Architect Selection Process

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