

(Insert Town Name)
Request for Proposals
Design-Build Services for a *(Insert Project Name)*
(Insert Date: Month, day, year)

A. Invitation

The *(insert name of town)* is soliciting proposals from qualified firms to provide preliminary design-build services for a *(insert name of project)*. The firm selected by *(insert the name of town)* will prepare plans, schedules and cost estimates to support a municipal bond vote approving funding for this project. Delivery of these preliminary design-build services will conclude with the bond vote. It is anticipated that, upon a successful bond vote, the Town will negotiate with the design-builder to provide all remaining services necessary to complete design and construction of the facility.

B. Project Description

The *(insert the name of town)* is planning *(insert project description which may include location, size, program elements, building use and preliminary budget)*.

C. Scope of Services

1. Meet with the Building Committee and other appropriate Town officials to review and refine the preliminary building program and design.
2. Develop and refine conceptual plans, to be used as the basis for establishing total project cost.
3. Develop and refine an overall project schedule.
4. Present conceptual plans, overall schedule and total project cost for design and construction of the project.
5. Prepare materials for public presentations.
6. Participate in public informational meetings, and support efforts to obtain favorable results in the municipal bond vote.

D. Project Schedule

Selected milestones related to this project include:

- | | |
|--|---------------------------------------|
| 1. Request for Proposals available | <i>(Date: Month, day, year)</i> |
| 2. Deadline for receipt of questions | <i>(Date: Month, day, time)</i> |
| 3. Responses to Requests for Proposal due | <i>(Date: Month, day, year, time)</i> |
| 4. Interviews and questions | As may be needed |
| 5. Firm selected and notified | <i>(Date: Month, day, year)</i> |
| 6. Conceptual plans, schedule and total project cost completed | <i>(Date: Month, day, year)</i> |
| 7. Municipal bond vote | <i>(Date: Month, day, year)</i> |
| 8. Start of on-site construction | <i>(Date: General)</i> |

E. Proposal Requirements

Please provide x (x) copies of your proposal that include the following information:

1. Overview and description of your firm, including your relevant experience, resources for design, estimating, and project management, and your ability to implement the project on a design-build basis.
2. List no more than three of the most relevant design-build projects your firm has completed within the past five years. Provide a narrative, building size, project delivery method, project team members, and a reference for each project listed. Also provide the initial and final contract values, and the initial and actual dates of substantial completion for each project.
3. Identify your project team members, their proposed roles, and relevant experience. Provide a detailed resume for each project team member.
4. Outline your proposed process and deliverables for this project, and a clear statement of the scope of services you intend to provide.
5. Submit your proposed fee to deliver all of the preliminary design-build services included within your proposal. Your fee for such services should be itemized by task, and include an hourly rate sheet. Provide a list of reimbursable expenses and their estimated value.

F. Selection Criteria

Criteria to be used for selection of the successful firm will include, but not be limited to, the following:

1. Relevant experience and qualifications of the firm, particularly in completing municipal projects and working in collaboration with municipal officials.
2. Relevant experience and qualifications of individual members of the project team.
3. Ability to provide services necessary to carry out the entire project on a design-build basis.
4. References from past clients.
5. Overall responsiveness of the proposal to needs of the project.
6. Fee proposal.

G. Proposal Deadline and Delivery Requirements

(Insert required number of copies) copies of your proposal (including at least one with original signatures) must be received by the ***(insert name of town)*** by ***(insert time)*** on ***(insert date: month, day, year)*** at the following address:

(Insert name and address of who will be receiving the proposals.)

Proposals received after this date will not be considered. No facsimile submissions will be accepted.

H. Questions, Additional Information and Addenda

All inquiries regarding uncertainties or exclusions in the terms or intent of this Request for Proposals should be sent via e-mail to ***(insert email address)*** no later than (insert time) on ***(insert date: month, day, year)***.

I. Reservation of Rights

The Town will not provide compensation to respondents for the cost of preparing proposals in response to this Request. The Town reserves the right to reject any or all proposals. The Town further reserves the right to solicit additional information, and hold interviews with one or more of the respondent firms. All respondents will be notified in writing of the outcome of the selection process.