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.

1. 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:

1. Under Contract
2. Via Preferred Vendor
   * 1. Via Red Packet