

# Schedule of Activities

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*(Owner, Project)*

DATE

- \_\_\_\_\_ 1. A preliminary scope of services/needs is developed by the Owner.
- \_\_\_\_\_ 2. A request for Letters of Qualifications is advertised.
- \_\_\_\_\_ 3. Letters of Qualifications due. *(Allow a minimum of 10 days for the firms to submit their materials. Before the next action date, references should be reviewed.)*
- \_\_\_\_\_ 4. A short list of approximately 3 to 5 firms is developed for subsequent interviews. *Selection should be based on qualifications, references, and compatibility with Owner's project.*
- \_\_\_\_\_ 5. Selected firms are contacted by phone advising of the date for interview and pre-interview site tour, along with criteria to be discussed at the interview. *(See Model Form 7b)*
- \_\_\_\_\_ 6. Memo is mailed to unsuccessful firms informing them of who will be interviewed and expressing appreciation for their interest. *(See Model Form 7a)*
- \_\_\_\_\_ 7. Site/facilities are toured *(date, time and location)*. *Tours should be scheduled at least 10 days prior to the date of the interviews to allow for preparation.*
- \_\_\_\_\_ 8. Scheduled interviews are conducted. *Firms are ranked according to qualifications.*
- \_\_\_\_\_ 9. Scope of services is developed jointly with the Owner and the highest ranked firm, and a contract is negotiated.
- \_\_\_\_\_ 10. Memo is mailed to all firms interviewed indicating the results of the selection process and expressing appreciation for their involvement.
- \_\_\_\_\_ 11. Post-selection requirements, *(public hearing, referendum, as applicable)*.