

Description	N/A	✓	Notes
(may apply only to contracts where consultants are engaged as subconsultants to the architect)			
1. Encourage consultant to describe his or her procedures in dealing with architects.			
2. Demonstrate experience and qualifications on similar projects within the past three to five years.			
3. Explore consultant's understanding of collaborative/participatory process.			
4. Clarify how architects use the word "design."			
(Engineers apply a different meaning to the word, which can lead to serious misunderstandings. Some engineering consultants may be unable, or reluctant, to comprehend the architect's expectation that the engineer should participate in/contribute to the design development of the project.)			
5. Confirm adequate professional liability insurance.			
6. Confirm available resources to undertake the work in the required timeline.			
7. Confirmation of the team.			
8. Provide references.			
9. Create an evaluation rubric and use it consistently for all interviews.			