

Simple Construction RFP Template Example



	<h2>Wilson and King Construction, LLC</h2>
---	--

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

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This project includes site preparation, demolition of outdated structures, installation of new systems and materials, and final inspections to ensure code compliance.

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)

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.

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.

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?

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.

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.

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).

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.