

SELECTION OF A DESIGN-BUILDER

A List of Principles

There are several different project delivery methods for the design and construction of buildings and infrastructure.

Where the Design-Build method is the most appropriate method for a particular project, the following principles should be applied in the selection of a Design-Builder.

Selection Process

In order to ensure that at least three detailed proposals are received, a maximum of five proponents, who were selected at the first stage or request for qualifications (RFQ), may be invited to provide a detailed proposal.

The selection of a successful proponent (Design-Builder) shall be based on clear, pre-stated criteria. The Owner shall approach the highest-ranked Design-Builder to finalize details of a contractual agreement with the intent of award.

Remuneration

The Owner shall provide compensation to all invited proponents who meet the requirements of the invitation or request for proposals (RFP). The amount of compensation shall be stated in the RFQ and RFP. (Note: the successful proponent may receive remuneration as part of the award or commission)

The remuneration shall reflect the effort required for the submission. The remuneration shall be based on both the complexity of the project, and on the level of detail contained in the request for proposal. Refer to the notes at the end of the list of principles for the calculation of remuneration.

Calculation of Remuneration

The remuneration to each proponent for the preparation and submission of a Design-Build proposal shall be at least 50% of a reasonable estimate of the costs** for the submission, including professional fees and the Design-Builder's costs and expenses. Refer also to the guides for remuneration prepared by the Canadian Design-Build Institute and other associations.

** Costs shall be defined as all costs for the preparation of a Design-Build proposal and shall include:

- normal professional fees for investigation, pre-design and design services;
- expenses for graphic presentation and reproduction including renderings, models, etc.,
- transportation, shipping and communication expenses;
- fees for cost estimating and preparation of financial information and documentation;
- fees for bonds, guarantees and other securities.

Intellectual Property at the Proposal Stage

The design and drawings prepared by, or on behalf of, the Design-Builder or Owner, remain the intellectual property of the respective author(s). The Owner cannot unilaterally combine designs, or elements of design, without the consent of the author(s).

Payment of compensation for design preparation and submission does not assign copyright to the Owner or to the Design-Builder.

Standard Contracts

Standard contracts endorsed by the construction and consulting industry shall be used in all Design-Build Agreements.

Request for Proposal (RFP) Documents

Identical request for proposal (RFP) documents shall be sent to each proponent and the following checklist should be used as a guideline for information to be included in the RFP:

General Information

- Introduction/Project Scope
- Proposal Schedule
- Estimate of Construction Costs
- Project Milestones
- Proposal and Bond Forms
- Selection Procedure
- Selection Criteria and Criteria Weighting
- Selection Panel
- Amount of Compensation

Site Information (Data relating to existing site conditions)

- Site Location and Description
- Topographic and Boundary Survey
- Geotechnical Investigation Data
- Utility Information
- Covenants and Restrictions on Property
- Environmental Audit

Project Requirements (design criteria)

- Program Summary
- Functional Requirements (including goals and objectives)
- Functional Relationship Diagrams
- General Physical Characteristics/ Building Systems Requirements
- Site Layout, General Layout and/or Space Plans

- Performance Specification, including expectations for warranties
- Codes and Standards
- Sustainable Design Requirements

Design-Build Contract Requirements

- Design Services Responsibilities
- Construction Responsibilities
- Responsibilities of Owner
- Supplementary General Conditions
- Special Legislative Requirements
- Terms of Payment
- Commissioning Requirements
- Quality Management Criteria

Requirements for Proposal

- Drawings (model: optional)
- Outline Specifications
- Project Organization
- Life Cycle Costs
- Selection Panel
- Quality Control Program
- Safety Program
- Schedule
- Price Proposal
- Financing Strategy
- Bid Bond (optional)
- Value Engineering (optional)

The Joint Industry-Government of Canada Design-Build Taskforce has approved this set of principles to provide guidance to the federal government and the industry for the selection of a Design-Builder and the proper use of Design-Build. The principles, developed in partnership with the Association of Consulting Engineers of Canada, the Canadian Construction Association, the Canadian Design-Build Institute, Construction Specifications Canada, the Royal Architecture Institute of Canada, Defence Construction Canada, Department of National Defence, Public Works and Government Services Canada and the Department of Foreign Affairs and International Trade, address the selection process, remuneration, copyright and the request for proposal documents.