

You are in charge of marketing the services of a historic designer, and must respond on his/her behalf to an RFQ (Request for Qualifications). To do this, you will need to do research on that designer's work and his or her approach to the design process. The progress of this research will be documented in Part I of this project, an Annotated Bibliography. Part II is your response to the RFQ.

You will need to sign up to represent one of a list of 25 designers after class on September 17th.

PART I: BIBLIOGRAPHY DEVELOPMENT – Due at start of Discussion section OCT 10th

a) PROJECT DESCRIPTION

Develop an annotated bibliography of sources of information about the designer you have selected. These should be sufficient in number and in coverage to enable you to complete Part II of the assignment, as described in the following pages.

- Your bibliography must have a minimum of **5 scholarly** sources, in addition to any others you find useful.
- One of the five scholarly sources **MUST** be a journal article
- You must attach a copy of the **first five** pages of one journal article to your bibliography.
- **ONLY ONE** of these five scholarly sources may be an Internet webpage

N.B. You will receive ZERO credit for Part I if any of these requirements is not met. Be sure you know what is considered a scholarly source and if you have questions, ask.

- Hint: if you aren't sure whether a periodical is considered scholarly, check to see if there are footnotes or endnotes in the articles. Not having them doesn't always mean it isn't scholarly, but having them is a sure sign that it is.
- You may use ONE Internet webpage as one of your scholarly sources, but **ONLY** if the source provides the information necessary to document it properly in your bibliography.
- Note that journal articles which are published in hard copy, but also have the text available on-line, are not Internet web pages; you may use as many of these as you wish.

The following are often useful for finding images of your designer's work (and should appear in your bibliography if you use them), but are **NOT** considered scholarly sources. **Read carefully – this is the most common source of problems with sources:**

- Survey texts (such your textbook, Trachtenberg & Hyman's history, Janson's art history, Sir Bannister Fletcher, etc.) Most books with titles like *A History of Architecture* are surveys.
- Encyclopedias, printed or CD-ROM (unless specialized, such as *Macmillian Encyclopedia of Architects*, which lists the author for each article)
- Guidebooks or information pamphlets
- Popular or trade magazines (like *Progressive Architecture* and *Architectural Record*)

b) LOCATING SOURCES

- Books have been placed on reserve in the Architecture Library for this course; there is at least one book on reserve which will be useful for your project.
- The Avery Index (which indexes almost all art and architecture journals) is available on the UNLV library website. This is the place to start looking for scholarly articles.
- Another source for journal articles is the database Academic Search Premier, available on the UNLV Library website.
- Check the Bibliography of any source you find to see if it lists further sources that may be useful to you.
- Journal articles in languages you do not read may still be useful as sources of images.

c) ANNOTATION

“Annotated” means a bibliography which not only lists your sources but also gives a brief commentary on each source. The commentary should mention:

- what kind of information on your designer this source contains
- how extensive the information is
- anything found in this source that was particularly useful.
-

Sample entries for an annotated bibliography (this one happens to be on Frank Lloyd Wright):

Friedman, Alice T. "Chapter 1 No Ordinary House" in *Women and the Making of the Modern House*. New York: Abrams Inc., 1998.

This book includes an entire chapter on FLW's Hollyhock House and the role of his client Aline Barnsdall in shaping its ultimate form. Particularly clear and reproducible images of the Hollyhock house, including the site plan, the elevation, and some interiors.

Blake, Peter. *The Master Builders*. New York: W.W. Norton & Company, Inc., 1976.

A third of this book is on Wright and his design approach. The author argues that FLW was one of the three great Modern architects. Very useful text covering his entire working life, but the reproductions of FLW's work are poor.

d) FORMAT

Be sure to give the **name of your designer** at the top of your bibliography (as well as your name and section!) and **attach the checklist** for grading as your final page. The checklists for Part I and Part II are at the end of this handout.

One of the objectives of this assignment is for you to learn how to document a source correctly in a bibliography. For your bibliography format, use the MLA style as described in:

Gibaldi, Joseph. *The MLA Handbook for Writers of Research Papers*. New York: Modern Language Association of America, 1995 or later edition.

This text gives standard bibliographic format for each kind of source that you may find, including Internet sources.

- A copy is available in the Reference section of the Architecture Studies Library.
- Consider purchasing this handbook, as you will need one whenever you write a research paper throughout your academic career. They are relatively inexpensive in paperback, around \$18, and are available at practically any academic bookstore.
- One of the texts you used in English 102, *Prentice Hall Reference Guide to Grammar and Usage*, also has a short reference section giving some MLA-style bibliography formats.

d) EVALUATION

Part I is worth 5% of your grade for the course (the complete assignment is worth 20%). Your work in Part I. will be evaluated on the basis of the following:

- responsiveness (providing everything asked for in the assignment)
- the number, variety, and usefulness of sources you discover
- the quality of your annotations (content and grammar/syntax)
- the accuracy of your bibliographic format
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Anything turned in after class begins for your discussion section will be considered late and will be docked an automatic three points/letter grade (A to A-, A- to B+, etc) for **each day** it is late, including weekend days.

Part II. ARCHITECTURAL SELECTION PROCESS – REQUEST FOR QUALIFICATIONS

Lord Megabucks [the client] is soliciting qualifications from architectural firms for the purpose of providing architectural services for a design project. Interested firms should submit a response to this RFQ meeting the requirements set forth herein no later than 8:30 AM on Tuesday, November 26, 2019 to:

Janet R. White, M.Arch., Ph.D.
Rm 127 UNLV School of Architecture Las Vegas NV 89154-1408
janet.white@unlv.edu

Responses received after the due date and/or time may be removed from consideration [and will be penalized by loss of one letter grade per day late].

This document outlines the services required and the overall proposal requirements. One (1) copy of the response should be delivered to the above noted address for consideration by the selection committee. Questions should be submitted in writing to Dr. White at the above noted email address.

A) Required Consultant Services

The scope of services required of the Architect of Record is full architectural and engineering services, including master planning and programming, for a project to be built on a site currently owned by the client

B) Special Considerations

The design team shall have applicable prior experience in the design and construction of ____ projects. [For purposes of this assignment, fill in the blank with a project type typical of your designer's work.] The design team shall provide examples of completed projects for review by the selection committee, and a list of clients [patrons], dates and locations for major projects.

C) Proposal Format Requirements

- One (1) copy
- 8 1/2 x 11, stapled not bound, portrait format
- Maximum 5 pages (excluding front cover, image credit page(s), bibliography and check list)
- All pages numbered

D) Proposal Content

On Cover Page:

- Prime designer's name
- Contact person [student name] and UNLV email address
- Course number and name [AAD 201 History of the Built Environment]
- Date submitted [11/21/2017]
- Project Type

Page 1: Information on Firm

Provide brief data sheet including:

- Name of Primary Designer
- Primary Designer's Birthplace and Years Born and Died
- List of Major Projects with name, date, location and client/patron (if known)

Pages 2-3:

a. Approach/Methodology (no more than 400 words; include word count)

- Describe your firm's *specific* approach to the design process.

b. Unique Qualifications (no more than 100 words; include word count)

- Briefly summarize your firm's unique qualifications for this project and for a place in the history of built form.

Pages 4-5: Project Experience

Provide examples (images) of three projects completed or in progress. For **all** projects provide:

- Name and location
- Completion date or current status
- Source of images (i.e., document source in MLA format either in captions under images or on a separate page of Image Credits)

Document **one** of these three projects thoroughly, including:

- A photograph, perspective drawing or sketch
- Plan of main floor (or site plan if landscape architecture project)
- Section
- Elevation

Additional Pages Required (beyond those specified above):

- Image Credits (unless included in captions)
- Bibliography (corrected but not annotated)
- Check list for Part II (attached to this RFQ)

RESEARCH ASSIGNMENT PART I

Minimum requirements met:

Five scholarly sources yes no
If no --- automatic 0 points for project _____

One scholarly source is a journal article yes no
If no --- automatic 0 points for project _____

Name of designer at top of page yes no
If no, drop one letter grade for project (three points) _____

Up to five pages of scholarly article attached
(or DDS printout showing timely request date)
yes no
If no, drop one letter grade for project (three points) _____

Days late: drop one letter grade for each day late (three points/day) _____

Evaluation:

Variety and usefulness of _____/10

Quality of annotations _____/10

Accuracy of bibliographic format _____/10

Total points _____/30

- _____ for omissions or late submission

Score for assignment _____/30

RESEARCH ASSIGNMENT PART II. Grading Checklist

Section C. Proposal Formal Requirements met yes no

Section D. Proposal Content as requested

Cover as requested	yes	no
Firm Info page as requested	yes	no
Approach and Qualification pages		
No more than 2 pages	yes	no
Word count given	yes	no
Project Experience pages:		
No more than two pages	yes	no
Images labeled as requested	yes	no
At least 3 projects	yes	no
For one project:		
Plan	yes	no
Section	yes	no
Elevation	yes	no
3D image	yes	no

(if designer is landscape or interior architect, above list may be modified – discuss with instructor)

Additional Pages as requested:		
Illustration credits	yes	no
(or included in captions)		
Corrected Bibliography	yes	no
Check list attached	yes	no

Deduct 3 points for each omission _____

Evaluation: Understanding of the designer shown in
 Design Approach and Qualifications Responses _____

Quality of Project Experience documentation and
 its presentation _____

Composition, grammar, syntax, spelling etc. _____

 Total points out of 30 _____

 - minus points for omissions _____

 Score for assignment _____/30