

Attachment 4 – Scope

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Project Name	Insert
Project Address	Insert
Lead Agency	Insert

1. Terminology

This document is intended for use in conjunction with AS 4122—2010 General conditions of contract for engagement of consultants (General Conditions). Terminology defined in the General Conditions (as amended by the Special Conditions) has the same meaning in this Attachment 4.

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*.

Where the *Consultant* is appointed as the Lead Professional Service Contractor in accordance with Table 1, reference to the LPSC in this Attachment 4 means the *Consultant*.

2. The Scope

The Scope is for provision of Design - complete design, documentation and review of the project as outlined in this Attachment 4 – Scope and Appendix 1: Project Details, including but not limited to those Services described in Appendix 2: Services Matrix, Attachment 10 – Role Specific Obligations and otherwise as documented or reasonably inferred by the Contract Documents.

The *Consultant* shall carry out the Services in accordance with the Scope.

The Scope of Services includes the roles and corresponding Services identified in **Table 1**.

Table 1

Role/Scope	Included in Scope	
	Yes	No
Lead Professional Service Contractor - where 'Yes' is selected, the <i>Consultant</i> is appointed as Lead Professional Service Contractor (LPSC) and must perform the Services described in Table 2. - where 'No' is selected, the <i>Consultant</i> is not appointed as LPSC and must liaise and coordinate on all relevant matters with the LPSC engaged separately by the Client. The Services described in Table 2 do not apply to the <i>Consultant</i>.	☐	☐
Cost Manager - where 'Yes' is selected, the <i>Consultant</i> is appointed as Cost Manager and must perform the Services described in Table 3. - where 'No' is selected, the <i>Consultant</i> is not appointed as Cost Manager and must liaise and coordinate on all relevant matters with the Cost Manager engaged separately by the Client. The Services described in Table 3 do not apply to the <i>Consultant</i>.	☐	☐

Where the *Consultant* is appointed as both Lead Professional Service Contractor and Cost Manager in accordance with Table 1, the *Consultant* shall perform the Cost Manager services by engaging a Cost Manager from the Department for Infrastructure and Transport Prequalification System for Cost Managers (Building Works) as a subcontractor.

The *Consultant* remains responsible for ensuring that the services described in Table 3 and Appendix 2: Services Matrix are provided.

A list of currently prequalified Cost Managers is available on the Department website:
https://www.dit.sa.gov.au/contractor_documents/prequalification.

Table 2

Lead PSC Services

The following information defines the Services associated with the Lead Professional Services Contractor (LPSC), irrespective of the discipline background of the organisation undertaking the role (Architecture or Engineering):

1. Design Management

- a) Manage the development of the design, including associated engineering and specialist consultancies to ensure the design achieves the project requirements, including the requirements set out in the project brief documents at Attachment 13.
- b) Responsible for the performance and coordination of the DPSCs.
- c) Preparing for, facilitating, attending, participating in, and minuting meetings to discuss the Project (including Design Management Meetings).
Driving the design, particularly cross discipline co-ordination and integration management of the DPSCs and Specialist Consultants to ensure procedural and technical consistency. Responsible for overall design performance.
- d) Providing a coordinated design program and ensuring delivery within Project Program.
- e) Review outputs prepared by Specialist Consultants, confirm Project Objectives, develop requirements through briefing with identified Key Stakeholders / End User Groups.
- f) Responsible for designing in accordance with an on-budget project outcome and identifying strategies to achieve an on-budget project outcome at each phase.
- g) Responsible for design change coordination and facilitation of necessary approvals.
- h) Implementation of design project and quality controls.
- i) Liaison with relevant Authorities during the design process.
- j) Review of all design and engineering deliverables.
- k) Reporting to the Project Manager all aspects of the design and the design management process, including monthly design status reports capturing progress and inputs from each discipline.
- l) Participate in the evaluation of Engineering DPSC tenders and/or lead the procurement process (as required) when engaging DPSCs under a cascade approach per section 7.
- m) Design Requirements - Design Management Requirements
 - i. keeping the Client (DIT) and any independent reviewer informed of the progress of the design, resolution of design issues or major design decisions, including the management of formal communications (such as requests for information ("RFI") and notification of Hold Points).
 - ii. incorporating the outcomes and recommendations of the design review.
- n) Identifying and managing Hold Points during design activities.

2. Design Management Plan

- a) Develop and implement a Design Management Plan for the management of the engineering and design activities.
- b) Prepare and keep up to date a Design Management Plan that is integrated with other project managements and construction plans.
- c) The Design Management Plan must provide details including, but not limited to:
 - i. information about the design team, including roles and competencies of personnel.
 - ii. design deliverables;
 - iii. design milestone dates;
 - iv. management of the design verification and certification processes;
 - v. approvals and authorities requirements;
 - vi. identify and define any site investigations to be undertaken, including observational investigations and intrusive investigations;
 - vii. a clear description of how the observational method will be applied and certified (if the observational method is proposed), including the responsibilities to ensure implementation during the construction phase;

Lead PSC Services

- viii. a clear description of how the performance specification method will be applied and certified (if the performance specification method is proposed), including the responsibilities to ensure implementation during the construction phase (refer Guidenote G29);
- ix. safety in design process and residual hazards for the construction phase, and for the occupation and maintenance of the asset;
- x. process for the capturing, processing, and closing elements identified in the design verification and certification processes.
- xi. Process for capturing departures from brief/scope and approval to proceed.
- xii. Process for identifying and managing Hold Points during design activities.
- xiii. Process for keeping the Client (DIT) and any independent reviewer informed of the progress of the design, resolution of design issues or major design decisions, including the management of formal communications (such as requests for information ("RFI") and notification of Hold Points).
- xiv. Process for incorporating the outcomes and recommendations of the design review.

3. Work Breakdown Structure

- a) prepare a work breakdown structure which identifies the design packages for the individual elements of the Works and the design disciplines associated with each individual element.
- b) the work breakdown structure must be commensurate with the complexity of the Works, trade capability and be integrated with the Design Program.
- c) the work breakdown structure must be coordinated and linked identifying dependencies and a clear critical path.

4. Safety in Design

Lead and document a robust Safety in Design process to ensure, so far as is reasonably practicable, that the plant, substance or structure is designed to be without risks to the health and safety of persons and complies with Work Health and Safety (WHS) statutory requirements, codes of practice, standards and policies. These include, but are not limited to:

- a) Work Health and Safety Act (SA) 2012
- b) Work Health and Safety Regulations (SA) 2012
- c) Building Safety Excellence in the Public Sector
- d) Approved Codes of Practice in South Australia
- e) Australian Standards

Provide a Safe Design Review Report that includes all necessary information regarding the safe use of any plant, substance or structure designed as part of the *Services*, including:

- (a) the purpose(s) for which it was designed; and
- (b) any conditions necessary to ensure that the plant, substance or structure is without risks to health and safety when used for the purpose(s) for which it was designed or any reasonably foreseeable related activities.

5. Maintenance in Design

Lead and document a maintenance in design assessment, in conjunction with the Lead Agency's nominated maintenance personnel, to assess the design and resulting (future) operations and maintenance activities to ensure the design provides efficient and safe maintenance access and life cycle replacement paths.

Plant location and serviceability shall minimise interference to business as usual.

6. Site Assessment

Lead PSC Services

- a) Undertake a field inspection of the site to verify the site features that would reasonably be apparent during a site inspection.
- b) The outcome of the site inspection is to be documented in the design report detailing the inspection and any issues identified.
- c) Lead the preparation of scope of works for intrusive investigations to be undertaken to adequately quantify existing asset and site risks (e.g. access to switchboards, survey within confined spaces) and assist with procurement of contractor to undertake such investigations.
- d) Once the site location and works extent confirmed undertake topographic survey suitable for all Consultants to deliver services, including but not limited to full site topographic and feature survey in electronic format (incl. all in ground and above services, pits, inverts etc.) in accordance with BIM requirements and suitable for other Consultancy Disciplines to undertake services.

7. Design Reports

- a) In addition to the design reports required under Guidenote G29 – Project Reviews, provide Design Reports at Design (Development) Review (60% documentation completion) and Documentation Review (90% documentation completion) and otherwise as requested by the Client.
- b) Lead the development of Design Reports, including inputs from each discipline and each package (where applicable).
- c) A Design Report is a summary of design work undertaken and must document, but not limited to, the following as a minimum:
 - i. the completed design basis;
 - ii. a description of the design development process;
 - iii. key design decisions and benefits of the design decision (i.e. why it was selected), including environmental, economic, and social benefits, having regard to the triple-bottom line assessment process;
 - iv. baseline assessment of whole of life greenhouse gas, requirements relating to greenhouse gas emission reduction and increasing recycled content and strategies implemented within the design;
 - v. all relevant analysis and calculations for the Works;
 - vi. a summary of any changes to the design since the previous issues of the design report;
 - vii. a summary of hold points released and evidence of any required approvals
 - viii. current status and progress of the Building Information Management (BIM) Execution Plan (BEP); and
 - ix. an outline of the documentation that will be prepared for the operation / maintenance of the Works and processes / procedures for commissioning of the Works.
- d) The level of detail included in the draft Design Reports must be commensurate with the design package and percentage completion of the design.

8. Development and Building Rules Approval

- a) Preparation of drawings/documentation to achieve compliance with building rules consent.
- b) Resolution of any queries on design, to achieve building rules compliance.

9. Design Drawings

- a) Design drawings are to be developed per discipline to the development extent articulated in Appendix 2: Services Matrix.
- b) Drawings to be developed per Guidenote G65 – Electronic Document Requirements.

10. Architectural Services

- a) Develop and prepare 3D models and drawings sufficiently detailed to a level acceptable by and suitable for review with Lead Agency and DIT.
- b) Establish and determine the following:
 - A. Site layout,

Lead PSC Services

- B. Urban design elements (including landscaping and irrigation),
- C. External design elements,
- D. Structural grids and building set out,
- E. Extent (floor layouts),
- F. Extent (sections),
- G. Key design elements identified, indicatively designed sized and located:
 - i. Amenities,
 - ii. Vertical transport,
 - iii. Plant rooms,
 - iv. Functional area layouts (including FF&E),
 - v. Services zones,
 - vi. Floor, wall and ceiling types,
 - vii. Services cupboards,
 - viii. Primary joinery.
- c) Identification and incorporation of the key principles and strategy in relation to the following, including necessary supporting calculations, modelling, analysis and the preparation of reports and drawings in relation to:
 - A. Value Management,
 - B. Safety in Design (SiD),
 - C. Crime Prevention Through Environmental Design (CPTED)
 - D. OHS / Maintenance / Maintenance Access,
 - E. Digital Design (BIM Lead Advisory Services)
 - F. Animation, visuals, photo realistic imagery,
 - G. Site Feature Survey,
 - H. Space and Facility Planning,
 - I. Urban and Landscape Design, (incl. irrigation and arborist),
 - J. Access and DDA,
 - K. Waste Management and Logistics,
 - L. Urban and Statutory Planning,
 - M. Certification (compliance with NCC).
 - N. Drawings, Specifications, Schedules and Details including but not limited to:
 - O. Master Plan,
 - P. Location Plan,
 - Q. Site Plan,
 - i. Space and Facility Plans, developed in conjunction with the space and facilities planner, including:
 - ii. Strategic Brief Report on Space and Facilities Planning,
 - iii. Adjacency diagrams and relationships maps,
 - iv. Technology and operational overlays,
 - v. High level space program (accommodation).
 - R. Demolition Plans,
 - S. Floor Plans,
 - T. Sections Plans
 - U. Tenancy Floor Plans,

Lead PSC Services

- V. Ceiling Plans,
- W. Roof Plans,
- X. Floor Plans including all Furniture, Fittings, Equipment and Services Points,
- Y. Internal Elevations,
- Z. Building Sections,
- AA. Fire compartmentation plans using a deemed to satisfy approach based on the NCC.
- BB. Stairs, Ramps and Retaining Walls,
- CC. Details,
- DD. Building External Elevations,
- EE. Specification including but not limited to:
 - i. General Requirements and Preliminaries
 - ii. Site, urban and open spaces
 - iii. Structure
 - iv. Enclosure
 - v. Interior
 - vi. Finish
 - vii. Mechanical
 - viii. Hydraulic
 - ix. Electrical
 - x. Fire
- FF. Schedules and Samples sufficient to fully describe the Project.
- d) Prepare presentations of materials, finishes and colour selections documented in the contract documentation. Lead and participate in presentation to the Lead Agency and End Users for endorsement.
- e) Participation in Sustainable design and ESD strategy. Prepare carbon baseline assessment and consideration of materials and methods to reduce embodied and operational carbon.
- f) Provide reconciled transmittals and document Design Reports.

11. Engineering – Building Services**Building Services - Services****1. General**

- a. Develop and prepare drawings (including 3D models) sufficiently detailed to a level acceptable by and suitable for review with Lead Agency / DIT.
- b. Establish and determine the following:
 - A. Extent (floor layouts),
 - B. Extent (sections),
 - C. Key design elements identified, indicatively designed sized and located:
 - i. Primary and secondary services reticulation (single line diagrams, schematics),
 - ii. Services zones (massing of all services zones to be clearly shown in the BIM),

Lead PSC Services

- iii. Seismic Engineering (including restraint of engineering services) in coordination with the structural engineer,
- iv. Plant room locations, size and layouts,
- v. Plant and equipment locations, size and layouts,
- vi. Plant maintenance and replacement strategy including isolation and spatial requirements,
- vii. Primary penetrations,
- viii. Common services trenching,
- ix. Utility services requirements (including existing versus required), reticulation and connections,
- x. Alternative design solutions (including Mechanical and Fire Life Safety)
- c. Services Engineering Drawings, Specifications, Schedules and Details for including but not limited to:
 - A. Floor Plans,
 - B. Sections Plans,
 - C. Elevation Plans,
 - D. Details,
 - E. Calculations (incl. alternative design solutions),
 - F. Design Reports (including performance criteria),
 - G. Specifications, showing Electrical, Mechanical, Fire, Hydraulics and Vertical Transportation Engineering Services.
- d. Participation in Sustainable design and ESD strategy. Prepare carbon baseline assessment and consideration of materials and methods to reduce embodied and operational carbon.
- e. Provide reconciled transmittals and document Design Reports.
- f. Refer to the specific Building Services discipline services below.

2. Electrical Engineering

- a. Establishment of headworks charges and negotiations with appropriate Authorities.
- b. Electrical Client Metering
- c. Liaison with authorities for network and mains upgrades to cater for additional electrical load
- d. Main Switch board
- e. Summation metering
- f. Light and Power distribution switchboards
- g. Submain cabling to all system sub-boards
- h. Lighting systems
- i. Architectural and theme lighting, including modelling of specialist and artificial lighting effects.
- j. General power reticulation
- k. Emergency lighting - monitored via central control system
- l. Backup power supply and UPS
- m. Low load strategy and high load strategy in order to maintain critical capability.

Lead PSC Services

- n. Renewable energy generation and energy storage
- o. Electrical vehicle and device charging
- p. Lightning protection
- q. Interface with Building Management System (BMS)
- r. Lighting to footpaths, parking areas and general lighting as identified in Architectural drawings.
- s. Street lighting to both private and public roadways and road reserves.
- t. Power supply to speakers and other equipment.
- u. Design to facilitate maintenance of all electrical services to any areas during any staged construction programme.
- v. Advise on and assist in matters relating to investigations, selections, material testing, quality control and the like as required, including existing services and equipment.
- w. Advice with regards to commissioning, tuning, configuration, time phasing etc in order to reduce electrical consumption.

3. Electronic Engineering (communication, computing/data, security)

- a. Communications
 - A. Establishment of headworks charges and negotiations with appropriate Authorities.
 - B. Master Aerial Television System
 - C. Block cabling
 - D. Telephone and data cabling
 - E. Interface with Building Management System
 - F. Separate office data requirements including data racks.
 - G. Data requirements throughout precinct, and office spaces
 - H. Structured communications systems including racks, cabling and outlets
 - I. Incoming carrier cable pathway and back feed supply.
 - J. Interface with AV infrastructure, wi-fi system, augmentation of 4G/5G network etc.
 - K. Maintenance of Communications services to any areas during any stages of construction.
 - L. Advise on and assist in matters relating to investigations, selections, material testing, quality control and the like as required, including existing services and equipment.
- b. Computing/Data
- c. Electronic Security
 - A. Integrated Electronic Access Control System (EACS) including Visual Display terminal, printer, control panels, card readers, cardkeys, door monitor switches, electric locks and ancillary items
 - B. Duress System
 - C. Interface with Roller shutter door controls, induction loops, PE beams and associated equipment
 - D. Interface with Building Management System (BMS)
 - E. Identification and design of linking back to any existing Security Centre(s)

Lead PSC Services

- F. Extension of existing CCTV network and design of new CCTV monitoring station as nominated by architect (including mirror points)
- G. Recommendations and incorporation of monitoring (security) software including facial recognition and emergency monitoring as identified in the security risk assessment or required by Principal.
- H. Advise on and assist in matters relating to investigations, selections, material testing, quality control and the like as required, including existing services and equipment.
- I. Maintenance of services to any areas during any stages of construction.
- J. Alignment with strategic and overarching security measures, including risk assessments and assurance activities outcomes.
- K. Interface with any relevant security monitoring and public authority services.

4. Fire Life Safety

- a. Smoke Detection, Control and Evacuation Management
- b. Infrastructure
- c. Wet Services (Hydrant, Hose reels and Sprinklers)
- d. Fire Extinguishers and blankets
- e. Detection and alarm system
- f. FIP integration
- g. Design and documentation of the Emergency Warning and Intercommunication System (EWIS)
- h. Design for maintenance of active sprinkler system to any occupied and associated public areas, during any staged construction program.
- i. Identification of temporary protection required to suit construction staging.
- j. Interface with Building Management System (BMS).
- k. Advise on and assist in matters relating to investigations, selections, material testing, quality control and the like as required, including existing services and equipment.

5. Fire Services Engineering

- a. Identify the design issues that are to be the subject of fire engineering assessment
- b. Proactively engage with SAMFS and Building Certifier to develop acceptance criteria, including benchmarking of performance solutions.
- c. Outline the methods of analysis to be used to assess the Alternative Design Solutions and confirm the acceptance criteria to be used
- d. Develop with the Project team the Fire Engineering Brief and Fire Engineering Report at the appropriate stages of design.
- e. Evacuation and other modelling as required. Evacuation model to be in 3D using validated software or combination of software as required to produce high quality industry recognised analysis
- f. Provide all necessary fire engineering supporting documentation for building rules application
- g. Advise on and assist in matters relating to investigations, selections, material testing, quality control and the like as required, including existing services and equipment

6. Hydraulic Engineering

- a. Establishment of headworks charges and negotiations with appropriate Authorities.

Lead PSC Services

- b. Advice on potential climate scenarios and recommendation of appropriate peak rainfall criteria, over the expected building life
- c. Infrastructure
- d. Sewer
- e. Domestic supplies, Hot and Cold reticulation
- f. Storm water and recycled water systems
- g. Water treatment
- h. Solar heating systems
- i. Trade Waste including Dissolved Air Flotation (DAF), if required.
- j. Sanitary Fittings and Tapware
- k. Safety showers and Eyewash facilities
- l. Future Fuels including Natural Gas, Hydrogen etc.
- m. Specialised gases (Generation, Storage and Reticulation.)
- n. All roof and external spaces above habitable areas drainage to the point of discharge to the external stormwater network (including volume and flow calculations to match those developed by the civil engineer, pumps, tanks, overflows etc). Sizing advice on gutters, overflows etc to ensure water does not enter the building under any rainfall event.
- o. Design of hydrant and hose reel system in coordination with fire engineer.
- p. Interface with Building Management System (BMS).
- q. Irrigation supply points (in coordination with landscape architect
- r. Grey water reuse systems (as required)
- s. Integration of water features
- t. Maintenance of existing potable water services to any areas during any stages of construction.
- u. Advise on and assist in matters relating to investigations, selections, material testing, quality control and the like as required, including existing services and equipment.

7. Mechanical Engineering

- a. Advice on potential climate scenarios and recommendation of appropriate thermal load and comfort criteria, over the expected building life
- b. Air Conditioning including Specialist air-conditioning to communications rooms, areas with IT infrastructure and meeting / conference spaces.
- c. Mechanical Ventilation Systems
- d. Integration and upgrades to the existing mechanical systems throughout the precinct.
- e. Low load strategy and High load strategy
- f. Exhaust systems
- g. Pressurisation systems
- h. Demolition and removal of redundant plant equipment ductwork and pipework
- i. Maintenance of air-conditioning and mechanical systems to all staff and public areas during any staged construction program
- j. CFD modelling
- k. Smoke control and management systems
- l. BMS Systems as separately described

Lead PSC Services

- m. Design report (including performance criteria)
- n. Options for external mechanical ventilation to high usage external areas
- o. Advise on and assist in matters relating to investigations, selections, material testing, quality control and the like as required, including existing services and equipment.
- p. Develop the functional brief, undertake the design and manage coordination of the Building Management System (BMS) and Direct Digital Control System (DDC) including but not limited to:
 - A. All software and hardware.
 - B. Central monitoring system.
 - C. Associated terminal input/output devices.
 - D. DDC units.
 - E. Field, bus, interconnections and extensions, sensors and control devices.
 - F. BMS system will monitor control and interface to mechanical, electrical, hydraulic, security, fire and EWIS systems.

12. Digital Model

- a) Develop Building Information Modelling (BIM) Execution Plan (BEP) to include as a minimum:
 - i. Purpose,
 - ii. Team roles and responsibilities,
 - iii. BIM deliverables in accordance with the Exchange Information Requirements (EIR) and Project BIM Requirements (Design and Construction),
 - iv. Project BIM Protocols (reference to EIR and G168 - BIM Requirements and the NATSPEC National BIM Guide).
 - v. Project BIM Schedules / Templates, (reference to EIR and G168 - BIM Requirements and the NATSPEC National BIM Guide and templates)
 - vi. Change Management Procedures.
- b) Develop the digital model as required by the approved BEP in accordance with the EIR and G168 – BIM Requirements and the NATSPEC National BIM Guide.
- c) Update and issue the BEP and provide BIM Status reports and federated 3D models for design review (refer G29).

13. General Services

- a) The *Consultant* shall prepare room data sheets tabulating all fittings, fixtures, equipment, finishes and environmental requirements and achieve user endorsement.
- b) The *Consultant* shall provide schedules of areas, materials, finishes and indicative colours in the project delivery phase.
- c) The *Consultant* shall:
 - i. identify with the Lead Agency a strategy for the procurement of furniture, fittings and equipment (FF&E).
 - ii. Assist the lead agency to identify the scope of new versus re-use of the FF&E.
 - iii. Schedule FF&E requirements including all colour, material and finish selections and obtain Lead Agency approval.
 - iv. Provide the schedules to the Cost Manager for costing of the FF&E provision.
 - v. Prepare performance specifications for calling of Tenders for FF&E.
 - vi. Assist the lead agency in assessing Tenders/prices.

14. Design Review Comments and Issues Register

- a) Plan and implement procedures to capture, process, and close out comments received from design review for each individual design package. These must be logged in an issues and comments register, and the LPSC shall ensure an appropriate response is provided to each individual issue or comment.

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- b) The issues and comments register will be updated and submitted at each design submission for each individual design package.

15. Procurement

- a) Refer to section 7 for procurement requirements for DPSCs.
 b) Assist the Client with regards to preparation and review of documentation and preparing responses to tender queries and participate in the evaluation of construction contractor tenders and any post-tender clarification and value management processes as required.

16. Construction

- a) Respond to Requests for Information in a timely manner commensurate with the urgency of the request.
 b) Update 3D models and drawings to Construction Issue to encapsulate construction program, negotiations and other design changes or as required by the nature of the Works.
 c) Prepare Variation Orders for approval and issue of instructions by the Client, with input from the DPSCs.

17. Completion and Handover Documentation

- a) Confirm completion of construction in accordance with design documentation and undertake sign-off of completion checklist and other relevant documentation and provide to the Client (DIT Project Manager) including the DIT Professional Advisory Services representative in accordance with project requirements.

18. Ongoing Involvement Throughout Defects Liability Period (DLP), including but not limited to:

- a) Periodic inspection (minimum quarterly) of the Works for defects, including prompt response and action to any user identified defects as required. Preparation of defect rectification instructions and other materials as required to support General Building Contractor rectifying issues identified.

19. Cost Manager Engagement

- a) Where **Table 1** indicates that the Scope of Services includes the roles of both Lead Professional Service Contractor and Cost Manager, the *Consultant* shall engage a Cost Manager. The *Consultant* shall select and engage a Cost Manager from the Department for Infrastructure and Transport Prequalification System for Cost Managers (Building Works) as a subcontractor. The *Consultant* shall be responsible for engaging appropriate resources and managing the provision of the services allocated to the Cost Manager in **Table 3** – Cost Manager and in Appendix 2 - Services Matrix. A list of the currently prequalified cost managers is available on the Department internet site at https://www.dit.sa.gov.au/contractor_documents/prequalification.
 b) Where **Table 1** indicates that the Scope of Services includes the role of Lead Professional Service Contractor only, the *Consultant* is advised that a Department for Infrastructure and Transport prequalified 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.

20. Project Manager Engagement**Alternative Applying:** Choose an item.

The Project Manager engagement model is as selected above.

1. Where '**Alternative 1**' applies, the Consultant shall perform the Services allocated to the Project Manager in Appendix 2: Services Matrix.

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2. Where '**Alternative 2**' applies, 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.

21. Novation

Alternative Applying: Choose an item.

1. Where '**Alternative 1**' applies, clause 20B NOVATION of the Special Conditions to AS4122-2010 applies. The Client may direct novation of the Contract to the Builder and the Consultant is deemed to have allowed for such novation in the *Fee*.
2. Where '**Alternative 2**' applies, clause 20B NOVATION of the Special Conditions to AS4122-2010 does not apply and the Contract will not be novated to the Builder.

Table 3

Cost Manager

The following information defines the scope associated with the Cost Manager ultimately responsible for effectively managing budget and costs throughout the project's lifecycle. **Table 3** must be read in conjunction with Appendix 2: Services Matrix.

1. Cost Management Services

- a) 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 \$/m2 rates for the gross floor area and \$/m2 for external works. 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.
- b) The *Consultant* shall provide a detailed elemental cost analysis of the preferred tender as \$/m2 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>).
- c) The *Consultant* shall provide a detailed Tender Analysis Comparison Report in the format approved by the Client.
- d) 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.
- e) The Cost Manager shall liaise and coordinate with subcontractors to develop the estimate for both the capital cost and life cycle cost.
- f) The Cost Manager shall provide an estimate for both the capital cost and life cycle cost of the building services engineering components.
- g) Responsible for effectively managing costs throughout the project's lifecycle, including but not limited to:
 - i. Establish and reconcile project scope and Project Budget and Cost Plans and monitor costs and budget through all project phases, updating monthly,
 - ii. Monthly Cost reporting,
 - iii. Facilitation and/or participation in value and risk and opportunity management studies, workshops and reporting, including preparing and submitting Value Management initiatives and advice within the Cost Management Report.
- h) Recommend the most appropriate design solution and provide the associated budget price construction cost estimates.
- i) Prepare costs solutions to the proposed architectural, structural & ESD solutions, and all other relevant project inputs.
- j) Lead the value management process and facilitate value management and risk management workshops, that provides high-confidence of an on-budget solution, inclusive of appropriate risk / contingency allowances.
- k) Advice on preferred procurement and delivery methods with regard to cost impacts.

Cost Manager

- l) Tender Comparison Estimate and schedule of rate development.
- m) Review and recommendation of claims and variations inclusive of building services.
- n) Assessment and recommendation of construction contractor's monthly progress claims.
- o) Attendance at Project Control Group Meetings including presentation of monthly financial report.
- p) Assistance in dispute resolution.
- q) Preparation of payment recommendations as required.
- r) Negotiation and agreement of Final Account.
- s) Recommendation for release of Bank Guarantees / insurance bonds.
- t) Prepare Statement of Final Account on completion of project (including reconciliation with established budget).
- u) Preparation of project cash flows through the lifecycle of the project.
- v) Provide cost verification for scope associated with:
 - i. Bio Medical Equipment (if applicable)
 - ii. FFE
 - iii. ICT
 - iv. AV
 - v. Other items procured directly by the Lead Agency
- w) Other cost advice and guidance as required and not limited to:
 - i. Initial comment on Master Plan prepared previously.
 - ii. Provide commentary, test and benchmark target budget.
 - iii. Establish a Cost Management Plan, Protocols and Procedures.
 - iv. Prepare a "benchmarking" analysis against similar projects throughout Australia.
 - v. Identify risks and apply appropriate contingency allowances with consideration for market conditions and escalation projections.
 - vi. Establish scope and costs for relocation and decanting strategies.
 - vii. Provision of advice regarding refinement of chosen procurement strategy. Preparation of Order of Cost estimates through all project phases (including for alternative designs (where required) including analysis of brief and reconciliation with established budget). Prepare elemental cost model as a target design budget.
 - viii. Undertake estimates on a range of options for different fit-out configurations to ensure the most economical model is adopted.
 - ix. Review and costing of ESD initiatives and prioritising scope.
 - x. Prepare floor by floor (space by space) area analysis checking the functional areas match brief, including lettable, circulation and common areas for the various planning options.
 - xi. Assist in evaluation and provide estimates for costs associated with Statutory Authorities.
 - xii. Assist with calculation of bonus payable to the construction contractor (where applicable).
- x) **Bill of Quantities**
Choose an item.
- y) **FF&E Cost Management**

Cost Manager

Choose an item.

3. 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 Phases 1-4	Project Planning
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

4. Services Parts – Project Specific

The *Consultant* must perform the Services in accordance with the General Conditions, Annexures and Attachments to this Contract which sets out the Services.

Subject to the provisions of this Contract, the Services will be performed in parts as indicated in **Table 4** and further detailed in Attachment 9:

Table 4

Service Part	Included in Scope	
	Yes	No
Project planning (Part 0);	☐	☐
Concept Services (Part 1);	☐	☐
Design, Documentation and Tender Services (Part 2);	☐	☐
Construction and Review Services (Part 3).	☐	☐

If the Scope outlined in Attachment 4, **Table 4** includes Part 0 and / or Part 1 Services only, the following shall apply, but not otherwise:

- A. If the project proceeds to Part 2, 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.

5. Project Planning - Return Brief (Part 0)

Not applicable.

OR

To the extent required by **Table 4**, the *Consultant* must perform the Part 0 as set out in Attachment 9 and below.

The Services includes a return brief to be developed by the *Consultant* during Part 0 to scope the project in the relevant form of the following templates, which are provided as part of the Briefing Documents:

- A. Return Brief Template
- B. Return Brief – Entitlements Schedules Template
- C. Return Brief – Cost Estimate Summary Template

(‘Return Brief’).

The *Consultant* shall work with the Lead Agency and End User to develop and complete a Return Brief which will require approval by the Lead Agency and the *Client* prior to the commencement of Part 1 (Concept services).

The Lead Agency will be involved in meetings with the Design Team to ensure the required outcomes for each project are met prior to moving into the Part 1 services.

A Cost Manager engaged by the *Client* from the commencement of Part 0 services will provide cost advice to ensure scope and budget alignment prior to commencing Part 1 Services.

6. Disbursements

The *Consultant* shall provide the disbursements outlined in **Table 5** and shall be responsible for arranging and coordinating services associated with disbursements and for making payment.

Disbursements shall only be claimed in accordance with the Contract, **Table 5**, capped at the Upper Limiting Fee identified in the Tender Form.

Table 5

Item	Disbursement
1.	Travel Cost by Vehicle Travel by motor vehicle to attend the site, where the site is located more than 32 km radius from the Adelaide GPO, calculated by multiplying the distance travelled in excess of 32 km radius from the Adelaide GPO by the travel rates (cents per kilometre method) published by the Fair Work Commission in the Professional Employees Award 2020 for the applicable financial year in which the travel occurred.
2.	Travel Cost by Flight Costs associated with economy direct travel from Adelaide to the site requiring the <i>Consultant</i> to fly to site. Flights must be the best price available for direct flights economy only.
3.	Accommodation Costs Country, interstate and international accommodation costs (excluding <i>Consultant</i> time and excluding travel and accommodation costs where incurred for attendance in Adelaide as part of the <i>Consultant</i>'s provision of the Services). Accommodation costs are capped at a maximum rate of \$207 (incl GST) per night for accommodation outside 32km radius from Adelaide GPO.
4.	Meals and Beverages The cost of meals and beverages associated with travel may be reimbursed, subject to the following: 1. No allowance for meals and beverages will be paid when travel is within a 32 km radius from the Adelaide GPO.

Item	Disbursement		
	2. Where the <i>Consultant</i> is required to travel outside a 32 km radius from the Adelaide GPO, meal and beverage allowances may be paid as follows:		
	Allowance Type	Rate Absent Overnight	Rate Not Absent Overnight
	Meal and beverage allowance (per night)	\$93.50 (incl GST) per night absent overnight	\$0.00 if not absent overnight
	Tax invoices or receipts are not required for meal allowances but must be provided where reasonably requested by the Client. No alcohol is to be purchased with the allowance. Where travel or accommodation costs include the price of meals, which is paid for on behalf of the Client, no further reimbursement or allowance will be made for these items.		
5.	Other Incidental travel costs (e.g. transfers to airport, taxi, carparking) associated with flight travel from Adelaide to the project site.		
6.	Arborist report		
7.	Condition survey		
8.	Contamination – desktop analysis		
9.	3D physical models and prototypes		
10.	Perspectives (site and new build)		
11.	Publicity brochures		
12.	Radiation consultant		
13.	Soils testing/soil sampling – contamination		
14.	Soils testing – geotechnical		
15.	Statutory fees required for approvals directly related to the project		
16.	Survey – 3D scan model		
17.	Survey – underground services		
18.	Survey – vegetation		
19.	Survey – boundary identification		
20.	Surveying – engineering levels and features		
21.	Traffic engineering		

Item	Disbursement
22.	3D Model and rendering (photorealistic) and/or animation (flythrough)

7. Subcontractors

Subcontractors – section 7.1	Alternative Applying: Choose an item.
The Section 7.1 alternative applies as indicated above.	

Alternative 1

7.1 Subcontractors Engaged by Cost Manager

- a) There is a requirement that the subcontractors listed in **Table 7** be engaged by the *Consultant*.
- b) The *Consultant's* fixed/indicative Fee includes engagement of subcontractors to perform the disciplines listed in **Table 7**.
- c) 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.
- d) The final decision on selection of the subcontractors is the responsibility of the *Consultant*.
- e) Where there is a requirement for the subcontractors 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.
- f) The *Consultant* shall be responsible for engaging appropriate subcontractor resources and coordinating that the services designated in Appendix 2: Services Matrix as applicable are carried out.

Alternative 2

7.1 Subcontractors Engaged by LPSC (non cascading model)

- a) There is a requirement for the subcontractors listed in **Table 7** to be engaged by the *Consultant*.
- b) The *Consultant's* fixed/indicative Fee includes engagement of subcontractors to perform the Services associated with the disciplines listed in **Table 7**.
- c) 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.
- d) The final decision on selection of the subcontractors is the responsibility of the *Consultant*.
- e) Where there is a requirement for the subcontractor to be prequalified, the *Consultant* shall select from the designated prequalification discipline and level on the register of Professional Services Contractors for Building Works only. A list of the currently registered consultants is available from the Department internet site at https://www.dpti.sa.gov.au/contractor_documents/prequalification.
- f) The *Consultant* shall be responsible for engaging appropriate subcontractor resources and coordinating that the services designated in the Appendix 2: Services Matrix for the subcontractors are carried out.

Alternative 3

7.1. Subcontractors Engaged by LPSC (cascading model)

7.1.1. Discipline Professional Service Contractors

The tendering process for the Discipline Professional Service Contractors (“DPSCs”) is a “cascading” model whereby the *Consultant* will procure and enter into direct engagements with the DPSCs post-award of the *Contract*.

7.1.2. Procurement of DPSCs

Within 28 days of *Contract* award, the *Consultant* shall develop a Procurement Plan in consultation with the *Client* for all DPSC tender calls. Having regard for clause 7.1.3 (if applicable), the Procurement Plan will include without limitation, the following:

- (a) a list of proposed DPSCs for which tenders will be called;
- (b) a list of proposed tenderers for each tender call;
- (c) a program for the procurement of all DPSCs; and
- (d) draft tender and subcontract documentation that the *Consultant* will use to call tenders and engage the other DPSCs.

The *Client* is under no obligation to check the Procurement Plan but will have the right to direct the *Consultant* to change the Procurement Plan for the purposes of ensuring completeness and consistency with the *Contract* and may, at its discretion, request a change to the proposed tenderers for each tender call. In addition, provided that the change does not require the *Consultant* to accept a liability to the DPSC which the *Client* does not accept when the *Client* awards contracts in similar situations, the *Client* may direct the *Consultant* to change the tender and subcontract documentation.

Following finalisation of the Procurement Plan, the *Consultant* will:

- A. subject to clause 7.1.3 (if applicable), call tenders for the DPSCs following the documentation and procedures used by the *Client* in calling tenders;
- B. lead the evaluation of the tender submissions by the DPSCs;
- C. prepare a tender assessment report detailing all tenders received including pricing on an open book basis (eg provision of pricing, costs and other information to enable an assessment of actual costs and profit margins in a clear, transparent and fully auditable manner) nominating the preferred tender for the DPSCs;
- D. make a recommendation to the *Client* for acceptance of the preferred tender for the DPSCs; and

Unless within 5 Business Days after receipt of the recommendation, the *Client* directs the *Consultant* not to accept the tender or if within 5 Business Days after receipt of the recommendation, the *Client* notifies the *Consultant* that it does not intend to object, the *Consultant* must proceed to accept the tender recommended by the *Consultant*.

The *Consultant* shall provide the *Client*, the Principal's Professional Service Contractors and any other organisation deemed relevant by the *Client* with the opportunity to participate in the process of opening DPSC tenders, tender appraisal and in the briefing of the DPSCs.

For clarity, any direction by the *Client* under section 7.1.2 does not relieve the *Consultant* from any liability or obligation under the *Contract*. The *Consultant* shall be liable to the *Client* for the acts and omissions of DPSCs as if they were acts or omissions of the *Consultant*.

7.1.3. Professional Service Contractor (Engineering DPSCs) Tender Call

Engineering DPSCs Tender Call	Option Applying: Choose an item.
-------------------------------	----------------------------------

OPTION 1

Where '**Option 1**' applies, the *Consultant* will call tenders for the Professional Service Contractor - Civil/Structural Engineering and the Professional Services Contractor - Building Services Engineering (the "Engineering DPSCs") in accordance with clause 7.1.2.

OPTION 2

Where '**Option 2**' applies, the Client will call tenders for the Professional Service Contractor - Civil/Structural Engineering and the Professional Services Contractor - Building Services Engineering (the "Engineering DPSCs") prior to award of the Contract.

Following award of the Contract, the *Consultant* will:

- (a) Participate in the evaluation of the tender submissions by the Engineering DPSCs, which will be led by the Client, unless a conflict of interest exists in which case the *Consultant* will be excluded from the evaluation;
- (b) Assist the client in the preparation of tender assessment report nominating the preferred tender for the Engineering DPSCs;
- (c) Make a recommendation to the client for acceptance of the preferred tender for the Engineering DPSCs; and
- (d) Unless within 5 Business Days after receipt of the recommendation, the Client directs the *Consultant* not to accept the tender or if within 5 Business Days after receipt of the recommendation, the Client notifies the *Consultant* that it does not intend to object, the *Consultant* must proceed to accept the tender recommended by the *Consultant* and enter into a contract with the Engineering DPSC on the terms and conditions of the contract included in the tender.

The *Consultant* acknowledges and agrees that:

- i) The Client does not guarantee the accuracy, quality or completeness of the documentation included in the tender to Engineering DPSCs;
- ii) It has carried out its own review of the tender documentation and tender submission prior to making a recommendation to the Client for acceptance of the preferred tenderer; and

The calling of Engineering DPSC tenders by the Client does not relieve the *Consultant* from its responsibilities for subconsultants or any liability or obligation under the Contract

7.1.4. Provisional Sums

- 7.1.4.1 A provisional sum has been included in the *Consultant's Fee* for engagement of DPSC's listed in **Table 7**.
- 7.1.4.2 The provisional sum included in the Fee shall not itself be payable except where the Client has approved costs to be expended for the purpose of engaging the DPSCs the subject of the provisional sum.
- 7.1.4.3 The *Consultant* shall, as part of the recommendation to the Client for acceptance of the preferred tenderer for the DPSCs pursuant to section 7.1.2 iii), seek Client approval to expend the costs attributable to the engagement of DPSCs the subject of a provisional sum.
- 7.1.4.4 The *Consultant* shall provide evidence and copies of the DPSCs invoices to enable payment of actual costs for the subcontract services the subject of a provisional sum.
- 7.1.4.5 For the avoidance of doubt, the *Consultant's* costs to manage all DPSCs is included in the Lead PSC's Fee in Annexure A item 18 (*Consultant's Fee*) and is not claimable against the provisional sum.

7.1.5 General

- 7.1.5.1 The *Consultant* shall, where applicable, select and engage DPSs under the same terms and conditions as this Contract and will be responsible for the management and coordination of their services.
- 7.1.5.2 When requested, before engaging any DPSC's and at any other times, the *Consultant* must provide to the Client copies of any subcontract documents, the names and addresses of proposed DPSCs and the names and addresses of the DPSCs. The Client may object to the appointment of any proposed DPSC on reasonable grounds, if the Client objects to any proposed DPSC, the *Consultant* must at its own cost propose another DPSC.
- 7.1.5.3 The objection by the Client to the appointment of a proposed DPSC shall not be deemed unreasonable if the Contract requires the DPSC to be registered in the Department for Infrastructure and Transport ("The Department") Prequalification System (or is not registered in the appropriate category in the Department Prequalification System as determined by the Client).
- 7.1.5.4 The *Consultant* shall be responsible for co-ordinating that the services designated in Appendix 2: Services Matrix for the DPSC's are carried out.
- 7.1.5.5 Subject to sections 7.1.2 and 7.1.3, there is a requirement for the DPSC's listed in **Table 7** to be engaged by the *Consultant*. The final decision on selection of the DPSC's is the responsibility of the *Consultant*.
- 7.1.5.6 Where there is a requirement for the subconsultant to be prequalified, the *Consultant* shall select from the designated prequalification discipline and level on the register of Professional Services Contractors for Building Works only. A list of the currently registered consultants is available from the Department internet site at https://www.dit.sa.gov.au/contractor_documents/prequalification.

7.1.6 Other Subcontractors

- 7.1.6.1 The Scope includes design of those disciplines listed in **Table 6** as part of the fixed / indicative Fee.
- 7.1.6.2 The *Consultant* may be required to engage subcontractors to deliver the Services that are not DPSCs procured through the cascading model pursuant to Section 7.1.1, 7.1.2, 7.1.3 and 7.1.4 herein.
- 7.1.6.3 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.
- 7.1.6.4 The final decision on selection of the subcontractors is the responsibility of the *Consultant*.
- 7.1.6.5 The *Consultant* shall be responsible for coordinating that the Services designated in the Appendix 2: Services Matrix for the subcontractors are carried out to appropriate quality standards.

Table 6

Lead PSC services	Prequalification level
Architecture	
Health Planning	
Interior Design	

7.2 **Subcontractors/DPSCs to be Engaged by the Consultant**

Table 7

Discipline	Minimum Prequalification level
<i>Engineering – Building Services:</i>	
Electrical Engineering	
Electronic Engineering (communication, computing/data, electronic security)	
Fire Services Engineering (including Fire Life Safety Engineering)	
Hydraulic Engineering	
Mechanical Engineering	
Vertical Transportation Engineering	
<i>Engineering – Civil/Structural:</i>	
Civil Engineering	
Structural Engineering	
Façade Engineering	
Geotechnical Engineering	
Seismic Engineering (restraint of engineering services and ceilings)	
<i>Other:</i>	
Access Consultant	
Acoustic Engineering	
Architecture	
Building Design	
Business Planning	
Catering / Kitchen Specialist	
Cost Management	
Cost Management – for Building Services Engineering components where the <i>Consultant</i> does not have in-house capability to undertake the Services	
Economic Evaluation	
Energy Management	
Environmental Protection	
Health Planning	
Heritage Consultant	
Hydrogeological Engineering	
Interior Design	
Landscape Architecture (including irrigation design)	
National Construction Code (NCC) / Access / Disability Discrimination Act (DDA) Advisor	
Quantity Surveying – Engineering Services	

Discipline	Minimum Prequalification level
Quantity Surveying – Bill of Quantities preparation	
Signage and Wayfinding including: 1. Branding / Graphics 2. Building naming signage 3. Directional signage and wayfinding system 4. Identification signage (eg room numbers, room names, etc) 5. Informational signage (eg. maps, directories) 6. Regulatory / statutory Signage	
Traffic Engineering	
Urban Planning	
Value Management	
Vibration Engineering	

8. Specialist Consultants

8.1. Building Importance Level 4 Consultant (Specialist Consultant)

A Building Importance Level 4 (IL4) consultant will be engaged directly by the Client to provide the below services to the project. The Consultant shall liaise and coordinate with the IL4 consultant on all relevant matters.

Building Importance Level 4 Consultant - Services

Responsible for completion of the Special Study – NCC and AS1170.4 for IL4 structures to ensure buildings remain serviceable for immediate reuse post a disaster event.

- a) Hazard Assessment
- b) Risk Assessment and Mitigation
- c) Resilience Assessment for existing assets (where applicable)
- d) Resilience Strategies
- e) Documentation
- f) Implementation Support

8.2. Security Consultant – Physical and Cyber (Specialist Consultant)

A Security consultant will be engaged directly by the Client to provide the below services to the project. The Consultant shall liaise and coordinate with the Security consultant on all relevant matters.

Security Consultant – Physical and Cyber - Services

- a) Compliance
- b) Security Risk Assessment and Analysis
- c) Security Strategy and Planning
- d) Physical Security Measures
- e) Certification and accreditation
- f) Cybersecurity Measures
- g) Documentation
- h) Implementation Support

8.3. Information Technology Integration Consultant (Specialist Consultant)

An Information Technology Integration (ITI) consultant will be engaged directly by the Client to provide the below services to the project. The Consultant shall liaise and coordinate with the ITI consultant on all relevant matters.

Information Technology Integration Consultant - Services

Drawings, Specifications, Schedules, Details and Technical Notes for including but not limited to:

- a) Design brief confirming all scoped system requirements (functional and technical) including:
 - i. ICT strategy
 - ii. ICT procurement options
 - iii. Passive communication network requirements (architecture, cable types etc.)
 - iv. Network and active ICT resilience requirements
 - v. ICT and passive communication performance and warranty requirements
 - vi. Resultant scope for the ICT consultant and what will essentially be in (or not in) the scope of various trades.
- b) Provide high level designs, overall technical architecture, and systems specific recommendations.
- c) Review the communications network design and inform the architecture, cable types, topology, and quantity to meet the active ICT design.
- d) Prepare estimate budgets for endorsement of stakeholders.
- e) Briefing phase to nominate key dependencies and integration requirements for each system and further inform the technical specification.

9. 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 aligned 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.

10. LPSC Administration of Variations (applies to LPSC Contract Only)

Where the Client has directed a Variation pursuant to clause 9 of the Special Conditions of contract and;

- a) The Variation includes subcontractor costs; and
- b) The *Consultant* will incur unavoidable additional administrative costs to administer the Variation; then the *Consultant* may include in the Variation Price, the actual reasonable and unavoidable administrative hours to be incurred by the *Consultant* at the hourly rate included in Attachment 3 (SOR). The *Consultant* must itemise all costs in the variation template located in 'DIT Consultant Payment Claim Template' available at [Professional Services \(AS4122\) - Department for Infrastructure and Transport - South Australia](https://dit.sa.gov.au/contractor-documents/building_documents/professional_services_as4122) (https://dit.sa.gov.au/contractor-documents/building_documents/professional_services_as4122).

1.	PROJECT DETAILS	
1.1.	Project Background	
	[insert]	
1.2.	Project Description and 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)".	
1.3.	Project Objectives	
	[Insert]	
1.4.	Current Status	
	[Insert]	
1.5.	Project Organisation	
	[Insert]	
1.6.	Project Budget	
	Below is an indicative breakdown of the project budget of \$00,000 (excl. GST).	
	Budget Component	Budget Sum (\$)
	Construction	
	Building Work	
	Siteworks (external works and external services)	
	Furniture, Fittings and Equipment	
	Design and construction contingencies	
	Principal's Contingency	
	Locality allowance (Country Loading)	
	Escalation	
	Construction subtotal	
	Fees and disbursements	
	Fees and disbursements (incl. the Department costs)	
	Fee contingencies	
	Lead Agency costs	
	Fees and disbursements subtotal	
	Other	
	Furniture, Fittings and Equipment	

Budget Component		Budget Sum (\$)																					
Miscellaneous contracts																							
Sundries/Other																							
Other subtotal																							
Total Capital Budget																							
GST																							
Total Budget																							
1.7.	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. <table> <tr> <th>Activity</th><th>Commence</th><th>End</th></tr> <tr> <td>Lead PSC / Cost Manager Tender, Evaluation & Award</td><td></td><td></td></tr> <tr> <td>Concept Design</td><td></td><td></td></tr> <tr> <td>Design & Documentation</td><td></td><td></td></tr> <tr> <td>GBC Tender, Evaluation & Award</td><td></td><td></td></tr> <tr> <td>Construction</td><td></td><td></td></tr> <tr> <td>Handover to Client</td><td></td><td></td></tr> </table>		Activity	Commence	End	Lead PSC / Cost Manager Tender, Evaluation & Award			Concept Design			Design & Documentation			GBC Tender, Evaluation & Award			Construction			Handover to Client		
Activity	Commence	End																					
Lead PSC / Cost Manager Tender, Evaluation & Award																							
Concept Design																							
Design & Documentation																							
GBC Tender, Evaluation & Award																							
Construction																							
Handover to Client																							
1.8.	Procurement Method																						
	The Client's standard procurement models when engaging construction contractors for building projects are: - Construct Only, based on AS2124—1992 General conditions of contract (as amended). - Design and Construct, based on AS4300—1995 General conditions of contract for design and construct (as amended), with or without novation of the Client's design team. - Early Contractor Involvement (ECI), based on AS4300—1995 General conditions of contract for design and construct (as amended), with or without novation of the Client's design team, using a two-stage contract incorporating provisions for ECI. - Managing Contractor, based on GC21 – Managing Contractor General conditions of contract, two-stage contract model, with or without novation of the Client's design team, with or without Guaranteed Construction Sum. Standard contract templates for building projects are available at https://dit.sa.gov.au/contractor-documents/dpti general conditions of contract.																						

	The procurement method for this project is anticipated to be Choose an item. The <i>Consultant</i> is deemed to have allowed for the impacts of this procurement method within the <i>Consultant's Fee</i>. The <i>Consultant</i> acknowledges and agrees that an alternative procurement method may be implemented prior to the construction tender phase, with the extent and nature of the consultancy services adjusted accordingly. Alternative models may include any of the standard procurement models used by the Client as listed above.
1.9.	Existing Approvals
1.10.	Role of Department for Infrastructure and Transport
	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. The Department role, coordinated by the project 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. 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 <i>Consultant</i> and audit the quality of construction. The <i>Consultant</i> is not responsible for an omission by a construction adviser to carry out an inspection requested by the <i>Consultant</i>, or a failure to identify any matter of concern that ought to have been identified in the course of such an inspection. The responsibilities of the <i>Consultant</i> are not otherwise amended as a consequence of the Department construction advisers working with the <i>Consultant</i>.

