

Description	N/A	✓	Notes
1. Review score sheets for each consultant.			
2. Eliminate unsuitable consultants.			
3. Prepare formal request for proposals (RFP) letter for selected list of consultants.			
4. Different letters will be required for each discipline, <i>but each should include:</i>			
.1 statement of expectations, confirming topics presented during interview (<i>performance expectations should be stated in detail in initial RFP letter</i>):			
.1 description of project, giving as much information as possible;			
.2 project name/client/location site;			
.3 program;			
.4 budget;			
.5 target date for completion.			
.2 proposed schedule for design/documentation/bidding and negotiation/construction.			
.3 fee basis, such as:			
.1 lump sum;			
.2 percentage.			
.4 task-based using work breakdown structure.			
.5 request to confirm/provide:			
.1 acceptance of performance expectations;			
.2 ability to meet timetable			
.3 proof of professional liability insurance.			