

CODE: EEB.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: Selection of Architect

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2002)

REGULATION

1. All applications for architectural commissions shall contain the following information:
 - a. a brief history of the firm;
 - b. details of projects completed in recent years;
 - c. the names of senior staff who would participate in a project for the Board; and
 - d. names of references from clients, contractors and financial institutions.
2. Facilities Services shall assess the ability of the responding firms to carry out the work for the Board based on:
 - a. the information submitted by firms which have not previously worked for the Board;
 - b. the past performance of firms which have previously worked for the Board, including such factors as:
 - i. co-operation;
 - ii. timeliness of service;
 - iii. accuracy of construction documentation;
 - iv. completeness of construction documentation;
 - v. construction contract administration;
 - vi. change orders; and
 - vii. satisfaction with the aesthetic and functional requirements of the project.
3. For each project the architectural firms being considered will be selected from either;
 - a. a group of firms which have not previously worked for the Division, or
 - b. a group of firms which have previously worked for the Division.
4. For each project an architectural firm will be selected, based on one of the following processes;
 - a. for firms which have not previously worked for the Division; the evaluation of the submitted information and the result of an interview process;
 - b. for firms which have previously worked for the Division; the evaluation of their past performance.