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## Construction bid proposal template pdf

Most builders will win only 1 out of every 6 bids they submit. Although there are new tools and services to try to help contractors beat these odds, the cold hard truth is that this situation—which wastes time and money, drains resources, and decreases contractors' profitability—is only getting worse. Since 1build's goal is to partner with our customers to help them achieve their business goals, not just develop their estimates, we're thrilled to announce our new construction bid proposal template, which is specifically designed to help contractors, subcontractors, and project managers of firms beat these odds. In fact, this bid proposal template is the second in our series of free templates designed to help builders win more bids so they can increase revenue and grow their business. (You can download our #1-ranked cost estimate template here.) We hope that by leveraging this new bidding template in either MS Word or PDF format, you'll not only be able to increase the number of proposals you submit but also increase the percentage of those you win. You can download this bid template and start using it immediately. Choose the Construction Bid Proposal Template by Experts at Winning Bids This free bid proposal template was designed by an expert who has developed hundreds of winning bid proposals for our customers. After evaluating top bidding proposals in the industry, we developed the most comprehensive bid proposal template that includes all 13 essential information categories necessary to create a professional, complete, and competitive bid that will win you more jobs and help you beat the competition: Bid Proposal Template CategoriesBid Proposal Cover SheetBid Proposal Cover LetterCompany Profile/BackgroundProject ScopeExisting Conditions & ConcernsWork ScheduleEquipment List & AssetsCost Estimate: MaterialsCost Estimate: LaborCost Estimate: MiscPayment TermsSupporting DocumentsFinal Proposal Tips on How to Use a Free Construction Bid Proposal Template To use this bid proposal template, simply download the template, open up the template in MS Word or PDF and begin replacing our place-holder text with your own. Let the template do the heavy lifting for you! If you'd like to learn more about how to develop a winning construction bid, you can start by reading our comprehensive Construction Bidding Guide. DOWNLOAD BID TEMPLATE NOW! Need Help with Your Cost Estimate for your Bid Proposal? Why not try a cost estimating service? 1build is a new on-demand cost estimating service that has been recognized nationally as one of the most innovative construction startups in 2021 by providing detailed and accurate cost estimates and takeoffs that help contractors win more bids. After subscribing and uploading your plans to 1build, you'll receive a full-scope cost estimate within days. People vector created by pch.vector - www.freepik.com Knowing how to write a bid for construction is an essential part of being a subcontractor. Keep reading to learn about the best bid-writing practices that will improve your bid-hit ratio. How to write a bid for a construction job Let's dive right into the steps for writing effective construction bids. Know the bid process Before you even begin writing bid proposals, you need to familiarize yourself with the process. Check out this article on construction bidding for a detailed walkthrough. In it, we cover important terminology along with the various stages of the bidding process. Once you learn these details, you'll be able to focus on crafting a great bid rather than stumbling through the process itself. Review the project documents Estimators and other professionals involved in the bidding process aren't cheap. As such, it's in your best interest to avoid putting them to work on bids that aren't actually a good fit for your company. Start by thoroughly reviewing the project documents. This should be easy if you're using a construction bidding platform since clients typically make various detailed documents accessible on those sites. Check out this article for a great list of bidding sites to use. If the client provides a bid sheet template, use it. Clients will often include construction bid sheet templates as part of a project's documentation. You'd be wise to use these templates since it will make things easier on the client's personnel responsible for reviewing several proposals. It also communicates your willingness to adapt your way of doing things based on the client's needs, which is an important trait to have throughout any construction project. Of course, when clients don't include construction bid proposal templates, you'll need to create your own. We'll look at that next. Craft a professional construction bid proposal template if none is provided When creating your own construction bid proposal template, there are several guidelines to follow. Let's go line by line. Alternatively, you can download our construction bid proposal template for free here. Heading Every construction bid sheet template should include a heading that reads "Bid Proposal" so clients know exactly what they're looking at even as your document gets passed around and separated from any initial correspondence. Recipient information Next, you need to include information about the recipient, including: Name: See if the project listing specifies anyone in particular; otherwise, list the company. Address Phone number Fax number Job name: Include any unique identifiers you're aware of, including the project's number and exact address; don't just say "Walmart" since the client may be building several of them. Architect/general contractor Services you intend to provide Underneath the client information, you need to include a list of the services you intend to provide. This is among the most important parts of your bid since it will help the client understand exactly what is included in the price. It's crucial that you be specific with this list. We'll get into that shortly. Base bid This is where you'll include the dollar amount you'd like to be paid for the services listed above. You should arrive at this figure following a thorough estimating process aimed at ensuring your offer is fair for everyone involved. This is also where you should specify a payment schedule if the client has not indicated one. Generally, your payment schedule will include details about any initial amounts owed along with the intervals at which you expect to be paid. This is, of course, another very important consideration since it will have a direct impact on your company's cash flow for the duration of the project. Optional information For many projects, the construction bid sheet template we've described up until this point will be more than enough. However, there are situations in which you might want to include additional information, such as the following. Alternative Prices Here's where you can demonstrate how your price will change if certain services are added or removed. It's generally recommended that you only include alternative prices if the project requirements are poorly defined or you get the sense that the client is open to suggestions. If you include this section, it should be formatted to include: Description: This will provide some context for the alternative price, including when you would recommend using it. Add: If the alternative price is higher than your base bid, here's where you'll specify how much of an increase is involved. Deduct: If the alternative price is lower than your base bid, here's where you'll specify how much of a decrease is involved. Revised price: Don't force the client to break out a calculator! Run the numbers yourself and include a revised price based on the addition or deduction you identified in the previous two points. Include as many alternative prices as you think are necessary but keep in mind that too many will likely be confusing. Unit prices Occasionally, clients may request that you include unit prices. This amounts to a line-by-line description of each item, the quantity required, the unit of measure, and the price per unit. It typically only makes sense to include unit prices when the project is small. For example, if you're a subcontractor building a new deck for a client, they might want to know how many planks of wood you're purchasing and at what cost. When building a skyscraper, though, unit prices may be less relevant. Allowances An allowance in construction terms is a specific dollar amount generally reserved for work that you'll need to subcontract out. It's expected that these amounts won't be 100% accurate but it will give the client an idea of what to expect. Subcontractors will fine-tune the figures once they develop an on-site inspection. Warranty information Do you plan on providing any service after the structure has been built? This can be a major selling point and should be mentioned as part of your proposal. Need to write an executive summary? Check out this guide for more information. Be specific about the scope of work Communication is key in construction. As such, you shouldn't be surprised to learn that it's a key part of learning how to write proposals for construction as well. By communicating the exact intended scope of work within your bids, you'll reduce the likelihood of clients setting unreasonable expectations. Additionally, you'll open the door for clients to communicate their needs in advance if they happen to differ from the scope of work you're proposing. Of course, you may be less willing to set a restrictive scope of work if you really need or want the job. However, keep in mind that specificity can also be reassuring for clients. You're not just telling them what they won't get but also what they will. Communicate what happens in the event of unforeseen circumstances While this may not neatly fit into any of the fields we outlined in the construction bid template section, you do need to think about and communicate how you plan on approaching unforeseen circumstances that might impact project financials. These will most likely be notarized in the formal contract but it's not a bad idea to specify any non-starters beforehand. For example, many contractors will specify upfront that clients are responsible for handling site issues like the removal of previously-undisclosed asbestos. Write clear messages when communicating online There's little sense in crafting a beautiful construction bid proposal only to flub the delivery. Whatever medium you're using to communicate with clients (email is popular these days), make sure you proofread messages carefully. Typos aren't the only thing to watch out for! You should also be aware of any potential issues regarding clarity. Remember that format isn't everything Knowing how to write a bid for a construction job goes beyond formatting. You also need to make a credible, thoroughly-researched offer! This begins at the estimating stage, which you can learn more about here. Don't forget to rely on your construction resource management data from similar past projects as well since this will be a valuable predictor of future expenses. Prepare a professional bid every single time Take care to produce professional bids for every project that requires one. Even if you have a long history with a particular client, there's no guarantee that the same person who reviewed past proposals will be involved with this one. Treat every new endeavor as if you're dealing with that client for the first time. We hope this guide has been useful in showing you how to write a proposal for construction. While writing a proposal can seem daunting at first glance, it isn't rocket science. By following best practices and producing a credible offer, you can greatly increase your chances of success. For more construction management tips, visit the Bridgit Blog. LAUREN LAKE Lauren Lake is the COO and co-founder at Bridgit. She holds a degree in Civil Structural Engineering and is well-versed in construction workforce management and resource planning processes. Lauren has been named to the Forbes Manufacturing & Industry 30 Under 30 and Best Of Canada Forbes Under 30 Innovators lists. Lauren has presented at industry events and conferences, including BuiltWorlds, Canadian Construction Association, Procure Groundbreak, and more. Follow Lauren on LinkedIn and Instagram. Go back to school with Office templates, designed for school activities and classroom safety. DOWNLOAD THE TEMPLATES NOW. Anyone who's ever worked on a construction project has likely been part of the bidding process. Whether you're the one soliciting proposals or you're prepping bids yourself, if you're in a contract-heavy industry, you know just how important the bid document is. Not only does the proposal bid determine who gets the contract for a project, but it's also used throughout the construction process as a reference tool, safety guide, contact sheet, and rule book. It acts as the centralizing resource connecting the many different teams and individuals on the worksite at any given time. A well-written construction bid can simplify a project, save both parties money, and speed up a work schedule. A poorly assembled construction bid, on the other hand, can be a disaster. That's why it's essential that a project manager optimizes the structure they use to prepare their construction bids. Using a standard template across projects will ensure that all of your employees are using best practices in their bidding process. The easiest way to do this is to use a downloadable construction bid template. This will prevent you from forgetting key information or putting things in the wrong place on your construction bid. What Is a Construction Bid? A construction bid is a document that a developer submits to a potential customer detailing the estimated cost, scope, and work schedule of a building project in an effort to "win" the contract against competing developers. The customer solicits construction bids from various developers and evaluates the information provided in order to choose the developer they believe will do the best job for the most appropriate price. A well-written construction bid is essential, as it can make or break whether or not a builder is hired for a project. A builder with the lowest cost estimate and fastest work schedule still won't win the contract if they don't accurately provide that information to the customer. And if you do somehow manage to secure a contract with a poorly written construction bid, it can cause mistakes, miscommunication, and waste down the line. Best Practices for Your Construction Bid To prepare a construction bid that is effective for your company, here are some best practices to follow. Use Simplified, Standardized Terms Especially when bidding on a large, multi-part project, it's easy to get lost in the details and your bid proposal can end up being confusing. This can result in your company losing the contract to a firm whose bid proposal was easier to understand. To avoid this, make sure you use simplified language and, in cases where you must use industry terms, consider utilizing a vocabulary like MasterFormat. This will help the project owner get a clear idea of the services and quality you're offering. Consider Adding Appendices A bid document includes several sections that have the potential to be very complicated, like a full estimated budget and breakdown of necessary labor. Rather than attempting to squeeze all of this information into the body of your proposal, consider including a streamlined version of this information and then referring the reader to a separate budget document included with the proposal. Make Your Template Easily Available Due to how dynamic the construction industry is, it's a given that each project will have slightly different requirements when it comes to preparing a bid document. To simplify the preparation process, make your bid template available across all of the teams at your firm so that they're able to download and modify it according to their client's needs. Since you'll likely be working with subcontractors outside of your firm, make sure the file is accessible to people outside of your company as well. Download a Customizable Construction Bid Template This template includes all of the information necessary to prepare a comprehensive construction bid. You can print it and fill it out by hand or download a copy of the document via Microsoft Word or Google Docs and customize it according to your individual needs. What Goes on a Construction Bid Form? Though individual construction bids and templates may vary, they all must contain the same key elements. 1. The Basics At the top of the document, all of the contact information for both the construction company and the potential customer should be listed. This includes names, addresses, and signatures for all parties involved. Also be sure to list the name and address of the project itself. 2. Project Scope Before getting into any pricing details, the construction bid should first lay out the scope of the project. It's important to get as detailed as possible here, highlighting all of the services you're proposing to provide. Write out the grade of the work, the proposed schedule, quality, materials, and any other features necessary for the completion of the project. This is also where you should include client expectations, like provision of worksite equipment, additional crew needs, process for removing trash, etc. Be sure to clearly articulate responsibility for any task that may not have a clear owner, like who is in charge of cleaning the worksite after the project is completed, or whether you plan to subcontract a cleaning company. Be sure to also document all worksite and procedural expectations here, like who is allowed on the worksite, what safety gear is required for visitors, and what plans are in place to protect children, seniors, and pets who may live or work near the worksite. 3. Existing Conditions You need to perform a preliminary site assessment before preparing your bid document, and the resulting proposal should include a documentation of the existing conditions at the worksite. Be sure to include the necessary actions taken to remediate each condition as well as which party is responsible for each task. You should also include a clause detailing how you plan to handle any existing conditions that are discovered after the project begins, and who will determine the scope and cost of the necessary added remediations. 4. Cost This is where you'll provide the customer with a cost estimate for the entire project, broken down into subsections such as materials and labor. This section should also detail the costs that would incur should the project go over scope, in order to lay out clear expectations up front. 5. Terms of Payment Many people include a cost estimate and forget to also detail the terms of payment — that is, the manner in which and when they expect to be paid. It's unlikely that the customer will be willing to pay you all at once, so write out a list of milestones for the project and what percentage of the total should be paid at that point. 6. Relevant Documentation Construction projects are huge and consist of many sub-projects that are managed by different authorities. It's important to lay out in your construction bid exactly what those sub-projects are and who has authority over them. This will eliminate confusion later on by making clear exactly who is in charge of each project, as well as who has the legal authority to sign relevant paperwork and enter into legally binding commitments during the project. 7. Work Schedule Your work schedule should be more than just when the project will begin and end. This section should also include the date that the contractor will receive approval to begin work on the project. This is also where you should detail the extent to which you will assume liability for delays caused by events beyond your control, like permit approvals or poor weather. Be sure to also differentiate between working days and calendar days, and don't forget to factor in supplier lead times, permit or zoning approval periods, and other third-party processes that could delay your schedule. 8. Formal Bid & Signatures Finally, the bid proposal is not complete without a formal statement of intent to provide services for the project as well as a bid estimate and signatures. If you're the sole owner of your company, you can sign the document alone, but if you're working together with a co-owner or manager you should have them sign the document as well. What a Good Bid Template Can Do for You When your construction bid is well-prepared, well-formatted, and well-designed, it's easy to see the effect it has on your bid success as well as the efficiency of your internal team. Project owners are more likely to trust a firm whose documentation process is well-organized, giving you an edge over the competition. When your proposal is well-prepared, it will be that much easier for your potential client to see the value your company offers to their project. Additionally, a well-prepared bidding document can help prevent mistakes and miscommunications down the line. With a clear scope and a detailed documentation of requirements, your project will require fewer change orders down the line, saving your clients money and saving your company time. Disclaimer Any articles, templates, or information provided by BigRentz 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. 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