



**Request for Proposal (RFP) Check List For  
 On-Call Architectural Services**

**(PROJECT ASSIGNMENT NO. --)**

**Date:** \_\_\_\_\_

**TO – Professional Service Provider Name:** \_\_\_\_\_

**FROM – Project Manager:** \_\_\_\_\_

**RE: Project Description**

\* \* \* \* \*

**Project Assignment Contract Number:** \_\_\_\_\_

**Capital Project Number:** \_\_\_\_\_

**Project :** \_\_\_\_\_

**Work Order No:** \_\_\_\_\_

**Account No:** \_\_\_\_\_

**Anticipated Construction Cost / Budget:** \_\_\_\_\_

\* \* \* \* \*

*See Attached Sample Proposal For Submitting .....*

**A. Scope of Work Description** *(attach additional pages if needed):*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. Type of Expected Contract:**

Task                       Task & Phase                       Phase

Future Task or Phase Expected

**C. Anticipated Date of Completion of Services:** \_\_\_\_\_