

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)
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
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

