

Description	N/A	✓	Notes
1. Establish a date for a tour of the site, if appropriate, or provide short-listed architects with site surveys and directions to visit the site independently;			
2. Ensure that all short-listed architects receive exactly the same information arising from any questions;			
3. Provide to all short-listed architects a list of interview criteria and questions; an explanation of scoring and selection process; the date, place and time for interviews; and the names and titles of members of the interview committee;			
<b>Note:</b> Making this information available ensures consistent and fair comparisons of all candidates.			
4. <u>Do not</u> request sketches, cost estimates or suggested compensation;			
5. Distribute feasibility studies or other reports, project functional program, or other background information to each short-listed architect, or notify them where the documents are available for their review.			