SCHEDULE OF ACTIVITIES

The following schedule has been established by: ___________________________________________________________________________

Owner

FOR: __________________________________________________________________________

Project

Date 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: Review references before the next action date.

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 sent to shortlisted firms with date for interviews and pre-interview tour of site and/or facilities, along with criteria to be reviewed during the interview.

Date 7. Memo sent 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. Best firm for the project 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.)