**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12322&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Simple+Construction+RFP-word-12322&lpa=Blank+Simple+Construction+RFP+word+12322)Simple Construction RFP Template**

Your Logo Here

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| --- | --- | --- | --- |
| **Project Name** | **Project Location** | **Solicitation Date** | **Solicitation Number** |
|  |  |  |  |
|  |  |  |  |
| **Company Name** |  | | |
| **Contracting Point of Contact** |  | | |
| **Address** |  | | |
| **Phone** |  | | |
| **Email** |  | | |

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| 1. Project Overview | |  |  |
| **Summary** |  |  |  |
| [Company Name] is currently accepting proposals for your services on [Project Name], located at [Project Location]. This project involves [brief project type or description, e.g. the construction of a commercial building, residential complex, or infrastructure upgrade]. Our objective is to partner with a qualified contractor to deliver high-quality results while adhering to the outlined timeline, budget, and specifications. | | | |
| **Description** |  |  |  |
| Provide an overview of the project’s purpose, size, and scope, including key goals such as sustainability or safety improvements. | | | |
| For example: "This project involves the construction of a 10,000 sq. ft. energy-efficient office building in downtown Portland, OR." | | | |
| **Objectives and Goals** |  |  |  |
| Highlight some specific outcomes that the project aims to achieve. | |  |  |
| For example: Compliance with LEED certification, enhanced accessibility, meeting specific safety standards, etc. | | | |
| **Scope of Work Summary** | |  |  |
| Provide a high-level overview of key deliverables to set clear expectations for contractors. | | |  |
| For example: Site preparation, construction phases, final inspections, etc. | | | |

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| 2. Background Information | |  |  |
| **Issuing Organization Details** | |  |  |
| Include the name, contact information, and role of the organization overseeing the project (developer, owner, etc.). | | | |
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| **Project Context** |  |  |  |
| Detail relevant site or project conditions. |  |  |  |
| For example: Existing infrastructure, zoning considerations, unique challenges, etc. | | | |
| **Relevant Documentation** | |  |  |
| List any supplemental materials provided with the RFP to give bidders a better understanding of the project’s framework. | | | |
| For example: Surveys, zoning reports, existing design plans, etc. | | | |

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| 3. Scope of Work | |  |  |
| **Detailed Tasks** |  |  |  |
| Provide a comprehensive breakdown of construction tasks. | |  |  |
| For example: Excavation, framing, plumbing, electrical work, finishes, etc. | | | |
| **Material Specifications** | |  |  |
| Define materials to be used, ensuring compliance with quality standards. | |  |  |
| For example: Sustainable wood, reinforced concrete, etc. | | | |
| **Standards and Guidelines** | |  |  |
| List applicable standards. |  |  |  |
| For example: OSHA compliance, local building codes, LEED certification requirements or sustainability requirements, etc. | | | |
| **Design Requirements** |  |  |  |
| Include any specific design elements that must be integrated. | |  |  |
| For example: Architectural, structural, or mechanical details | | | |

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| 4. Project Requirements | |  |  |
| **Deliverables** |  |  |  |
| Outline key deliverables for each project phase. | |  |  |
| Phase 1 | For example: Surveys, zoning reports, existing design plans, etc. | | |
| Phase 2 |  | | |
| Phase 3 |  | | |
| **Milestones** |  |  |  |
| Provide a timeline of critical project milestones, such as major construction phases or inspection deadlines. | | |  |
| Milestones | Date | Description | |
|  | MM/DD/YY |  | |
|  | MM/DD/YY |  | |
|  | MM/DD/YY |  | |
|  | MM/DD/YY |  | |
|  | MM/DD/YY |  | |
| **Compliance and Approvals** | |  |  |
| Specify necessary permits, safety protocols, and compliance requirements. | |  |  |
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| **Insurance, Bonding, and Licensing** | |  |  |
| Explain the required proof of appropriate coverage and contractor licensing. | |  |  |
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| 5. Proposal Requirements | |  |  |
| **Submission Format** |  |  |  |
| Detail how the proposal should be structured. | |  |  |
| For example, include an executive summary, technical details, and budget. | | | |
| **Required Documentation** | |  |  |
| 1. Cover letter outlining the contractor's suitability for the project  2. Contractor qualifications, including licensing and certifications  3. References or examples of similar completed projects  4. Detailed work plan, safety protocols, and approach to meeting project goals | | | |
| **Key Questions to Address** | |  |  |
| Include specific questions, such as how contractors will handle material sourcing, manage subcontractors, or address site-specific challenges. | | | |
| 1. How will you source materials for the project? 2. What steps will you take to ensure adherence to OSHA and LEED guidelines? | | | |

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| 6. Selection Criteria | |  |  |
| **Evaluation Factors** |  |  |  |
| Clearly define the factors that will influence the decision. | |  |  |
| 1. Experience with similar projects 2. Proposed timeline and ability to meet deadlines 3. Pricing and cost transparency | | | |
| **Weighting** |  |  |  |
| Optionally, provide a percentage-based weighting for each criterion. | |  |  |
| 30% cost, 40% experience, 30% timeline | | | |
| **Additional Considerations** | |  |  |
| Emphasize innovation, value engineering, or other advantageous differentiators. | |  |  |
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| 7. Budget and Pricing | |  |  |
| **Cost Breakdown** |  |  |  |
| Require detailed pricing for labor, materials, equipment, and subcontractors. | |  |  |
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| **Contingency Planning** | |  |  |
| Request contingency costs for unforeseen circumstances. | |  |  |
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| **Unit Pricing** |  |  |  |
| Specify pricing on a per-unit basis for materials or labor, where applicable. | |  |  |
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| 8. Schedule and Timeline | |  | |  |
| **Key Dates** |  |  | |  |
| Include deadlines for RFP submission, review periods, and award announcements. | |  | |  |
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| **Phased Timeline** |  |  | |  |
| Break down project phases with expected start and completion dates for each. | |  | |  |
| Phase 1 | Start Dates / Completion Dates | | | |
| Phase 2 |  | | | |
| Phase 3 |  | | | |
| 9. Contract Terms and Conditions | | | |  |
| **Contract Type** |  |  | |  |
| Indicate the preferred contract type. |  |  | |  |
| For example, fixed-price, cost-plus | | | | |
| **Payment Schedule** |  |  | |  |
| Provide details for milestone-based payments. | |  | |  |
| For example: 20% upfront, 50% at framing completion | | | | |
| **Warranties** |  |  | |  |
| Specify minimum warranty requirements for materials and workmanship. | |  | |  |
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| **Termination Clauses** |  |  | |  |
| Outline conditions for early termination of the contract. | |  | |  |
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| 10. Submission Instructions | |  | |  |
| **Deadline** | **Contact Details** | | **Submission Method** | |
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| 11. Appendices | |  | |  |
| **Supporting Documents** | |  | |  |
| Attach any necessary documentation, such as site plans, CAD drawings, or zoning reports. | | | |  |
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| **Forms** |  |  | |  |
| Include pre-filled templates for bid submissions, subcontractor details, and material specifications. | | | |  |
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| **Sample Contract** |  |  | |  |
| Provide a draft agreement for contractors to review. | |  | |  |
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