**Renovation Construction
RFP Template**

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Company Name

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Your Logo

Project Overview

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| --- | --- |
| Purpose | Explain the renovation project’s goals (e.g., updating facilities, restoring a historic building). |
| Location | Address |
| Scope Summary | Briefly outline the extent of the renovation. |

Background Information

|  |  |
| --- | --- |
| Site Details | Include relevant details about the building/site (e.g., age, existing conditions, structural limitations). |
| Client Information | Client name |
| *Point of Contact* |  |
| *Contact Details* |  |

Scope of Work

|  |  |
| --- | --- |
| Tasks | List specific renovation tasks (e.g., demolition, structural repairs, plumbing updates, finishing work). |
| Specifications | Include material requirements, design standards, or compliance needs. |

Permits

|  |  |  |
| --- | --- | --- |
| Permit Requirements | Responsibilities | Timeline |
| Building | Contractor | Due by MM/DD to avoid delays |
| Zoning | Contractor | Due by MM/DD to avoid delays |
| Electrical | Client |  |
|  |  |  |
|  |  |  |

Proposal Requirements

|  |  |
| --- | --- |
| Format |  |
| Supporting Documents |  |
| Submission Deadline |  |

Timeline

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| --- | --- | --- |
| Start Date | Completion Date | Key Milestones |
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Cost Breakdown

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| --- | --- | --- | --- | --- | --- | --- |
| **Materials** | **Labor** | **Equipment** | **Miscellaneous/Contingencies** | **Quantity** | **Rate** | **Total** |
| Description | Description | Description | Description | 0 | $0.00 | $0.00 |
| Description | Description | Description | Description | 0 | $0.00 | $0.00 |
| Description | Description | Description | Description | 0 | $0.00 | $0.00 |
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| **Total** | **$0.00** |

Sustainability

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| --- | --- |
| Sustainable Practices | Specify sustainability goals (e.g., energy efficiency, use of eco-friendly materials). |
| Certifications | Mention required adherence to green building standards (e.g., LEED, Energy Star). |
| Waste Management | Detail requirements for recycling or reducing construction waste. |

Evaluation Criteria

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| --- | --- |
| Selection Factors | Specify what will be evaluated (e.g., experience, pricing, proposed timeline). |
| Weighting | Indicate the importance of each criterion, if applicable. |

Terms and Conditions

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| --- | --- |
| Payment Schedule | Define when payments will be made (e.g., milestone-based). |
| Insurance and Warranties | Require proof of liability coverage and workmanship guarantees. |
| Contractual Obligations | Include termination clauses and dispute resolution terms. |

Attachments

* **Relevant Documents:** Attach plans, photographs, or surveys.
* **Forms:** Provide templates for bid submissions or subcontractor lists.

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