**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12103&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Construction+Project+RFQ+Template-word-12103&lpa=Sample+Construction+Project+RFQ+Template+word+12103)Microsoft Word Construction Project RFQ Example**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE OF QUOTE | MM/DD/YY | | | |  |  |  | |  |  |
| WORK START DATE | MM/DD/YY | | | |  |  |  | |  |  |
| WORK END DATE | MM/DD/YY | | | |  |  |  | |  |  |
| QUOTE PREPARED BY | Denis V., Program Manager | | | |  |  |  | |  |  |
| QUOTE ID NUMBER | 1245W-456-R2000 | | | |  |  |  | |  |  |
| VALID UNTIL | MM/DD/YY | | | |  |  |  | |  |  |
| PAYMENT DUE BY | MM/DD/YY | | | |  |  |  | |  |  |
|  |  |  |  |  |  | |  | |  |  |
| **COMPANY** | |  | **ESTIMATE PREPARED FOR** | |  | |  |
| VALLEY VIEW CONSTRUCTION | |  | WELLER INC. | |  | |
| 123 MAIN STREET | |  | 456 SITE STREET | |  | |
| SUITE 254B | |  | OFFICE 2A | |  | |
| DON W., PROJECT MANAGER | |  | LORI G., DIRECTOR | |  | |
| PHONE | |  | PHONE | |  | |
| EMAIL | |  | EMAIL | |  | |
| PROJECT DETAILS | |  |  |  |  | |  | |  |  |
| PROJECT NAME | Midtown Commercial Complex Construction | | | | | | |
| PROJECT DESCRIPTION | This project involves building a modern, multi-use commercial facility designed to accommodate office spaces, retail stores, and service centers. The project aims to enhance the local business infrastructure by providing a versatile space for various commercial activities. | | | | | | |
| SCOPE | The scope includes all phases, from site preparation to final finishing and landscaping. This encompasses foundation work, structural framework erection, interior and exterior finishes, installation of essential systems (electrical, plumbing, HVAC), and compliance with all local building regulations. The project will deliver a fully functional commercial building with all necessary amenities to support business operations. | | | | | | |
| OBJECTIVES | 1. Ensure that the construction of the Midtown Commercial Complex is completed within the allocated timeline and budget while maintaining high-quality standards throughout the project phases. 2. Guarantee that all construction activities meet local, state, and federal building codes and safety regulations, ensuring a safe and legally compliant commercial facility. | | | | | | |

PROJECT ESTIMATE

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SERVICES / ITEMS | DESCRIPTION | | | | QUANTITY | UNITS | | | COST | | | SUBTOTAL | | | |
| **MATERIALS AND EQUIPMENT** | | | | | | | | | | | | | | | |
| Excavator | Excavation equipment | | | | **1** |  | | | **$150,000** | | | **$150,000** | | | |
| Bulldozer |  | | | | **1** |  | | | **$100,000** | | | **$100,000** | | | |
| Crane |  | | | | **2** |  | | | **$250,000** | | | **$500,000** | | | |
| Concrete Mixer Truck |  | | | | **2** |  | | | **$70,000** | | | **$140,000** | | | |
|  |  | | | |  |  | | |  | | |  | | | |
|  |  | | | |  |  | | |  | | |  | | | |
| **LABOR** | | | | | | | | | | | | | | | |
| Project Manager |  | | | | **1** | 1,000 Hours | | | **$75 per hour** | | | **$75,000** | | | |
| Site superintendent |  | | | | **1** | 1,200 Hours | | | **$65 per hour** | | | **$78,000** | | | |
| Foreman |  | | | | **2** | 1,400 Hours | | | **$50 per hour** | | | **$140,000** | | | |
| Project Engineer |  | | | | **2** | 1,400 Hours | | | **$50 per hour** | | | **$140,000** | | | |
| Laborers |  | | | | **10** | 15,000 Hours | | | **$25 per hour** | | | **$3,750,000** | | | |
|  |  | | | |  |  | | |  | | |  | | | |
|  |  | | | |  |  | | |  | | |  | | | |
|  | |  |  |  | | |  |  | | |  | | |  |  | |
| ESTIMATE SUMMARY | | | | | | | | | | **SUBTOTAL** | | | **$5,073,000** | | |
|  | | | | | | | | | | **TAXES** | | | **$0.00** | | |
|  | | | | | | | | | | **OTHER** | | | **$0.00** | | |
|  | | | | | | | | | | **TOTAL** | | | **$5,073,000** | | |

BIDDER QUALIFICATIONS AND EXPERIENCE

QUALIFICATIONS

|  |
| --- |
| * The bidder must possess a valid contractor’s license applicable to the project’s scope and location. * The bidder must possess relevant certifications for specialized work, such as electrical, plumbing, and HVAC installations. * The bidder must provide proof of comprehensive insurance coverage, including general liability, worker’s compensation, and professional liability insurance. |

EXPERIENCE

|  |
| --- |
| * The bidder must possess a minimum of [X] years of experience in the construction industry, specifically in commercial building projects. * The bidder must have successfully completed at least [Y] similar projects within the last [Z] years, each valued at $[Amount] or more. * The bidder must have an experienced project management team with a proven track record of delivering projects on time and within budget. |

AUTHORIZATION

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Customer signature |  | | | |  |  |  |  |  |
| Authorized signature |  | | | |  |  |  |  |  |
| Terms and conditions |  | | | |
|  |  |  |  | |  |  |  |  |  |
| *Please make check payable to Valley View Construction LLC. For questions about your estimate, please contact:* | | | |
| *Don W., Project Manager | Phone | Email* | | | |
| *web address* | | | |

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