

Description	N/A	✓	Notes
1. Review proposals and verify acceptance of performance expectations/adequate professional liability insurance			
2. Analyse any additional conditions			agree or reject
3. Select best proposal for each specialty (may not be the cheapest if expected performance is superior)			
a. recommend to client to engage selected agencies <i>for pre-design testing work</i>			
b. instruct contractor to engage selected agencies <i>for work during construction phase</i>			
4. Notify successful agencies:			
a. arrange for client to sign formal agreements <i>for pre-design testing work</i>			
5. Advise unsuccessful agencies (this maintains good relations: you may want to consider engaging them in future)			