



# SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

REGISTRATION EXAMINATION

MARCH 2012

## SECTION 1: PROFESSIONAL PRACTICE

No.	Question	Marks
<b>1.</b>	<b>Project Management</b>	<b>(subtotal 25)</b>
1.1	Give 4 reasons why it is necessary to take minutes of project meetings.	4
1.2	You are the landscape architect on a multi-disciplinary project team. The team consists of the following members: Project Manager, Architect (Principal Agent), Structural Engineer, Electrical Engineer. During the construction phase of a development project, the selected electrical sub-contractor trenches through a newly completed plant bed damaging the irrigation system and half of the plant material. Briefly discuss the communications protocol which should be followed to ensure that the damages are rectified.	5
1.3	<p>You are appointed by the City of Tshwane to develop a Local Open Space Plan (LOSP) for the Mamelodi. The project outcomes are summarized as follow:</p> <ol style="list-style-type: none"> <li>1. To obtain a thorough understanding of the dynamics of, and planning for, the study area based on existing policy and strategy documents;</li> <li>2. To obtain a thorough understanding of the open space situation within the study area;</li> <li>3. To maximize opportunities and strengths of, and address threats and constraints to, the open space in the study area;</li> <li>4. To develop a visionary and sustainable open space network;</li> <li>5. To obtain a full set of information in GIS format for integration in the current GIS system of the City of Tshwane to inform day-to-day decision-making;</li> <li>6. To enable prioritization of future open space development; and</li> <li>7. To provide implementation guidelines for proposed open space infrastructure.</li> </ol> <p><b>Compile a project programme for the above project detailing deliverables to timelines.</b></p>	12
1.4	What is the value of a planning tool such as a Local Open Space Plan to a local authority?	4

<b>2.</b>	<b>Contract Management</b>	<b>(subtotal 45)</b>
2.1a	What is the purpose of a construction programme?	5
2.1b	Is a construction programme a legal document?	1
2.2	List the process you would follow and items you would review during the adjudication of a public tender.	8
2.3	List 6 items which should be covered under Preliminaries and General in a bill of quantities.	6
2.4	Name two types of instructions you could issue during an installation.	2
2.5	List 4 different types of insurance cover at Contractor should take out.	4
2.6	Define: Patent Defects.	4
2.7	Give an example of a typical patent defect.	1
2.8	At what stage in a project cycle should all patent defects be repaired?	1
2.9	You have been appointed by a local authority to develop a local park, and you must procure the services of Landscape Contractor through an open and transparent competitive public tender process? Discuss the procurement process from completion of working drawings, specifications and bills of quantities up to bid adjudication.	13

<b>3.</b>	<b>Professional Practice</b>	<b>(subtotal 40)</b>
3.1	You are invited to submit a formal professional fee proposal for the design and supervision of a regional park by your local authority. <b>Show your calculations</b> related to the standard scope of work, and attach deliverables for the landscape architectural work, based on a total project budget including professional fees and VAT of: R6,4000,000.00.	36
3.3	List 4 supporting documents that you will submit with a fee proposal.	4

<b>4.</b>	<b>Office Management</b>	<b>(subtotal 33)</b>
4.1	Explain the following acronyms: CLO, EPWP, CPD, SETA, OSP, CIDB	6
4.2	You have been appointed as the landscape architect for the development of a resort in Hermanus. The total value of your appointment is R307,230.00 inclusive of VAT and disbursements.  You have completed and submitted all work required for tender purposes to the Quantity Surveyor. The total value of your previous invoices amount to R 134,750.00 exclusive of VAT.  Prepare an interim invoice for professional fees according to the SACLAP Work Stages and Scale of Fees.	20
4.3	Give two reason why your employees should keep detailed timesheets.	2

4.4	List 2 government deductions which an employer is compelled to deduct from an employees' monthly salary.	2
4.5	What guidelines would you use when determining the rates applied to disbursement charges?	3

<b>5.</b>	<b>Ethics</b>	<b>(subtotal 12)</b>
5.1	Explain how you will make your bid competitive without offering discount.	4
5.2	Offering discount on the published professional fees has become common practice to make firms more competitive. Explain on what basis you will offer discounts to clients and what are the implications for your office to ensure profitability as a result of offering discounts?	8

<b>6.</b>	<b>Occupational Health &amp; Safety</b>	<b>(subtotal 10)</b>
6.1	What does the acronym PPE stand for?	1
6.2	List 5 items of PPE which could be issued on a construction site.	5
6.3	List 3 different measures which the contractor should implement to safe guard the construction site.	3
6.4	The Contractor has employed 153 local labourers for the upgrading of a multi-purpose community centre. How many safety representative must he employee by law?	1

<b>TOTAL</b>		<b>165</b>
--------------	--	------------