**[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=Sample+Simple+Construction+RFP-word-12322&lpa=Sample+Simple+Construction+RFP+word+12322)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| This project includes site preparation, demolition of outdated structures, installation of new systems and materials, and final inspections to ensure code compliance.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 work 2. 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 qualifications 2. References and examples of similar completed projects 3. 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 projects 2. Proposed timeline and ability to meet deadlines 3. 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 template 2. 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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