**Residential Construction
RFP Template**

**Your**

**Logo**

Request
for
Proposal



1. Project Overview
* Brief description of the residential project
* Objectives (e.g., new construction, renovation)
1. Owner Information

[COMPANY NAME]

[Point of Contact Name]

[Address Line 1]

[Address Line 2]

[Address Line 3]

[Phone: 000-000-0000]

[Fax: 000-000-0000]

[Email Address]

[Company Web Address]

1. Scope of Work
* Detailed tasks (e.g., foundation, framing, roofing)
* Specifications for materials and finishes
1. Project Requirements
* Budget range
* Timeline and deadlines
* Permits, codes, and zoning requirements
1. Proposal Instructions
* Submission format and deadline
* Required documents (e.g., qualifications, references, itemized cost breakdown)

6. Selection Criteria

* Basis for evaluation (e.g., experience, cost, quality)
1. Schedule
* Project milestones and completion date
1. Contract Terms
* Payment terms
* Insurance and warranties
1. Attachments
* Site plans, blueprints, or photos
* Bid forms or checklists

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