**Simple Construction RFP Template
Example**

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| **Project Name** | **Project Location** | **Solicitation Date** | **Solicitation Number** |
| Northridge Community Center | 1245 Elm Street | MM/DD/YY | 12345-ABCD |
|  |  |   |   |
| **Company Name** | Wilson and King Construction, LLC |
| **Contracting Point of Contact** | Jamal King, Project Manager |
| **Address** | 456 Main Street, Metro NJ |
| **Phone** | 503-555-1234 |
| **Email** | jamal.king@wkconstruction.com |

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| 1. Project Overview |  |  |
| **Summary** |  |  |  |
| Wilson & King Construction, LLC is currently accepting proposals for your services on the Northridge Community Center Renovation Project, located at 1245 Elm Street. This project involves the renovation and modernization of a 15,000 sq. ft. community center to enhance energy efficiency, accessibility, and functionality. 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. |
| The project entails structural upgrades, HVAC system replacement, ADA-compliant restroom renovations, and installation of energy-efficient lighting throughout the facility. |
| **Objectives and Goals** |  |  |  |
|  Highlight some specific outcomes that the project aims to achieve. |   |   |
| The renovation aims to achieve compliance with LEED Silver certification standards, improve accessibility, and create a welcoming environment for community activities. |
| **Scope of Work Summary** |  |  |
| Provide a high-level overview of key deliverables to set clear expectations for contractors. |   |
| This project includes site preparation, demolition of outdated structures, installation of new systems and materials, and final inspections to ensure code compliance. |

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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.). |
| The project is being led by Wilson and King Construction, LLC, a Portland-based developer specializing in public infrastructure projects. For questions or clarifications, contact Jamal King at jamal.king@wkconstruction.com or call 503-555-1234. |
| **Project Context** |  |  |  |
| Detail relevant site or project conditions. |   |   |   |
| The community center was built in 1972 and requires significant updates to meet current energy and accessibility standards. The surrounding area has existing utilities and sufficient space for contractor staging. |
| **Relevant Documentation** |  |  |
| List any supplemental materials provided with the RFP to give bidders a better understanding of the project’s framework. |
| 1. Geotechnical survey of the site (included as Appendix A)2. Preliminary design plans and zoning reports (included as Appendix B) |

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| 3. Scope of Work |  |  |
| **Detailed Tasks** |  |  |  |
| Provide a comprehensive breakdown of construction tasks. |   |   |
| **Demolition:** Removal of outdated HVAC equipment, fixtures, and flooring**Structural Upgrades:** Reinforcement of load-bearing walls and roof**Systems Installation:** Replacement of HVAC systems, plumbing, and electrical wiring**Finishing Work:** Installation of ADA-compliant fixtures, new flooring, and energy-efficient lighting |
| **Material Specifications** |  |  |
| Define materials to be used, ensuring compliance with quality standards. |   |   |
| The project will use sustainable materials, including recycled steel and low-VOC paint, and ENERGY STAR-certified HVAC systems. |
| **Standards and Guidelines** |  |  |
| List applicable standards. |   |   |   |
| 1. OSHA compliance for all on-site work2. LEED Silver certification requirements |
| **Design Requirements** |  |  |  |
| Include any specific design elements that must be integrated. |   |   |
| All renovations must align with the architectural plans provided in Appendix B. |

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| 4. Project Requirements |  |  |
| **Deliverables** |  |  |  |
| Outline key deliverables for each project phase. |   |   |
| Phase 1 | Completion of structural upgrades by April 15, 20XX |
| Phase 2 | Final walkthrough and inspection by June 1, 20XX |
| Phase 3 | N/A |
| **Milestones** |  |  |  |
| Provide a timeline of critical project milestones, such as major construction phases or inspection deadlines. |   |
| Milestones | Date | Description |
| Site Preparation | MM/DD/YY |  |
| HVAC Installation | MM/DD/YY |  |
| Final Inspections | MM/DD/YY |  |
|   | MM/DD/YY |  |
|  | MM/DD/YY |  |
| **Compliance and Approvals** |  |  |
| Specify necessary permits, safety protocols, and compliance requirements. |   |   |
| All necessary permits must be obtained prior to the start of construction. |
| **Insurance, Bonding, and Licensing** |  |  |
| Explain the required proof of appropriate coverage and contractor licensing. |   |   |
|  Contractors must provide proof of liability insurance and state licensing. |

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| 5. Proposal Requirements |  |  |
| **Submission Format** |  |  |  |
| Detail how the proposal should be structured. |   |   |
| Proposals must include an executive summary, technical details, and a cost breakdown. |
| **Required Documentation** |  |  |
| 1. Cover letter summarizing the contractor’s experience and qualifications2. References and examples of similar completed projects3. Detailed work plan, safety protocols, and proposed timeline |
| **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 projects2. Proposed timeline and ability to meet deadlines3. Pricing and cost transparency |
| **Weighting** |  |  |  |
| Optionally, provide a percentage-based weighting for each criterion. |   |   |
| Evaluation criteria will be weighted as follows: 30% cost; 40% experience and qualifications; and 30% timeline adherence. |
| **Additional Considerations** |  |  |
| Emphasize innovation, value engineering, or other advantageous differentiators. |   |   |
|  Innovative approaches or value engineering suggestions are encouraged. |

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| 7. Budget and Pricing |  |  |
| **Cost Breakdown** |  |  |  |
| Require detailed pricing for labor, materials, equipment, and subcontractors. |   |   |
| Detailed cost breakdown should include labor, materials, equipment, and contingency costs. |
| **Contingency Planning** |  |  |
|  Request contingency costs for unforeseen circumstances. |   |   |
| Not applicable |
| **Unit Pricing** |  |  |  |
|  Specify pricing on a per-unit basis for materials or labor, where applicable. |   |   |
| Per-unit pricing is used for applicable materials and labor to simplify adjustments. |

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| 8. Schedule and Timeline |  |  |
| **Key Dates** |  |  |  |
|  Include deadlines for RFP submission, review periods, and award announcements. |   |   |
| **RFP submission deadline:** February 10, 20XX.**Review period:** February 11–17, 20XX.**Contractor selection:** February 20, 20XX. |
| **Phased Timeline** |  |  |  |
| Break down project phases with expected start and completion dates for each. |   |   |
| Phase 1 | Site preparation: March 20XX |
| Phase 2 | HVAC installation: April 20XX |
| Phase 3 | Final inspections: June 20XX |
| 9. Contract Terms and Conditions |  |
| **Contract Type** |  |  |  |
|  Indicate the preferred contract type. |   |   |   |
| Preferred contract type is fixed-price. |
| **Payment Schedule** |  |  |  |
| Provide details for milestone-based payments. |   |   |
| Milestone-based payments as follows: 20% at project start; 50% upon completion of HVAC installation; and remaining balance upon final walkthrough. |
| **Warranties** |  |  |  |
| Specify minimum warranty requirements for materials and workmanship. |   |   |
|  Provide a minimum one-year warranty on materials and workmanship. |
| **Termination Clauses** |  |  |  |
| Outline conditions for early termination of the contract. |   |   |
| Grounds for termination include failure to meet milestones or safety violations. |
| 10. Submission Instructions |  |  |
| **Deadline** | **Contact Details** | **Submission Method** |
| 2/10/20XX 5:00 PM | Submit to Jamal King at jamal.king@wkconstruction.com | Proposals can be submitted via email. |
| 11. Appendices |  |  |
| **Supporting Documents** |  |  |
| Attach any necessary documentation, such as site plans, CAD drawings, or zoning reports. |   |
| 1. Site plans and CAD drawings (Appendix A)2. Zoning and environmental reports (Appendix B) |
| **Forms** |  |  |  |
|  Include pre-filled templates for bid submissions, subcontractor details, and material specifications. |   |
| 1. Bid submission template2. Subcontractor details form |
| **Sample Contract** |  |  |  |
|  Provide a draft agreement for contractors to review. |   |   |
|  A draft contract is included for your review (Appendix C). |

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