Time Frame for Architect Selection

Name of Client:

Name of Project:	Project Reference No.:

Target Date	#	Description of Task	Completed
	2.1	Identify needs and develop scope of work and time frame for architect selection. *(Completion of QBS Templates #1 and #2)*	
	2.2	Issue a memorandum to invited architects or place advertisement requesting "*Statement of Interest and Qualifications*" from architects. (SOIQ) *(Completion of QBS Template #3)*	
	2.3	Deadline for receipt of *"Statement of Interest and Qualifications"*. (SOIQ)	
	2.4	Review and evaluate *"Statement of Interest and Qualifications"* submissions. *(Completion of QBS Template #4)*	
	2.5	Develop short list of architects to be interviewed.	
	2.6	Establish date of pre-interview tour of site and/or facilities. **[Day of week, Month, Day, Year]**	
	2.7	Develop evaluation criteria of *"Project Proposals"* and interviews. *(Review QBS Templates #7 and #8.)*	
	2.8	Issue memorandum requesting short-listed architects to submit a *"Project Proposal"* and attend an interview.	
	2.9	Deadline for receipt of *"Project Proposals"*.	
	2.10	Issue memorandum to all architects who submitted a *"Statement of Interest and Qualifications"* who were not short-listed. *(See QBS Template #5.)*	