

## Builder Selection Process

Planning Event	Date	Complete
Review Builder RFP Template	__/__/__	<input type="checkbox"/>
Build Project Description	__/__/__	<input type="checkbox"/>
Build Course Background	__/__/__	<input type="checkbox"/>
Review Project Specifications	__/__/__	<input type="checkbox"/>
Revise/Update Project Specifications, if needed	__/__/__	<input type="checkbox"/>
Modify/Create Builder RFP Document	__/__/__	<input type="checkbox"/>
Establish Response Deadlines	__/__/__	<input type="checkbox"/>
Review GCBA Website for Certified Builders	__/__/__	<input type="checkbox"/>
Review Company Websites & Background	__/__/__	<input type="checkbox"/>
Confer w/ Local Clubs/Projects	__/__/__	<input type="checkbox"/>
Construct Initial RFP Mailing List	__/__/__	<input type="checkbox"/>
Prepare Cover Letters & RFP Mailing	__/__/__	<input type="checkbox"/>
Receive RFP Responses	__/__/__	<input type="checkbox"/>
Schedule Review w/ Architect (if used)	__/__/__	<input type="checkbox"/>
Verify/Review Company Info, Qualifications, Experience	__/__/__	<input type="checkbox"/>
Check/Review References	__/__/__	<input type="checkbox"/>
Compare Experiences/Project Objectives	__/__/__	<input type="checkbox"/>
Review Additional Capabilities	__/__/__	<input type="checkbox"/>
Select Finalists/Short List	__/__/__	<input type="checkbox"/>
Schedule/Plan Site Visits	__/__/__	<input type="checkbox"/>
Discuss Total/Line Item Costs	__/__/__	<input type="checkbox"/>
Receive/Review Final Proposals	__/__/__	<input type="checkbox"/>
Final Contract Negotiations	__/__/__	<input type="checkbox"/>
Make Final Builder/Contractor Selection	__/__/__	<input type="checkbox"/>