

The essential form and spirit which make a building as distinct in personality as a human being is the product of the Architect's imaginative creation of space, embodying both beauty and form and its arrangement to best serve the building's and client's purpose.

If you are planning to build, the first person you should see is an Architect.

For those intending to build this brochure is designed to act as your introduction to him and to answer some of the questions you may want to ask about the services which can be provided for you. It tells you something about the various professions concerned with buildings and show how the members of these professions can assist you, the client, to obtain the best and most economical building for your purpose.

To exist a human being needs little more than light, air and sustenance. To live and be happy the Architect needs a great deal more. Much of his happiness derives from his surrounds, his home, his place of work and the general plan and structure of the village, town or city in which he lives.

An Architect is the person in our society most responsible for the quality of our surroundings. In the field of building the Architect plays a determining role. An Architect is the only man specifically trained to provide advisory planning, design, consulting services, production, supervisory and consulting services in building construction.

To acquire knowledge and the skill that enable an architect to undertake all these responsibilities, an Architect will have spent 5 years at a University, followed by not less than 2 years practical training under the supervision of a practicing Architect.

An Architect is subject to a rigid code of ethics which is enforced by the Uganda Society of Architects and the Architects Registration Board.

Finally, an Architect is a man who, by training and inclination, combines an artist's understanding of form and beauty with the ability to practice a profession in which an Architect must deal with a wide variety of specialists and the administrative and business problems relating to their services.

In Uganda a person cannot practice as an architect without being registered thus ensuring that the Architect is properly qualified and experienced.

### **WHAT PROFESSIONAL SERVICES DOES AN ARCHITECT PROVIDE?**

An Architect designs buildings and sees that they are built in accordance with his design. Most architects do not specialize although some have special experience in particular types of building such as hospitals or factories. An Architect will undertake the design of any building.

In addition to designing buildings an architect can help in many other ways; by judging the feasibility of a project right at the beginning; by advising on a suitable site (some architects are also qualified town planners); by reporting on the condition of an existing building and its suitability for conversion or extension; by interior design; by designing furniture etc.

Normally an Architect handles smaller projects himself from beginning to end, but in the case of the larger and more complex buildings the Architect requires advice from various other consultants. e.g.

- (i) A Quantity Surveyor to estimate the cost of the building; control the cost during design; prepare bills of quantities incorporating specification of materials and labour for use by

contractors when submitting a tender; calculate the amount due to the contractor in installments as the work proceeds; and to prepare the final accounts. Contractors do not normally tender for buildings costing more than \$ 50,000 unless a bill of quantities is provided.

- (ii) A Structural Engineer to design the structure of the building and ensure that it is strong enough to support the loads it will have to carry;
- (iii) An Electrical Engineer to design electrical installations;
- (iv) A Mechanical Engineer to design equipment such as lifts, air conditioning, water and plumbing installations and other mechanical equipment;
- (v) A Civil Engineer to design roads, sewers and water supplies, etc, associated with the project.

The Architect will advise the client as to which type of additional consultant will be required and will recommend suitable persons and will coordinate their activities. In Uganda they also have to be registered.

The Architect will receive the Client's requirements and from them will prepare preliminary studies of the project in sketch and written form. When preliminary studies have advanced sufficiently, the Architect will prepare preliminary estimates of the cost of the work. Should the estimate be higher than the budget, changes will be made in the design, or the requirements will be reconsidered to bring down the cost to the set level.

Once the design has been approved the architect will proceed with the detailed design work and the preparation of working drawings, specifications and other tender documents. The Architect will also obtain approval under building by-laws etc.

The Architect will invite contractors to submit tenders and supply them with the necessary documents to prepare them. The tenders will provide the Client with the exact cost of the work.

The Architect will then assist the Client in the choice of a contractor and draft the contract form.

The Architect will provide the contractor with all the documents and information necessary to carry out the work and will supervise it. The Architect will endeavour to guard the Client against defects and deficiencies in the work in order that the finished job be obtained which in all ways conforms to the terms of the contract. The Architect will check shop-drawings from contractors and other specialists.

The Architect will follow the progress of the work accurately and issue certificates of payment periodically corresponding to the work performed, until the job is completed.

The architect does not normally undertake daily supervise of the building work himself; the Architect makes periodic visits to ensure that the contractor is doing the work properly. On the larger or more complex jobs it is often necessary to employ a clerk of works, who is on the site all the time to supervise everything. A clerk of works is usually employed on a monthly salary which you will have to pay in addition to the fees.

For six months after completion the contractor has to make good any defects in materials and workmanship. If a particular item is urgent (e.g. a leaking roof) the Architect will attend to it straight away, but normally all the repairs are done together at the end of the six months. 5% of the amount of the contract is retained during this period in case the contractor defaults.

From this brief description of the work of an architect and his consultants you will see that they will be able to relieve you of many of the difficult problems which arise when you wish to build. Since they are professionally qualified they will put forward solutions which you can expect to result in an attractive building convenient in use and at good value for money.

### **WHAT KIND OF CONSTRUCTION DO YOU NEED AN ARCHITECT FOR?**

For all types of buildings large and small, or if you plan to make any alterations or extensions to existing structures.

All building construction calls for the services of a specialist, an Architect.

An architect's advice and service will put your money to better use, ensure your safety and make certain that the building is something you can look at and live in, or work in, with pride and satisfaction.

### **HOW DO YOU CHOOSE AN ARCHITECT?**

An architect, like most professional people, is forbidden to advertise or solicit work and, since maximum fees are fixed by the professional organisation, work comes to him by reputation for quality of design, service and advice.

One way of choosing an architect is, therefore, to enquire the names of the architects for existing buildings you have seen and liked. You could also enquire amongst friends or business colleagues. The president of the Uganda Society of Architects can also give advice.

When you have collected a few names you should visit the architect's offices and explain your needs; the architects will be pleased to show you their work and no fee will be charged unless you give

instructions or seek professional advice. You will then be able to make your selection.

Consult your architect before selecting the building site, if possible.

Institutions may select their architect through an open or selective tendering process on the basis of submission of technical proposals only.

Note that under the code of professional conduct an architect is not normally allowed to submit a design in competition with other architects. You cannot therefore select your architect by asking three or four of them to prepare a design for your new building.

A properly organized Architectural Competition with prizes for the winners and runners-up can, however, be organized if proper rules are drawn up; but these are only worth while in the case of large and important buildings. The Uganda Society of Architects can give you details. If one of the prize winners is appointed as architect for the project then his prize money is deducted from his fee.

## **WHAT CAN YOU DO TO ASSIST YOUR ARCHITECT?**

Once the Architect has been appointed, the architect will obtain from you details of his brief. This may require several meetings, visits and inspections so that the Architect can fully understand your requirements. For example, in the case of a factory the Architect will want information about your manufacturing process, in the case of an office the relationships between different departments and sections. The Architect will then be able to arrange the parts of the building in such a way that the building will be convenient in use. If the client is an organization such as a company or a local authority it is best for one person to be appointed to brief the architect. That person would

then collect and reconcile the requirements of all his colleagues. The Architect could be supported by a small committee.

The brief must state the amount of money available for the project which, in addition to the building, might include acquisition of land, drainage, water supply, electricity supply, roadworks etc. Allowance will also have to be made for professional fees, out-of-pocket expenses and disbursements.

You are required to act promptly in reply to written questions and in signing certificates; having given due consideration to drawings and sketches, act as promptly as possible in informing the Architect of your decisions; your delays in such matters may add to the cost of the work;

Your orders to the contractor must be issued only through the Architect;

You should inspect the job periodically in company with the Architect.

### **WHAT IS THE FEE STRUCTURE FOR ARCHITECTS?**

Having selected your architect and other consultants (if any), they should be properly appointed by an exchange of letters and signing an agreement confirming that their conditions of engagement and scale of fees shall be those laid down by the Society. The prescribed fees are minimum fees: professional consultants cannot charge less but in some cases may wish to charge more and if you agree to this it will be mentioned in the letter of appointment.

Remuneration for Architectural services varies depending on the size and type of job. The principal methods of payment of fees are, in accordance with the Uganda Society of Architects regulations;

- i) A percentage of the construction costs of the job;
- ii) Fixed fee based on a percentage of the cost of the work;
- iii) Daily or hourly payment.

Payments are made at an proportionate rate, throughout the design and construction period as stipulated in The Standard Form of Agreement between Client and Architect, issued by Uganda Society of Architects.

The Architect's fees for services, a small fraction of the building costs, will save the Client far more than not using his services. There are many reasons for making this statement, the most obvious being that the Architect's highly specialized knowledge enables him to obtain the maximum usable space out of a structure, to plan to use the most efficient materials and structural systems and, through his ability to produce accurate and detailed drawings and specifications, to obtain tight and accurate competitive bidding from contractors.

### **WHAT IS THE PURPOSE OF THE UGANDA SOCIETY OF ARCHITECTS AND ARCHITECTS REGISTRATION BOARD AND HOW DO THEY SERVE THE PUBLIC INTEREST?**

The Uganda Society of Architects represents the architectural profession in Uganda.

The Architects Registration Board oversees the practice of architecture in order to protect the public and to create the best possible relationship between Architects, between the Architect and his Client and between the Architect and the public. Any breach of the established ethical standards by an Architect can lead to his being suspended from his profession and having his license revoked.

The Architect complies with a code of ethics to insure both the protection of the public and high standards of the profession.

The Architect's only remuneration is his fee from the Client, thus safeguarding the Client's interest.

The Architect works only to commission, undesired rivalry between Architects, which the Client would eventually have to pay for, is thus avoided.

One Architect does not belittle another, nor try to displace another Architect if retained by the Client.

The Architect does not accept a commission for which another architect has already been retained without enquiring of him if the Client has properly relieved him of his commission.