



PROJECT INTAKE FORM

Created by: _____ Date: _____

Project: _____

Client: _____

Location: _____ Fee: _____

Be prepared to comment on any "no" answers.

Y	N	CONSIDERATIONS
		Is this project type within our firm's core capabilities?
		Confirmed adequate project funding & budget?
		Completed Client Selection Process – approved?
		Qualification Based Selection utilized?
		Defined Scope of Services including Construction Observation?
		Adequate fee for scope?
		Adequate internal staffing?
		Realistic Schedule?

Special Considerations regarding Scope/Fee/Schedule:

DES MOINES
 CEDAR RAPIDS
 DALLAS
 DAVENPORT
 KANSAS CITY
 LINCOLN
 MADISON
 OMAHA
 PEORIA
 SIOUX FALLS
 ST. LOUIS



		Mediation as preferred Dispute Resolution?
		Able to include Limitation of Liability in contract?
		Able to meet insurance requirements with current limits?
		Reviewed any Prime Agreement or OCIP incorporated to our contract?
		Contract Reviewed for Insurability Issues?
Special Considerations regarding Contract:		
		Low Risk Project Type? (Answer "no" if project is higher risk, i.e. Condominiums, High Rise, Renovation, Developer Client, etc.)
Special Considerations regarding Project Type:		
		TOTALS

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Factors to be negotiated:

Negotiation Results:

Approved by: _____ Date: _____

- DES MOINES
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