

## **Architect / Designer selection process**

DTR, Design of the Built Environment

Version 2 - June 2021





#### 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 500m2 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 500m2 and under 2000m2 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 2000m2 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



## Steps & Governance

<u>1</u>

Define Architect /
Designer D&B Profile

By project team & Dia Corporate Architect

5

**Evaluation Matrix Revise and agree** 

All together

2

Define Selection Criteria

By project team & Dia Corporate Architect

6

RFP
Prepare documents
and send

By technical project manager

3

Compile Longlist > RFI

By Dia Corporate Architect, RFI by Technical project manager

7

RFP Evaluation > Recommendation

All together

4

Longlist evaluation > Shortlist

All together

8

Endorsement by CA Approval by SC

By Dia Corporate Architect By Steering Committee



## 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 Office Specific program Local team capabilities No Timeline Critical / Lease Budget Design to cost Level of complexity, project size, Scope Complex, Large, New office fit-out Special requirements BIM pilot



#### 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

<sup>\*</sup> These criteria will be a "must", eliminatory criteria if no compliance, to ensure architectural capability



## 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.



#### 4. Assessment

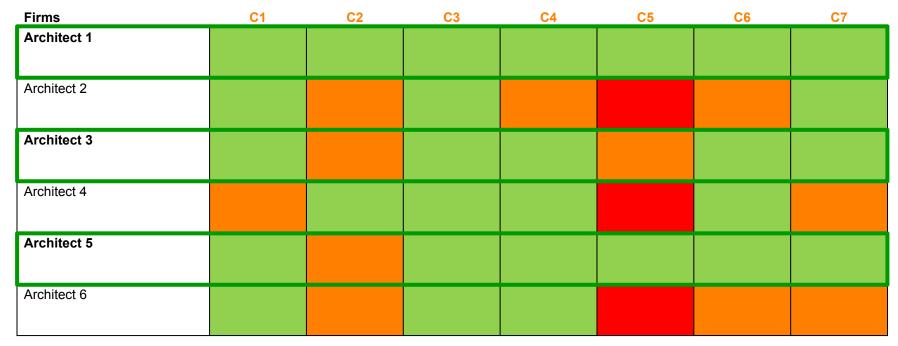
Depending on the project, **designer's capabilities** can be assessed through:

- 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

<sup>\*</sup> Refer to Interior **Design Concept Vision** requirements.



## 5. Longlist Evaluation > Shortlist



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



## 6. Evaluation Matrix for Architect or D&B

<u>Link to template</u>: Architect <u>Link to template</u>: D&B

	D & B Selection Ev	aluation Matrix						
					7/19/2019			
Notes:	Abbreviations listed across the header of each bidder evaluates responses: DSC - Global Architect, Roche PM - Roche Local Pro							
	This evaluation is developed based on information requests submitted by bidders, except commercial quotation which will be a submitted by bidders.				documents			
	3. Evaluation criteria are listed in column B followed by a detail	led description in colum	ın C					
	4. Each criteria ( from B to E) should be graded on a 1 to 5 poi	int spread, 5 being the	highest score.					
	5. Only yellow coloured boxes are to be edited							
	Barring unforeseen circumstances, the contract will be awarded to the firm with the highest cumulative score.      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		

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
В	Design & Creativity	40	3	27	3	3
С	Management and technical capabilities	15	7	8	7	10
D	Commercial fee	30	0	0	0	0
E	Construction capabilities	15	0	0	4	0
	Total	100	9	35	13	12

		Administration points are mandatory and much DSE company no							
-	Administration	Beschelen			Bilder's	info			
	Guarantee period (morths)								
	form of contract	Spedar dauser (Chosed budget = Delivery timing guaranteed							
	Socke payment from	Acceptance of Scotte payment terms							
	Penalty system								
	Issurana	Professional indemnity insurance							
	Userding	Lorso, 198 orthores							
	financei stability	Provide annual turnover							
	Compliance with local health and carriery								
	Evaluation Officia	Description	Recommended Management	and an Architect	Rocks	778	Anarage	WayMed Board	Consess
_			-	Architect	Seem		Searce		
	Design & Creativity		46					2.42	
	Aligement with Radhe Global Guidelines	Design compliance with Backs into fee design guidelines/condition/specifications. Look and feel reflects copicate amaps and built memorative expension to start and written. Realth is relibering elements incorporated.			N/A	N/A			
	Conceptual strangers	Clear and considered cleaning concept, Stream, deal transcenders, from below of stream, the design, giving the process development (bounders, bounders) and before the process development (bounders, bounders) and beautiful and bounders of contains and local culture in design. Clarify of necessities of the king process.			NA.	NA			
	Design reethodology	Clear engagement and with methodologic sustainate design and together approach, defined the description, quality united. Methods of waveging design the signs, design systems constructed.			NA	N/A			
	Quality of distailing and documentation	The mugh and consperiors are abusine documents, high quality of design details.			N/A	N/A		۰	
	Alignment with Wuntplace Shidogy and functional requirements	Appropriate with 1979 report, Rohelding 1979 incommendations of willness and may and facilities in weinplace strongs. Fundamentry and speed requirements are strat, greating a consisted & balanced such place.			2		1.3	2.7	
	Management and technical capabilities		10					6.5	
	Company Corporate Profile	Size, plobal presence, year of establishment, general market moutation	1				2.3	1.5	
	ATP return completion and conformity	Vorted against RFP submission drackled	1	N/A			4.0	4.4	
	Local cide compliance	Cumositists familiarity with local construction codes		N/A		,	4.5	1.9	
	Construction with injuration	Site continuous and support during construction; management of observated changes		N/A			3.5	8.7	
	Reterant Experience								
	Office filt-out experience in given local	Relevant office fit-out experience, recently completed projects composable in size, similar organisation is a plus	2				1.3	4.1	
	Sauler experience	Each case sence (ESA/Pharma), References previded, freeback				4	1.3	0.3	
	Contamobility and find projects (LREC) in Els., \$100AH) Selvery Team	FreeBack Rupe terms with design of proposis according by LHE, VII, BALLING MY.		N/A				8.4	
		Ancoosed from organization structure, defined from and responsibilities. Understanding of Project Objectives,							
	068 Project Manager	responsibilities. Understanding of Project Objectives, Requirements & Deliverables, Local presence, Rocke experience Experience, invalvanced in this project, opecific minuset project.	2				1.3	0.5	
	Design Lead						1.3	0.3	
	ND orginocr	Uspections: Inpection, inversement in the project, specific investit project systems. Day become, inversement in the project, specific investit project systems.					1.3	0.3	
	Acoustic orgineer	Experience, insurventuel in this project, specific relevant pospect experience					1.3	0.3	
	Communication Werk McDoddingy	Expense Folia & Communication, Contract decassors, areaningless, defly, in prepar infentees.						9.5	
	Werk McDoddogy	Satismatity and also ment with Earthy dealers and Street process.					1.3	2.4	
	Point Management	Project Management: Commitment to quarte, costs, and smallnes. Construction appointfless of design team, subcontractors, and vando to.	,	5/4			0.6	2.0	
	Commercial fee	only execus the total	34					•	
	Design fee			N/A	NA	NA		24	case indicate the f
	Build No.			5/4	NA	NA		-	ease indicate the 5
	Transpare of billing system	To be taken into consideration		N/A	NA	NA			
	Tetal		36	5/4			0.0	0	
	Construction capabilities		11					1.0	
		Experience & broadedge, broadement in this project, specific							
	Construction manager	Experience & Innovinings, involvement in this project, specific relevant project experience, communication. Combination of proposal & nitration.  Constitution wick methods, proposal sits are specified. Constitution wick methods, proposal sits are specified.	,	N/A			0.6	9.0	
	Construction mutsed statement	construction sequence, malarial management, ligitation, safety management, sockers management, etc.	2	504			0.0	0.0	
	Construction saterdate	insolvation organizary material management, impalies, safety management, impalies, safety management, etc.  Extensive self-attention of controlled organization and insolvation of the controlled organization o	2	5/4			0.6	0.0	
	Protect specific focus	Analysis of project specific critical bours and key roles of	2	50			0.0	0.0	
	Project species rocas								
	Chaire of partners in the steering Approach to autouristation (14 separal and of ne sounded parkins	Appropriate methodology on management and attendance of townsectid particle fundions, non-nated corrections, selector, etc.	2	N/A			0.0	4.0	



## Roles & Responsibilities

	ROLES					
Architect Selection Process	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		

<sup>\*</sup>Appointment to be approved by Steering Committee, according to project DoA

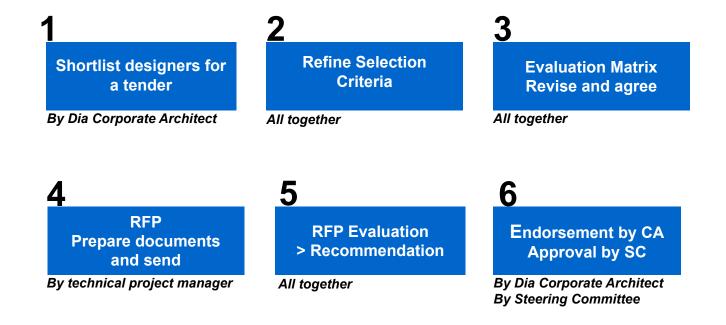
R. Responsible A. Accountable C. Consulted I. Informed



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



## Steps & Governance





#### 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 Nο Timeline Critical / Lease Budget Design to cost Level of complexity, project size, Scope Medium, New office / fit-out existing



## 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.



#### 3. Assessment

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

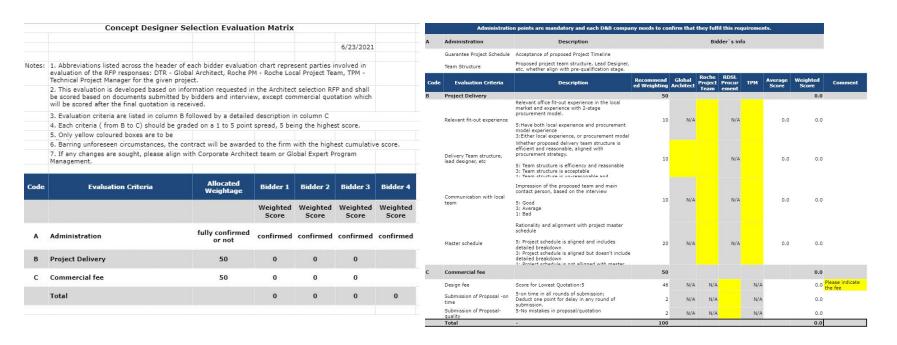
- Company's profile
- Previous projects experience
- Proposed Project Team
- Proposed Execution Strategy & Methodology of work
- Alignment with timeline
- Interview
- Financial Offer



## **Architect selection / Concept Designer selection**

#### 4. Evaluation Matrix

Link to template: Concept Designer





## Roles & Responsibilities

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

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

# Doing now what patients need next