

2026



REQUEST FOR PROPOSAL

COMMERCIAL MASS TIMBER PROJECT

SPONSORED BY THINK WOOD

ASSOCIATED SCHOOLS OF CONSTRUCTION (ASC) REGIONAL COMPETITION



1. INTRODUCTION

The Owner is soliciting proposals from qualified construction management firms to provide construction management services for a proposed mass timber construction project (to be provided at the competition).

The project is intended to provide students with an opportunity to apply construction management principles to a realistic mass timber project. Each student team will assume the role of a construction management firm competing to provide the Owner with the best overall approach to delivering the project.

The project may include one or more mass timber structural systems, including, but not limited to, cross-laminated timber (CLT), glued-laminated timber (glulam), nail-laminated timber (NLT), dowel-laminated timber (DLT), structural composite lumber, timber decking, timber columns and beams, or hybrid mass timber/concrete/steel systems.

The project-specific information provided to each team will establish the project location, project requirements, drawings, specifications, structural system details, budget parameters, schedule constraints, and other information necessary to prepare the proposal.

Teams are expected to develop a proposal that demonstrates their ability to plan, estimate, schedule, procure, coordinate, and construct the project while managing the unique risks associated with mass timber construction.

The successful team will demonstrate not only an understanding of mass timber construction, but also the ability to integrate cost, schedule, safety, quality, procurement, logistics, sustainability, risk management, and stakeholder coordination into a cohesive construction management strategy.

2. SCOPE OF SERVICES

The selected Construction Management firm will be expected to provide a comprehensive approach to preconstruction and construction services.

The proposed services shall include, but are not limited to, the following.

Preconstruction Services

- Project Planning
- Estimating and Cost Management
- Scheduling
- Design and Constructability
- Procurement Planning

Construction Phase Services

The team shall provide comprehensive construction-phase management and coordination services, including, but not limited to:

- Site Management and Logistics
- Mass Timber Erection
- Crane and Hoisting Operations
- Material Procurement and Fabrication
- Quality Assurance and Quality Control
- Moisture Management
- Schedule Management
- Cost and Change Management
- Subcontractor and Design Coordination
- RFI and Submittal Management
- Safety and Risk Management
- Progress Reporting, Documentation, Commissioning, and Turnover

3. PROPOSAL REQUIREMENTS

Each team shall submit a professional proposal responding to the requirements below.

Cover Letter: Maximum One Page

The cover letter shall include:

- Date of proposal
- Project name
- Proposed construction cost/GMP, as applicable
- Brief statement of project understanding
- Summary of the team's qualifications
- Primary point of contact
- Signature of an authorized company representative

Company Profile

Develop a construction company profile tailored specifically to the project.

Include:

- Company name
- Company logo
- Company history

- Years in business
- Organizational structure
- Core services
- Relevant construction expertise
- Mass timber experience or demonstrated understanding of mass timber construction
- Company safety philosophy
- Quality philosophy
- Sustainability approach

Relevant Project Experience

Provide a minimum of three comparable projects.

For each project include:

- Project name
- Location
- Project type
- Project size
- Construction value
- Delivery method
- Mass timber system (CLT, DLT, etc.)
- Brief project description
- Images or graphics

If the team does not have actual mass timber project experience, students should demonstrate how experience with comparable construction systems, prefabrication, structural systems, or complex projects would transfer to the proposed project.

Project Team

Provide:

- Organizational chart showing
 - Reporting relationships
 - Lines of communication
 - Key responsibilities
 - Coordination between office and field personnel
- Key personnel information that can be in the form of resumes of the proposed project personnel. Consider the following positions:
 - Company Executive

- Project Manager
- Preconstruction Manager/Estimator
- Superintendent
- Project Engineer
- Safety Manager/Representative
- Quality Manager/Representative
- Mass Timber/Structural Coordinator

Project Understanding and Execution Approach

Demonstrate a clear understanding of the project and the team's approach to successful delivery. The response should address:

- Project Objectives and Constraints
- Construction and Mass Timber Strategy
- Project Delivery, Procurement, and Stakeholder Coordination

Teams should focus on project-specific challenges, opportunities, and solutions rather than providing generic construction management statements.

Mass Timber Erection and Site Logistics Plan

Provide a mass timber erection and logistics plan addressing:

- Site Logistics: Site access, laydown and storage areas, traffic management, and crane location and selection.
- Material Flow: Delivery strategy, delivery sequencing, transportation, and temporary storage.
- Erection Operations: Hoisting strategy, erection sequence, floor-by-floor sequencing, crew size, and production rates.
- Protection and Safety: Weather and moisture protection and construction safety.

Use drawings, diagrams, photographs, schedules, or other visual aids where appropriate.

Estimate and Proposal Breakdown

Provide a detailed estimate with spreadsheets showing takeoffs and pricing information.

- Mass Timber: Materials, transportation, erection, connections, and other hardware.
- Construction Costs: Labor, equipment, subcontractors, general conditions, and general requirements.
- Project Costs: Insurance, bonds, allowances, contingency, escalation, and overhead costs.
- Supporting Information: Other applicable project costs, quantity takeoffs, pricing information, and supporting calculations.

Teams are responsible for the accuracy and completeness of all quantities, formulas, and calculations.

Project Schedule

Submit a project schedule demonstrating the team's proposed approach to delivering the project. The schedule shall include the necessary activities from pre-construction phase through final completion.

The team shall also provide a narrative explaining:

- Schedule logic
- Critical path
- Major milestones
- Procurement risks
- Mass timber erection sequence
- Schedule contingencies
- Potential delays
- Recovery strategies

Project-Specific Safety Plan

Provide a project-specific safety plan addressing:

- Site and Operations: Site access, material handling, and daily safety communication.
- Mass Timber Operations: Erection, crane and hoisting operations, fall protection, and temporary stability.
- Site Conditions and Emergency Response: Weather, fire prevention, emergency response, worker training, and incident prevention.

Quality Assurance/Quality Control Plan

Provide a project-specific QA/QC plan addressing:

- Design and Fabrication: Design coordination, fabrication quality, shop drawings, material inspection, and mass timber tolerances.
- Installation and Field Quality: Connections, installation, moisture management, inspections, and testing.
- Quality Management: Nonconformance, corrective actions, documentation, and final inspection.

4. ORAL PRESENTATION

Oral presentations are an important part of securing work in the construction industry. Each team will present its proposal to the Owner's Evaluation Committee. Judges will evaluate the presentation based on:

- Professionalism and Communication: Appearance, voice projection, verbal skills, confidence, and professionalism.
- Project Understanding and Strategy: Understanding of the project, proposed solutions, construction and mass timber strategy, cost, schedule, procurement, safety, quality, logistics, and risk management.
- Presentation Quality: Organization, logic, clarity, technical accuracy, effective use of text, graphics, charts, and other visual aids.
- Team Participation and Cohesion: Participation, organization, coordination, and demonstrated understanding by all team members.
- Response to Questions: Ability of all team members to clearly and accurately address questions regarding the proposal, assumptions, constructability, and project-specific challenges.

5. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria.

Category	Points
Team Dynamics and Collaboration	10
Written Proposal	60
Oral Presentation	30
Total	100

Additional recognition may be given for exceptional innovation, creativity, sustainability, technology utilization, or other value-added approaches. Bonus Points at Judges' discretion (not to exceed 5 Points)

Team Dynamics (10 Points)

Judges will observe teams during proposal preparation to evaluate teamwork, collaboration, ingenuity, organization, and effective use of the workspace. During the oral presentation, judges will also assess how effectively the team's collaboration, organization, and cohesion observed during preparation translate into the presentation.

Written Proposal Evaluation (60 Points)

The written proposal will be evaluated based on:

1. Proposal organization and professionalism (5 Points)
2. Company profile, project team, and experience (5 Points)
3. Project understanding (8 Points)
4. Site Logistics (4 Points)
5. Completeness and accuracy of the estimate (18 Points)
6. Completeness of the Schedule and logic (10 Points)

7. Safety plan (5 Points)
8. Quality plan (5 Points)

Oral Presentation (30 Points)

The written proposal will be evaluated based on:

1. Professionalism and Communication (5 Points)
2. Project Understanding and Strategy (10 Points)
3. Presentation Quality (5 Points)
4. Team Participation and Cohesion (5 Points)
5. Response to Questions (5 Points)

6. SUBMISSION REQUIREMENTS

The proposal shall be submitted in electronic format.

Electronic submissions shall include:

- Final proposal in PDF format
- Estimate in Excel format
- Schedule in PDF format
- Supporting calculations and documentation as required

7. PROJECT SCHEDULE AND DEADLINES

Milestone	Date/Time
RFP Issued	September 18
Project Information Released	November 11
Pre-Proposal Conference	November 13
Questions/RFIs Due	November 13
Addendum Issued	November 13
Proposals Due	November 14
Oral Presentations	November 14
Evaluation Completed	November 14
Selection Announced	November 14

8. TEAM REQUIREMENTS AND PROJECT RULES

Competing Team Composition

- Teams shall consist of up to six students.
- Teams shall be composed primarily of undergraduate students enrolled full-time in a Construction Management curriculum.
- A maximum of two graduate students may participate on each team.

Sponsor Rights

- Sponsor reserves the right to reject any or all proposals.
- Late proposals will not be considered.
- All proposal materials become the property of the sponsor.

ASC Rules

- Teams may have a MAXIMUM of six students. Students must be currently enrolled on a full-time basis in the Construction Curriculum. Alternates are not allowed.
- Once the problem has been distributed, each team will be on the honor system regarding outside help. No one other than the team members are allowed in the designated hotel room during preparation of the proposal response and oral presentation (except for the Judges). This includes faculty, coaches, friends, spouses, etc.
- If a student member of the team is not with you when the problem statement is distributed, they will not be able to participate.
- Teams are not to request help from outside sources.
- Teams are to work in one Room/Suite. Each room has a front room and a back room, you are allowed to use both the front and back but are not allowed to use another Room/Suite during the preparation of the proposal.
- The judges will be making several trips to the individual team rooms throughout the competition. Teams are required to work in their rooms with the room door kept always unlocked in order that the judges may enter.
- Each team must display their company name on the door of their room during the competition. Company names will not be assigned this year.
- Additional guidelines for specific RFP requirements will be handed out at the opening conference.
- The original proposal package shall be in color and all written proposal documents, working papers and support data (original plus one electronic) must be submitted for

review by the judges. For scoring purposes, any proposals (or portions thereof) turned in after the deadline will have points deducted from the written proposal score.

- All proposal books should be submitted in a three-ring binder (1 1/2" or 2"). Teams will be required to submit one original hard copy of their written proposal and one electronic copy on a jump drive. Electronic files should be provided as PDF documents. The use of outside or "off-campus" commercial copying businesses is not permitted during preparation of the proposal response. All equipment required to produce your proposal must be brought to the team's designated hotel room prior to the start of the competition
- Each team will be allowed to use/bring whatever equipment they feel necessary to solve the problem. Teams are responsible for making sure that all equipment functions; judges will not be providing technical support.
- There can be no outside assistance or feedback from any group, individual, association, contractor, or any other outside entity during the competition period.
- Teams are allowed to bring any reference books they deem necessary for the preparation of their proposal as long as the material is in the form of hard copies.
- Teams are responsible to ensure that their software works at the competition site, prior to the start of the competition. Wi-Fi service has been known to be unreliable during the competition, due to the amount of people using it.
- Presentations include computer visual aids, etc. Only the materials given to the judges at this time will be allowed at the oral presentations. Failure to turn materials in prior to the deadline will result in points being deducted from the score for the oral presentation.
- During the oral presentation, a computer and projector will be provided for your use. Videotapes are not permitted.
- Teams will be allowed 2 minutes for setup, 17 minutes for their presentation followed by a 10-minute question and answer session and 1 minute for breakdown. Each member of the team must speak a minimum of 2 minutes and must participate in the question/answer section. It is mandatory that the following roles be assigned and in attendance for the oral presentation: Company Officer, Project Manager, Preconstruction Manager/Chief Estimator, and Superintendent. The remaining positions should be titled at the discretion of each team.
- Team presentations must adhere to the schedule. A timer bell or voice signal will indicate the end of the initial presentation and the beginning of the question-and-answer period.
- All teams must always be available during the duration of oral presentations. Due to the length of the presentation times, you will be allowed to leave your room but must

not have contact with your sponsor/coach. If the presentations get ahead of schedule, a new schedule will be posted outside of the presentation room, so please check it periodically. A judge may come to your room during the preparation time to continue to evaluate your team dynamics.

- No team member may be present in the presentation room or in the vicinity of the presentation room except for his or her own school's presentation. The team coach, faculty, friends, and relatives are allowed to watch an individual team's presentation. Coaches are not to have contact with their team until their oral presentation is complete. Teams and coaches will not be allowed to watch another school's presentation. Again, coaches may not communicate with their school's team in any way or view presentations of another school. Once you have finished your presentation, you are free until the debrief session. Videotaping of your individual team's oral presentation is permitted. Please ensure that any videotaping or photography is done in a way that does not distract the team members during their presentation.
- Only one coach is permitted for each team. The coach's job is to encourage and support in any way deemed appropriate. However, once the competition begins, the coach's role is to ensure that rules are followed.
- In case of emergency or if a coach must see their team during the competition they must be accompanied by a judge. (No exceptions)
- Coaches will be asked to provide the judging team with their contact numbers so they can be reached when necessary. It is recommended that all coaches carry a cell phone in order that they can be contacted immediately in case of emergency since there will be other activities happening concurrently outside of the hotel.
- A short group debriefing will be held after the conclusion of the oral presentations (this time is subject to change, depending on the number of teams in the competition). This will be done by the judges and take place in the presentation room. Teams have the option to attend.

AI Statement

Teams may use AI and other management tools available to them to support their work. AI may be used ethically to assist with research, analysis, planning, organization, and communication.

However, all submitted work must be the team's own work. Teams are responsible for verifying the accuracy, originality, and appropriateness of AI-generated information and for ensuring that the final proposal reflects their own analysis, decisions, and professional judgment.

The use of AI does not relieve teams of responsibility for the content, accuracy, citations, calculations, or recommendations presented in their proposal.