

CONSTRUCTION SERVICES PROPOSAL

Prepared by: [Your Company Name]
Date: [Date]
Project Reference: [REF-XXXX]
Prepared for: [Client Name / Organisation]

EXECUTIVE SUMMARY

[Your Company Name] is pleased to submit this proposal for the [Project Name] at [Site Address / Location]. We have carefully reviewed the project brief, site conditions, and [Client Name]'s requirements, and we are confident in our ability to deliver this project safely, on time, and within budget.

This proposal covers all works as described in the tender documentation dated [Date], including our methodology, programme, team structure, and commercial offer.

PROJECT UNDERSTANDING

Project: [Project Name]
Location: [Full Site Address]
Client: [Client Name]
Scope: [Brief description — e.g. Design and build of a 3,500m² commercial office development]
Programme: [X] weeks / months
Contract: [Contract type — e.g. JCT Design & Build 2016]

We understand the project involves:

- [Key scope item 1]
 - [Key scope item 2]
 - [Key scope item 3]
 - [Any specific challenges noted — e.g. constrained site access, listed building adjacency, live environment]
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OUR METHODOLOGY

Pre-Construction

Prior to mobilisation, our team will carry out a full pre-construction review, including:

- Detailed programme review and look-ahead scheduling
- Buildability review and value engineering opportunities (if applicable)
- Supply chain procurement and early subcontractor engagement
- Site logistics plan and traffic management plan
- Full RAMS (Risk Assessment and Method Statements) preparation

Construction Phase

We will operate a two-week rolling look-ahead programme, updated weekly. Key milestones will be tracked against the master programme with early warning notices issued for any potential delay. We will hold weekly progress meetings on site, open to [Client Name] and their representatives.

Health & Safety

Safety is non-negotiable. Our approach includes:

- Dedicated Site Manager with SMSTS qualification
 - Daily toolbox talks
 - Zero Harm culture embedded across our supply chain
 - Site induction programme for all operatives
 - Weekly H&S audits with action closeout tracking
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PROJECT TEAM

Project Director: [Name] — [X] years experience, [relevant projects]

Site Manager: [Name] — SMSTS certified, [X] years on similar projects
Quantity Surveyor: [Name] — responsible for cost control and contract administration
Design Manager: [Name] (if design & build) — [brief background]

PROGRAMME

Week 1-2: Mobilisation, temporary works, site setup
Week 3-X: [Phase 1 — e.g. Groundworks and foundations]
Week X-X: [Phase 2 — e.g. Superstructure]
Week X-X: [Phase 3 — e.g. Envelope — roof and cladding]
Week X-X: [Phase 4 — e.g. Mechanical and electrical first fix]
Week X-X: [Phase 5 — e.g. Internal fit-out]
Week X-X: [Phase 6 — e.g. Commissioning, snagging, PC]

Practical Completion: [Target Date]
Defects Liability Period: 12 months from Practical Completion

SCOPE OF WORKS

Included in this proposal:

- [Item 1]
- [Item 2]
- [Item 3]
- [Item 4]
- All temporary works
- Site welfare and security
- Waste management and disposal
- All statutory applications and fees associated with construction (excluding planning)

Excluded from this proposal:

- Planning fees
 - Statutory utility connections (quoted separately by providers)
 - [Any client-direct procurement]
 - [Anything specifically excluded in tender documentation]
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COMMERCIAL OFFER

	£
Preliminaries:	XX,XXX
Groundworks & Drainage:	XX,XXX
Structure:	XX,XXX
Envelope:	XX,XXX
Mechanical & Electrical:	XX,XXX
Internal Fit-Out:	XX,XXX
External Works & Landscaping:	XX,XXX
Contingency ([X]%):	XX,XXX

TOTAL CONTRACT SUM (excl. VAT):	£XXX,XXX
VAT at 20%:	£XXX,XXX
TOTAL INCLUDING VAT:	£XXX,XXX

Payment terms: Monthly valuations in line with contract terms. Retention: [X]% capped at [X]%, released 50% at Practical Completion and 50% at end of Defects Liability Period.

INSURANCES & ACCREDITATIONS

- Employers' Liability Insurance: £10,000,000
- Public Liability Insurance: £5,000,000
- Contractors' All Risk Insurance: [Project value]

- CHAS / Constructionline / SafeContractor accredited
 - [Relevant industry memberships — e.g. FMB, CIOB]
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WHY [YOUR COMPANY NAME]

- [X] years delivering [sector] projects across [region]
- [X]% of projects delivered on programme over the last 3 years
- Average client satisfaction score: [X]/10
- Local supply chain: [X]% of spend within [X] miles of site
- [X]% of turnover from repeat clients

Recent comparable projects:

- [Project A]: [Brief description, value, completion date]
- [Project B]: [Brief description, value, completion date]
- [Project C]: [Brief description, value, completion date]

References available on request.

NEXT STEPS

We welcome the opportunity to discuss this proposal and clarify any points. To progress, please:

1. Confirm acceptance or issue any queries
2. Agree and sign the contract
3. Confirm programme start date

We are ready to mobilise within [X] weeks of contract award.

[Your Name]

[Your Title]

[Your Company Name]

[Email] | [Phone] | [Registration No.]
