

**THE ARCHITECTS' PROFESSIONAL
EXAMINATION AUTHORITY IN SCOTLAND Ltd.**

2022/23 PRACTICE PAPER

Day 2: Wednesday, 23 November 2022

Questions 5 to 8

(Questions are numbered 1 to 8 across both parts of the Practice Paper.)

All 4 questions must be attempted

**Answers must be submitted by 7.30 pm on
Wednesday, 23 November 2022 as per separately issued instructions**

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Question 5

Answers to questions 5.1 and 5.2 should be brief – indicatively, around 300 words for each.

- 5.1 Set out in brief what a project risk register is, what value a project risk register brings to a building project and how a project risk register relates to a building contract. Then provide bullet points setting out how you would structure a project risk register.
- 5.2 Provide a brief overview of Post Occupancy Evaluations/Building Performance Evaluations, commenting on the reasons why they should be conducted.
- List the broad types of information gathered to inform such evaluations and note any industry standard guidance that would assist an architect in carrying out the task.

In answering questions 5.1 and 5.2, candidates should not simply copy and paste information from the internet. Answers should be given in your own words – copy and paste may be considered by examiners as plagiarism.

Question 6

Email from John Young, Partner, to Candidate

Subject: Mr and Mrs Adams: Farm Project

Date: 23. 11. 22

From: jyoung@gfy-arch.co.uk.

To: candidate@gfy-arch.co.uk.

Dear Candidate

I have just received interim payment application 1 from the contractor on Mr and Mrs Adams' farm project. I was surprised to receive that as the contractor has just started work on site and I didn't think it was due just now.

The contractor has also just been off the phone to discuss the interim payment application. He mentioned that he had some trouble obtaining the stone. The issue seems to be that he wouldn't have been able to guarantee the same specification of stone for the whole of the works if he ordered this as he needed it i.e., if he ordered in several different batches to align with the progress of the works on site. As you know, the quantity of stone we need for the project is huge as it includes the external walls to the buildings and the external walls as part of the hard-landscaping scheme.

However, he has now managed to obtain all of the stone needed for the project and it's the same specification, which, as I'm sure you'll agree, is a great relief given the importance placed on the same stone specification throughout by the Planning Department as part of the Planning Decision and as part of the Listed Building Consent for these works.

The only issue is that the stone is not on-site, it is still at the quarry waiting to be cut. Also, the value of the stone as part of the contractor's interim payment application is a huge amount (as you'll see from his interim application below).

Unfortunately, as you know, against our advice, the client didn't want to continue with the services of the quantity surveyor as a cost saving exercise, so we don't have their expertise to call on. I also remember that there was something mentioned at the time of signing the contract about Listed Items in relation to the stone but I can't recall what that was - I'm sure a quantity surveyor would be well placed to advise us on this!

As you know, I'm out of the office for the rest of this week and so I'm running out of time to look at this. There are a few things that I'm not sure of, therefore, please look at the interim payment application 1 and draft me a memo providing me with your thoughts on the following points:

- 1 Should we certify the stone in the interim payment application 1 given the stone is not on site incorporated as part of the works? Please set out the reasoning for your decision.
- 2 If we decide to certify the stone, what do we need to ensure that we have in place?
- 3 Please set out the process for this first interim application, including the valuation date, due date, final date for payment for the works, etc. and an explanation of how the timings have been calculated to allow me to get fully up to speed with the dates as I didn't think the contractor should have been submitting interim payment applications to us yet.

Thank you.

John Young
Partner
GFY Architects

Works at Mr & Mrs Adams Farm estate, Newburgh

Interim payment application 1

20 November 2022

| Work element: | Contract Sum: | Amount claimed: |
|----------------------------------|-----------------------|------------------------|
| Preliminaries | £750,000.00 | £50,000.00 |
| Builder's Work | £700,000.00 | £25,000.00 |
| Structural Steelwork | £550,000.00 | £20,000.00 |
| Stairs | £200,000.00 | £0.00 |
| Roofing | £200,000.00 | £0.00 |
| Stone | £1,500,000.00 | £500,000.00 |
| Windows | £750,000.00 | £0.00 |
| Doors | £100,000.00 | £0.00 |
| Internal wall finishes | £250,000.00 | £0.00 |
| SFS and insulation | £200,000.00 | £0.00 |
| Sanitary ware | £75,000.00 | £0.00 |
| Fitted furniture (incl. joinery) | £775,000.00 | £0.00 |
| Floor finishes | £200,000.00 | £0.00 |
| MEP works | £1,500,000.00 | £20,000.00 |
| Decoration | £200,000.00 | £0.00 |
| Soft Landscaping | £250,000.00 | £50,000.00 |
| Hard Landscaping | £1,500,000.00 | £75,000.00 |
| Utilities | £300,000.00 | £20,000.00 |
| Total: | £10,000,000.00 | £760,000.00 |

Total amount claimed for payment application 1 = £760,000.00

Question 7

Email from Paul Moore, Partner, to Candidate

Subject: Client: Rumford Developments Ltd. – Fee Proposal

Date: 23. 11. 22

From: pmoore@gfy-arch.co.uk.

To: candidate@gfy-arch.co.uk.

Dear Candidate

Following my meeting with our prospective client, developer Rumford Developments Ltd., we have been asked to draw together a fee proposal for their consideration. I made some notes below that I'd like you to refer to.

Rumford Developments Ltd. Property Requirements

- Partial demolition, conversion and extension of a Victorian detached former dwelling house sitting within large garden grounds which, although not listed, is located within the town's conservation area. The property retains much of its original internal and external features such as ornate corncicing, decorative timber and window shutters with timber sash and case windows.
- The property currently functions as an office and has statutory permissions for that use.
- The property is on several stories, with a partial basement that may be used by one of the ground flats. The existing ground floor is 220m², the first floor 180m², the basement 75m², the area of outhouses to be demolished is 85m² and a large garden shed of 12m².
- Rumford Developments Ltd. wish to form four flatted dwellings of between two and three bedrooms each, at least one ensuite, and separate utility and dining rooms. The existing main timber stair appears suitable for reuse as it is located favourably to facilitate a clean subdivision through the building.
- Adjacent later garages and attached outhouses are to be demolished to make way for a new ground floor extension with open aspect to garden ground, split between the two lower flats. The area of new build extensions is approximately 20m² per ground floor flat. It is anticipated the roof of the extensions will provide balcony terraces for the upper flats. This needs to be explored during a Stage 1 Feasibility Stage.
- With one of the ground flats the developer wishes to create a show flat that will be fully furnished and decorated to a high standard. GFY will be expected to include this within our proposal.

- Rumford Developments Ltd. will be raising capital in advance of the build, so they will require suitable high-end CGI and developer plans from us to assist in convincing investors to fund the scheme. At project completion, GFY will be expected to provide a Council of Mortgage Lenders Professional Consultant's Certificate for each of the dwellings.
- The client has stated they have a budget ceiling of £1M (one million pounds) ex VAT.
- The client has requested the project be tendered under a standard building contract without quantities. GFY will handle tender issue and report to the client on receipt. The client is not employing a quantity surveyor.
- The client is considering having the bathrooms and kitchens designed separately and introducing these into the main contract, either as supplied only items or separately contracted out. They have suggested a provisional sum of £185k (one hundred and eighty five thousand pounds) for these items.
- Programme was not discussed other than Rumford Developments Ltd. would like to move as quickly as possible. They did note that they will not gain full possession until the planning permission is awarded as a contract of sale.

Prepare Competitive Fee Quotation

Our appointment will be based upon a full architect's service utilising the SCA/2018 RIAS Scottish Conditions of Appointment of an Architect 2018. I do not require that document to be completed at this stage. Note that Rumford Developments Ltd. are seeking competitive quotes from other architects.

- Please draw together a draft fee with your observations and justification.
- As this is a competitive bid, how can we tailor our services effectively?
- Also, are there any risks we should be aware of, and will they impact our fee?

Thank you.

Paul Moore
Partner
GFY Architects

Question 8

Email from Jill Kahn (Partner, GFY) to Candidate

Subject: Client: Mill Developments Ltd. - Condition Report and Feasibility Study

Date: 23. 11. 22

From: jkahn@gfy-arch.co.uk.

To: candidate@gfy-arch.co.uk.

Dear Candidate

We have been appointed to deliver a Condition Report and Feasibility Study at Merse Mill, for a new client, Merse Mill Homes Ltd.

The site is historic in nature and contains several former mill buildings, one of which is Category B listed and in a dilapidated condition. It is also known to contain asbestos and to have bats nesting within its roof space. The client is looking to develop the site into residential properties and has expressed a preference to demolish this building as it will be more economic and efficient to build new.

Our first step is to visit the site in order to prepare the Condition Report. Before we do that and before we progress the Feasibility Study, please respond to my questions below:

1. What should we do to prepare for the visit (include details of any training that we may be required to undertake)?
2. Is the client obliged to commission any specialist surveys in order to comply with legislation?
3. We should advise the client on the approval process to demolish the listed building: What statutory consents may be required and are they likely to be obtained?
4. Do we have any moral and/or professional obligations in terms of sustainability?
5. If the outcome of the study is that we should seek to retain the listed building, are there any standards that we should be looking to meet in terms of Retrofit?

Thank you.

Jill Kahn
Partner
GFY Architects

END OF PAPER (DAY 2)