

**Project: Project Name (eB #)**

*Small maintenance, renovation, or studies that are either time sensitive for quick start and/or do not exceed \$2M construction value.*

**Consultant Selection – Facilities Engineering (FE)**

- Review Project Details page or PACTV info to determine if FE is designing the project
- Draft Project scope/schedule/goals
- Send draft charter to FE & Key Stakeholders (*FM, E&S, etc.*)
- Conduct scoping review meeting + site visit with FE & Key Stakeholders
- Submit final RFP to FE
- Review FE final scope, fee, & schedule
- Complete FPAR (*Design Authorization if required*)
- Issue FE account number for Fixed Price Work Order