



Neighborhood Matching Fund Hiring a Consultant

Depending on the scope of your project, you may need to hire a private consultant. This may be a landscape architect, architect, engineer or other professional. The consultant will be a very important part of your project and it is important to make sure you select someone who not only has the technical skills you require but someone who can work with your community group and with the Department of Parks and Recreation.

The following consultant selection process is designed to be fair to the consultant as well as the client. In order for you to see the widest types of work, a three step process is recommended.

- Prepare an advertisement. It is most effective to advertise in the Daily Journal of Commerce on Wednesdays for design and construction projects. Call them at 206-622-8272 or email to legals@djc.com to place your ad. You may also want to advertise in your local newspaper.
- Prepare a Request for Qualifications. This will enable you to describe in more detail the nature of your project, timeline and budget.
- Select two or three firms from the firms who responded to the RFQs.
- Prepare for your interviews. Decide what qualities are important to your group. Create a list of sample interview questions. Reserve a room and set aside time to discuss your selection.
- Maintain a file on the process. It is important to keep a record of the hiring process to make sure that it was fair and equitable. In particular, describe how the position was advertised, who applied, how applicants were evaluated and reasons for selecting a certain candidate.

We can work with you to tailor a plan to suit your project. If you have any questions, please don't hesitate to contact your Parks NMF project manager.

Pam Kliment, 206-684-7556
Pamela.kliment@seattle.gov