



## **REQUEST FOR PROPOSAL**

**Content Development: *Guide to Construction and Design Procurement Best Practices***

**Issue Date: June 21, 2021**

**RFP Deadline: July 26, 2021**

## **REQUEST FOR PROPOSAL PROCESS**

The CDAO must receive all proposals, by **Monday, July 26, 2021 at 5 p.m.** Proposals submitted in pdf format can be emailed to Saskia Martini-Wong at [saskia@martiniwong.ca](mailto:saskia@martiniwong.ca).

Any questions or requests for clarification must be submitted by email to [saskia@martiniwong.ca](mailto:saskia@martiniwong.ca) by **Friday, July 9 at 12 p.m.**

Responses to questions will be sent by **Monday, July 19.**

Respondents will bear all costs associated with or incurred related to the preparation of their proposal.

### Schedule of Consulting Costs:

- Outline the proposed budget required and fee schedule
- Pricing must be in Canadian currency
- Prices quoted are to be exclusive of HST

### Sample Agreement

- Include a sample of agreement or contract for services

## **The Construction and Design Alliance of Ontario (CDAO)**

CDAO is a collaborative organization of 18 associations with mandates related to Ontario's infrastructure. For a full listing of members, please visit the [website](#).

The primary goal of the CDAO is to be the industry source for government engagement from our collective stakeholders and to provide industry expertise and insight directly on matters affecting design and construction. CDAO's collective vision is to ensure Ontario is a province of livable, marketable, sustainable communities and to confirm that Ontario is a province known for its leading-edge infrastructure and built environment projects.

CDAO member associations support fair and competitive tendering processes and proactive, planned investment in Ontario's infrastructure.

CDAO also encourages industry dialogue and informs stakeholders, by periodically hosting symposiums or events, and by providing research reports.

## **The Procurement Project**

For several years, the Design & Construction Procurement Project has been an important priority for CDAO. It has been the avenue wherein experts from the construction, design and procurement sectors have gathered to exchange ideas, present problems and ultimately find solutions in a collaborative environment.

The concept of the Procurement Project was formed during informal discussions with a number of Ontario-based professional associations representing general contractors, mechanical and electrical trade contractors.

These groups were discussing common concerns regarding the procurement of construction services. But missing from the conversation were integral partners in the procurement process, namely the owners and buyers, architects and consulting engineers, interior designers and members of the risk management community.

More than 100 influential construction, design and buyer professionals have come together for Procurement Day in past years. The event allowed for a candid discussion of the issues being faced by all sides of the procurement equation, with the goal of seeking common ground and identifying mutually satisfactory ways to address identified issues.

The following Procurement Project documentation is available for download:

- [2012 Final Report](#)
- [2013 Final Report](#)
- [2014 Procurement Day Final Report](#)
- [2015 Procurement Day Sessions and Speakers](#)

### **Project Overview**

For years the Procurement Project has been successful in enabling the collaboration and discussion around the importance of fair procurement practices, methods and strategies. It has done so by identifying and addressing top-priority issues encountered in the procurement process by the design and construction industry. While Procurement Day was a very successful event and provided education by expert panels and collaborative, cross section discussions between industry and buyers, the CDAO recognizes that it is time to formally expand the efforts and impact of the Procurement Project.

### **Project Deliverables**

CDAO envisions a living document that outlines the industry's recommended best practices in procurement which can be publicly published and promoted in an effort to encourage more organizations from the buyer sector to see and explore best practices in procurement. As a road map to best practices in procurement, the buyer sector can utilize the document as a resource and guide to enhancing existing procurement practices within their current and future projects.

This document can also serve as a foundational platform for CDAO and its individual member organizations in the design and construction sectors in relaying a consistent and unified message around the impacts and importance of fair and transparent procurement models.

The document should address:

- Key issues related to procurement practices and models in Ontario today. This should include issues impacting the buyer, design and construction sectors;
- Research that outlines the procurement practices and models that have proven to be problematic;
- A comparative analysis on the pros and cons of existing and alternative methods and practices used in procurement;
- Procurement related statistics and case studies including jurisdictions outside Ontario;
- Proposed strategies to improve procurement in Ontario;
- The public and private sectors; and
- Apply to the construction and design sectors equally.

Branding and graphic design of the final document is not included in the scope of work. This project will focus solely on content development with the final document published under the CDAO brand.

### **Project Timeline**

The project phases and deadlines, from the project start date, have been determined as follows:

- Phase 1 - Identify recommended approach and proposed overview of the Guide; submit to Board for review and approval (due 30 days)
- Phase 2 – commencement and data accumulation (due 60 days)
- Phase 3 – 1<sup>st</sup> draft content development (due 120 days)
- Phase 4 – final draft (due 150 days)
- Phase 5 – project completion (due 180 days)

*\*\*monthly meetings and reporting to the CDAO Board will be required.*

### **Qualifications**

You are a qualified writer with existing works that you will provide to demonstrate your capacity to communicate difficult concepts in “layman” terms, for ease of comprehension. Some familiarity with the design and construction sphere is advantageous but not mandatory. You demonstrate a willingness to satisfy the client’s requests and will provide informed suggestions towards making the best practices a better document. You are capable of working within specified timelines and delivering the product on time and on budget. You are comfortable collaborating with and taking direction from a panel of industry experts to inform and provide guidance on the document.