

# MORE INFORMATION ABOUT

## 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

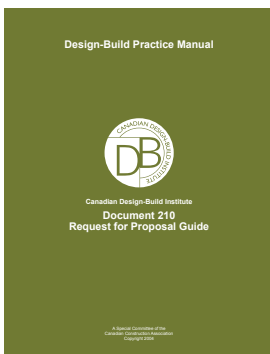
- Proposal documents (honorarium, purpose and use)
- Qualification of Proponents
- Examination of the RFP documents and site (Proponent's responsibilities, Owner-provided information)
- Availability of lands for work
- Omissions, interpretations and addenda
- Proposal security (submittal and return)
- 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



Available for purchase separately or as part of the Canadian Design-Build Institute Practice Manual from your local construction association