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:________________________
_____________________________________________________________________
_____________________________________________________________________

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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:________________________________      By:______________________________
For:_______________________________     For:______________________________
Prime Consultant                                                          Subconsultant