



**AIRPORT CONSULTANTS COUNCIL
CONSULTANT TEAMING GUIDELINES AND CHECKLIST**

These consultant teaming guidelines and checklist have been developed by the Airport Consultants Council (ACC) to facilitate the consultant teaming process. Consultants are encouraged to use these guidelines and checklist to facilitate communication among team members, particularly regarding each member's roles and responsibilities, prior to initiating the pursuit of a project.

In the relationship between prime consultant and subconsultant, as in any professional relationship, the Golden Rule applies and trumps any other guidelines. There are no substitutes for openness, honesty and meticulous communication. The goal is no surprises.

I. Project Information

Client: _____
Owner: _____
Airport: _____
Location: _____
Project Description: _____

II. Consultant Information

A. Prime Consultant:

Firm: _____
Address: _____

Contact Person: _____ Project Manager: _____
Title: _____ Title: _____
Phone: _____ Phone: _____
Cell: _____ Cell: _____
Fax: _____ Fax: _____
E-mail: _____ E-mail: _____

B. Subconsultant:

Firm: _____
Address: _____

Contact Person: _____ Project Manager: _____
Title: _____ Title: _____
Phone: _____ Phone: _____
Cell: _____ Cell: _____
Fax: _____ Fax: _____
E-mail: _____ E-mail: _____

Is the subconsultant a DBE? _____
If so, certified with owner? _____

Subconsultant status (exclusive or non-exclusive to this team)? _____

Requirements for confidentiality: _____

III. Roles and Responsibilities

A. Pre-Award (Pursuit):

Indicate the subconsultant's responsibility and schedule for each of the following:

- Development of the proposal strategy: _____

- Development of the RFQ/RFP response (submittal): _____

- Formulating the project approach/process/scope of services/other specific portions of the response: _____

- Providing qualifications material: _____

- Participating in the interview process: _____

- Negotiating the client contract: _____

- Prime should supply sub a complete copy of the final submittal. _____

B. Post-Award (Project):

- Describe in as much detail as possible the expected role of the subconsultant in the performance of the project and the anticipated schedule: _____

- Will the subconsultant subcontract any portion of the above described work? (Describe what and to whom): _____

IV. Compensation

A. Pre-Award (Pursuit):

The subconsultant will be compensated by the prime for work performed in pursuit of the project as follows:

- No compensation: _____
- Direct Expenses maximum of \$ _____
- Labor maximum of \$ _____
- Lump Sum of \$ _____

B. Post-Award (Project):

Describe the anticipated method of compensation of the prime by the owner and of the sub by the prime: _____

Estimate the total compensation of the sub: _____

If the owner endeavors to negotiate changes in the above method or amount of compensation for the sub, how will the prime pursue that negotiation vis-à-vis the sub?

Are there restrictions on working/billing over 40 hours per week? _____

Is there a cap on the overhead rate of the sub? _____

Describe the anticipated invoicing schedule and process (prime to owner): _____

Describe the anticipated invoicing schedule and process (sub to prime): _____

Describe when the prime will pay the sub: _____

V. Other

Discuss expectations if either the prime consultant or the subconsultant withdraws from the project prior to award: _____

Describe the professional registration requirements of the sub: _____

Describe the anticipated insurance requirements for both prime and sub: _____

Describe expectations of the sub during construction administration phase: _____

VI. Signatures

Recognizing that conditions beyond our control may change, and that we may mutually agree to make changes later, the forgoing represents our mutual understandings and expectations as of

(Date)

By: _____
For: _____
Prime Consultant

By: _____
For: _____
Subconsultant