



CONSULTANT APPOINTMENT REQUEST

Project : _____ Date: _____
 Location: _____ AE#: _____
 Agency: _____ Project Budget: _____

Request appointment of:

Architect Civil Engineer Structural Engineer Electrical Engineer
 Mechanical Engineer Commissioning Agent
 Other: _____

Project is less than \$2,500,000

We have reviewed the qualifications of firms on file with the Architecture & Engineering Division that are within an efficient and effective range of the project location and have confirmed they have an interest in this project. We recommend the following firms for this project.

Project is \$2,500,000 or greater

We have interviewed our preferred firms from consultants who have expressed interest in this project and submitted their qualifications. We recommend the following firms for this project.

1. Firm _____ Location: _____
 Contact: _____ Phone: _____ Email _____

2. Firm _____ Location: _____
 Contact: _____ Phone: _____ Email _____

3. Firm _____ Location: _____
 Contact: _____ Phone: _____ Email _____

_____ Name _____ Title _____ Signature