

# Sample Business Proposals



## Architectural Design Sample Proposal

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June 29, 20XX

Martin Grasso  
Superintendent  
River County School District  
4115 Parkview Drive  
Rushing Springs, MO 60200

Dear Mr. Grasso,

Please find enclosed our preliminary ideas for the new Wild Creek Middle School building.

We're excited to present a plan for a new building that is nothing like traditional school buildings. We've used only the most modern design techniques to create a plan for a flexible, state-of-the-art building that will serve generations of children and teachers.

We realize that this is only the first step in your building approval process and so our concepts are drawn with broad strokes at this time. If you get as excited about our design concepts as we are, we would be pleased to put together a detailed plan with specific costs, schedules, and lists of subcontractors.

Sincerely,

Francis Wright  
Green Projects Lead  
Ground Breaking Construction, Inc.  
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Suite 100  
St. Louis, MO 63105

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# Project

## Wild Creek Middle School Architectural Design

June 29, 20XX

**Prepared for:**        **Martin Grasso**  
                                 **Superintendent**

**Prepared by:**        **Francis Wright**  
                                 **Green Projects Lead**



## Description

Please find enclosed our preliminary ideas for the new Wild Creek Middle School building.

We're excited to present a plan for a new building that is nothing like traditional school buildings. We've used only the most modern design techniques to create a plan for a flexible, state-of-the-art building that will serve generations of children and teachers.

Proposal Number: 593-439 Rev A



# Table of Contents

Concepts	.....	2
Environmental	.....	3
Flexibility	.....	5
Materials	.....	6
Security	.....	8



The plans presented in this proposal are based on the following concepts, which will govern Ground Breaking Construction's strategy in completing this project.

**Design for eco-friendly materials and methods.**

We plan to use the most environmentally sound materials we can find to build this school. In the past, schools have had problems with chemically sensitive individuals becoming sick from off-gassing of various commonly used wall and floor coverings. Our building will have no such problems.

This concept will affect Ground Breaking Construction's strategy in the following way: We will use non-toxic, eco-friendly insulation, wall coverings, and floor treatments. We will hire subcontractors familiar with the installation of these materials and who have pledged to use green building practices. See the Materials page for more details.

**Design for minimum impact and resource use.**

We want this building to be a model of environmental protection and resource conservation.

This concept will affect Ground Breaking Construction's strategy in the following way: We will position the building and solar panels and skylights to make the best use of patterns of daylight. We will incorporate solar water heating and electrical panels into the roof structure, use the most modern energy-conserving electronics where possible, and use a recirculating system for gray water in restrooms and landscape watering systems. The existing large trees on the property will be saved whenever practical and the creek will be preserved and protected. See the Environmental page for more details.

**Design for maximum flexibility.**

The most often cited reason for abandoning a school building is that it cannot be remodeled to fit modern needs. We are designing for maximum flexibility up front, which should make this building meet the community's needs for decades to come.

This concept will affect Ground Breaking Construction's strategy in the following way: Our building will have few permanent walls and fixtures. Instead, we will construct a light, bright shell inside of which walls, desks, and cabinets can be easily moved to create different spaces as needed. See the Flexibility page for more details.

**Design for security.**

Unfortunately, security is an issue we need to address to keep our children safe today. There have been problems in older school buildings and campuses with strangers entering the setting and with students entering with weapons. We will address both these issues.

This concept will affect Ground Breaking Construction's strategy in the following way: All exterior and interior classroom doors will have secure programmable card reader locks, and a modern alarm system will be available to all staff. See the Security page for more details.



# S A M P L E

This sample has been truncated to only show the first few pages. The complete version of this sample is included with any Proposal Kit or Proposal Pack at:

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