Project Reviews (G29)

Government of South Australia
Department for Infrastructure and Transport

The Department of Infrastructure and Transport (DIT) Building Projects directorate has a Project Review process for all major government building construction projects. This process is an integral part of the risk management role DIT Building Projects plays in the Construction Procurement Policy: Project Implementation Process (PIP).

What are Project Reviews

Project Reviews identify and assess the risks associated with proposed solutions, on behalf of the lead agency and government, to assist the project in achieving:

- The lead agency's briefed requirements,
- Compliance with lead agency design standards and guidelines,
- Compliance with government standards, guidelines, and policies,
- High-quality outcomes and value for money for government,
- ODASA Principles of Good Design.

DIT's Project Review process does not replace the LPSC's requirement for quality assurance. The LPSC retains responsibility for ensuring all submitted documentation is complete and accurate.

Project Reviews and PIP Project Phases

Project reviews are undertaken by professionals within DIT Building Projects and the Office for Design and Architecture (ODASA) Design for Government (DfGA) team in the disciplines of architecture, interior architecture, built heritage, landscape architecture, urban design, building construction, engineering, and cost management. This review process is separate to the ODASA Design Review service provided as part of SCAP approvals.

A typical project will include the following review milestones, which are associated with project phases outlined in the PIP:

- Project Brief Review (occurs prior to Design Team tender call),
- Concept Design Review,
- Design (Development) Review,

- Documentation Review,
- Post Construction Review,
- Post Occupancy Evaluation.

Review Format

A project Review Report is used to consolidate comments from DIT and ODASA. The report is an ongoing record of issues to be addressed by the project team and to ensure agreed actions are undertaken and lessons learnt.

Prior to commencement of a formal review process, at the request of the DIT Project Manager (DIT PM), the review team can attend project scope briefings, which are run by the Lead Professional Services Contractor (LPSC). The purpose of a project scope briefing (often termed a “page turner” or workshop session) is to communicate new information being provided in the documents to the project review team. It is not a replacement for the formal design review process.

Review Submission Requirements

Documents must be complete to the level commensurate to the project milestone prior to submission. Refer to Appendix 1 for minimum milestone documentation requirements.

All drawings are to be submitted as a set bound .PDF (not as single files) and federated models as applicable. The specification shall also be one bound document. A document transmittal is to be attached.

All documents are to be issued to the relevant DIT PM (The DIT PM will forward the provided documents to the DIT Review Coordinator and Building Projects Design Review inbox (dit.bpdesignreview@sa.gov.au) for distribution to the DIT review team).

The project review period commences on the date of distribution by the DIT Review Coordinator to the DIT review team.

Other Project Reviews

In some instances, further reviews may be required in project delivery including but not limited to:

1. Return Brief Review (where Part 0 applies – refer to Part 0 Scope Requirements (G207) for further info),
2. Planning Study Report (where Part 0 applies),
3. Building Information Modelling (BIM) Execution Plan (BEP) Review,
4. Principal’s Project Requirements (PPR) Brief Review,
5. Value Management Review,
6. Design Variances or Project Departures Schedule Review,
7. Products and Materials Substitutions Review.

Summary of Project Reviews

Brief Review

Conducted by ODASA and DIT Cost Management

Review timeframe: 5 working days

Brief Reviews occur upon receipt of the Request for Service and Project Brief from the lead agency by DIT Building Projects prior to the commencement of the PIP delivery phase.

ODASA will develop and provide an Exchange Information Requirements (EIR) or Core BIM Briefs (dependant on project value and/or complexity), which will form part of the Project Brief requirements.

The Brief Review is to confirm:

- clarity of information e.g., scope of work, program, budget, standards, and guidelines applicable to the project,
- alignment of scope with budget and program,
- the adequacy of the information provided,
- requested project services effectively facilitate the delivery of the scope,
- Clarity of nature and extent of project services required including which consultant services,
- BIM requirements specific to the project have been identified.

The Lead Agency completes their project brief using the **DIT Request for Service (RFS) & Project Brief** template.

ODASA will work with the lead agency and DIT PM to refine the information to ensure it is sufficient for PSC tender.

Following review, the lead agency will update the Project Brief information as they see fit. Ownership of the Project Brief is retained by the lead agency.

RFS & Project Brief template is available in the BPIMS Project Library:

Request for Service & Project Brief (Generic – All Departments) (358).

Concept Design Review

Conducted by DIT Building Projects and ODASA

Review timeframe: Up to 10 working days

Concept Design Review occurs at the completion of the PIP 5.1 Concept phase.

The LPSC and team prepare a report for the concept proposal using the Concept Report Template (see BPIMS references below).

The purpose of the Concept Design Review is to evaluate:

- the concept proposal(s) against the briefed requirements,
- if the proposals align with agency and government wide standards and guidelines,
- if alternative concept options have been considered,
- if appropriate cost allowances have been made for the proposal,
- appropriate measures have been considered to align with agency funding and budget,
- the BIM Execution Plan, where applicable, including proposed deliverables against briefed requirements.

A copy of the approved BIM Execution Plan (BEP) is to be submitted with the Concept Report using the NATSPEC BIM Execution Plan Template. The overall review process for BIM Execution plans is outlined under the section **Other Project Reviews - BIM Execution Plan Review.**

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

Responses to comments required: Within 5 working days.

Following the review, the LPSC team will update the Concept Report in accordance with the comments received, responses provided and any subsequent agreement arising. Upon receipt the report is then submitted by DIT to the lead agency for final endorsement.

Concept Report templates available in the BPIMS Project Library include:

- Concept Report Template DfE (360) – Department for Education specific version.
- Concept Report Template Generic (226) – Generic version for other agencies.

Design (Development) Review

Conducted by DIT Building Projects and ODASA

Review timeframe: 10 working days

Design (Development) typically occurs within PIP 5.2 Design – at 60% documentation completion.

The Design (Development) Review is to confirm:

- documentation aligns with the endorsed concept report,
- clear communication of the intention of the project to a level developed beyond the requirements for a Planning Consent application,
- all major issues have been identified and considered by the project team and solutions communicated through a combination of coordinated drawings (formal and informal),
- development of preliminary schedules and other documents to describe the developed design,
- the documents meet the required agency and government wide standards and guidelines,
- the BIM deliverables (where applicable) noted in the BIM Execution Plan (BEP) meet the requirements of the EIR.

The LPSC shall advise when drawings, specification and schedules are sufficiently complete at each of the above-mentioned milestones to allow a full and detailed review.

These documents form the basis from which the detailed construction documents are progressed.

All project documentation is to be prepared in compliance with current editions of Lead Agency and DIT requirements and guidelines, Australian Standards and statutory requirements, current at 1 month prior to contract tender.

A BIM Status report on the BEP and completed BIM deliverables are to be submitted at the 60% design (development) completion milestones for review.

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

Responses to comments required: Within 5 working days.

Following the review, the LPSC team will update the documents required in accordance with the comments received, responses provided and any subsequent agreement arising.

CAD Drawing Titleblocks and Standard Drawings available in the BPIMS Project Library include:

- CAD Drawing Titleblocks (D03) – for Revit and AutoCAD.
- DIT Standard Drawings Index (D004).
- DIT Standard Drawings (DD01).

Documentation Review

Conducted by DIT Building Projects and ODASA

Review timeframe: 10 working days

Documentation Review typically occurs at 90% completion, just prior to the end of the PIP 5.3 Documentation.

The Documentation Review is to confirm:

- documentation detail aligns with the endorsed concept report,
- the documents meet the required agency and government wide standards and guidelines,
- the constructability and performance outputs of the design to government requirements, including facility management and whole of life requirements,
- All outstanding design and documentation issues have been resolved across all disciplines and thorough coordination across the Design Team's documentation is complete. The outstanding 10% of documentation should only include minor coordination and edits,
- the BIM deliverables (where applicable) noted in the BIM Execution Plan (BEP) meet the requirements of the EIR.

The LPSC shall advise when drawings, specification and schedules are sufficiently complete at each of the above-mentioned milestones to allow a full and detailed review.

All project documentation is to be prepared in compliance with current editions of Lead Agency and DIT requirements and guidelines, Australian Standards and statutory requirements, current at 1 month prior to contract tender.

A BIM Status report on the BEP and completed BIM deliverables are to be submitted at the 90% completion milestones for review.

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

Responses to comments required: Within 5 working days.

Following the review, the LPSC team will update the documents required in accordance with the comments received, responses provided and any subsequent agreement arising.

CAD Drawing Titleblocks and Standard Drawings available in the BPIMS Project Library include:

- CAD Drawing Titleblocks (D03) – for Revit and AutoCAD.
- DIT Standard Drawings Index (D004).
- DIT Standard Drawings (DD01).

Post Construction Review and Post Occupancy Evaluation

Conducted by DIT Building Projects and ODASA.

Post Construction Review (PCR) Survey

Timeframe: Undertaken at 3 months post Practical Completion.

After construction is complete, the Post Construction Review (PCR) Survey is carried out to determine if:

- the objectives of the project delivery process were achieved
- contract, contract administration standards and procurement methods were appropriate.

The PCR Survey is initiated by the DIT PM and the process is conducted via an online platform. ODASA collates the responses and prepares a summary report for the DIT PM to circulate. Results may be discussed at a subsequent meeting where required. Items that are believed to be of benefit or a hindrance to future projects are captured by this process.

Post Occupancy Evaluation (POE) Survey

Timeframe: Undertaken at 10 months post Practical Completion.

After a period of occupation of the constructed facilities, the Post Occupancy Evaluation (POE) Survey is implemented to determine whether the objectives of the project were achieved, measured by user satisfaction, fitness for purpose, performance and value for money.

The POE Survey is initiated by the DIT PM and the process is conducted via an online platform. ODASA collates the responses and prepares a summary report for the DIT PM to circulate. Results may be discussed at a subsequent meeting where required. Items that are believed to be of benefit or a hindrance to future projects are captured by this process.

Combined PCR and POE Survey

For projects of lower value and risk, a combined PCR and POE may be appropriate. A combined PCR/ POE approach will need to be agreed with the lead agency on a case-by-case basis. A determination on this will be noted in the Project Brief issued for LPSC tender.

PCR and POE Guidenotes available in the BPIMS Project Library include:

- Post Construction Review and Post Occupancy Evaluation (G79).

Summary of Other Project Reviews

Return Brief Review

Conducted by DIT Building Projects and ODASA

Review timeframe: 10 working days

A Return Brief Review is undertaken where a Part 0 pre-concept design service is required by the Project Brief issued for LPSC tender. This process is implemented to assist lead agencies in determining alignment between a derived scope and allocated funding prior to advancing to the PIP 5.1 Concept phase.

The LPSC and team prepare a report for the proposal, including the cost report, using the Return Brief Template.

It is required that the proposals presented in the Return Brief report align with allocated funding. It is understood that a Value Management Process may be necessary to achieve this. Where the funding is substantially exceeded by the proposal, other means such as securing additional funding or staging of the project to meet budget should be discussed with the Lead Agency, in lieu of a Value Management Process.

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

Responses to comments required: Within 5 working days.

Following the review, the LPSC team will update the Return Brief Report in accordance with the comments received, responses provided and any subsequent agreement arising. Upon receipt the report is then submitted by DIT to the lead agency for final endorsement.

Return Brief Templates available from the BPIMS Project Library include:

- Return Brief (SA Health) Template (363) – Department for Health specific version.
- Return Brief (TAFE SA) Template (364) – TAFE SA specific version.
- Return Brief (Generic) Template (362) – Generic version for all other agencies.

For further information on the Part 0 process - refer to Part 0 Scope Requirements (G207).

Planning Study Review

Conducted by DIT Building Projects and ODASA

Review timeframe: 10 working days

A Planning Study Review is undertaken where a Part 0 pre-concept Planning Study design service is required by the Project Brief issued for LPSC tender. This process is implemented to assist lead agencies develop planning scope, associated staging, cost and program. If the project has allocated funding for future PIP stages, the Planning Study is required to align scope and allocated funding prior to advancing to the PIP 5.1 Concept phase.

The LPSC and team prepare a report for the proposal, including the cost report, using the Planning Study Report Template.

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

Responses to comments required: Within 5 working days.

Following the review, the LPSC team will update the Planning Study Report in accordance with the comments received, responses provided and any subsequent agreement arising. Upon receipt the report is then submitted by DIT to the lead agency for final endorsement.

The Planning Study Report Template (Generic) is available from ODASA.

BIM Execution Plan Review

Conducted by ODASA

Review timeframe: 10 working days

The LPSC is to submit a BIM Execution Plan - as required by the DIT EIR or BIM Core Brief - four (4) weeks after the Design Startup meeting for review and approval.

The LPSC is required to provide the approved Plan for review as part of the completion of the PIP 5.1 Concept phase. The Plan details how the BIM requirements will be executed, monitored, and controlled to the requirements of the DIT EIR or BIM Core Brief.

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

Responses to comments required: Within 5 working days.

Following the review, the LPSC team will update the BIM Execution Plan in accordance with the comments received, responses provided and any subsequent agreement arising.

Refer to Building Information Modelling Requirements (G168) for further information.

Principal's Project Requirements (PPR) Brief Review

Conducted by DIT Building Projects and ODASA

Review timeframe: 10 working days.

A PPR Brief Review is required where a Design and Construct (D&C) contractor is to be engaged to both complete the design and then carry out construction services on a project. The PPR Brief describes to the contractor the scope, character, performance, and quality requirements for the project.

The LPSC and design team prepares the Brief using the PPR template (see BPIMS reference below).

The LPSC shall advise when drawings and PPR Brief are sufficiently complete to allow a full and detailed review by DIT and ODASA.

Responses are required from the LPSC and team addressing the review comments raised by DIT and ODASA.

Responses to comments required: Within 5 working days.

Following the review, the LPSC team will update the PPR Brief and associated documentation in accordance with the comments received, responses provided and any subsequent agreement arising.

PPR Brief Template available from the BPIMS Project Library:

- Principal's Project Requirements Template (PPR) (Generic) (361).

Value Management Review

Conducted by DIT Building Projects and ODASA.

Review timeframe: Agreed on a case-by-case basis with DIT PM.

Value Management (VM) of projects is to occur throughout the project, including additional workshops if scope and budget misalignment occurs. Here, a detailed review of project scope is required against allocated funding.

VM should be a continuous process instigated as early as possible on projects to minimise the impacts on outcome and quality. Ongoing monitoring throughout the project is beneficial, particularly on high-risk projects.

The LPSC team is required to provide details of the value management process to DIT for review. This is to include commentary on cost saving measures proposed in terms of the impacts on quality, scope and operations as well as on overall project objectives and briefed requirements. Impacts on SCAP Approval conditions, agency and government wide standards and guidelines and other legislated requirements are also required to be reported on as part of this process.

The DIT PM will initiate a meeting with the DIT Manager Professional & Advisory Services, DIT and ODASA review team to discuss the details of the proposal.

Agreed VM items may also need to be recorded in the project's Departures Schedule, where applicable.

Design Variances or Project Departures Schedule Review

Conducted by DIT Building Projects and ODASA.

Review timeframe: Agreed on a case-by-case basis with DIT PM.

Departures from the initial Project Brief, DIT and Lead Agency standards and requirements may occur on projects during the design phase due to specific project constraints or where designing to the government standard may not be practicable for the project.

Project departures require evaluation and the final approval of the **DIT Manager Professional & Advisory Services** and the Lead Agency prior to proceeding.

The LPSC team is required to record all items using the DIT Project Departures template and provide adequate supporting detail to inform DIT and the Lead Agency's review and endorsement. All proposals will be assessed against the Project Brief requirements.

The schedule serves as an ongoing record for the project. The latest version is to be submitted with the project documentation at the Concept, 60% and 90% completion milestones, where applicable.

The DIT Project Departures template is available from the BPIMS Project Library:

- DIT Project Departures Schedule Template (367).

Products and Materials Substitutions Review

Conducted by DIT Building Projects and ODASA.

Review timeframe: Agreed on a case-by-case basis with DIT PM.

Substitution proposals for specified products and materials may occur at any point throughout the project during design, documentation or construction. This may be due to availability, timing issues, or from a value management process.

All proposed alternatives to the documented products, methods or systems require evaluation and the final approval of the **DIT Manager Professional & Advisory Services** prior to implementation. The party proposing the substitution (LPSC, General Building Contractor or other) is to produce a submission in accordance with the requirements outlined for substitutions in the DIT amended Natspec - *0171 DIT General Requirements* work section.

Substitution items may need to be recorded in the project's Departures Schedule, where applicable.

The latest DIT amended Natspec is available from the BPIMS Project Library, search *NATSPEC.* Work sections are updated annually and are date stamped.

The DIT Project Departures template is available from the BPIMS Project Library:

- DIT Project Departures Schedule Template (367).

Table of Project Reviews

Type of Review	DIT Review Timeframe	Project Phase / Requirements
Brief Review	5 working days.	Prior to PIP 5.1 Concept phase, on receipt of Project Brief from the Lead Agency client.
Concept Review	10 working days.	PIP 5.1 Concept phase – at completion.
Design (Development) Review	10 working days.	PIP 5.2 Design phase – at 60% documentation completion.
		Includes BIM Status Report Review: 1 week prior to the end of Design Development phase as part of the 60% Design Development reviews.
Documentation Review	10 working days.	PIP 5.3 Documentation phase – at 90% completion.
		Includes BIM Status Report Review: 1 week prior to the end of Documentation Phase 90% Documentation review.
Post Construction Review	5 working days (survey) plus follow up meeting as required.	Post Construction Practical Completion – at 3 months post PC.
Post Occupancy Evaluation	5 working days (survey) plus follow up meeting as required.	Post Construction Practical Completion – at 10 months post PC.
Post Construction Review/ Post Occupancy Evaluation (combined)	5 working days (survey) plus follow up meeting as required.	Post Practical Completion – Timing to be agreed on a case-by-case basis.

Table of Other Reviews

Type of Review	DIT Review Timeframe	Project Phase/ Requirement
Return Brief Review	10 working days.	Where a Part 0 pre-concept design service is provided.
Planning Study Review	10 working days	Where a Part 0 pre-concept design service is provided.
BIM Execution Plan Review	10 working days.	4 weeks after the Design Startup Meeting, where BEP required.
PPR Brief Review	10 working days.	Where a D&C contractor is to be engaged to complete the project.
Value Management Review	Agreed on case-by-case basis with DIT PM.	Where there is budget and scope misalignment.
Design Variances or Project Departures Schedule Review	Agreed on case-by-case basis with DIT PM.	Where the design departs from DIT and Lead Agency standards and requirements.
Products and Materials Substitutions Review	Agreed on case-by-case basis with DIT PM.	Where documented products, methods and systems are to be substituted for alternatives.

Contact

For further information contact:

SUPERVISING ARCHITECT

Email: DIT.ProfessionalAdvisoryServices@sa.gov.au

Appendix 1 – Minimum Requirements for Documentation at Project Review Milestones

All DIT building projects have variations in complexity and scope. The list below includes typical documents that are required to communicate complexity and scope. The list should be adapted to suit the particularities of each project. It is expected that documents provided at concept will be further developed at each subsequent stage.

Documents	Feasibility/ Planning Study Part 0 Return Brief	30% Concept	60% Design Development	90% Documentation
Architectural				
Reports	• Planning Study Report (based on ODASA Planning Study Report Template). • Return Brief (based on ODASA Return brief Template).	• Concept Design Report (based on ODASA Concept Report Template) with DPSC reviews, investigations, reports (as appendices). • Preliminary 3D Visualisations, fly through of perspectives of the Concept Design (if required). • Identification of NCC performance solutions.	• All outstanding investigation reports completed. • All development approvals including any performance reports required for NCC compliance.	
Drawings & Specification	• Function relationship diagrams, indicative massing models and test fits of site. • Indicative Location, Site, Demolition, General Arrangement Floor Plan(s). • Siting options with site assessment criteria if required.	Preliminary documentation: • Location, Site, Demolition, General Arrangement, Fire Compartmentation, Furniture and FFE floor plan(s), • Roof plan(s), • Typical Elevations and Sections. • Schedules: Key Materials, Finishes, Furniture & FFE. • Staging requirements.	Developed documentation: • Location, Site, Demolition, General Arrangement, Fire Compartmentation, Grid Setout, Partition setout, Floor and Wall finishes Floor plan(s). • Reflected ceiling plan(s): coordinated with services. • Roof plan(s): including all gutters, downpipes. • Typical Elevations, Sections. • Key internal elevations (as required). • Schedules: Materials, Finishes, Furniture & FFE. • Staging requirements. Preliminary documentation: • Critical Plan and Section Details. • Door and window elevations & schedules. • Specification: Combined LPSC and DPSC Specification using DIT amended NATSPEC worksection templates.	Finalised documentation: • Amendments to plan(s) as required. • Concrete profile plan(s). • Plan, Section and Partition details. • Stair and balustrade details. • Internal elevations. • Wet area plans and details. • Door and window elevations & schedules. • Furniture/Joinery plans, elevations, details. • Signage & wayfinding drawings and schedule. • Specification: single collated document of all LPSC and DPSC worksections, including all appendices and schedules. • Schedules: Materials, Finishes, Furniture & FFE schedules, door hardware. • Staging requirements. • BPIMS Generated project-specific NATSPEC checklist (refer DIT Completion Requirements in 0171 General Requirements), to be included as a specification appendix.
Landscape Architectural				
Reports	Preliminary reports: • Landscape Design Concepts. • Site investigations, arborist reports.	• Concept Design Report: Landscape Concept Design overview, specific landscape features and Principles.	• All outstanding investigation reports completed.	
Drawings & Specification	• Indicative General Arrangement Plan(s).	Preliminary documentation: • Location, Site, Demolition and vegetation to be retained/protected, General Arrangement Plan(s). • Schedules: Planting, furniture, materials and finishes.	Developed documentation: • Location, Site, Demolition and vegetation to be retained/protected, General Arrangement, Planting, Surfaces and finishes plan(s) • Schedules: Planting, furniture, materials and finishes. Preliminary documentation: • Specification: Landscape specification worksections. • Critical Plan and Section Details.	Finalised documentation: • Amendments to plan(s) as required. • Furniture and fixtures, irrigation plan(s). • Signage & wayfinding drawings and schedule. • Details: all landscape features, fences, seating. • Schedules: Planting, furniture, materials and finishes. • Specification: Landscape specification worksections and any associated appendices.
Structural				
Reports	• Preliminary structural form and key construction material, site investigations and foundation system. • Seismic assessment including Seismic Special Study (IL3 and IL4)	• Concept Design Report: Structural Concept Design overview including all design assumptions listed.	• All outstanding investigation reports completed.	
Drawings & Specification	• Indicative key structural solution sketches.	Preliminary documentation:	Developed documentation: • Demolition, Footing, Slab, Floor, Roof, Wall framing plan(s).	Finalised documentation: • Amendments to plan(s) as required.

Documents	Feasibility/ Planning Study Part 0 Return Brief	30% Concept	60% Design Development	90% Documentation
		• Demolition, Footing, Slab, Floor, Roof, Wall framing plan(s), column, note drawing and all key structural elements. • Key typical plans, sections and elevations.	• Column, note drawing, key connection details and sizing of all primary structural elements. • Key sections and elevations to clearly show structural forms and framing arrangements. • Construction staging as required. • Preliminary documentation: • Specification: Structural specification worksections. • All plan, sections and elevations to show structural forms and framing arrangement with all details. • Secondary steel and structural documentation.	• Primary and secondary structural details: junctions, retaining walls, stairs, precast panels. • Steel Framing: all connection details, all structural member sizing, all structural detail sufficient for construction. • Specification: Structural specification worksections and any associated appendices.
Civil				
Reports	• Civil siteworks assessment and site investigation reports: stormwater, contamination, geotechnical survey.	• Concept Design Report: Civil Concept Design overview including all design assumptions listed.	• Site contamination and remediation report. • All outstanding investigation reports completed.	
Drawings & Specification	Indicative key civil solution sketches	Preliminary Documentation: • Demolition, General Arrangement plan(s). • Stormwater design.	Developed documentation: • Demolition, Siteworks, Grading, Bulk earthworks and general arrangement plan(s). • Stormwater design. • Civil paving and siteworks details. • Irrigation conduits. Preliminary documentation: • Specification: Civil specification worksections.	Finalised documentation: • Amendments to plan(s) as required. • Civil paving and siteworks details. • Chainage documentation. • Specification: Civil specification worksections and any associated appendices.
Mechanical				
Reports	• Existing mechanical plant investigation and assessment.	• Concept Design Report: Mechanical Concept Design overview, assessment of mechanical options, including all design assumptions listed.	• Completed Mechanical investigation and assessment of options. • All outstanding investigation reports completed.	
Drawings & Specification	• Indicative key mechanical solution sketches and/or spatial requirements.	Preliminary Documentation: • Demolition, General Arrangement plan(s). • Plant spatial requirements.	Developed documentation: • Site, Demolition, General Arrangement and layouts, Zoning plan(s). Preliminary documentation: • Key fire, maintenance and acoustic requirements plan(s), schematics, sections, elevations and details. • Specification: Mechanical specification worksections.	Finalised documentation: • Amendments to plan(s) as required. • Fire, maintenance and acoustic requirements plan(s), schematics, sections, elevations and details. • Details: fire, access clearance, acoustic, ductwork. • Schedules: Equipment capacities, air quantities. • Coordinated access panel locations. • Specification: Mechanical specification worksections and any associated appendices.
Electrical / ICT / Security				
Reports	• Existing electrical supply investigation and assessment.	• Concept Design Report: Electrical/ICT/Security Design overview, assessment of options and all design assumptions listed.	• Completed Electrical/ICT/Security investigation and assessment of options.	
Drawings & Specification	• Indicative key electrical and Comms solution sketches and/or spatial requirements.	Preliminary Documentation: • Demolition, site, lighting layout, containment, power and communications layout plan(s). • Schedules: Key fixtures, products. • Plant / Comms Room(s) spatial requirements.	Developed documentation: • Demolition, site, lighting layout, containment, power and communications layout, plan(s). • Schedules: Fixtures and fittings. Preliminary documentation: • Key detail plan(s), security, hearing augmentation, schematics, sections, elevations and details. • Specification: Electrical and Comms specification worksections.	Finalised documentation: • Amendments to plan(s) as required. • Schematics and details. • Schedules: Fixtures and fittings. • Specification: Electrical and Comms specification worksections, any associated appendices.
Hydraulic				
Reports	• Existing water, sewer and drainage investigation and assessment.	• Concept Design Report: Water, sewer and drainage design overview, assessment of options and all design assumptions listed.	• Completed water, sewer and drainage investigation and assessment of options.	

Documents	Feasibility/ Planning Study Part 0 Return Brief	30% Concept	60% Design Development	90% Documentation
		• SA Water Network Analysis for water pressures and flows (or Local Water supply authority)	• Consultant to engage SA Water or local authority re: trade waste application and correct sizing of pre-treatment and requirements	
Drawings & Specification	• Indicative key hydraulic solution sketches and/or spatial requirements.	Preliminary Documentation: • Demolition, site, drainage and reticulation layout plan(s). • Schedules: Key fixtures, products. • Plant spatial requirements.	Developed documentation: • Demolition, site, drainage and reticulation layout plan(s). • Schedules: Key fixtures, products. Preliminary documentation: • Key detail plan(s), sections, elevations and details. • Specification: Hydraulic specification worksections.	Finalised documentation: • Amendments to plan(s) as required. • Schematics and details. • Schedules: Key fixtures, products. • Specification: Hydraulic specification worksections and any associated appendices.
Fire (Detection and Protection)				
Reports	• Existing fire detection and protection investigation and assessment.	• Concept Design Report: Fire detection and protection design overview, assessment of options and all design assumptions listed. • Must include Network Analysis for Fire flows and pressures. •	• Completed fire detection and protection investigation, assessment and design.	
Drawings & Specification	• Indicative key fire detection and protection solution sketches and/or spatial requirements.	Preliminary Documentation: • Demolition, site, fire detection and protection layout plan(s). • Plant spatial requirements.	Developed documentation: • Demolition, site, fire detection and protection layout plan(s). Preliminary documentation: • Key detail plan(s), sections, elevations and details. • Specification: Fire detection and protection worksections.	Finalised documentation: • Amendments to plan(s) as required. • Schematics and details. • Specification: Fire detection and protection worksections, any associated appendices.
Other (as applicable to project)				
Drawing Numbers			• Drawing numbers to be requested from the DIT PM.	• Drawing numbers to be incorporated in the documentation.
Specialist Consultants	• Include initial specialist consultants' reports.	• Preliminary specialist consultants' reports.	• Developed Specialist Consultants drawings, 3D models as required to define the specialist works package.	• Final Specialist Consultants drawings, 3D models as required to define the specialist works package.
Room Data Sheets (LPSC and DPSCs)		• Preliminary Room Data Sheets.	• Developed Room Data Sheets.	• Finalised Room Data Sheets.
BIM Requirements		• Following Design Startup (within 4 weeks) Submit the BIM -Building Execution Plan (BEP) based on the NATSPEC Design BEP template as required by the DIT Building Project Exchange Information Requirements (EIR). • Included the approved BEP and submit the BIM Status report format and current status for review.	• BIM Status report on the BEP for end of schematic and design development. • Include Clash detection reports and any outstanding issues. • Submit federated 3D BIM Models for review. .	• BIM Status report on BEP for end of documentation for issue to construction. • Include confirmation of all documentation coordination and all clash detection BIM issues resolved. • Submit federated 3D BIM Models for review.
Risk Assessment (LPSC and DPSCs)		• Preliminary Project Risk Assessment.	• Specific Project Risk management items.	• Updated Project Risk management items.
Safety In Design (LPSC and DPSCs)		• Preliminary Safety in Design Risk Assessment Matrix, including project specific items.	• Developed Safety in Design Risk Assessment Matrix listing any outstanding High/very High design safety issues.	• Finalised Safety in Design Risk Assessment Matrix.
Value Management and Departures (LPSC and DPSCs)	• Prepare Value Management Risk Assessment criteria.	• Prepare Value Management Risk Assessment criteria.	• Update and develop value management items based on Value management risk criteria and departures schedule.	• Update and develop value management items and departures schedule.
			END	