



Scan-to-BIM RFP Template

Request for Proposal — 3D laser scanning & BIM as-built documentation. Replace every [bracketed] field, delete guidance in italics, and issue.

1. Project overview

Project name: [_____]
Site address: [_____]
Owner / client: [_____]
Primary contact (name, email, phone): [_____]
Building / space type: [office, warehouse, historic, etc.]
Approx. gross floor area: [sq ft]
Number of floors / levels: [_____]
Current use & occupancy: [_____]

2. Objectives — what the model is for

Describe how the deliverable will be used (design, MEP/trade coordination, facilities management, renovation background, historic record, etc.). This drives the required accuracy.

Intended use: [design / coordination / FM / other]

3. Scope of capture

- Interior spaces: [all / list areas]
- Exterior / facade: [yes / no]
- Site & context: [yes / no — extent]
- MEP / above-ceiling: [yes / no]
- Areas explicitly excluded: [_____]

4. Deliverables & accuracy

Specify accuracy using the USIBD Level of Accuracy (LOA). Most architectural work is LOA 20–30. Specify LOA and LOD together.

Deliverable	Required?	Format	LOA / LOD	Notes
Registered point cloud	[Y/N]	[E57 / RCP]	[LOA 30]	[_____]
Revit BIM model	[Y/N]	[.rvt 2024]	[LOA 30 / LOD 300]	[disciplines]
2D CAD (plans/elev/sections)	[Y/N]	[.dwg]	[LOA 30]	[sheets]
3D virtual tour (Matterport/360)	[Y/N]	[web link]	[n/a]	[_____]
Field-verification / accuracy report	[Y/N]	[PDF]	[95% CI]	[required]

5. Site conditions & access

Occupied during capture?: [yes/no — constraints]



Available work hours: [after-hours / weekends?]

Access, keys, escort requirements: [_____]

Safety / PPE / confined-space requirements: [_____]

Parking / equipment loading: [_____]

6. Schedule

Milestone	Date
RFP issued	[_____]
Questions due	[_____]
Proposals due	[_____]
Award	[_____]
Field capture start	[_____]
Final delivery	[_____]

7. Proposal requirements

- Firm profile & relevant scan-to-BIM experience
- Equipment / scanner(s) and software used
- Sample deliverable (redacted point cloud or model)
- Accuracy approach & how LOA is verified
- Project team & references (3)
- Certificate of insurance
- Itemized price breakdown & assumptions

8. Evaluation criteria

Criterion	Weight
Relevant experience & references	[30%]
Accuracy approach / LOA methodology	[25%]
Schedule / turnaround	[15%]
Price	[25%]
Sample deliverable quality	[5%]

9. Submission

Send proposals to: [name / email]

Format: [PDF]

Deadline: [date / time]

Questions about scope or accuracy? CAD Construct LLC can help you scope this project — cadconstructllc.com.