



TIPS FOR SELECTING AN ARCHITECT/ENGINEER

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Phone and Email:

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GET MULTIPLE QUOTES

Unless you have a specific design firm in mind, multiple quotes give you the best understanding of the market for design services. Each firm’s proposal will likely have slightly different services involved in their work with different prices. Be sure to compare the scope and price of the quotes submitted based on the services provided. Please be advised that the cheapest proposal provided may not necessarily be the best option. A list of firms that have done work recently in the City of Auburn and the time it took them to obtain a permit/approval can be requested here at the City of Auburn.

TALK TO PREVIOUS CLIENTS

The City of Auburn cannot recommend design firms, however, previous clients of that firm can. Request a list of clients (both current and previous) that have projects with that firm. Interviewing clients can give you a high level of insight into the working relationship you’ll likely have with your design firm. A list of clients of a design firm can be requested here at the City of Auburn. ***Please be advised that fees may be associated with certain records requests***

VIEW PREVIOUS WORK

Take site tours of the firm’s previous work, or request to see a set of design plans. Look for similarities in design, quality of design, and other aspects that give you a hint into how their finished products turn out. A list of design firm project addresses can be requested here at the City of Auburn. ***Please be advised that fees may be associated with certain records requests.***

INTERVIEW DESIGN TEAM (NOT JUST LEADERSHIP)

Leadership will likely be who you interact with. However, the design team is typically doing the day-to-day work on your project and can be just as important to know. Meet and talk with the design team that will actually be doing the day-to-day work on your project.

UNDERSTAND FIRM SCALE/CONSTRAINTS/AMBITION

Each design firm is structured differently, has different goals as an organization, and can provide different levels of service. It can be a tough decision to turn down a young, ambitious firm for a more senior one with years of experience. As best as you can, try to gauge the constraints your project will place on the firm.

ASK ABOUT OTHER PROJECTS IN THEIR PIPELINE

This could be a sub-point to understanding the scale and constraints of the firm. If a firm has nothing on their plate at the moment, your project may be at the center of their attention. If they just won three proposals, the level of service for your project might diminish.

WHO TO CONTACT

For information relating to civil work (engineers), please send an email to the City’s Development Review Engineering group at development@auburnwa.gov. For information relating to platting (surveyors or engineers), please send an email to the City’s Planning group at planning@auburnwa.gov. For information relating to building construction (architects or engineers) please send an email to permitcenter@auburnwa.gov. Please provide your name, phone number, and a short description of the type of project you are working on, and allow several days for a response. You are also welcome to call 253-931-3090 and ask to speak to a Development Review Engineer, Planner, or Plans Examiner.

DISCLAIMER

The City will not treat a request for the information described on this form as a “Public Records Request” unless you specifically state that you are making such a request. Unless you specifically state you are making a public records request, the City will treat your request as one for the City to collaboratively share information. The request will not be covered by the protections, rights, or requirements of the Public Records Act (PRA), RCW 42.56. If you clarify that you are making a PRA request, an employee will direct you to a specific form to complete, and the City’s response will be provided according to the timelines provided in the Act. Public records requests can be made by visiting the City’s website at <https://www.auburnwa.gov/cms/one.aspx?portalId=11470638&pageId=12530414>