



ARCHITECTURAL PRACTICE

Jit Kumar Gupta

ARCHITECTURAL PRACTICE

- Architectural practice remains a very complex system requiring;
- -- adequate professional skill,
- --management skill,
- -- hiring appropriate skilled manpower, managing the employees, consultants and associates
- -- promoting the interest of the employee, becoming good manager
- --understanding the professional,
- --capacity to understand client,-- capability to convince client,
- -- understanding the complexity of legal framework related to various typologies of projects,
- - dealing with statutory bodies involved in approvals etc
- ability to guide the client for obtaining optimum results,
- --providing value for money to client, --Hiring good contractor
- - providing drawings on time and schedule
- Checking the bills and making payments to the contractor etc
- Checking the quality of work; maintenance of accounts, payment of taxes etc
- - Scheduling the project
- **Accordingly before starting the practice it will be advisable that one must work in a professionally managed architects office for minimum 4-5 years. acquire sufficient knowledge and understanding before starting the practice.**

ARCHITECTURAL PRACTICE

- An architect has to open a office to:
 - -- produce optimum work and
 - -- deliver efficient service
- ***Methods of starting practice***
- Starting own proprietorship firm
- Buying out practice from others
- Inheriting
- Joining some firm and rise from ranks to become partner
- Joining other architects/ professionals to open practice
- Joining Govt offices, PSU , CORPORATIONS

ARCHITECTURAL PRACTICE

- **In a small office-architect** has to do all work—sourcing project, prepare sketches, finalising schemes, preparing submission drawings, obtaining approvals, preparing working drawings/ cost-estimates, preparing/calling tenders, selecting contractor, supervising construction, ensuring completion besides maintaining accounts and office
- **In Older** practice—office will have-- engineer to prepare estimates/tender/supervise work,
- Draughtsman/ – to do detailed drawings,taking out prints ,storing drawings
- Typist –cum- receptionist- for reception, typing, record keeping, diary and dispatch
- office boy- for visiting other offices, depositing documents

ARCHITECTURAL PRACTICE

- **In a big practice—**
- where architects are more than 15-20-
- - trend is to form teams of 3-4 architects headed by a senior architect as a team leader
- -- team completely responsible for the project
- - principal architect provides overall approach/ concept/ interaction with clients
- -- in few cases team leader vested with all powers:
- -- even to interact with clients, contractors, consultants
- --under direction of principal architect
- Turn over is more with greater freedom
- Senior architects given salary+ performance bonus

Office Management

- **Office is a place**
- -where records are prepared ,handled and preserved
- -- which is centre of business
- -- where administrative functions—communication, safety, security, co-ordination, planning, cost- efficiency, public relation, achieving organizational goals are performed.
- Therefore office must –
- - improve existing information system
- -Reduce paper work-
- -- using computer in all areas
- --Encourage creative thinking and employees participation
- --Improve/maintain public relation
- --Attract, acquire and retain talent
- - promote cost-efficient office services
- --Decentralisation of functions to the extent possible
- -Achieving greater productivity through incentives
- -- involving employees in productivity- cost, meeting deadlines etc

Architects duties towards employees, associates and consultants

- Architects(Professional Conduct) Regulations, 1989-state that Architect would provide their employees with:
 - -- suitable working environment,
 - --compensate them fairly and
 - -- facilitate their professional development,
 - -- recognize and respect professional contribution of his employees
- -- provide their associates
 - -- with suitable working environment
 - -- compensate them fairly and
 - -- facilitate their professional development,
 - -- recognize and respect the professional contribution of his associates
- -- recognize and respect professional contribution of consultants,
 - --. enter into agreement with them defining their scope of work, responsibilities, functions, fees and mode of payment

Management and Architects

- Management is the art and science of getting results through other people.
- In architecture besides making other people to perform architect has also to be **role model** and professional contributor- **Team leader**
- Architect as **co-ordinator** is required to co-ordinate the activities of Key players- consultants, contractor, client, regulatory authorities, sub-contractor, vendors etc- duty is to organise the team to meet defined goals
- As a **Visionary**- he is to carry out SWOT analysis of project and prepare contingency plan for meeting any eventualities
- As a **part of business management**—control factors like cost, labour, time,, technology, site execution to complete the project within defined time and defined cost

Professional Practice- Office structure

- **Location**--Try to locate office in a central place with visibility and accessibility
- **Office layout**- informal, more open, less rigid, less hierarchical, promoting personal relationship, generally exclusive cabins for the partners and open cabins for senior designers, work stations, meeting rooms,/discussion area- for meetings/presentation/display of models with clients/consultants
- **Library**- for knowing latest trends in architecture/ materials/ technologies, doing experimentation, value addition to projects/staff/employees, documentation, reference, knowing norms & standards, creating data base, research, publications , preparing project reports– books, reputed journals, reports, drawings etc

Professional Practice- Office structure

- **Material or Sample collection**— Architect office must have large sample collecting area to know latest products in the market to promote greater creative expression- using compact discs for saving space with proper cataloguing
- **Administrative Section**- in small offices number of functions are combined to be done by one or more persons, but in medium /large offices separate administrative office/manager needs to be appointed to discharge administrative functions besides accountants to manage finances.- staff may include- liaison person, public relation officer, staff boys, security personnel etc
- **Store**- for storing drawings, materials, record, xerox / printing machine/ printer-

Professional Practice- Office structure

- **Pantry**– for serving/ preparing beverages/tea/ heating food/drinking water facility/washing/ coffee/ tea dispenser
- **Reception area/entrance lobby**- for projecting good image and making value addition to
- office– appealing/good sign board/logo/office address/ photographs/models/good lighting /furniture /painting/ murals/good interiors/colour scheme /flooring/carpeting/false ceiling
- **Finances**- deals with income/expenditure apart from saving-office though not commercial efforts need to be made to increase income and control expenditure and earn reasonable profit, Provision to be made for taxes/ light beverages /snacks/ gifts to employees/picnics/annual parties-account to be maintained by trained manpower- statements to be prepared by Chartered accountants for taxation besides making use of deductions on books, vehicles, entertaining clients

Professional Practice- Office structure

- **Human Resource management-**
- Growth of any organisation depends upon—
- **- Hiring right kind of employees**
- Making employees supportive/committed to organisation
- **- Keep employees happy / satisfied/ motivated/ providing right kind of ambience- competitive salary, incentives, allowances, bonus ,PPF, gratuity assured career promotion, work freedom, sponsoring for seminars/conferences/annual leave/ flexible working hours/ providing support during period of hardships/taking personal care/ providing training in learning new softwares/ providing opportunities for higher qualifications- IIA etc**



- **Expression of Interest**

EXPRESSION OF INTEREST

- **Expression of interest (EOI) -- process of seeking an indication of interest from potential service providers who are capable of undertaking specific work**
- **Expression of interest -- submission made by a prospective tenderer in response to an advertisement for supply of goods/ service**
- **It is a method by which a client compiles a list of ----potential supplier other than recommendations,; research,**
- **maintaining a pre-selected list of possible suppliers based on track record,**
- **asking consultants to prepare a list.**
- **Expressions of interest -- form of open tendering that allows anyone to put themselves forward.**
- **offers greatest competition**
- **advantage of having new / emerging suppliers to try to secure work.**
- **Criticised for:**
- **-- attracting large numbers of suppliers**
- **--, some of whom may be entirely unsuitable for contract**
- **-- can waste a time, effort and money.**

expressions of interest

- An advertisement placed online or in print press to include:
 - Description of contracting body.
 - Description of nature of contract, including scale and budget.
 - Procurement route, contract type and conditions.
 - Programme.
 - Submission address and deadline.
 - Details of the information required in EOI
 - Contact details.
 - Description of company— including financial information.
 - Relevant experience and technical capacity.
 - Staff experience and availability.
 - References.

expressions of interest

- Tender process can be a long one,
- to avoid potential delays,
- EOI should be sought as early as practical.
- For construction contract-- when planning approval is received.
- for public projects-- process can be very slow .
- Ideally, contracts for goods/ services required for project should be advertised at outset of project or soon as possible afterwards.
- Failure to advertise could result in long delays.

Difference between EOI & RFP

- An Expression of Interest (EOI)
 - -- multi-staged process
 - -- used to shortlist potential suppliers
 - --before seeking detailed bids
 - -- used when information required from tenderers is specific but agency unsure of capability of suppliers to provide required goods / services.
- A Request for Proposal(RFP)–
 - -- can be a single or a multi-staged process
 - -- used when project or requirement
 - -- has been defined,
 - -- but where an innovative/ flexible solution is sought

References

- **Handbook of Professional documents– Council of Architecture**
- **Professional Practice– K G Krishnamurthy & S V Ravindra– PHI Learning Private limited, Rimjim House, I I I Patparganj Industrial Estate**
- **Delhi- I I 0092**