



CHOOSING YOUR *Qualified Person (QP)*



A GUIDE FOR CLIENTS

Please note that this is meant as a guide only and not an exhaustive list of things to consider.

BAPEQS recommends that you give careful consideration to exactly what you require from your architect prior to any meeting and that you take notes and explain your requirements to your architect clearly.

HOW TO CHOOSE YOUR *architect*

ABCI cannot recommend an architect to you but you can use our website <http://www.bapeqs.gov.bn> to get a list of BAPEQS Registered Architects with a valid Practising Certificate.

You may also review the **QP Development Submission Standings** (posted and updated quarterly on the Ministry of Development website: <http://www.mod.gov.bn>) (Note: the QP Development Submission Standings solely represent the performance of the QP in terms of approval for Building Development and quantity. The standings do not take into account the quality of each QP's design, project execution, client relations etc.)

It may also be worthwhile talking to other people who have had similar work done. You might want to think about getting an architect who specializes in the type of work you are thinking of doing, whether you want an architect from a small or medium to large practice, whether you want an architect with a modern approach to design, or one who is more traditional.

We recommend surveying **AT LEAST** a minimum of 3 different architects before making a decision.

It is understood that **cost** is often a very important factor to consider, however, it is worth remembering that the cheapest quote may not always be the best value for money.

NAME OF ARCHITECT

ARCHITECT'S COMPANY

IS THIS PERSON REGISTERED UNDER BAPEQS AND DO THEY HAVE A VALID "PRACTISING CERTIFICATE"?

IMPORTANT: If the individual is NOT registered with BAPEQS, they are **NOT** an architect and should not be using the title "Architect". Additionally, under the APEQS Order 2011 Section 10(1)(a) "...no person shall draw or prepare any architectural plan, drawing, tracing, design, specification or other document intended to govern the construction, enlargement or alteration of any building or part thereof in Brunei Darussalam unless he is a registered architect who has in force a practising certificate".

WHAT SHOULD I DO *first?*

1. WHAT DO YOU WANT TO ACHIEVE?

(For example, a new extension to a house, a conversion, industrial development, a new house etc)

2. WHAT DO YOU WANT THE ARCHITECT TO DO FOR YOU?

(For example, obtain Approvals, provide you with drawings, obtain quotes, project manage the work etc)

NOTE: It is important to know that the Authority will only accept submissions from QPs

Prior to meeting with your architect for the first time, it is worth spending some time writing down what you would like to achieve.

For example, you might just want an architect's advice, you might want them to obtain quotes for the building work you have in mind or you might want them to manage every part of the project for you from start to finish.

It is important for both the client and the architect to have a clear understanding of what is needed, and what is expected of both parties.

3. WHAT IS YOUR BUDGET?

4. DO YOU HAVE ANY TIME CONSTRAINTS?

Meeting your **ARCHITECT**

The architect will want to talk to you about your building project so they understand what you are looking for. You should take the architect's advice into account when making decisions, but if they suggest something that you are not comfortable with, **do say so**.

If you both clearly understand what you want at this early stage, it may help prevent problems as the project progresses.

WHAT DOES THE ARCHITECT ADVISE?

ARE YOUR PROPOSALS ACHIEVABLE ON YOUR BUDGET?

Note: your budget will also need to cover any third party costs such as engineers and surveyors etc.

THINGS TO CONSIDER

1. What is the architect's fee? How will it be calculated and are there any other extra costs?

(i.e project value, percentage of construction cost, hourly rate etc)

2. Who will be the point of contact during the project?

3. How often will the architect update you on the progress of your project?

You should highlight to your architect that it is imperative that they keep you informed of anything which might affect the quality and/or cost of your project.

4. Who will be undertaking the work?

5. How is best to be contacted – in writing/email, via phone or face to face?

6. What does the architect need from you before they can start work?

7. Do you have any concerns?

THE SMALL PRINT

**ANY AGREED VARIATIONS TO
THE WRITTEN AGREEMENT
SHOULD BE RECORDED IN
WRITING**

At the very least, the agreement should state:

1. The contracting parties
2. What work the architect will do
3. What the fee will be, or how it will be worked out
4. Who will be responsible for what on the project
5. Any constraints or limitations on the responsibilities of the parties
6. Any special provisions for cancelling the agreement
7. Whether there are any special terms for settling disputes
8. That the architect has adequate and appropriate insurance cover
9. What you should do if you have a complaint about their service

SOME HELPFUL ADVICE:

1. Check what was said in writing about who was responsible for what, and what the terms and conditions are on the agreement or contract
2. Put your complaint in writing so that both you and your architect have a record of your concerns
3. Ask who will deal with your complaint, and how long it is likely to take before it is settled
4. Set out the details of your complaint as clearly as you can
5. Keep notes of any meetings you have, and keep copies of any letters you send to your architect
6. Tell your architect how you would like the complaint to be settled – this way your architect will know what you expect, but remember that your architect may not be able to do what you ask

*What happens if
SOMETHING
goes wrong?*

Sometimes, you might be unhappy about the progress of a project or some other aspect of the work. If this happens, you should tell your architect straight away. The architect should have their own procedures for dealing with your complaints. Talking to your architect directly is often the quickest and best way to settle a problem. If your architect doesn't know that something is wrong, they won't be able to resolve your issues.

In addition to this, your architect should also let you know that you can complain to BAPEQS if you have a complaint regarding their conduct or competence.