**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) Vendor Selection**

**What Is It?**

* Preferred Vendor (PV) – an established list of vendors who have master contract agreements and set terms for a specified period of time. Individual project proposals are submitted and a unique PO is generated. RFP – for large or very specialized projects when qualifications and additional competition is requested beyond current Preferred Vendor contracts. It does not preclude PV firms from submitting.

**Who Is Involved?**

* The Planner will determine

**How/Process**

**Checklist**

**Timeline Considerations**

**Forms**

**Filing**

**b) Preferred Vendor**

1. Via Preferred Vendor
   1. An RFP was conducted offering set amounts of fee per various established categories. The terms of the Master Agreement are the terms of any resulting project PO under this agreement.
2. Via Red Packet

**c) RFP for Contract**

**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 and milestone due dates.

**Who Is Involved?**

**How/Process**

**Checklist**

**Timeline Considerations**

**Forms**

**Filing**