Top 10 Things

to consider before hiring a Specification Writer or Technical Consultant

Note: This document has been prepared to assist Architectural/Engineering Firms and Design/Build Contractors in understanding what some of the differences are between the traditional in-house staff resources and independent consultants (of varying sizes), determining what your firm specific needs are, and measuring how various Consultants stand up to each other.

1.	How many employees does the Consulting Firm have? If in-house, how many persons are dedicated full-time to prepare specifications?		
	☐ One (not good)☐ Two to Three☐ Four or more (best)		
	Four of more (pest)		
2.	Is your Specification Consultant (or employee) Certified and/or Licensed?		
	Yes (best)		
	□ No		
	Unknown		
3.	Does this Consultant Firm bring additional "Added Value" to my project team? Does this Individual or Firm bring addition resources, experience and expertise to my project?		
	☐ Yes Explain:		
	□ No		
4.	Do the individuals themselves have more than 8 years (full-time) experience as a specification writer and/or quality control specialist?		
	☐ Yes (best)		
	No, less than 6 years.No, 3 years or less		
	140, 5 years or less		
5.	Has the Consultant/Employee developed specifications for 20 or more LEED certified projects?		
	Yes (best)		
	☐ No How Many (if any):		
6.	Has the Firm written specifications for more than \$1B in construction project costs?		
	Yes (best)		
	☐ No How Much: \$		
	Unknown		

7.	addition to Architectural specifications?		
	Yes (indicate which)	Mech/Plumbing	
	∐ No	☐ Electrical	
		☐ Civil ☐ Structural	
		Landscape	
		Other:	
8.	Does this Individual or Firm coordinate Owner and assemble the entire Project printers?	with the entire Project Team, including t Manual, including blanks, ready for	
	☐ Yes, including Division 01 Specif	ications, (best)	
		·	
		ultant specifications	
9.	Does your specification writers have evidence of "Continuation Education", exceeding 50 hrs annually? Is this a Firm mandate?		
	Yes (best)Some continuing education.Unknown	How Much: hrs/annually.	
10.	Does the independent Consultant carry General & Professional Liability insurance with a minimum of \$1M per incident with a top rated carrier?		
	Yes (best)		
	Some CoverageNo professional liability coverage	How Much: \$ per claim.	
Bon	us Question:		
			
	Are you looking for a Firm who provides "Additional Value" and who will instill confidence in team members and your Client, or are you looking for the lowest fee?		
	Additional Value.		
	Lowest Fee.		
	Lowest Fee.		

DTR Results

See DTR Consulting Services <u>results</u> of this survey. Compare them to the results of other consultants, or in-house staff. See why DTR will bring you the best Value for your money fulfilling our goal of making our clients more profitable & valuable to their Clients...