**Professional Service Contractor (Building services engineer civil/structural engineer hydraulics engineer OTHER)**

**SCHEDULES 1 – 3**

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# SCHEDULE 1: SERVICES – GENERAL

## Terminology

This document is intended for use in conjunction with AS 4122―2000 General conditions of contract for engagement of consultants (General Conditions). Terminology defined in the General Conditions has the same meaning in this Schedule 1.

## Services

The *Consultant* shall carry out the *Services* in accordance with the General Conditions, Schedules 1 - 5, the Brief and all relevant policies of the South Australian Government, in particular the 5-step Infrastructure Planning and Delivery Framework, the PC028 Construction Procurement Policy: Project Implementation Process and the Urban Design Charter.

## Contract Price – Fees and Disbursements

The fixed or indicative fee component of the contract price shall include GST and shall include *Consultant* time (including hours spent in country, interstate and international travel) and all general administration costs including telephone calls, facsimiles, courier services, photocopying, presentation material, printing (except tender/contract documentation) and travel costs in the metropolitan area (within 32 kms of the Adelaide GPO). No additional fee payment will be made for these items.

The fixed or indicative disbursements component of the contract price shall include GST may include country, interstate and international travel and accommodation costs (excluding *Consultant* time), costs for the preparation of perspectives and models, costs for soils testing, survey, statutory fees, dilapidation reports, printing (tender/contract documentation) and other costs as agreed. Payment of disbursements will be made as the expenditure is incurred and for actual amounts incurred. The *Consultant* shall provide evidence of disbursement expenditure including but not limited to invoices and receipts and any other documentation as is reasonably required by the *Client* to verify the claim for payment.

If after execution of the Contract there is a requirement for the *Consultant* to undertake additional work, the *Consultant* must if required submit a revised fee on the basis of the contract price. Revised fees which are not consistent with the contract price or with Department of Planning, Transport and Infrastructure market data on fees and disbursements for similar projects may be rejected.

## Contract Material

The *Consultant* shall prepare any *Contract Material* as required by the Brief and necessary for the execution of the project and review the *Contract Material* for completeness and correctness and with a view to omitting any ambiguity and inconsistency.

The *Consultant* shall prepare any *Contract Material* consistent with the nature of the project.

The *Consultant* shall prepare any *Contract Material* consistent with published Government, Department of Planning, Transport and Infrastructure and lead agency policies and standards relevant to the project.

The *Consultant* shall as part of the *Services* and when requested submit alternative schemes and options for the architectural engineering or other components of the *Contract Material* indicating the design process and an analysis of the advantages and disadvantages of each alternative with a view to determining the optimum economic solutions on the basis of both capital and operational costs for the project.

The *Consultant* shall exercise diligence when determining material selections for incorporation into the *Contract Material* and shall ensure the *Contract Material* clearly articulates the quality requirements (.g. samples, testing, hold points, acceptable tolerances in the standard of workmanship, etc.).

The *Consultant* shall submit to the *Client* any *Contract Material* prepared by the *Consultant* and proposed to be used for the purposes of the execution of the project. The *Client* shall advise the *Consultant* as soon as reasonably possible and in any event not later than twenty eight (28) days after submission if the *Client* requires revision or amendment of the *Contract Material*.

If *Contract Material* submitted in accordance with the preceding clause does not comply with the Contract the *Client* may require the *Consultant* to revise the *Contract Material* without being liable to the *Consultant* for any extra costs incurred as a result of such revision. If the *Client* requires revision for any other purpose, the work involved shall be treated as a variation as provided in the Contract.

Any omission by the *Client* to require revision or amendment of any *Contract Material* shall not constitute an acknowledgment or admission that such *Contract Material* is correct in detail as to measurement dimensions materials or in any other particular, the responsibility for which shall remain the *Consultant*’s. No approval, direction or assistance given to the *Consultant* whether by the *Client* the construction contract principal or by any statutory body whether acting in pursuance of its statutory functions or otherwise in respect of *Contract Material* shall relieve the *Consultant* of responsibility under the Contract.

## Department of Planning, Transport and Infrastructure Publications, Policies and Guide notes

The *Consultant* shall comply with all relevant Department of Planning, Transport and Infrastructure publications, policies and guide notes and shall refer to Schedule 4: Notes on Publications, Policies and Guide Notes for *Consultants* (Professional Service Contractors).

## NATSPEC

The *Consultant* shall subscribe to Natspec and shall prepare all specifications using Natspec Basic Combined texts, supplemented where required with Natspec Building and Natspec Services texts and as modified or amplified by the additional data provided by Department of Planning, Transport and Infrastructure.

## Site Investigation

The *Consultant* shall, where relevant, investigate and report on site and ownership details, boundary issues, change of land use, risk to people and the environment due to contamination of the soil and/or groundwater.

The *Consultant* shall carry out an assessment of the impact of the proposed project on any aboriginal land or sacred site, any listed (or proposed) heritage site or building and any significant trees.

The *Consultant* shall arrange and all necessary surveys during Part 1 and Part 2 of the *Services*. The fees associated with these surveys will be reimbursed by the *Client* as a disbursement.

The *Consultant* shall exercise diligence to inform itself of the site to ensure the Contract Material is adequate for the purpose stated in the Brief.

## Design for Access

In accordance with government policy it is necessary for the *Consultant* to manage that the design complies with accessibility provisions under the National Construction Code of Australia (NCCA) and the Disability (Access to Premises – Buildings ) Standards 2010 under subsection 31 (1) of the Disability Discrimination Act 1992.   It is also a requirement that the *Consultant* reviews the Project Brief to identify any access requirements specified that will be in conflict with the requirements under the Act and Standards and draw the matter to the attention of the *Client*.

Delete the following clause if Item 3.8 Industry Participation Plan included in Annexure B

## Local Content

Consistent with the Australian Industry Participation National Framework, the South Australian Government is committed to maximising Australian industry participation to encourage greater opportunities for local and regional suppliers. The *Consultant* must include in the *Contract Material* preference for goods and services of South Australian, Australian and New Zealand origin which offer value for money over the life cycle of the project.

The *Consultant* may use the confidential services of the Industry Capability Network South Australia to identify ways of determining local industry capabilities for import replacement and local industry participation opportunities. The contact details are as follows:

Industry Capability Network South Australia

The Conservatory
131-139 Grenfell St
Adelaide SA 5000

Phone: 1300 553 309

Fax: +61 8 8303 2950

Email: info@icnsa.org.au

Web: [www.icnsa.org.au](http://www.icnsa.org.au)

## Project Program

The *Consultant* shall provide the *Services* in accordance with the Program.

If the *Consultant* fails to comply with the above provision without the approval of the *Client* for any reason other than a default by the *Client*, the *Consultant* shall accelerate the execution of the *Services* at the *Consultant*’s expense until the Program requirements have been complied with.

## Project Budget

The *Consultant*, in carrying out the *Services*, having regard for the budgeted cost, shall if any cost report indicates that the cost of construction of the project will exceed the budgeted amount, revise and alter the *Contract Material* so that the cost, having regard to the cost report may be reasonably expected not to exceed the budgeted amount. Any impact on the life cycle cost of the building arising from changes to the *Contract Material* shall also be advised, with the *Contract Material* revised where necessary to achieve the optimum life cycle cost outcome. If in the *Consultant*’s opinion no such alteration or revision of the *Contract Material* within the requirements of the Brief is feasible or would sufficiently reduce the cost, the *Consultant* shall advise the *Client* accordingly.

When in the role of services engineer preparing estimates the *Consultant* shall meet the requirements of section 4 Plant and Equipment of the Government Buildings Energy Strategy in regard to the preparation of life cycle assessment for the recommended plant and a least one alternative.

If, when tenders for the construction contract(s) are called, the lowest conforming tender exceeds the budgeted amount, the *Consultant* shall, upon written request by the *Client*, amend the *Contract Material* to reduce the cost of the project to the budgeted amount. Where the tender has exceeded the budgeted amount due to a failure to perform the *Services* to that standard of care and skill to be expected of a *Consultant* who regularly acts in the capacity in which the *Consultant* is engaged or due to errors or omissions in the *Contract Material* the *Consultant* shall correct the *Contract Material* at its own expense.

## Statutory Approvals

The *Consultant* will arrange and obtain all necessary statutory approvals during Part 1 and Part 2 of the project. The fees associated with these approvals will be reimbursed by the *Client* as a disbursement.

## Construction Contract Tenders, Contracts and Administration

The conditions for construction contracts will generally be based on one of the following:

1. AS 2124―1992 General conditions of contract;
2. GC21 General Conditions of Contract;
3. AS 4300―1995 General conditions of contract for design and construct.

The *Consultant* shall not amend these conditions or any other construction contract conditions without the *Client*’s approval in writing.

The *Consultant* shall not include any provisional sums and nominated sub-contractors without the *Client*’s approval in writing.

When requested by the *Client* to participate in the evaluation of tenders for a Department of Planning, Transport and Infrastructure contract the *Consultant* shall undertake the evaluation of the tender in strict accordance with the Department of Planning, Transport and Infrastructure policies, practices and systems for tender evaluation.

The *Consultant* shall refer to the conditions of contract for the construction contract for an understanding of the delegations from the Superintendent (or equivalent) in regard to administering the contract. The *Consultant* will strictly adhere to the authorities set out in the delegations schedules in administering the construction contract. Delegations may be revoked or varied at any time.

If the *Consultant* is delegated a formal administration role under the construction contract, the *Consultant* shall carry out such functions as are delegated to the *Consultant* from time to time until the issue of the final certificate or equivalent to the construction contractor.

When acting as a valuer, certifier or assessor the *Consultant* shall be unbiased, fair and reasonable.

The *Consultant* shall at all times administer the construction contract according to its terms, with diligence and promptitude and in accordance with Department of Planning, Transport and Infrastructure procedures.

The *Consultant* shall report in writing with respect to the progress of the *Services* and work under the construction contract not less than monthly, and at any time requested by the *Client*, supplying with each such report copies of all notices instructions and correspondence referred to therein and with respect to the following issues:

1. adherence by the construction contractor to the construction contract;
2. adherence by the construction contractor to the construction program;
3. adherence to budget and cash flow projections;
4. variations and value of variations;
5. extensions of time;
6. latent conditions;
7. quality of the work under the construction contract;
8. any instructions issued by the *Consultant* to the construction contractor.

The *Consultant* shall:

1. issue from time to time, using Department of Planning, Transport and Infrastructure procedure and forms, such instructions as are necessary and appropriate which shall if complied with result in the proper performance by the construction contractor of the construction contract, and shall forward copies of all written instructions and communications to the construction contractor immediately upon issue of such instructions and communications;
2. maintain a site diary and all other records reasonably necessary for proper administration of the construction contract. The records shall be available for inspection at all times and shall be handed to the *Client* upon the completion of the *Services* or earlier termination.
3. promptly inform of the occurrence or imminence of any matter which may give rise to a claim for additional payment by the construction contractor;
4. advise in respect of any such matter of the course of action, consistent with the successful completion of the project, which is most likely to minimise the construction contract Principal’s liability;
5. promptly refer any applications or claims by the construction contractor with respect to extensions of time, valuation of variations, latent conditions and any other matter together with copies of all relevant documents and correspondence to the relevant party under the construction contract for consideration; or if authorised promptly deal with any such applications or claims;
6. promptly refer to the Superintendent (or equivalent) or construction contract Principal any claim application or notice forwarded by the construction contractor to the *Consultant* which should under the construction contract have been directed to the Superintendent (or equivalent) or construction contract Principal;
7. not exceed the powers vested in the Superintendent (or equivalent) under the construction contract and delegated to the *Consultant* and shall not waive or vary any of the Principal’s rights under the construction contract without prior written approval;
8. on request, be available on reasonable notice to consult with the Superintendent (or equivalent) of the construction contract;
9. on request, advise of the construction contract on the intended meaning of any part of the *Contract Material* and on the basis, rationale and calculations on which any part of the *Contract Material* is based;
10. provide such assistance and deliver such *Contract Material* as the Superintendent (or equivalent) and construction contract Principal require in the event of any arbitration or other proceedings arising in respect of the construction contract. If the claim or dispute, the subject of such proceedings, is caused or substantially contributed to by any breach of this Contract, such assistance shall be provided free of charge, but shall otherwise be paid for by the *Client* at the rates provided for in the Annexure Clause 18A or if no rate is provided, at a reasonable rate;
11. comply with any directions issued by the *Client*, Superintendent (or equivalent) or construction contract Principal in respect of its functions as delegate of the Superintendent (or equivalent).

## Site Visits

The *Consultant* and each of the subcontractors (as required) shall as part of the *Services* regularly visit the construction site during the Construction phase. A written report shall be submitted to the Department of Planning, Transport and Infrastructure Construction Adviser within two (2) working days of each site visit. The exact frequency and type of inspection will be determined by the progress and nature of site activity and will include visits necessary to effectively achieve Practical Completion, monitor rectification of defects and issue the Final Certificate. Refer to the Guide Notes for *Consultant*s for a guide to the minimum inspections required on projects.

During visits to the construction site, the *Consultant* shall monitor and report on construction contractors and/or subcontractors compliance with safe work practices as required by the *Work Health and Safety Act 2012*.

## Design Reviews

The responsibility for completeness, accuracy and coordination of the *Contract Material* resides with the Consultant. Notwithstanding the *Client* has a design review process at the end of the Concept, Design and Documentation phases as identified in Schedule 5: Services Matrix. The *Consultant* and where relevant or requested the subcontractors shall provide all services necessary to participate in and to address all issues listed in the design review report prepared by the *Client*.

If required services related to design reviews have not been provided by the *Consultant*, the *Client* may withhold any payment that falls due.

## Compliance Statements

The *Consultant* and where relevant or requested subcontractors shall provide monthly a signed statement of compliance appropriate to the phase of the project and as identified in Schedule 5: Services matrix.

If at a later date it is clear that a statement of compliance was incorrect the *Client* may be written request require the *Consultant* to provide all services necessary to achieve compliancy, including any amendment to the *Contract Material*, at its own expense.

If required statements of compliance are not received from the *Consultant* the *Client* may withhold any payment that falls due.

## Client’s ICT Project Management System (BPIMS)

The *Client* has an ICT system that manages critical information on the project that is the subject of this Contract.

The Building Project Information Management System (BPIMS) provides the project management framework that governs the delivery of major building construction projects by the Department of Planning, Transport and Infrastructure.

BPIMS promotes and supports the implementation of government policies and practices and facilitates communication and sharing of knowledge among government agencies, Department of Planning, Transport and Infrastructure and industry participants.  BPIMS enables the electronic collection, collation and consistent management of information, providing project specific information in real time.

Throughout the term of the Contract, the *Consultant* is required to utilise BPIMS on a regular and ongoing basis as directed by the *Client* including but not limited to uploading of contract information and data, uploading of compliance statements, use of the *Client*’s on-line contract instructions system (variation orders and contract memorandums) and use of the *Client*’s on-line payment claim system.

BPIMS makes available to the *Consultant* a range of resources including guide notes, forms and proformas that will be relevant during the construction. By accessing the Contract ‘Home Page’ using BPIMS, the *Consultant* shall regularly review these resources and obtain project information electronically.

The *Consultant* shall electronically upload information, lodge forms and payment claims, utilise proformas and upload other documents in the form and at the times as specified or directed by the *Client*.

Refer to the BPIMS “Help” suite of documents available in the BPIMS Project Library at: <http://www.bpims.sa.gov.au/bpims/library/showLibrary.do?searchText=pretender>.

## CAD Files and Records

At tender call for the construction contract(s) the *Consultant* is to supply AutoCAD as .dwg and .pdf files on CD-ROM of all registered drawings that form part of the construction contract documents.

Where required in the Contract (refer to Schedule 2, Item 2.7 of this document) the *Consultant* is to supply within six (6) weeks after Practical Completion/Completion of the construction contract, AutoCAD files of all required “as built” drawings. The *Consultant* shall manage that the construction contractor meets its contract obligations in regard to the provision of other “as built” drawings whether incorporated into maintenance manuals or as a separate deliverable.

On completion of the *Services* and in order to meet the requirements of the State Records Act 1997, the *Consultant* and all subcontractors shall provide to the *Client* the *Contract Material* including sketches, plans, designs, estimates, calculations, reports, models, computer sourced codes, articles, information, files and data produced by the *Consultant* in the course of the contract.

## Code of Practice

The Consultant must comply with the Code of Practice for the South Australian Construction Industry. Lodgement of a tender will be evidence of the Consultant’s agreement to comply with the Code for the duration of any resulting contract that may be awarded. If any Consultant fails to comply, the failure will be taken into account by the Government of South Australia and its Agencies when considering this or any subsequent tender by the Consultant and may result in such tender being passed over and or a change in the status of the Consultant on any South Australian Government register of consultants.

## Payment Claim Format

In addition to the requirements for payment claims in accordance with the Contract, the Consultant shall ensure all claims for payment comply with the following:

* All Parts (1, 2 and 3) costs are identified separately;
* Each Part identifies fees, disbursements and variations separately;
* Part 3 fee must be identified as two separate amounts as follows: an amount for Construction PIP 5.5 and an amount for Review PIP 5.6 (Per Schedule 2, clause 2.3);
* Each amount identifies percentage complete, previously paid amounts and amounts being claimed in the payment claim;
* Is in a tabular format
* Includes adequate description of the services being claimed for; and
* Is accompanied by a signed Compliance Statement as required in section 1.16 of this Schedule 1.

# SCHEDULE 2: SERVICES – PROJECT SPECIFIC

## Terminology

This document is intended for use in conjunction with AS4122-2000 General conditions of contract for engagement of consultants (General Conditions). Terminology defined in the General Conditions has the same meaning in this Schedule 2.

## Project Delivery Framework

The project will be delivered in accordance with the Construction Procurement Policy: Project Implementation Process (PIP) for the delivery of building construction projects which has several phases:

PIP Phase 5.1 Concept

PIP Phase 5.2 Design

PIP Phase 5.3 Documentation

PIP Phase 5.4 Tender

PIP Phase 5.5 Construction

PIP Phase 5.6 Review

Project Risk Managers are to select clauses below as appropriate. If the contract is for only one or two parts, delete the parts that are not applicable and adjust the part numbering.

## Services Parts

The Consultant must perform the Services in accordance with the General Conditions and Annexures, Schedules 1-3, Schedule 4 and Schedule 5 – Services Matrix which sets out the services allocated to the Discipline PSC.

Subject to the provisions of this Contract, the Services will be performed in parts:

1. Concept services (Part 1);
2. Design, Documentation and Tender services (Part 2); and
3. Construction and Review services (Part 3).

**Concept Services (Part 1)**

The Consultant must perform the Part 1 services for the fixed price tendered by the Consultant and accepted by the *Client*.

If the contract is for Concept services only include the following paragraph.

If the project proceeds, subject to DPTI workload and in consultation with the lead agency, the *Client* will determine an appropriate *Consultant* tender field which may or may not include the *Consultant* contracted to undertake these services.

**Design, Documentation and Tender Services (Part 2)**

The Consultant must perform the Part 2 services for the price accepted by the *Client* which is based on the indicative price tendered by the *Consultant*, as set out in the Contract.

The Consultant must not commence the Part 2 services unless and until:

1. the parties have reached agreement in writing on the fixed amount of the price payable for the Design, Documentation and Tender services, the time frames for performance, and any other necessary terms; and
2. the Client’s Representative (in the Client’s absolute discretion) has expressly requested the Consultant to commence performance of the Design, Documentation and Tender services.

**Construction and Review Services (Part 3)**

The Consultant must perform the Part 3 services for the price accepted by the *Client* which is based on the indicative price tendered by the *Consultant*, as set out in the Contract.

The Consultant must not commence the services unless and until:

1. the parties have reached agreement in writing on the fixed amount of the price payable for the Construction and Review services, the time frames for performance, and any other necessary terms; and
2. the Client’s Representative (in the Client’s absolute discretion) has expressly requested the Consultant to commence performance of the Construction and Review services.

The price for the Part 3 services must clearly identify the fixed amount for Services during Construction (PIP 5.5) and the fixed amount for Services during Review (PIP 5.6). Unless reasonably negotiated otherwise, an amount of 15% of the total Part 3 fee shall apply to the fixed amount for Services during Review PIP 5.6.

Notwithstanding any other provision of the Contract, the Client may, entirely at the Client’s own discretion and without cause:

* delete services from the scope of the Contract provided the Client has not yet authorised the Consultant to commence any part of those services.

For the avoidance of doubt, if the Client deletes services from the scope of the Contract:

* the Client will not be obliged to pay any amount attributable to the relevant services; and
* the Client will be at liberty to have the relevant services or any part of them undertaken by a third party.

The Client reserves the right to review and if necessary amend the extent and nature of consultancy services required for any Part.

## Disbursements

The *Consultant* shall provide the following disbursements and shall be responsible for arranging and coordinating services associated with disbursements and for making payment.

Select from the list of disbursements below those required as part of the *Consultant* tender. Delete disbursements not required.

Disbursements to be reviewed and checked against brief before issuing tender refer KNET doc #14198471 for guidance.

|  |
| --- |
| **Disbursement** |
| Accommodation (per night) |
| Arborist Report |
| Condition survey |
| Contamination – desktop analysis |
| Models |
| Landscape Architect |
| Perspectives (site and new build) |
| Publicity brochures |
| Soils testing/Soil sampling – contamination |
| Soils testing – geotechnical |
| Statutory fees |
| Survey – 3D Scan model |
| Surveying – boundary identification |
| Surveying – engineering (levels and features)  |
| Survey – underground services |
| Traffic Engineering |
| Travel – country (total cost for all trips. Please include price per trip in ‘Hourly Rates’ tab)  |
| Travel – interstate (cost per trip per person) |
| Travel – international (cost per trip per person) |
| 3D Rendering (Phototrealistic) and/or Animation (Flythrough) |

## Subcontractors

The *Consultant* shall where applicable select and engage subcontractors under the same terms and conditions as this Contract and will be responsible for the management and coordination of their services.

The consultant fee and reimbursements of expenses will be adjusted by the amount equal to the agreed amount of subcontractors’ fees and reimbursements of expenses for the services.

The *Consultant* shall be responsible for coordinating that the services designated in the Schedule 5: Services Matrix for the subcontractors are carried out.

There is a requirement for the subcontractors listed below to be engaged by the Consultant. The final decision on selection of the subcontractors is the responsibility of the Consultant. Where there is a requirement for the subcontractor to be prequalified the Consultant shall select from the designated prequalification discipline and category. A list of the currently registered consultants is available in the BPIMS Project Library at <http://www.bpims.sa.gov.au/bpims/login/submitPSCSearch.do>

Project Risk Managers are to select the disciplines below required as part of the discipline psc team. Delete disciplines not required. The prequalification level (1,2 or 3) for disciplines **is required** to entered for all **major** disciplines. Given the lack of budget detail available at this early stage the most appropriate approach to determining the level is to nominate “default” level for all disciplines - level 3 for projects valued between $150k and $1m, level 2 for projects valued between $1m and $4m and level 1 for projects valued over $4m. If there is a known risk or complexity in a particular discipline at this early stage you can vary from the default position in nominating the level.

Disciplines to be reviewed and checked against brief before issuing tender refer KNET doc # 14198471 for guidance.

|  |  |
| --- | --- |
| **Discipline** | **Prequalification level** |
| Acoustic Engineering |  |
| Building Design |  |
| Catering |  |
| Civil Engineering |  |
| DDA / BCA Advisor |  |
| Electrical Engineering |  |
| Electronic Engineering (communication, computing/data, security) |  |
| Energy Management |  |
| Environmental Protection |  |
| Fire Services Engineering |  |
| Geotechnical Engineering |  |
| Health Planning |  |
| Hydraulics Engineering |  |
| Hydro geological Engineering |  |
| Interior Design |  |
| Landscape Architecture |  |
| Mechanical Engineering |  |
| Seismic Engineering (restraint of engineering services and ceilings)  |  |
| Structural Engineering |  |
| Traffic Engineering |  |
| Urban Planning |  |
| Value Management |  |
| Vertical Transportation Engineering |  |
| Vibration Engineering |  |
| Other describe |  |

The PRM is to select from the list of clauses below those required as part of the Contract in accordance with the subcontractors selected in the table above. Delete clauses not required.

## Cost Manager

The *Consultant* is advised that a cost manager will be engaged directly by the *Client* to provide cost management services in each part of the project. The *Consultant* shall liaise and coordinate with the cost manager on all relevant matters and will be responsible for the provision of engineering cost estimates to the cost manager.

The *Consultant* shall be responsible for the services allocated to the Cost Manager in Schedule 5 – Services Matrix in regard to engineering services.

The format for presentation of estimates shall be in accordance with the standard provided by DPTI – refer to the guide notes in the BPIMS Project Library at http://www.bpims.sa.gov.au/bpims/library/library\_frameset\_1.htm. The relevant subcontractors shall estimate both the capital cost and life cycle cost of the engineering components in coordination with the cost manager.

## Coordinating Architect

The *Consultant* is advised that an architect (coordinating) will be engaged directly by the *Client* to provide full architectural services in each part of the project. The *Consultant* shall liaise and coordinate with the architect on all relevant matters.

## Project Manager

The *Consultant* is advised that a project manager will be engaged directly by the *Client* to provide project management services in each part of the project. The *Consultant* shall liaise and coordinate with the project manager on all relevant matters.

## General Services

The *Consultant* shall contribute to the preparation of room data sheets tabulating all engineering services, equipment and environmental requirements.

Other describe

## The Department of Planning, Transport and Infrastructure Architect/Project Risk Manager in consultation with the Lead Agency will determine the requirement for as built drawings. Note that architectural, civil and structural engineering as built drawings are not commonly requested and will be viewed as problematic by the *Consultant*s. Also note that services engineering as built drawings have been traditionally prepared by the contractor not the *Consultant*. However after consideration of these issues and careful consultation with the Lead Agency, if the as built drawings are still required - insert the following clause.

## As Built Drawings

The *Consultant* shall prepare as built drawings progressively through the life of the construction contract and within four (4) weeks of practical completion/completion of construction will submit a comprehensive set of drawings to the Department of Planning, Transport and Infrastructure Project Risk Manager.

Drawings will be prepared in accordance with the requirements of the guidenote ‘Electronic Document Requirements (G65)’ which is available in the BPIMS Project Library at <http://www.bpims.sa.gov.au/bpims/library/showLibrary.do>.

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# SCHEDULE 3: PROJECT DETAILS

## Terminology

This document is intended for use in conjunction with AS4122-2000 General conditions of contract for engagement of consultants (General Conditions). Terminology defined in the General Conditions has the same meaning in this Schedule 3.

## Background

General commentary on completed work and need for the project

## Project Description and Scope

General description of project scope

The project must comply with all statutory and Government of South Australia policy requirements relevant to it with particular focus on the Government Buildings Energy Strategy. Details are provided in the guide note “Government Buildings Energy Strategy (PO44)”.

## Project Objectives

General description of the objectives and aspirations of the project both in terms of the product and the related improvements in service delivery or its design excellence and the process in terms of its timeliness or cost or relationships.

## Current Status

## Project Organisation

Describe committee structures, the lead agency and end user groups, community interest groups etc

## Budget

Below is an indicative breakdown of the project budget of $00,000 (excl. GST).

| **Budget Component** | **Budget Sum ($)** |
| --- | --- |
| **Construction** |  |
| Building Work |  |
| Site works (external works and external services) |  |
| Furniture, Fittings and Equipment (if managed by PSC) |  |
| Design and construction contingencies |  |
| Principal’s Contingency |  |
| Locality allowance (Country Loading) |  |
| Escalation |  |
| **Construction subtotal** |  |
|  |  |
| **Fees and disbursements** |  |
| Fees and disbursements (incl. DPTI costs) |  |
| Fee contingencies |  |
| Lead Agency costs |  |
| **Fees and disbursements subtotal** |  |
|  |  |
| **Other** |  |
| Furniture, Fittings and Equipment (if not managed by PSC) |  |
| Miscellaneous contracts |  |
| Sundries/Other (describe or delete if none) |  |
| **Other subtotal** |  |
|  |  |
| **Total Capital Budget** |  |
| GST |  |
| **Total Budget** |  |

## Program

Include a program which gives advice on key project milestones

## Procurement Method

Describe the anticipated tendering process and form of contract

## Existing Approvals

## Role of Department of Planning, Transport and Infrastructure

Refer to the guide notes in the BPIMS Project Library at <http://www.bpims.sa.gov.au/bpims/library/library_frameset_1.htm> for a detailed description of the role of the Department of Planning, Transport and Infrastructure.

The Department of Planning, Transport and Infrastructure role, coordinated by the project risk manager, will include project overview, support and advice to the project team on government policy and procedures, facilitation of project approvals and engagements, provision of the tender call and contract execution service and contract administration as the Superintendent’s Representative (or equivalent) in relation to certification, assessment and authorisation of variations and extensions of time.

If Department of Planning, Transport and Infrastructure is also specialist project manager include following statement

The Department of Planning, Transport and Infrastructure is providing specialist project management services on this project and will undertake the duties set out for the project manager in the Schedule 5 *Services* Matrix.

The Department of Planning, Transport and Infrastructure budget risk adviser will provide a budget audit service which will include the review of budgets and cost plans, processing of progress payments and the input of data into the contract reporting system.

If Department of Planning, Transport and Infrastructure is also the cost manager include following statement

The Department of Planning, Transport and Infrastructure cost manager will provide a full service including budgeting, costing, processing of progress payments and the input of data into the contract reporting system.

There will be a design audit process throughout the project life. The design audit will be managed by the Department of Planning, Transport and Infrastructure project risk manager assisted by design risk advisers from the Project Services Design + Heritage Management group. The audit function aims to ensure that the design is in accordance with the lead agency’s brief and government standards and specifications.

Department of Planning, Transport and Infrastructure construction advisers will assist in the design audit process, review the site inspection processes implemented by the *Consultant* and audit the quality of construction.

If Department of Planning, Transport and Infrastructure is also the building inspector include following statement

During the construction phase the Department of Planning, Transport and Infrastructure construction advisers will work with the lead professional service contractor administering the construction contract and provide a site inspection service under the coordination of the lead professional service contractor.

After completion of the editing of this document please return to the Contents, click in it anywhere and it will be highlighted, hit F9, and then select update page numbers.