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| 1. Project Overview | |
| **Project Title** |  |
| **Project Description** | Description |
| **Objectives** | Key goals (e.g., timely completion, cost control, quality assurance) |
| 2. Client Information | |
| **Client/Owner Name** |  |
| **Primary Contact** |  |
| **Project Stakeholders** |  |

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| 3. Scope of Services |
| Pre-Construction Services |
| 1. Feasibility studies and initial budgeting 2. Collaboration during design phases 3. Scheduling and procurement planning 4. Value engineering to optimize costs and quality |
| Construction Phase Services |
| 1. Coordination of contractors and site logistics 2. Safety and regulatory compliance management 3. Real-time project progress tracking 4. Quality control and inspections |
| Post-Construction Services |
| 1. Project closeout and punch list resolution 2. Warranty management and final documentation handover 3. Training for facilities management staff, if applicable |

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| 4. Proposal Submission Requirements | |
| **Submission Deadline** | MM/DD/YY 0:00 PM |
| **Proposal Format** | I. Cover letter summarizing qualifications II. Detailed work plan addressing pre-construction, construction, and post-construction services III. Project schedule with milestones IV. Itemized fee structure and rates V. Examples of relevant projects and references |
| **Submission Method** | Email, online portal, hard copy, mailing address |

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| 5. Evaluation Criteria | |
| **Qualifications and Experience** | Demonstrated expertise in managing similar projects |
| **Approach and Methodology** | Clear understanding of the project and proposed management strategies |
| **References** | Positive feedback from past clients on similar projects |
| **Pricing** | Competitiveness and clarity of proposed fee structure |
| 6. Budget Guidelines | |
| **Estimated Project Budget** | Budget range, if applicable |
| **Cost Breakdown** | Required itemization for pre-construction, construction, and post-construction phases, including contingency fees |

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| 7. Project Schedule | |
| **Anticipated Timeline** | Project start date, major milestone dates, completion date |
| **Management Milestones** | Specific checkpoints for approvals, inspections, and handover phases |
| 8. Terms and Conditions | |
| **Payment Terms** | Specific milestones for payments (e.g., percentage of total project cost based on completion stage) |
| **Insurance and Bonding** | Specific requirements (e.g., professional liability, general liability, performance bonds) |
| **Contract Terms** | Type of contract (e.g., fixed fee, cost-plus, or percentage of construction cost) |
| 9. Attachments |  |
| 1. Site plans, CAD drawings, or project renderings 2. Relevant surveys or environmental assessments 3. Required forms or templates (e.g., bid form, schedule template) | |

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