Memorandum to

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QBS Template #5

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proposals and attend an interview. Rank **Practice Name**

- 5.11 Final Architect Selection Procedure
- 1. At the conclusion of the interviews, architects will be ranked in accordance with the scores attained
- from their project proposal and interview. 2. The architect with the highest score deemed to be most qualified and compatible for this project will then be invited to prepare a scope of services and fee proposal for consideration.
- 3. Once the scope of services and the fee proposal have been jointly developed and agreed upon, the
- client and architect will execute a contract.

- For your information, the following practices have been short-listed and have been asked to submit project **Interview Date and Time**

 - If contract terms cannot be reached, negotiations with the first-ranked architect will be abandoned, and the architect ranked second will be invited for contract negotiations.