



**SOUTH AFRICAN COUNCIL
FOR THE
LANDSCAPE ARCHITECTURAL PROFESSION**

REGISTRATION EXAMINATION

MARCH 2011

SECTION 1: PROFESSIONAL PRACTICE

| No. | Question | Points |
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| 1 | Professional Practice | (25 points) |
| 1.1 | The municipality of Stellenbosch has put out a tender for the design of a multi-purpose urban space in the historical part of the town. The site is zoned private open space. There are buildings on the site that will be used as a coffee shop in future and large gum trees along the Eerste River. The Landscape Architect will be appointed as the Principal Agent and is tasked to put a team of consultants together. | |
| 1.1.1 | Write a fee proposal letter for the tender in bullet form. | (5 items x 0.5 point) 2.5 |
| 1.1.2 | At the site meeting the municipality requests that you give a discount on your professional fee. Indicate what you will do? | (3 items x 1 point) 3 |
| 1.1.3 | List the sub-consultants you would need for the tender | (6 items x 0.5 point) 3 |
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| 1.2 | You are the owner of a Landscape Architectural practice. | |
| 1.2.1 | List the type of insurances you would need. | (4 items x 0.5 point) 2 |
| 1.2.2 | You are interviewing candidate Landscape Architects for a position on your staff. What items should be included in the contract of employment of a staff member in a Landscape architectural practice? | (5 items x 1 point) 5 |
| 1.2.3 | What are the different types of remuneration a landscape architect can propose to a client? | (5 items x 0.5 point) 2.5 |
| 1.2.4 | How will you advertise your expertise as a Landscape Architect? | (2 items x 0.5 point) 1 |
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| 1.3 | You are the employee of a landscape architectural practice. | |
| 1.3.1 | What is the purpose of the CPD system and what steps can you take to comply with it. | (2 items x 0.5 point) 1 |
| 1.3.2 | The client asked you to facilitate the tender process for a landscape maintenance contract for an Estate. You invite 5 landscape maintenance companies to tender. One of the tenderers (company x) did not attend the compulsory tender clarification meeting on site, but did phone with an explanation. The client indicated that company x should be allowed to tender. What is your advice to the client? | (5 items x 1 point) 5 |



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| 2 | Project Management | (23 points) |
| 2.1 | <p>You are appointed as the Principal Agent on a local government tender landscape contract, which involves the provision of the full standard services for a Landscape Architect.</p> <p>The project has been outlined on land which is zoned as Public Open Space, but is currently undeveloped in a local community.</p> <p>The Client requires this land to be developed with hard & soft landscaping, the functions of which address the needs of the local community.</p> <p>There are a few existing clusters of indigenous trees on the site, which were pointed out at the tender stage for professional services.</p> <p>A 24 month period has been allocated for this project, from inception through to final completion of the project.</p> | |
| 2.1.1 | What category of professional is eligible to carry out this work? | (1 item x 1 point) 1 |
| 2.1.2 | How can a client determine whether a landscape architectural professional is eligible to carry out this work? | (1 item x 1 point) 1 |
| 2.1.3 | Are there any other professionals who carry out the work in the course of their duties? | (2 items x 1 point) 2 |
| 2.1.4 | Where will you find reference to the professionals who are eligible to carry out the work referred to in Question 2.1.1 and Question 2.1.3? | 2 items x 1 point) 2 |
| 2.1.5 | Compile a project programme for this project in table format. | (8 items x 1 point) 8 |
| 2.1.6 | List possible specialists who may be appointed on this project | (2 items x 1 point) 2 |
| 2.1.9 | Name two ways in which these consultants may be appointed on this project. | (2 items x 0.5 point) 1 |
| 2.2 | You are preparing an Agenda. | |
| 2.1.1 | What is the most critical information that you would typically include on the Agenda in preparation for your second team meeting? | (6 items x 0.5 point) 3 |
| 2.1.2 | List two positive aspects and one negative aspect related to the recording of project Meeting Minutes. | (3 items x 1 point) 3 |
| 3 | Contract Management | (27 points) |
| 3.1 | The majority of landscape works executed by a specialist landscape contractor are by sub-contract. Briefly describe the essential meaning of each of the following sub-contract categories. | |
| 3.1.1 | Nominated sub-contracts | (2 items x 1 point) 2 |



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| 3.1.2 | Selected sub-contracts | (2 items x 1 point) 2 |
| 3.1.3 | Domestic sub-contracts | (2 items x 1 point) 2 |
| 3.2 | As a Landscape Architect, you are responsible for the issue of site instructions and amended instructions to the contractor on behalf of the client. Describe the procedures that you will follow for each of the following situations : | |
| 3.2.1 | If there is no additional cost to the intended amendment. | (4 items x 0.5 point) 2 |
| 3.2.2 | If, according to the estimate the intended amendment will exceed the limitation as agreed to with your client for amended instructions. | (4 items x 0.5 point) 2 |
| 3.2.3 | Where you are to give a site instruction for action in the case of an emergency. | (4 items x 0.5 point) 2 |
| 3.3 | As Principal Agent to a contract you have received the contractor's new claim for payment for work executed since the previous claims that you have certified. | |
| 3.3.1 | Describe the actions you will take to ensure that the claim is fair and correct. | (4 items x 0.25 point) 1 |
| 3.3.2 | The status of this claim is as follows : | |
| | Original contract value = R1.5 million + VAT | |
| | Previous claims certified = R500 000 + VAT | |
| | Contractual work completed and approved since the previous certification = R400 000 + VAT | |
| | Additional work (amended instructions) completed and approved since the previous certificate = R100 000 + VAT | |
| | Retention on each payment certificate = 10% | |
| | Calculate the following, VAT excluded : | |
| a | Total value of the new claim | 2 |
| b | Retention on this claim | 2 |
| c | Value of this payment certificate | 2 |
| d | New value of the retention fund | 2 |
| e | Balance of the revised contract value, including the retention held | 2 |
| 3.4 | You have designed furniture for a park with the local authority as your client : | |
| 3.4.1 | What rights does the authority have to use such design for the use in other parks where you are not the Landscape Architect? | (2 items x 0.5 point) 1 |
| 3.4.2 | What rights do you have to use such design for your own promotional or publication purposes? | (1 items x 1 point) 1 |



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| 3.5 | Tender documentation | |
| 3.5.1 | What does the acronym CIDB stand for? | (1 items x 1 point) 1 |
| 3.5.2 | What is the purpose of the CIDB grading system for public tenders? | (2 items x 0.5 point) 1 |
| | | |
| 4 | Office Management | (25 points) |
| 4.1 | You are a registered Landscape Architect starting your own private practice. Discuss the following aspects of your business plan and practice administration strategy. | |
| 4.1.1 | Sources of work and your strategy to acquire clients. | (10 items x 0.5 point) 5 |
| 4.1.2 | Your intended appointment and invoicing format and protocol. | (10 items x 0.5 point) 5 |
| 4.1.3 | How you plan to deal with cashflow? | (5 items x 1 point) 5 |
| 4.1.4 | a. Name 2 instances where you would be required to obtain a bank guarantee. (2). b. How would you go about securing a bank guarantee for the above instances? (2) c. Who would carry the liability? (1) | (5 items x 1 point) 5 |
| 4.1.5 | Your approach to employing staff and their conditions of employment. | (10 items x 0.5 point) 5 |
| | TOTAL | 100 |