

# A REQUEST FOR QUALIFICATIONS TEMPLATE

Church or School Name is interested in receiving a Statement of Qualifications from your Architectural Firm for Master Plan Services/Architectural Services (Select One).

Provide a summary or description of your current campus and what facilities the church expects to improve or add. Include how the future developments will advance the mission and ministries of the church. The following are items that would help describe the project...

*Campus Location & Size*

*Description of Current Facilities (Size & Occupancy)*

*What aspects of the current campus are deficient and why?*

As a member/chairman of our committee, we are seeking information about your firm to develop a list of those to invite for an interview with our committee.

## Projected Project Schedule:

Issue Request for Qualifications (RFQ) .....	<i>Date</i>
Receipt of Qualifications (SOQ) .....	<i>Date &amp; Time Due</i>
Invitation for Interviews .....	<i>Date</i>
Interviews, Architectural Firm Selection & Request for a Proposal (RFP) from Selected Firm .....	<i>Date</i>
Final Completion/Occupancy .....	<i>Date (if there is a target date set)</i>

## Please provide in your Statement of Qualifications:

1. Letter of Interest
2. Firm Introduction
3. Proposed team members, their roles & project experience
4. Project Approach & Services Included
5. Projected Schedule
6. Typical Fee Structure
7. Examples of Relevant Projects
8. References

Please send how many copies of your qualifications to Address to the attention of Name. If you have any questions, or would like to visit the campus, please contact Name & Position at Phone Number.

Thank you,

Name,  
Position