

Description	N/A	✓	Notes
1. Be prepared to commit adequate time and resources to evaluate submissions thoroughly;			
2. Select and invite appropriate and competent individuals to serve on the selection committee and confirm their availability on the dates chosen;			
3. For large or complex projects, give serious consideration to retaining an architect to aid in preparing the selection process and time frame;			
4. Determine criteria for evaluating Expressions of Interest and for weighting and scoring proposals;			
5. Confirm that late submissions will not be accepted.			