

fore he began his independent practice along with photographs and descriptions of his completed work);

Personal interviews, when desired, should be so scheduled that each architect to be interviewed be allotted a specific time to present himself and his credentials. It is recommended that thirty minutes to one hour be assigned to each architectural firm to be interviewed.

#### *Office Practice.*

Staff and Office Practice (to determine not only the architect's personal skill but the competence of his firm as a whole. This implied the collective capabilities of his architectural draftsmen, designers, specification writers, delineators, and consulting or employed structural, mechanical, and electrical engineers, landscape architects, etc.).

The size of an architect's firm is generally less important than the way it is organized and the enthusiasm the architect shows for the project. (Many firms are small through the choice of the principal and can be expanded efficiently and quickly to suit the project.)

The potential client's principle concern is sometimes whether the architect's office has successfully completed projects which are similar to his own in size and complexity.

#### *Don't overlook the young man.*

However, the young architect should not be ruled out merely because he has but a few buildings to his credit. He may otherwise be well qualified. A great many architectural offices have grown rapidly from small beginnings by demonstrating their ability to expand and do larger and more complex buildings.

#### *Mutual Confidence.*

To sum up: Whatever method you use to select your architect, be sure you select one in whom you have complete confidence and with whom you can work easily and pleasantly.

Be frank with him about all aspects of the proj-

ect, especially those relating to the budget. Your architect will have your interest at heart, but he cannot do your project justice if you fail to give him all of the facts.

Once you have found your man, complete your negotiations with a written agreement. The American Institute of Architects, which stands ready to provide information and assistance on all selection problems, has prepared standard contract forms which your architect will suggest for use.

□ □ □ □

#### **LETTER TO THE EDITORS:**

Dear Mr. Conron:

May I express my appreciation to you for sending me the "New Mexico Architecture" magazine. I enjoy reading it and find it quite interesting.

With the added emphasis on vocational and technical education in New Mexico, perhaps the architects who are members of your organization would like to know that the members of my supervisory staff are available, when needed, to discuss buildings that are being planned or being considered for construction. Frequently, we can be of assistance to the architect and are happy to do so whenever possible.

The following is a list of fields in which we work: vocational agriculture, distributive education, health occupations, home economics, office education, and trades and industrial and technical education which covers all types of training in those fields. I thought you and members of your organization would be interested in knowing this.

Again, congratulations on your magazine.

Yours truly,  
M. G. Hunt  
State Director of  
Vocational Education  
Department of Education  
State of New Mexico

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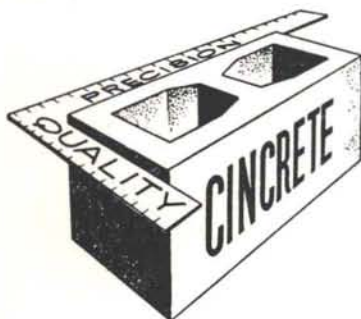
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