

APPENDIX 10, REPORT OF THE DRAFTING PANEL ON REVISITING THE EXISTING RECOMMENDED GUIDELINE ON SCOPE OF PRACTICE

Scope of Practice & Integrated Practice Union of International Architects, Professional Practice Commission August 31, 2007

Reason for revision:

- 1) **Core Scope of Service vs. Project Flow:** There is discussion whether it is necessary to have two sets of categorization to allocate the scope of service, since there are many duplication of services among these two categories. Further more, even within the Project Flow itself, there are duplications because of the nature of the continuity of some services.

Proposal: Scope of services are identified based on the Core scope of service categorization so that the duplication can be minimized.

Project flow is described in the text for giving general idea of where the services are allocated in architectural practice. Project flow is simplified so that unnecessary conflict can be avoided between different design phasing of UIA sections.

RECOMMENDED GUIDELINE FOR THE ACCORD POLICY ON SCOPE OF PRACTICE

Revised on August 31, 2007

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Accord policy on scope of practice

That The UIA encourages and promotes the continuing extension of the boundaries of architectural practice, limited only by the provisions of Codes of Ethics & Conduct, and strive to ensure the corresponding extension of the knowledge and skills necessary to deal with any extension of boundaries.

Recommended guideline for the accord policy on scope of practice

Introduction

In most jurisdictions, architects already offer architectural services based on core scope of practice evolved over the years. Documentation on the core scope of practice varies quite widely among many jurisdictions – some are quite detailed and cover every single aspect of the work process from inception to completion and handing over of the project to the owner, as well as other services that can be provided by an architect. Furthermore, some jurisdictions have either regulatory bodies or their respective professional institutes that outline in detail the core scope of services as well as the other services. Some jurisdictions

have neither.

The UIA has an interest in maintaining the architects' responsibility in the core scope of practice as well as their ability to perform such other services that they may have developed in their own jurisdiction. The UIA also recognizes a need to promote the awareness among the public and government administrators of such scope of practice by architects in their own jurisdiction. Furthermore, the UIA recognizes that such scope of practice should take into consideration the local environmental, social and cultural factors and ethical and legal standards prevailing in each jurisdiction. Although the Accord and related Policy Guidelines are intended to define such scope of practice as well as the extension or other services that can be performed by an architect, they are also intended to promote such aspirations of the profession lacking in some jurisdictions through corresponding acquisition of such knowledge and skills necessary to equip the architects ultimately.

The Accord acknowledges that although there are many jurisdictions that may not have the administrative means and/or educational facilities to promote and/or regulate the core scope of practice or the other services with which an architect should be conversant, due to these differing standards, practice and conditions that reflect the diversity of cultures of such jurisdictions, the Accord represent only a first step in an effort by representatives of the international community of architects to reach consensus on the scope of practice toward which an architect should aspire and offer to serve community interests. The UIA recognizes that bilateral and multilateral mutual recognition agreements between and among registration/licensing agencies of the UIA member sections will take substantial time to negotiate and bring into operation, and there is a need to provide guidelines and protocol for conditions where mutual recognition agreements do not yet exist.

The Accord Policy on Scope of Practice is intended to lay down the core services that an architect should be able to provide competently. The Accord Policy also recognizes that there are many others services and disciplines that for such jurisdictions to promote and attain over a period of time.

Guideline for Scope of Practice

Core Scope of Services

Architects generally provide the following core units of professional service essential to the creation of the built environment.

A. Project management

- Formation and management of project team

- Schedule planning and control

- Project cost control

- Client approval processing (design approval, payment certificate)
- Governmental approval procedure
- Coordination with consultants and engineers
- Post occupancy evaluation
- Communication and documentation

B. Research and planning

- Assist of brief writing
- Site analysis
- Feasibility study
- Identification of objectives and conditions
- Conceptual planning

C. Construction cost control

- Construction cost estimation
- Evaluation of construction cost proposed
- Evaluation of value engineering
- Cost control in construction phase
- Change order evaluation

D. Design

- Confirmation of requirements and conditions
- Design and production of construction documents (Drawings & Specification)
- Design presentation for client's approval
- Estimation of construction cost

E. Procurement

- Recommendation of construction procurement method
- Recommendation of construction and material vendors
- Processing of construction procurement
- Prepare bid instruction
- Assist of construction contract award

F. Contract administration

- Support to construction contract administration
- Clarification of design intents and review of quality control
- Observation, inspection and report of site work
- Change order and field order
- Claim processing
- Inspect building and provide punch list for remedy
- Initial commissioning and testing
- Assist to provide record drawings and specification
- Compile building owner's manual
- Issue final certificate

G. Maintenance and Operation planning

- Support for property management
- Support for maintenance of building
- Post occupancy inspection & evaluation

An architect's core services are not limited to the above listed services. UIA recognizes that there are various services in the different jurisdictions - such as urban planning, historical restoration, renewal of existing buildings and many other services can be considered as core services wherever architects are capable to carry out these services based on appropriate education, training and experiences.

H. Other Services

The services listed below are not necessarily excluded from the core services. Some jurisdictions accept some of these services as core services, taking into consideration that the architects are appropriately qualified to perform these services for the clients and the public.

- i) Feasibility Studies and assessment of options
- ii) Preparation of Design Requirements (Program)
- iii) Building Survey (inspection)
- iv) Negotiations (e.g. land-use/zoning conversions)
- v) Delay & Protracted Services
- vi) Special Presentations for Sales & Advertisement Brochures
- vii) Life Cycle Planning
- viii) Land-Use/Town Planning
- ix) Urban Design
- x) Facilities Management
- xi) Landscape Design
- xii) Interior Design
- xiii) Graphics & Signage Design
- xiv) Acoustic Design
- xv) Lighting Design
- xvi) Specialist Detailing (e.g. curtain walling)
- xvii) Building Energy Studies
- xviii) Cost Consultancy Services
- xix) Building Codes Services
- xx) Materials/Equipment Services
- xxi) Environmental Studies
- xxii) Construction Management Services
- xxiii) Support for Art Works
- xxiv) Project Management Services
- xxv) Accessibility services
- xxvi) Dispute resolution (Mediation, Arbitration, Expert Witness)
- xxvii) Historical restoration
- xxviii) Renewal of existing building
- xxix) Post occupancy evaluation
- xxx) Traffic analysis
- xxxi) Health & Safety Audit
- xxxii) Risk Management Assessment

Project Flow

The core scope of services as listed above are allocated in various phase of the project flow described below. Detailed definition of services is differing within same scope from phase to phase. The project flow is based on traditional delivery system, however UIA recognized

that there are many different delivery systems exist and expected to emerging new systems in future. Project flow presented here is merely the benchmark for the individual project to identify the various deviations within the essential flow of the project.

A. Pre-Design Phase

The architect assists the client to identify requirements for the project and to develop a project brief.

Prepare initial feasibility studies and assessment of options to enable client to decide to proceed.

B. Design Phase

Based on requirements, constraints and objectives of the project brief, the architect examines major requirements in codes and regulations, building technology, project schedule and cost of the project and proceeds to prepare design for the project.

Upon the client's approval of the design, the architect prepares technical documents suitable for the construction.

C. Bid, Negotiation and Award of Contract Phase

Based on construction documents prepared, the architect prepares contract documents for selection of a contractor.

The architect assists the client in the selection of the contractor to be awarded the project. The architect arranges a formal agreement between the contractor and the client.

D. Construction Phase

To assure quality of the project documented in the contract document, the architect administer the building contract, clarifies design intention, observes site works done by the contractor, issues instructions, and authorizes payments to the contractor.

E. Handover Phase

With completion of the project, the architect inspects final quality of the project for conformity with contract document and checks to confirm that all statutory approvals have been obtained.

The architect arranges a formal handover of the project from the contractor to the client.

F. Post Construction Phase

In post-construction phase, the architect provides professional services to conduct post occupancy evaluation to ensure that the contractor's obligations to remedy defects are fulfilled.

End of Guideline