

To:	
From:	
Re: Request for “Project Proposal” and Attendance at an Interview	
Project Name:	Project No.:

5.1 Invitation
We are pleased to advise that your practice has been short-listed for the above-mentioned project. To satisfy the requirements of the next stage in the architect selection process, you are now invited to prepare and submit a project Proposal and to attend an interview.

5.2 Pre-design Studies Completed
Enclosed is a copy of *Programming studies* by [Name of Consultant], completed for the project to date, for your information and review.

5.3 Contents of Project Proposal

5.3.1	Understanding of the Project A brief statement of your understanding of the scope of the project and the needs of the client.
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5.3.2	Proposed Methodology <ol style="list-style-type: none">1. A brief statement on how your practice will approach the design and construction of the project.2. A list and description of the proposed team members and consultants.3. A statement of any opportunities or constraints that you envision could impact the project or your proposal for services.
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5.3.3	Proposed Project Management Explain your approach with respect to the management of client meetings, communications, approvals, schedules, cost and quality assurance controls.
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5.3.4	Related Experience Provide a statement that expands on your previous project experience and how that further qualifies the submission.
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5.3.5	Proposed Form of Contract <ol style="list-style-type: none">1. Submit your proposed form of contract, including terms and conditions, which you intend to use for this project.2. State what consulting services are provided in the above contract and identify any consultants who will be retained directly by the client.
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