Requirements for
Letters of Qualifications

(Owner, Project)

Please include the following information in your Letter of Qualifications:

1. Name, address, brief history and description of firm.

2. Résumés of key personnel to be assigned to this project.

3. Related projects / areas of expertise / experience.
   a) Description of other projects designed by this firm similar to this project.
   b) Include reference contact information.

4. Description of budgeting, cost and quality control procedures.

5. A brief description of the firm’s approach to planning, designing and implementing the project.

6. You are invited to include a maximum of one page of information not covered above, which you feel may be useful.