

To:

From:

**Re: Request for Statement of Interest and Qualifications (SOIQ)**

Project Name: \_\_\_\_\_ Project No.: \_\_\_\_\_

**3.1 Invitation**

You are invited to submit your "Statement of Interest and Qualifications" to provide architectural services for the above-noted project.

**3.2 Preliminary Studies Completed**

1. Preliminary program requirements are based on studies performed by: [Name of Consultant]
2. Other studies include:

**3.3 Background Information**

Attached to this memo are:

1. Project Definition (QBS Template #1)
2. Time Frame for Architect Selection (QBS Template #2)

**3.4 Contents of "Statement of Interest and Qualifications"** (maximum of [XX] pages)

**3.4.1 Practice Information**

Name of practice:  
Mailing address:  
Contact person and title:

**3.4.2 History of Practice**

Provide a brief history of the practice.

**3.4.3 Project Team**

Provide a one-paragraph biography of key personnel assigned to this project.  
*(A one-page resume for each participant may be appended to the submission.)*

**3.4.4 Project Experience**

Provide examples of past experience of related or similar projects.

**3.4.5 Project Management and Cost Control**

1. Include examples of project budgeting, cost estimating, indicating results/outcomes.
2. Include the name of the project, the contact person, and the estimated/final construction value for the project cited above.