

MEMO TO SHORTLISTED FIRMS TO BE INTERVIEWED/TOUR OF FACILITIES/AND CRITERIA

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

FROM: _____
Owner

Individual Title

Project

RE: INTERVIEW SCHEDULE AND REQUIREMENTS

The firms listed above have been shortlisted and will be interviewed for the professional design services related to the work necessary to implement this project. *(Specify study, design, other)*

ATTACHED TO THIS MEMO ARE THE FOLLOWING:

1. An Interview Score Sheet, which will be used by the _____
Interviewing group or individual during the interview session.
 2. Evaluation form, which the person in charge will use to compile evaluation scores.
 3. Copies of _____
Name of studies or report
- compiled by _____, for your information and review.
Name of group

Each firm will be allowed 45 minutes to present qualifications and to answer questions. The interviewers will schedule 15 minutes between interviews for informal discussion of information presented during the preceding interview. At the completion of the interviews, the interviewers will rank the firms interviewed in accordance with their determination of which firm is most competent and compatible to do the work. The firm deemed to be most qualified will then enter into negotiations for a contract to provide the necessary design services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations.

Interviews will be held on _____
Date

The location is _____
Name of building

Address

FORM CONTINUED....

The order and time of interviews is:

Firm A _____Time

Firm B _____Time

Firm C _____Time

Firm D _____Time

Firm E _____Time

A briefing and tour of the site and/or facility will be arranged for_____. Please have your firm's representative make arrangements to be present.