

Construction RFP review checklist

Use one copy per opportunity. Keep the source beside each requirement.

Project / opportunity

Reviewer

Review date

1. Confirm the current document set

- ☐ List the RFP, drawings, specifications, forms and exhibits received.
- ☐ Record revisions and addenda. Mark replaced sheets as superseded.

Documents reviewed, including revisions / addenda

Referenced documents still missing

2. Record the submission rules

Bid due date, exact time and time zone

Question deadline and contact, if specified

Submission method / portal and required format

- ☐ Confirm forms, signatures and addenda acknowledgements.
- ☐ Check required site visits, bonds, insurance and qualifications.
- ☐ Record required alternates, allowances and unit prices.

Construction RFP review checklist

Do not turn a missing or conflicting requirement into an assumption.

3. Map the scope and risks

- ☐ Compare written scope, drawings, specifications and addenda.
- ☐ Mark work included, excluded, by others or needing confirmation.
- ☐ Check phasing, access, schedule and long-lead materials.

Scope boundaries, missing details or risks to confirm

4. Keep open questions visible

Status: Confirmed / Missing / Conflicting / Needs confirmation

Open item / question

Source document, page / section and revision

Status

Person responsible / follow-up date

Copy this block or attach a list for additional open items.

5. Choose the next step

- ☐ **Bid** ☐ **Clarify first** ☐ **Pass**

Reason and next action

Before submission, recheck requirements against the latest documents.

You remain responsible for final pricing, quantities, compliance and submission. This checklist supports your review.