

MEMO TO SHORTLISTED FIRMS WHEN TECHNICAL PROPOSAL IS REQUESTED

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

Individual

Title

Project

RE: TECHNICAL PROPOSAL REQUEST

The firms listed above have been shortlisted. Technical proposals are requested for professional design services related to the work necessary to implement this project. (Specify study, design or other)

ATTACHED ARE:

1. A Technical Proposal Score Sheet, which will be used by the _____
Review group or individual
2. Evaluation form, for use of the person in charge, to compile the evaluation scores.
3. Copies of _____
Name of studies or reports

compiled by _____, for your information and review.
Name of group

Technical proposals are due on _____ at _____, and should be addressed to:
Date Time

_____ copies are to be submitted.

A briefing and tour of the site and/or facility will be arranged for _____
Date

Please have your firm's representative make arrangements to be present.