

[Your Company Name/Logo/Letterhead Goes Here]

Request for Proposal

Project: [Project name]

Proposals are invited from qualified engineering firms for the provision of engineering services for the above-mentioned project. The scope of work includes [description of work].

The successful firm will be required to [list requirements].

[Examples of requirements include:

- *Completing the work within a specific timeframe*
- *Meeting certain performance standards or specifications*
- *Adhering to relevant codes and regulations*
- *Coordinating with other contractors or stakeholders*
- *Providing regular progress reports*
- *Using specified materials or techniques*
- *Obtaining necessary permits or approvals*
- *Complying with safety standards and procedures*
- *Completing installation*
- *Providing ongoing maintenance or support after the project is completed.]*

Proposals should include the following information:

Company profile, including details of similar projects successfully completed

Detailed methodology for completing the project

Proposed project schedule

Staffing plan, including qualifications and experience of key personnel

Pricing, including breakdown of costs

Proposals should be submitted by [date] to [contact person and address].