

Description	N/A	✓	Notes
(may apply only to contracts where consultants are engaged as subconsultants to the architect)			
1. Before beginning negotiations with potential consultants, prepare clear definition of expected consultant performance for each discipline, including:			
.1 extent of participation by consultant during design/documentation stages;			
.2 knowledge of/commitment to current practice in, for example:			
.1 energy efficiency;			
.2 sustainable design and integrated design approach;			
.3 building information modeling (BIM).			
2. Design project management procedures, including:			
.1 scope, schedule, and cost management;			
.2 quality assurance and control procedures;			
.3 communications management;			
.4 risk management.			
3. Contract administration procedures, including:			
.1 reporting;			

Description	N/A	✓	Notes
.2 review of change quotations;			
.3 shop drawing review.			
4. Field review practices, such as:			
.1 attendance at site meetings;			
.2 prohibition of deal-making recorded/unrecorded;			
.3 written records/reports;			
.4 confirmation of number of site reviews/visits.			
5. Review past performance of previously engaged consultants.			
6. Review unsolicited offers of service from consultants not previously engaged.			
7. Seek confidential recommendations on unfamiliar consultants from colleagues/clients.			
8. Prepare short list of proposed consultants to interview, including preferred and non-preferred consultants proposed by the client.			
9. Develop score sheet for use during first interviews for consistent recording/rating of consultants' responses.			