



# TIPS FOR SELECTING AN ARCHITECT/ENGINEER/DESIGN PROFESSIONAL

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Permits@ci.enumclaw.wa.us

**Phone and Email:**  
360-825-3593  
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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.

## TALK TO PREVIOUS CLIENTS

The City of Enumclaw 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.

## 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.

## 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 PROFILE/PROJECT FIT

Each design firm is structured differently, has different goals as an organization, and provides different levels of service. It can be a tough decision to turn down a newer, aggressive firm for one with experience and proven track record. As best as you can, consider and assess the constraints your project will place on the firm.

## ASK ABOUT OTHER PROJECTS IN THEIR PIPELINE

It is important to understand the scale and constraints of the firm. If a firm has few projects underway at the time you start working with them, your project may be their focus. If they have multiple projects underway, the project focus may be prioritized with those projects in consideration. Ask for approximate timelines when they could start working on your project.

## WHO TO CONTACT AT THE CITY FOR GENERAL INFORMATION

For information relating to zoning/land use, building plan review/inspection, or civil/public works information/review (stormwater, water/sewer, transportation) please send an email to [Permits@ci.enumclaw.wa.us](mailto:Permits@ci.enumclaw.wa.us). 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 360-825-3593 and ask to speak to a Public Works Development Engineer (specify stormwater, water/sewer, transportation), Planner, or Building Official.