

SCHEDULE OF ACTIVITIES

The following schedule has been established by: _____
Owner

FOR: _____
Project

- _____ 1. Identification of needs finalized by the owner. A scope of work in general terms developed.
Date

- _____ 2. Identification by owner of interested and potential professional design firms to receive memo requesting Letters and Statements of Qualification.
Date

- _____ 3. Memo requesting Letters and Statements of Qualification mailed to interested and invited firms.
Date

- _____ 4. Letters and Statements of Qualification due. (Allow minimum of 10 days for firms to submit materials) Note: Before the next action date, references should be reviewed.
Date

- _____ 5. Develop shortlist of 3-5 firms selected for interviews. Selection should be based on qualifications, references, and compatibility with owner's project.
Date

- _____ 6. Memo mailed to shortlisted firms advising date for interviews and pre-interview tour or tours of site and/or facilities, along with criteria to be reviewed during the interview.
Date

- _____ 7. Memo mailed to all firms, excluding shortlisted firms, informing them of firms to be interviewed and expressing appreciation for their interest.
Date

- _____ 8. Tour or tours of facilities at (time) and (location). (Should be scheduled at least 20 days before interviews, to allow for preparation.)
Date

- _____ 9. Scheduled interviews for shortlisted firms, at times and locations previously communicated. The best firm for the project to be selected, based on qualifications.
Date

- _____ 10. Contract with selected firm negotiated and implemented.
Date

- _____ 11. Memo mailed to all firms interviewed, indicating results of interviews and expressing appreciation for their involvement.
Date

- _____ 12. Post-selection requirements. (Public hearings, etc.)
Date