

Architect Selection Criteria

	Firm:		
	Date:		
	By:		
	Assigned	Earned	Criteria for selecting architect
	Points	Points	
	5		Awareness and understanding of our needs and wants
	4		Ability to solve the specific project problems
	4		Experience in project type
	4		Ability to control project cost through design
	3		Continuity - recurring business with other clients and could do other projects for us
	3		Available references (in advance of interview)
	2		Principal's level of involvement
	3		Structure of project team and resumes of the members
	4		Local working contacts with consultants, contractors, public approval boards
	5		Control over remotely located projects
	3		"Reasonable fee" and fee structure
	2		Back log of work - look for middle ground of being busy but not too busy for us
	5		Interest in this project
	2		Support equipment - CAD, 3D modeling, renderings in house, etc.
	2		Out of town design, production and administration
	4		Out of town design, local production and administration
	3		Local design, production and administration
Total	58		