

Simple Construction RFP Template

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Project Name	Project Location	Solicitation Date	Solicitation Number

Company Name	
Contracting Point of Contact	
Address	
Phone	
Email	

1. Project Overview

Summary

Description

Provide an overview of the project's purpose, size, and scope, including key goals such as sustainability or safety improvements.

Objectives and Goals

Highlight some specific outcomes that the project aims to achieve.

Scope of Work Summary

Provide a high-level overview of key deliverables to set clear expectations for contractors.

2. Background Information

Issuing Organization Details

Include the name, contact information, and role of the organization overseeing the project (developer, owner, etc.).

Project Context

Detail relevant site or project conditions.

Relevant Documentation

List any supplemental materials provided with the RFP to give bidders a better understanding of the project's framework.

3. Scope of Work

Detailed Tasks

Provide a comprehensive breakdown of construction tasks.

Material Specifications

Define materials to be used, ensuring compliance with quality standards.

Standards and Guidelines

List applicable standards.

Design Requirements

Include any specific design elements that must be integrated.

4. Project Requirements

Deliverables

Outline key deliverables for each project phase.

Milestones

Provide a timeline of critical project milestones, such as major construction phases or inspection deadlines.

Milestones	Date	Description

Compliance and Approvals

Specify necessary permits, safety protocols, and compliance requirements.

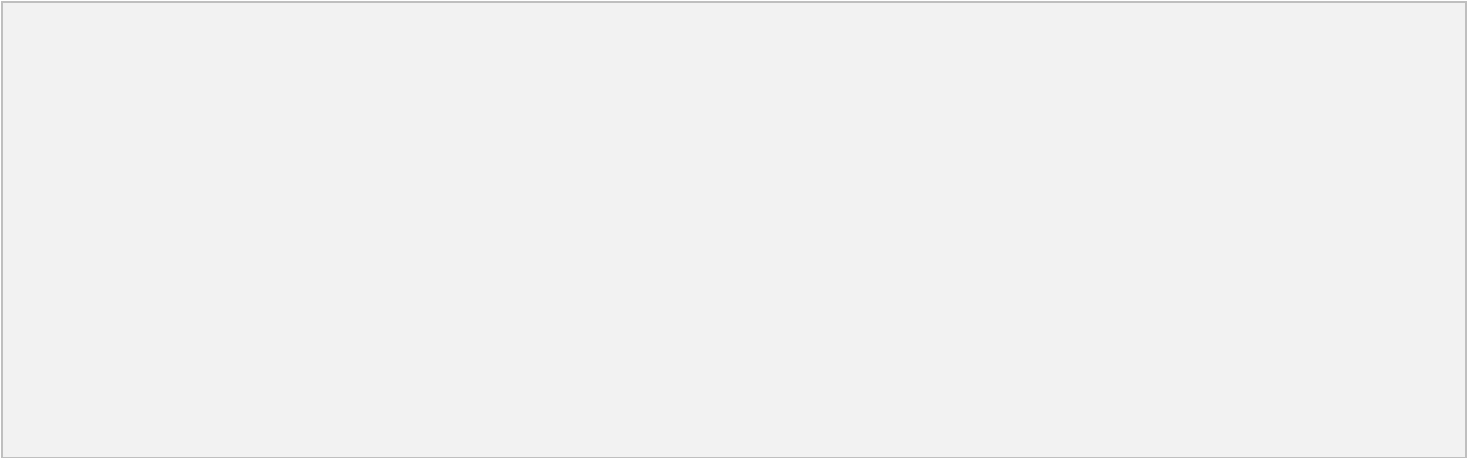
Insurance, Bonding, and Licensing

Explain the required proof of appropriate coverage and contractor licensing.

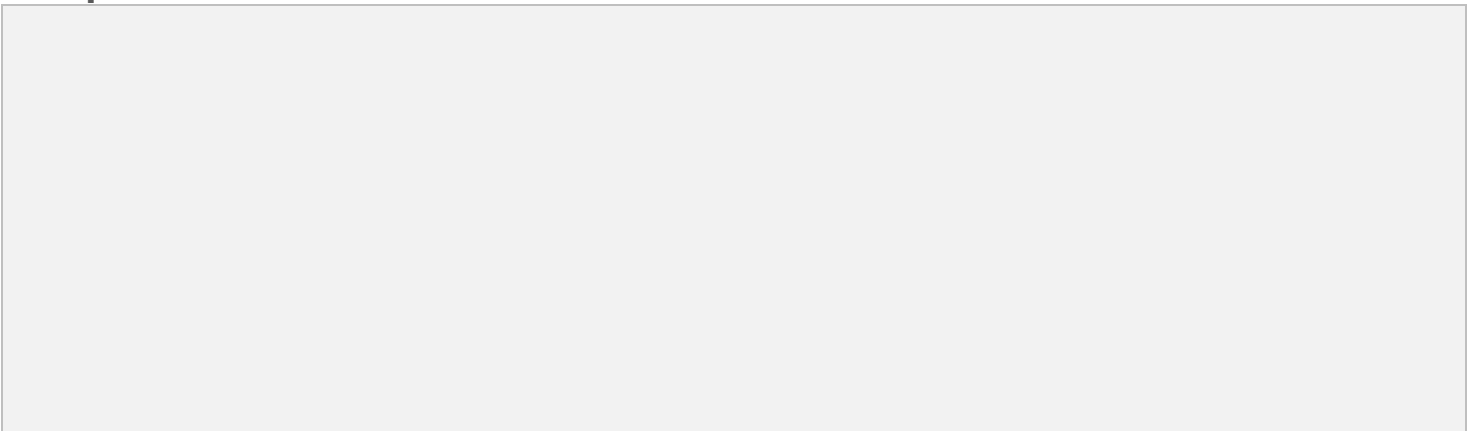
5. Proposal Requirements

Submission Format

Detail how the proposal should be structured.

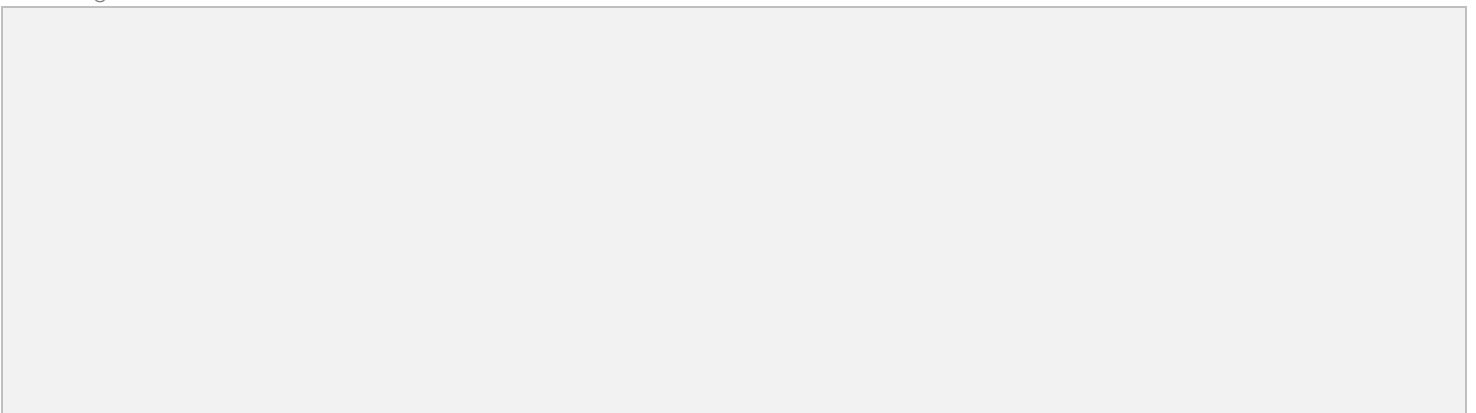


Required Documentation



Key Questions to Address

Include specific questions, such as how contractors will handle material sourcing, manage subcontractors, or address site-specific challenges.



6. Selection Criteria

Evaluation Factors

Clearly define the factors that will influence the decision.

Weighting

Optionally, provide a percentage-based weighting for each criterion.

Additional Considerations

Emphasize innovation, value engineering, or other advantageous differentiators.

7. Budget and Pricing

Cost Breakdown

Require detailed pricing for labor, materials, equipment, and subcontractors.

Contingency Planning

Request contingency costs for unforeseen circumstances.

Unit Pricing

Specify pricing on a per-unit basis for materials or labor, where applicable.

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.

9. Contract Terms and Conditions

Contract Type

Indicate the preferred contract type.

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Payment Schedule

Provide details for milestone-based payments.

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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.

Forms

Include pre-filled templates for bid submissions, subcontractor details, and material specifications.

Sample Contract

Provide a draft agreement for contractors to review.

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