

How to Hire an Engineer

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Steps to Hiring an Engineer

1. Decide what **scope of work** you want an engineering firm to complete.
2. **Write** a Request for Proposals (**RFP**) and/or a Notice of Availability of RFP.
3. **Publish RFP** or **NOAORFP** in your local paper and at least three regional daily newspapers and mail to several previously identified engineering firms.
4. **Mail RFP** to firms making inquiries.
5. **Accept and screen the proposals** that arrive from engineering firms.
6. **Check references** from all proposals.
7. **Identify two or three firms** with best proposals and **interview** principals of those firms.
8. **Select** an engineering firm.
9. **Negotiate contract** based on your earlier identified scope of work

Things to Remember

- Be sure to communicate thoroughly. Do not be afraid to ask questions!
- Stay involved! This is your project, and it is important that you stay involved throughout the entire process.
- It can be a long process, do not give up!

Resources

Available from the W₂ASACT website:

- **How to Hire an Engineer:** created by the Midwest Assistance Program (MAP).
- **Getting Your Project to Flow Smoothly:** created by the Rural Community Assistance Partnership (RCAP).

<http://dnrc.mt.gov/cardd/ResourceDevelopment/wasact/>

Or enter “WASACT” into your search engine