



SMACNA National  
4201 Lafayette Center Dr  
Chantilly, VA 20151-1219

# SMACNA Request for Proposals (RFP)

Project Title: Update to The Contractor's Role in Preconstruction Planning

RFP Number: RFP-2025-Precon

**Date Issued:** 1/10/2025.

**Proposal Due Date:** 3/1/2025.

**Contact Information:**

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## Introduction

SMACNA is seeking proposals from qualified professionals to update The Contractors' Role in Preconstruction Planning: A Preconstruction Planning Guide for Mechanical, HVAC, and Sheet Metal Contractors. This revision will align the guide with today's industry standards, emerging technologies, and collaborative delivery models. The selected candidate will review existing content, integrate current best practices in area such as BIM, prefabrication and offsite construction, estimating, procurement, and scheduling to develop a resource that empowers contractors to excel in the increasingly complex landscape of preconstruction planning.

## Background on SMACNA (Sheet Metal and Air Conditioning Contractors' National Association):

SMACNA is a prominent and respected national trade association representing the interests of the sheet metal and air conditioning industry in the United States. Founded in 1943, SMACNA is dedicated to advancing the sheet metal and HVAC (Heating, Ventilation, and Air Conditioning) industry through advocacy, education, research, and standards development.

## Key points about SMACNA:

*Advocacy:* SMACNA actively engages in legislative and regulatory advocacy at the federal and state levels, working to promote the interests of its members and the construction industry as a whole.

*Education:* SMACNA offers a wide range of educational resources, including technical manuals, industry publications, and training programs, to ensure that members have access to the latest industry knowledge and best practices.



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*Standards Development:* SMACNA plays a vital role in developing industry standards and guidelines related to sheet metal and HVAC construction, ensuring quality and safety in the field.

*Research:* SMACNA is committed to advancing research in the sheet metal and HVAC industry, fostering innovation, and promoting the adoption of modern technologies and practices.

*Membership:* The association represents a diverse membership base of contractors, manufacturers, and suppliers involved in the sheet metal and HVAC industry.

We invite qualified consultants to submit their proposals to contribute their expertise and insights to this vital research project.

### Scope of Work

The selected consultant will be responsible for the following tasks:

- Initial Review and Gap Analysis:
  - Thoroughly review the current guide, including its structure, language, and recommendations, to identify outdated information, missing content, and areas in need of clarification.
  - Compare the existing material against current industry standards, technologies, and best practices in mechanical, HVAC, and sheet metal preconstruction planning.
- Stakeholder Interviews and Input Gathering:
  - Conduct interviews (phone, virtual, or in-person) with industry stakeholders, including mechanical/HVAC/sheet metal contractors, project managers, designers, and suppliers.
  - Gather insights on emerging trends, challenges, and opportunities in preconstruction planning, as well as feedback on the guide's usability, completeness, and relevance.
- Industry and Academic Research:
  - Examine current literature, white papers, case studies, and relevant academic or industry research to identify new methodologies, tools, and technologies impacting preconstruction practices.
  - Investigate topics such as Building Information Modeling (BIM), Lean construction methods, integrated project delivery (IPD), and sustainability considerations to ensure the updated guide reflects cutting-edge approaches.
- Content Revision and Enhancement:
  - Update each chapter of the guide to reflect current best practices and incorporate new findings from interviews and research.
  - Add or refine sections on critical topics such as managing design progression, early contractor involvement, effective procurement strategies, cost estimating, scheduling, and team collaboration.
  - Integrate guidance on leveraging new digital tools, project management software, and data analytics to streamline preconstruction processes.



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- Infographic and Executive Summary Development:
  - Create a one-page infographic summarizing the key steps, responsibilities, and benefits of effective preconstruction planning for mechanical, HVAC, and sheet metal contractors.
  - Draft an executive summary highlighting major updates, key insights, and practical takeaways for quick reference by busy professionals.

#### Deliverables and Timeline

The expected deliverables and timeline for this project are as follows:

- A literature review and a survey report by April 1, 2025
- A draft guide and infographic by May 1, 2025
- A final guide and infographic by May 15, 2025

#### Thank you for Your Proposals

We would like to extend our sincere appreciation to all prospective consultants who take the time to submit proposals in response to this Request for Proposals (RFP). Your interest in contributing to our Contractor Operations Manual project, "Update to The Contractor's Role in Preconstruction Planning," is invaluable to us. We recognize the effort and expertise that goes into preparing a proposal and are grateful for your participation in this endeavor.

#### Submission Instructions

To present your proposal, please submit it via the following form: [SMACNA RFPs](#). The deadline for proposal submissions is 3/1/2025 at 5PM Central. We kindly request that you adhere to this deadline. Late submissions may not be considered. If you have any questions or require clarifications regarding the RFP or the submission process, please do not hesitate to reach out to Travis Voss at [tvoss@smacna.org](mailto:tvoss@smacna.org) for assistance. We look forward to receiving your proposals and embarking on this important research journey together.