



Construction Proposal Checklist

9 Steps to Winning More Bids

1 Specification of Parties

- ☐ Identify both parties involved (contractor and client) with key details.

2 Contact Information

- ☐ Include both your contact information and the client's (e.g., names, logos, addresses, phone numbers, email, etc.) on the first page.

3 Scope of Work

- ☐ Describe all tasks and responsibilities.
- ☐ Note what's excluded.
- ☐ Specify subcontractor roles and cost if applicable.

4 Work Schedule

- ☐ Set realistic start and completion dates for each phase.
- ☐ Account for permit timelines, weather, and possible delays.

5 Relevant Authorities

- ☐ List relevant regulatory bodies and required permits (e.g., building codes, local laws).
- ☐ Identify decision-makers (e.g., municipal contacts, partners, affiliates) involved in approvals.
- ☐ Clarify roles and responsibilities of internal team members related to compliance.

6 Cost Breakdown

- ☐ Provide a line-item budget (e.g., labor, materials, equipment, permits).
- ☐ Include a clear payment schedule.
- ☐ Include the total cost on the first page and a detailed breakdown where it fits naturally.

7 Terms and Conditions

- ☐ Specify the legal and contractual terms and conditions (e.g., payment terms, insurance requirements, dispute resolution processes).
- ☐ Ensure both parties agree to all legal conditions in writing.

8 Warranty

- ☐ Specify any warranties or guarantees offered on the completed work.
- ☐ State the length and coverage of any warranty.
- ☐ Clarify the work you are responsible for and the conditions under which you will do so.

9 Signature Line

- ☐ Leave space for the authorized representatives of both parties to sign the proposal.