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THE EXAMINATION IN PROFESSIONAL PRACTICE &
MANAGEMENT: PART 3, 2014/15

SCENARIO to the PRACTICE EXAMINATION

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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
Geddes House
1 Union Street
CITYBURGH
CB1 9RW
United Kingdom
Tel: 004 523 0079
Fax: 004 523 7863
gfy@cityburgh.co.uk
www.gfyarchitects.co.uk

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.

Paul Moore BArch Dip (Arch) ARIAS

Paul is 37 years old and has only just been made a partner/member. He trained at Cityburgh Art College. Before joining GFY Paul worked for a large commercial practice in Cityburgh. It was not just his design and management ability that made Paul attractive to GFY but also his contacts in the commercial development industry. Some of these contacts have resulted in new work for the practice.

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 for 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 29 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 10- 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 (paid last year) 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 was:

- 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 had 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. With the size of the practice and fact that Miriam will retire in the next few years Paul Moore was made a partner. Paul has bought into the practice by taking out a business loan. The share in ownership of the LLP is now shared equally between the three partners.

Under the new agreement this split is:

- Miriam Gorst 33.3%
- John Young 33.3%
- Paul Moore 33.3%

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 6 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.

Paul has been made a new partner due to the amount of work he is bringing into the practice, his design talent and his ability to run large commercial projects. Paul's design talents were exemplified by a design award in 2014; 'Best Small Project', from Cityburgh Architectural Association for a large house extension (£100,000) for his brother-in-law.

Jill, Peter and Zainab have taken an increased role within GFY and have impressed Miriam and John with varied skills. Jill is bringing work into the practice and Peter is instrumental in running projects and the office IT System. Zainab is proving to be a very talented designer.

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. In addition to Paul's success in achieving a design award for his house extension Jill's £500k new house for the CEO of Cityburgh Developments has been shortlisted for a prestigious housing award by the National Housebuilder's Association

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. New Partner 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. This will be of help to the practice in the impending overhaul of the CDM system

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 practice 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 2014. The practice has also just gained accreditation for ISO 14000 Environmental Management.

The office uses current appointment documents whenever possible. This document still refers to the older RIBA Work stages. The practice also works with 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. With the introduction of Paul as a new partner discussions are ongoing as to what direction the practice should go, now that it is coming out of recession. These discussions have not drawn any real conclusions but there is a consensus that it should be concentrating on larger, more profitable projects where possible. They cannot agree whether they should be a design-led practice or a more commercial practice with a strong design ethos,

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. The Partners have decided to

continue their short term recurring lease with their landlord, especially as the practice is starting to grow again.

Miriam has taken responsibility to undertake a review of accommodation options and is in negotiation with the landlord over a possible rent abatement.

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. The practice uses 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 implemented BIM for just over a year. They have upgraded six of their CAD licences to Revit and sent all CAD staff on a Revit training course. Six computers have been upgraded to cope with the new software. Kakay and Helena have both been employed to further the practice's expertise in BIM. Despite their limited experience they have yet to perform the role of BIM Coordinator on a project.

Administration:

John Young took on responsibility for re-drafting the Management Rules of the LLP following Duncan's retirement. Gorst, Young and Moore are 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 the 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. Paul's role in the practice is primarily to win work and to run major projects.

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. With Paul being made up to a partner, Peter and Zainab have been promoted to associates.

Nearly all salaries have been subject to an inflationary pay rise which still means that many are still working on a reduce salary compared to five years ago.

A new architect has been brought on board. Kakay Lim has been brought in specifically for her site experience and Revit/BIM capabilities. A new graduate has also started. Helena Chadwick with Revit skills and excellent design 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	£50,500 (notional salary)	Partner	£65.00
John Young	£50,500 (notional salary)	Partner	£65.00
Paul Moore BArch Dip (Arch) ARIAS	£50,500 (notional salary)	Partner	£65.00
Jill Kahn ARIAS, RIBA, Lib	£39,000	Associate	£48.00
Peter Sikorsky Dip Arch RIBA	£35,100	Associate	£45.00
Zainab Rashid.BArch.Dip.(Arch) ARIAS	£35,100	Associate	£45.00
Helen Goldie	£27,350	Technologist	£35.00
Kakay Lim Dip.(Arch) ARIAS	£27,350	Architect	£35.00
Candidate BArch Dip Arch	£24,600	Architect	£32.00
Hazel Jones B Arch Dip Arch	£24,000	Architect	£31.00
Patrick O'Connell BArch Dip Arch	£21,000	Graduate	£27.00
Helena Chadwick	£21,000	Graduate	£27.00
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:

Although the practice experienced a downturn in turn over and profitability over the last 6-years things seem to be changing and the practice is returning to pre-recession profitability

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 £711,000 with a profit of 14.9%. Turnover for 2013-2014 was up again at £926,000 with a profit of 26%

Miriam is now more optimistic about the financial forecast for 2015 projecting a turnover of £1,000,000. Profit levels are forecast to be reasonably stable at 25%. 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. Partner earnings have increased especially with the introduction of Paul as a new partner. With the financial agreement with Duncan now finalised, and the first principal payment of £40k has allowed the directors notional salaries to increase.

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 has improved greatly. The partners are now happy that reserves are

just above the target 3-month turnover calculus, and are comfortable that the cash balance is 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.

GFY operate a separate bank account to hold moneys required for VAT and tax. A monthly amount is directed to this account to pay for corporation tax and the VAT element paid on invoices is transferred to this account to ensure that the money is always there to make the quarterly VAT payments to the Inland Revenue.

The following financial summary gives a simplified view of the practice's predicted profit and loss figures for the year 2014.

Profit/Loss Forecast for 2014

INCOME	TOTAL	Percentage of turnover (%)	
Miriam Gorst	242000	26.13%	
John Young	355000	38.34%	
Paul Moore	190000	20.52%	
Jill Kahn	65000	7.02%	
Sub-consultancy fees reimbursement	126000	13.61%	includes 5% management charge
Work in Progress	57500	6.21%	
Fee Total	909500	98.22%	
Photos / prints reimbursement	7500	0.81%	
Travel / subsistence reimbursement	5500	0.59%	
Other income	3500	0.38%	
Net earned income (turnover)	926000	100.00%	
EXPENDITURE			
Technical salaries (inc employers NI)	287914	31.09%	
Admin salaries (inc employers NI)	55477	5.99%	
Pension scheme	21500	2.32%	
Sub-consultancy fees	120000	12.96%	
Staff training	10000	1.08%	
Travel & subsistence	12400	1.34%	
Car costs	16000	1.73%	
Rent	62000	6.70%	
Rates	19000	2.05%	
Insurances	8000	0.86%	
PI Insurance	26000	2.81%	
IT / Software costs	19500	2.11%	
Equipment costs	20000	2.16%	
Telephones	9500	1.03%	
Dwg office supplies / Stationery	13000	1.40%	
Postage	5000	0.54%	
Photos / prints	10000	1.08%	
PR / Publicity / Entertainment	15000	1.62%	
Subscriptions	3000	0.32%	
Books / publications	3000	0.32%	
Heat / Light	10000	1.08%	
Fabric maintenance	8000	0.86%	
Accountant fees	12000	1.30%	
Legal / Professional fees	8500	0.92%	
Bank Interest / Charges	1750	0.19%	
Miscellaneous / Contingency	10000	1.08%	
Depreciation	15000	1.62%	
Total expended	681541	73.60%	
Profit	244459	26.40%	
Indicative cash position			
Income predicted	926000		
VAT on Income @ 20%	185200		
Total cash income	1111200		
Trading expenditure	681541		
VAT on expenditure @ 20%	47380		
VAT to Customs & Excise	137820		
Payment to Duncan Flynn	£12,300		
Partners' Drawings	151500		
Total cash expenditure	£1,030,541		
Cash movement over year	80659		
opening bank balance	£95670		
closing bank balance	£176,239		

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 1st 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

Background and Status of project

Local 36 Bed Hospital in Greentown, 40 miles from Cityburgh. The project is being procured through a PFI type arrangement. The bid process has been completed, and GFY's team (along with MacBeth & MacDuff Construction) has just been announced as the Preferred Bidder.

GFY's fee is set at 2.9% of £32m (being the construction value minus contingencies, overheads and profit). The percentage was agreed at the outset of the bid stage, but the total has been adjusted as the building has been designed to be cheaper than the original estimate (hence the success of the bid). £70,000 was paid as a fee during the bid stage, and a success fee of £69,200 has been agreed and invoiced, but has not yet been paid.

Relationships in the team are good, although there have been stresses during the bid due to the engineers (all disciplines) performing poorly.

MacBeth & MacDuff have demanded that the entire design team work from now on in a project office which they have agreed with the client can be in a disused building adjoining the site. This was apparently promised in the bid without GFY's knowledge. This is being resisted by the engineers on the project, both structural and services.

Question 3

Project: New life science incubator building

Client: Local authority

Stage: Feasibility Stage

Appointment: Scottish Conditions of Appointment of an Architect. (SCA/2000 Nov 2011 revision). The architect and the rest of the team have already been selected through the Public Contract (Scotland) procurement process. This is in full compliance with the European Union procurement regulations.

Contract: To be confirmed

Contractor: Not selected

Contract Value: £10,000,000

Question 4

Appointment: Date of appointment: June 2012
Scottish Conditions of Appointment of an Architect.
(SCA/2000 Nov 2011 revision)

Fee: 4.5%.

Project: New social housing (flats & bungalows) at Adams Close,
Cityburgh.

Client: Eastvale Housing Association

QS: Mannars Surveyors

Structural: Trevor Maillot

M&E Consultants: None (M&E design by subcontractor)

Contractor: Vogon Construction Ltd.

Contract: SBCC Standard Building Contract with Quantities.
(SBC/Q/Scot 2011)
Date for Completion: 19.12.14.

Project Status: The Works are approaching completion.

CDM: Applies in full.

Project Value: Contract Sum £2,600,000

Project Team: Paul Young, Partner responsible.
Candidate.

Background: Newbuild social housing on brownfield site, 36 flats and 12
bungalows clustered round a shared access court.

Contractor had been doing well and was heading for Practical Completion in mid-November, until electricity infrastructure provider Southern & Northern Electricity, appointed by Vogon, carried out their operation 4 weeks late.

Question 5

Project:	Dove Cottage House Extension, to provide a new kitchen, living & dining area.
Client:	Mr & Mrs Smith
Stage:	Tender
Design Team:	Architect / Structural Engineer, No QS
Budget:	£85,000

Question 6

Project:	Warehouse Conversion Phase 1 External envelope works
Client:	Local Authority
Contractor:	IM Trusty Builders Ltd as Principle Contractors Roofing sub-contractor: SlatesRus Leadwork subcontractor: TJ Batter Joinery sub-contractor: Nailnbattens Painting sub-contractor: RT Lick Masonry sub-contractor: StoneCon
Contract:	SBCC Standard Building Contract with Quantities (SBC/Q/Scot 2011)
Procurement Route:	Traditional Single Stage for Phase 1
CDM:	Notifiable project
Value:	Phase 1 – external envelope - £1m
Programme:	Phase 1 works commenced on site 15 May 2014, Phase 1 Completion date agreed as 15 March 2015. 10 month contract period.

Background notes

Client has fixed budget of £1m to spend on the Phase 1 external envelope project by the end of the financial year, 5 April 2015. If this money is not spent, it is lost as it cannot be carried over to the next financial year. In the current climate it is extremely unlikely that any additional funding would be made available for the total project.

Phase 2 Works to fit out to create apartments for sale are dependent on the completion of Phase 1. Budget cost for Phase 2 - £2m. Phase 2 currently half way through RIBA Stage 4. No procurement has taken place for Phase 2.

External Envelope works comprise of structural roof repairs, new slate covering, lead flashings, new dormer rooflights, masonry repairs, and new timber windows and doors.

There are no liquidated damages set within the contract for Phase 1.

Question 7

Project:	Internal modifications to a community archive. The original building was a Victorian Post Office extended in the 1960s and 1970s by the Post Office prior to acquisition by the community in 1985.
Architects Appointment:	Scottish Conditions of Appointment of an Architect, Small Project Version. (ASP/2005 November 2011 revision)
Client:	Portmachie Community Archive Association represented by Mr Peter Macfarlane, the committee treasurer and Mr Sonny Jimm, fabric convenor.
Contract Sum:	£109,000
Contractor:	Mr Daniel McPhall
Contract:	SBCC Minor Works Contract. (MW/Scot/ 2011 Edition)
Contract Period:	Originally 5 ¹ / ₂ weeks. Started on site 18 th September 2014
Sub-Consultants:	Mr C O Lamb – Structural Engineer appointed to GFY under SCA/S-C/2007 (November 2011 revision)
	No QS
	No CDM(C)

Background notes

The project is an archive belonging to a charitable conservation village trust that holds documents and preserves artefacts belonging to the highland village of Portmachie. The archive relates to the growth and prosperity of the village gained through fishing and associated boat building in the 19th century followed by the gradual decline of fishing during the 20th century replaced by the growth in bespoke luxury boat and yacht building.

The original building was a former Victorian Post Office which was extended twice as a sorting office, once during the 1960's and again in the mid-1970. The charitable trust first occupied the building in 1985 and has carried out a phased programme of reconfigurations over the previous 15- years.

A significant part of the archive relates to an oral history which, due to modern technology, does not need the amount of space it once did. This has created an opportunity for the trust to form a community cafe and resource area out of a redundant store. This building project started as a relatively minor modification contained within a single space, involving no demolition works other than the formation of a patio door through an existing window opening, but including new lighting within the existing suspended grid ceiling, renewed wall and floor finishes and formation of a series of sitting areas in crescent shapes formed with fixed mid-height partitions. Under the Construction (Design and Management) Regulations 2007 the project had been deemed to not require notification as it was expected to last no more than 30 working days.

As the location is remote from the office, planned visits are every three weeks. The client body is a small committee made up of the volunteers who run the archive. The contractor, Mr Daniel McPhall, is a sole trader joiner and general builder who sub-contract's labour and other trades when required. Mr McPhall is the next door neighbour of Mr Peter Macfarlane, the committee treasurer.

Question 8

Appointment:	None
Project:	Originally for a simple car-port, but the brief has expanded to new attached garage with bedrooms above, family AV room to rear and internal re-modelling of the house, on the outskirts of Cityburgh.
Possible Client:	Ben & Frances White.
QS:	None
Structural:	Trevor Maillot.
Project Status:	Early design stage.
CDM:	Does not apply in full.
Project Value:	Client's budget £240,000
Background:	Mr & Mrs White engaged Trevor Maillot, one of the structural engineers that we use regularly, to design the

proposed car-port, but now seem intent on having much more extension & alteration work. Trevor feels out of his depth and an opportunity arises for GFY.

Question 9

Project: Internal modifications and new kitchen for a four bedroomed Victorian villa two storey house.

Architects Appointment: Consultancy Agreement within JCT SBCC Homeowner Contract (For a homeowner/occupier appointing a consultant in relation to building work) 2013 Edition with amendments, ref SBC 543:

Strike out: condition B-3 “The cost of consultants. The customer must pay all of these separately”;

Add: new condition 5 “The consultant shall engage other consultants as deemed necessary with prior approval of the Homeowner and include such fees that may be payable within the consultant’s fee”.

Client: Mr Stirling

Contract Sum: £135,000

Contractor: S Pegg & R Hole Ltd

Contract: JCT SBCC Homeowner Contract (with Consultant) 2013 Edition with amendment ref SBC 543

Contract Period: 4 months. Started 1st April 2014

Sub-Consultants: Mr C O Lamb – Structural Engineer appointed to GFY under SCA/S-C/2007 (November 2011 revision)

No Quantity Surveyor

Background notes

Our client, Mr Stirling, works in the United Arab Emirates as a financial manager for a bank. As he is abroad most of the time, GFY’s responsibilities extend from Architect and Contract Administrator to directly managing the payment of finances to the contractor for the project in the client’s absence on his behalf.

GFY agreed to amend the consultant's appointment to include sub-consultant's fees, again to allow GFY to undertake duties the client was unable to perform. Communication is almost exclusively by email or video link.

Question 10

Project:	Large Warehouse Conversion of Grade C Listed Building, Cityburgh.
Client:	Warehouse Developments Ltd
Appointments:	Fee Level secured but Terms and Conditions of appointment still to be agreed. Inheriting project from previous architect.
Traditional Procurement:	Architect as CA
Value:	£12,000,000
Status:	In the middle of a staged building warrant process with work already commenced on site

Planning and Listed Building Consent achieved.

Stage 1 Warrant approved.