



South African Council  
for the Architectural Profession

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## Questions & Themes from the ArchiTAD Webinar Feedback

### 1. Access to the Tool / Spreadsheet / Recording

When and how will the ArchiTAD tool/spreadsheet, webinar recording, transcript, and related resources be made available to RPs, and under which SACAP library category or platform section will these resources be located?

*(Grouped from items 1, 2, 3, 19, 21, 28, 34, 39, 47, 53, 57, 64, 91, 141, 149.)*

#### Answer

*All information will be placed in the SACAP library under general.*

### 2. Purpose and Status of the ArchiTAD Tool

Is the ArchiTAD framework intended to replace the current SACAP gazetted fee guideline, or is it primarily a voluntary internal costing and profitability tool for RPs? Furthermore, is its use recommended, optional, or intended to become standardised within fee proposals?

*(Grouped from items 6, 17, 24, 45, 65.)*

#### Answer

*ArchiTAD is not intended to replace the current SACAP fee guideline published in the Government Gazette. Rather, it is a complementary and alternative recommended fee guideline that enhances the existing project cost-based fee methodology. While the current guideline determines fees primarily based on project value, ArchiTAD provides a task-and-time-based approach that enables RPs to assess the actual effort, resources, and time required to deliver a service. RPs may therefore use either methodology, as appropriate, as a guideline.*

### 3. Fee Undercutting and Regulation of Professional Fees

How does SACAP intend to address chronic fee undercutting, unsustainable discounting, and the absence of enforceable minimum professional fees, particularly in light of Competition Commission constraints and increasing pressure from low-cost competitors and unregistered practitioners?

*(Grouped from items 15, 22, 25, 44, 49, 50, 51, 69, 71, 74, 75, 80, 81, 83, 85, 86, 90, 96, 97, 100, 101, 116, 125, 133.)*

#### Answer

*SACAP does not encourage excessive fee discounting, as such practices may negatively affect the sustainability of professional practices and the viability of projects. Although SACAP provides standards and fee guidance tools, pricing decisions remain the responsibility of individual professionals and cannot be regulated or enforced by SACAP.*

*Notwithstanding the above, SACAP has consistently issued Practice Notices highlighting the risks associated with professional fees that are below the cost of providing a service and the negative impact such practices can have on the quality of work delivered. SACAP will continue to advocate*



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*for fees that are reasonably related to the scope, complexity, and cost of providing professional services. Registered Persons are encouraged not to price services below cost, as this may compromise service quality, increase professional risk, and negatively affect the image, standing, and sustainability of the architectural profession. While SACAP cannot prescribe minimum fees, it will continue to promote responsible fee determination practices that support professional competence, public protection, and the long-term viability of the profession.*

#### 4. Public Perception and Client Education

How can SACAP and the profession better educate clients, financiers, municipalities, and the public regarding the value of architectural services, the architect's duty of care, work stages, and the risks associated with reduced scope or under-scoped services?  
(Grouped from items 29, 38, 40, 54, 66, 73, 77, 99, 103, 106, 107, 130, 134.)

##### Answer

*Through ongoing engagement initiatives such as webinars and stakeholder engagement through social media platforms and newsletters, SACAP educate all stakeholders.*

*Stakeholder engagement remains the most effective approach to educating clients, municipalities, financial institutions, developers, and the public about the value of architectural services and the important role that a Registered Person plays throughout the stages of work. The involvement of a Registered Person helps manage project risks, ensure compliance with building standards, safeguard public interest, and contribute to successful project outcomes. While reducing the scope of services may appear attractive from a cost-saving perspective, it can increase project risks, lead to additional costs, compromise quality, and negatively affect the overall success of the project in the long term. SACAP will continue to engage stakeholders and promote greater awareness of the value and benefits of professional architectural services.*

#### 5. Integration with Banks and Financial Institutions

Will SACAP engage with banks and financiers to incorporate architectural professional fees and ArchiTAD scope definitions into project funding assessments and loan approval processes, particularly where reduced scope may introduce project risk?  
(Grouped from items 22, 55, 59, 73, 144.)

##### Answer

*Yes. The Task and Deliverables (ArchiTAD) fee guideline will be made available to all relevant stakeholders once the development, consultation, and approval processes have been concluded by the SACAP Fees Committee and the Council. The intention is for the guideline to serve as a tool for understanding the scope, services, effort, and value associated with architectural services. This will assist stakeholders, including financial institutions, developers, clients, and public authorities, in appreciating the contribution that a Registered Person brings to a project and may support more informed project funding and risk assessment decisions.*

*Therefore, once the ArchiTAD tool has been gazetted, it may be used by professionals or clients when engaging with financiers.*



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## 6. Applicability to Small Projects and Rural Contexts

How can the ArchiTAD system be adapted or simplified for small-scale projects, township and rural work, or lower-value projects where clients may not require or afford comprehensive documentation and service structures?  
(Grouped from items 20, 30, 145.)

### Answer

*ArchiTAD Guideline Fees are based on the tasks and deliverables required for a project, irrespective of whether it is a large or small project. The fundamental principle is that professional fees should be determined by the scope of work performed. Accordingly, all required services, tasks, and deliverables must first be identified, after which the applicable fee can be calculated based on the work to be undertaken. The size or value of the project does not, in itself, determine the fee; rather, it is the extent and complexity of the professional services required.*

## 7. Comparison with Existing SACAP Fee Structures

Has the ArchiTAD methodology been benchmarked or compared against the current SACAP percentage fee calculator and gazetted fee scales, and are there practical case studies demonstrating how the two approaches compare in real-world scenarios?  
(Grouped from items 33, 48, 76.)

### Answer

*The ArchiTAD methodology introduces an alternative approach to determining professional fees. Unlike the current SACAP project cost-based fee guideline, which calculates fees primarily on the project value, the ArchiTAD methodology is based on the actual tasks, deliverables, activities, resources, and time required to provide the professional service. Fees are therefore linked directly to the services performed rather than the project value. The two methodologies are fundamentally different but complementary, providing registered professionals with alternative mechanisms for determining recommended professional fees. To support implementation, a fee calculator aligned with the Task and Deliverables methodology is currently being developed.*

## 8. Professional Liability, Reduced Scope & Additional Services

How does reduced scope of service affect professional indemnity exposure, latent defect responsibilities, additional submissions (e.g., heritage and HOA approvals), and compensation for unforeseen or extended professional obligations?  
(Grouped from items 10, 32, 56, 63.)

### Answer

*Where a Registered Person is appointed for a reduced scope of service, the professional responsibilities and liabilities of that Registered Person are generally limited to the scope of work that they have been contracted to perform. Professional Indemnity Insurance would ordinarily respond to claims arising from the services provided within that defined scope of appointment, subject to the terms and conditions of the policy. Similarly, any latent defect liability would apply to the portion of the work for which the Registered Person was responsible. It is therefore important*



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*that the scope of services and deliverables be clearly defined, documented, and agreed upon at the outset of the appointment to ensure that responsibilities, risks, and limitations are properly understood by all parties.*

## 9. Overheads, Rates, and Cost Structure

How are hourly rates, overheads, software costs, hardware costs, and professional operational expenses intended to be incorporated into the ArchiTAD costing model?  
(Grouped from items 8, 9, 31, 62, 88, 131.)

### Answer

*ArchiTAD is a resource-based fee methodology that focuses on the resources allocated to a project. Registered Professionals are required to determine resource rates that incorporate all direct and indirect costs associated with delivering the service. This includes hourly rates, overhead expenses, software licensing costs, hardware costs, administrative support, and other operational expenses. By accounting for these factors within each resource rate, ArchiTAD seeks to ensure that professional fees accurately reflect the true cost of delivering the required services and project outcomes.*

## 10. Client Scope Changes and Fee Adjustments

How should architectural professionals manage situations where clients repeatedly alter the design scope while resisting revised fees and programme extensions, particularly where disputes or SACAP complaints are threatened?  
(Grouped from item 16 and related commentary.)

### Answer

*A Registered Person should ensure that any amendment to the initial agreed design scope or project brief is formally recorded in writing as soon as it arises. The revised design scope should be clearly documented to enable discussions and negotiations regarding the additional work, associated fees, and any impact on project timelines. Where changes to the design scope result in additional design services required, the Registered Person should seek agreement on the revised fees and programme implications before proceeding with the additional work. Clear communication, proper record-keeping, and written agreements are essential to managing expectations, avoiding disputes, and ensuring that professional services are appropriately compensated.*

## 11. Principal Agent Role and Contractual Context

How does the Principal Agent role differ between JBCC and NEC contracts, particularly in relation to scope, fees, and responsibilities where architects act as NEC Project Manager and Supervisor?  
(Grouped from items 46, 61.)

### Answer

*We encourage registered professionals to refer to the JBCC and NEC contracts to clarify the respective roles and responsibilities, particularly in relation to the Principal Agent and project management roles.*



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*Notwithstanding the above, SACAP's understanding of the role of the Principal Agent under the JBCC and the role of the Project Manager and Supervisor under the NEC are not directly equivalent, although they may be performed by the same professional depending on the project and appointment.*

*Under the JBCC, the Principal Agent is responsible for administering the building contract on behalf of the employer, coordinating information from the professional team, issuing instructions and certificates, assessing claims, determining extensions of time, and facilitating communication between the employer and contractor. These services are generally considered additional to the normal architectural scope of services and should be specifically included in the appointment and fee proposal.*

*Under the NEC, the contract administration functions are divided primarily between the Project Manager and the Supervisor. The Project Manager administers the contract, manages compensation events, programmes, communications, and contractual processes, while the Supervisor is responsible for testing, inspection, and quality-related functions. These are specialised contractual roles with distinct responsibilities prescribed by the NEC contract.*

## 12. Multi-Disciplinary and Specialist Practice Structures

How will ArchiTAD integrate into multi-disciplinary practice environments, and should the profession begin formalising recognised specialist architectural pathways similar to medicine and law?

*(Grouped from items 58, 108, 109, 112, 113, 114, 115.)*

### Answer

*In any multi-disciplinary professional practice that includes architectural services, a Registered Principal remains responsible for the architectural work undertaken by the practice. The ArchiTAD methodology can be applied to determine fees for the architectural services performed within a multi-disciplinary environment, irrespective of the broader range of professional disciplines represented in the practice.*

*Yes, the profession should also consider recognising specialist architectural pathways, particularly where areas of specialisation have already emerged organically within practice. Examples include heritage architecture, conservation work, healthcare facilities, educational facilities, urban design, and other specialised fields requiring advanced knowledge and experience. Formal recognition of specialist pathways may support professional development, promote expertise, and provide greater clarity to clients and stakeholders regarding specialised architectural services.*

## 13. Municipal Delays and Regulatory Inefficiencies

How can SACAP assist professionals in dealing with municipal inefficiencies, prolonged approval timelines, excessive follow-ups, and inconsistent enforcement, which increase professional time expenditure and reduce perceived professional value?

*(Grouped from items 4, 127, 135.)*

### Answer



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*SACAP has entered into Memoranda of Understanding with several metropolitan municipalities and local authorities. A key commitment by these authorities is to address delays, poor communication, and inconsistent interpretation of building standards.*

*In addition, SACAP has established a task team to engage with and respond to challenges experienced at the local authority level. These matters are therefore being actively considered and escalated through appropriate channels.*

*It must be recognised that local authorities across the country are experiencing performance challenges across a wide range of functions, and building control is only one of several affected areas. Furthermore, many municipalities face significant capacity constraints, which contribute to these difficulties.*

*These are the issues with which SACAP is grappling.*

#### 14. Fraudulent and Unregistered Practice

What additional measures can SACAP implement to address unregistered practitioners, fraudulent use of registration credentials, and unauthorised architectural practice, including collaboration with municipalities for verification systems?  
(Grouped from items 84, 102.)

##### Answer

*SACAP currently collaborates with the South African Police Service (SAPS) and the National Prosecuting Authority (NPA) to investigate and prosecute unregistered persons practising unlawfully. While several individuals are successfully arrested and prosecuted, the sanctions provided for in the Act are often not sufficiently stringent to serve as an effective deterrent.*

*In addition to enforcement actions, SACAP has introduced a mechanism to notify the public of unregistered persons who are found to be undertaking architectural work. These public notices are published quarterly across SACAP's official communication platforms.*

*We have also been scanning social media platforms and have noted a number of individuals promoting architectural services while not being registered. Some are offering building plans at very low costs, or in some cases, for nominal amounts. We are also exploring mechanisms to address and combat online platforms that promote unlawful activities within the built environment.*

#### 15. Packaging, Workflow, and Software Integration

Can the ArchiTAD system be integrated with project tracking systems, packaged as whole-project workflows, and potentially developed into editable or software-linked implementation tools?  
(Grouped from items 52, 63, 104, 146, 147.)

##### Answer



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*Yes, certainly. ArchiTAD is an alternative tool designed to assist Registered Professionals in planning, managing, and pricing professional architectural services. It supports the identification of project tasks, resources, deliverables, and workflows, enabling professionals to develop fees that accurately reflect the scope of work to be performed. The tool is flexible and may be used across various project delivery systems, procurement methods, and contractual arrangements, as required, to support effective project planning, resource allocation, and fee determination.*

## 16. CPD and Attendance Administration

Will attendance at the webinar qualify for CPD recognition, and will attendance certificates or SACAP CPD logging be provided automatically?  
(Grouped from items 119, 142.)

### Answer

*Yes, attendance and participation entitle a Category 1 CPD claim. However, SACAP does not issue individual certificates for such attendance. Where the official records confirm that you attended the webinar, the applicable CPD points will be allocated accordingly.*

## 17. Industry Benchmarking and International Comparison

Has SACAP considered benchmarking architectural fee regulation and professional structures against neighbouring African countries and other professional industries, such as medicine and law?  
(Grouped from items 79, 87, 108.)

### Answer

*SACAP fee standards are internationally benchmarked. Although many countries have moved away from minimum fee scales entirely, South Africa has adopted a guideline-based approach rather than fixed mandatory tariffs.*

## 18. Professional Ethics and Stage 0 Compensation

Should all professional input, including Stage 0 advisory work and early feasibility discussions, be formally recognised and compensated as measurable professional services?  
(Grouped from item 94 and related comments.)

### Answer

*Yes, certainly. All work performed from inception through to project close-out should be appropriately compensated. The task and deliverables approach achieves this by recognising and allocating compensation for all work performed across the full project lifecycle, from Stage 0 through to the final stage.*

## 19. Government and Public Sector Fee Application



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How will the ArchiTAD system align with government procurement systems and public-sector professional fee structures?  
(Grouped from item 72.)

### Answer

*The ArchiTAD guideline fees may be used in public sector work. SACAP will promote the use of ArchiTAD as a reference for professional fee structures to ensure that registered professionals are fairly remunerated for all work performed throughout a project lifecycle.*

## 20. General Positive Feedback and Endorsements

A significant number of submissions were compliments, endorsements, or expressions of appreciation regarding the initiative, transparency, and usefulness of the ArchiTAD framework.

*(Grouped from items 12, 13, 14, 18, 23, 26, 35, 36, 37, 42, 43, 67, 68, 92, 95, 105, 110, 111, 117, 118, 120-124, 126, 128, 129, 136, 137, 140, 148, 150, 151.)*

