



Australian
Institute of
Architects

ARCHITECT RESPONSE TEMPLATE



Requests for Tender for Architectural Services

INTRODUCTION

This Request for Tender (RFT) 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.

An RFT typically follows an EOI process, inviting a small number of architects to respond more thoroughly to the brief, without repeating questions or information provided in the EOI.

Typically, an RFT seeks information on the demonstrated capability, capacity, experience of a design team and may request a fee proposal. Capability includes the ability of the team to fully appreciate the opportunities and challenges of the project and demonstrate an appropriate design methodology and skills to develop a positive working relationship with the client and stakeholders.

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

This RFT Response Templates recommends that architects include the following information:

- Executive summary (1 page)
- Key personnel and resourcing (3 pages)
- Project experience (3 pages)
- Project understanding (1 page)
- Methodology and stakeholder engagement (2 pages)
- Professional recognition and innovation (1 page)
- Fee and overall hours (1 page)

In order to allow adequate time for architects to develop a well-considered proposal, it is recommended that a minimum of 2-3 weeks be allowed for the preparation of a response to an RFT for simple projects with a minimum of 3-6 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)

Financial Viability Statement

(Provide details regarding solvency of the practice including where requested a letter from your bankers or accountants)

Response to the Proposed Contract

(Outline your acceptance or wish to amend any aspect of the proposed client architect agreement)

Organisational Structure

(Outline the organisational structure of the practice to demonstrate the depth of your team)

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 team to deliver the project and the lead personnel including relevant CVs and indicative percentage of time commitment for team members. Where requested, provide advice on sub-consultant selection, and relevant prior experience working with them - 3 pages)

4.4 _ RELEVANT EXPERIENCE

(Outline the knowledge and experience gained from 2-5 previous projects which are relevant to this RFT – 3 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 - 1 page)

4.6 _ METHODOLOGY & PROJECT DELIVERY

(Demonstrate how you will achieve project goals and progress through the stages of design and describe the factors that you believe will be critical to the success of the project. Also include an outline of your design methods and approaches to the management of challenges and risks, including dispute resolution - 2 pages)

4.7 _ STAKEHOLDER ENGAGEMENT

(Demonstrate how you will interact with the client during the delivery of the project and how you propose to obtain and address the needs of the various stakeholders [regulatory, financial, end-users, community, and others] through the consultation phase – 2 pages)

4.8 _ 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 - 1 page)

4.9 _ PROFESSIONAL FEES

(Include details of the proposed fee as well as exclusions, disbursements, and hourly rates for variations – 2 pages)

STAGE	FEE	GST	FEE + GST
Brief Finalisation	\$	\$	\$
Feasibility Study	\$	\$	\$
Master Plan	\$	\$	\$
Schematic Design	\$	\$	\$
Design Development	\$	\$	\$
Contract Documentation	\$	\$	\$
Contract Administration	\$	\$	\$
Defects Liability Period	\$	\$	\$
TOTALS	\$	\$	\$

Exclusions

Disbursements

Hourly Rates

PERSONNEL	RATE PER HOUR	GST	HOURLY RATE
Director	\$	\$	\$
Associate	\$	\$	\$
Senior Architect	\$	\$	\$
Junior Architect	\$	\$	\$
Other	\$	\$	\$

ATTACHMENT 1 _ Certificates of Currency for Insurance Policies

ATTACHMENT 2 _ Quality Management Systems Certification