



## **ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

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## **Possible Questions for the Oral Review**

The following are typical questions relating to the listed subjects which you may use as a guide for your own line of questioning:

### **1. Architects Act and Bylaws, Code of Conduct**

- a. The architecture profession is self-regulating. How do we earn the right to be self-regulating?
- b. Is a Code of Ethics necessary? Who does it protect?
- c. Can an architect criticize another architect's work? If so, under what circumstances?
- d. Discuss the architect's duty to the client, the community and to yourself, as architect, as it relates to design decisions made on the project you are presenting here.
- e. A client has come to you asking that you do the design portion of a project for a considerably reduced fee. You expect that this work would lead to more projects with this client. Do you take the project? How should you handle this situation in a professional manner?

### **2. Contracts/Agreements/Office Management**

- a. What considerations should you make in establishing your professional fees?
- b. Can an architect work for a client without a contractual agreement in place?
- c. What are the advantages and disadvantages of having the sub-consultants work under contract with you versus with the client? Are there any consultants that the architect should not contract with directly? If so, why not?
- d. Should architects be required to carry professional liability insurance? What impact does providing "partial service" have on this insurance? What impact does providing "additional services" such as project analysis, programming and cost analysis have on this insurance?

- e. Can an architect incorporate? What impact does this have on his client and third parties?
- f. Who owns the copyright on the drawings? On the design?
- g. What promotion and advertising is an architect permitted to do?
- h. How does an architect determine whether or not a project is financially profitable?
- i. Under provincial law, what responsibilities does an architect have to his employees?

### **3. Design, Documentation, Codes and Bylaws**

- a. What information would you typically collect and review to start work on a project? What information should the client be expected to provide?
- b. Is programming part of an architect's basic services?
- c. What are an architect's responsibilities for cost estimating on a project? What are the ways that you can protect the client and yourself when estimating construction costs?
- d. What steps are required to rezone a property in your community?
- e. What is the difference between the National Building Code and the B.C. Building Code?
- f. Describe "Letters of Assurance". Describe the obligations these letters place on the client, the architect and the Coordinating Registered Professional.
- g. Describe the ways in which the project you are presenting meets the Accessibility requirements of the building code.
- h. What are the actions that an architect can take when in disagreement with the interpretation of a local building inspector on a specific design item?
- i. Using the project you are presenting, describe how the building envelope works to keep water out of the building, and vapour from condensing within the wall.
- j. What are Contract Documents? Who signs them? Who has authority to make changes to them?

- k. What organizations have standards to which you could refer in writing a specification?
- l. Describe some possible bidding procedures. What are the advantages of "Select Tender" versus "Open Tender"?

**4. Construction and Contract Administration**

- a. What shop drawings would you be expected to review for the project you are presenting? What are the architect's responsibilities in reviewing shop drawings?
- b. What are the standard procedures for resolving a dispute between the architect and the contractor over the interpretation of the contract documents? Over the value of an extra to the contract?
- c. What assurances and procedures should an architect take before submitting a Certificate for Payment for a progress draw? What are an architect's responsibilities in certifying a progress claim for payment?
- d. Who is responsible for additional construction costs due to work stemming from a hidden condition? Due to an error on the architect's drawings?
- e. How do you determine Substantial Performance on a project? What events does the Declaration of Substantial Performance trigger?
- f. Can lien hold-back money continue to be held back more than 41 days after substantial performance, to compensate for work not completed or constructed incorrectly?
- g. How can the architect help ensure that construction deficiencies will be corrected?

**5. Current Issues: Possible topics**

- a. Standards of Practice
- b. Building Envelope Crisis
- c. Professional Liability Insurance
- d. Fees for Service
- e. Act enforcement / Architect's obligations