

# **STANDARD OF PROFESSIONAL PRACTICE (SPP) ON COMPREHENSIVE ARCHITECTURAL SERVICES**

(Part of the IRR of R.A. No. 9266)

## **SPP Document 206**

(replacing the 1979 UAP Doc. 206)

### **1. INTRODUCTION**

#### **1.1. COMPREHENSIVE ARCHITECTURAL SERVICES**

- 1.1.1. The concept of Comprehensive Architectural Services crystallized through the years in response to the demands of emerging complex building projects. The transition of the architectural profession from providing “basic” and “additional” services to that of a comprehensive nature is due to the realization that continuity of services related to design and construction is necessary for the execution of a completely viable project.
- 1.1.2. Comprehensive Architectural Services refers to the range of professional services that covers Pre-design Services, Regular Design Services, Specialized Architectural Services, Construction Services and Post-Construction Services.
- 1.1.3. In this extended dimension, the Architect is the prime professional. He functions as creator, author, and coordinator of the building design which becomes the basis for the construction of a project. In order for him to be able to properly assist and serve his Client, the Architect has to be knowledgeable in other fields in addition to building design.
- 1.1.4. The Architect is not expected to perform all the services. Rather, he is to act as the agent of the Client in procuring and coordinating the necessary services required by a project.

#### **1.2. PROJECT MANAGEMENT (PM)**

- 1.2.1. By his education and training, the Architect may perform any or all of the services as stipulated under Section 2.1 below. However, when the Owner hires an Architect or a firm to coordinate the whole range of Comprehensive Architectural Services (CAS), this constitutes Project Management (PM).
- 1.2.2. Project Management (PM) involves management activities over and above the normal architectural and engineering (A&E) services carried out during the pre-design, design and construction phase. The over-all objective is to have control over time, cost and quality relative to the construction of a project.
- 1.2.3. The presence of a Project Manager does not relieve the designers and contractors of their respective normal duties and responsibilities in the design and construction of the project. The PM complements the functions of the Architects, Engineers and Contractors in meeting the broad and complex requirements of projects.

## 2. SCOPE OF SERVICES

### 2.1. COMPREHENSIVE ARCHITECTURAL SERVICES

#### 2.1.1. *Pre-Design Services (SPP Document 201)*

- a. Consultation
- b. Pre-Feasibility Studies
- c. Feasibility Studies
- d. Site Selection and Analysis
- e. Site Utilization and Land-Use Studies
- f. Architectural Research
- g. Architectural Programming
- h. Space Planning
- i. Space Management Studies
- j. Value Management
- k. Design Brief Preparation
- l. Promotional Services

#### 2.1.2. *Regular Design Services (SPP Document 202)*

- a. Project Definition Phase
- b. Schematic Design Phase
- c. Design Development Phase
- d. Contract Documents Phase
- e. Bidding or Negotiation Phase
- f. Construction Phase

#### 2.1.3. *Specialized Architectural Services (SPP Document 203)*

- a. Architectural Interiors (AI)
- b. Acoustic Design
- c. Architectural Lighting Layout and Design
- d. Site Development Planning (SDP)
- e. Site and Physical Planning Services (including Master Development Planning, Subdivision Planning and Urban Design)
- f. Comprehensive Development Planning (CDP)
- g. Historic and Cultural Heritage Conservation and Planning
- h. Security Evaluation and Planning
- i. Building Systems Design
- j. Facilities Maintenance Support
- k. Building Testing and Commissioning
- l. Building Environmental Certification
- m. Forensic Architecture
- n. Building Appraisal
- o. Structural Conceptualization
- p. Preliminary Services
- q. Contract Documentation and Review
- r. Post-Design Services (including Construction Management Services)
- s. Dispute Avoidance and Resolution
- t. Architectural Research Methods
- u. Special Building/ Facility Planning and Design
- v. Building Components
- w. Management of Architectural Practices

#### 2.1.4. *Construction Services*

- a. Fulltime Supervision Services (SPP Document 204-A)
- b. Construction Management Services (SPP Document 204-B)

#### 2.1.5. *Post-Construction Services (SPP Document 205)*

- a. Building and Facilities Administration
- b. Post-Construction Evaluation

### 2.2. PROJECT MANAGEMENT (PM)

#### 2.2.1. *Pre-Construction Phase*

As early as during the design development phase, perhaps even concurrently with the Architect's commission, the Project Manager (PM) should conduct regular consultations with the Owner and with the Architects and Engineers (for A&E services) on all aspects of planning for the project.

#### 2.2.2. *Construction Phase*

If the Project Manager (PM) also serves as the Construction Manager (CM) to oversee time, cost and quality control during the construction of the project, he shall provide the services detailed under SPP Documents 204-A and/or 204-B.

## 3. **MANNER OF PROVIDING SERVICES**

### 3.1. COMPREHENSIVE ARCHITECTURAL SERVICES

3.1.1. Normally, the Architect enters into a contract with the Owner to perform Comprehensive Architectural Services. By the very nature of the services, he assumes the dual role of the Project Manager (PM) and the Construction Manager (CM), or effectively the overall coordinator whose functions are outlined under this SPP.

3.1.2. To perform the variety of services indicated under the Comprehensive Architectural Services, the Architect must make full use of his own capability as well as of services offered by other professionals. He may expand his staff by hiring the experts needed, or he may form a team consisting of professionals such as but not limited to:

- a. Architects
- b. Engineers
- c. Market Analysts
- d. Accountants
- e. General Contractors
- f. Real Estate Consultants
- g. Sociologists
- h. Planners
- i. Bankers
- j. Lawyers

### 3.2. PROJECT MANAGEMENT (PM)

- 3.2.1. If a Project Manager (PM) is hired by the Owner, it may be the responsibility of the PM to either hire the Construction Manager (CM) to be paid either by him or directly by the Owner on salary, or on the basis of percentage of construction cost or to serve as the CM himself. In like manner, the Fulltime Supervisor can either be a staff member of the PM or hired directly by the Owner.
- 3.2.2. The Project Manager (PM, whether individual or firm) operates as a member of an Owner-Architect-Engineer-Contractor Team. In the Team Approach, each member of the team will have precedence in his own field of operations or expertise. In accordance with this principle:
- a. The Architect and the Specialist Consultants (SCs) will have prime responsibility for the plan/design of the project.
  - b. The Engineers will be responsible for their respective engineering plans.
  - c. The Contractor shall be responsible for his men and equipment and the delivery of the project.
  - d. The Owner makes decisions on the project and assures that funds are available to complete the project.
  - e. The Project Manager (PM)'s primary responsibility is the exercise of overall cost control. He will plan, program and monitor the various activities, and will act as an adviser on material costs and construction methods.

## 4. **METHOD OF COMPENSATION**

- 4.1. The Project Manager is compensated on a percentage basis, as shall be described in the Architect's Guidelines.
- 4.2. If the Architect as Project Manager (PM) performs regular design services for the same project, he shall be compensated separately for these services as stipulated in SPP Document 202.