

Description	N/A	✓	Notes
2. Negotiate the scope of services and compensation with one architect at a time; if negotiations cannot be successfully completed with the first-ranked architect, they are abandoned, and negotiations begin with the second-ranked architect. Once agreement is reached, incorporate all the negotiated details into a written contract, which protects the interests of both client and architect;			
3. Finally, notify all the short-listed architects who were not selected, indicating the order of final ranking, using QBS Template #11.			