**VI Hire a Design Consultant**

Consultants are often hired for complicated projects, new construction, large renovations, for studies or when a construction project must be reviewed by the Bureau of Fire Safety.

**a) Proposal**

**What Is It?**

* The proposal is the documentation from the consultant which generally outlines the following: their understanding of the project, their scope of work, the fee and/or fee percentage, anticipated reimbursables.

**Who Is Involved?**

**How/Process**

**Checklist**

**Timeline Considerations**

**Forms**

**Filing**

**b) Under Contract**

1. Via Preferred Vendor
2. Via Red Packet

**c) Preferred Vendor**

**What Is It?**

**Who Is Involved?**

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