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**Project Reviews**

The Department of Infrastructure and Transport (DIT) Building Projects directorate has a Project Review process for all major government building construction projects, typically those with a total project value (construction cost, plus professional fees, and disbursements) of over $4M ex GST.

This process is an integral part of the risk management role DIT Building Projects plays in the Construction Procurement Policy: Project Implementation Process (PIP).

## What is Project Review

Project Reviews identify and assess the risks associated with proposed solutions, on behalf of the lead agency and government, to ensure the project achieves:

* The lead agency’s briefed requirements
* Compliance with lead agency design standards and guidelines
* Compliance with government standards, guidelines, and policies
* High-quality outcomes and value for money for government.
* [ODASA Principles of Good Design](https://www.odasa.sa.gov.au/wp-content/uploads/ODASA-Principles-of-Good-Design_2019-Update_WEB-FINAL.pdf)

Project reviews are not a quality assurance review process to check competency of Professional Services Contractor (PSC) documents. The responsibility for completeness, accuracy, and co-ordination of all documents remains with the LPSC and design team.

## Project Review and PIP Project Phases

Project reviews are undertaken by professionals within DIT Building Projects and the Office for Design and Architecture (ODASA) Design for Government team in the disciplines of architecture, interior architecture, built heritage, landscape architecture, urban design, building construction, engineering, and cost management. This review process is separate to the ODASA Design Review service provided as part of the SCAP approvals.

A typical project will include the following review milestones, which are associated with project phases outlined in the PIP:

* Project Brief Review (occurs prior to Design Team tender call)
* Concept Design Review
* Design (Development) Review
* Documentation Review
* Post Construction Review
* Post Occupancy Evaluation

## Review format

A project Review Report is used to consolidate comments from DIT and ODASA. The report is an ongoing record of issues to be addressed by the project team and to ensure agreed actions are undertaken and lessons learnt.

Prior to commencement of a formal review process, the review team can attend project scope briefings by the LPSC at the request of the DIT Project Manager (DIT PM).

## Review Submission Requirements

Documents must be complete to the level commensurate to the project milestone prior to submission.

All drawings are to be submitted as a set bound as .pdf and not as single files. The specification shall also be one bound document. A document transmittal is to be attached.

All documents are to be issued to the relevant DIT PM who will forward these to the DIT Review Coordinator and Building Projects Design Review mailbox ([dit.bpdesignreview@sa.gov.au](mailto:dit.bpdesignreview@sa.gov.au)) for distribution to the DIT review team.

The project review period commences on the date of distribution by the DIT Review Coordinator to the DIT review team.

## Other Project Reviews

In some instances, further reviews may be required in project delivery such as:

1. Return Brief Review (where Part 0 applies – refer to [Part 0 Scope Requirements (G207)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1853) for further info.)
2. Principal’s Project Requirements (PPR) Brief Review
3. Building Information Modelling (BIM) Execution Plan Review
4. Value Management Review
5. Products and Materials Substitutions Review
6. Design Variances or Project Departures Schedule Review

## Summary of Project Reviews

## Brief Review

## Conducted by ODASA and DIT Cost Management

*Review timeframe: 5 working days*

Brief Reviews occur upon receipt of the Request for Service and Project Brief from the lead agency by DIT Building Projects prior to the commencement of the PIP delivery phase.

ODASA will develop and provide a project specific BIM Brief at this stage, which will form part of the Project Brief requirements.

The Brief Review is to ensure:

* clarity of information e.g., scope of work, program, budget, standards, and guidelines applicable to the project.
* alignment of scope with budget and program
* the adequacy of the information provided.
* requested project services effectively facilitate the delivery of the scope.
* Clarity of nature and extent of project services required including which consultant services.
* BIM requirements specific to the project have been identified.

The lead agency completes their project brief using the **DIT Request for Service (RFS) & Project Brief** template.

ODASA will work with the lead agency and DIT PM to refine the information to ensure it is sufficient for PSC tender, including development of a BIM Brief where applicable.

Following review, the lead agency will update the Project Brief information as they see fit as ownership of the Project Brief is retained by the lead agency.

RFS & Project Brief templates available in the [BPIMS Project Library](https://www.bpims.sa.gov.au/bpims/library/showLibrary.do?libType=project) include:

* [Request for Service & Project Brief - DfE (359)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1842) – Department for Education specific version
* [Request for Service & Project Brief – Generic (358)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1841) – Generic version for other agencies

BIM Guidenote and Briefs available from the [BPIMS Project Library](https://www.bpims.sa.gov.au/bpims/library/showLibrary.do?libType=project) include:

* [Building Information Modelling Requirements (G168)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1702)
* [Building Information Modelling - Core Brief (232)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1704)
* Exchange Information Requirements (EIR) -includes BIM Project Specific requirements).

## Concept Design Review

## Conducted by DIT Building Projects and ODASA

*Review timeframe: Up to 10 working days*

Concept Design Review occurs at the completion of the PIP 5.1 Concept phase.

The Lead Professional Services Contractor (LPSC) and team prepares a report for the concept proposal using the Concept Report Template (see BPIMS references below).

A copy of the approved BIM Execution Plan (BEP) is to be submitted with the Concept Report (using the [NATSPEC BIM Execution Plan Template](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbim.natspec.org%2Fdocuments%2Fbim-management-plan-template&data=05%7C01%7CKathy.Lo%40sa.gov.au%7C991994babac14cd99bfb08db2bf8789a%7Cbda528f7fca9432fbc98bd7e90d40906%7C1%7C0%7C638152118393870509%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=f%2BqcP8IXNeZkMoSa0Wi6UT0whelAntjc%2BB0ZLs%2FLfjM%3D&reserved=0)).

Note: The overall review process for BIM Execution Plans is outlined further in this document under the section **Other Project Reviews -** **BIM Execution Plan Review.**

The purpose of the Concept Design Review is to evaluate:

* the concept proposal(s) against the briefed requirements.
* if the proposals align with agency and government wide standards and guidelines
* if alternative concept options have been considered.
* if appropriate cost allowances have been made for the proposal.
* appropriate measures have been considered to align with agency funding and budget.
* the BIM Management Plan, where applicable, including proposed deliverables against briefed requirements.

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

*Responses to comments required: Within 5 working days.*

Following the review, the LPSC team will update the Concept Report in accordance with the comments received, responses provided and any subsequent agreement arising. Upon receipt the report is then submitted by DIT to the lead agency for final endorsement.

Concept Report templates available in the [BPIMS Project Library](https://www.bpims.sa.gov.au/bpims/library/showLibrary.do?libType=project) include:

* [Concept Report Template DfE (360)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1845) – Department for Education specific version
* [Concept Report Template Generic (226)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1300) – Generic version for other agencies

## Design (Development) Review and Documentation Review

## Conducted by DIT Building Projects and ODASA

*Review timeframe: 10 working days*

Design (Development) and Documentation Reviews typically occur at 2 milestones within PIP 5.2 Design – at 60% documentation completion and again at 90% completion (just prior to the end of the PIP 5.3 Documentation).

The Documentation Review is to confirm:

* documentation detail aligns with the endorsed concept report.
* the documents meet the required agency and government wide standards and guidelines.
* the constructability of the design to government requirements, including facility management and whole of life requirements.
* the BIM deliverables noted in the Design BIM Execution Plan (DBER) meet the requirements of the EIR.

The LPSC shall advise when drawings, specification and schedules are sufficiently complete at each of the above-mentioned milestones to allow a full and detailed review.

All project documentation is to be prepared in compliance with current editions of Lead Agency and DIT requirements and guidelines, Australian Standards and statutory requirements, current at 1 month prior to contract tender.

A BIM Status report on the BEP and completed BIM deliverables is to be submitted at the 60% and 90% documentation completion milestones for review.

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

*Responses to comments required: Within 5 working days.*

Following the review, the LPSC team will update the documents required in accordance with the comments received, responses provided and any subsequent agreement arising.

CAD Drawing Titleblocks and Standard Drawings available in the [BPIMS Project Library](https://www.bpims.sa.gov.au/bpims/library/showLibrary.do?libType=project) include:

* [CAD Drawing Titleblocks (D03) Sept 2020](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1852) – for Revit and AutoCAD
* [DIT Standard Drawings Index (D004) - Oct 2022](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1844)
* [DIT Standard Drawings (DD01) - Oct 2022](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1769)

## Post Construction Review and Post Occupancy Evaluation

## Conducted by DIT Building Projects and ODASA

**Post Construction Review (PCR) Survey**

*Timeframe: Undertaken at 3 months post Practical Completion.*

After construction is complete, the Post Construction Review (PCR) Survey is implemented to determine whether the objectives of the project delivery process were achieved and whether the contract, contract administration standards and procurement methods were appropriate.

The PCR Survey is initiated by the DIT Project Manager and the process is conducted via an online platform. ODASA collates the responses and prepares a summary report for the DIT Project Manager to circulate. Results may be discussed at a subsequent meeting where required. Items that are believed to be of benefit or a hindrance to future projects are captured by this process.

**Post Occupancy Evaluation (POE) Survey**

*Timeframe: Undertaken at 10 months post Practical Completion.*

After a period of occupation of the constructed facilities, the Post Occupancy Evaluation (POE) Survey is implemented to determine whether the objectives of the project were achieved, measured by user satisfaction, fitness for purpose, performance and value for money.

The POE Survey is initiated by the DIT Project Manager and the process is conducted via an online platform. ODASA collates the responses and prepares a summary report for the DIT Project Manager to circulate. Results may be discussed at a subsequent meeting where required. Items that are believed to be of benefit or a hindrance to future projects are captured by this process.

**Combined PCR and POE Survey**

For projects of lower value and risk, a combined PCR and POE may be appropriate. A combined PCR/ POE approach will need to be agreed with the lead agency on a case-by-case basis. A determination on this will be noted in the Project Brief issued for LPSC tender.

PCR and POE Guidenotes available in the [BPIMS Project Library](https://www.bpims.sa.gov.au/bpims/library/showLibrary.do?libType=project) include:

* [Post Construction Review and Post Occupancy Evaluation (G79)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=857)

## Summary of Other Project Reviews

## Return Brief Review

## Conducted by DIT Building Projects and ODASA

*Review timeframe: 10 working days*

A Return Brief Review is required where a Part 0 pre-concept design service is required by the Project Brief issued for LPSC tender. This process is implemented to assist lead agencies in determining alignment between a derived scope and allocated funding prior to advancing to the PIP 5.1 Concept phase.

The Lead Professional Services Contractor (LPSC) and team prepares a report for the proposal including cost report, using the Return Brief Template.

It is required that the proposals presented in the Return Brief report align with allocated funding. It is understood that a Value Management Process may be necessary to achieve this. Where the funding is substantially exceeded by the proposal, other means such as securing additional funding or staging of the project to meet budget should be discussed with the Lead Agency, in lieu of a Value Management Process.

Following the review, the LPSC team will update the Return Brief report as required for final sign off by the lead agency.

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

*Responses to comments required: Within 5 working days.*

Following the review, the LPSC team will update the Return Brief Report in accordance with the comments received, responses provided and any subsequent agreement arising. Upon receipt the report is then submitted by DIT to the lead agency for final endorsement.

Return Brief Templates available from the [BPIMS Project Library](https://www.bpims.sa.gov.au/bpims/library/showLibrary.do?libType=project) include:

* [Return Brief (SA Health) Template - Feb 2021 (363)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1848) – Department for Health and Wellbeing specific version
* [Return Brief (TAFE SA) Template - Feb 2021 (364)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1849) – TAFE SA specific version
* [Return Brief (Generic) Template - Feb 2021 (362)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1847) – Generic version for all other agencies

For further information on the Part 0 process - refer to [Part 0 Scope Requirements (G207)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1853).

## BIM Execution Plan Review

## Conducted by ODASA

*Review timeframe: 10 working days (submitted with Concept Report)*

The LPSC is to submit a BIM Execution Plan as required by the DIT EIR 4 weeks after the Design Startup meeting for review and approval.

The LPSC is required to provide the approved as part of the completion of the PIP 5.1 Concept phase. The Plan details how the BIM requirements will be executed, monitored, and controlled to the requirements of the BIM Brief.

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

*Responses to comments required: Within 5 working days.*

Following the review, the LPSC team will update the BIM Management Plan in accordance with the comments received, responses provided and any subsequent agreement arising.

Refer to [Building Information Modelling Requirements (G168)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1702) for further information.

## Principal’s Project Requirements (PPR) Brief Review

## Conducted by DIT Building Projects and ODASA

*Review timeframe: 10 working days.*

A PPR Brief Review is required where a Design and Construct (D&C) contractor is to be engaged to both complete the design and then carry out construction services on a project. The PPR Brief describes to the contractor the scope, character, performance, and quality requirements for the project.

The Lead Professional Services Contractor (LPSC) and design team prepares the Brief using the PPR template (see BPIMS reference below).

The LPSC shall advise when drawings and PPR Brief are sufficiently complete to allow a full and detailed review by DIT and ODASA.

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

*Responses to comments required: Within 5 working days.*

Following the review, the LPSC team will update the PPR Brief and associated documentation in accordance with the comments received, responses provided and any subsequent agreement arising.

PPR Brief Template available from the [BPIMS Project Library](https://www.bpims.sa.gov.au/bpims/library/showLibrary.do?libType=project):

* [Principal's Project Requirements Template (PPR) (Generic) (361) - Feb 2022](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1846)

## Value Management Review

## Conducted by DIT Building Projects and ODASA

*Review timeframe: Agreed on a case-by-case basis with DIT Project Manager.*

Value Management (VM) of projects can occur at any time throughout the project where scope and budget misalignment occurs. Here, a detailed review of project scope is required against allocated funding.

VM should be a continuous process instigated as early as possible on projects to minimise the impacts on outcome and quality. Ongoing monitoring throughout the project is beneficial, particularly on high-risk projects.

The LPSC team is required to provide details of the value management process to DIT for review. This is to include commentary on cost saving measures proposed in terms of the impacts on quality, scope and operations as well as on overall project objectives and briefed requirements. Impacts on SCAP Approval conditions, agency and government wide standards and guidelines and other legislated requirements are also required to be reported on as part of this process.

The DIT Project Manager will initiate a meeting with the DIT Manager Professional & Advisory Services, DIT and ODASA review team to discuss the details of the proposal.

Agreed VM items may also need to be recorded in the project’s Departures Schedule, where applicable.

The DIT Project Departures template is available from the [BPIMS Project Library](https://www.bpims.sa.gov.au/bpims/library/showLibrary.do?libType=project):

* [DIT Project Departures Schedule Template (367)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1855)

## Design Variances or Project Departures Schedule Review

## Conducted by DIT Building Projects and ODASA

*Review timeframe: Agreed on a case-by-case basis with DIT Project Manager.*

Departures from the initial Project Brief, DIT and Lead Agency standards and requirements may occur on projects during the design phase due to specific project constraints or where designing to the government standard may not be practicable for the project.

Project departures require evaluation and the final approval of the DIT Manager Professional & Advisory Services and the Lead Agency prior to proceeding.

The LPSC team is required to record all items using the DIT Project Departures template and provide adequate supporting detail to inform DIT and the Lead Agency’s review and endorsement. All proposals will be assessed against the Project Brief requirements.

The schedule serves as an ongoing record for the project. The latest version is to be submitted with the project documentation at the Concept, 60% and 90% completion milestones, where applicable.

The DIT Project Departures template is available from the [BPIMS Project Library](https://www.bpims.sa.gov.au/bpims/library/showLibrary.do?libType=project):

* [DIT Project Departures Schedule Template (367)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1855)

## Products and Materials Substitutions Review

## Conducted by DIT Building Projects and ODASA

*Review timeframe: Agreed on a case-by-case basis with DIT Project Manager.*

Substitution proposals for specified products and materials may occur on projects due to availability, timing issues, or from a value management process.

All proposed alternatives to the documented products, methods or systems require evaluation and the final approval of the DIT Manager Professional & Advisory Services prior to implementation. The party proposing the substitution (LPSC, General Building Contractor or other) is to produce a submission in accordance with the requirements outlined in the DIT amended Natspec - *0170 DIT General Requirements* work section.

Substitution items may need to be recorded in the project’s Departures Schedule, where applicable.

The latest DIT amended Natspec is available from the [BPIMS Project Library](https://www.bpims.sa.gov.au/bpims/library/showLibrary.do?libType=project), search *NATSPEC – DIT Amended Work sections* (work sections are updated annually and are date stamped).

The DIT Project Departures template is available from the [BPIMS Project Library](https://www.bpims.sa.gov.au/bpims/library/showLibrary.do?libType=project):

* [DIT Project Departures Schedule Template (367)](https://www.bpims.sa.gov.au/bpims/library/downloadResource.do?id=1855)

# Table of Project Reviews

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| **Type of Review** | **Review Timeframe** | **Project Phase** |
| Brief Review | 5 working days. | Prior to PIP 5.1 Concept phase, on receipt of Project Brief from the Lead Agency client. |
| Concept Review | 10 working days. | PIP 5.1 Concept phase – at completion |
| Design (Development) Review | 10 working days. | PIP 5.2 Design phase – at 60% documentation completion |
| Documentation Review | 10 working days | PIP 5.3 Documentation phase – at 90% completion |
| Post Construction Review | 5 working days (survey) plus  follow up meeting as required. | Post Construction Practical Completion – at 3 months post PC |
| Post Occupancy Evaluation | 5 working days (survey) plus  follow up meeting as required. | Post Construction Practical Completion – at 10 months post PC |
| Post Construction Review/ Post Occupancy Evaluation (combined) | 5 working days (survey) plus  follow up meeting as required. | Post Practical Completion –  Timing to be agreed a case-by-case basis. |

# Table of Other Reviews

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| **Type of Review** | **Review Timeframe** | **Project Phase/ Requirement** |
| Return Brief Review | 5 working days | Where a Part 0 pre-concept design service is provided. |
| BIM Execution Plan Review | 5 working days | 4 weeks after the Design Startup Meeting where DIT EIR is a project requirement. |
| BIM Status Report Review | 5 working Days | 1 week prior to the end of Design Development and Documentation Phases as part of the 60% and 90% Design Development and Documentation design reviews. |
| PPR Brief Review | 10 working days | Where a D&C contractor is to be engaged to complete the project. |
| Value Management Review | Agreed on case-by-case basis with DIT PM | Where there is budget and scope misalignment. |
| Project Departures Schedule Review | Agreed on case-by-case basis with DIT PM | Where the design departs from DIT and Lead Agency standards and requirements. |
| Products and Materials Substitutions Review | Agreed on case-by-case basis with DIT PM | Where documented products, methods and systems are to be substituted for alternatives. |

**DRAFT – to be added to G29 (Refer to attachment 14)**

**Minimum Requirements for Documentation at Project Reviews**

All DIT building projects have variations in complexity and scope. The list below includes typical documents that are required to communicate complexity and scope. The list should be adapted to suit the particularities of each project. It is expected that documents provided at concept will be further developed at each subsequent stage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Documents** | **Feasibility/ Planning Study**  **Part 0 Return Brief** | **Concept** | **60%** Schematic/Design Development | **90% Documentation** |
| **Architectural** | | | | |
| Reports | * Planning Study Report based on the ODASA Planning Study Report Template. * Return Brief (based on ODASA Return brief Template | * Concept design Report based on the ODASA Planning Study Report Template. * Include all DSCP reviews investigations and reports in appendixes including Safety in Design Risk Assessment Matrix | * All remaining Design Development Reports to 100% * Room Data sheets, * All development approvals including any performance reports required for NCC compliance. | * Specification based on current DIT NATSPEC Work sections and format with items completed. * Schedule of selections – products, materials, finishes, colours, hardware, FFE, signage |
| Drawings | * Includes Preliminary function relationship diagrams, massing models and test fits of site. * Siting options with site assessment criteria if required. | * Preliminary Location ,Site and Setout plan(s), Complete Concept Design floor plans, elevations and sections. * Preliminary Materials and Finishes schedules. * Preliminary 3D Visualisations, fly through of perspectives of the Concept Design. | * Final Location ,Site and Setout plan(s) Demolition Plans General Arrangements Floor Plans ( Fire compartments, Setout ,Concrete and Partition set out Floor and wall finishes. * Reflected ceiling plan(s) – coordinated with building services. * Roof plan(s) -including all gutters, downpipes. * Typical Elevations, Sections, Plan and Section Details | * Fully developed Plan details, Section details, Partition details. * Stair and balustrade details ,Internal elevations * Wet area plans and details. * Door and window schedules. * Furniture/Joinery plans, elevations, details |
|  | | | | |
| **Landscape Architectural** | | | | |
| Reports | * Preliminary Landscape Design Concepts site investigations and arborist reports | * Proposed Landscape Design Concepts and Principles. -Appendix to the Concept Design report | * A Proposed value management and departure schedules for landscape elements and scope of works. | * Completed Landscape specification sections for review. |
| Drawings |  | * Proposed Landscape Concept Design -site plan and specific landscape features. planting schedule and materials and finishes schedule for landscape elements. | * General arrangement plan(s) Surfaces and finishes plan(s) * Full Planning schedule and landscape elements materials and finishes schedules. | * Furniture and fixtures plan(s) * Planting plan(s) * Landscape details of all landscape features, fences, seating and signage. |
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| Structural | | | | |
| Reports | Preliminary structural and site investigations | Proposed Structural Concept Design including all design assumptions listed. | For IL 3,4 Seismic assessment including Seismic Special Study | Completed structural specification sections for review. |
| Drawings |  | Preliminary Slab and Footing, Floor, Roof and Wall framing and typical sections | Drawing Schedule  Slab ,Footing, Floor, Roof, Wall framing and sections | Concrete details - retaining walls, stairs, precast panels  Steel Framing connection details |

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| Civil | | | | |
| Reports | Civil siteworks assessment- stormwater, site contamination and geotechnical survey | Proposed civil works scope of works  Site investigation, contamination and further investigation reports. | Site contamination and remediation report | •Completed civil works specification sections for review. |
| Drawings |  | Preliminary Civil -Siteworks, Grading ,Bulk earthworks and general arrangement plan(s)  Preliminary Stormwater design | Site , Grading and Bulk earthworks plan(s)  Stormwater design | Civil paving and siteworks details |

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| Mechanical | | | | |
| Reports | Existing mechanical plant investigation and assessment | Preliminary Mechanical investigation and assessment of mechanical options | Completed Mechanical investigation and assessment of mechanical options | Completed mechanical specification sections for review. |
| Drawings |  | Preliminary mechanical plant and mechanical playouts. | Site, Demolition and mechanical general arrangement layout plan(s)  Roof and | Detailed plant plan(s) Sections and Details, ductwork and access requirements. |

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| Electrical/ICT/Security | | | | |
| Reports | Existing electrical supply investigation and assessment | Preliminary electrical/ICT/Security investigation and assessment | Completed electrical/ICT/Security investigation, assessment and design | Completed electrical /ITC and Security specification sections for review. |
| Drawings |  | electrical/ICT/Security design and layouts | Site and floor plans --Power, lighting, communications and security demolition plan(s)  Power, lighting communications and security layout plan(s) | Schematics and details |

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| Hydraulic | | | | |
| Reports | Existing water, sewer and drainage investigation and assessment | Preliminary water, sewer and drainage investigation and assessment | Completed water, sewer and drainage investigation, assessment and design | Completed hydraulic specification sections for review. |
| Drawings |  | Preliminary water, sewer and drainage layout plans | Site plan Demolition plan(s) – water reticulation  Demolition plan(s) – drainage  Water reticulation and drainage layouts | Hydraulic details- fire equipment tanks, pumps, booster layouts |

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| Fire | | | | |
| Reports | Existing water, sewer and drainage investigation and assessment | Preliminary water, sewer and drainage investigation and assessment | Completed water, sewer and drainage investigation, assessment and design | Completed fire services specification sections for review. |
| Drawings |  | Preliminary Fire services plans and layouts | Site and Demolition site plan(s)  General fire services arrangement plan(s)Details | Fire services details. |

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| Other | | | | |
| Specialist Consultants | Include initial specialist consultants’ reports | Preliminary specialist consultants’ reports | Preliminary Specialist Consultants drawings, 3D models as required to define the specialist works package | Detail Specialist Consultants drawings, 3D models as required to define the specialist works package |
| BIM Requirements |  | Submit BIM -Building Execution Plan (BEP) based on the NATSPEC Design BEP template as required by the DIT BIM EIR. | BIM Status report on BEP for end of design development.  Include Clash detection reports and any outstanding issues.  Submit federated 3D BIM Models for review  . | BIM Status report on BEP for end of documentation for issue to construction.  Include confirmation of all documentation coordination and all clash detection BIM issues resolved.  Submit federated 3D BIM Models for review |
| Risk Assessment |  | Preliminary Project Risk Assessment | Specific Project Risk management items | Updated Project Risk management items |
| Safety In Design |  | Preliminary Safety in Design Risk Assessment Matrix. | Safety in Design Risk Assessment Matrix including project specific items. | • Updated Safety in Design Risk Assessment Matrix listing any outstanding High/very High design safety issues. |
| Departures schedule |  | * Prepare Value Management Risk Assessment criteria | * Include updated value management items based on Value management risk criteria and departures schedule | * Updated value management items and departures schedule |
| END | | | | |

# Contact

For further information contact:

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