

Description	N/A	✓	Notes
1. Prepare a memo, addressed in alphabetical order, to all architects selected for invitation;			
2. List all information required to be included with each architect's Expression of Interest;			
3. Attach statements describing scope of the work (QBS Template #1) and time frame (QBS Template #2);			
4. State the maximum number of pages to be provided by the architect in an Expression of Interest (usually three to five pages);			
5. Authorize the contact person to provide names of persons on the selection committee, if requested;			
6. Ensure that each invited architect receives exactly the same information.			