

Description	N/A	✓	Notes
1. Review score sheets for each agency			
2. Eliminate unsuitable agencies			
3. Prepare formal request for proposals (RFP) letter for selected list of agencies			
4. Different letters will be required for each specialty, but each should include:			
a. statement of expectations, confirming topics presented during interview (specific performance requirements should be stated in detail in initial RFP letter)			
b. description of project, giving as much information as possible:			
i. project name/client/location			
ii. site			
iii. target date for completion			
c. proposed schedule as relevant to required testing/inspection:			
i. pre-design/documentation			
ii. construction			
d. fee basis:			
i. lump sum			
ii. percentage			
iii. unit rates			
e. request to confirm/provide:			
i. acceptance of performance expectations			
ii. ability to meet timetable			
iii. proof of professional liability insurance			