APPENDIX A

TYPICAL FLOWCHART
USE OF CONSULTANT SERVICES

↓

Project to be Designed and Constructed or other Need for Technical Work

↓

Decision to Utilize Consultant Services

↓

Development of Basic Information Packet and Issuance of an RFQ or RFP

↓

Receipt of Consultant Responses

↓

Review of Responses and Identification of Group for Interview

↓

Issuance of Invitations to Appear for Interview Including Further Work Details

↓

Formation of Interview Panel

↓

Conduct of the Interviews

↓

Evaluation of Qualifications and Determination of Most Qualified Firm

↓

Notification of the Selected Firm and Negotiation of Contract Including Scope of Services, Fees, and Other Details

↓

Approval of the Negotiated Agreement

↓

Issuance of Notice to Proceed, Followed by Monitoring and Support of Consultant

↓

Project or Study Completion and Final Compensation to Consultant