

is referred to the appropriate professional society for a definition of "responsible charge" if he is not familiar with the requirements.

Every firm being considered should be requested to provide complete information on its qualifications. The information should include the personal qualifications of principals and key personnel, current work load and a record of recent projects. Similar information should be supplied for the collaborators.

Selection procedures

In selecting the prime professional, the client should proceed as follows:

- 1) Prepare a description of the proposed project, the purpose to be served and any other pertinent factors for transmittal to design professionals.
- 2) Request data on the qualifications of a reasonable number of professionals (and their proposed major collaborators) who appear capable of meeting the requirements of the project, and review their qualifications and experience.
- 3) Arrange personal interviews, preferably in the office of each professional, to assure mutual understanding of the contemplated project and the capabilities of the firm.
- 4) Investigate each professional's work, if desired, by requesting a visit to one or more of his projects, or an interview with the owners and possibly others associated with the projects. Where appropriate, this procedure may be extended to some or all of the major collaborators.
- 5) Select the preferred prime professional and reach an agreement on mutually satisfactory contract terms, including compensation based on the value of the services to be performed.
- 6) If a satisfactory agreement cannot be concluded with the preferred prime professional, the client terminates the negotiation and repeats the process of review and negotiation with the next party of his choice.

Compensation

Compensation for professional services may be established by a variety of methods. Professional societies have issued manuals describing these methods, and the client may wish to refer to these manuals for guidance. Among the more common methods, or combinations thereof, are the following:

- 1) Percentage of construction
- 2) Lump sum
- 3) Cost plus a fixed amount or percentage
- 4) Salary cost times a factor
- 5) Per diem
- 6) Retainer fee

The type and size of the project, the scope of the professional services required, the area in which the design professional is located, and the area in which the work is to be performed, all have a bearing on the cost of professional services. Quality is the only true measure of the services offered by the professional.

Functions of the coordinator

Where professional services are performed under a single contract between client and prime professional, the prime professional acts as coordinator. In addition to his usual services as a design professional, it is his duty and responsibility to:

- 1) Negotiate the scope of professional services, compensation and terms of payment with each independent collaborator.
- 2) Prepare a time schedule based upon the client's program for the project in agreement with the client and collaborators.
- 3) Obtain from the client, and furnish as needed to the collaborators, all surveys, subsurface and soil mechanics investigations and reports, and other necessary data.
- 4) Arrange for all project conferences between the client and design collaborators, and maintain liaison continuity with them on all project matters.
- 5) Coordinate and transmit all recommendations received from and made to the client.
- 6) Assume final responsibility for all decisions required by the agreement with the client for the services to be rendered.
- 7) Establish and coordinate design standards with concurrence of the collaborators and, where pertinent, coordinate statements of probable construction cost prepared by them.