



Australian
Institute of
Architects

ARCHITECT RESPONSE TEMPLATE



Expressions of Interest for Architectural Services

INTRODUCTION

This EOI Architect Response template has been prepared for use in conjunction with the Australian Institute of Architects guideline “Expressions of Interest and Requests for Tender for Architectural Services”.

The guideline sets out best practice models for EOIs and RFTs to assist the procurement teams from Local, State and Federal Government departments, as well as education institutions to optimise their architect selection processes.

It offers advice specific to the commonly used processes of EOI and RFT to ensure that the information provided is relevant and easily prepared in a cost effective, resource efficient manner whilst achieving the best outcome for all participants.

An EOI allows the formulation of a shortlist of candidates with the capacity and capability to undertake the works. The RFT then seeks further information about the team’s project understanding, methodology, and ability to communicate, along with a fee proposal. The Institute recommends this two-staged, quality-based selection process of EOI followed by RFT.

The primary purpose of this EOI template is to assist architects wishing to respond to a client seeking the services of an architect in accordance with the guideline.

An EOI offers an open process formally advising architects of an opportunity to register interest and ability to deliver a project within a proposed period. It allows the shortlisting of a limited number of practices and can be undertaken in a short time. This approach can support emerging talent and foster innovation by broadening the options and exposure to new architects for the client. Because of the potentially large number of responses, EOI requirements should be limited to minimise both the architects’ preparation time, and the client’s evaluation time. Fee proposals should not be requested at EOI stage.

An Expression of Interest can be either:

- open and advertised on an online tender portal, or
- invited, with between five and eight suitable architects asked to submit, or
- replaced by a prequalification process, where that process is regularly maintained and open

Many public sector agencies have pre-qualification systems allowing architects to register their details for consideration on projects facilitating selection for invited EOIs.

This Response template indicates the extent of information required to assess an architect’s capability and availability for the project.

In order to allow adequate time for architects to develop a well-considered proposal, it is recommended that a minimum of 1-2 weeks be allowed for the preparation of a response to an Expression of Interest for simple projects with a minimum of 3-4 weeks for complex, high cost or major infrastructure projects.

ARCHITECT'S RESPONSE

4.1 _ PRACTICE INFORMATION

Trading Name of Legal Entity

Legal Status (company, partnership, sole trader, etc.)

Trading Name/Business Name

ACN/ABN

Nature of Entity (head office, local office, parent or subsidiary, etc.)

Contact Details - Address

Primary Contact Person

Position of Contact Person

Email

Telephone

Insurance Policies

(Please provide details)

INSURANCE	INSURER	POLICY NUMBER	INSURED AMOUNT	EXPIRY DATE	EXCLUSIONS
Professional Indemnity			\$		
Public & Products Liability			\$		
Workers Compensation			\$		

(Please include Certificates of Currency for each of the insurance policies listed above as Attachment 1)

Quality Systems

(Provide details of the quality management system used within your practice. Provide certification as Attachment 2)



Conflict of Interest

(Provide details of any potential conflicts of interest that you may be aware of in relation to this project)

Government Compliance Requirements

(Provide statement regarding National Code Compliance or other Government requirement where necessary)

Statement of Solvency

(Provide a simple statement regarding solvency of the practice)

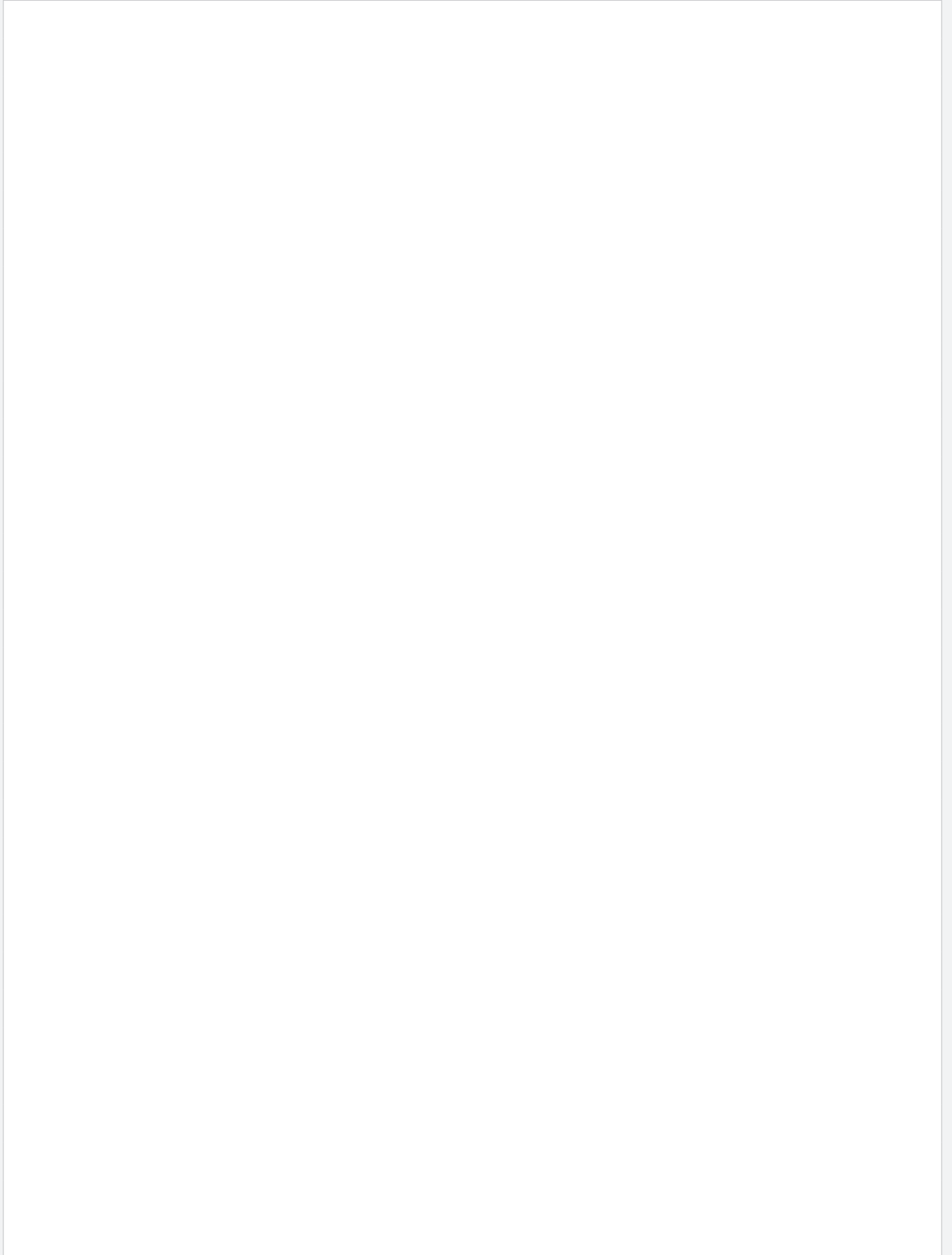


4.2 _ EXECUTIVE SUMMARY

(Succinctly explain the primary elements of the submission - 1 page)

4.3 _ CAPABILITY AND RESOURCING

(Succinctly explain the capability of the practice to deliver the project and the lead personnel - 3 pages)



4.4 _ RELEVANT EXPERIENCE

(Outline the knowledge and experience gained from 2-5 previous projects which are relevant to this EOI - 4 pages)

Previous Projects

Project (Name)	
Client	
Completion Date or expected Completion Date	
Value (\$)	
Description	
Innovative Characteristics	
Professional Recognition	
Referee	

Project (Name)	
Client	
Completion Date or expected Completion Date	
Value (\$)	
Description	
Innovative Characteristics	
Professional Recognition	
Referee	

Project (Name)	
Client	
Completion Date or expected Completion Date	
Value (\$)	
Description	
Innovative Characteristics	
Professional Recognition	
Referee	

4.5 _ PROJECT UNDERSTANDING

(Outline your appreciation of the task and understanding of the scope of services including the major opportunities and risks inherent in the project as well as the client's business goals and performance standards – 2 pages)

4.6 _ PROFESSIONAL RECOGNITION, INNOVATION AND VALUE ADDING

(Demonstrate your capacity to provide high quality design outcomes or specific additional expertise to enhance the project through awards or publications as well as client testimonials and references – 2 pages)

ATTACHMENT 1 _ Certificates of Currency for Insurance Policies