



Questions For Selecting an Architect

Experience

Have you worked for organizations like ours before?

Who are they?

What do you find unique about organizations like ours?

How many projects have you designed that are similar to what we propose?

Can you furnish us with a list including addresses and reference contact information?

Do you see any inconsistencies in our planning for this project?

What are some things we should consider?

Firm

How large is your firm?

Why do you feel a firm your size is right for us?

Do you have in-house engineering or do you use consultants?

How will our project be staffed?

Who will be our main contact?

What are his/her qualifications?

How do you ensure continuity throughout the project?

Why do you think your firm is the right choice for us?

Communications

How will communications take place?

How often do you foresee meeting with us?

What process do you propose to achieve our goals?

Do you design in 3D?

If not, what steps will you take to ensure that we understand the building that you are proposing?

Budget and Schedule Control

Describe your cost estimating process?

How often will you review your estimates?

How will you make sure our budget is met?

Will you provide a project schedule?

How do you keep on schedule?



Quality Control

What process do you use for quality control?

What level of accuracy should we expect?

What steps do you take to make sure codes are met?

What services will you provide during construction?

How do you foresee the contractor being selected?

What will the contractor's role be and why?

What approach do you take to change orders?

What should we expect in regards to change orders?

Wrapping Up

What would you like to tell us that hasn't come up?