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# Architect / Designer selection process

*DTR, Design of the Built Environment*

*Version 2 - June 2021*



# Architect selection

## *Roche Procurement Models*

### *Three procurement models based on complexity and scope of project*

#### ***1. Single-Stage Design & Build***

Recommended for projects with any or all of the following characteristics:

##### **Low complexity**

Under 500m<sup>2</sup> in size  
 Limited scope renovation  
 Location with available local design resources

Corresponding to the *Global Architect Involvement level 1 (light)*

#### ***2. Design & Build with Concept Designer***

Recommended for projects with any or all of the following characteristics:

##### **Medium complexity**

Over 500m<sup>2</sup> and under 2000m<sup>2</sup> in size  
 Full scope fit out or significant refurbishment  
 Location with limited local design resources

Corresponding to the *Global Architect Involvement level 2 (typical)*

#### ***3. Traditional***

Recommended for projects with any or all of the following characteristics:

##### **High complexity**

Over 2000m<sup>2</sup> in size  
 Full scope fit out or significant refurbishment

Corresponding to *Global Architect Involvement level 2+ SME*

# Selection Process under **Traditional** and **Single-Stage D&B** Procurement Models

# Architect selection

## *Steps & Governance*

**1**

**Define Architect /  
Designer D&B Profile**

*By project team &  
Dia Corporate Architect*

**2**

**Define Selection  
Criteria**

*By project team &  
Dia Corporate Architect*

**3**

**Compile Longlist  
> RFI**

*By Dia Corporate Architect,  
RFI by Technical project  
manager*

**4**

**Longlist evaluation  
> Shortlist**

*All together*

**5**

**Evaluation Matrix  
Revise and agree**

*All together*

**6**

**RFP  
Prepare documents  
and send**

*By technical project manager*

**7**

**RFP Evaluation  
> Recommendation**

*All together*

**8**

**Endorsement by CA  
Approval by SC**

*By Dia Corporate Architect  
By Steering Committee*

# Architect selection

## *1. Architect / Designer D&B Profile*

Architect's profile is to be defined based on **project-specific requirements** at project kick-off by the Project Team

Focus on outcome > Set-up flexibility depending on:

- |   |   |                                    |
|---|---|------------------------------------|
| ● Market situation                            | → | Good Capabilities                  |
| ● Design Expectations                         | → | High                               |
| ● Specific program                            | → | Office                             |
| ● Local team capabilities                     | → | No                                 |
| ● Timeline                                    | → | Critical / Lease                   |
| ● Budget                                      | → | Design to cost                     |
| ● Level of complexity,<br>project size, Scope | → | Complex, Large, New office fit-out |
| ● Special requirements                        | → | BIM pilot                          |

# Architect selection

## 2. *Base selection criteria*

### Fixed, general criteria:

- **C1\*** Alignment with Roche Design Guidelines (Corporate Identity)
- **C2\*** Conceptual strength
- **C3** Ability to interpret and reflect context and cultural inputs into the project specific design
- **C4** Design methodology and flexibility: client engagement, systematic project development
- **C5** Specific program experience
- **C6** Office base location

*\* These criteria will be a “must”, eliminatory criteria if no compliance, to ensure architectural capability*

# Architect selection

## *3. Project specific selection criteria*

### **Project specific criteria:**

- Efficient construction systems
- Understanding of WPS and capability to incorporate WPS principles into design.
- Ability to deliver whole package of tender drawings (incl. Interior and MEP)
- Quality of execution, detailing.
- Construction onsite support.
- Sustainability, etc...

These and other criteria may be added depending on the information available / requested (RFI, test-fit layout, project vision, etc...) and specific project requirements.

# Architect selection

## 4. *Assessment*

Depending on the project, **designer's capabilities** can be assessed through:

- Company's profile
- Previous projects experience / Portfolio / Case Studies
- Proposed Project Team
- Methodology of work
- Project vision (required only for projects of considerable size or relevance)\*
- Interview
- RFI return

\* Refer to Interior [Design Concept Vision](#) requirements.



# Architect selection

## 5. Longlist Evaluation > Shortlist

Firms	C1	C2	C3	C4	C5	C6	C7
<b>Architect 1</b>	Green	Green	Green	Green	Green	Green	Green
Architect 2	Green	Orange	Green	Orange	Red	Orange	Green
<b>Architect 3</b>	Green	Orange	Green	Green	Orange	Green	Green
Architect 4	Orange	Green	Green	Green	Red	Green	Orange
<b>Architect 5</b>	Green	Orange	Green	Green	Green	Green	Green
Architect 6	Green	Orange	Green	Green	Red	Orange	Orange

**Green:** Fully met    **Orange:** Partially met    **Red:** Not met



# Architect selection

## *Roles & Responsibilities*

Architect Selection Process	ROLES			
	Diagnostics Corporate Architecture	Technical Project Manager	Roche Procurement	Local Roche Team
1. Profile Definition in line with PEP	R,	R,A	C	R
2. Define Selection Criteria	R	R,A	C	R
3. Compile Longlist	R	R,A	C	C
4. Evaluate Longlist > Shortlist	R	R,A	I	R
5. Define RFP Evaluation Matrix	C	R,A	C	C
6. Prepare RFP Documents	C	R,A	R	C
7. RFP return evaluation > recommendation	R	R,A	R	R
8. Endorsement *	R,A	I	I	I

\*Appointment to be approved by Steering Committee, according to project DoA  
 R. Responsible A. Accountable C. Consulted I. Informed

# Selection Process under **Two-Stage D&B with Concept Designer** Procurement Model

# Architect / Concept Designer selection

## *Steps & Governance*

**1**

**Shortlist designers for  
a tender**

*By Dia Corporate Architect*

**2**

**Refine Selection  
Criteria**

*All together*

**3**

**Evaluation Matrix  
Revise and agree**

*All together*

**4**

**RFP  
Prepare documents  
and send**

*By technical project manager*

**5**

**RFP Evaluation  
> Recommendation**

*All together*

**6**

**Endorsement by CA  
Approval by SC**

*By Dia Corporate Architect  
By Steering Committee*

# Architect / Concept Designer selection

## 1. Architect Shortlist

Concept designers are shortlisted based on **project-specific requirements** from a list of Global Design Partners, who have been confirmed to meet Base Selection criteria

Focus on outcome > shortlist based on:

- |   |   |                                       |
|---|---|---------------------------------------|
| • Location & Market situation                 | → | Low Local Market Capabilities         |
| • Design Expectations                         | → | High                                  |
| • Specific program                            | → | Office                                |
| • Local team capabilities                     | → | No                                    |
| • Timeline                                    | → | Critical / Lease                      |
| • Budget                                      | → | Design to cost                        |
| • Level of complexity,<br>project size, Scope | → | Medium, New office / fit-out existing |

# Architect / Concept Designer selection

## *2. Project specific selection criteria*

**Project specific criteria may include one or several of the following:**

- Proposed project team
- Execution strategy and methodology
- Base location experience
- Availability of onsite support

These and other criteria may be added depending on the information available / requested, and specific project requirements.

# Architect / Concept Designer selection

## 3. *Assessment*

**Concept Designer** candidates for a project can be assessed through:

- Company's profile
- Previous projects experience
- Proposed Project Team
- Proposed Execution Strategy & Methodology of work
- Alignment with timeline
- Interview
- Financial Offer



# Architect selection / Concept Designer selection

## 4. Evaluation Matrix

[Link to template: Concept Designer](#)

Concept Designer Selection Evaluation Matrix						
						6/23/2021
Notes: 1. Abbreviations listed across the header of each bidder evaluation chart represent parties involved in evaluation of the RFP responses: DTR - Global Architect, Roche PM - Roche Local Project Team, TPM - Technical Project Manager for the given project.						
2. This evaluation is developed based on information requested in the Architect selection RFP and shall be scored based on documents submitted by bidders and interview, except commercial quotation which will be scored after the final quotation is received.						
3. Evaluation criteria are listed in column B followed by a detailed description in column C						
4. Each criteria ( from B to C) should be graded on a 1 to 5 point spread, 5 being the highest score.						
5. Only yellow coloured boxes are to be						
6. Barring unforeseen circumstances, the contract will be awarded to the firm with the highest cumulative score.						
7. If any changes are sought, please align with Corporate Architect team or Global Expert Program Management.						
Code	Evaluation Criteria	Allocated Weightage	Bidder 1	Bidder 2	Bidder 3	Bidder 4
			Weighted Score	Weighted Score	Weighted Score	Weighted Score
A	Administration	fully confirmed or not	confirmed	confirmed	confirmed	confirmed
B	Project Delivery	50	0	0	0	
C	Commercial fee	50	0	0	0	
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Administration points are mandatory and each D&B company needs to confirm that they fulfil this requirements.										
A	Administration	Description	Bidder's info							
	Guarantee Project Schedule	Acceptance of proposed Project Timeline								
	Team Structure	Proposed project team structure, Lead Designer, etc. whether align with pre-qualification stage.								
Code	Evaluation Criteria	Description	Recommended Weighting	Global Architect	Roche Project Team	RDSL Procurement	TPM	Average Score	Weighted Score	Comment
B	Project Delivery		50						0.0	
	Relevant fit-out experience	Relevant office fit-out experience in the local market and experience with 2-stage procurement model. 5: Have both local experience and procurement model experience 3: Either local experience, or procurement model Whether proposed delivery team structure is efficient and reasonable, aligned with procurement strategy.	10	N/A		N/A		0.0	0.0	
	Delivery Team structure, lead designer, etc	5: Team structure is efficiency and reasonable 3: Team structure is acceptable 1: Team structure is unreasonable and	10			N/A		0.0	0.0	
	Communication with local team	Impression of the proposed team and main contact person, based on the interview 5: Good 3: Average 1: Bad	10	N/A		N/A		0.0	0.0	
	Master schedule	Rationality and alignment with project master schedule 5: Project schedule is aligned and includes detailed breakdown 3: Project schedule is aligned but doesn't include detailed breakdown 1: Project schedule is not aligned with master	20	N/A		N/A		0.0	0.0	
C	Commercial fee		50						0.0	
	Design fee	Score for Lowest Quotation:5	46	N/A	N/A		N/A		0.0	Please indicate the fee
	Submission of Proposal -on time	5-on time in all rounds of submission; Deduct one point for delay in any round of submission.	2	N/A	N/A		N/A		0.0	
	Submission of Proposal-quality	5-No mistakes in proposal/quotation	2	N/A	N/A		N/A		0.0	
	<b>Total</b>		<b>100</b>						<b>0.0</b>	

# Architect / Concept Designer selection

## *Roles & Responsibilities*

	ROLES			
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*Doing now what patients need next*