

# 공공건축의 품질 관리를 위한 과업내용서와 일반설계지침의 표준안 제안

Proposing Standard Format of Design Guidelines and Scope of Work Statement for  
Enhancing Quality in Public Building Project

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## Summary

### Proposing Standard Format of Design Guideline and Scope of Work Statement for Enhancing Quality in Public Building Project

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#### Introduction and Purpose

The quality of a public building project is significantly influenced by its initial planning phase. Scope of Work (SOW) statement is the core document that conveys the planning to architects outlining project's goals and serving as contractual basis. However expertise and experience of staff in public construction vary greatly among commissioning organizations in South Korea.

While large-scale entities like the Seoul Metropolitan Government or the Public Procurement Service provide precise and clear SOW, smaller or less experienced institutions often lack the capacity to do so leading them to reuse or copy examples from other projects. This practice results in inconsistencies frequent design changes confusion and a lack of trust in the SOW as a reliable standard.

This study aims to address these issues by proposing a standardized format for the Scope of Work (SOW) statement and Common Design Guidelines. The goal is to enhance the planning capabilities of public clients and improve the overall quality of public architecture.

#### Problems & Current Status

An analysis of existing public building projects reveals several persistent issues stemming from inadequate planning and inconsistent SOWs

- Lack of Expertise and Consistency: A significant gap exists in the capabilities of different public clients leading to wide variations in the quality and clarity of SOWs.
- Flawed Design and Rework: Flaws in the initial design phase often due to vague guidelines which lead to budget overruns, construction delays, and repeated defects.
- Systemic Deficiencies: The current quality management systems for public architecture, based on laws like the 「Framework Act on Architecture」 and 「Architectural Service Industry Promotion Act」, are not consistently effective due to a lack of detailed, enforceable guidelines at the project level. This is compounded by insufficient expertise within client organizations and a lack of clear procedures.

## Research Methodology

To develop a practical solution, this study employed multi-faceted approach:

- Case Analysis: A comprehensive analysis was conducted on 100 SOWs issued in 2024 via the KONEPS (Korea Online E Procurement System) to identify structural problems and inconsistencies.
- Literature Review: Domestic and international guidelines were compared, including those from the Ministry of Land, Infrastructure and Transport (MOLIT) and the Public Procurement Service (PPS) in Korea, as well as Japan's "Basic Performance Standards for Government Buildings" and the U.S. GSA's "Facilities Standards for the PBS (P100)".
- Expert Consultation: Surveys and advisory workshops were conducted with public clients, architects, and construction experts to gather practical insights and validate the findings.

## Key Findings & International Comparison

The analysis revealed that while domestic guidelines tend to be prescriptive and list-based, international best practices like those in Japan and the U.S. are

performance-based. They define the required outcomes and performance levels, allowing designers greater creative freedom while ensuring quality. The survey of practitioners confirmed a strong consensus on the need for more specific, standardized guidelines and clearer communication processes.

## Proposal for Standardization

Based on the research, this study proposes a comprehensive standardization plan:

- **Standardized SOW Format:** A consistent structure and terminology for all SOW documents is proposed. This includes standardized chapters for General Provisions, General Guidelines for Task Performance, Technical Guidelines, and Deliverables.
- **Standardized Common Design Guidelines:** A detailed set of minimum quality and technical standards is provided for seven key disciplines: architecture, structure, civil engineering, mechanical/fire protection, electrical/fire protection, communications, and landscaping. This aims to prevent common defects and ensure a baseline quality level across all projects.
- **Risk Prevention Checklist:** A checklist derived from frequently reported issues in media and expert consultations is included to help clients and designers proactively identify and mitigate risks related to space planning, budget management, legal compliance, and user requirements.

## Conclusion & Recommendations

This study presents a systematic framework for standardizing SOWs and design guidelines to enhance the quality of public architecture in South Korea. By providing a clear, consistent, and practical tool for public clients, this proposal aims to strengthen planning capabilities, improve communication with designers, and proactively manage project risks.

For successful implementation, this study recommends the establishment of a national-level integrated standard, legislative amendments to support it, and the creation of a continuous feedback and revision system. Furthermore, strengthening

education and support systems through public architecture centers will be crucial for ensuring that these standards are effectively adopted and contribute to the sustainable improvement of the nation's public buildings.

**Keywords :**

Public Architecture, Scope of Work (SOW) Statement, Design Guidelinesm Standardization, Quality Enhancement, Risk Management