# schedule 4: notes on PUBLICATIONS, POLICIES AND guide notes for CONTRACTORS (MInor professional services)

Project managers preparing tender and contract documents must strike out items in schedule 4 that are not relevant to the services e.g. if it is not a DECD project reference to DECD requirements are not relevant.

This document is intended for use in conjunction with the MPS-12 Conditions of Contract for Provision of Minor Professional Services. Terminology defined in the Contract has the same meaning in this Schedule.

The *Contractor* shall comply with all relevant DPTI publications, policies and guide notes in carrying out the *Services*. They can be found in the DPTI Building Project Information Management System library at <http://www.bpims.sa.gov.au/bpims/library/showLibrary.do>.

The notes below provide an overview of information contained in the guide notes.

## Approval for Construction Contract Tender Call

Before calling tenders for the construction contract the *Contractor* shall provide to the DPTI project risk manager the completed Pre-Tender Call Declaration form. Refer to the proforma “Pre-Tender Call Declaration (200)”.

## Building Certification

The guide note “Development Approval (G31)” clarifies the roles of the *Contractor* and the Certifier.

## Construction Detailing and Site Inspection Guide

The guide note “Construction Detailing and Site Inspection Guide (G16)” is a checklist of constructability and construction quality issues which the *Contractor* should review during design and site inspection of the Works.

## Construction Contract Documentation

The *Contractor* shall prepare documents for the construction contract in accordance with the guide note “Construction Contract Tender Documents Format (G4)”.

## Construction Site Visits

The *Contractor* shall visit the construction site in accordance with the guide note “Construction Site Visits (G18)” and as directed by the Contractor.

## Cost Management

The guide note “Cost Management Reporting (G40)” advises on the format and required detail for cost management reports and the like.

## Critical Work Plans (CWPs)

The guide note “Critical Work Plans” (G169) describes the requirements in carefully planning and documenting operations that are high or catastrophic risk, with consultation and approval from all relevant stakeholders. The Consultant’s role is to provide assistance in identifying such risky operations and then to review CWP’s that have been prepared by the Contractor.

## DECD Design Standards

Where the project on which the *Contractor* is providing services is a project for the Department for Education and Child Development refer to the “DECD Facilities Design Standards and Guidelines”.

## Design Review Process

The *Contractor* shall refer to the guide note “Design Review Process (G28)” and shall address all issues listed in the design review report prepared at the end of Concept, Design and Documentation phases and as identified in Schedule 5: Services Matrix.

## Development Approval

DPTI procedures are to be followed when the project reaches the development and certification stages. Refer to the guide note “Development Approval (G31)”.

## Earthquake Issues

DPTI has prepared advice on the issues that must be considered in regard to the impact of earthquake on buildings during the design phase. Refer to the policy “Strengthening Existing Buildings for Earthquakes (PO45)”.

## Ecologically Sustainable Development (ESD) Planning and Design

Government has a policy in regard to ESD. The *Contractor* shall plan and design the asset in accordance with the guide note “Ecologically Sustainable Development Planning, Design and Delivery (G44)”.

## Ecologically Sustainable Development (ESD) in Department for Education and Child Development projects

This guide note “Ecologically Sustainable Development in DECD Projects (G43)” is a companion to the “Ecologically Sustainable Development Planning, Design and Delivery (G44)” guide note. The guide note relates to specific issues associated with the Department for Education and Child Development.

## Electronic Document Requirements

The *Contractor* shall prepare all drawings for the construction contract and for future asset management in accordance with the guide note “Electronic Document Requirements (G65)”.

## Energy Efficiency Action Plan

The *Contractor* is required to meet the requirements of the Government Buildings Energy Strategy and other energy management policy documents. Details are provided in the guide note “Government Buildings Energy Strategy Compliance (G46)”.

## Existing Trees

Where there are large trees on the proposed building site the *Contractor* shall refer to the guide note “Existing Trees (G33)”.

## Facilities Planning Study

Where the *Contractor* services are to prepare a facilities planning study refer to the guide note “Preparation of Facilities Planning Study (G63)”.

## In-Floor Electrical Services Boxes

Where in-floor boxes for electrical services are used on government building construction projects, the *Contractor* shall refer to the guide note “In-Floor Electrical Boxes (G167)”.

## Hazardous Substances

An inspection report, management plan and register may be available for information and the *Contractor* shall make appropriate enquiries to the DPTI Project Risk Manager. Prior to any considerations or work associated with hazardous substances contact the DPTI Asbestos Management Unit on 8226 4455.

## Health Assets Design

The Department of Health and Ageing has specific requirements relating to asset management and building design. Details are provided in the “DHS Facilities Design Standards and Guidelines” and “Environment Design Parameters for Health Buildings” (copies available through the DPTI Project Risk Manager).

## Impairment to Fire Services

Where there are existing fire services on the proposed building site it is a requirement that the South Australian Government Captive Insurance Corporation (SAICORP) (Ph: 8226 2270) is advised in writing prior to the impairment of those services for a period of four calendar days or more. The *Contractor* shall manage that the standard DPTI Preliminaries requirement to advise SAICORP is included in the construction contract, and is referred to in the relevant trade specification sections of the construction contract. The *Contractor* shall ensure that contractors are cognisant of this requirement during construction.

## Legionella Control in Heated Water Systems

The *Contractor* shall design all heated water systems in accordance with the requirements of the *Public and Environmental Health (Legionella) Regulations.* Refer to the guide note “Legionella Control in Heated Water Systems (G106)” for an overview of the design responsibilities of the design team in ensuring compliance with the regulations on government projects.

## Maintenance Manuals

The *Contractor* shall manage that the requirements for maintenance manuals are fully specified in the Preliminaries of the construction contract, that there is not repetition of the specification for maintenance manuals in the trade specifications and that there is reference to the guide note “As Built Documentation and Maintenance Manuals (G54)”.

## Nominated Subcontractors

DPTI policy is that nominated subcontractors are not used – refer to “Nominated and Selected Subcontractors (G7)” for details.

## Performance Based Specification

It is DPTI policy that the use of performance based specification is strictly limited. The *Contractor* shall refer to the guide note “Performance Based Specification (G6)” and discuss with the DPTI Project Risk Manager before using this form of specification.

## Planting Indigenous Species

Under government policy it is necessary for priority to be given to the planting of indigenous species in accordance with the “Planting Indigenous Species Policy”. The policy can be found at the Department of Environment, Water and Natural Resources website: [Department for Environment and Water - Home](https://www.environment.sa.gov.au/)

## Recycled Pavement Materials

Refer guide note “Recycled Pavement Materials (G36)”.

## Removal/Demolition of Buildings

If any buildings are removed or demolished, implement the requirements outlined in the guide note “Assessment and Management of DECD Sites Treated with Termiticides (G32)” to determine if the soil is contaminated by chemicals used for the control of termite infestation. Also refer to the guide note “Site Contamination (G37)”.

## Shop Drawings

Shop drawings are to be reviewed, not approved and the appropriate wording should be included in the specification. This applies to the *Contractor* and all Subcontractors. Refer to the guide note “Shop Drawings (G21)”.

## Site Contamination

The guide note “Site Contamination (G37)” provides information on the procedures that apply when soil contamination is found.

## Solar Panels for Government Funded Building Projects

Government has a policy in regard to the installation of solar panels in new or substantially refurbished building construction projects. The *Contractor* shall plan and design the asset in accordance with the guide note “Solar Panels for Government Funded Building Projects (G140)”. The guide note is referenced in “Ecologically Sustainable Development Planning, Design and Delivery (G44)”.

## Stormwater Pollution Control

DPTI endorses the “General Code of Practice for State and Federal Government Agencies for stormwater pollution control” which has been issued under the auspices to the South Australian Office of the Environment Protection Authority (EPA). The application of the Code is to be an integral part of the design and construction process. In particular the use of soil erosion and sediment control structures and the preparation of a Soil Erosion and Management Plan are to be addressed.

## Tender Evaluation

There are a number of guide notes that assist the *Contractor* in the process of tender evaluation and recommendation. They are “Evaluation of Construction Contract Tenders (G12)”, Evaluation of Construction Contract Tenders Notes” and “Pre Tender Call Declaration (200)”.

## Termite Management

The guide note “Termite Management (G38)” gives advice on the options under Australian Standards for differing flooring systems.

## Underground Oil Tanks in Schools

If there are underground oil tanks in the vicinity of a redevelopment particularly on a school site contact Adrian Swiatnik, DPTI on 8226 5376. Also refer to the guide note “Site Contamination (G37)”.

## Seismic Restraint of Engineering Services

Australian Standard 1170.4 – Earthquake actions in Australia, requires that certain engineering services be restrained against seismic loads. To help ensure compliance with this requirement a new Guidenote “Seismic Restraint of Engineering Services (G172)” and drawings “Examples of Seismic Bracing for Services – Detail Sheets 1 and 2” have been produced. A key requirement of the Guidenote is that Consultants design and document the required seismic restraints of services in detail as part of producing documents for tender. The reason for this is the long standing poor compliance from previous approaches to this issue. Consultants are to make due allowance in their tenders for this work.