

**Design Capabilities  
APPLICATION FORM**

**Business name:**

**(insert here)**

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**(insert here)**

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## SCHEME CAPABILITIES

Please tick the capability/capabilities applied for. If you tick more than one capability, you will need to provide additional project examples to support each capability.

## OFFICE PROFILE

In this section, please describe the values and attributes of your office. You should consider in your response, how your firm will contribute effectively within the government environment.

Which design capability (or capabilities) is your firm applying for?

### 1. DESIGN

- a) Architecture
- b) Urban design
- c) Landscape architecture
- d) Emerging Practices

What is your firm's work ethos? Describe your core capabilities and values.

(maximum 75 words)

What is your firm's design methodology? How does this approach add value to a project?  
How does it lead to good design?

(maximum 75 words)

How does your team work with diverse stakeholder groups?  
What are your skills and attributes that contribute to successful collaboration?

(maximum 75 words)

## TYPE OF PROJECTS

Tick the project typologies that your office has experience with. Estimate the percentage of projects undertaken in your office for each typology.

### Type of Project (Office Experience)

Tick	%	Abbrev.	Typology	Examples
		<b>Health</b>	Health and Science	Medical Centre, Hospital, Laboratories
		<b>Education</b>	Educational facilities	Schools (Private/Public), Tertiary Institutions, TAFE
		<b>Sport/Rec.</b>	Sport and Recreation	Sport stadiums, Entertainment venues
		<b>Cultural</b>	Cultural Facilities	Libraries, Theatres, Religious Institutions, Arts festivals and venues, public art
		<b>Local Park</b>	Local park facilities	Planting, access, signage, amenities, playgrounds,
		<b>Nat Park</b>	National park facilities	Coastal tracks, bridges, tourist accommodation, bush regeneration programs
		<b>Justice</b>	Justice Facilities	Courts, Police, Juvenile Justice, Corrections
		<b>Heritage</b>	Heritage Facilities	Adaptive reuse, heritage restoration
		<b>Defence</b>	Defence Facilities	Munitions depot, Training campus
		<b>Transport</b>	Transport Facilities	Airport, Bus interchange, Train Station
		<b>Res</b>	Single dwellings	Single dwelling and low rise residential
		<b>Multi Res</b>	Residential Apartment	Medium/high rise apartment development
		<b>Commercial</b>	Commercial	Retail, Industrial
		<b>Urban</b>	Precinct Masterplanning	Town Centre Revitalisation, Urban Renewal
		<b>Other</b>		(Please specify)

## AWARDS

List here the key industry awards that your firm has achieved within the last 5 years.

Please use bullet points and include:

- Year of award
- Name of award
- Category
- Project (if applicable)

### Professional and Industry Awards

(maximum 100 words)

## KEY PERSONNEL

### Evaluation Criteria 10.1 (a) as per Scheme Conditions

List key personnel working within your office including directors, team leaders, specialist staff. Include any relevant qualifications or professional memberships, including any nominated and/or registered professionals.

Please note that CV's are not required as part of this application but may be requested by buyers on a project-by-project basis.

### Nominated Key Personnel

Name	Position	Qualifications & Membership Details	Key Capability e.g. Design - a) Architecture

## HOURLY RATES

### Evaluation Criteria 10.1 (h) as per Scheme Conditions

The hourly rates specified in this application shall remain fixed for an initial 24-month period. After that time, an application may be made by a Service Provider in accordance with the Scheme Conditions to change the hourly rates specified in an application.

### Nominated Hourly Rates

Nominated Work Category e.g. Design b) Urban Design	Level of Personnel/Position (e.g. Partner, Lead Architect)	\$ Per Hour

## WORK EXPERIENCE 1

(Insert project name here)

(Insert project name here)

### Capability applied for (please tick):

Design	Architecture	
	Urban Design	
	Landscape Architecture	
	Emerging Practices	

### Project typology (please tick):

Health	Defence	Res	
Education	Transport	Multi Res	
Sport/Rec.	Justice	Comm	
Cultural	Heritage	Urban	
Local Park	Nat Park	Other	

### Project scope (please tick completed stages):

Feasibility	
Business Case	
Concept Design	
Site Master Plan	
Development Application	
Design Development	
Design Documentation	
Construction Advice	
Contract Administration	
Defects Inspection	
Post Occupancy Evaluation	

## Project Example 1 – Overview

<b>Client Contact:</b>	<b>Name:</b>	<b>Tel:</b>
<b>Client Organisation:</b>		
<b>Project Duration and Completion date:</b>		
<b>Building Contract Value:</b>	<b>\$ (incl GST)</b>	<b>Engagement Fee: \$ (incl GST)</b>
<p><b>Project:</b> Provide a short description of the project, including the site context, scope and design outcomes. You may consider how the project meets one or more of the 7 objectives of Better Placed.</p> <p>(maximum 75 words)</p>		
<p><b>Process:</b> Describe how your firm approached this project. How was complexity managed during the process? How did you respond to or enhance the client's brief?</p> <p>(maximum 75 words)</p>		
<p><b>People:</b> Describe how your team engaged with the client and stakeholders. How did you mitigate risk? Did you manage conflict? How did the project respond to the needs of the client and the community?</p> <p>(maximum 75 words)</p>		

## WORK EXPERIENCE 1

(Insert project name here)

---

(Insert project name here)

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**General Note:** Please provide drawings and images of your project. This should include plans, sections and elevations, and at least one drawing or view that shows how the project relates to the broader site context.

**Format note:** Applicants can replace these sheets with their own branded sheets. The format required is A4 landscape orientation, and the number of sheets must not exceed the number provided in this application form.

## WORK EXPERIENCE 1 – SITE CONTEXT

A large, empty rectangular box with a thin black border, intended for applicants to draw and provide site context for their project. The box is currently blank.

**WORK EXPERIENCE 1 – KEY DRAWINGS**

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**WORK EXPERIENCE 1 – DRAWINGS OR IMAGES**

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**WORK EXPERIENCE 1 – PROJECT IMAGES**

A large, empty rectangular box with a thin black border, intended for the applicant to upload or draw project images. The box occupies the majority of the page's width and height.

## CLIENT REFERENCE 1

Project name: **(Insert here)** \_\_\_\_\_

Client name: **(Insert here)** \_\_\_\_\_

Client Organisation: **(Insert here)** \_\_\_\_\_

Client mobile No: **(Insert here)** \_\_\_\_\_

Client signature: **(Insert here)** \_\_\_\_\_

As the client who paid for this service, did the Service provider meet your expectations?

Did the service provider meet your expectations in the following areas?	U = Unsatisfactory M = Marginal A = Acceptable G = Good S = Superior					
	N/A	U	M	A	G	S
<b>Requirements:</b> Demonstrated understanding of your needs and project requirements						
<b>Time Management:</b> Kept the project on time to achieve milestones, overcome delays and report progress within the planned time frame						
<b>Cost:</b> Met agreed budget. Actual cost did not exceed cost estimate without prior agreement						
<b>Personnel:</b> Provided and managed suitable staff with skill and experience for the project						
<b>Cooperative Relationships:</b> Developed and maintained co-operative relationships between key stakeholders. Demonstrated a commitment to resolving issues						
<b>Communication:</b> Provided appropriate level of reporting and feedback throughout the project						
<b>Quality Outcomes:</b> Services completed to the agreed standards. Delivered the finished as per agreed quality standards						
<b>Overall Standard of Service:</b> Met the brief, budget, provide value for money, with no over servicing or under servicing						
<b>Recommendation:</b> Would you recommend the Service Provider for similar type of work?	YES			NO		
<b>Overall comment:</b> How was the overall design process? Was the applicant good to work with? How did the Service Provider enable you to realise a vision and/ or enhance your project brief?  (maximum 100 words)						

## WORK EXPERIENCE 2

(Insert project name here)

(Insert project name here)

### Capability applied for (please tick):

Design	Architecture	
	Urban Design	
	Landscape Architecture	
	Emerging Practices	

### Project typology (please tick):

Health	Defence	Res	
Education	Transport	Multi Res	
Sport/Rec.	Justice	Comm	
Cultural	Heritage	Urban	
Local Park	Nat Park	Other	

### Project scope (please tick completed stages):column

Feasibility	
Business Case	
Concept Design	
Site Master Plan	
Development Application	
Design Development	
Design Documentation	
Construction Advice	
Contract Administration	
Defects Inspection	
Post Occupancy Evaluation	

## Project Example 2 – Overview

<b>Client Contact:</b>	<b>Name:</b>	<b>Tel:</b>
<b>Client Organisation:</b>		
<b>Project Duration and Completion date:</b>		
<b>Building Contract Value:</b>	<b>\$ (incl GST)</b>	<b>Engagement Fee: \$ (incl GST)</b>
<p><b>Project:</b> Provide a short description of the project, including the site context, scope and design outcomes. You may consider how the project meets one or more of the 7 objectives of Better Placed.</p> <p>(maximum 75 words)</p>		
<p><b>Process:</b> Describe how your firm approached this project. How was complexity managed during the process? How did you respond to or enhance the client's brief?</p> <p>(maximum 75 words)</p>		
<p><b>People:</b> Describe how your team engaged with the client and stakeholders. How did you mitigate risk? Did you manage conflict? How did the project respond to the needs of the client and the community?</p> <p>(maximum 75 words)</p>		

## WORK EXPERIENCE 2

(Insert project name here)

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(Insert project name here)

---

**General Note:** Please provide drawings and images of your project. This should include plans, sections and elevations, and at least one drawing or view that shows how the project relates to the broader site context.

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## WORK EXPERIENCE 2 – SITE CONTEXT

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**WORK EXPERIENCE 2 – KEY DRAWINGS**

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**WORK EXPERIENCE 2 – PROJECT IMAGES**

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## CLIENT REFERENCE 2

Project name: **(Insert here)** \_\_\_\_\_

Client name: **(Insert here)** \_\_\_\_\_

Client Organisation: **(Insert here)** \_\_\_\_\_

Client mobile No: **(Insert here)** \_\_\_\_\_

Client signature: **(Insert here)** \_\_\_\_\_

As the client who paid for this service, did the Service provider meet your expectations?

Did the service provider meet your expectations in the following areas?	U = Unsatisfactory M = Marginal A = Acceptable G = Good S = Superior					
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<b>Requirements:</b> Demonstrated understanding of your needs and project requirements						
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<b>Communication:</b> Provided appropriate level of reporting and feedback throughout the project						
<b>Quality Outcomes:</b> Services completed to the agreed standards. Delivered the finished as per agreed quality standards						
<b>Overall Standard of Service:</b> Met the brief, budget, provide value for money, with no over servicing or under servicing						
<b>Recommendation:</b> Would you recommend the Service Provider for similar type of work?	YES			NO		
<b>Overall comment:</b> How was the overall design process? Was the applicant good to work with? How did the Service Provider enable you to realise a vision and/ or enhance your project brief?  (maximum 100 words)						



### WORK EXPERIENCE 3

(Insert project name here)

(Insert project name here)

#### Capability applied for (please tick):

Design	Architecture	
	Urban Design	
	Landscape Architecture	
	Emerging Practices	

#### Project typology (please tick):

Health	Defence	Res	
Education	Transport	Multi Res	
Sport/Rec.	Justice	Comm	
Cultural	Heritage	Urban	
Local Park	Nat Park	Other	

#### Project scope (please tick completed stages):

Feasibility	
Business Case	
Concept Design	
Site Master Plan	
Development Application	
Design Development	
Design Documentation	
Construction Advice	
Contract Administration	
Defects Inspection	
Post Occupancy Evaluation	

### Project Example 3 – Overview

<b>Client Contact:</b>	<b>Name:</b>	<b>Tel:</b>	
<b>Client Organisation:</b>			
<b>Project Duration and Completion date:</b>			
<b>Building Contract Value:</b>	<b>\$</b>	<b>(incl GST)</b>	<b>Engagement Fee:</b>
			<b>\$</b>
			<b>(incl GST)</b>
<p><b>Project:</b> Provide a short description of the project, including the site context, scope and design outcomes. You may consider how the project meets one or more of the 7 objectives of Better Placed.</p> <p>(maximum 75 words)</p>			
<p><b>Process:</b> Describe how your firm approached this project. How was complexity managed during the process? How did you respond to or enhance the client's brief?</p> <p>(maximum 75 words)</p>			
<p><b>People:</b> Describe how your team engaged with the client and stakeholders. How did you mitigate risk? Did you manage conflict? How did the project respond to the needs of the client and the community?</p> <p>(maximum 75 words)</p>			

### WORK EXPERIENCE 3

(Insert project name here)

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(Insert project name here)

---

**General Note:** Please provide drawings and images of your project. This should include plans, sections and elevations, and at least one drawing or view that shows how the project relates to the broader site context.

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**WORK EXPERIENCE 3 – DRAWINGS OR IMAGES**

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**WORK EXPERIENCE 3 – PROJECT IMAGES**

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### CLIENT REFERENCE 3

Project name: (Insert here)

\_\_\_\_\_

Client name: (Insert here)

\_\_\_\_\_

Client Organisation: (Insert here)

Client mobile No: (Insert here)

Client signature: (Insert here)

As the client who paid for this service, did the Service provider meet your expectations?

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<b>Overall comment:</b> How was the overall design process? Was the applicant good to work with? How did the Service Provider enable you to realise a vision and/ or enhance your project brief?  (maximum 100 words)						