**PROPOSAL CHECKLIST FOR AN ARCHITECTURAL PRIME**

Proposal Name:

Location:

Client:

Internal Project #:

Scope of work:

SF:

Project type: \_\_ commercial office \_\_ retail \_\_ building repositioning \_\_ law office \_\_ data center

\_\_ government \_\_ higher education \_\_ K-12 \_\_ parks and recreation \_\_ municipal \_\_ transportation

Proposal due:

Date marketing needs to have proposal completed in order to deliver on time to the client:

Interview scheduled:

Team (resumes needed)

Principal in Charge:

Project Manager:

Project Architect:

Designer:

Other:

Subconsultant proposals due:

Check One:

\_\_ Need subconsultant fee / terms and conditions only \_\_ Need subconsultant quals only

\_\_ Need subconsultant fee + quals

Quals information includes: \_\_ resumes \_\_ projects \_\_ references \_\_ firm intro \_\_other:\_\_\_\_\_\_\_\_\_\_\_\_\_

Subconsultants Contact Date Contacted

MEP:

Structural

Civil

Landscape

Lighting

Acoustics

Vertical Transportation

Cost Estimating

Other

Delivery

\_\_ PDF

\_\_ Hard copy How many books?

Additional Information

**References**

1.

2.

3.

4.

**Specialty sections that require additional writing**

Section Assigned to Due back to Marketing

**Table of Contents**

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