

PF B  
Pre-Project Evaluation

Project: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Client / Owner: \_\_\_\_\_  
 Type of Contract: \_\_\_\_\_

Proj. No.: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Est. Fee: \_\_\_\_\_  
 Eval. By: \_\_\_\_\_

**PROJECT TEAM MEMBERS**

	Client		Owner		CM	
	Yes	No or Don't Know	Yes	No or Don't Know	Yes	No or Don't Know
1. Does this project team have sufficient experience for this type of project?						
2. Is this party financially stable and/or do they have a clear credit rating?						
3. Does this party have a relatively claims-free history?						
4. Does this party have a good reputation in the community?						

**PROJECT CONSIDERATIONS**

	Yes	No or Don't Know
5A. Does our Team have experience with this project type?		
5B. Does our firm have a proven track record with this client?		
6. Is the fee determined by negotiations rather than bidding?		
7. Do we have adequate human resources?		
8. Is there an adequate scope of services?		
9. Is construction review included?		
10. Is the project free of unfamiliar code requirements?		
11. Is the project located in a geographic area where we have experience?		
12. Is the schedule realistic?		
13. Will the project design be completed before construction begins?		

**FUNDING**

	Yes	No or Don't Know
14. Is this project adequately funded?		
15. Are funds for unexpected contingencies included?		
16. Can this project be realistically designed within budget?		

**KNOWLEDGE OF CONTRACT WITH OWNER**

	Yes	No or Don't Know
17. Is a mediation clause included?		
18. Is a limitation of liability clause included?		
19. Are any clauses with special insurance requirements reasonable?		
20. Is there a requirement for sub's insurance?		
21. Are the end-users' requirements clearly stated?		