

Preliminary Scope of Services

(Owner, Contact Person, Project, Project Location)

The scope of services for each project should include the following information in general terms and be limited to one page:

- Identification and involvement of groups such as building committees, boards, citizen groups, etc.
- Description of the requirements for meetings with the above groups.
- Description of studies, surveys, or preliminary feasibility work which may be relevant, useful and available to the firms to be interviewed.
- Requirements for further feasibility planning prior to design and construction.
- Project outline and anticipated general requirements, such as demolition, renovation, new construction, energy, environmental, land use, waste management, site selection, and other factors, as appropriate.
- Anticipated project start and finish time frame.
- Approval process / involvement of groups.
- Other requirements, for example, referendums, public meetings and/or hearings, etc.