



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

SACLAP EXAM 2014

SECTION 1: PROFESSIONAL PRACTICE

PROPOSED QUESTIONS TOTAL 140 Marks – Time: 2 Hours

1	Project Management	(subtotal 25)
1.1	<p>You are the Landscape Architect for a new multi-storey office building with a multi-disciplinary project team. The project includes the following:</p> <ul style="list-style-type: none"> a. New roads adjacent to the office building b. A stream adjacent to one of the site boundaries c. External lighting protruding into the landscape area d. Large water features with pump rooms e. Planters on some of the upper levels <p>Name the Consultants you would collaborate with on this project.</p>	10
1.2	<p>You are a Landscape Architect appointed on a multi-disciplinary project. It has come to your attention that the Landscape Contractor is not going complete the landscape installations in due time. The reason being that the Main Contractor is falling behind on programme and areas are not being made available for the Landscape Contractor to commence work.</p> <p>Briefly discuss the communication protocol which should be followed to ensure that the Main Contractor assists the Landscape Contractor by making areas available in time or that the Landscape Contractor won't be held responsible for penalties if they don't complete the installation in time.</p>	5
1.3	<p>Give reasons why it is important to confirm all decisions on site with other consultants, other relevant parties or the Client in writing, even if the decisions was not part of a formal meeting.</p>	4
1.4	<p>You are appointed as Landscape Architect on a new children's play area for an existing heritage park. Identify 3 possible risks you may encounter during planning phase and 3 possible risks you may encounter during construction phase which might cause an obstruction or delay in the project programme and deliverables.</p>	6

2.	Contract Management	(subtotal 35)
2.1	Define: Way Leaves.	1
2.2	For what period of time are Way Leaves valid?	1
2.3	At what stage in the project cycle would you apply for Way Leaves?	2
2.4	Why would you apply for Way leaves?	3
2.5	List 4 entities from which you could obtain Way Leaves.	2
2.6	Arrange the following activities undertaken during Work Stages 5 and 6 according to the correct sequence as they would normally occur during the life cycle of a project.	7
	Works Completion	
	Maintenance Period	
	Installation of bollards in new paving areas	
	Laying of paving	
	Latent Defects Liability Period	
	Preparation and compaction of sub-base layers to receive paving	
	Final Completion Handover	
	Removal of existing vegetation and concrete foundations	
	Installation of irrigation system	
	Practical Completion	
	Patent Defects Liability Period	
	Grading and levelling	
	Compaction tests	
	Contractor's Safety File approved	
	50% release of retention monies	
2.7	Explain what is meant by a bid being unresponsive?	1
2.8	You are busy with the evaluation of a public tender. List 5 items you would verify first to ensure that the bid is responsive?	5
2.9	Once you have verified that the bid is responsive based on the items listed in the question above, describe (in bullet points) how you would continue with the bid evaluation process in order to make a fair and transparent recommendation to your client.	3
2.10	Draw up a list of 5 questions (in bullet points) you would ask a reference supplied by the bidder during the bid evaluation process.	5
2.11	Why would you issue an addendum to a bid? Give 2 reasons.	2
2.12	You are appointed by the City of Cape Town to draw up a bill of quantities for the installation of a concrete walkway. How would you (a) apply the principles of the EPWP while (b) ensuring that the project budget and programme is adhered to in the execution of the works?	3

3.	Professional Practice	(subtotal 25)
3.1	<p>You are invited to submit a fee proposal for the design and supervision of a sculpture garden for a tertiary education facility. The allocated budget at this stage is R3,500,000.00 (incl. VAT and professional fees).</p> <p>Prepare a professional fee quotation in a letter format indicating the following:</p> <p>a) Fee and disbursement value, indicating relevant steps of your calculation (7)</p> <p>b) Give a cash flow prediction based on your proposed fee in order for the Client to plan his cash flow for the project (6)</p>	13
3.2	Name 4 typical legal/administrative supplementary documents usually required with a tender submission, validating your submission.	4
3.3	Name the objectives of the Code of Conduct stipulated by SACLAP.	3
3.4	As Registered Professional Landscape Architect you have an obligation to protect the environment. Briefly state how you can contribute to this according to SACLAP's Code of Conduct.	5
4.	Office Management & Administration	(subtotal 30)
4.1	<p>You have been appointed as the landscape architect for road island development and beautification by Mogale City Local Municipality. Your project co-ordinator is Mr. Khomane. The total value of your appointment is R193 800.00 inclusive of VAT and disbursements.</p> <p>You have already submitted a fee claim, and been paid, for Work Stages 1-3. The tender phase has been completed and you have submitted your bid evaluation report.</p> <p>Prepare an interim invoice for professional fees according to the SACLAP Work Stages and Scale of Fees.</p>	15
4.2	What is the value of remaining fees once the claim above has been settled?	5
4.3	What do the following acronyms stand for: PAYE; UIF; SACAP; ASAQS; BBBEE	5
4.4	How can you evaluate whether you are making a profit or a loss on a project?	1
4.5	ABC Landscape Architects is landscape architectural practice with 2 partners and 5 employees. List 4 types of insurance the ABCLA should have in place.	4
5.	Ethics	(subtotal 10)
5.1	List the types of information you are obliged disclose when requested to do so in light of the Promotion of Access to Information Act (Act 2 of 2000).	2
5.2	Define: Professional Ethics	

5.3	List 8 forms of conduct which could be construed as unethical relating to the construction industry.	4
5.4	In terms of the Municipal Finance Management Act 9Act 56 of 2003), it is a statutory requirement that local government obtain 3 quotes for work valued between R30 000 and R200 000 inclusive of VAT. You are invited by a local municipality to submit a fee proposal for phase 2 of a development. The fees for phase 2 will fall within the above range. You are aware that another landscape architectural firm was involved in phase 1 of the project. Discuss how you would proceed?	2
6.	Occupational Health and Safety	(subtotal 15)
6.1	What is the role of the Employee on a Construction site in terms of the Occupational Health and Safety Act with regard to the workplace?	5
6.2	What is the function or duties of a Health and Safety representative?	5
6.3	Recycled grey water or contaminated ground water will be used for irrigation purposes at a new office park. What precautions should be taken/measures set in place by the employer in terms of Health and Safety for the Employees to work in this area where they might be in contact with the irrigation water?	5

TOTAL: 140

TIME: 2 HOURS