**FACILITIES PLANNING STUDY**

**SCHEDULES 1 – 2**

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# SERVICES – GENERAL

## Terminology

This document is intended for use in conjunction with the MPS-12 Conditions of contract for provision of minor professional services. Terminology defined in the Conditions has the same meaning in this Schedule 1.

## Services

The Contractor shall carry out the services in accordance with the Contract, the Schedules and the project brief.

## Contract Price – Fees and Disbursements

The fixed or indicative fee component of the contract price shall include GST and shall include Contractor 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) interstate and/or international travel costs for attendance in Adelaide as part of the Contractor’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.

The fixed or indicative disbursement component of the contract price shall include GST and may include country, interstate and international travel and accommodation costs, (except where incurred for attendance in Adelaide as part of the Contractor’s provision of the services), 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 Contractor shall provide the following disbursements and shall be responsible for arranging and coordinating services associated with disbursements and for making payment.

| **Disbursement** |
| --- |
| Accommodation (cost per night) |
| Travel – country (cost per trip per person) |
| Statutory fees (if required) |

Payment of disbursements will be made as the expenditure is incurred and for actual amounts incurred.

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

## Contract Material

The Contractor shall prepare any contract material as required by the Brief and necessary for the execution of the project and review it for completeness and correctness and with a view to omitting any ambiguity and inconsistency.

## DPTI Publications, Policies and Guidenotes

Any contract material must be consistent with published Department of Planning, Transport and Infrastructure (DPTI) and lead agency policies and standards relevant to the project.

DPTI Guide notes can be found in the BPIMS Project Library at http://www.bpims.sa.gov.au/bpims/library/library\_frameset\_1.htm.

## Site Investigation

The Contractor shall investigate and report on base building site and ownership details and any boundary issues or development approval issues.

## Facilities Planning Services

The services include planning an accommodation solution for the lead agency’s future workplaces that will meet changing operational requirements, new technology, changing work patterns and new workplace culture.

The services are for the preparation of a Facilities Plan only and not for any subsequent phase or services part of the proposed project as may be described in the Construction Procurement Policy: Project Implementation Process.

The services will result in a Facilities Plan which when implemented will provide an environment that is operationally effective, flexible and supportive, and allows capacity for the agency to model best environmental practice in accommodation.

The services shall comprise:

### Assessment of Lead Agency Needs

1. An analysis of the agency’s business plan, organisational structure, service delivery requirements and operational requirements;
2. Identification of current accommodation and facilities occupied the agency including current leases, their remaining durations and rates;
3. Identification of functional links between groups in order to prepare recommendations for sharing and rationalisation of the various groups’ accommodation;
4. Note: The methodology should allow for adequate consultation processes with staff and management to ensure the experience and understanding of those who will work in the accommodation is taken into consideration.

### Detailed Space Needs Analysis and Future Accommodation Options and Recommendations

1. Preparation of a detailed space needs analysis for future accommodation including area requirements for staff and support facilities to enable a calculation of the total area
2. Establishment of a set of guiding principles for the future planning of office accommodation which focuses on promoting productive workplaces that provide a range of accommodation options for varying purposes, thereby encouraging teamwork and interaction and a positive work culture.
3. Note: The Facility Plan will comply with the Government Office Accommodation Guidelines (GOAC) and the Environment and Conservation Portfolio Strategic Accommodation Plan 2003. The area analysis should be submitted on the standard Government Guidelines Space Usage Table.
4. Identification of facilities (including the various alternate and complimentary locations) which should be shared, rationalised or redeveloped and, if applicable, those locations where accommodation should be located, in order to achieve the optimum cost benefits and meet service delivery requirements;
5. Recommendation on accommodation solutions to meet the above (including stacking plans), which will ensure appropriate sharing and allocation of space for the services, provided. (Accommodation, operational and IT cost savings to be included);
6. Financial analysis of the options to substantiate the recommendations. A cost benefit analysis will be required in regard to any options or changes recommended.

## Subcontractors

There is a requirement for the following subcontractors to be engaged by the Contractor.

| **Discipline** | **Prequalification category** |
| --- | --- |
| Building Services Engineering\* |  |
| Cost Management |  |
| Disability Access |  |
| Other |  |
| Other |

\*The subcontractor is eligible if prequalified in one of the disciplines related to that nominated.

## Cost Management

The Contractor shall select and engage a DPTI prequalified Category 3 3M Cost Manager as a subcontractor. The format for presentation of estimates shall be in accordance with the standard provided by DPTI - refer to the guide notes in the BPIMS Library at http://www.bpims.sa.gov.au/bpims/library/library\_frameset\_1.htm.

## Services Program

The Contractor shall provide the Services in accordance with the program set out in Schedule 2. If the Contractor fails to comply with the above provision without the approval of the Client for any reason other than a default by the Client, the Contractor shall accelerate the execution of the Services at the Contractor’s expense until the Program requirements have been complied with.

# PROJECT DETAILS

## Terminology

This document is intended for use in conjunction with the MPS-12 Conditions of contract for provision of minor professional services. Terminology defined in the Contract has the same meaning in this Schedule 2.

## Project Description and Scope

The asset that is the subject of this facilities plan is Name of asset at Address of asset.

Document general description of facilities plan scope.

Any proposed fitout project arising from this facilities planning study must comply with all statutory and Government of South Australia policy requirements relevant to it with particular focus on ESD initiatives including the Government Buildings Energy Strategy and other energy management policy documents. Details are provided in the guide note “Government Buildings Energy Strategy Compliance (G46)”.

## Project Objectives

General description of the objectives and aspirations of the fitout 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

General description of current status.

## Budget

Below is an indicative breakdown of the project budget of $00,000.

| **Budget Component** | **Budget Sum ($)** |
| --- | --- |
| Fit-out |  |
| FF&E |  |
| Fees and disbursements |  |
| Other |  |
| **Total Capital** |  |
| GST |  |
| **Total** |  |

## Program

Completion of initial investigations and presentation of draft report date

Agency comments on draft initial analysis report date

Presentation of final assessment of agency needs report date

Approval to proceed to future accommodation options and recommendations date

Presentation of draft future accommodation

Options and recommendations report date

Agency comments on draft report and approval to complete the consolidated final report date

Presentation of consolidated final report date

## Project Organisation

A Project Control Group will be established including the:

* DPTI Project Risk Manager
* DECD Representative
* DECD Site Leader
* appointed Contractor.

Key stakeholders/contacts at the asset site are:

* Name Phone Number: XXXXXX
* Name Phone Number: XXXXXX

## Role of DPTI

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 DPTI.

The DPTI role, coordinated by the project risk manager, will include project overview, support and advice to the project team on government policy and procedures and facilitation of project approvals and engagements.