



SAIA GUIDELINES FOR SHORT, SINGLE STAGE ARCHITECTURAL COMPETITIONS

The SAIA Code of Ethics, which is binding on all SAIA members, prevents members from entering any architectural competition which is not approved by SAIA. The general SAIA rules for architectural competitions for major architectural works are relatively onerous, more time-consuming and relatively costly for clients (sponsors). The following guidelines are intended to provide a vehicle for SAIA approval of alternative competitions, thus enabling SAIA members to participate.

Purpose of Guidelines

The purpose of these guidelines is to set out requirements for short, single stage competitions that are fair to clients (sponsors) and architects. SAIA supports the UNESCO competition rules as paraphrased by the UIA. These can still be used for major public buildings. Clients can contact SAIA in this regard for advice. A two-stage competition usually takes a minimum of eight months to conduct and can be expensive.

These guidelines are specifically aimed at competitions with a short time span.

Advantages

The advantages of short, single stage architectural competitions are:

- For clients (sponsors):
 - A vehicle to get results in a relatively short time
 - Cost effectiveness
 - SAIA approval allowing for SAIA membership participation
- For architects
 - Reduced cost through limiting of information required and time spent
 - Fair adjudication through a jury of peers
 - Protection of copyright/intellectual property
 - SAIA approval allowing for SAIA membership participation

Minimum Requirements

The minimum requirements are:

- Proper brief including:
 - Purpose of the competition
 - Definition of the nature of the problem/proposition
 - Practical requirements to be met by the competitors
 - Submission (documentation) requirements
- Anonymity
- Short time span : not more than 2 weeks (10 working days)
- Registration of competition with SAIA for SAIA approval : Registration fee to be determined by SAIA
- Prize awards : range of 0.1% to 0.5% of value of building, first second, third prize or as agreed with SAIA
- Copyright retained by authors
- Jury : panel consisting of architects (majority) and representatives of client and/or others. SAIA to nominate architect members
- Specific rules of participation to be spelled out
- Feedback / exhibition
- Risk
 - Include risk assessment : Architects to be registered with SACAP and have Professional Indemnity cover

- Small firms to form JV with bigger firms if required

Procurement

There are two possible procurement options. The intended procurement method must be stipulated as a specific rule of the competition.

- Option 1 : Appointment of winner directly
- Option 2 : Two envelope system
 - First envelope: Design
 - Second envelope : Information about company. Score card: 10% BBBEE; 20% price; 70% design and experience (40% carried over from competition)