

MEMO FOR ALL PROFESSIONAL DESIGN FIRMS THAT WERE INTERVIEWED

TO: (List professional design firms in alphabetical order)

FROM: _____
Owner

Individual _____ Title _____

(Address) _____

RE: STATUS OF SELECTION PROCESS

Project Name _____

The _____ has completed the selection process for
Owner

Professional services for the above named project.

It has been our objective to select the most qualified firm to perform this service. The results of the

_____ decision, ranks the firms interviewed in the following order:
Interviewers

Firm #1 _____
Name

Firm #2 _____
Name

Firm #3 _____
Name

Firm #4 _____
Name

Firm #5 _____
Name

We have now entered into contract discussions and negotiations with _____
Firm #1

The _____ express their appreciation for your time,
Interviewers
effort and interest on our behalf.