

SCHEDULE 4: NOTES ON PUBLICATIONS, POLICIES AND GUIDE NOTES FOR CONSULTANTS (PROFESSIONAL SERVICE CONTRACTORS)

This document is intended for use in conjunction with contracts based on AS 4122—2000 General conditions of contract for engagement of consultants, as amended (General Conditions). Terminology defined in the General Conditions has the same meaning in this Schedule 4.

The *Consultant* shall comply with all relevant Department for Infrastructure and Transport (DIT) publications, policies and guide notes in carrying out the *Services*. They can be found in the Department 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.

4.1 Approval for Construction Contract Tender Call

Before calling tenders for the construction contract the *Consultant* shall provide the Department project manager with the completed Pre-Tender Call Declaration form in accordance with the proforma “Pre-Tender Call Declaration (200)”.

4.2 All Record Drawings

All “Record” drawings (having the same meaning as as-installed drawings, as-built drawings and work-as-executed drawings) shall be provided in accordance with the guide notes “As Built Documentation, Operations Manuals and Maintenance Manual (G54)” and “Electronic Document Requirements (G65)”.

4.3 Building Certification

The guide note “Development Approval (G31)” clarifies the roles of the *Consultant* and the Certifier. Refer to Ministerial Building Standard MBS 001 Upgrading health and safety in existing buildings July 2019.

4.4 Building Information Modelling (BIM)

All BIM Information and 3D Modelling undertaken in accordance with the Department Project BIM Brief shall be developed in accordance with the following Department BIM guide notes and requirements.

- Building Information Modelling - Core Brief (232)
- Building Information Modelling - Project Specific Brief (231)
- Building Information Modelling Requirements (G168)

4.5 Completion Documents

As part of Design, Documentation and Tender services (Part 2), the *Consultant* shall comply with “Documentation for Project Completion (G178)” in the compilation of maintenance and operations manual checklists (otherwise known as the Required Documents lists) by using BPIMS to develop the checklists and inserting both checklists into section 6 of the Department amended NATSPEC General Requirements work section, or as an appendix.

4.6 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 *Consultant* should review during design and site inspection of the Works.

4.7 Construction Contract Documentation

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

4.8 Construction Site Visits

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

4.9 Cost Management

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

4.10 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.

4.11 Department for Education Design Standards

Where the project on which the *Consultant* is providing services is a project for the Department for Education refer to the “Education facilities design standards” available at

<https://www.education.sa.gov.au/doc/design-standards-education-facilities>.

4.12 Design Review Process

The *Consultant* 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. Design teams shall make contact with the nominated Department construction adviser (via the Department project manager) to provide progressive reviews at agreed points, nominally 40%, 60% and tender release documents.

4.13 Development Approval

The Department procedures shall be followed when the project reaches the development and certification stages in accordance with the guide note “Development Approval (G31)”.

4.14 Dispute Resolution

The guide note “AS2124 Administration of Disputes (G22)” gives background and detail to the role and its delivery as required by the Department, particularly in the circumstances of a dispute. The guide note “AS2124 Dispute resolution (G20)” gives a flow chart of the process and helpful notes.

4.15 Earthquake Issues

There are issues that must be considered regarding the impact of earthquake on buildings during the design phase. Importance Level 4 projects must seek advice from DIT’s Manager Professional and Advisory Services (via DIT’s project manager). Refer to [Ministers Specification SA “Upgrading health and safety in existing buildings” August 2017 Part 2, Appendix A](#).

4.16 Ecologically Sustainable Development (ESD) Planning and Design

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

4.17 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.

4.18 Electrical Cable Jointing

The guide note “Electrical Cable Jointing (G175)” specifies requirements for jointing of major electrical cables when full replacement is not possible.

4.19 Electronic Document Requirements

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

4.20 Government Buildings Energy Strategy

The *Consultant* shall meet the requirements of the Government Buildings Energy Strategy. Details are provided in the guide note “Government Buildings Energy Strategy (PO44)”.

4.21 Existing Trees

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

4.22 Facilities Planning Study

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

4.23 In-Floor Electrical Services Boxes

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

4.24 Hazardous Substances

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

4.25 Health Assets Design

The Department for Health and Wellbeing and SA Health have specific requirements relating to asset management and building design in accordance with the following documents:

- Australian Health Facility Guidelines (AusHFGs);
- NSW Health Engineering Services Guidelines;

- Guidelines for Legionella control in the operation and maintenance of water distribution systems in health and aged care facilities;
- In House Green Rating Tool (IGRAT) and associated rating process;
- SA Health – Security Service – Minimum Specification;
- SA Health – Protective Security Plan;
- SA Health – Signage Standards;
- SA Health – Installation of a Structured Cabling System Specification – ICT Services Version 7.0;
- SA Health – Medical Gas Policy Directive;
- SA Health – Bedside Monitor Mounting Installation Guide for New SA Health Hospital Sites;
- Project Completion Requirements (copies available through the Department project manager);
- SA Health – Security Minimum Standards;
- SA Health – ICT Communications Infrastructure Design Guide and Specifications; and
- SA Health complies with legislation and SA Government Policy requirements for criminal and relevant history screening. Appropriate criminal and relevant history screening is required prior to commencement of services to or on behalf of SA Health; and prior to accessing SA Health premises or information systems for work, study or research.

4.26 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 *Consultant* shall manage that the standard Department for Infrastructure and Transport 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 *Consultant* shall ensure that contractors are cognisant of this requirement during construction.

4.27 Legionella Control in Heated Water Systems

The *Consultant* shall design all heated water systems in accordance with the requirements of “The Guidelines for the Control of Legionella in Manufactured Water Systems in South Australia” and “South Australian Public Health (Legionella) Regulations 2013”. 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.

4.28 Operations Manuals and Maintenance Manual

The *Consultant* shall ensure that:

- the requirements for Operations Manuals and Maintenance Manual are fully specified in the “General Requirements” section of the construction contract;
- there is no repetition of the specification (or inconsistency) for Operations Manuals and Maintenance Manuals in the trade specifications;

- the General Requirements requires the Operations Manuals and the Maintenance Manuals to be prepared in accordance with the guide note “As Built Documentation, Operations Manuals and Maintenance Manual (G54)”; and
- the Operations Manuals and the Maintenance Manuals are compliant and complete prior to submitting them to the Department.

4.29 Nominated Subcontractors

The Department policy is that nominated subcontractors are not used, refer to guide note “Nominated and Selected Subcontractors (G7)” for details.

4.30 Performance Based Specification

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

4.31 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 for Environment and Water website: www.environment.sa.gov.au.

4.32 Project Review

After the project is handed over to the client there is a requirement to conduct a post construction review. Refer to the proforma “Post Construction Review Survey (193)”. Later after final completion there is a requirement to conduct a post occupancy review. Refer to the proforma “Post Occupancy Evaluation Survey (195)”. For projects up to the value of \$11 million, the Department often manages review through a combined post construction/post occupancy review three months after handover. Refer to the guide note “Post Construction Review and Post Occupancy Evaluation (G79)” for further information.

4.33 Publicity Brochures

When preparing brochures refer to the guide note “Publicity Brochures (G23)” for requirements.

4.34 Recycled Pavement Materials

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

4.35 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)”.

4.36 Safety in Design Matrix

The *Consultant* shall meet the requirements of the Principles of Safe Design for Building Projects. Details can be found in the guide note “Principles of Safe Design (G125)”. Safety in Design documentation shall be prepared in accordance with and shall meet the requirements of the *Work Health and Safety Act 2012* (SA), *WHS Regulations 2012* (SA) and the *Safe Work Australia Safe Design of Structures – Code of Practice* (2012).

4.37 Seismic Restraint of Engineering Services

Australian Standard 1170.4 – Earthquake actions in Australia, requires that certain engineering services be restrained against seismic loads. Requirements are specified in the guide note “Seismic Restraint of Engineering Services (G172)” and drawings “Examples of Seismic Bracing for Services – Detail Sheets 1 and 2” (DG51 and DG52). A key requirement of the guide note is that *Consultants* design and document the required seismic restraint of services in detail as part of producing documents for tender.

4.38 Seismic Restraint of Suspended Ceilings

Australian Standard 1170.4 – Earthquake actions in Australia, requires that suspended ceilings be restrained against seismic loads. Requirements are specified in the guide note “Seismic Restraint of Suspended Ceilings (G173)” and drawings “Examples of Seismic Bracing for Suspended Ceilings – Detail Sheet” (DG53). A key requirement of the guide note is that *Consultants* design and document the required seismic restraints of services in detail as part of producing documents for tender.

4.39 Shop Drawings

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

4.40 Site Contamination

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

4.41 Solar Panels for Government Funded Building Projects

The SA Government has a policy in regard to the installation of solar panels in new or substantially refurbished building construction projects. The *Consultant* 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)”.

4.42 Spare Capacity and Maximum Demand setting for Electrical Installations on Government Sites

The guide note “Spare Capacity and Maximum Demand setting for Electrical Installations on Government Sites (G177)” gives direction on how Maximum Demand is to be set when modifying an electrical supply for a Government site.

4.43 Stormwater Pollution Control

The Department 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.

4.44 Tender Evaluation

There are a number of guide notes that assist the *Consultant* 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)".

4.45 Termite Management

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

4.46 Underground Oil Tanks in Schools

If there are underground oil tanks in the vicinity of a redevelopment particularly on a school site contact the Department Senior Civil Engineer on (08) 8343 2460. Also refer to the guide note "Site Contamination (G37)".

4.47 Access for Maintenance

Safe maintenance access shall be provided for all serviceable plant and equipment installed off ground, above ceiling, on roof, in-wall or in any other confined or prohibitive locations. The Consultant must comply with the guide note "Access for Maintenance (G189)", which gives direction on the requirements for safe maintenance access, to ensure a safe and compliant installation. Further details can be found in the guide note "Principles of Safe Design (G125)".

4.48 Thermostatic Mixing Valves (TMV) and Plumbing equipment

The locations and enclosures for TMV's, valves and equipment shall be designed & installed so they can be accessed easily for maintenance or servicing. The guide note "Thermostatic Mixing Valves (TMV) and Plumbing Equipment (G194)" provides direction on the design and installation requirements of TMV's in Government Buildings.