

THE ARCHITECTS' PROFESSIONAL EXAMINATION AUTHORITY IN SCOTLAND Ltd.

SCENARIO to the 2021/22 PRACTICE PAPER

Day 1: Monday, 22 November 2021

Questions 1 to 4

Day 2: Wednesday, 24 November 2021

Questions 5 to 8

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

All 8 questions must be attempted

NOTE: Neither this scenario, nor the associated Practice Paper, takes account of the Covid 19 Pandemic. You should therefore assume pre-pandemic conditions in your reading of this Scenario and in your response to the Practice Paper.

All characters, locations and incidents contained in this Scenario 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 financial framework within which the firm operates. It includes scenario information on various projects, which may be the subject of questions in the Practice Paper.

THE PRACTICE

GFY Architects

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THE PARTNERSHIP

Background:

The Practice has now been in business for 35 years. Having been a Partnership, GFY was reconstituted as a Limited Liability Partnership in 2003. John Young is the Chairperson with Paul Moore, Jill Kahn, and Peter Sikorsky as Partners.

Partners:

John Young BArch, FRIAS, LLM

John joined the Partnership in 2004. He trained at the Westcoasts University School of Architecture and has recently been appointed as an examiner on the Westcoast's Part 3 Examination. He successfully completed a 3-year degree course in construction law at the University of Cityburgh, receiving an LLM 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.

Jill Kahn ARIAS, RIBA

Jill has been with the practice since 2008. A talented designer, she qualified from Cityburgh Art College in 2001 and spent 3 years working with Richard Foster's office in London. She has a passion for sustainability and is one of 2 in the Practice certified as a Passivhaus Consultant. She has also a passion for marketing and business development and has been given overall responsibility for these roles in the Practice.

Peter Sikorsky Dip (Arch), RIBA

Peter joined the Practice in 2004. Peter is a talented job runner, who also manages the office's IT systems. He qualified from the Berlin School of Architecture in 2004, and subsequently moved to Cityburgh 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	£82.5
Paul Moore BArch, Dip (Arch) ARIAS	£65,000	Partner	£82.5
Jill Kahn ARIAS, RIBA	£54,000	Partner	£68.6
Peter Sikorsky Dip (Arch), RIBA	£54,000	Partner	£68.6
Zainab Rashid. BArch, Dip (Arch), ARIAS	£38,500	Associate	£48.9

Hazel Jones BArch, Dip (Arch)	£37,500	Associate	£47.6
Kakay Lim Dip (Arch), ARIAS	£32,800	Architect	£41.7
Alex Callaghan BA Arch, ARIAS	£32,350	Architect	£41.1
Jane Cunningham BA Arch, ARIAS	£32,350	Architect	£41.1
Cormac McCarthy	£28,000	Technologist	£35.6
Helen Goldie	£27,500	Technologist	£34.9
Walter Issacs	£27,500	Architectural Assistant	£34.9
Candidate BArch, Dip Arch	£27,500	Architectural Assistant	£34.9
Patricia O'Connell BArch, Dip Arch	£25,000	Graduate	£31.7
Helena Chadwick BArch, Dip Arch	£24,000	Graduate	£30.5
Scott Muir	£22,000	Technologist	£27.9
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 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 Practice has a diverse workload across both private and public sectors. Paul handles larger commercial, education and industrial developments. Mixed-use urban design-based projects are normally carried out by John Young who 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. Jill and Peter have undertaken a wide range of projects, although Jill has particular experience in residential projects; both large and small.

Hazel has worked as an effective job runner on a wide range of projects and has a particular talent for interiors. Zainab is a talented designer and works closely with Paul at the front-end of many of the Practice's projects. Kakay has taken a leading role in the implementation of BIM and the use of REVIT in the Practice.

The Practice secures many small-scale domestic projects. Although these are beneficial in regards to workload, 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 was successful in securing a place on the framework to undertake Cityburgh's design work for projects above £500,000. This framework was won in conjunction with Green and Green (M&E) and Trevor Maillot (Structural), who are appointed as sub-consultants.

The Practice has a set procedure in place to systematically review electronic Public Procurement notices on a weekly basis. Although the Practice has been successful in obtaining some work through this process, it has had many unsuccessful bids.

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 with this 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 and re-accreditation was successfully achieved in 2020. The Practice also has accreditation for ISO 14000 Environmental Management. Two members of staff; Paul and Jill have recently become Certified Passivhaus Consultants, having successfully completed the examination.

The Practice uses current 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 £5,000,000 for each and every claim since clients frequently require cover at this level. The policy excess figure is £25,000.

The Practice has a recently updated website. This has been masterminded by Jill Kahn, but Hazel now has the responsibility of keeping the website up-to-date. The revamp 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. The current identity of the Practice, agreed by the Partners, is a strong commercial practice with a strong design ethos.

Practice Administration:

Paul is now responsible for financial management and John for resource management and office job running systems. Paul's role in the Practice is primarily to win work and to run major projects.

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

Practice at internal sessions on their return. Hazel Jones is responsible for the management of the Practice CPD programme.

Staff training is tailored to enhance the Practice's skills 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.

The PA/Practice Secretary, Roberta Smith, handles the day-to-day administrative load for the Practice with input from part-time (one day per week) bookkeeper Hubert Reed.

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.

Financial Summary:

In 2020/21 profits were 16%, with a turnover of £1,600,000.

The Practice endeavours to ensure that they hold cash reserves to cover three months of expenditure.

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 per £100 of salary when charging clients on a time basis.

CONSULTANTS/ADVISERS

Legal:

DUN, TRIPP and FORSYTH,
Contact:

Solicitors, 70 Albert Road, CITYBURGH, CB2 8OA
Mr Brett Forsyth MLitt, LLB.

Financial:

MONTROSE Ltd, Accountants,
Contact:

3 Albert Close, CITYBURGH, CB2 7AA.
Mr Festus Munro CA. (The financial year runs from
1st September to 31 August.)

Bank:

BURGHDALE BANK PLC,
Contact:

92 Chambers Street, CITYBURGH, CB1 3PN.
Ms Irene McEwan (Senior Manager).

Insurance:

EASTERN ASSURANCE PLC,
Contact:

46 The Square, CITYBURGH, CB1 2EM.
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 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, MStructE.
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.

Practice Paper: Day 1 (Questions 1 to 4)

QUESTION 1 (a and b)

Scenario not provided/not necessary.

QUESTION 2

Appointment: In progress.

Project: New equestrian centre and house.

Equestrian centre to be funded by SportScotland and new house funded by client (with bank loan).

Location: Tunnock Glen, near Cityburgh.

Client: Tunnock Glen Equestrian Ltd, Proprietor Mrs June Wishaw.

Fee: 4.5% has been discussed.

GFY Project Team: John Young, Partner responsible.

Candidate.

Principal Designer: TBA.

QS: TBA.

Structural: TBA.

Contractor: None yet.

Building Contract: None yet, but will be Traditional Procurement.

Construction Budget: £2.5M (£2,500,000)

Project Status: John Young has been in conversation with new client, Mrs June Wishaw, MD of Tunnock Glen Equestrian Ltd, regarding GFY's appointment as architects for this new project.

Currently at workstage 0.

QUESTION 3

- Client:** JXZ Developments Ltd. A property developer and long-term client of GFY. This is their first non-residential development and their first involving an existing building.
- Site:** Former Victorian warehouse. Category B Listed. 4 storeys with basement. Previously used as head office accommodation for a large demolition contractor. The building is traditionally constructed, with an exposed timber floor structure on a steel column and beam frame. The building is served via a single stair.
- Brief:** The client has purchased the building with the aim of repurposing as a mixed-use commercial property. They have an agreed heads of terms with a restaurateur for the ground and basement floors and currently have their own operatives on site carrying out construction activities. The client intimated that the restaurant owner is charmed by the exposed finishes and underside of the timber joisted floor and, as a result, they envisage little work beyond refurbishment of the basement toilets being carried out. The client has recently instructed GFY to submit a Change of Use planning application for the ground floor of the building to convert to restaurant use. This is the extent of GFY's remit. No appointment is in place and GFY has yet to commence work.

QUESTION 4

Project:	Stoneybridge Housing Estate.
Client/Employer:	Stoneybridge Developments.
Contractor:	Hovis House Builders.
Design Team:	Architect, Principal Designer and Lead Consultant: GFY. Structural Engineer: TBA. Services Engineer: TBA.
Project Value:	£6M (£6,000,000)

A development of 45 houses on a greenfield site on the edge of a rural village. An existing client, GFY is currently agreeing the scope of service and fees for the scheme.

Practice Paper: Day 2 (Questions 5 to 8)

QUESTION 5 (a and b)

Scenario not provided/not necessary.

QUESTION 6

Project:	Refurbishment and fit-out of an existing two storey building to office accommodation.
Client:	Lewis Arcades Limited.
Contractor:	Build Right Ltd.
Total construction cost:	Originally £1.5M (£1,500,000), this has risen to £2M (£2,000,000).
Team:	Contract Administrator/Architect/Principal Designer: GFY. Structural Engineer: Trevor Maillot. Services Consultant: Green and Green. Quantity Surveyor: UG Partnership.
Building Contract:	Minor Works Building Contract for use in Scotland 2016 Edition (MW/Scot).
Current Stage:	RIBA Stage 5.
Background:	<p>Lewis Arcades has appointed GFY as Contract Administrator and Architect for the refurbishment and fit-out of a derelict building into its new head office.</p> <p>The works are currently on site, the contractor has been delayed due to unforeseen site conditions with the existing building for which an extension of time has already been partially awarded. When analysing the extension of time, GFY determined that the contractor was partially liable for the delay to the works.</p>

QUESTION 7

GFY has been appointed by Hammer and Nail Construction Ltd following their success in winning a tender to design and build a new ferry terminal on the west coast for operators Bàta Mòr Ltd.

The project was initially designed by Bàta Mòr Ltd's own in-house team, which will now take on a client representative role. GFY is appointed by Hammer and Nail Construction Ltd to develop the scheme design from RIBA Stage 4 to completion.

GFY's appointment also includes assuming the role of Principal Designer to the contractor, taking over the duties from the client's previous Principal Designer, whose appointment was terminated when the design and build contractor was appointed. Accordingly, GFY inherited the pre-tender Pre-Construction Information Pack and had a responsibility to develop this prior to starting on site.

QUESTION 8

Project:	Valleyhawk Golf and Spa Resort.
Client/Employer:	Valleyhawk Development Company.
Design Team:	Architect, Principal Designer and Lead Consultant: GFY. Structural Engineer: Trevor Maillot. Services Engineer: Green & Green.
Project Value:	£20M (£20,000,000).
Construction Period:	52 weeks.

This project involves a B listed former country house that has been the subject of fire damage. Only the stone walls remain, which are in reasonable condition.

Planning and Listed Building permissions have recently been granted for the project that involves a façade retention and a rooftop extension of 4 storeys in a contemporary style with a zinc roof. A conversion of the existing building and rooftop extension will provide 80 luxury bedrooms. There is also a large extension to the side that houses a luxury spa and swimming pool extension in a strikingly modern design with planar glass elevations and a mono pitch zinc roof.

The building is owned by Cityburgh Council. The development company had an option to buy the site and needed to conclude and pay the agreed £2M (£2,000,000) purchase price to the Council within 4 weeks of planning permission being granted. This has lapsed and the development company has not taken up their option on the site.

GFY has been paid £80,000 Ex VAT by Valleyhawk to take it up to planning completion stage in accordance with our appointment.