

# COMPANY PROFILE



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WALVIS BAY  
NAMIBIA





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# 01 INTRODUCTION & BRIEF HISTORY



Brynard Kotze Architects (BKA) Inc. (previously practicing as KB Designs and Associates (2003 - 2014) is a registered Architectural Firm located in the port city of Walvis Bay, on the west coast of Namibia.

Founded in 2003 by the principal architect Brynard Kotze, we pride ourselves in understanding and contributing to the development and infrastructure of our immediate built environment. We dedicate our approach in providing a more specialised quality service to our clients, and we achieve this through our group of dynamic professionals - architects, interior designers, technicians and organised administrative and management staff. By collaborating as a unity, we are able to create a smooth transition from project inception to execution, through innovative design strategies and by doing so adding value to our clients' investments.

BKA has been a registered member of both the Namibian Institute for Architects (NIA) and the Namibian Council for Architects and Quantity Surveyors (NCAQS) for the past 12 years, and have conformed to all statutory requirements specified. **NCAQS (The Namibia Council for Architects and Quantity Surveyors) Reg. No.: 85.2014.NCAQS.A.**





# 02 VISION & MISSION

## VISION

The architectural business in Namibia is one which is still young, and needs to be carefully nurtured. With a qualified and skilful workforce at hand, BKA strive towards contributing and improving the architectural landscape of Namibia.

To provide quality and responsible developments, which would ultimately assist in the socio-economic upliftment of our country.

To create user friendly spaces, by giving basic human needs priority above development in technology.

## MISSION

To be innovative in all facets of the professional services provided, by continuously challenging boundaries.

To understand client briefs and address them with functional and contemporary design methods.

To achieve a harmonised architectural product which satisfies both the client and the environment it is built in.

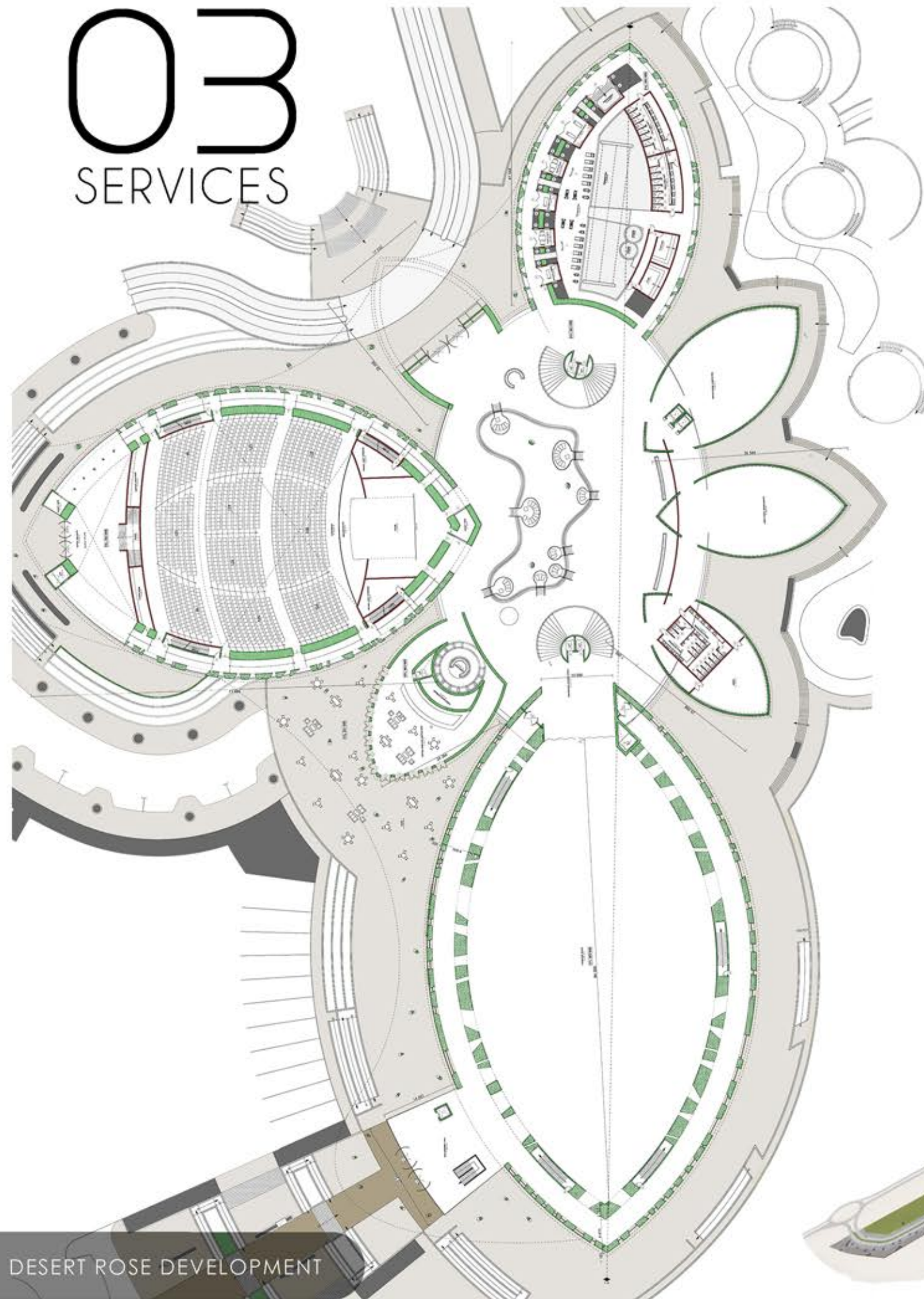
To successfully address natural influences, sense of place and alternative energy saving methods.

To match international standards, through extensive research and software technologies.





# 03 SERVICES



DESERT ROSE DEVELOPMENT

## SERVICES

BKA provide full architectural services for various fields of architecture, and deliver design, documentation and contract administration services and responsibilities. The detailed structure of architectural services is described in the Namibian Institute of Architects (NIA) Client-Architect Agreement, which can be found on their website ([www.nia.org.na](http://www.nia.org.na)). The NIA Agreement also stipulates the duties and responsibilities of both the client and the architect, and serve as a basis to protect all parties involved.

Our field of architecture currently include:

- Commercial
- Industrial
- Residential
- Mixed use developments
- Government

The process of standard services according to the agreement are as follows:

- Stage 1 - Appraisal and definition of the project
- Stage 2 - Design concept
- Stage 3 - Design development
- Stage 4 - Technical documentation and approvals
- Stage 5 - Contract administration and supervision

However, BKA seeks to make effort in assisting our clients with additional services that have shown to be beneficial to their investments. It's with this attitude that BKA has a large re-occurring clientele. These services are in addition to the standard NIA Agreement.

Services that have previously been offered:

- Urban/master planning for large scale mixed use development
- Comparable site selection based on strategic commercial and economic parameters
- Preparation of conceptual work for feasibility studies
- Marketing material, such as print presentations and slideshows to be proposed to investors
- Measuring up and documenting of existing structures
- Interior design and space planning





# 04 DESIGN APPROACH

Every project comes with a time frame, and it is significant for us to utilise that time in finding the best design solution for our client's.

We organise all client requirements in levels of personal importance. This is done at an early stage, as it effectively becomes the foundation to build the rest of the brief on.

As architects, we have a sense of responsibility in what we create to stand in a natural environment, therefore making it important that we harmonise the built environment with its immediate surroundings.

Architecture should not be forced by stylistic ideas, but should rather be a contemporary manifestation shaped by the function it serves, its natural environment, and by the integrity of material and technology available.

With green design being a design criteria globally, we find opportunities to introduce alternative energy saving methods through aspects such as ventilation, lighting and energy consumption.

We continuously educate ourselves with the latest technologies available in the building industry, and implement these developments in areas that are possible and appropriate.

We attempt to contribute to a built environment, by creating architecture that is flexible and can grow with the needs of society, in both cultural and economic areas.

It is crucial that we meet all our client's requirements, and to advise them throughout the design process in making informed decisions.

Our designs seek to find balance between aesthetics and functionality, and allow users the opportunity to experience a sense of place.

A successful design can not be achieved by one static approach, it is achieved through constantly challenging diverse design methods, and exhausting countless innovative solutions until the keystone that holds all the various pieces together are found.

In essence, our approach is to adapt our way of thinking for different project briefs, and develop unique and diverse solutions for our client's needs, that meet the various facets of architecture.





# 05 QUALITY CONTROL



BKA maintains its reputation for good practice, and recognises that quality, health, safety and environmental managements are integral parts of its management functions.

The practice places particular emphasis on obtaining client satisfaction through:

- Prompt and accurate response to client enquiries and contracts
- Meeting client requirements with regards to time/program and cost/budget
- Constant pursuit of quality, value and reliability in the services that the practice offers
- Ensuring that management and staff are adequately trained to meet the requirements of the business and its clients
- Striving to exceed client expectation
- Working closely with clients to establish the best solutions
- Adopting a forward-looking view on future business decisions

The practice's quality policy calls for continuous improvement in its quality management activities and business is conducted according to the following principles:

- Complying with all statutory compliances, laws and regulations
- Executing all contractual obligations and commitments with integrity and efficiency
- Setting quality objectives that are monitored to ensure they are achieved and where possible exceeded
- Always being mindful of the extended period of commitment, responsibility and liability forming part of the project and contract
- Implementing a quality assurance system that addresses the needs of the projects we undertake, and allow this system to meet all design, financial and technical requirements
- Following a concept of continuous improvement and making best use of the management resources in all quality matters
- Ensuring that activities are safe for all parties who come in contact with our work
- Providing complete client satisfaction by delivering the highest quality services, on time, the first time
- Implementing a systematic approach to the planning, control and achievement of specified designs, documentations, constructions and finishing standards, and ensuring that the project requirements are understood and supported by the staff members involved
- Ensuring that all levels of personnel within the practice are aware of our commitment to quality throughout all aspects by undertaking one or more of the following:
  - Training and dissemination/sharing of information
  - Instruction and supervision
  - Empowerment and active participation

The company's ability to meet these objectives is measured through the internal audit processes that evaluate the effectiveness and efficiency of the practice, as well as processes for continual improvement and for the detection and prevention of non-conformances.

BKA has maintained worthy relationships with their clients, and their response and feedbacks are evaluated and used as a basis for continual improvement within the practice.



# 06 NAMIBIANISATION

## NAMIBIANISATION APPROACH

The vast growth of the Namibian infrastructure, has challenged architectural practices with a shortage of qualified professionals. As architecture had only been recently introduced to the Namibian Tertiary institutions, it had become essential for practices to seek professional assistance from abroad. Apart from being qualified to deliver the work entitled, these professionals contribute to the development of quality architectural services in the country, and assist local Namibians in the training of the architectural profession.

BKA is working towards becoming a preferred practice for architectural services in Namibia, especially in the coastal regions. Together with our associated companies, we strive towards socio-economic upliftment and independence in terms of job creation as well as the quality of product and service provided. The maturing of the architectural professional in any country is something that can only be achieved through time, and it is important to us to continue investing and educating the people who will help us grow.

# 07 ASSOCIATED COMPANIES

## ASSOCIATED COMPANIES

Brynard Kotze Architects is associated with various companies specialising in design and property development in Namibia:

- Dolphin Village Consultants Group (Pty) Ltd
- PhinCon Enterprises (Pty) Ltd  
([www.phincon.com.na](http://www.phincon.com.na))
- Zillion Investment Holdings (Pty) Ltd  
([www.zillionholdings.com](http://www.zillionholdings.com))
- Sand Rose Investments (Pty) Ltd
- J Kotze Design CC

Namib Eco Villa



# 08 TECHNOLOGIES & FACILITIES

## TECHNOLOGY & FACILITIES

BKA makes use of the latest softwares, which are continuously updated to assist in delivering the highest standard of work to its clients. Every work station is fit with the same softwares and equipment, this allows us to regulate a consistent quality of work, and allows easy transition of projects between different professionals within the practice.

BKA is supported by a reliable IT infrastructure, and all data is secured with daily backups in a locked server facility. The continuation of work is significant to our business, and is therefore protected through:

- Dual automatic real-time back-up systems
- Diesel back-up generators
- Anti-virus softwares
- Battery powered UPS systems

Each work station is operated with Windows 8.1 and equipped with the following softwares:

- ArchiCAD 18 (The industry first and leading BIM (Building Information Modelling) software)
- Artlantis 5.1 (Rendering engine)
- AutoSpec 5 (Intelligent specification manager)
- Microsoft Office

To further ensure a fast and efficient work flow, we have on site print facilities for all our presentation and documentation printing needs. Our boardroom is also linked to the main server, making it easy to present and discuss any of our work with clients or members of the professional team during meetings.

All softwares are legal and licensed, for all production, administrative and operating systems.





09

PROJECT PORTFOLIO

COMMERCIAL  
INDUSTRIAL  
RESIDENTIAL  
MIXED USE DEVELOPMENTS  
GOVERNMENT

[www.kbdarchitects.com](http://www.kbdarchitects.com)  
FOR MORE OF OUR WORK





ETOSHA FISHING

WALVISBAY  
NEW OFFICES (1 332m²)



BUSINESS PARK

WALVISBAY  
NEW OFFICES (950m²)







WINDHOEK CONSULTING  
ENGINEERS

WALVISBAY  
NEW OFFICES (350m<sup>2</sup>)



REMAX

WALVISBAY  
NEW OFFICES (520m<sup>2</sup>)







RECEPTION | ARTS & CRAFTS



CAMEL TRAILS



DORM ROOMS

# DESERT EXPLORERS

SWAKOPMUND  
MIXED USE (+ 3 000m²)



SELF CATERING UNITS



QUAD BIKE BUILDING





## FUELLING STATIONS

SHELL (850m²)  
TOTAL (920m²)





# MIXED USE DEVELOPMENT

WALVISBAY  
(+ 5 000m<sup>2</sup>)







# MINISTRY OF MINES AND ENERGY

WINDHOEK  
(+4 500m<sup>2</sup>)







## WALVISBAY MUNICIPAL PROJECTS



NARRAVILLE COMMUNITY HALL (1300m²)









# PRO-ED SCHOOL

SWAKOPMUND  
(+ 7 800m<sup>2</sup>)







# KUDU SPORT + HOUSING FACILITIES

NARRAVILLE  
(2 500m²)







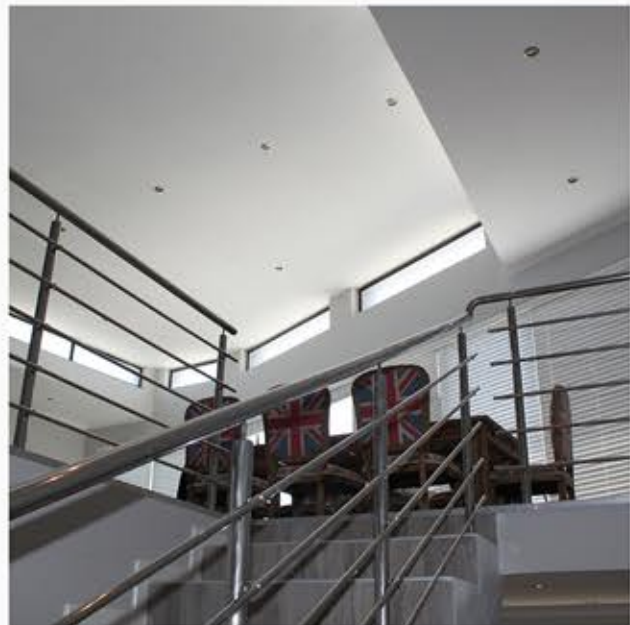
HOUSE KOK WALVISBAY  
SINGLE RESIDENTIAL (290m²)



HOUSE KLYNSMIDT LONG BEACH  
SINGLE RESIDENTIAL (520m²)







## HOUSE SLABBERT

LONG BEACH  
SINGLE RESIDENTIAL  
(276m²)



## HOUSE FOURIE

WALVISBAY  
SINGLE RESIDENTIAL (504m²)





HOUSE NECHVILE      AFRODITE BEACH  
SINGLE RESIDENTIAL (680m²)



HOUSE THOMAS      DOLPHIN BEACH  
SINGLE RESIDENTIAL (445m²)







## TOWN HOUSE COMPLEX

DOLPHIN BEACH  
SECTIONAL TITLE (2 700m<sup>2</sup>)







## OCEANS 102 - APARTMENTS

DOLPHIN BEACH  
SECTIONAL TITLE (10 800m<sup>2</sup>)







## FREYGANG CENTRE

WALVISBAY  
RETAIL (4 500m²)



## DOLPHIN BEACH MALL

DOLPHIN BEACH  
RETAIL (5 900m²)





# 10

## MANAGEMENT & OWNERSHIP STRUCTURE

BKA was founded by the principle architect Brynard Kotze, who continues to lead the practice in an innovative manner. Brynard has been practicing as a professional architect for 12 years in Walvis Bay, and is well experienced in the various fields of architecture and project management.

Brynard Kotze is also the 100% shareholder of the company.

# 11

## PERFORMANCE MANAGEMENT & STAFF SATISFACTION

Our staff receive very competitive salaries.

Profit share are motivated by the staff's performance in the form of bonuses.

Staff training is provided in order to increase their personal knowledge for the specific professional environments.

BKA provides a comfortable and friendly working environment for its employees, and offer office breakfasts every Friday.

# 12

## ENCOURAGEMENT OF STAFF

We understand that staff performance is closely related to their well-being and satisfaction within the office environment, therefore making it crucial for management to have an open relationship with its employees. Once a year, we sit down with each team member, informally review their performance over the last year, address aspects which might have troubled them, and more importantly plan for the way forward. This allows the company to improve and function as a stronger entity, as the reviews assist us in understanding personal strengths and skill developments of each team player.





# 13 TEAM MEMBERS

## Brynard Kotze (Principal Architect)

Brynard fills the role of Principal Architect within the firm, and oversees the overall design, feasibility and management of all project. He has been practicing architecture for 12 years, and his skills and experiences are valuable in the field of architecture and project management.

Brynard is the founder of Brynard Kotze Architects Incorporated, one of the founding partners of the Dolphin Village Consultants Group and J. Kotze Design, and also serves as a Managing Director for prominent Namibian development companies, PhinCon Enterprises and Zillion Investment Holdings.

Nationality: Namibian

Qualification:

B.Arch.Stud from The University of the Free State  
B.Arch from The University of the Free State

Professional Membership:

Namibia Institute of Architects (NIA) - Reg No. 252  
Namibian Council for Architects and Quantity Surveyors (NCAQS) - Reg No. 391

Committee:

Aesthetics committee for the Walvis Bay Municipality

## Werner Burger (General Manager)

Werner fills the role of General Manager within the firm, and regulate professional day-to-day administrative responsibilities and management of business practices. He has over 16 years of experience within business management of major businesses, and deliver projects on all levels from development, manufacturing, marketing and sales.

Nationality: Namibian

Qualifications:

Diploma in General Business Management at The Technicon of Pretoria

## Danette van Zyl (Associate Architect)

Nationality: South African

Qualification:

B.Arch.Stud from The University of the Free State  
B.Arch.Stud.Hons from The University of the Free State  
M.Arch.Prof from The University of the Free State

Professional Membership:

Namibia Institute of Architects (NIA) - Reg No. 370  
Namibian Council for Architects and Quantity Surveyors (NCAQS) - Reg No. 544

## Vincent Vieira (Associate Architect)

Nationality: South African

Qualification:

B.Arch.Stud from The University of the Free State  
B.Arch.Stud.Hons from The University of the Free State  
M.Arch.Prof from The University of the Free State

Professional Membership:

Namibia Institute of Architects (NIA) - Reg No. 425  
Namibian Council for Architects and Quantity Surveyors (NCAQS) - Reg No. 650  
South African Council for the Architectural Profession (SACAP) - Registered as Professional Architect - Reg No. PrArch21256

## Drikus Zwart (Architect-in-training)

Nationality: Namibian

Qualification:

BAS from The Nelson Mandela Metropolitan University  
M.Arch.Prof from The Nelson Mandela Metropolitan University

Professional Membership:

Namibia Institute of Architects (NIA) - Reg No. 506

## Wan-Chen Tsai (Senior Architectural Technologist & Interior Designer)

Nationality: Taiwanese

Qualifications:

B.Arch.Stud from The University of the Free State  
Diploma in Interior Design from Dorothy Van't Riet Design Academy

## Hendrik Francois van den Berg (Architectural Technologist)

Nationality: South African

Qualifications:

B.Arch.Stud from The University of the Free State

## Anika de Wet

Anika manages all internal administrative affairs and communicates with all clients on administrative related issues. She is also involved in the internal book keeping of the firm, and is a very resourceful asset to the company.

Nationality: South African

## Janneke Smith

Janneke is responsible for all the book keeping affairs of the practice, and liaise with all clients on the relevant administrative affairs involved.

Nationality: Namibian