



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

SCENARIO to the 2023/24 PRACTICE PAPER

Day 1: Monday, 20 November 2023

Questions 1 to 4

Day 2: Wednesday, 22 November 2023

Questions 5 to 8

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

All 8 questions must be attempted

All characters, locations and incidents contained in this Scenario are fictitious.

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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 practice and something of its philosophy, the people involved and the financial framework within which the practice operates. It includes scenario information on various projects, which will be the subject of questions in the Practice Paper.

THE PRACTICE

GFY Architects

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CB1 9RW

United Kingdom

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www.gfyarchitects.co.uk

Background:

The Practice has now been in business for 36 years and was reconstituted as a Limited Liability Partnership in 2003.

John Young is the Chairperson with Paul Moore, and Peter Sikorsky as Partners.

Up until 6 October 2023 Jill Khan had been a Partner at the Practice, however, Jill decided to retire from the Practice at the start of 2023 and up until her retiral, she had been working to handover her workload to other members of the team and to also complete any projects where she had been appointed as a Passivhaus Consultant, given she is the only member of the GFY team that is a certified Passivhaus Consultant.

The Practice has also just been notified that Paul Moore wishes to retire at the start of 2024.

Partners:

The Practice has decided still to use the term 'Partner' though, under the provisions of the LLP legislation, they are formally described as Members of the LLP.

John Young BArch, FRIAS, LLM

John trained at the Westcoasts University School of Architecture and is an examiner on the Westcoast's Part 3 Examination. He received an LLM in construction law in 2012. John was elected as a Fellow of the RIAS in 2019.

Paul Moore BArch, Dip Arch, FRIAS

Paul trained at Cityburgh Art College. Before joining GFY, Paul worked for a large commercial practice in Cityburgh. Paul was elected as a Fellow of the RIAS in 2019 and also holds a Conservation Accreditation from the RIAS.

Jill Kahn BArch, Dip Arch, ARIAS, RIBA

Jill trained at Cityburgh Art College. She is certified as a Passivhaus Consultant.

Peter Sikorsky Dip Arch, RIBA

Peter trained at the Berlin School of Architecture, and subsequently moved to GFY Architects from a very large commercial practice.

The full list of staff currently working at GFY Architects is shown below.

Personnel:

Staff	Annual salary	Position	Cost to the office per hour
John Young BArch, FRIAS, LLM	£65,000	Partner	£82
Paul Moore BArch, Dip Arch FRIAS	£65,000	Partner	£82
Jill Kahn BArch, Dip Arch ARIAS, RIBA	£54,000	Partner	£68.
Peter Sikorsky Dip Arch, RIBA	£54,000	Partner	£68
Zainab Rashid BArch, Dip Arch, ARIAS	£38,500	Associate	£48
Hazel Jones BArch, Dip Arch	£37,500	Associate	£47
Kakay Lim Dip Arch, ARIAS	£32,800	Architect	£41
Alex Callaghan BA Arch, ARIAS	£32,350	Architect	£41
Jane Cunningham BA Arch, ARIAS	£32,350	Architect	£41
Cormac McCarthy	£28,000	Technologist	£35
Helen Goldie	£27,500	Technologist	£34
Walter Issacs	£27,500	Architectural Assistant	£34
Candidate BArch, Dip Arch	£27,500	Architectural Assistant	£34
Patricia O'Connell BArch, Dip Arch	£25,000	Graduate	£31
Helena Chadwick BArch, Dip Arch	£24,000	Graduate	£30
Scott Muir	£22,000	Technologist	£27
Roberta Smith BA	£24,750	PA Secretary to Partners	
Melanie McKean	£20,000	Secretary	
Hubert Reed	£6,000	Part time book keeper	

Practice Profile:

The Practice has a diverse workload across both private and public sectors, with wide ranging experience in commercial, education and industrial developments. The Practice also has particular experience in residential projects; both large and small.

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. John has undertaken training with the Association for Project Safety (APS), allowing him to receive accreditation from that organisation. John's accreditation with APS enables him to usefully advise others in the Practice when they undertake Principal Designer roles, in addition to acting as PD on the projects he leads.

The Practice is an RIBA Chartered Practice and is also a member of the local chapter Practice Information Service.

The Practice operates a quality management system under the ISO 9001:2008 standard. The Practice also has accreditation for ISO 14000 Environmental Management.

The Practice uses current standard appointment documents whenever possible and works with the most recent RIBA plan of work. Many of the Practice's appointments, especially from developer and education clients, are bespoke client appointments.

The Practice holds professional indemnity insurance to £5M (five million pounds) for each and every claim since clients frequently require cover at this level.

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

The Practice uses the rate of 18 pence (eighteen pence) per £100 (one hundred pounds) of salary when charging clients on a time basis.

CONSULTANTS

Quantity Surveyor:

MANNARS SURVEYORS,
Contact:

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

Structural Engineer:

TREVOR MAILLOT,
Contact:

14 Brade Street, CITYBURGH, CB4 7TS.
Mr Trevor Maillot BEng, MEng, MIStructE
A medium sized firm established in 1990.

Environmental Engineer:

GREEN & GREEN,
Contact:

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

Specific background scenarios for 6 of the 8 questions that will be included in the Practice Paper follow.

Specific background scenarios are not provided for questions 1.1 and 1.2 and 5.1 and 5.2 and reference should be made to the above scenario, where required.

PRACTICE PAPER: DAY 1 (QUESTIONS 1 TO 4)

QUESTION 1 (1.1 and 1.2)

Specific background scenario not required.

QUESTION 2

Project: A single four-storey residential block, with the top floor set back from the roofline which includes roof terraces and metal balconies. There are a mix of one-bedroom and two-bedroom flats with a large repeating window design to maximise daylight. The exterior palette of materials includes a buff facing brick. The project is a ‘traditional’ contract.

QUESTION 3

Project: Retail Development
Client: Maximilian Retail Developments
Appointment: Formal Appointment to be Confirmed

QUESTION 4

Project:	Refurbishment of existing office accommodation and new build commercial food production facility
Client:	Taylor Enterprises Ltd
Contractor:	To be selected
Contract type:	To be selected
Background:	GFY had been appointed as architect by SCA/2018 form of appointment in respect of RIBA Stages 1 – 5. However, Taylor Enterprises terminated GFY's appointment at Stage 3 as they thought they could manage the project in-house. Planning permission has been granted based on GFY's Stage 3 information.

Overall, the project consists of two parts:

- The external and internal refurbishment of an existing building which contains office accommodation used by Taylor Enterprises. In addition, Taylor Enterprises intend to build an extension to the back of the existing building; and
- A new build production facility including internal fit-out to allow Taylor Enterprises to expand its business offerings.

The office accommodation is a Category B listed building that is currently being used as office accommodation, but it has not had any maintenance since the last refurbishment in the 1960s. It is split over 4 floors and is around 5,000msq.

Taylor Enterprises also have planning permission for a two-storey extension out the back of the office accommodation of around 3,500msq. The extension will comprise of additional office accommodation and new ancillary accommodation such as meeting rooms, a board room, kitchen/canteen facilities for staff, a public shop and café/restaurant area for the public.

The new build production facility is a commercial food preparation facility. Essentially this is a large warehouse type building, but there is some really specialist equipment that will be fitted out by Taylor Enterprises named contractor. The new-build accommodation extends to around 20,000msq with a small mezzanine level for office space and toilets blocks.

PRACTICE PAPER: DAY 2 (QUESTIONS 5 TO 8)

QUESTION 5 (5.1 and 5.2)

Specific background scenario not required.

QUESTION 6

Project: Conversion of Former Hotel to Flats at Cruachan Close

Client: Green Shore Developments

Contractor: To be selected

Contract Type: To be selected

Background: GFY will soon begin preparing appointment documents for the project which will also include Principal Designer services.

This project is based on a four storey stone building with slated pitched roof originally built as a single house in 1910, then converted to a hotel in the 1960s and has now been acquired for development to form 8 flats. The works requires a significant amount of internal demolition which amounts to the roof, all the internal walls, floors, and staircases. The fine ashlar front elevation and north facing side elevation are to be retained requiring a system of façade retention to be installed on the external face of the building. In addition, a new build extension to the empty gap site plot at the south facing side of the building also includes substantial excavations against the existing hotel and neighbouring properties to form a new basement car park.

QUESTION 7

Project: Hotel Extension

Client / Employer: Cityburgh Hotel Company Ltd

Design Team: Architect, Principal Designer, and Contract Administrator: GFY
Structural Engineer: Trevor Maillot & Partners
Services Engineer: Green & Green

Project Value: £5M

Project Stage: RIBA Stage 4

Appointment: SCA 2018

This project involves new build 36 bed Hotel with associated public areas.
The project was put on hold in October of 2022.

QUESTION 8

Project: External and Internal refurbishment of existing 8 storey residential block (the property is known as 'Clearview Heights')

Client: Merryvale Housing Association

Contractor: Bloc construction

Contract type: Standard Building Contract With Quantities for use in Scotland 2016 Edition (SBC/Q/Scot 2016) with no Contractor Designed Portions

Contract Administrator/Quantity Surveyor: Quantum Quantity Surveyors

Background: GFY had been initially appointed by Merryvale Housing Association to provide architectural design services (RIBA Stages 1 – 7) in respect of the refurbishment of the external and internal of an existing 8 storey residential block of accommodation.

Merryvale Housing Association had recently purchased the property to add to its existing housing stock. The property was initially constructed in the 1960s and the block had not been maintained in this time. Therefore, Merryvale Housing Association has decided to undertake the refurbishment of the property to ensure it meets the same quality as the rest of the properties within its housing stock.

Currently, the refurbishment works are progressing on site.

END OF SCENARIO