



MULTIFAMILY RENOVATION RFP CHECKLIST

Give each bidder the same starting point—and compare more than the total.

Planning aid only; not a proposal, technical assessment, final scope or agreement. Confirm the requirements for your property and proposed work.

DEFINE THE PROPERTY AND THE DECISION

- ☐ Identify the property, buildings, units or shared spaces included. Use consistent location names in the scope, drawings and photo references.
- ☐ Explain the goal: repair a recurring issue, refresh finishes, renovate amenities, or complete a phased capital improvement. Distinguish required work from optional upgrades.
- ☐ Name the person collecting questions, the proposal due date and the people who will review scope, pricing and contract terms.
- ☐ Share available plans, prior repair information, assessment reports and finish standards. List documents that are missing or still being updated.

MAKE THE SCOPE COMPARABLE

- ☐ List each work area and task, including preparation, removal, installation and cleanup. For apartment unit renovations, identify unit types, rooms, retained items and the finish package for each. For exterior work, use consistent building and elevation references so quantities can be compared.
- ☐ Include quantities or explain who will measure them. Ask bidders to identify whether their price uses provided quantities, field measurements or an allowance.
- ☐ Specify materials and finish expectations where known. Request clearly labeled alternatives when a product or selection is undecided.
- ☐ Record reported leaks or other concealed-condition concerns separately from confirmed findings. For balcony reconstruction or water intrusion repairs, identify the available assessments, affected locations and required design information. Ask what investigation or specialist review is needed before a firm scope.

DESCRIBE ACCESS AND SEQUENCING

- ☐ State which areas are occupied, vacant or in use. Identify leasing activity, available work windows and known blackout dates.



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- ☐ Identify access contacts, keys or escorts, resident communication responsibilities, and the process for arranging unit entry with the property team.
- ☐ Explain staging, deliveries, parking and waste-removal constraints. Ask what space, access or temporary arrangements the bidder assumes will be available.
- ☐ Identify other planned work that could affect the sequence, such as roofing before interior finishes or drainage work before pavement repairs. Ask bidders to flag dependencies.

ASK FOR A CONSISTENT PROPOSAL FORMAT

- ☐ Request pricing by the same scope groups or phases. Ask bidders to separate the base scope, optional alternates, allowances and exclusions.
- ☐ Ask for proposed timing, estimated durations, material lead-time assumptions and decisions needed to start. Separate a requested completion date from a confirmed schedule.
- ☐ Ask what is included for supervision, protection of adjacent areas, cleanup and closeout. Request any proposed warranty information and its exclusions for review.
- ☐ Ask how changed quantities, new findings and owner-requested changes would be documented and priced. Do not treat an allowance as a final price for undefined work.

COMPARE AND CLOSE THE OPEN QUESTIONS

- ☐ Check each proposal against the same scope list. Record missing items and differences in quantities, materials, access assumptions and exclusions before comparing totals.
- ☐ Keep alternates separate so a lower total is not mistaken for the same scope. Ask for written clarification when descriptions are ambiguous.
- ☐ Keep a shared question-and-answer record and provide material scope clarifications to the invited bidders consistently. Identify the latest scope version.
- ☐ Before moving forward, confirm the agreed scope, price basis, schedule assumptions, decision-makers and remaining approvals in the project documents.



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ILLUSTRATIVE EXAMPLE: MAKE RECLADDING SCOPES COMPARABLE

An owner requests recladding at the same courtyard elevations. Proposal A includes removal and surface preparation; Proposal B says “new cladding” and excludes concealed substrate repairs. These descriptions are not yet comparable. This is a fictional planning example, not a T-Rock project or technical specification.

- Match the work areas. Give both bidders the same marked elevations and quantity basis; confirm whether trim, openings and adjoining areas are included.
- Clarify substrate and preparation. Ask each bidder to identify removal, assessment of the exposed substrate, preparation and repair assumptions. Keep unverified conditions separate from observed findings.
- Separate allowances and exclusions. Record what each allowance covers, its quantity basis and how changes would be approved. Ask Proposal B to clarify the excluded repairs; do not treat an allowance as a confirmed repair scope.
- Resolve the comparison. Request written revisions against the same scope version. Compare the defined work and open questions before comparing totals; no price or contractor recommendation is implied.

Record the differences in the bid comparison worksheet.