|  |
| --- |
| *This form is to be used internally for the purpose of gathering project information prior to the publication of the RFQ. Submit this form to the Se lections Administrator with the finalized and approved RFQ* ***no less than 2 business days prior to the intended advertisement date****.* |

**Project Information**

|  |  |
| --- | --- |
| Project Manager |  |
| Project Number & Title: |  |
| Client Agency: |  |
| Project Location: |  |
| Project Type: | On-Call  Small Project  Large Project |
|  |  |

**Desired Dates (as applicable)**

|  |  |
| --- | --- |
| RFQ Post/Publish: |  |
| Informational Meeting: |  |
| Submittals Due: |  |
| Phase 1 Score Sheets Due: |  |
| Consensus Meeting Date: |  |
| Interview Date Range: |  |
| Selection/Announcement Goal: |  |
|  |  |

**DJC Advertisement Information**

|  |  |
| --- | --- |
| **Client Agency Billing Contact** | |
| Contact Name: |  |
| E-Mail: |  |
|  |  |

**Selection Panel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FPS Project Manager | |  | FPS Panel Member 2 | |
| Name: |  |  | Name: |  |
|  |  |  |  |  |
| Client Agency Panel Member 1 | |  | Client Agency Panel Member 2 | |
| Name: |  |  | Name: |  |
| Email: |  |  | Email: |  |
|  |  |  |  |  |
| Additional Panel Members | | | | |
| Name: |  |  | Name: |  |
| Email: |  |  | Email: |  |
|  |  |  |  |  |

Additional Notes/Comments for the Selections Administrator: