



Design-Build Terminology

This glossary is representative of the terminology used in the design-build community and advocated by the Canadian Design-Build Institute (CDBI). **For definitions of contractual terms, please refer to the definition section of recommended standard forms of contract.**

Adjusted Low Bid

A form of best value selection in which qualitative components of each proposal are quantified, ranked and expressed as a decimal. This ranking is then applied to each proposal to yield an adjusted bid or cost per quality point using a procedure described in the RFP. Award is then made to the proponent with the lowest adjusted low bid.

Agreement

The contract between the Design-Builder and Owner for the project for which the recommended form of contract is CCDC 14 – 2013. CCDC 14 includes its own set of definitions that may be referred to in this document. There are specific meanings to words and phrases such as Work, Place of the Work, Contract, Contract Time, Agreement, and Contract Documents.

Best Value Selection

A selection process in which proposals contain both price and qualitative components. Award is based on a predetermined combination of price and qualitative components using a procedure described in the RFP.

Bridging

A form of design-build delivery whereby the owner enters sequentially into two separate contracts. The first contract is with a Bridging Consultant who prepares preliminary and develops designs. The second is with a design-builder who completes (and assumes responsibility for the design prepared by the Bridging Consultant) the construction documents and builds and delivers the project. The Bridging Consultant retained by the Owner in the first contract may also be retained by the Design-Builder for the second contract. Alternatively, the Design-Builder may retain an entirely different consultant for the second contract.

Bridging Consultant*

An individual or firm employed or engaged by an owner to develop a design to an advanced stage whereby the design-builder's role is reduced to completing the construction documents and construction (see Draw-Build and Bridging).

Construction

Construction means the total construction and related services required by the Contract Documents.

Construction Documents

The Construction Documents consist of the drawings and specifications prepared by or on behalf of the Design-Builder, based on the Contract Documents, and accepted and signed by the Owner and the Design-Builder after execution of the Agreement, as meeting the general functional intent of the Contract Documents.

Consultant

The Consultant is the person or entity engaged by the Design-Builder and identified as such in the Agreement. The Consultant is the Architect, the Engineer or entity licensed to practise in the province or territory of the Place of the Work. Consultant includes the Consultant or the Consultant's authorized representative.

Contract

The Contract is the undertaking by the parties to perform their respective duties, responsibilities, and obligations as prescribed in the Contract Documents, and represents the entire agreement between the parties.

Contractor-Led Design-Build

A form of design-build project delivery in which the project leader is a contractor who employs design professionals.

Criteria Consultant*

An individual or firm employed or engaged by an owner to assist in the preparation of the owner's statement of requirements and to develop the facility program and performance specifications included in the request for proposals (RFP).

Deliverables

Drawings, specifications, commentaries, perspectives, models, etc., prepared by the proponent in response to an RFP that accompanies and forms part of the proposal.

Design-Assist

Design-Assist is a teamwork approach to design and construction, often used in Design-Build projects, in which the Builder and the Builder's sub-contractor team collaborates with the architect or engineer during the design phase. It is intended to reduce the cost and time for construction, improve constructability and add value. However, the Builder and the Builder's sub-contractor team must be aware of assuming design liability and should address this issue with appropriate contractual and risk management strategies prior to participating in Design-Assist.

Design-Bid-Build

The traditional method of project delivery in which an owner engages a design consultant to prepare contract documents under a design services contract, and separately contracts for construction by a contractor through the bidding or negotiation process.

Design-Build

Method of project delivery in which a firm(s) or team of firms enters into a single contract with an owner to provide both the professional design services and the construction of the project.

Design-Builder

The Design-Builder is the person or entity identified as such in the Agreement. The term Design-Builder means the Design-Builder or the Design-Builder's authorized representative as designated by the Design-Builder to the Owner in writing.

Design-Builder's Consultant

An individual or firm employed or engaged by a design-builder to provide professional services for the design and construction administration of the project.

Designer-Led Design-Build

A form of design-build project delivery in which the project leader is a design professional who employs the contractors.

Design Services

Design Services means the professional services for the design and construction administration performed by the Consultant or other consultants under the Contract.

Draw-Build

A form of design-build delivery in which the proponent, in response to an RFP containing a fixed design and design criteria, assumes design liability for the design prepared by the owner and/or his or her Bridging Consultant, completes the construction documentation, and constructs the project.

Drawings

The Drawings are the graphic and pictorial portions of the Construction Documents, wherever located and whenever issued, showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, and diagrams.

Equivalent Design / Low Bid

A form of best value selection in which technical proposals are critiqued rather than scored. Design changes follow to establish equivalency status and each proponent adjusts its price accordingly. Award is based on the lowest price because the critique establishes a relative equivalency in design.

Fast-Track Delivery

Any process in which the design and construction activities overlap.

Fixed Price / Best Design

A form of best value selection in which the contract price is fixed and stated in the RFP. Design proposals and management and delivery plans are evaluated and scored. Award is based on the best qualitative proposal and value added for the pre-established contract price.

Honourarium / Proposal Fee / Stipend

The amount paid to proponents to contribute to their costs in responding to an RFP.

Owner

The Owner is the person or entity identified as such in the Agreement. The term Owner means the Owner or the Owner's authorized agent or Owner's Advisor or representative as designated by the Owner to the Design-Builder in writing.

Owner's Advisor*

The Owner's Advisor is the person or entity employed or engaged by the Owner to provide ongoing professional assistance to the Owner during the Project.

Owner's Statement of Requirements

The Owner's Statement of Requirements consists of the site information and program requirements provided by the Owner and as listed in Article A-3 of the Agreement (CCDC 14 – 2013 and amendments thereto agreed upon between the parties through Change Order.

Payment Certifier

The Payment Certifier is the person or entity identified as such in the Agreement responsible for the issuance of certificates for payment.

Prequalification

The process in which an owner, based upon financial, management and other qualitative data, determines whether a firm is qualified to compete for a project or class of projects (prequalification should be distinguished from short-listing).

Proponent

A firm or team of firms that submits a proposal in response to an RFP.

Proposal

A submission by the Design-Builder (Proponent) to the Owner, in response to a Request for Proposals (RFP) that describes in oral and written terms, the method by which the Design-Builder intends to deliver the project requirements to the Owner.

As part of the Deliverables, the Proposal may include design drawings, specifications, models, commentaries, photographs, technical reports and other information to convey the scope of the project and how it meets the Owner's Statement of Requirements. The Proposal will include the cost, sometimes as a Schedule of Prices and determine how long it will take to deliver – the schedule. The Proposal may also include a re-affirmation of the Design-Builder's team and qualifications. The terms of the Proposal may be subject to negotiation between the Owner and the Design-Builder before entering into a contract.

Qualifications-based Selection

A form of selection in which the best qualified proponent is selected. The price will then be established through negotiation, and award is based on a combination of the best-qualified proponent and negotiated price.

Qualitative

Components of a proposal that do not relate to price.

Respondent

A firm or team of firms that makes a submission in response to a RFQ.

Single-phase (or Stage) Selection Process

A procurement process in which both qualification and preparation of design-build proposals are combined in one submission.

Short Listing

The process by which an owner selects the most qualified respondents or pre-qualified firms to be invited to submit a proposal in response to an RFP.

Specifications

The Specifications are that portion of the Construction Documents, wherever located and whenever issued, consisting of the written requirements and standards for Products, systems, workmanship, quality, and the services necessary for the performance of the Work.

Specifications (Performance)

A specification expressed in terms of an expected outcome or acceptable performance standard.

Specifications (Prescriptive)

A specification expressed in terms of a range of acceptable products, manufacturers and techniques, stipulating in detail the processes to be followed.

Specifications (Proprietary)

A specification expressed in terms of a particular named product or system to be used.

Subcontractor

A Subcontractor is a person or entity having a direct contract with the Design-Builder to perform a part or parts of the Work at the Place of the Work.

Substantial Performance of the Work

Substantial Performance of the Work is defined in the lien legislation applicable to the Place of the Work. If lien legislation is not in force or does not contain such definition, or if the Work is governed by the Civil Code of Quebec, Substantial Performance of the Work is reached when the Work is ready for use or is being used for the intended purpose.

Third-Party Consultant*

An individual or firm employed or engaged by a finance or mortgage company to sequentially review, report and recommend appropriate action at various stages in the project delivery.

Turnkey

A form of design-build procurement in which the Proponent provides the complete project, ready for use, from concept through to completion. The cost of the project is determined according to pre-specified criteria. The services may also include real estate services, land purchase, interim financing, testing, training, and operational support.

Two-phase (or Stage) Selection Process

A procurement process in which the first phase consists of short-listing of proponents in response to a request for qualifications (RFQ) and the second phase consists of selecting a design-builder in response to an RFP from invited short-listed proponents (not to be confused with a two-step proposal).

Two-Step (or Envelope) Proposal

A procurement procedure in which qualitative components of a proposal are separated from the price component(s) of a proposal (usually in a sealed envelope accompanying the qualitative component). The price is considered only after the qualitative components have been evaluated (not to be confused with a two-phase, or stage, selection process).

Weighted Criteria Selection

A form of best value selection in which maximum point values are established for qualitative and price components, and then expressed in the RFP. Award is then made to the proponent with the aggregate highest score for both components.

Work

The Work means the Design Services and Construction required by the Contract.

** Sometimes also referred as advocate consultant*