

SAMPLE REQUEST FOR PROPOSAL

Mr. John Watson,
President
XYZ Contracting Company
123 New York Avenue
New York, New York 10022

**Re: Request for Proposal – General Contractor
Design Firm Project No.**

Dear Mr. Watson:

On behalf of the Owner, **Client Name**; **The Design Firm Name** is seeking to obtain bid proposals from a General Contractor, who shall be retained as a member of the project team, responsible for the completion of the project as described herein.

I. PURPOSE:

- A. The services involved will be those of a General Contractor and it is intended that the contract between our client and the successful firm would be a modified AIA Standard Form of Agreement Between Owner and Contractor (AIA A101, Latest Edition) and will include the AIA General Conditions (A201, Latest Edition) as well as Supplemental Conditions, copies attached. The successful firm will become part of the project team consisting of The Design Firm the MEP engineering firm **XZY Mechanical Engineers** hereinafter (MEP Professional) and the expediting firm, **Expedite R-US**.

II. PROJECT DESCRIPTION:

- A. Interior alteration for our client, **Project Name** as it pertains to space recently leased at **address**. **Project name** will be occupying approximately 10,000 rentable square feet of executive office space on the 2nd and 3rd floors.
- B. The contract documents are as follows.

- | 1. <u>a) Interiors</u> | <u>b) Engineering</u> |
|---|-------------------------------------|
| <u>No. Description</u> | <u>No. Description</u> |
| xx Title Sheet | xx Mechanical Plan |
| xx Legend & General Notes | xx Electrical Plan & Specifications |
| xx General Notes/Specifications | xx Electrical Specifications |
| xx General Notes/Specifications | xx Sprinkler Plan & Specifications |
| xx Composite Plans | xx Plumbing Plan & Specifications |
| xx Partition Types; Elevations; Details, Etc. | |
| xx Finish Plan & Details | |
2. Documents
- a) This RFP
 - b) AIA A101 Owner-Contractor Agreement - Stipulated Sum
 - c) AIA A201 General Conditions of the Contract for Construction
 - d) Applicable terms of Lease between Building Landlord and Owner (Tenant)
 - e) Building Rules and Regulations

FIGURE 35-1

Sample Request for Proposal (RFP).

III. TRADES INVOLVED (BID FORM):

The following form is provided for Owner's convenience in bid analysis. Omission of a line item or consolidation of items under multiple lines does NOT relieve the performance of work called for in the contract documents.

General conditions	\$ _____
Insurance	\$ _____
Filing	\$ _____
Permits	\$ _____
Demolition	\$ _____
Concrete	\$ _____
Masonry	\$ _____
Metalwork and structural steel	\$ _____
Millwork	\$ _____
Waterproofing	\$ _____
Fireproofing and fire stopping	\$ _____
Roofing	\$ _____
Hollow metal work	\$ _____
Storefronts	\$ _____
Hardware	\$ _____
Glass	\$ _____
Acoustical ceiling	\$ _____
Drywall and carpentry	\$ _____
Flash patching	\$ _____
Wall base	\$ _____
Tile and resilient flooring	\$ _____
Carpet	\$ _____
Painting and wall-covering	\$ _____
Toilet compartments and accessories	\$ _____
Raised access flooring	\$ _____
Specialties	\$ _____
Furniture	\$ _____
Signage	\$ _____
Equipment	\$ _____
Elevator work	\$ _____
HVAC	\$ _____
Plumbing	\$ _____
Sprinkler	\$ _____
Fire Alarm	\$ _____
Electrical	\$ _____
Communications cabling systems	\$ _____
Security systems	\$ _____
Audio/visual systems	\$ _____
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SUBTOTAL	\$ _____
Overhead and Profit	\$ _____
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TOTAL BID	\$ _____

Note: "NIC" denotes work, which may be separately contracted by Owner. General Contractor shall, however, include all coordination, supervision and general conditions for any "NIC" trades in the base proposal.