DESIGNED & BUILT

Architect Interview Checklist

Use one copy for each architect you interview. Ask the same core questions, record the answers, and compare the proposed services as well as the fee.

Project and location

Firm and interview contact

Interview date and interviewer

Project fit and experience

01 What similar projects have you completed, and what challenges did you resolve?

02 What do you see as the main opportunities and constraints in my project?

03 Which early information or studies would you need before confirming the scope?

04 What experience do you have with this location and its approval process?

05 Who would lead my project, and how much time would that person spend on it?

06 Can you provide relevant work examples and references I may contact?

Notes and follow up

Write answers in the response fields. Use the notes area for examples, drawing references, and follow-up requests. Add pages or expand the Word version when needed.

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Services and project team

Keep this page with the firm and project details on page 1.

07 Which design phases and deliverables are included in your proposed services?

08 Which services are excluded or offered separately, including construction administration?

09 Which consultants are needed, who hires them, and who coordinates their work?

10 Who is responsible for surveys, existing-condition information, and field measurements?

11 How do you develop options, gather my feedback, and document design approvals?

12 Who will prepare the permit submission, respond to review comments, and coordinate revisions?

Notes and follow up

Architect Interview Checklist

Fees budget and schedule

Keep this page with the firm and project details on page 1.

13 How is your fee calculated, and what scope and assumptions does it cover?

14 What expenses, consultant fees, taxes, or other charges are outside that fee?

15 What can trigger additional services, and how are those services priced and authorized?

16 How will you track the project budget and respond if estimates exceed it?

17 What are your availability, likely milestones, and expected decision deadlines?

18 What are the billing schedule and payment terms, and how are project pauses handled?

Notes and follow up

Architect Interview Checklist

Communication and construction

Keep this page with the firm and project details on page 1.

19 How often will we meet, who is my main contact, and how are decisions recorded?

20 How will you help with contractor selection, bidding, and clarification of proposals?

21 If construction services are included, what site visits and reviews will you provide?

22 How will RFIs, submittals, proposed changes, and payment applications be handled?

23 What documents will I receive, in which formats, and what use or reuse terms apply?

24 Who is responsible for professional services, applicable licensure, and insurance coverage?

Notes and follow up

Architect Interview Checklist

References and selection

Keep this page with the firm and project details on page 1.

25 What do past clients say about communication, follow-through, budget discussions, and changes?

26 Can the architect explain an example where the project scope or budget had to change?

27 Does the written proposal match the services, team, fees, and assumptions discussed?

28 Which questions must be resolved in writing before I decide?

Notes and follow up

Interview summary

Strengths and concerns

Information still needed

Next action and target date

Selection and reason