

# Sample Request for Proposals

Contributed by the AIA Knowledge Resources staff

March 2008

---

*The AIA collects and disseminates Best Practices as a service to AIA members without endorsement or recommendation. Appropriate use of the information provided is the responsibility of the reader.*

---

## SUMMARY

A request for proposals (RFP) is commonly used to select a company in the services industry. Unlike a request for qualifications (RFQ), which emphasizes firm and team member experience related to the specific project and provides only limited financial information, an RFP often includes estimates of

costs and fees associated with a given project. The RFP format shown here is provided as an example to guide someone writing an RFP. It is not the only format option that can be used for this purpose. Information about writing a green RFP can be found at [AIA COTE Green RFP](#).

---

## REQUEST FOR PROPOSAL

Design services for the redevelopment of a vacant building totaling 70,000 square feet into a medical office facility.

### BACKGROUND

The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered price proposal for those services.

The owner is looking for a "turnkey" approach, where the architecture firm will provide the following (not listed in order of preference):

1. A conceptual plan for the building, incorporating the latest thinking in the field concerning office requirements.
2. Recommendations relative to the installation of different building systems (e.g., heat pumps vs. VAV).
3. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
4. Help with selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience (previous medical projects are given specific attention), their reputation for on-time and on-budget performance, and their financial credibility.
5. Preparation of necessary bid documents to be sent to construction firms for the project.
6. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing (from a business perspective) an appropriate contract (owner will have legal representation) if standard AIA Contract Documents are not used.
7. Preparation of certain marketing materials for a pre-leasing and post-completion leasing effort (e.g., renderings, both interior and exterior).
8. Develop a standard fit-out package for tenants and a budget for each tenant, with pricing for custom add-ons and the standard fit-out.
9. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
10. Assistance, where necessary, with the government approval process (i.e., permits).

11. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
12. Some work on the building has already been done, including a complete upgrade of the elevators and the lobby. In process is a complete renovation of the roof. These items are excluded from the RFP.
13. This project is expected to be completed by \_\_\_\_\_.
14. The existing facility will be available for inspection between the dates of \_\_\_\_\_ and \_\_\_\_\_. Please call to make an appointment.

As this proposal covers new construction and renovations and additions to an existing building, please answer the questions providing information to support new construction, additions, and renovations.

1. Provide the following information:
  - a. Name of firm
  - b. Complete address
  - c. Contact person
  - d. Telephone number
  - e. Fax number
  - f. Internet address
  - g. E-mail address
2. Provide a General Statement of Qualifications that responds to the project background information given above.
3. Personnel
  - a. List the professional and support positions and number of personnel in each position.
  - b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of two (three, four, your call) clients with whom the architect has worked on a similar building project.
  - c. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
4. Medical Office Facilities
  - a. Submit a list of all health care-related projects your firm currently has in progress and the status of each.
  - b. For your last five health care projects, provide the following:
    - 1) Name of project
    - 2) Client contact
    - 3) Owner's total initial budget
    - 4) Total project cost
      - i. Number of change orders
      - ii. Total cost of change orders
    - 5) Date of bid

- 6) Scheduled completion date
    - 7) Actual completion date
  - c. List your three best projects and the project personnel, including consultants, for those projects.
  - d. Describe the exceptional features of health care facilities designed by your firm.
  - e. Explain your firm's medical technology expertise.
5. Special Design Concerns
  - a. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
  - b. Efficient energy usage is a concern of the corporation. Describe how your firm incorporates this aspect of design into its work. Provide examples.
6. Architectural/Engineering Service
  - a. Provide information on your current workload and how you would accommodate this project.
  - b. Describe in detail the process you would follow from schematic approval through approval of the final design.
  - c. Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.
  - d. Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
  - e. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
  - f. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.
7. Construction Costs
  - a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
  - b. List the steps in your standard change order procedure.
8. Legal Concerns
  - a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a health care client or any of the same you have filed against a health care client.
  - b. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any client other than a health care client or any of the same you have filed.
  - c. Explain your General Liability Insurance coverage.
  - d. Explain your Professional Liability Insurance coverage.
9. Fees
  - a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
  - b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

## RESOURCES

### For More Information on This Topic

See also “Project Delivery Options,” by Philip G. Bernstein, FAIA, *The Architect’s Handbook of Professional Practice*, 13th edition, Chapter 10, page 257. *The Handbook* can be ordered from the AIA Bookstore by calling 800-242-3837 (option 4), by sending an e-mail to [bookstore@aia.org](mailto:bookstore@aia.org), or by visiting [www.aia.org/books](http://www.aia.org/books).



### More Best Practices

The following AIA Best Practices provide additional information related to this topic:

- 03.02.02 Sample Request for Qualifications Format
- 05.02.01 Educating the Client
- 05.03.01 Qualifications-Based vs. Low-Bid Contractor Selection

## Feedback

The AIA welcomes member feedback on Best Practice articles. To provide feedback on this article, please contact [bestpractices@aia.org](mailto:bestpractices@aia.org).

## Key Terms

- Practice
- Marketing
- Marketing plans
- Request for proposals