and location), owner (expectations, financial capability, lines of communications, and consultants), submission requirements, evaluation criteria, prospects of success.
- How to assemble a design-build team and to demonstrate that they are the most capable in performing the work. Role and team definitions, team selection, financial, administrative and corporate structures, teaming agreement.
- Key considerations in preparing the submissions.
RFQ – format, clarification, team structure, management plan, firm/team experience, resumes, financial capability.
RFP – owner analysis, submission requirements, cost of proposals, risk analysis, evaluation criteria, proposal schedule, delivery, proposal/oral presentations.
- What to analyze in the owner’s statement of requirements. Assessments of site, planning/zoning issues, building program, performance standards, budget/schedule.

There are also discussions on the development of proposal designs and response to draw/build proposal calls.

The 300 Series is part of a continuing series of Design-Build manuals that are products of a consensus-building process aimed at balancing the interests of all parties on design-build projects. They reflect recommended industry practices.

