

## **ITEM 20-3: Sample Request for Proposal**

Date

Name

Company

Address

RE: The Breakfast Café

You are invited to submit a proposal for the interior design of a prototype Breakfast Café for (client name). The prototype design will initially be installed at ten (10) locations. The client plans to build another 10 units per year for the next three (3) years. The primary prototype will be 2,500 square feet. Each Breakfast Café will utilize 2,500 to 3,500 square feet. They are expected to be located in malls, office buildings, and strip shopping centers.

The contract will be full-service and will include for the prototype:

- Complete programming
- Finalized design development drawings and specifications
- Finalized construction drawings and documents
- Specification of all furniture, furnishings and interior materials
- Planning of the kitchen and service line
- Shop drawings as needed for the design
- Finalized contract documents and bid specifications
- Coordination for revisions to contract documents for the additional units
- As-built drawings of the prototype
- Meetings and coordination with client, contractors, and consultants
- And all other services normally required of an interior design project

The proposal from your firm should include allowance for two design presentations of alternative plans, furniture and specifications before final approval of the prototype design. Budget is a factor and will be required at the time of the design presentations.

Your response to this proposal should include the following:

1. A description/history of your firm.
2. A description of any experience with this type of design project. A client list of projects of this size and type should be included in the Appendix.
3. A detailed description of how your firm will perform the tasks required of this project.
4. A list of the design firm staff with brief descriptions of each member's responsibility for this project. Resumes should be included in the Appendix.
5. A description of your firm's areas of specialization.
6. A list of current projects with backlog and workload.
7. A list of projects you have completed within the past two years.
8. Explanation of technical expertise in computer applications.
9. Explanation of expertise in working with contractors.
10. List of references.
11. Three copies of company brochures, and other promotional material that relates to your expertise in this type of project.
12. Description of your licensing in interior design and architecture.

13. An itemized list of expenses that are not included in your fee.
14. A proposal of fee amounts and method.

If your firm is selected for the short list, a presentation will be scheduled two weeks after notification. At that time all members of the design team involved in the project will be expected to attend. Notification of date, time and location for this presentation will be provided.

Your proposal should be delivered to (the client) on or before 12:00 noon on (date). The documents are to be placed in a sealed envelope and marked only with "Bid Proposal for the Breakfast Café Prototype." Late proposals will not be considered. The bid opening will be in private and held the same day. You will be notified on (date) if your firm is on the short list.

Questions concerning this proposal request should be directed to (name). Written responses will be sent to all bidders.

Sincerely,