



# New Zealand Institute of Architects Incorporated

## Architectural Design Competition Guidelines

The awarding of contracts for architectural services must focus on the quality of the design, technical and professional skills on offer and not on the price of the service. An architectural design competition is one of the best means to evaluate quality of architectural ability. A competition, if correctly staged, demonstrates the skills of the profession and emphasizes quality as a basis for awarding commissions.

## Competition Endorsement Protocol

The NZIA recommends to Organisers that they seek endorsement of the competition conditions.

If the NZIA is to advertise the competition, endorsement of the NZIA must be sought. The Organiser of the Architectural Design Competition must submit to the NZIA before the competition is announced, a copy of the brief, the Jury composition and the intended processes and procedures that will be followed. At least one week must be allowed for the NZIA to process this request.

In notifying members of the competition, the NZIA will advise them whether or not the competition conditions have been endorsed.

## Guidelines

The NZIA has established the following guidelines to assist all parties involved in staging competitions.

There are eleven essential rules, which are to be respected in architectural competitions.

### 1 Definition of an architectural competition:

An architectural competition is a procedure in which an organiser of a competition asks two or more architects for a design, proposal or concept to be submitted at the same time and addressing the same brief. Competition entries shall be submitted anonymously and evaluated by an expert panel of judges, which selects the winner or winners.

There are two different kinds of competition:

- project competition
- ideas competition

The purpose of a *project competition* is to find a designer and a solution that will form the basis for further design work on the project. A project competition will be appropriate when the intention is to implement a project on the basis of the competition conditions. It is envisaged that the competition will lead to a design commission.

The purpose of an *ideas competition* is to identify concepts which could serve as a basis for further design development. Such a competition will not necessarily lead to a design commission.

The two types of competition can be held separately or combined in different stages. In case of a two-stage competition the jury has to be the same in both stages.

Competitions may be open to all architects to enter or to invited participants only.

## **2 Parties**

The parties in a design competition are the organiser of the competition, the architect competitors and a jury.

## **3 Responsibilities**

- The competition organiser is responsible for all liabilities stated in the competition invitation.
- In an invited competition those who have accepted the invitation are obliged to submit an entry in accordance with the invitation.
- The jury is responsible for making a report on all competition entries and establishing an evaluation protocol, in accordance with these rules.

## **4 The brief**

- The competition brief must be clear and unambiguous. Competition requirements must be clearly specified. There must be a clear distinction between requirements and nonbinding guidelines.
- The evaluation criteria must be stated in the brief.
- The brief must be accepted by the jury before launching the competition.

## **5 Equal chances for all participants**

- The same information must be provided to all participants at the same time.
- There is to be no private exchange of information between participants and jury members.
- Persons should be excluded from participation if they are the representatives, partners or employees of the organiser or of any jury member, or any person who has been involved in the preparation of the competition.
- Questions about the brief are to be answered to all participants simultaneously.

## **6 Independent jury**

- The jury shall be autonomous in its decisions or opinions.
- Where a particular professional qualification is required from participants, at least a third of the members of the jury shall be registered architects, and must be independent of the client.
- The jury shall examine the proposals submitted by the candidates anonymously and solely on the basis of the criteria indicated in the contest notice.
- The jury shall record its ranking of entries in a report, signed by its members. This report shall contain the merits of the projects and a clear recommendation as to the winner or winners of the competition.

## **7 Transparency of the competition**

- The summary of the jury's discussion and the decision making process has to be drawn up in a report.
- A jury report shall be published or distributed to the participants and the public on request.

## **8 Anonymity**

- Anonymity must be observed until the jury has reached its opinion or decision

## **9 Prize money and remuneration**

- There must be a fair and adequate compensation for the participants.
- Remuneration should be paid to the winner or winners of an open competition and to all entrants in an invited competition.
- Prize money or remuneration has to be fixed and announced in the competition brief. For the calculation of the prize money or the remuneration, there must be an adequate relationship between the required performance of the participants and the honoraria normally calculated for that task.
- In the second stage of a competition, a remuneration, which is a part of the total prize money, is paid to each participant in that stage.

## **10 Consequences of the jury's decision**

- There must be a declared intention by the client to award a contract including a sufficient scope of work to the prize winner or to one or the prize winners in a project competition.
- If an ideas competition is not followed by a project competition adequate remuneration in the form of higher prize money should be paid.
- If the results of an ideas competition are used as a basis for the execution of a

project, this has to be done in agreement with the author.

## **11 Copyright and Licence of Concept design**

- The author's copyright for a competition entry remains with the author.
- The organiser is entitled to make use of the winning entries under the conditions that are laid down in the brief or agreed between the parties.
- The organiser acknowledges and agrees that the Concept Design Materials may be used in relation to the Project only. Any use outside of the Project shall only be permitted with the written consent of the Architect (which may be provided at the Architect's absolute discretion and subject to such conditions as the Architect may require, including a requirement for payment of additional licence fees).
- The organiser agrees that it shall not be entitled to modify or alter the Concept Design Materials unless:
  - (a) the Architect is appointed to provide the services associated with such modification or alteration; or
  - (b) the organiser has first obtained the Architect's written consent.

Any modification or alteration not undertaken by the Architect will mean that the organiser shall not be entitled to reference the Project as being "architecturally designed" and the Architect shall not be liable for any damage, loss, or expense incurred by the organiser as a consequence of any such modification or alteration.

- The organiser may request for the Architect to provide services (including, for clarity, the Agreed Services) to develop the Concept Design Materials further into the Preliminary Design, Developed Design and/or Detailed Design Documentation. For the avoidance of doubt such services shall be provided in accordance with the Agreement NZIA AAS SF 2013 including at the fees that are set out in Part C of the Agreement.

## **12 Further information**

Further information can be obtained by contacting the New Zealand Institute of Architects 09 623 6080.