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# APPENDIX H

## BIM EVALUATION AND RESPONSE TEMPLATE

DIGITAL GUIDANCE SUITE:  
AOTEAROA | NEW ZEALAND 2023

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# EVALUATION AND RESPONSE - TEMPLATE

**Suppliers should use the BIM evaluation and response document to respond to a project BIM brief in the Request for Proposal (RFP) phase.**

A BIM evaluation response is prepared by a supplier(s) to demonstrate their proposed approach, along with their capability, capacity, and competence to meet the client's goals.

The intent of the BIM evaluation and response document is to provide a consistent framework for the BIM component in an RFP.

Following the engagement of the supplier(s), the project EIR and BIM evaluation and response document form the basis of the project BIM execution plan.

This BIM evaluation and response document has been developed with reference to [the New Zealand BIM Handbook](#).

PREPARED BY:	COMPANY:	DATE:
NAME	NAME	1/1/2024

Revision Record

REVISION:	DATE:	REVIEWER:	COMMENTS:

1. BIM Uses - Proposed

Review BIM goals and BIM uses in the attached project BIM brief. Respond to each by outlining your company’s past experience with each BIM use, including how you intend to execute, collaborate, and deliver.

2. BIM Uses - Additional

The project team or individual companies may agree on additional BIM uses that will benefit them or the client. Use the table in this document to record this information for each additional BIM use. Identify responsible parties, technology requirements, software, and versions.

3. Client-specific Requirements

Review client-specific requirements in the project BIM brief, and explain how you will address or comply with them.

4. Key people - project related

List the proposed key people working on the project, including their roles and responsibilities, and describe how they will be involved with BIM on the project.

## 5. Key people - company wide

List all the key BIM people in your company, including their roles and responsibilities.

## 6. BIM Experience - company wide

List three BIM projects that your company has been engaged to deliver in the past 18 months. Provide the project names and value, and the key client contact for each one. Specify the BIM uses for each project and outline how you coordinated and collaborated with other parties on their use. State your role and responsibilities.

## 7. Information Management

Identify the responsible parties and the design authoring software/BIM technology (including version) that you plan to employ for each associated BIM use. Specify the collaboration file format the team intends to use to exchange models.

## 8. Collaboration Strategy

Outline your proposed strategy for BIM coordination, including meetings and other communication methods, as well as document management and transfer processes and the record storage system you will use.

## 9. Common Data Environment

Provide details of how you plan to interact with the wider project team using a Common Data Environment (CDE), if prescribed in the project BIM brief. State if you intend to use a company CDE for work-in-progress data management.

10. General Questions

GENERAL QUESTIONS	RESPONSE
Are you prepared to issue your native CAD/BIM format files?	
If you are not prepared to issue native CAD/BIM format files, why?	
Do you use any BIM guidelines? If yes, which ones?	
Do you understand and agree to the Model Element Authoring (MEA) schedule responsibilities and the Level of Development (LOD) required at each of the project delivery stages?	
Please list any exclusions with regard to BIM on this project	

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**The New Zealand BIM handbook.**

This document is one of a suite of documents forming the New Zealand BIM Handbook. You can download or view the remaining documents here:

<http://www.biminnz.co.nz/nz-bim-handbook>