



THE MANITOBA ASSOCIATION OF ARCHITECTS  
137 BANNATYNE AVENUE WINNIPEG MANITOBA R3B 0R3  
PH: (204) 925-4620 FAX: (204) 925-4624 EMAIL: info@mbarchitects.org

## Limited Provincial Architectural Competition Guidelines

*This document was approved by the Council of the Manitoba Association of Architects in March/04.*

### 1. GENERAL

If a sponsor elects to hold an architectural competition under the format of a limited competition, then it must be carried out in accordance with these guidelines and the pertinent sections of the MAA By-Laws under *The Architects Act*, R.S.M. 1987 Chapter A.130.

A 'limited competition' means an architectural competition other than an open competition, in which an invitation to compete is extended to two or more entities, which are registered with the MAA and authorized to practice architecture in the Province of Manitoba."

Note: If the competition is an open competition or a national or international competition, then it must be carried out in accordance with the Canadian Rules for the Conduct of Architectural Competitions, Document Five, revised 1990, Committee of Canadian Architectural Councils. (Document Five is available from the MAA.)

### 2. OBJECTIVE OF LIMITED COMPETITION

The objective of the limited competition may be for one of the following purposes:

- (a) Selection of a design and its architect for a project which is intended to be carried out.
- (b) Selection of an architect for a project which is intended to be carried out.
- (c) Selection of a design intended to explore or research the possibilities of specific types of buildings, materials and construction methods (an "Ideas Competition").

### 3. RESPONSIBILITIES OF THE SPONSOR

- (a) To provide the competitors with the information required to participate in the competition. The following information should be included,
  - (i) Name of sponsor
  - (ii) Subject of the design competition
  - (iii) Objective and submission requirements

- (iv) Names of participants and confirmation that participants are entities that are registered with the MAA and authorized to practice architecture in the Province of Manitoba
- (v) Budget of sponsor's project
- (vi) Professional services anticipated
- (vii) Remuneration of the participants
- (viii) Schedule of activities
- (ix) Adjudication provisions
- (b) To draw up for distribution to the competitors the particulars and conditions of the limited competition in accordance with this document.
- (c) To establish all the competitors' rights in the designs submitted including protection of the designs under the *Copyright Act*.
- (d) To answer competitors' questions promptly.
- (e) To conduct the competition in such a manner that all competitors will be placed under uniform conditions.
- (f) To examine the designs and ascertain whether they comply with the mandatory requirements of the conditions.
- (g) To acknowledge receipt of every submission.
- (h) To advise the competitors of the results of the judgment.
- (i) To remunerate the participants promptly upon conclusion.
- (j) To ensure that all competitors are entities which are registered with the MAA and authorized to practice architecture in the Province of Manitoba, in accordance with The Architects Act and MAA By-Laws.

#### 4. RESPONSIBILITIES OF THE COMPETITORS (ARCHITECTS)

- (a) To satisfy themselves that all competitors will be equally remunerated and that the fees are disclosed, fair and reasonable.
- (b) To satisfy themselves that all competitors are equally treated.
- (c) To satisfy themselves that these guidelines are met.

#### 5. PROFESSIONAL ADVISOR

A professional advisor may be selected by the sponsor. Where the professional advisor is:

- (a) a member of the sponsor's staff, he/she must be an architect licensed in Manitoba by the MAA.
- (b) retained by the sponsor for this purpose, he/she must be a registered member of the MAA.

The role of the professional advisor includes but is not limited to the following:

- (a) Assisting in the preparation of the conditions and program for the competition.
- (b) Advising on the make-up of a jury or of an alternative assessment procedure for the competition's submissions.
- (c) Advising on the overall costs and professional fees for the competition.
- (d) Advising on the choice and number of competitors.
- (e) Ensuring that all competitors are placed under uniform conditions.

- (f) Assisting in ascertaining whether the submissions comply with the conditions and program.
- (g) Assisting the jury or assisting in the alternate assessment procedures.
- (h) Assisting in the exhibition and/or publication of the submissions and the results.

The services of the professional advisor are governed by *The Architects Act*, R.S.M. 1987 Chapter A.130 and the MAA By-Laws.

## 6. JURY

A jury may be appointed to assist the sponsor in the assessment of the submissions. In such a case, it is recommended that architects be part of the jury.

## 7. EXHIBITION

The sponsor may arrange for a public exhibition of the submissions. The sponsor may make available photographs or reproductions of the submissions for the use of the media. In all cases, the authorship of each submission shall be fully and properly credited.

## 8. REMUNERATION

The preparation of submittal documents is generally costly to produce.

Sponsors are encouraged to request only those elements which will form the basis for selection of the winning entry.

In order that the sponsors receive best value from the competition, the amount of remuneration should fairly represent the cost to the competitors to produce their entries.

All competitors shall be equally remunerated at the conclusion of the competition.

## 9. ADMINISTRATION COSTS

Administration costs of the limited competition shall be paid by the sponsor.

## 10. CONDITIONS

The conditions of the limited competition must be identical for each competitor and must be so drawn as to form a binding agreement between the sponsor and the competitors and must be specific on the following:

- (a) Name of sponsor and his/her role in the competition.
- (b) Assessment procedure and provision and makeup of the jury where applicable.
- (c) Time, place and address for receiving the submission.
- (d) Data on site, program and requirement of the project.

- (e) Statement of the sponsor's views concerning the solution of the problem.
- (f) Description and number of plans, sketches, drawings, graphic representations, specifications, and/or models required.
- (g) Amount and terms of remuneration.
- (h) Provision for questions and answers and dates for same; all answers being furnished to all competitors in writing.
- (i) Provision for exclusion of designs through violation of conditions.
- (j) Provision for the sponsor to have the right to reject any or all submissions and/or not to proceed with the completion of the building project. This will not relieve the sponsor of the obligation to remunerate all submitting competitors equally and as previously agreed. In this event, the professional advisor to the competition shall not accept the commission.
- (k) The date of the sponsor's announcement of the winner and, where applicable, the location of any exhibition.
- (l) Disposition of submission materials.

## 11. MAA

The MAA is prepared to provide sponsors of limited architectural competitions with advice and comments.

The Manitoba Association of Architects gratefully acknowledges the assistance of the Ontario Association of Architects in permitting the use of its material concerning Limited Architectural Competition Guidelines in the preparation of this document.