***Use of this template is recommended for submittal of the Designer Letter of Interest. The maximum length of the completed document is to be no more than TWO pages. No photographs accepted. No attachments accepted. Document should be submitted in PDF format, and named using the following format: (firm name) Project Title – date.pdf. Firms must be registered with the Office of the State Architect and Tennessee Secretary of State’s Business Services websites in order to be awarded this work.***

**Firm Name: *<<Add Firm Name as appears with the Secretary of State’s Business Services Registration>>***

**Firm Contact and Email Address: *<<Add Contact Name and Email Address>>***

**Firm Address & City:**

**Phone:**

**Website:**

**Project Title: *<<Add Title>>***

**Institution: *<<Add Institution Name>>***

**A. Project Experience:**

1. Describe up to three ongoing or completed projects of similar type and scope. For each project include the name, *construction amount, year of completion* and role of your staff and name and role of consultants:

**B. Services:**

1. *List your staff proposed and define their roles and qualifications. Provide firm location for staff that will be supporting this project.*
2. List consultants proposed, their location, and define their roles and qualifications. Describe your firms experience with these consultants.