

Architect Selection Process

Planning Event	Date	Complete
Review Wish List	__/__/__	<input type="checkbox"/>
Build Broad Objectives	__/__/__	<input type="checkbox"/>
Prepare Detailed Project Description	__/__/__	<input type="checkbox"/>
Prepare Course Background	__/__/__	<input type="checkbox"/>
Review Architect RFP Template	__/__/__	<input type="checkbox"/>
Modify/Create Architect RFP Document	__/__/__	<input type="checkbox"/>
Establish Response Deadlines	__/__/__	<input type="checkbox"/>
Review ASGCA Website – Member List	__/__/__	<input type="checkbox"/>
Review Company Websites & Backgrounds	__/__/__	<input type="checkbox"/>
Confer w/ Local Clubs/Projects	__/__/__	<input type="checkbox"/>
Construct Initial RFP Mailing List	__/__/__	<input type="checkbox"/>
Prepare RFP Mailing	__/__/__	<input type="checkbox"/>
Organize Review Team	__/__/__	<input type="checkbox"/>
Receive RFP Responses	__/__/__	<input type="checkbox"/>
Verify/Review Company Info, Qualifications, Experience	__/__/__	<input type="checkbox"/>
Check/Review References	__/__/__	<input type="checkbox"/>
Compare Experiences with Project Objectives	__/__/__	<input type="checkbox"/>
Review Additional Capabilities	__/__/__	<input type="checkbox"/>
Select Finalists/Short List	__/__/__	<input type="checkbox"/>
Schedule/Plan Site Visits	__/__/__	<input type="checkbox"/>
Revise Working Documents/Objectives w/ Architects	__/__/__	<input type="checkbox"/>
Establish Final Proposal Deadlines	__/__/__	<input type="checkbox"/>
Receive/Review Final Proposals	__/__/__	<input type="checkbox"/>
Negotiate Costs & Contracts	__/__/__	<input type="checkbox"/>
Make Final Architect Selection	__/__/__	<input type="checkbox"/>