

Time Frame for Architect Selection

Target Date	#	Description of Task	Completed
	2.11	Conduct tour(s) of facilities or project site at [time] at [location].	
	2.12	Hold interviews with short-listed firms, at times and locations previously communicated.	
	2.13	Work with highest-ranked architect to develop and refine the scope of the work.	
	2.14	Request architect to prepare scope of services and fee proposal contract, which is to be submitted to the client for consideration.	
	2.15	Contract is reviewed, negotiated and signed.	
	2.16	Send memorandum to all architects indicating interview results.	
	2.17	Project proceeds.	