

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.)