

Designer Assessment Checklist

This checklist can be used to assess designers and their response to the Design Brief. It highlights key areas that you should consider in reviewing proposals.

Item	Check	Notes
PROPOSAL COMPLETENESS		
Does the proposal cover all areas required, for example: <ul style="list-style-type: none"> • scope of works and services • statement of deliverables – the products they will submit at each stage and their level of detail • sample of projects that show relevant experience • programme • fee schedule. 	<input type="checkbox"/>	
SERVICES AND PROCUREMENT		
Is it clear from the scope of work and services which works will be performed by the designer and which may require other professionals, e.g., land surveyors, quantity surveyors, services engineers?	<input type="checkbox"/>	
If other professionals are required is an integrated design process alongside the design team an option?	<input type="checkbox"/>	
Is it clear what the designer's preferred procurement option is for construction is, i.e. will they be in charge of contract administration or not?	<input type="checkbox"/>	
RESPONSE TO DESIGN BRIEF		
Does the proposal demonstrate the design team has the sufficient experience and knowledge to respond to the requirements in the Design Brief?	<input type="checkbox"/>	
Does the proposal include references from clients or samples of previous work that demonstrate projects with similar features, standards of quality and price for comparison (e.g., prior experience in 8 Homestar rated homes, if that is a standard the project is aiming for)?	<input type="checkbox"/>	
RELATIONSHIP		
Is the design team one you feel you can work with and feel comfortable talking to, expressing your doubts and ideas?	<input type="checkbox"/>	
Does the proposal state exactly who will be doing the design work?	<input type="checkbox"/>	
TERMS		
Does the design team have appropriate	<input type="checkbox"/>	

Item	Check	Notes
professional indemnity insurance that will reduce risks and protect you in case something goes wrong?		
Does the proposal include relevant terms and conditions of engagement?	<input type="checkbox"/>	