

Commercial roofing RFP brief

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Use this brief to organize an owner/consultant procurement discussion. Have the project team define the actual technical specification and contract requirements. Give bidders the same information and circulate written answers to scope questions.

01. Owner, site, roof areas and procurement contact

02. Project objective and documented existing conditions

03. Survey/report/drawing references and unresolved investigations

04. Technical scope/specification author and document revision

05. Access, occupancy, equipment and scheduling constraints

06. Required bidder qualifications and evidence

07. Base scope, alternates, allowances and unit-price schedule

08. Submittals, inspections, warranties and closeout deliverables

09. Site visit, question deadline and written addenda process

10. Submission deadline, evaluation criteria and award authority

11. Outstanding owner decisions and assigned follow-up

Completed example

Example: An occupied warehouse requests comparable proposals based on specification revision 2. Rooftop equipment coordination is identified as an owner decision. Every bidder receives addendum 1 documenting the agreed access hours. Allowances and alternates are evaluated separately from the base bid.

HTML forms and latest version: understandingroofing.com/buying-guides/roof-buying-kit/

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