

## COST MANAGER

### SCHEDULES 1 – 3

#### Contents

<b>1</b>	<b>SCHEDULE 1: SERVICES – GENERAL</b>	<b>3</b>
1.1	Terminology	3
1.2	Services	3
1.3	Contract Price – Fees and Disbursements	3
1.4	Contract Material	3
1.5	Department for Infrastructure and Transport Publications, Policies and Guidenotes	4
1.6	Cash Flows, Project Estimates and NPV Analysis	4
1.7	Program	5
1.8	Project Budget	5
1.9	Construction Contract Tenders, Contracts and Administration	5
1.10	Site Visits	7
1.11	Consultant Contract Administration	7
1.12	Bills of Quantities	8
1.13	Budget Reviews	8
1.14	Compliance Statements	8
1.15	<i>Client's</i> ICT Project Management System (BPIMS)	9
1.16	Performance Reports	9
1.17	Records	9
1.18	Code of Practice	9
1.19	Payment Claim Format	10
<b>2</b>	<b>SCHEDULE 2: SERVICES – PROJECT SPECIFIC</b>	<b>11</b>
2.1	Terminology	11
2.2	Project Delivery Framework	11
2.3	Services Parts	11
2.4	Disbursements	12
2.5	Subcontractors	13
2.6	Bill of Quantities	13
2.7	General	13
2.8	Lead Professional Service Contractor (Architecture Engineering) Coordinating Architect	14
2.9	Building Services Engineer and Civil/Structural Engineer	14
2.10	Project Manager	14
2.11	Value Management Sessions	14
<b>3</b>	<b>SCHEDULE 3: PROJECT DETAILS</b>	<b>15</b>
3.1	Terminology	15
3.2	Background	15
3.3	Project Description and Scope	15

3.4	Project Objectives	16
3.5	Current Status	16
3.6	Project Organisation	16
3.7	Budget	16
3.8	Project Program	17
3.9	Procurement Method	17
3.10	Existing Approvals	17
3.11	Role of Department for Infrastructure and Transport	17

# 1 SCHEDULE 1: SERVICES – GENERAL

## 1.1 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.

The South Australian Government describes organisations delivering professional services associated with construction as Professional Service Contractors and this term has the same meaning as *Consultant*.

## 1.2 Services

The *Consultant* shall carry out the Services in accordance with the General Conditions, , 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.

## 1.3 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, interstate and/or international travel costs for attendance in Adelaide as part of the *Consultant's* provision of the Services and travel costs in the metropolitan area (within 32 km of the Adelaide GPO). No additional fee payment will be made for these items.

Any travel by motor vehicle, in excess of 32 kms from the Adelaide GPO required to get to the Site will be administered as a Disbursement under the Contract, calculated by multiplying the distance travelled in excess of 32 kms from the Adelaide GPO by the travel rates (cents per kilometre method) published by the Australian Taxation Office for the applicable financial year in which the travel occurred.

Costs associated with travel to sites requiring the Consultant to fly to site will be treated as a Disbursement.

The fixed or indicative disbursement component of the contract price shall include GST and may include country, interstate and international travel and accommodation costs (excluding *Consultant* time and excluding travel and accommodation costs where incurred for attendance in Adelaide as part of the *Consultant's* provision of the Services), reports, printing 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 fixed and indicative fees and disbursements. Revised fees which are not consistent with the contract price or with Department for Infrastructure and Transport (the Department) market data on fees and disbursements for similar projects may be rejected.

## 1.4 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, the Department 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 cost estimating, budgeting or other components of the *Contract Material* indicating the 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 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.

### **1.5 Department for Infrastructure and Transport Publications, Policies and Guidenotes**

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

### **1.6 Cash Flows, Project Estimates and NPV Analysis**

The *Consultant* shall establish cash flow budgets for the project, and monitor, review and update the cash flow regularly.

The *Consultant* shall provide cost estimates and progressively review and report on project costs during all phases of the Project. The format for presentation of estimates shall be in accordance with the standard provided by the Department - refer to the guide notes in the BPIMS Project Library at [http://www.bpims.sa.gov.au/bpims/library/library\\_frameset\\_1.htm](http://www.bpims.sa.gov.au/bpims/library/library_frameset_1.htm).

The *Consultant* shall provide detailed elemental cost analysis at the pre-tender stage of the Project whether it is new, upgrade/refurbishment or fit-out works. All items in the analysis will be provided as \$/m<sup>2</sup> rates for the gross floor area. In the case of a project with a number of facility types (e.g. school redevelopment) the cost analysis shall be split into the facility types where possible.

The *Consultant* shall provide a detailed elemental cost analysis of the preferred tender as \$/m<sup>2</sup> rates for the gross floor area. (The standard template for the required elemental analysis can be found in the BPIMS Project Library at:

<http://www.bpims.sa.gov.au/bpims/library/showLibrary.do?searchText=pretender>)

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.

The *Consultant* shall prepare net present value (NPV) analysis for Parliamentary Committees and Cabinet approval.

The *Consultant* shall:

- (a) monitor and report on project costs during the development of *Contract Material*;
- (b) prepare monthly financial reports covering cost of work executed to date, cost of variations to date and the cost of any anticipated claims projecting a final account end cost;
- (c) attend meetings, liaise with the *Client's* other *Consultants* and contractors and provide advice on materials costs alternative methods scope adjustments and construction systems during the design and construction process to ensure that all cost implications are considered in decision making.

### 1.7 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.

### 1.8 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, but 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.

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.

The *Consultant* shall participate in strategic value management and value management exercises convened to manage the project budget and delivery of value to the *Client*.

### 1.9 Construction Contract Tenders, Contracts and Administration

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

- (a) AS 2124—1992 General conditions of contract;
- (b) GC21 General Conditions of Contract;
- (c) 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 prepare pre-tender estimates of the construction contract cost based on the *Contract Material* for the project.

The *Consultant* shall assess the cost implications of tenders received for the construction contract and provide a reconciliation and tender recommendation report.

When requested by the *Client* to participate in the evaluation of tenders for a Department for Infrastructure and Transport contract the *Consultant* shall undertake the evaluation of the tender in strict accordance with the Department 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 the Department 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:

- (i) adherence by the construction contractor to the construction contract;
- (ii) adherence by the construction contractor to the construction program;
- (iii) adherence to budget and cash flow projections;
- (iv) variations and value of variations;
- (v) extensions of time;
- (vi) latent conditions;
- (vii) quality of the work under the construction contract;
- (viii) any instructions issued by the *Consultant* to the construction contractor.

The *Consultant* shall:

- A issue from time to time, using the Department 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;
- B 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;
- C promptly inform of the occurrence or imminence of any matter which may give rise to a

- claim for additional payment by the construction contractor;
- D 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;
- E 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;
- F 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;
- G 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;
- H on request, be available on reasonable notice to consult with the Superintendent (or equivalent) of the construction contract;
- I 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;
- J 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;
- K 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).

### 1.10 Site Visits

The *Consultant* and each of the subcontractors shall as part of the *Services* regularly visit the construction site during the construction phase for the purposes of determining progress and verifying claims for payment from the construction contractor.

### 1.11 Consultant Contract Administration

The conditions of contract for the *Client's* other consultants will generally be based on AS 4122-2000 General conditions of contract for the engagement of consultants.

The *Consultant* shall not amend the conditions without approval in writing.

When requested by the *Client* to participate in the evaluation of tenders for another contract the *Consultant* shall undertake the evaluation of the tender in strict accordance with the *Client's* policies, practices and systems for tender evaluation.

The *Consultant* shall at all times assist in the administration of the *Client's* other consultant contracts according to its terms, with diligence and promptitude and in accordance with the *Client's* procedures.

The *Consultant* shall report in writing with respect to the progress of the *Client's* other

consultant contracts and project budgets not less than monthly with respect to the following issues:

- (a) adherence to budget and cash flow projections;
- (b) variations and value of variations;
- (c) extensions of time;
- (d) predicted costs on completion;
- (e) project budget risks.

The *Consultant* shall:

- (i) promptly inform of the occurrence or imminence of any matter which may give rise to a claim for additional payment by the *Consultant* and the *Client's* other consultants;
- (ii) advise in respect of any such matter or course of action, consistent with the successful completion of the Project, which is most likely to minimise the *Client's* liability;
- (iii) prepare estimates of the *Client's* other consultants' contract variations, discuss with the consultants as necessary and make recommendation;
- (iv) prepare and recommend the financial finalisation of contracts with the *Client's* other consultants;
- (v) promptly refer to the *Client* any claim application or notice forwarded by the *Client's* other consultants which should under the construction contract have been directed to the *Client*;
- (vi) not waive or vary any of the *Client's* rights under the consultant contract without prior written approval;
- (vii) on request, be available on reasonable notice to consult with the *Client* on the other consultant contracts;
- (viii) provide such assistance and deliver such *Contract Material* as the *Client* requires in the event of any arbitration or other proceedings arising in respect of the *Client's* other consultant contracts.

### 1.12 Bills of Quantities

When requested, the *Consultant* shall prepare Bills of Quantities measuring in accordance with the Australian Standard Method of Measuring of Building Works, Fifth Edition the measurement to be coded for NPWC elemental analysis.

### 1.13 Budget Reviews

The responsibility for completeness, accuracy and coordination of documents resides with the *Consultant*. Notwithstanding the *Client* has a budget review process. 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 budget review report prepared by the *Client*.

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

### 1.14 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 by 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.

### 1.15 *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 construction projects by the Department.

BPIMS promotes and supports the implementation of government policies and practices and facilitates communication and sharing of knowledge among government agencies, the Department 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 guidenotes, 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>.

### 1.16 Performance Reports

Three months after practical completion or equivalent of the construction contract and if requested, the *Consultant* shall provide, on the standard form, a report that will be entered into the Department for Infrastructure and Transport Prequalification System on the performance of the construction contractor and its major subcontractors.

### 1.17 Records

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.

### 1.18 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 State

Government register of *Consultants*.

### 1.19 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 (0, 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 for which payment is being claimed; and
- Is accompanied by a signed Compliance Statement as required in section 1.14 of this Schedule 1.

## 2 SCHEDULE 2: SERVICES – PROJECT SPECIFIC

### 2.1 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.

### 2.2 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:

<b>PIP Phase 4</b>	<b>Return Brief</b>
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.

### 2.3 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 Cost Manager.

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

- (a) **Return Brief (Part 0);**
- (b) Concept services (Part 1);
- (c) Design, Documentation and Tender services (Part 2); and
- (d) Construction and Review services (Part 3).

#### **Return Brief (Part 0)**

The Consultant must perform the Part 0 Services for the fixed price tendered by the Consultant and accepted by the Client.

#### **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*, as set out in the Contract and its Schedules 1-5.

If the project proceeds, subject to the Department 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:

- (i) 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
- (ii) 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 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.

The Consultant must not commence the services unless and until:

- A 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
- B the Client's Representative (in the Client's absolute discretion) has expressly requested the Consultant to commence performance of the Construction and Review services.

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.

## **2.4 Disbursements**

The *Consultant* shall provide the following disbursements and shall be responsible for

arranging and coordinating services associated with disbursements and for making payment.

<b>Disbursement</b>
Accommodation
Travel – country
Travel – interstate
Travel – international
Travel – motor vehicle travel in excess of 32kms from Adelaide GPO (to be applied to Part 1, Part 2 and Part 3 if applicable)

## 2.5 Subcontractors

The *Consultant* shall where applicable select and engage the subcontractors or shall assist the *Client* in the evaluation and selection of the subcontractors.

The *Consultant* shall engage the 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.

There is a requirement for the following subcontractors 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 level. A list of the currently registered consultants is available from the Department internet site at [https://www.dit.sa.gov.au/contractor\\_documents/prequalification](https://www.dit.sa.gov.au/contractor_documents/prequalification).

The *Consultant* shall be responsible for engaging appropriate subcontractor resources and coordinating that the services designated in Schedule 5: Services Matrix as applicable are carried out.

Discipline	Prequalification level
Quantity Surveying – Engineering Services	
Quantity Surveying – Bill of Quantities preparation	
Business Planning	
Economic Evaluation	

## 2.6 Bill of Quantities

The *Consultant* shall prepare a Bill of Quantities.

The *Consultant* shall prepared Bills for selected architectural and engineering trades with the associated fee to be negotiated when agreement is reached on the scope of bill measurement.

## 2.7 General

A specific Quality Plan is required on this project.

The *Consultant* shall work with the *Client* to develop a budget and cost plan for the procurement of furniture, fittings and equipment (FF&E) including assisting the *Client* with

assessing tenders/prices.

## **2.8 Lead Professional Service Contractor (Architecture Engineering) Coordinating Architect**

The *Consultant* is advised that a lead professional service contractor (**Architecture Engineering**) **coordinating architect** will be engaged directly by the *Client* to provide services in each Part of the project. The *Consultant* shall liaise and coordinate with the lead professional service contractor on all relevant matters.

## **2.9 Building Services Engineer and Civil/Structural Engineer**

The *Consultant* is advised that a Department for Infrastructure and Transport prequalified building services engineer and a civil/structural engineer will be engaged directly by the *Client* to provide engineering services in each part of the project. These Client's consultants shall estimate both the capital cost and life cycle cost of the engineering components in coordination with the cost manager. The *Consultant* shall liaise and coordinate with the building services engineer and civil/structural engineer on all relevant matters.

## **2.10 Project Manager**

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

## **2.11 Value Management Sessions**

Allowance shall be made by the *Consultant* to attend value management sessions to refine the budget, scope and program to determine the preferred 'best value' design with the project team at key stages of the project. It is anticipated that these will need to occur **during Part 0 and** before the end of Part 1 to ensure that the budget, scope and program are 'locked down' to provide the project team with clarity and certainty to deliver the project. Value Management may also be required during Part 2 of the Services.

### **3 SCHEDULE 3: PROJECT DETAILS**

#### **3.1 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 3.

#### **3.2 Background**

#### **3.3 Project Description and 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 (PO44)".

### 3.4 Project Objectives

### 3.5 Current Status

### 3.6 Project Organisation

### 3.7 Budget

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

Budget Component	Budget Sum (\$)
<b>Construction</b>	
Building Work	
Siteworks (external works and external services)	
Furniture, Fittings and Equipment	
Design and construction contingencies	
Principal's Contingency	
Locality allowance (Country Loading)	
Escalation	
<b>Construction subtotal</b>	
<b>Fees and disbursements</b>	
Fees and disbursements (incl. the Department costs)	
Fee contingencies	
Lead Agency costs	
<b>Fees and disbursements subtotal</b>	
<b>Other</b>	
Furniture, Fittings and Equipment	
Miscellaneous contracts	
Sundries/Other	
<b>Other subtotal</b>	
<b>Total Capital Budget</b>	
GST	
<b>Total Budget</b>	



### 3.8 Project Program

The following are the key Project Program dates currently indicated in the Project Program. The dates are indicative only and may be reviewed and adjusted as required by the Department.

Activity	Commence	End

### 3.9 Procurement Method

### 3.10 Existing Approvals

### 3.11 Role of Department for Infrastructure and Transport

Refer to the guidenotes in the BPIMS Project Library at [http://www.bpims.sa.gov.au/bpims/library/library\\_frameset\\_1.htm](http://www.bpims.sa.gov.au/bpims/library/library_frameset_1.htm) for a detailed description of the role of the Department.

The Department 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.

The Department 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 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.

**The Department 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 review process throughout the project life. The design review will be managed by a nominee of the Department. The review aims to ensure that the design is in accordance with the lead agency's brief and government standards and specifications.

The Department construction advisers will assist in the design audit process, review the site inspection processes implemented by the *Contractor* and audit the quality of construction.

**During the construction phase the Department 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.**