

# APEAS<sub>LTD</sub>

ARCHITECTS' PROFESSIONAL EXAMINATION AUTHORITY IN SCOTLAND Ltd.

THE EXAMINATION IN PROFESSIONAL PRACTICE &  
MANAGEMENT: PART 3, 2013/14

## SCENARIO to the PRACTICE EXAMINATION

**All the characters, locations and incidents contained in this Paper are fictitious. The projects, if based on live events, have been amended to conceal specific identity.**

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## SCENARIO

The following information describes the hypothetical architectural practice for which you, the candidate, 'work' as an architectural assistant with two and a quarter years of professional experience. It sets out the structure of the firm and something of its philosophy, the people involved and the work they are presently doing, and the financial framework within which they are operating. It includes scenario information on various projects which may be the subject of questions in the written Examination Paper.

### THE PRACTICE

GFY Architects  
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CB1 9RW  
United Kingdom  
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## THE PARTNERSHIP

**Miriam Gorst DA, RIBA, FRIAS** is 61 years old. She trained at the Westcoasts University School of Architecture and was a RIBA Bronze medallist as a student. She is a past President of the Cityburgh Institute of Architects. She promotes conservation and green issues and has gained a reputation as a good designer and as an expert witness.

**John Young B.Arch, RIAS, LLM** is 45 years old and joined the Partnership in 2004. He trained at the Westcoasts University School of Architecture and has recently accepted an External Examiner role for the undergraduate course. He has a keen interest in the legal context of architectural practice and successfully completed a 3-year degree course in construction law at the University of Cityburgh receiving a LLM award in 2012.

After a gradual process of reducing his weekly time commitment to GFY Duncan Flynn retired from the Partnership in early 2012.

His early retirement was prompted through the increasing volume of adjudication referrals combined with his successful writing and lecturing commissions. He had agreed to act as an ambassador to the practice in terms of external relations, extending the time frame for the handover of his long-standing client contacts, and to help with client networking in general. This period has now passed and Duncan has no longer a connection with the practice.

## **Background:**

The Practice has now been in business for 27 years. GFP (the original practice established by Gorst, Flynn and Paske) was set up in 1985. Neil Paske, who had retired as a partner and was acting as a consultant to the practice, had his agreement terminated ten years ago following a major liability issue resulting from a project he was responsible for. Fortunately, the matter was settled by the practice's Professional Indemnity Insurer before it reached court.

Duncan and Miriam, following the departure of Paske were concerned that there was no one within the practice either capable of joining or willing to join the Partnership. They had considered in some detail a merger with a larger practice but grew increasingly troubled by the legal and fiscal complexities and by the loss of identity and control that the merger might entail.

John Young had been taught by Duncan as a student and, having set up as a sole practitioner 3 years after qualifying, had developed his practice to a point where he was over-stretched by a mix of small commissions and several large design and build projects.

John had kept in touch with Duncan, knew of GFP's good reputation, and recognised the potential benefits for both organisations in joining forces. Since neither practice had high levels of retained capital, it was relatively easy to establish a basis for partnership. This seemed to offer a natural path to growth for all three individuals, with, at long last, the introduction of some young blood into GFP.

Almost the first thing that the three agreed was that the practice name should affirm that they were practicing as architects. References to "Building Design" and "Development Consultants" were dropped in favour of the unambiguous title Architects. Duncan and Miriam were happy to drop the Paske name from the practice and all three agreed that a change to GFY Architects would offer some valuable re-branding and marketing opportunities.

After a busy year of preparation GFY was reconstituted as a Limited Liability Partnership in 2003.

Flynn's retirement from the Partnership has been entirely amicable. Miriam and John have respected his decision to make a clean break from the practice and are grateful that he had agreed to undertake his ambassador role. They would have however preferred more time to prepare for his departure, following the 6-month notice period required under the LLP agreement, and are concerned that the transfer of Duncan's practice commitments has not been to the level they would have ideally liked.

Flynn had agreed to defer his financial settlement for a period of 12 months allowing Miriam and John time to explore the financial options to 'buy out' Duncan's equity in the Partnership. A financial settlement was reached in the sum of £100,000 which was determined based on retained profit and share of capital. It was agreed that this is to be paid out over 5 years with an initial payment of £40,000 and five further payments of £12,000 so that there is not a huge drain on the practice's finances (An interest rate of Bank of England base rate plus 2% is applicable to the remaining payments). This was shared between Miriam and John so as to provide them with an equal shareholding in the practice.

Before Duncan's retirement the profit share agreement was:

- Duncan Flynn 30%
- Miriam Gorst 40%
- John Young 30%

Under the new agreement this split is now

- Miriam Gorst 50%
- John Young 50%

Gorst and Young were also adamant that the practice should still be named GFY Architects to maintain continuity and avoid the requirement for further rebranding. Duncan has agreed to this.

Miriam Gorst is still committed to the practice and has no immediate plans for retirement. She has taken over from Duncan Flynn as chairperson of the LLP. John Young and Miriam Gorst realise that a secession plan is now very much an issue and plan to make time over the coming year to address this. They hope to involve associates Paul Moore and Jill Kahn in Partnership talks.

**Policy:**

The practice has historically been structured around the particular strengths of the partners. They have decided still to describe themselves as partners though, under the provisions of the LLP legislation, they are formally described as Members of the LLP.

The office has a diverse workload across both private and public sectors. Gorst handles larger commercial, education and industrial developments and leads on conservation work. Mixed-use urban design based projects were normally carried out by Flynn; however this work has transferred to John following Duncan's retirement. Young has also built strongly on the varied workload he brought to the practice and has firmly established the office within Design & Build procurement, with a number of large contractor / developer clients.

John completed his first development (independently from GFY) in a joint venture project 5 years ago. Although the prevailing market conditions have prevented any opportunities since, he is still keen to explore the further potential of taking a direct financial interest in the type of small scale developments in which the practice is involved.

Jill Kahn and Paul Moore have taken an increased role within GFY and have impressed Miriam and John with their commercial skills with both associates bringing new work into the practice.

The Practice secures many small-scale domestic projects. Although these are beneficial in regards to workload, and in the current financial downturn a vital aspect of the practice's cash flow, it is found to be increasingly difficult to generate any profit from them and they divert staff from larger, potentially more lucrative jobs. Both Paul and Jill have been more successful in bringing in a good proportion of these small projects over the last year.

The practice has a set procedure in place to systematically review electronic Public Procurement notices on a weekly basis. The partners and associates carefully assess whether the practice should bid, preferring projects where they have the required expertise and the capacity to score highly in quality based submissions. Feedback on unsuccessful bids is secured as a matter of policy. While the practice regularly progresses to the Invitation to Tender stage, projects are invariably being lost to considerably lower fee bids. As a result, Miriam and John have had to reassess the process for job costing / fee bidding to ensure that financial submissions are as competitive as possible.

An internal programme of CPD events is arranged for all staff whilst individuals are asked to attend external courses/seminars, disseminating the information to the rest of the office at internal sessions on their return. Practice associate Paul Moore is responsible for the management of the practice CPD programme. Staff training is tailored to enhance the office skill base and recorded in individual personal development plans. Training plans are discussed and agreed with the partners at annual reviews, with all members of staff maintaining individual CPD/training record sheets.

John Young has assumed the position of practice Health & Safety Officer and is keen to ensure that Health & Safety is taken seriously within GFY Architects. The Practice was the subject of an HSE Construction Inspector's visit in 2006 and as result of that John has established an in-house CDM review panel.

The CDM Co-ordination services previously offered by Duncan Flynn generated a modest and consistent fee income. Miriam and John realise the importance of maintaining this turnover. In view of his current health and safety responsibilities

John has undertaken formal CDM Co-ordinator training and Association for Project Safety accreditation and is now a certified CDM-C.

The Practice is a member of the local chapter Practice Information Service. For an annual subscription this entitles the practice access to a solicitor for advice on appointments and contracts as well as regular updates on practice management, contract law and new legislation.

The firm operates a quality management system and gained formal BS ISO 9001:2000 accreditation in 2007. Re-accreditation under the ISO 9001:2008 standard was successfully achieved in 2010. Each year the practice has successfully obtained their re-accreditation.

The office uses current appointment documents whenever possible. The practice still works to the older RIBA Stages of Work and have not yet adopted the new RIBA plan of work introduced in 2013. The Scottish Conditions of Appointment of an Architect (SCA/2000 November 2011 revision) is preferred or the Small Project Version (ASP/2005 November 2011 revision) for simple low value projects. The use of standard appointment documents for Design and Build projects, Scottish Conditions of Appointment of an Architect (DBC/2000 or DBE/2000 November 2011 revisions) are preferred and are used when a bespoke agreement is not requested. The RIBA Standard Form of Agreement 2010 is also relevant, depending on client or site location.

The firm holds professional indemnity insurance to £5,000,000 for each and every claim since clients frequently require cover at this level. The policy excess figure is £5,000.

With Duncan's departure the practice has introduced a revamped website at a cost of £15,000. This has been masterminded by Jill Kahn who has the responsibility of keeping the website up to date. The creation of the website forced the practice to think very carefully about how they want to be perceived within the market and what indeed their business strategy should be. However,

no real consensus was found between Miriam and John and these discussions are ongoing.

### **Premises:**

GFY rent 3,000 sq ft of office premises in a 1970's office building at £20 per sq ft. A rent review was carried out 8 years ago, the annual service charge is £9,000 with rates at £18,000 per annum and heating and lighting at £6,000 per annum. The premises are subject to a full repair and maintenance lease and the practice budget is £8,000 per annum for repairs. Due to the prevailing financial conditions the Partners have decided to continue their short term recurring lease with their landlord, however, with the reduction of staff members over the last 5 years, the office is now larger than required and a large overhead to sustain.

Miriam has taken responsibility to undertake a review of accommodation options and is in negotiation with the landlord over a possible rent abatement, sub-let approval, or relocation to a smaller unit.

### **Computers:**

GFY has a fully integrated computer network with a workstation for each member of staff. Peter Sikorsky has been IT Manager for 4 years. The file server has an automatic back-up system and can be accessed by the partners and associates remotely. They use an industry standard package for word processing, spreadsheets, database and E-mail, and they have an industry standard CAD system which is used both for 3-D visualisation and production work with rendering packages for presentation work.

The practice has just started to implement BIM. They have upgraded three of their CAD licences to Revit and sent Peter, Helen and the candidate on a Revit training course. Three computers have been upgraded to cope with the new software.

**Administration:**

John Young took on responsibility for re-drafting the Management Rules of the LLP following Duncan's retirement. Gorst and Flynn remain as Designated Members of the LLP. Miriam is responsible for financial management and John for resource management and office job running systems, with Duncan Flynn's responsibility for external relations now shared by both partners. John remains interested in current thinking about key performance indicators and hopes to find time to explore whether GFY's systems can be developed to respond to such issues.

The PA/Practice Secretary, Roberta Smith handles the day-to-day administrative load for the practice with input from part-time bookkeeper Hubert Reed. In addition, the Practice Secretary who has been trained in a variety of computing programmes provides efficient financial control and management reports in respect of the status of the practice.

The office has a 35-hour working week and a 1575-hour working year, allowing for all holidays and a provision for lost time. Holidays total 30 working days per annum, including statutory days. A flexitime arrangement was introduced following representations by several members of staff.

**Staff:**

The office salary structure was last reviewed in the last year. It is clear that other architectural practices are in the same position as GFY with the real value of salaries dropping due to inflation.

Due to the reduction in work load and drop off in turnover a 4 day working week for technical and admin staff was instigated in late 2011 following a process of consultation. As the practice has been successful in achieving some notable commissions in the last year it was decided to reinstate the five day week. However, this only reinstated salaries to what they were in 2011. Nevertheless this news was very well received by the staff and morale has been substantially improved.

A new graduate has started. Patrick O'Connell has particular experience in 3D visualisation and is an excellent addition to the team. Part-time bookkeeper Hubert Reed reduced his commitment to the office to 1 day per week.

## PERSONNEL

	Annual salary	Position	Cost to the office Per hour
Miriam Gorst	£40,000 (notional salary)	Partner	£50.00
John Young	£40,000 (notional salary)	Partner	£50.00
Paul Moore BArch Dip (Arch) ARIAS	£37,000	Associate	£45.00
Jill Kahn ARIAS, RIBA, LIb	£37,500	Associate	£45.00
Peter Sikorsky Dip Arch RIBA	£30,000	Architect	£35.00
Zainab Rashid.BArch.Dip.(Arch) ARIAS	£30,000	Architect	£35.00
Helen Goldie	£27,000	Technologist	£32.00
Candidate BArch Dip Arch	£20,600	Graduate	£25.00
Hazel Jones B Arch Dip Arch	£20,000	Graduate	£25.00
Patrick O'Connell BArch Dip Arch	£20,000	Graduate	£25.00
Roberta Smith BA	£24,750	PA Secretary to Partners	
Melanie McKean	£20,000	Secretary	
Hubert Reed	£4,000	Part time book keeper	

The cost to the office hourly rate in the table above is calculated as the share of salary and overhead costs for the office as a whole attributable to each technical member (including partners). It excludes any provision for profit.

The office uses the rate of 18 pence per £100 of salary when charging clients on a time basis.

### **Financial Summary:**

The practice has continued to experience a downturn in turn over and profitability over the last 6 years as the general economy continues to flat line. However, the practice has benefited from some of the early 'green shoots' by winning a number of good sized commissions.

Profit levels peaked at 33% for 2007-2008, reduced to 20% for 2008-2009 and dropped again to 17.5% for 2009-2010. Turnover for 2011-2012 reduced to £660,000 with a profit level of 15.93%. Turnover for 2012-2013 was up at £674,000 with a profit of 14.9%

Miriam has been cautious in the financial forecast for 2014 projecting a turnover of £665,000. Profit levels are forecast to be reasonably stable at 15%. This reduced level of profit from 2007 is indicative of the reduced fee levels being received for projects.

The management team have continued to tighten up on overheads wherever possible although the £15,000 expenditure on the revamped website was deemed essential. Partner earnings have remained accordingly low, with Miriam and John taking substantially less partner drawings from the LLP than in previous years. However, with the financial agreement with Duncan now finalised this will improve next year.

Cash reserves have remained static. However, the value of bad debts having to be written off from the balance sheet has tailed off during the last 12 months.

Cash flow is reasonably good. The partners are concerned that reserves have dropped below the target 3-month turnover calculus, but are comfortable that the cash balance is still substantial enough to cover cash flow without reliance on bank finance.

As a result of the financial measures undertaken the practice continues to weather the storm and out performs many of its competitors.

The following financial summary gives a simplified view of the practice's predicted profit and loss figures for the year 2013.

## Profit/Loss Forecast for 2013

	TOTAL	Percentage of turnover (%)	
<b>INCOME</b>			
Miriam Gorst	185000	25.51%	
John Young	355000	48.96%	
Paul Moore	75500	10.41%	
Jill Kahn	35600	4.9%	
Work in Progress	57500	7.93%	
<b>Fee Total</b>	<b>708600</b>	<b>97.72%</b>	
<hr/>			
Photos / prints	7500	1.03%	
Travel / subsistence	5500	0.76%	
Other income	3500	0.48%	
<b>Net earned income (turnover)</b>	<b>711100</b>	<b>100.00%</b>	
<hr/>			
<b>EXPENDITURE</b>			
Technical salaries (inc NI)	222100	31.23%	5 day week reinstated
Admin salaries (inc NI)	48750	6.86%	
Pension scheme	26500	3.73%	
Staff training	7000	0.98%	
Travel & subsistence	12400	1.74%	
Car costs	16000	2.25%	
Rent	62000	8.72%	
Rates	19000	2.67%	
Insurances	8000	1.13%	
PI Insurance	23000	3.23%	
IT / Software costs	19500	2.74%	
Equipment costs	20000	2.81%	
Telephones	9500	1.34%	
Dwg office supplies / Stationery	13000	1.83%	
Postage	5000	0.70%	
Photos / prints	10000	1.41%	
PR / Publicity / Entertainment	20000	2.81%	Includes £15k for new website
Subscriptions	3000	0.42%	
Books / publications	3000	0.42%	
Heat / Light	6000	0.84%	
Fabric maintenance	8000	1.13%	
Accountant fees	12000	1.69%	
Legal / Professional fees	4700	0.66%	
Bank Interest / Charges	1750	0.25%	
Miscellaneous / Contingency	10000	1.41%	
Depreciation	15000	2.11%	
<b>Total expended</b>	<b>605200</b>	<b>85.11%</b>	
<hr/>			
<b>Profit</b>	<b>105900</b>	<b>14.89%</b>	
<hr/>			
<b>Indicative cash position</b>			
Income predicted	725100		
VAT on Income @ 20%	145020		
<b>Total cash income</b>	<b>870120</b>		
Trading expenditure	605200		
VAT on expenditure @ 20%	46220		
VAT to Customs & Excise	98800		
Payment to Duncan Flynn	£40,000		
Partners' Drawings	80000		
<b>Total cash expenditure</b>	<b>£870,220</b>		
Cash movement over year	-100		
<b>opening bank balance</b>	<b>95670</b>		
<b>closing bank balance</b>	<b>95570</b>		

## **CONSULTANTS/ADVISERS**

### **LEGAL**

DUN, TRIPP and FORSYTH, Solicitors, 70 Albert Road, CITYBURGH, CB2 8OA  
Contact: Mr Brett Forsyth, Milt LLB.

### **FINANCIAL**

MONTROSE Ltd, Accountants, 3 Albert Close, CITYBURGH, CB2 7AA.  
Contact: Mr Virus Susendrah CA. (The financial year runs from 1<sup>st</sup> September to 31 August).

### **BANK**

BURGHDALE BANK PLC, 92 Chambers Street, CITYBURGH, CB1 3PN.  
Contact: Ms Irene McSplash (Senior Manager).

### **INSURANCE.**

EASTERN ASSURANCE PLC, 46 The Square, CITYBURGH, CB1 2EM.  
Contact: Mr Sean Gordon

For professional consultation the following firms have been regularly used. Other Consultants for Building Services, Landscape, Fire Engineering etc. are engaged as necessary depending on the nature and source of each job.

### **QUANTITY SURVEYORS**

MANNARS SURVEYORS, 14 Chambers Court, CITYBURGH, CB1 XA.  
Contact: Mr Rod Mannars LLB ARICS. Mannars are an old firm with a good reputation and some bright younger staff.

### **CONSTRUCTION COST CONSULTANTS**

GLM (West) Ltd., 20 UPPER TOWN, WESTBURGH W1 2UP  
Contact: Geom. Le Mesurier, FRICS, ACI Arb, APS.

### **STRUCTURAL ENGINEERS**

TREVOR MAILLOT BSc Eng MStrucE, 14 BRADE STREET, CITYBURGH, CB4 7TS.  
Contact: Mr Maillot. A small firm established in 1990.

### **ENVIRONMENTAL ENGINEERS**

GREEN & GREEN, 127 Brade Place, CB4 BTZ.  
Contact: Mr George Green BSc MIMech MIEE.  
An experienced firm with a keen awareness of building sustainability.

## Specific Background to Questions

### Question 1

Not necessary

### Question 2

Not necessary

### Question 3

<b>Date of Appointment:</b>	June 2012
<b>Form of Appointment</b>	SCA 2000
<b>Fee:</b>	3.5%
<b>Project:</b>	New office building on Cityburgh's Harbour Business Park.
<b>Client:</b>	Piranha Properties
<b>QS:</b>	Mannars Surveyors
<b>Structural:</b>	Trevor Maillot
<b>M&amp;E Consultants:</b>	Green & Green
<b>Contractor:</b>	Vogon Construction Ltd
<b>Contract:</b>	SBC/Q/Scot 2011
<b>Project Status:</b>	Building works are complete
<b>CDM:</b>	Applies in full
<b>Project Value:</b>	Contract Sum £2,600,000
<b>Project Team:</b>	Miriam Gorst, Partner responsible.

### Question 3 (cont.)

**Background:** Newbuild, pre-let office development in the Harbour Business Park, Cityburgh.

The new building is complete, but the prospective tenant wants to put back entry until April.

The construction contract looks like completing on budget.

### Question 4

**Project:** Upgrade works to a Category Grade B listed Victorian private school, with new extension and ground works to form car parking in an adjacent field next to a medieval Castle

**Client:** Better Schools Consortium

**Appointment:** Scottish Conditions of Appointment SCA/2000 (November 2011 Edition)  
Full service

**Contract:** Scottish Building Contract with Quantities SBC/Q/Scot (2011 Edition)

**Procurement Route:** Traditional single stage

**CDM:** Applies in full, notifiable project under CDM 2007

**Design Team:** Architect/ Lead consultant/ CA: GFY Architects; Structural Engineers: Trevor Maillot; M&E Engineers: Green and Green; Costs Consultants: Mannars Surveyors; CDMC: John Young

**Main Contractor:** IM Trusty

**Construction Value:** £6m approx.

## Question 4 (cont.)

**Staff:** Partner in charge: Miriam Gorst; Project Architect - Paul Moore Associate; Job Architect - Peter Sikorsky; & Candidate

**Notes:** 11 months construction period.

The drainage works are part of the main contract.

The ground worker is a sub-contractor to the Principal Contractor.

## Question 5

**Project:** 3 Storey Office Pavillion, Cityburgh

**Client:** Call Centre Developments Ltd

**Appointments:** Architect's Appointment SCA 2000 (November 2011 Revision) as Lead Consultant. Sub Consultant appointments for Structural Engineers, M&E Engineers and Landscape Architect using SCA /S-C/ 2007 (November 2011 Revision)

**Value:** £20M

**Status:** In the middle of Stage F Production Information

## Question 6

**Project:** Extension to Little Miasma House

**Client:** Mr Virus Susendrah, CA

**Stage:** Completion

**Appointment:** Scottish Conditions of Appointment of an Architect ~ Small Project Version (ASP/2005 Nov 2011rev)

## Question 6 (cont.)

<b>Contract:</b>	Minor Works Building Contract for use in Scotland; Amendment 1 to MW/SCOT 2005 Edition and May 2006 Revision Issued April 2007 signed on 20 <sup>th</sup> September 2012
<b>Contractor:</b>	Hafflin & Wantwud Builders Ltd (HWB Ltd)
<b>Original Estimated Contract Value:</b>	£94,400 ex VAT
<b>Accepted Tender</b>	£96,850 ex VAT
<b>Background:</b>	<p>GFY's accountant, Mr Virus Susendrah, engaged GFY 14 months ago to act as architects for an extension to his own house to provide a replacement garage with a bedroom over accessed from the existing stair landing, and a separate sun room that included enlarging the kitchen and dining room adjacent to his patio at the rear of the house.</p> <p>The project has just completed on site.</p> <p>GFY's accountant felt no quantity surveyor was necessary and it was agreed that certificates would be prepared on the basis of inspections and contractor submitted invoices (which contained only the information included in the GFY reconciliation issued to the client).</p> <p>GFY's certificates included a 5% retention.</p>

## Question 7

<b>Project:</b>	Glendrookit Distillery, Highlands
<b>Client:</b>	Uisukī Ltd
<b>Stage:</b>	Inception
<b>Estimated Contract Values:</b>	<b>New build:</b> Production Facility: £8M Bonded Warehouse: £5M <b>Extension to Listed Building:</b> Visitor Centre: £4M
<b>Programme:</b>	<b>New build:</b> Production Facility: RIBA Stages C – J: 6 months RIBA Stage K: 18 months Bonded Warehouse: RIBA Stages C – J: 3 months RIBA Stage K: 12 months  <b>Extension to Listed Building:</b> Visitor Centre: RIBA Stages C – J: 4 months RIBA Stage K: 14 months

**Background:** The current visitor centre is located within a converted Grade B former mash house. A timber frame storage shed adjoining will be demolished to provide the site for the new extension. Both the Production Facility and the Bonded Warehouse will be built on recently acquired land adjacent to the current facility.

The site for the warehouse is separated by a public road. The production facility is a single unit containing several process compartments.

## Question 8

<b>Project:</b>	Alterations & extension to existing industrial building to form new reception area and repair & maintenance workshops for HGV dealers Eastvale Trucks.  Steel-framed extension with glazed curtail-walling to reception.
<b>Client:</b>	Eastvale Trucks Ltd.
<b>QS:</b>	Mannars.
<b>Structural:</b>	Trevor Maillot.
<b>Contractor:</b>	Algol Construction Ltd.
<b>Contract:</b>	SBC/Q/Scot 2011 with Contractor's Designed Portion (GFY are named as Architect/Contract Administrator)
<b>Project Status:</b>	3-months into the 9-month Contract Period.
<b>CDM:</b>	Applies in full.
<b>Project Value:</b>	Contract sum £1,234,000.
<b>Project Team:</b>	John Young, Partner responsible. Candidate
<b>Background:</b>	The formation of the new workshop yard has required lowering of levels and underpinning a neighbouring retaining wall.

## Question 9

<b>Project:</b>	Office Reception and Toilet Core Refurbishment
<b>Client:</b>	Scare, Kill and Diligence Solicitors Ltd.
<b>Stage:</b>	Post Practical Completion 6 months into Rectification Period of 12 months.

## Question 9 (cont.)

<b>Appointment:</b>	Scottish Conditions of Appointment SCA/2000 (November 2011 Edition) Architect undertaking role as Contract Administrator
<b>Contract Value:</b>	£500K
<b>Contract:</b>	Minor Works Building Contract MWD/Scot (2011 Edition). GFY appointed as Contract Administrator
<b>Contractor:</b>	Slapdash Builders Ltd

## Question 10

### Background

Community Centre in seaside town

The scheme has been developed with Cityburgh Council Property Services Department as client. After much prevarication a two stage D&B contract with novation was eventually chosen, but the architect's appointment was re-negotiated at the contractor's insistence as the previous one was deemed not appropriate – the scope was for traditional procurement and it had never been updated.

### Status of project

The contractor (Couper Construction) has been appointed at the conclusion of the second stage of the Design and Build tender process. Due to various delays to the project this was based on the Stage C (Concept Design) Report, together with the planning drawings which were slightly more advanced. The tender was for the full construction price of the building. There is a strict funding cap on the project.

The Stage D Report was issued post tender but before GFY's employment by the contractor.

Building Warrant: Stages 1 (substructure and underground drainage) and 2 (Fire strategy) of the building warrant were applied for during the tender period, but are not yet approved.