

QBS: What should be included in the negotiation phase?



After the selection of the most qualified team, here are the key components that should be included in the negotiation process during QBS:

1. **Scope of Work:** Discuss and clarify the scope of work for the project. This includes defining the specific tasks, deliverables, and objectives that the architectural or engineering firm will be responsible for accomplishing.
2. **Services:** Negotiate the services to be provided by the firm. This involves detailing the design, planning, analysis, and other services required for the project. Discuss additional services such as innovation, sustainability or community engagement.
3. **Fee Structure & Payment:** Negotiate the fee structure, which may include hourly rates, fixed fees, or a combination. Consider the complexity of the project, the firm's expertise, and market rates. Determine the payment schedule and specify project phases when payments will be made.
4. **Contract Terms:** Discuss contract terms, including the duration of the contract, termination clauses, intellectual property rights, and all other legal aspects. Ensure that the contract protects the interests of both the client and the Architectural or Engineering firm.
5. **Project Timeline:** Establish realistic time frames for design, review, and implementation. Timely completion is essential for successful project delivery.
6. **Communication and Collaboration:** Address communication channels, reporting frequency, and collaboration methods.
7. **Quality Assurance & Risk Management:** Discuss quality control measures. Ensure that the Architectural or Engineering firm adheres to industry standards, best practices, and quality assurance processes throughout the project. Discuss how unexpected challenges or changes will be handled during the project.

If negotiations cannot be successfully concluded with the top-ranked firm, move down the list to the next qualified firm until an agreement is reached. For more information on QBS, you can contact AIA Ohio at 614-221-0338 or email us at AIAOhio@assnoffices.com.



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