

[*INSERT PROJECT NAME*]

MANAGING CONTRACTOR CONTRACT

(MCC-1 2021)

brief

***[Last amended: DECEMBER 2024 - PLEASE REMOVE PRIOR TO PUBLICATION OF TENDER DOCUMENTS]***

|  |
| --- |
| [***NOTE TO USERS: THIS DOCUMENT IS A TEMPLATE STARTING POINT AND:***   * ***ADOPTS TERMINOLOGY CONSISTENT WITH THE MCC-1 2021 TEMPLATE, LAST AMENDED SEPTEMBER 2024;*** * ***EACH SECTION MUST BE CAREFULLY REVIEWED AND REVISED AS NECESSARY TO INCORPORATE THE PROJECT SPECIFIC REQUIREMENTS;*** * ***IT IS NOTED THAT CLAUSE 1.2(t) OF THE MCC CONDITIONS OF CONTRACT PROVIDES: “unless agreed or notified in writing by the*** [***Contract Administrator***](#ContractAdministrator) ***or the date of the standard or reference document is specified in the Brief, a reference to Standards Australia standards, overseas standards or other similar reference documents in the*** [***Brief***](#Brief)***, Planning Phase Design Document or Delivery Phase Design Documentation is a reference to the edition last published prior to the submission of the Planning Phase*** [***Design Documentation***](#DesignDocumentation) ***or Delivery Phase Design Documentation (as the case may be)…….”. ACCORDINGLY, CARE NEEDS TO BE TAKEN AS TO HOW SUCH STANDARDS ETC ARE DESCRIBED IN THIS BRIEF SO AS TO NOT BE INCONSISTENT WITH CLAUSE 1.2(t) UNLESS A DIFFERENT PROJECT APPROACH IS REQUIRED***; ***AND*** * ***ALL USER NOTES IN SQUARE BRACKETS, BOLD AND ITALICISED MUST BE DELETED BEFORE FINALISING THIS DOCUMENT****.*] |

Contents

[1. INTERPRETATION 4](#_Toc185351114)

[1.1 Definitions 4](#_Toc185351115)

[1.2 Acronyms and abbreviations 5](#_Toc185351116)

[2. project overview 6](#_Toc185351117)

[2.1 Background 6](#_Toc185351118)

[2.2 Scope of Works 6](#_Toc185351119)

[2.3 Other projects 6](#_Toc185351120)

[2.4 The Site 6](#_Toc185351121)

[2.5 Developing the purposes and requirements of the Works 7](#_Toc185351122)

[3. Project plans AND PROGRAM 8](#_Toc185351123)

[3.1 Design Management Plan 8](#_Toc185351124)

[3.2 Required Project Plans (additional) 9](#_Toc185351125)

[3.3 Stakeholder Management Plan 9](#_Toc185351126)

[3.4 Staging and Decanting Plan 10](#_Toc185351127)

[3.5 Planning Phase Program 11](#_Toc185351128)

[3.6 Delivery Phase Program 11](#_Toc185351129)

[4. CONTRACTOR’S WORK (PLANNING) AND CONTRACTOR’S WORK (DELIVERY) 12](#_Toc185351130)

[4.1 Contractor’s Work (Planning) 12](#_Toc185351131)

[4.2 Contractor’s Work (Delivery) 15](#_Toc185351132)

[4.3 Design Disciplines 19](#_Toc185351133)

[4.4 Contractor’s Representative 19](#_Toc185351134)

[4.5 Document Management System 20](#_Toc185351135)

[4.6 Siting Approval 21](#_Toc185351136)

[4.7 Value Management 21](#_Toc185351137)

[4.8 Risk Management 21](#_Toc185351138)

[4.9 Safety in Design 22](#_Toc185351139)

[4.10 Environmental and Heritage 23](#_Toc185351140)

[4.11 Due Diligence Investigations 24](#_Toc185351141)

[4.12 Indigenous Consultation 25](#_Toc185351142)

[4.13 Cost Planning 25](#_Toc185351143)

[4.14 Support to PWC Referral 27](#_Toc185351144)

[4.15 Support for PWC Hearing 28](#_Toc185351145)

[4.16 Training 28](#_Toc185351146)

[4.17 Completion of Planning Phase 28](#_Toc185351147)

[4.18 Defect Management 29](#_Toc185351148)

[4.19 Post Occupancy Evaluation 30](#_Toc185351149)

[4.20 Involvement by EMOS Contractor in the Contractor’s Activities 30](#_Toc185351150)

[4.21 Promotional Material 30](#_Toc185351151)

[5. DESIGN DEVELOPMENT 30](#_Toc185351152)

[5.1 Contractor Design Reports 30](#_Toc185351153)

[5.2 Co-ordination and Checking of Design Documentation 31](#_Toc185351154)

[5.3 Concept Design Report (30% design) 31](#_Toc185351155)

[5.4 Schematic Design Report (50% design) 35](#_Toc185351156)

[5.5 Detailed Design Report (90% design) 39](#_Toc185351157)

[5.6 Final Design Report (100% design) 41](#_Toc185351158)

[5.7 Design Process 43](#_Toc185351159)

[5.8 Standards of Design Documentation 44](#_Toc185351160)

[5.9 Standards and Format of Design Reports 45](#_Toc185351161)

[5.10 Drawing Standards Format and Symbols 47](#_Toc185351162)

[5.11 Specification Standards and Format 49](#_Toc185351163)

[5.12 Distribution and Transmission 49](#_Toc185351164)

[5.13 Formats (Hard and Soft) 49](#_Toc185351165)

[6. Communication and Consultation 50](#_Toc185351166)

[6.1 Meetings 50](#_Toc185351167)

[6.2 Workshops 51](#_Toc185351168)

[6.3 Stakeholder Consultation 52](#_Toc185351169)

[6.4 Authority Consultation 52](#_Toc185351170)

[6.5 Start-Up Activities 53](#_Toc185351171)

[6.6 Communication format/identification nomenclature 53](#_Toc185351172)

[6.7 Community consultation 53](#_Toc185351173)

[7. SITE REQUIREMENTS 53](#_Toc185351174)

[7.1 Site Control and Base Requirements 53](#_Toc185351175)

[7.2 Access Passes 53](#_Toc185351176)

[7.3 Escorting 54](#_Toc185351177)

[7.4 Control of Contractor’s Vehicles 54](#_Toc185351178)

[7.5 Prohibited Items 55](#_Toc185351179)

[7.6 Smoking 55](#_Toc185351180)

[7.7 Site Facilities 55](#_Toc185351181)

[7.8 Work Areas 57](#_Toc185351182)

[7.9 Protective Clothing and Equipment 57](#_Toc185351183)

[7.10 First Aid Facilities 57](#_Toc185351184)

[8. TECHNICAL Requirements 57](#_Toc185351185)

[8.1 Standards and other requirements 57](#_Toc185351186)

[8.2 General Design Criteria 60](#_Toc185351187)

[8.3 Architectural Design Criteria 60](#_Toc185351188)

[8.4 Engineering Services Design Criteria 64](#_Toc185351189)

[8.5 Civil Works Design Criteria 66](#_Toc185351190)

[8.6 Dangerous Goods Design Criteria 67](#_Toc185351191)

[8.7 External Works Design Criteria 68](#_Toc185351192)

[8.8 Signage Design Criteria 68](#_Toc185351193)

[APPENDIX 1. THE WORKS 69](#_Toc185351194)

1. INTERPRETATION
   1. Definitions

Unless the context otherwise requires, capitalised terms in this Brief have the meaning given to them in clause 1.1 of the Conditions of Contract. In addition, unless the context otherwise requires:

* + - 1. **Asbestos Management Plan** means the Security and Estate Group Asbestos Management Plan dated 1 August 2024, available at https://www.defence.gov.au/business-industry/industry-governance/industry-regulations/security-and-estate-asbestos-management-plan, as amended or replaced from time to time;
      2. **Authorities** means those authorities contemplated in section 6.4;
      3. **Base** means [***INSERT*** eg RAAF Base Darwin. ***AMEND/DEVELOP THIS DEFINITION AS NECESSARY IF IT IS TO ALSO COVER A TRAINING AREA***];
      4. **Defence Asbestos Register** means[***NOTE: DEVELOP THIS DEFINITION AS NECESSARY, INCLUDING A DESCRIPTION OF THE DOCUMENT(S) WHICH COMPRISE THE DEFENCE ASBESTOS REGISTER IN RELATION TO THE SITE AND ENSURE THAT SUCH DOCUMENT(S) ARE PROVIDED TO THE CONTRACTOR AS PART OF THE TENDER PROCESS AND BEFORE THE AWARD DATE***] as amended from time to time**;**
      5. **Design Documentation** means**:**
         1. when used in the context of the Planning Phase or the Contractor’s Activities during the Planning Phase, is a reference to the Planning Phase Design Documentation;
         2. when used in the context of the Delivery Phase or the Contractor’s Activities during the Delivery Phase, is a reference to the Delivery Phase Design Documentation; and
         3. when used in any other context, including where the reference is capable of being read in the context of the Contractor’s Activities during both the Planning Phase and the Delivery Phase, is a reference to both the Planning Phase Design Documentation and the Delivery Phase Design Documentation;
      6. **Design Milestone** has the meaning given in section 5.1;
      7. **Design Report** means a design report that meets the requirements of this Brief;
      8. **DMS** means the document management system (if any) required to be established under this Brief [***NOTE: INCLUDE THIS DEFINITION IF SECTION 4.5 BELOW APPLIES, OTHERWISE, DELETE***];
      9. **Functional Area Schedule** means a document to be prepared by the Contractor in accordance with the Contract that provides the basis for the RDS and, as a minimum:
         1. tabulates and identifies all building spaces (within a functional area such as a building) with unique designators (usually numerical);
         2. assigns for each space a common name (eg ‘conference room’) with intended number of occupants and indicative area (based on standard office allocations or customised for non-standard spaces); and
         3. identifies the generic activities to be provided in the space and FF&E;
      10. **Mechanical Standard Inclusions** has the meaning given in section 5.9(a)(ii);
      11. **P80 Confidence** means a cost confidence level that the cost estimate will not be exceeded 80% of the time, as further described in the Commonwealth Property Management Framework (RMG 500), in the section titled “Defining P50 and P80”, available at: <https://www.finance.gov.au/government/managing-commonwealth-resources/commonwealth-property-management-framework-rmg-500/defining-p50-and-p80> (as may be updated or replaced from time to time);
      12. **Project** means the project described in section 2.1;
      13. **section** means a section of this Brief; and
      14. **Stakeholders** means the stakeholders as contemplated in section 6.3(b).
  1. Acronyms and abbreviations

Without limiting section 1.1 and the other acronyms defined in clause 1.1 of the Conditions of Contract (including WOL), the following acronyms and abbreviations have the meaning given to them in this Brief: [***AMEND/ADD TO LIST BELOW TO ALIGN WITH THE TERMINOLOGY USED IN THIS BRIEF***]

| **ACRONYM** | **MEANING** |
| --- | --- |
| AS | Australian Standard |
| CDR | Concept Design Report |
| CFI | Capital Facilities and Infrastructure Branch |
| DBC | Detailed Business Case |
| DDG | Defence Digital Group |
| DDR | Detailed Design Report |
| EGIS | Estate Governance and Integrity System |
| EMOS | Estate Maintenance and Operations Services |
| ESD | Ecologically Sustainable Development |
| FDR | Final Design Report |
| FF&E | Furniture, fixtures and equipment |
| FSEOC | Future Sustainment, Employment and Operating Costs |
| HAZOP | Hazard and Operability Analysis |
| HVAC | Heating, Ventilation Air Conditioning |
| ICT | Information and Communications Technology |
| JCG | Joint Capabilities Group |
| MFPE | Defence’s Manual of Fire Protection Engineering |
| MIEE | Defence’s Manual of Infrastructure Engineering-Electrical |
| MPFR | Master Plan and Feasibility Review prepared by the Contract Administrator and issued to the Contractor as an information document prior to the Award Date [***NOTE: CONTRACT ADMINISTRATOR TO INCLUDE THE MPFR AS AN INFORMATION DOCUMENT TO TENDERERS WHO ARE BIDDING FOR THIS MANAGING CONTRACTOR CONTRACT***] |
| NCC | National Construction Code |
| NZS | New Zealand Standard |
| ODP | Ozone Depletion Potential |
| POC | Personnel and Operating Costs |
| POE | Post Occupancy Evaluation |
| PWC | Public Works Committee (being the Parliamentary Standing Committee on Public Works) |
| RDS | Room Data Sheets |
| SCEC | Security Construction and Equipment Committee |
| SDR | Schematic Design Report |
| SEG | Security and Estate Group |
| SiD | Safety in Design |

1. project overview
   1. Background
      * 1. [***INSERT GENERAL OVERVIEW OF THE PROJECT, INCLUDING CONTEXT AND ANTICIPATED KEY ISSUES FOR THE PROJECT***]
   2. Scope of Works
      * 1. As at the Award Date, the Works are summarised below and as more particularly described in Appendix 1 to this Brief:
           1. [***INSERT LIST OF SUMMARY DESCRIPTION OF THE WORKS***]
           2. [***INSERT LIST OF SUMMARY DESCRIPTION OF THE WORKS***]
        2. The purposes included in Appendix 1 are additional to any other purposes set out in, or to be reasonably inferred from, any other part of this Brief or other part of the Contract.
   3. Other projects
      * 1. In parallel with the Project, there are other projects in the Planning Phase or Delivery Phase in respect of which the Project must integrate and co-ordinate. Due to the differing timeframes of each project that are, in some cases, scheduled to occur after the delivery of the Works, the Contractor must carefully co-ordinate the design of the Project with design documentation provided by other projects to ensure abortive works and disruption to Base operations are kept to a minimum. Where a conflict between the design for the Project and the design for any other project has been identified, the Contractor must inform the Contract Administrator and resolve these issues with the nominated representatives of the other projects.
        2. Other projects (both approved and unapproved) that may have an impact on the Project include those described below (and such other projects as may be notified by the Contract Administrator to the Contractor from time to time), the status of which may be updated by notice in writing from the Contract Administrator to the Contractor from time to time.

Table 1 - Other projects

| **Other Related Project** | **Impact on the Project** |
| --- | --- |
| [***INSERT PROJECT TITLE***] | [***INSERT PROJECT DESCRIPTION AND SPECIFICALLY HOW THE RELATED PROJECT MAY IMPACT ON THE PROJECT*]** |
| [***INSERT PROJECT TITLE*]**  [***ADD FURTHER ROWS AS REQUIRED***] | [***INSERT PROJECT DESCRIPTION AND SPECIFICALLY HOW THE RELATED PROJECT MAY IMPACT ON THE PROJECT*]**  [***ADD FURTHER ROWS AS REQUIRED***] |

* 1. The Site

[***INSERT DESCRIPTION – CHECK FOR ALIGNMENT OF HOW “SITE” IS DEFINED IN THE CONTRACT PARTICULARS AND WHETHER IT LINKS DIRECT TO THIS SECTION. ALSO INSERT APPROPRIATE SITE DIAGRAM. DESCRIPTION OF ‘SITE’ TO BE ALSO CONSIDERED IN LIGHT OF WHETHER OR NOT A PRELIMINARY SITE SELECTION FOR THE PROJECT IN QUESTION HAS BEEN UNDERTAKEN BY THE CONTRACT ADMINISTRATOR PRIOR TO THE FINALISATION OF THE APPLICABLE MANAGING CONTRACTOR CONTRACT, WHICH ORDINARILY SHOULD BE THE CASE. SEE ALSO SECTION 4.6 (SITING APPROVAL).****]*

* 1. Developing the purposes and requirements of the Works

[***THIS SECTION 2.5 IS AN OPTIONAL SECTION AND SHOULD ONLY BE USED IF THE COMMONWEALTH’S PURPOSES AND REQUIREMENTS FOR THE WORKS ARE STILL TO BE SETTLED AFTER CONTRACT AWARD. IF NOT APPLICABLE, DELETE THIS SECTION IN ITS ENTIRETY. THE INCLUSION OF THIS SECTION IS NOT THE PREFERRED APPROACH AND THE CONTRACT ADMINISTRATOR SHOULD BE SEEKING TO LIAISE WITH STAKEHOLDERS TO IDENTIFY ALL APPLICABLE PURPOSES AND REQUIREMENTS SO THEY ARE RELFECTED IN THE APPENDICES TO THIS BRIEF AS AT THE AWARD DATE***.]

* + - 1. The parties acknowledge and agree the following:
         1. as at the Award Date, Appendix 1 to this Brief contain the preliminary Purposes and Requirements;
         2. after the Award Date and as contemplated in section 2.5(a)(iii), the Contractor must develop and propose refinements to the Purposes and Requirements to take account of the requirements of applicable Stakeholders and confirm the expected usage and demand for the Works;
         3. as part of the CDR Planning Phase Milestone, the Contractor must consult with the applicable Stakeholders so as to develop and propose refinements to the Purposes and Requirements;
         4. any proposed changes to the Purposes and Requirements must be submitted to the Contract Administrator for approval with each applicable draft Design Report in accordance with section 2.5(c). Proposed changes to the most recent approved Purposes and Requirements must be clearly identified and highlighted in a different colour. Any changes from the initial Purposes and Requirements are to remain in the updated Purposes and Requirements, struck out in a different colour to denote at which design stage the change was made; and
         5. a change to the Purposes and Requirements as contemplated in this section is subject to the approval of the Contract Administrator under section 2.5(c).
      2. For the avoidance of doubt, the updates to the Purposes and Requirements under this section 2.5 are not themselves a Variation for the purposes of the Contract.
      3. The Contract Administrator may (in its absolute discretion) approve or reject the proposed updated Purposes and Requirements submitted in accordance with section 2.5(c).
      4. If approved by the Contract Administrator, the updated Purposes and Requirements will replace the preliminary Purposes and Requirements contained in Appendix 1 to this Brief (as applicable); however, the previous Purposes and Requirements are to remain in the document but struck out in a manner that confirms when they were changed.
      5. If any of the updated Purposes and Requirements are rejected, the Contractor must resubmit amended Purposes and Requirements to the Contract Administrator within 14 days of the date of rejection to incorporate the comments from the Contract Administrator.
      6. For the purposes of this section, **Purposes and Requirements** means intended objectives, purposes and requirements for the Works or each Stage as detailed in Appendix 1 to this Brief subject to adjustment under the design development process set out in this section 2.5.

1. Project plans AND PROGRAM
   1. Design Management Plan

[***THIS SECTION TO BE REFINED AS NECESSARY TO SUIT THE COMMONWEALTH’S REQUIREMENTS FOR THE DESIGN MANAGEMENT PLAN*]**The Design Management Plan must address the procedure and process the Contractor will undertake in order to plan and manage the design of the Works. The Design Management Plan must address (as a minimum):

* + - 1. process for the management of the design including key people and design Subcontractors;
      2. design control;
      3. document control;
      4. process for consultation with all applicable Stakeholders;
      5. process for liaison with the EMOS Contractor;
      6. process and narrative on how the design will progress, including:
         1. design reviews including recording all points raised by Stakeholders, design decision made on the points raised and the justification for the decision;
         2. conducting briefings, design and other workshops, including:

value management workshops;

risk management workshops;

SiD workshops;

HAZOP workshops;

Stakeholder workshops;

construction phase workshops convened to resolve particular issues;

commissioning phase workshops convened to assist commissioning planning and/or to resolve particular issues;

lessons learned workshops;

post occupancy evaluation workshop;

protective security working group (or equivalent) workshops; and

integrated project management team workshops (if applicable);

* + - * 1. liaising with DDG/JCG including (if applicable) to obtain ICT user requirements to inform active and passive requirements;
        2. liaising with external agencies, including applicable State departments, service/utility providers (such as power, communications and gas) and Local Council; and
        3. finalisation of each Design Report;
      1. programming;
      2. cost estimate process;
      3. process for support of approval processes, including:
         1. siting approval process;
         2. PWC process;
         3. any applicable environmental process; and
         4. other Approvals;
      4. activities to support the HOTO Process;
      5. consideration as to how the design will incorporate locally sourced material where practical;
      6. spacial data management;
      7. test and evaluation procedures;
      8. EGIS procedures and interactions during the design process;
      9. how the design will be managed to meet the requirements of the Contract including this Brief;
      10. management of any dispensations required to be submitted in compliance with the Building Works Manual; and
      11. description of how the design will be managed to meet relevant standards of Standards Australia, Statutory Requirements and the existing Site infrastructure conditions and requirements.
  1. Required Project Plans (additional)
     + 1. The requirements in relation to the “Project Plans (additional)” contemplated in the Contract Particulars are set out in the section(s) below.
       2. The general requirements in relation to all Project Plans are addressed in clause 9.2 of the Conditions of Contract.
  2. Stakeholder Management Plan

[***THIS SECTION TO BE INCLUDED AND REFINED AS NECESSARY IF THE STAKEHOLDER MANAGEMENT PLAN IS INCLUDED AS AN ADDITIONAL PROJECT PLAN FOR THE PURPOSES OF SECTION 3.2 OF THIS BRIEF. OTHERWISE, THIS SECTION TO BE DELETED.*]**

* + - 1. The Stakeholder Management Plan must list all Stakeholders. This information must be further broken down to identify (as a minimum):
         1. the Stakeholders to be consulted;
         2. the Stakeholders to be keep informed;
         3. the Stakeholders from whom approvals (if any) are required;
         4. a communications protocol defining methods and nature of communications to stakeholders and necessary approvals for release of communications;
         5. workshops and meetings to be conducted to gather and review user requirements, including a schedule for these activities; and
         6. applicable Stakeholders to be invited to design presentations.
      2. The Stakeholder Management Plan must include the identification and engagement of the Stakeholders and the definition of their roles, responsibilities and input requirements throughout the Project, including Authorities.
  1. Staging and Decanting Plan

[***THIS SECTION TO BE INCLUDED AND REFINED AS NECESSARY IF THE STAGING AND DECANTING PLAN IS INCLUDED AS AN ADDITIONAL PROJECT PLAN FOR THE PURPOSES OF SECTION 3.2 OF THIS BRIEF. OTHERWISE, THIS SECTION TO BE DELETED*.]**

* + - 1. The Staging and Decanting Plan must describe the proposed methodology for any staging of the Works and set out an approach that ensures minimal disruption to operations and Stakeholders.
      2. The Staging and Decanting Plan must also include (as a minimum):
         1. details of the Contractor’s Activities onsite and areas affected by the Works;
         2. Site plans showing areas dedicated for construction activities for each Stage;
         3. security arrangements for each Stage;
         4. parking and construction access routes for Contractor and Subcontractor personnel for each Stage;
         5. access control procedures;
         6. placement of cranes, stockpiles, hoists, lay-down areas and any other construction requirements;
         7. temporary training facilities if appropriate;
         8. temporary accommodation requirements (including, if applicable, the proposed use of existing Commonwealth buildings as temporary accommodation [***OPTIONAL:*** or as otherwise contemplated in section 7.7]), locations and timing (including car parking);
         9. demolition requirements and timing;
         10. services installation, location, and shutdowns;
         11. access routes for facilities still being used by the Commonwealth where necessary;
         12. details of any temporary services provisions including generators, security services, water, firefighting equipment and any other as determined by the Contract Administrator;
         13. exercises and other major Australian Defence Force (ADF) / Site activities that may affect the Works and options to minimise their impacts;
         14. alternative training requirements for units or organisations affected by the Works;
         15. relocation, temporary relocation or disruption requirements for units or organisations affected by the Works;
         16. engagement with DDG, Telstra, EMOS Contractor and utility providers to ensure service delivery throughout decanting process; and
         17. other critical areas and issues as notified by the Contract Administrator.
      3. The Staging and Decanting Plan must be updated at each Design Milestone and otherwise in accordance with clause 9.2 of the Conditions of Contract.
  1. Planning Phase Program

In addition to and without limiting the specific requirements contemplated in clause 6.3 of the Conditions of Contract, the Planning Phase Program must include (as a minimum) the following details for each Stage:

[***AMEND LIST TO SUIT THE PROJECT REQUIREMENTS***]

* + - 1. all key Commonwealth and other Approvals;
      2. Environmental and heritage reporting and Approvals activities;
      3. all proposed Stakeholder review meetings;
      4. all internal design co-ordination meetings;
      5. SiD workshops;
      6. Authorities’ consultation meetings;
      7. internal cost review meetings;
      8. value management workshops;
      9. risk management workshops;
      10. dependencies between activities;
      11. critical path activities; and
      12. detail of the design development process for the Planning Phase including Design Milestone timeframes and DDG/JCG co-ordination, including (if applicable) co-ordination of design development activities by the DDG’s system integrator contractor (if any).
  1. Delivery Phase Program

In addition to and without limiting the specific requirements contemplated in clause 6.4 of the Conditions of Contract, the Delivery Phase Program must include (as a minimum) the following broken down by Stage:

[***AMEND LIST TO SUIT THE PROJECT REQUIREMENTS***]

* + - 1. any Approval for that Stage, resource, financial, engineering, or other logistic upon which the program for the design element specifically relies;
      2. any constraints outside the Contractor’s control that may affect the timing of the Contractor’s Activities;
      3. detail of the design development process for the Delivery Phase, including Design Milestone review periods;
      4. a detailed breakdown of all construction processes for the Stage including:
         1. Subcontractor carrying out the Works; and
         2. all procurement activities;
      5. all enabling activities, including:
         1. applicable Approvals;
         2. Site establishment;
         3. decanting and demolition of facilities to clear the Sites;
         4. construction of Site facilities [***OPTIONAL:*** and temporary accommodation] as contemplated in section 7.7; and
         5. installation or upgrade of Site services;
      6. all construction activities, broken down by Stage and then by Subcontractor;
      7. dependencies between activities;
      8. critical path activities;
      9. staging of the Works (if applicable);
      10. contingency for each activity, for each Stage (if applicable);
      11. the Target Date;
      12. all commissioning activities;
      13. all HOTO Process activities;
      14. Defect rectification;
      15. security certification (if applicable);
      16. ICT active installation by DDG (if required); and
      17. user relocation activities and occupation.

1. CONTRACTOR’S WORK (PLANNING) AND CONTRACTOR’S WORK (DELIVERY)
   1. Contractor’s Work (Planning)

For the purposes of paragraph (c) of the definition of Contractor’s Work (Planning) in clause 1.1 of the Conditions of Contract, Contractor’s Work (Planning) comprises the following:

[***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS, INCLUDING WHETHER OR NOT TO INCLUDE PROVISIONS DEALING WITH BIM AND DMS. THE LIST IN THIS SECTION 4.1 NEEDS TO BE CAREFULLY REVIEWED, DEVELOPED AND REFINED AS APPROPRIATE IN LIGHT OF PARAGRAPH (c) OF THE DEFINITION OF CONTRACTOR’S WORK (PLANNING) IN CLAUSE 1.1 OF THE CONDITIONS OF CONTRACT. THIS IS A KEY DEFINITION FOR THE CONTRACT AND THIS SECTION 4.1 NEEDS TO BE TAILORED AS APPROPRIATE.***]

* + - 1. procurement of design and other Subcontractors required for the Planning Phase, including:
         1. confirmation of the scope of services and delivery program for all those Subcontractors;
         2. preparation of subcontract documentation (including Subcontract Proposals and Subcontract Tender Documentation) for review by the Contract Administrator; and
         3. preparation of all processes and undertake all tender administration and other activities (including tender evaluation plans, Tender documentation and preparing for and conducting tender evaluation and negotiations) required to finalise the engagement of the Subcontractors to perform the Reimbursable Work;
      2. management of design development, including the following:
         1. manage all design Subcontractor and Contractor’s internal resources;
         2. conduct co-ordination of the design with other projects, including those other projects contemplated in section 2.3;
         3. participate in any siting approval process in accordance with section 4.6;
         4. organise, participate in and assist in value management workshops in accordance with section 4.7;
         5. organise, participate in and assist in risk management workshops in accordance with section 4.8;
         6. organise, participate in and assist in SiD workshops in accordance with section 4.9;
         7. [***INSERT THIS PARAGRAPH (b)(vii) IF SECTION 4.10 APPLIES. IF SECTION 4.10 IS NOT USED, THEN THIS PARAGRAPH CAN BE DELETED***]engage an environmental subconsultant for the Works and manage the activities as contemplated in section 4.10;
         8. identify, request and manage all Site investigations and surveys as detailed in section 4.11;
         9. conduct all traditional owner group consultations as contemplated in section 4.12;
         10. conduct all Stakeholder consultation as described in section 6.3;
         11. conduct consultation with Authorities as described in section 6.4;
         12. if applicable, organise, facilitate and co-ordinate site visits as appropriate by designers to existing Defence facilities;
         13. manage the delivery and presentation of the Design Reports as required under this Brief;
         14. organise, facilitate, chair, minute and co-ordinate all design meetings and presentations as required and in accordance with section 6;
         15. participate in other workshops as detailed in section 6;
         16. co-ordinate the development of options for assessing the best value for money solutions for the Works;
         17. manage the conduct of dilapidation surveys as detailed in clause [4] of the Special Conditions;
         18. organise any trials or evaluation of existing test results required to support the design and demonstrate fitness for purpose;
         19. manage the preparation and development of the Planning Phase Design Documentation in accordance with the Contract;
         20. co-ordinate Subcontractor activities required to prepare the Planning Phase Design Documentation;
         21. provide recommendations for realising Project scope/delivery efficiencies based on results of continued scope deconfliction;
         22. manage all activities required to achieve the Planning Phase Milestones; and
         23. manage the preparation of a safe design, including consideration of all hazardous and explosive areas, the construction process and safety of end user, tenant and occupant;
      3. the design of the Site facilities as set out in section 7.7;
      4. management of the HOTO Process activities, including:
         1. conduct Stakeholder engagement to prepare the Project Lifecycle and HOTO Plan; and
         2. undertake and collate evidence on all relevant HOTO Process activities in accordance with HOTO Plan and Checklist and Estate Information requirements;
      5. reporting and presentations, including:
         1. participate in design reviews;
         2. participate in all meetings as described in section 6 or as directed by the Contract Administrator;
         3. minute meetings and maintain records of meeting minutes and actions closed out from previous meetings;
         4. issue minutes of all meetings, within 48 hours of the meeting being held to all attendees present;
         5. generate and submit monthly reports as described in clause 3.10 of the Conditions of Contract; and
         6. conduct Trust Account reporting;
      6. cost management, including:
         1. in conjunction with the applicable Subcontractor, provide ongoing assessment of design against construction costs;
         2. in conjunction with the applicable Subcontractor, preparation of the proposed Cost Plan in accordance with section 4.13 and the other requirements of the Contract; and
         3. manage the Planning Phase Reimbursable Costs;
      7. commence procurement of trade Subcontractors for the Works, including:
         1. identify all trade subcontract packages required, and the subcontracting strategy and break-up, for all Delivery Phase activities;
         2. prepare a draft specific scope of services/works (as applicable) and delivery program for each such Subcontractor required for the Delivery Phase; and
         3. prepare draft subcontract documentation (including Subcontract Proposals and Subcontract Tender Documentation in accordance with clause 8 of the Conditions of Contract) for review by the Contract Administrator. Specific requirements in the Planning Phase include:

preparation of draft (standardised) invitation to register interest documents, advertisements and Subcontract Tender Documentation; and

preparation of a Tender Evaluation Plan and Report for the undertaking of both the invitation to register interest and tender phases of the procurement;

* + - 1. in accordance with the process under clause 8 of the Conditions of Contract, negotiate with Subcontractors as to any adjustments to the subcontract price under any Approved Subcontract Agreement as a result of any change in scope, cost and resources required for the Reimbursable Work arising out of the design development, cost planning and programming in the Planning Phase;
      2. program management, including:
         1. manage and report the Planning Phase Program for the Contractor’s Activities during the Planning Phase in accordance with clause 6.3 of the Conditions of Contract and section 3.5;
         2. conduct planning of the Contractor’s Activities so as to minimise the operational impact from the Works on Defence and external Stakeholder operations;
         3. conduct co-ordination of the Contractor’s Activities with concurrent projects as contemplated in section 2.3 and current operations; and
         4. prepare the proposed Delivery Phase Program for the Contractor’s Activities during the Delivery Phase in accordance with clause 6.4 of the Conditions of Contract;
      3. obtain applicable Approvals required under the Contract and assist with PWC referral under section 4.14 and PWC hearing under section 4.15;
      4. preparation for, attendance at and participation in any Just In Time Training (or equivalent) as contemplated in section 4.16;
      5. assist with all other activities associated with the completion of the Planning Phase as contemplated in section 4.17; and
      6. undertake all other tasks or matters described or reasonably inferred as the Contractor’s Work (Planning) in the Project Plans, Conditions of Contract, the Special Conditions and this Brief.
  1. Contractor’s Work (Delivery)

For the purposes of paragraph (c) of the definition of Contractor’s Work (Delivery) in clause 1.1 of the Conditions of Contract, Contractor’s Work (Delivery) comprises the following:

[***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS, INCLUDING WHETHER OR NOT TO INCLUDE PROVISIONS DEALING WITH BIM AND DMS. THE LIST IN THIS SECTION 4.2 NEEDS TO BE CAREFULLY REVIEWED, DEVELOPED AND REFINED AS APPROPRIATE IN LIGHT OF PARAGRAPH (c) OF THE DEFINITION OF CONTRACTOR’S WORK (DELIVERY) IN CLAUSE 1.1 OF THE CONDITIONS OF CONTRACT. THIS IS A KEY DEFINITION FOR THE CONTRACT AND THIS SECTION 4.2 NEEDS TO BE TAILORED AS APPROPRIATE.***]

* + - 1. management of the finalisation of the Delivery Phase Design Documentation, including the following:
         1. manage all design Subcontractors and Contractor’s internal resources;
         2. conduct co-ordination of the design with other projects, including those other projects contemplated in section 2.3;
         3. organise, participate in and assist in value management workshops in accordance with section 4.7;
         4. organise, participate in and assist in risk management workshops in accordance with section 4.8;
         5. organise, participate in and assist in SiD workshops in accordance with section 4.9;
         6. [***INSERT THIS PARAGRAPH (a)(vi) IF SECTION 4.10 APPLIES. IF SECTION 4.10 IS NOT USED, THEN THIS PARAGRAPH CAN BE DELETED*** manage any remaining activities as contemplated in section 4.10;
         7. identify, request and manage all Site investigations and surveys as detailed in section 4.11 and any outstanding or additional risk reduction activities;
         8. conduct all traditional owner group consultations as contemplated in section 4.12;
         9. conduct all Stakeholder consultation as described in section 6.3;
         10. conduct consultation with Authorities as described in section 6.4;
         11. organise, facilitate and co-ordinate site visits as appropriate by designers to existing Defence facilities;
         12. manage the delivery and presentation of the Design Reports as required under this Brief;
         13. organise, facilitate, chair, minute and co-ordinate all design meetings and presentations as required and in accordance with section 6;
         14. participate in other workshops as detailed in section 6;
         15. co-ordinate development of options for assessing the best value for money solutions for the Works;
         16. manage the conduct of dilapidation surveys as required in clause [4] of the Special Conditions;
         17. organise any trials or evaluation of existing test results required to support the design and demonstrate fitness for purpose;
         18. manage the preparation and development of the Delivery Phase Design Documentation in accordance with the Contract;
         19. co-ordinate Subcontractor activities required to prepare the Delivery Phase Design Documentation;
         20. manage all activities required to achieve the Delivery Phase Milestones; and
         21. manage the preparation of a safe design, including consideration of all hazardous and explosive areas, the construction process and safety of end user, tenant and occupant;
      2. the design, supply, installation, construction, fit-out, maintenance, demobilisation and make-good of the Site facilities as set out in section 7.7;
      3. cost management:
         1. provide ongoing assessment of design and construction costs; and
         2. management and reporting of the Cost Plan and cash flow forecasts in accordance with section 4.13 and the other requirements of the Contract;
      4. procurement of trade and other Subcontractors required for the Delivery Phase, including:
         1. prepare a draft specific scope of services/works (as applicable) and delivery program for each such Subcontractor required for the Delivery Phase; and
         2. prepare draft subcontract documentation (including Subcontract Proposals and Subcontract Tender Documentation in accordance with clause 8 of the Conditions of Contract) for review by the Contract Administrator. Specific requirements in the Delivery Phase include:

preparation of draft (standardised) invitation to register interest documents, advertisements and Subcontract Tender Documentation; and

preparation of a Tender Evaluation Plan and Report for the undertaking of both the invitation to register interest and tender phases of the procurement;

* + - 1. in accordance with the process under clause 8 of the Conditions of Contract, negotiate with Subcontractors as to any adjustments to the subcontract price under any Approved Subcontract Agreement as a result of any change in scope, cost and resources required for the Reimbursable Work arising out of the design development, cost planning and programming in the Delivery Phase;
      2. program management, including:
         1. undertake staging of the Works so as to minimise the operational impact of the Works;
         2. conduct co-ordination of the Contractor’s Activities with concurrent projects and current operations; and
         3. manage and report on the Delivery Phase Program for the Contractor’s Activities during the Delivery Phase as detailed in clause 10.2 of the Conditions of Contract and section 3.6;
      3. obtain applicable Approvals required under the Contract;
      4. management of delivery of the Works, including:
         1. assess and resolve all construction details, attend meetings and inspections on Site as required by Contract Administrator;
         2. conduct building safety review of all disciplines;
         3. manage all Subcontractors and Other Contractors for the delivery of the Works;
         4. manage the on-site works conducted by DDG or their representatives (including, if applicable, the installation of audio-visual equipment and active ICT);
         5. attend, organise, facilitate, contribute to and minute Site meetings as required by the Commonwealth and Contract Administrator;
         6. conduct monthly inspections and provision of a written report on the quality and progress of the Works, including design compliance and certification with each report;
         7. conduct monthly inspections and provision of a written report on the quality and progress of the Works, including design compliance and certification with each report; and
         8. conduct Trust Account reporting;
      5. management of all HOTO Process activities, including:
         1. undertaking engagement of Stakeholders to refine, update and execute the Project Lifecycle and HOTO Plan and Estate Information Provision Plan;
         2. preparation for, and management of, the commissioning and handover process;
         3. conduct site inspections to satisfy all Statutory Requirements and as required by the Conditions of Contract for certification; and
         4. manage the on-site works conducted by DDG or their representatives (including, if applicable, the installation of audio-visual equipment and active ICT);
      6. conduct all activities to enable security accreditation of the Works;
      7. obtain certification from each of the design Subcontractors as required by clause 6.21 of the Conditions of Contract;
      8. obtain all necessary documentation required for the purposes of Annexure 1 to the Contract;
      9. obtain certification from the provision of an inspection certification in the form required by the certifier or Commonwealth for certificates of occupancy;
      10. manage the commissioning and handover of locks, sensors, alarm system and other security requirements;
      11. provide an updated Site Master Plan file incorporating all Works (where applicable) to the satisfaction of the Contract Administrator;
      12. provide an update of zone plan, precinct plan, Base plan or equivalent for the Site;
      13. provide a security accreditation package (if applicable) at Completion for each Stage. The package is to contain all of the relevant accreditation information, provided in chronological order;
      14. provide a Defects list at Completion, methodology for rectification of Defects, manage and co-ordinate the rectification of any Defects and close-out of the Defects Liability Period in accordance with section 4.18 and the other requirements of the Contract;
      15. organise, facilitate, and participate in quarterly defects inspections for each Stage during the Defects Liability Period;
      16. participate in a Post Occupancy Evaluation (**POE**) of the constructed facilities in accordance with section 4.19 and the other requirements of the Contract;
      17. reporting and presentations, including:
          1. participate in design reviews;
          2. participate in all meetings as described in section 6 or as directed by the Contract Administrator;
          3. minute meetings and maintain records of meeting minutes and actions closed out from previous meetings;
          4. issue minutes of all meetings, within 48 hours of the meeting being held to all attendees present; and
          5. generate and submit monthly reports as described in clause 3.10 of the Conditions of Contract and as required by the Contract Administrator;
      18. preparation for, attendance at and participation in any Just In Time Training (or equivalent) as contemplated in section 4.16; and
      19. manage all other tasks or matters described and reasonably inferred as the Contractor’s Work (Delivery) in the Project Plans, Conditions of Contract, the Special Conditions, and this Brief.
  1. Design Disciplines
     + 1. The Contractor must provide all the design services disciplines as may be necessary in order to complete the Contractor’s Activities in accordance with the Contract.
       2. The design disciplines forming the Contractor’s Activities include the following:

[***AMEND AND SUPPLEMENT LIST BELOW TO SUIT THE PROJECT REQUIREMENTS***]

* + - * 1. architectural services;
        2. building surveying services;
        3. civil engineering services;
        4. electrical engineering services;
        5. fire engineering services;
        6. hydraulic engineering services;
        7. mechanical engineering services;
        8. structural engineering services;
        9. security services;
        10. voice/data communications services;
        11. acoustic engineering services;
        12. audio visual services;
        13. accessibility services;
        14. ESD services;
        15. estate information / data services;
        16. fire engineering services; and
        17. landscape design services.
  1. Contractor’s Representative
     + 1. Without limiting clause 3.5 of the Conditions of Contract and section 6, the Contractor’s Representative:
          1. is required to attend:

all Project management and design management meetings unless otherwise agreed by the Contract Administrator; and

without limiting paragraph (a)(i)A., the Project Governance Board meetings and Project Control Group meetings contemplated in sections 6.1(a) and 6.1(b) respectively unless otherwise agreed by the Contract Administrator;

* + - * 1. is the main point of contact for the Contract Administrator with the Contractor; and
        2. is responsible for Project planning and programming, Stakeholder liaison, including with the Contract Administrator, the Commonwealth and with Authorities, and for the submission and presentation of all deliverables.
  1. Document Management System

[***SECTION 4.5 IS AN OPTIONAL SECTION AND SHOULD ONLY BE USED IF THERE IS INCLUDED AS A SPECIAL CONDITION TO THE MANAGING CONTRACTOR CONTRACT A CLAUSE AMENDING THE NOTICE PROVISIONS UNDER THE CONDITIONS OF CONTRACT TO ALLOW FOR NOTICES VIA DMS. IF NOT APPLICABLE, DELETE THIS SECTION IN ITS ENTIRETY AND INSERT “4.5 NOT USED***”. ***FURTHER, THE SECTION WOULD NEED TO BE REWORDED IF THE CONTRACTOR IS TO UTILISE A DMS ESTABLISHED BY THE CONTRACT ADMINISTRATOR FOR THE PROJECT***.]

* + - 1. The Contractor must establish and maintain a web based Document Management System (**DMS**) approved by the Contract Administrator for the control of all documents used within the Project (whether produced by the Contractor or any other person including the Commonwealth and the Contract Administrator), based on a server within Australia and, if required due to the Project classification, an appropriately whitelisted system.
      2. The DMS system must:
         1. securely:

create;

organise;

find;

track; and

collaborate,

all documents used within the Project;

* + - * 1. have the ability to provide for archiving; and
        2. have file and document naming conventions to be in accordance with:

Defence Requirements;

Information Security Requirements; and

any requirements set out in section 6.6.

* + - 1. The Contractor must:
         1. provide training for up to [***INSERT***] personnel from the Contract Administrator, [***INSERT***] personnel from the Commonwealth and at commencement of the Delivery Phase (if any) [***INSERT***] personnel from each Contractor at time of respective contract award dates nominated;
         2. provide control and maintenance of documentation within the DMS until the expiry of the last Defects Liability Period of the Works; and
         3. provide the Contract Administrator and nominated Commonwealth personnel with full administrative access to the DMS.
  1. Siting Approval
     + 1. The Contractor must provide all design input for the purpose of assisting the Contract Administrator in relation to the particular siting approval process for the Works (the information in relation to such siting approval process to be separately provided by the Contract Administrator to the Contractor). This includes the development and provision of design information and documentation required by the various Defence and civilian organisations involved in the site selection process, as well as assisting the Contract Administrator in completing consideration matrices.
       2. [***IF KNOWN, THIS SECTION SHOULD ALSO EXPLAIN AS TO WHETHER THE SSB IS TO BE A REGIONAL OR FULL SSB. THE LEVEL OF DOCUMENTATION REMAINS THE SAME BUT A REGIONAL SSB “SHOULD” TAKE LESS TIME****.*]
  2. Value Management
     + 1. It is expected that each value management review will take the format of a workshop, which will take approximately one day and be held in [***INSERT LOCATION***] or such other location notified by the Contract Administrator to the Contractor. The Contractor must provide all necessary documentation required for the review.
       2. The purpose of value management is to seek the most efficient way to proceed and explore options for the design and construction of the Works. Value management workshops must be adopted as an intrinsic part of the process for ensuring value for money. The Contractor must participate in all value management workshops.
       3. Value management workshops are to be held prior to completion of each of the CDR, SDR and DDR Design Milestones. In relation to the CDR workshop, there is to be a minimum of three design options to be provided (unless otherwise approved by the Contract Administrator) including (if applicable):
          1. those options as contemplated in the DBC; and
          2. options with reference to an ‘in budget’ and ‘desirable’ scope.
       4. These workshops are to be facilitated by the Contract Administrator and must be attended by:
          1. the Contractor and any Subcontractors requested by the Contract Administrator;
          2. other Subcontractors as required;
          3. the Contract Administrator;
          4. applicable Stakeholders; and
          5. Commonwealth representatives.
       5. Following each workshop the Contractor must assist in the development of selected ideas generated in the value management workshop into working solutions.
  3. Risk Management
     + 1. The Contractor must participate in risk management workshops and provide input to the risk register prepared by the Contract Administrator. For clarity, these risk management workshops will not include an assessment of work, health and safety risk items. These will be addressed in the SiD workshops detailed in section 4.9.
       2. Risk analysis and management is an essential part of the Contract. The Contractor is responsible for the early identification and proactive management of risks throughout its provision of the Contractor’s Activities.
       3. At a minimum, risk management workshops will be held prior to completion of CDR, SDR and DDR Design Milestones.
       4. The Contract Administrator will have a formal procedure for risk management, which will require the following to be established:
          1. major Stakeholders and their objectives;
          2. forum for managing risk;
          3. scope of the Project and each risk management workshop; and
          4. stages and frequency at which risks are to be reviewed.
       5. These workshops are to be facilitated by the Contract Administrator and will be attended by:
          1. the Contractor and any of their Subcontractors requested by the Contract Administrator;
          2. other Subcontractors as required;
          3. the Contract Administrator;
          4. applicable Stakeholders; and
          5. Commonwealth representatives.
       6. It is expected that each risk management review will take the format of a workshop, which shall take approximately one day and be held in [***INSERT LOCATION***]. The Contractor must provide all necessary documentation required for the review, in a format requested by the Contract Administrator.
       7. During risk management workshops, the following actions must be undertaken (as a minimum):
          1. assessment of the risk events;
          2. prioritisation of risks; and
          3. formation of a risk response strategy and action plan, including costed risk allocation outcomes.
       8. It is proposed to conduct the first formal risk management exercises in line with value management workshops. This will involve key Commonwealth representatives and applicable Stakeholders, the Contract Administrator, the Contractor, and all other consultants as required. The Contract Administrator is to prepare and distribute minutes of risk management workshops.
  4. Safety in Design
     + 1. The purpose of managing SiD is to seek safe ways to construct, install, test, commission, operate, maintain and demolish the facilities and to ensure, so far as is reasonably practicable, the ongoing safety of users and other Stakeholders. SiD is a risk management process that implements control measures early in the design process to eliminate or, if this is not reasonably practicable, minimise risks to health and safety throughout the life of the asset being designed.
       2. By identifying hazards and risks associated with the design of the facilities, SiD workshops are used as an intrinsic part of the process for ensuring the safety of facility users and Stakeholders during the entire asset lifecycle. The Contractor must undertake and chair all SiD workshops.
       3. SiD workshops must coincide with the following:
          1. CDR;
          2. SDR;
          3. DDR; and
          4. FDR.
       4. Without limiting its obligations elsewhere in the Contract including clause 8.23 of the Conditions of Contract, the Contractor must:
          1. facilitate the SiD workshops, which must also be attended by:

the Contractor and any of its Subcontractors requested by the Contract Administrator;

other Subcontractors as required;

the Contract Administrator; and

applicable Stakeholders;

* + - * 1. provide all necessary documentation required for the SiD workshops, including any information regarding risks and hazards applicable to the Site and the Works;
        2. prepare and distribute minutes of the SiD workshops; and
        3. develop the outcomes of the SiD workshops into Project specific SiD reports for inclusion in each Design Report, which specifies the hazards relating to the design of any structure (or part) which:

create a risk to health or safety to those carrying out construction work on the structure (or part); and

are associated only with that particular design.

* 1. Environmental and Heritage

[***SECTION 4.10 IS AN OPTIONAL SECTION. IF NOT APPLICABLE, DELETE THIS SECTION IN ITS ENTIRETY AND INSERT “4.10 NOT USED”. IN ADDITION, CONSIDER WHETHER A SECTION ON A SELF-ASSESSED EAR ON BEHALF OF DEPAC SHOULD BE INCLUDED.*]**

* + - 1. The Contractor must engage an environmental subconsultant for the Works (**Environmental Subconsultant**).
      2. The Environmental Subconsultant will undertake an Environmental Report (**ER**):
         1. to inform the Commonwealth of the potential environmental and heritage (indigenous, historic and natural) impacts of the proposed facilities. It will be undertaken in the form of the guidelines included on the Defence Website. The submission of the final ER must coincide with the completion of the CDR unless otherwise agreed by the Contract Administrator; and
         2. to address the potential for impacts associated with site selection, design, construction and operation (whole of life) and make recommendations as to whether further assessments are required at each location.
      3. The recommendations contained within both the ER and subsequent assessments/ investigations must be implemented by the Contractor.
      4. The Environmental Subconsultant is required to attend key design presentations and relevant Stakeholder consultation workshops.
      5. The Contractor must:
         1. co-ordinate the activities of the Environmental Subconsultant and obtain all the required technical input including design details as required; and
         2. update its Project Plans to incorporate recommendations made within the ER.
  1. Due Diligence Investigations
     + 1. The Contractor must undertake:
          1. undertake the following Site investigations:

engineering infrastructure survey;

services identification and investigations;

existing condition and infrastructure survey;

land, topographical and features surveys;

UXO surveys;

geotechnical investigations;

flora/fauna;

European and indigenous heritage;

air quality;

contamination, asbestos survey and other hazardous materials survey; and

lead-based paint survey;

* + - * 1. such additional Site investigations over and above those specified in paragraph (a)(i):

which the Contractor would consider necessary for the comprehensive and accurate planning, scoping, design, costing and programming of the Works during the Planning Phase; and

without limiting the foregoing, necessary to complete all Site investigations and other risk reduction studies necessary to develop the Design Documentation to comply with the requirements of the Contract; and

* + - * 1. physical or other inspections of all Site services, infrastructure and buildings that relate to, or may be connected to, the Works in order to ascertain its condition, capacity, location, material or any other detail required to ensure adequate supply of the service to the Works. Without limiting the foregoing, the Contractor must:

review any available building (internal and external), land and feature surveys for relevance; and

liaise with the EMOS Contractor who may be able to assist with locating services or any existing survey data.

* + - 1. The Contractor must co-ordinate the planning and management of preliminary and detailed due diligence investigations and other risk reduction studies required to inform the design of the Works. These investigations must (unless otherwise agreed by the Contract Administrator) be complete prior to the achievement of the CDR Design Milestone.
      2. The Contractor must integrate the geotechnical and other investigation surveys/reports and risk reduction studies and follow up recommendations into the Design Documentation.
      3. Without limiting the foregoing:
         1. where new works are to interface or intersect with existing services a survey of these services must be undertaken by the Contractor to ensure the accuracy of existing documentation and the co-ordination of design; and
         2. if not already available, the capacity of the existing services must be ascertained by the Contractor.
  1. Indigenous Consultation

[***THE WORDING IN THIS SECTION 4.12 TO BE DEVELOPED AS NECESSARY TO CONSIDER THE DIP-EHEE INDIGENOUS HERITAGE SERVICE CATEGORY AND ANY INDIGENOUS STUDIES THAT SHOULD BE UNDERTAKEN BY THE CONTRACTOR.****]*

* + - 1. With the support of the Contract Administrator, the Contractor must consider and consult with traditional owner groups (if applicable) to determine whether there is the need to address any cultural consultation and engagement issues, including (if applicable) as may be prescribed in any relevant Individual Land Use Agreement (ILUA) or Memorandum of Understanding (MOU) as provided by the Contract Administrator, that may impact on the development of the Design Documentation or the other Contractor’s Activities.
  1. Cost Planning
     + 1. The Contractor must develop a Cost Plan in accordance with clause 6.2 of the Conditions of Contract and the other requirements of the Contract.
       2. The Contractor must:
          1. maintain quality control systems that ensure all information and documentation used for the preparation of the scheduled outputs is current at the time of issue; and
          2. provide progressive statements of costs against the budgetary requirements of the Commonwealth notified to the Contractor and advise on methods to maintain the required budget.
       3. The Contractor must undertake a review of the Commonwealth budget for the Works and the Works to be designed in accordance with the Contract and provide advice on any mismatch between scope and budget, including suggesting alternatives to overcome the inconsistencies, if any.
       4. The Cost Plan must be circulated to the Contract Administrator in both PDF and Microsoft EXCEL format which the Contractor must use as the basis for presentation of the draft Cost Plan in each Design Report.
       5. The Contractor must prepare the Cost Plan so as to meet the requirements of the Department of Finance Resource Management 500 Commonwealth Property Management Framework. Without limiting the foregoing, the Cost Plan must include an amount for design and construction contingency which:
          1. is based upon a quantitative risk assessment having regard to specification/scope risk, pricing risk and other risks; and
          2. when simulated utilising ‘@RISK’ (or approved equivalent) delivers a cost estimate to P80 Confidence or such other cost confidence level instructed by the Contract Administrator.
       6. The draft Cost Plan to accompany each Design Report must include a cost breakdown as follows:
          1. the Contractor’s Work Fee (Planning);
          2. the proposed Management Fee and Contractor’s Work Fee (Delivery) as detailed by clause 6.2(b)(iv) of the Conditions of Contract;
          3. the cost risks for the Stages, Target Cost (applicable to those Stages) and other information as detailed in clauses 6.2(b) of the Conditions of Contract;
          4. the Planning Phase Reimbursable Costs, broken down by design Subcontractor;
          5. the estimated Reimbursable Costs (excluding Planning Phase Reimbursable Costs) per Stage broken down to each architectural and engineering discipline or service (for example, civil, electrical, hydraulics, mechanical etc);
          6. if applicable, the estimated costs, in addition to the Contract Price which the Commonwealth will incur in connection with the provision of ICT equipment not forming part of the Stages, to be determined by the Contractor in consultation with DDG; and
          7. detailed comparisons (as relevant) for each item against the previous Design Milestone’s Cost Plan and the reason for each change.
       7. The Contractor must update both the quantitative risk assessment and cost simulation prior to finalisation of the draft Cost Plan in each Design Report.
       8. The Contractor must assist the Contract Administrator by:
          1. monitoring and assessing all design decisions in terms of their impact on the capital and recurrent costs of the Works;
          2. regularly monitoring costs and advise on methods to maintain the budgetary requirements of the Commonwealth notified to the Contractor;
          3. reviewing and reporting on engineering services specifications and engineering services cost estimates; and
          4. advising of any unforeseen or potential cost impacts on the Works.
       9. The Contractor must update each draft Cost Plan to reflect any comments provided by the Contract Administrator and otherwise in accordance with the Contract.
  2. Support to PWC Referral
     + 1. The Contractor must produce the information and background technical support material, as required for the PWC referral. Required activities include: [***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS***]:
          1. prepare, provide and, if required, revise Design Documentation, requiring minimal rework, that meets the minimum content for a Public Submission (Statement of Evidence) and Confidential Submission (Confidential Cost Estimate), in accordance with the PWC Procedures Manual, Edition 9.6 dated December 2022 as amended from time to time;
          2. prepare for and participate in the review and updating of the Project risk register prepared by the Contract Administrator;
          3. prepare, co-ordinate, provide and, if required, revise Design Documentation necessary for the preparation by the Contract Administrator of Fact Sheets, Witness Packs and Potential Questions and Responses;
          4. prepare and provide all Design Documentation necessary for public information sessions and Stakeholder consultation briefings;
          5. if required, participate in public information sessions and Stakeholder consultation briefings;
          6. prepare and provide Design Documentation required for PWC site inspections; and
          7. prepare and provide Design Documentation necessary for community consultation and participate in community consultation as part of the community consultation team.
       2. The background technical material to be provided by the Contractor must include, as a minimum, the following:

[***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS – EG CONSIDER WHETHER TO INCLUDE “3D Fly-through including post-production”***]

* + - * 1. location plans and maps;
        2. scope of the Works;
        3. site description;
        4. zoning;
        5. planning and design;
        6. Project staging;
        7. provision for disabled;
        8. ESD measures;
        9. site planning;
        10. future development;
        11. structural systems;
        12. materials and finishes;
        13. mechanical services;
        14. hydraulic services;
        15. fire protection;
        16. electrical and communications services;
        17. security;
        18. landscaping;
        19. civil works;
        20. Stakeholders and Authorities consulted;
        21. relevant codes and standards;
        22. Project cost;
        23. program;
        24. associated drawings (including photomontages); and
        25. in addition to the revised Design Documentation contemplated in paragraph (a)(iii), prepared responses to questions likely to be asked by the PWC at the hearing in the form of prepared ‘Fact Sheets’ in accordance with a template ‘Fact Sheet’ approved by the Contract Administrator.
  1. Support for PWC Hearing
     + 1. The Contractor must attend all necessary rehearsals leading up to the PWC hearing, which rehearsals to be held in [***INSERT LOCATION***] or such other location notified by the Contract Administrator to the Contractor.
       2. The Contractor must, and must ensure that selected design Subcontractors (as advised by the Contract Administrator), attend the PWC hearing, including site tours, confidential estimate and public hearing, to be held in the location advised by the PWC and notified by the Contract Administrator to the Contractor.
       3. The Contractor must provide mounted and coloured plans, 3D images, elevations and perspectives for the PWC hearing, together with external and internal finishes boards. This includes provision of easels or other aid for mounting of the plans, images, elevations and perspectives.
  2. Training
     + 1. The Contractor must prepare for, attend and participate in any “Just in Time” (or equivalent) training provided by the Commonwealth and the Commonwealth’s advisers with respect to this Contract, whether in the Planning Phase or the Delivery Phase (or both).
       2. The Contractor must ensure that the Contractor’s Representative and all other Contractor personnel engaged in the Contractor’s Activities attend such training.
  3. Completion of Planning Phase

The Contractor must assist the Contract Administrator with all other activities associated with the completion of the Planning Phase. Assistance is to include:

* + - 1. providing copies of drawings, schedules, specifications, other costings and other documents as directed by Contract Administrator;
      2. attend all meetings as requested by the Contract Administrator or the Commonwealth and as required to fulfil the Contractor’s obligations under the Contract; and
      3. promptly responding to queries as required by the Contract Administrator.
  1. Defect Management
     + 1. The requirements set out in this section 4.18 are in addition to the ongoing inspection, maintenance and reporting regime otherwise required by the Conditions of Contract and the Special Conditions including the rectification of Defects during the Defects Liability Period.
       2. The Contractor must maintain adequate records of all calls, attendances, recommendations and actions taken in respect of all Defects during the Defects Liability Period in order to ensure that:
          1. the Contract Administrator has sufficient information to determine whether the Contractor has satisfied its requirements under the Contract in connection with Defects rectification; and
          2. adequate information is provided to the Commonwealth for its records and operation and maintenance purposes.
       3. The Contractor must provide the following minimum information to the Contract Administrator when closing Defects:
          1. the date on which the Defect was raised;
          2. the date on which the Defect was recorded;
          3. the date on which the Defect was inspected/rectified;
          4. short description of what caused the Defect;
          5. short description of the works carried out to rectify the relevant Defect;
          6. if upon inspection, the Contractor determines that the Defect is not actual then justification should be provided; and
          7. a response of “CLOSED” is not sufficient to satisfy the Contractor's obligation for close out of Defects in accordance with the requirements of the Contract.
       4. Subject to the scope of the Works and as determined by the Contract Administrator in its absolute discretion, the inspections may occur in person on Site or be undertaken as a desktop activity:
          1. for onsite inspections, the Contractor must arrange access to the Works, including any additional access requirements (e.g. scaffolding, and safety equipment); and
          2. for desktop inspections, the Contractor must provide photographic evidence of the status of the Works and written assessment from the relevant design Subcontractor confirming that an in-person inspection of Works was undertaken and providing the subsequent findings, as well as an updated Defects register, as required.
  2. Post Occupancy Evaluation
     + 1. Under the management of the Contract Administrator, the Contractor must participate in POE of the Works at an agreed period following occupation and provide any input required into the POE report prepared by the Contract Administrator.
       2. The POE is to review the functions and suitability of the Works in light of the requirements of the Contract and is to make comments on:
          1. assessment of current operations;
          2. the extent to which Project objectives have been met; and
          3. the requirements to be considered for future projects.
       3. Without limiting clause 17.4 of the Conditions of Contract, the Contractor must assist the Contract Administrator during activities associated with the POE. Such assistance is to include:
          1. providing copies of drawings, schedules, specifications, cost plans and other documents as directed by Contract Administrator;
          2. attending one POE meeting on site as requested by the Contract Administrator or the Commonwealth and as required to fulfil the Contractor’s obligations under the Contract; and
          3. promptly responding to queries and Requests for Information as required by the Contract Administrator.
  3. Involvement by EMOS Contractor in the Contractor’s Activities

The Contractor must consult with the EMOS Contractor, where applicable, in carrying out the Contractor’s Activities, including to ensure appropriate input in relation to system and equipment specification for long-term maintenance.

* 1. Promotional Material

The Contractor must assist the Contract Administrator in preparation and presentation of promotional, public relations and community information as required by the Commonwealth or the Contract Administrator in relation to the Project.

1. DESIGN DEVELOPMENT
   1. Contractor Design Reports
      * 1. The Contractor must prepare Design Documentation in accordance with the requirements of the Contract, including this Brief.
        2. A Design Report must be prepared by the Contractor at each of the following milestones during the development of the Design Documentation (each a **Design Milestone**): [***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS. NOTE THAT THE LIST OF DESIGN MILESTONES MAY (BUT DOES NOT NECESSARILY NEED TO) BE ALIGNED WITH THE LIST OF TIME MILESTONES DEFINED IN CLAUSE 1.1 OF THE CONDITIONS OF CONTRACT (i.e. “PLANNING PHASE MILESTONES” AND “DELIVERY PHASE MILESTONES”)***]
           1. **Planning Phase Design Milestones**

CDR (30% design), as further described in section 5.3;

SDR (50% design), as further described in section 5.4;

DDR (90% design), as further described in section 5.5[***DELETE IF COVERED IN THE DELIVERY PHASE***]; and

* + - * 1. **Delivery Phase Design Milestones**

DDR (90% design), as further described in section 5.5; [***DELETE IF COVERED IN THE PLANNING PHASE***];

FDR (100% design), as further described in section 5.6.

* + - 1. The content and format of each Design Report must be in accordance with this section 5 and the other requirements of the Contract.
  1. Co-ordination and Checking of Design Documentation

The Contractor must ensure full co-ordination between all components of the Design Documentation and between the documentation produced by any Subcontractors.

* 1. Concept Design Report (30% design)
     + 1. The objective of the CDR is to develop the design sufficiently to provide a cost estimate to P80 Confidence (or such other level of confidence as may be notified by the Contract Administrator to the Contractor) and to inform the development of the DBC (noting that the Contract Administrator will complete the DBC) and other applicable Approvals. The Contractor must provide all the relevant technical details including drawings in a format described in section 8. and otherwise in a format acceptable to the Contract Administrator.
       2. The CDR:
          1. reviews the findings and options in the MPFR;
          2. must include recommendations and a cost estimate contemplated in paragraph (a);
          3. must contain the design options (minimum of three design options to be developed unless otherwise approved by the Contract Administrator) to reflect (other than for any option that may expressly indicate otherwise) the budgetary requirements of the Commonwealth as contemplated in clause 6.2(b)(iii) of the Conditions of Contract; and
          4. without limiting paragraph (b)(iii), must contain indicative packages and identifies the likely trades required for the carrying out of the Works, including appropriate details required by section 5.9(b)(vi).
       3. On the submission of the Design Documentation applicable to the CDR Design Milestone, the Contractor must have developed the design sufficiently to resolve any issues affecting the layout of the Works. User requirements must be clearly defined for each functional area and issues regarding Site conditions are to be identified and quantified through Site investigations.
       4. In addition to the preparation and submission of the CDR, the Contractor must conduct the following activities to achieve the CDR Design Milestone:
          1. prepare a schedule of Stakeholders to be consulted in the development of the Design Documentation;
          2. develop the CDR based on the purposes for the Works and the other requirements of the Contract;
          3. provide professional design advice to the Commonwealth and Contract Administrator at all times;
          4. review and thoroughly understand the design, details and constraints of the existing Environment and existing buildings (including existing materials, configurations, FF&E and building systems);
          5. complete all investigations of the Site as contemplated in section 4.11;
          6. identify ESD issues to be addressed;
          7. develop RDS for each component of the Works based on the applicable Functional Area Schedule(s) and includes, as a minimum, the following details: [***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS]***

a unique space identification number;

functional group description;

space description identifying occupancy type and activities;

number of persons to use the space;

space allocation in square metres;

space contents, including the following:

wall types including internal and external finishes;

openings;

ceiling type;

flooring and floor covering type;

FF&E;

acoustic treatments to meet noise level requirements;

communications systems;

security requirements including physical and electronic systems;

electrical requirements including power and lighting;

fire detection and protection systems;

hydraulics requirements including sanitation systems;

mechanical systems including air conditioning systems or specialised environmental control;

vehicle pavements;

landscaping including footpaths;

explosive ordnance; and

dangerous or hazardous goods; and

mechanical services, including:

office equipment and other appliance power details;

lighting levels;

noise levels;

specific acoustic/privacy requirements and processes;

hours of operation;

heating, air conditioning, natural ventilation and mechanical ventilation;

specific mechanical services (including specialist/dedicated ventilation, piped gas services);

security;

fire rating,

vapour sealing and pressurisation; and

critical and hazardous processes or areas;

* + - * 1. develop detailed functional relationship diagrams or other approaches indicating the relationships between all spaces and the relationships between different buildings;
        2. prepare and present all considered proposals to applicable Stakeholders for consideration and discussion to enable the Commonwealth to arrive at a preferred solution;
        3. assist the Contract Administrator with technical and design information required for developing the cost estimate to be used for the DBC to the level of confidence contemplated in paragraph (a);
        4. assess areas for value management associated with the concept design and participate in a value management workshop;
        5. assess areas for risk associated with the concept design and participate in a risk management workshop;
        6. assess areas for safety associated with the concept design and facilitate a SiD workshop;
        7. identify all necessary design dispensations to be sought under the Building Works Manual and submit for approval in accordance with the Building Works Manual;
        8. attend all meetings, workshops and review sessions as requested by the Contract Administrator or the Commonwealth and as required to fulfil the Contractor’s obligations under the Contract; and
        9. organise, facilitate, chair and co-ordinate formal design presentations and Stakeholder consultation meetings.
      1. In addition to those requirements set out above and elsewhere in this Brief (including section 5.9), the CDR must include (as a minimum) the following:

***[AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS]***

* + - * 1. strategic facilities planning issues and solutions;
        2. schematics of proposed and existing services infrastructure effected by the Works (both site networks and building systems, including provisional sizing of plant rooms and service shafts) and description of proposed approach;
        3. summary of construction types, materials and finishes, including consideration and use of locally sourced material where practical;
        4. without limiting paragraph (e)(iii), description as to how the selection of construction types, materials and finishes will provide the local industry (including indigenous enterprises) with a full, fair and reasonable opportunity to participate as Subcontractors in the delivery of the Works;
        5. review of pedestrian access;
        6. review of vehicle access including turning circles for trailer mounted equipment and emergency and service vehicles;
        7. proposed solutions to environmental issues including solutions to bushfire protection;
        8. proposed solutions to NCC and Building Works Manual compliance;
        9. proposed solutions to access for persons with disabilities;
        10. proposed solutions to acoustic issues;
        11. proposed solutions to geotechnical, contamination and similar issues;
        12. concept Site layouts, photomontages and massing studies to enable design decisions to be made and to ensure compliance with Base Zone Plans can be verified (including verification of any vista restrictions);
        13. responses to town planning, environmental and heritage issues;
        14. concept design drawings and documentation from all design disciplines including:

**architects**: concepts, RDSs and narrative;

**civil**: concepts including narrative;

**electrical**: in accordance with Chapter 4 of the MIEE;

**fire**: concepts including narrative;

**hydraulics**: concept including narrative;

**mechanical**: concept including narrative, schematic of HVAC, water, sewage, gas, etc., list of major equipment noting sizes (kW, Ips, etc.) mechanical power density (watts/m2) and any other items as required by the Mechanical Standard Inclusions;

**structural**: proposed structural systems including narrative;

**building surveying**: in accordance with the Building Works Manual and the MFPE;

**security**: concepts and narrative;

**voice/data communications**: concepts including narrative, schedules of passive equipment and specifications including data and voice systems for all networks;

**audio visual**: concepts including narrative, schedules of passive equipment and active equipment and specifications;

**active ICT equipment**: concepts including narrative, schedules of active equipment and specifications;

**ESD**: energy simulation by major function (heating, cooling, lighting, fans, pumps, etc.); Analysis of energy conservation and waste management;

**landscape**: concepts including narrative;

* + - * 1. Functional Area Schedule;
        2. RDS;
        3. minutes of value management workshop (prepared by the Contract Administrator);
        4. minutes of risk management workshop (prepared by the Contract Administrator);
        5. minutes of SiD workshop;
        6. SiD report;
        7. minutes of design presentations and Stakeholder consultation meetings contemplated in paragraph (d)(xvi);
        8. minutes of protective security working groups (or equivalent);
        9. minutes of integrated project management team workshops (if applicable);
        10. draft Cost Plan including cost estimate for:

all options to the level of confidence contemplated in paragraph (a); and

the FSEOC; and

* + - * 1. documentation suitable for presentation and submission to the Defence Regional Environment and Sustainability Manager, applicable State departments, service/utility providers (such as power, communications and gas), the local community (such as notices, flyers and letter box drops) and Local Council.
  1. Schematic Design Report (50% design)
     + 1. The objective of the SDR is to produce the final schematic plans and configuration, Site levels and engineering requirements for the Works.
       2. In addition to the preparation and submission of the SDR, the Contractor must conduct the following activities to achieve the SDR Design Milestone:
          1. develop the SDR based on the CDR and information from the Stakeholder groups including to progress any one or more design options as may be required by the Contract Administrator with reference to the Commonwealth’s known budgetary requirements;
          2. provide professional design advice to the Commonwealth and Contract Administrator at all times, including all the relevant technical information such as drawings and cost information;
          3. review and thoroughly understand the design, details and constraints of the proposed and existing buildings;
          4. update the Functional Area Schedule through further Stakeholder consultation and also the RDS as appropriate;
          5. assess the recommendations of other Stakeholders and incorporate where applicable their requirements into the schematic design;
          6. research and review material and finishes and make recommendations and presentations to the Commonwealth;
          7. address identified ESD issues and NCC Section J compliance;
          8. updated report on NCC and Building Works Manual compliance;
          9. updated report on solutions to access for persons with disabilities;
          10. review the buildability of the design and provide documentation which describes the Contractor’s view on the buildability of the design;
          11. prepare all necessary material, issue documentation and consult with relevant Stakeholders in the preparation of all aspects of the design and documentation;
          12. identify long lead time procurement items;
          13. complete all remaining investigations of the Site as contemplated in section 4.11 that were not carried out or completed as part of the CDR activities;
          14. assess the risks associated with the design and participate in risk management workshops;
          15. assess areas for value management associated with the schematic design and participate in a value management workshop;
          16. assess areas for safety associated with the schematic design and facilitate a SiD workshop;
          17. in relation to any formal requests for dispensations sought, assist (as necessary) with the dispensation process under the Building Works Manual and maintain a register of all dispensation approvals;
          18. attend all meetings, workshops and review sessions as requested by the Contract Administrator or the Commonwealth and as required to fulfil the Contractor’s obligations under the Contract;
          19. organise, facilitate, chair and co-ordinate formal design presentations and Stakeholder consultation meetings; and
          20. develop and submit draft / shell estate data.
       3. In addition to those requirements set out above and elsewhere in this Brief (including section 5.9), the SDR must include the following:
          1. a section identifying departures from the CDR;
          2. strategic facilities planning issues and solutions;
          3. details of services infrastructure for the Site;
          4. detailed finishes and selections schedules, including consideration and use of locally sourced material where practical;
          5. without limiting paragraph (c)(iv), updated description as to how the selection of construction types, materials and finishes will provide the local industry (including indigenous enterprises) with a full, fair and reasonable opportunity to participate as Subcontractors in the delivery of the Works;
          6. appropriate documentation that clearly packages and identifies the various trades required for the carrying out of the Works, including the matters required by section 5.9(b)(vi);
          7. appropriate documentation tracking changes from the CDR;
          8. schedule of drawings;
          9. proposed solutions to environmental issues;
          10. presentation drawings in 2D;
          11. schematic architectural and engineering design drawings and documentation from all disciplines, including the following:

[***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS***]

**architectural**: schematic architectural design drawings including floor plans, building elevations, perspective views, envelope concept including narratives at scales of 1:100 and 1:50 where applicable. The architectural report is to incorporate details such as specifications and additional plans and schedules, including the following:

interior design drawings and presentations;

draft furniture plans showing all FF&E;

draft FF&E schedules including selections;

spatial room plans and wall elevations (1:50 scale minimum);

reflected ceiling plans;

typical wall sections;

partition type details including acoustic detailing and data;

signage types and locations (internal and external);

finishes schedules (external & internal);

outline door and hardware schedule; and

sanitary fixtures and tapware selections and outline schedule;

**structural:** schematic drawings with sized frames including footing and slab details, narrative and specifications;

**building surveying**: in accordance with the Building Works Manual and the MFPE;

**civil:** schematic design details and schematic drawings including details for drainage, detention, schematic levels, pavement and including narrative and specifications;

**mechanical:** schematic including narrative, schematic of HVAC water, sewage, gas etc., list of major equipment noting sizes (kW. etc.), mechanical power density (watts/m2) and specifications;

**electrical**: in accordance with Chapter 4 of the MIEE;

**fire/hydraulic**: schematic drawings including narrative and specifications;

**landscape architecture**: schematic drawings including narrative, specifications and species listings;

**security services (electronic and physical):** schematic drawings including narrative and specifications, risk analysis and a gap analysis by Site;

**ICT**: schematic drawings including narrative and specifications including data and voice systems for all networks;

**audio visual**: schematics including narrative, schedules passive equipment and active equipment and specifications;

**active ICT equipment:** schematics including narrative, schedules of active and passive equipment and specifications;

**ESD:** energy simulation by major function (heating, cooling, lighting, fans, pumps, etc.); analysis of energy conservation and waste management; and

**other consultancies**: schematic drawings and including narratives and reports addressing other relevant consultancies and including NCC, Building Works Manual, acoustic, bushfire, geotechnical and contamination;

* + - * 1. updated Functional Area Schedule;
        2. updated RDS and any additional RDS to include all rooms and areas;
        3. minutes of value management workshop (prepared by the Contract Administrator) to be included in the SDR;
        4. minutes of risk management workshop (prepared by the Contract Administrator) to be included in the SDR;
        5. minutes of SiD workshop;
        6. minutes of design presentations and Stakeholder consultation meetings contemplated in paragraph (b)(xix);
        7. minutes of protective security working groups (or equivalent);
        8. minutes of integrated project management team workshops (if applicable);
        9. SiD report;
        10. update the draft Cost Plan that was provided as part of the CDR activities to reflect costings in light of scope in the SDR; and
        11. proposed staging of the Works.
      1. On the submission of the Design Documentation applicable to the SDR there should be no key design decisions left to be made, only the preparation of working drawings and specifications. The SDR must be of a high quality and be comprehensive.
  1. Detailed Design Report (90% design)
     + 1. The objective of the DDR is to develop the design or functional space to produce the final details of the Commonwealth’s requirements. The DDR must:
          1. include the detailed design;
          2. have been considered by all applicable Stakeholders; and
          3. not have any unresolved assumptions or outstanding issues.
       2. In addition to the preparation and submission of the DDR, the Contractor must conduct the following activities to achieve the DDR Design Milestone:
          1. develop the DDR based on the SDR and the information from Stakeholders;
          2. finalise detailed options covering planning, constructability, finishes, structure and building and precinct services;
          3. finalise research of material and finishes and make recommendations and presentations to the Commonwealth, including consideration and use of locally sourced material where practical;
          4. without limiting paragraph (b)(iii), updated description as to how the selection of construction types, materials and finishes will provide the local industry (including indigenous enterprises) with a full, fair and reasonable opportunity to participate as Subcontractors in the delivery of the Works;
          5. prepare final design options as required;
          6. develop design layout plans, sections and elevations and other required documentation;
          7. finalised report on ESD and NCC Section J compliance;
          8. finalised report on NCC and Building Works Manual compliance;
          9. finalised report on bushfire compliance;
          10. finalised report on solutions to access for persons with disabilities;
          11. finalised RDS;
          12. update the draft Cost Plan that was provided as part of the SDR to P90 Confidence;
          13. provide a detailed review of the buildability of the design and provide documentation which describes the Contractor’s review and any reliance on the buildability of the design;
          14. prepare design drawings, presentations and other material to satisfactorily describe the design;
          15. attend all meetings, workshops and review sessions as requested by the Contract Administrator or the Commonwealth and as required to fulfil the Contractor’s obligations under the Contract;
          16. assess the risks associated with the design and participate in risk management workshops. Include minutes (prepared by the Contract Administrator) of risk management workshop in the DDR;
          17. assess areas for value management associated with the design and participate in a value management workshop. Include minutes of value management workshop in the DDR;
          18. assess areas for safety associated with the 90% detailed design and facilitate a SiD workshop. Include SiD report in the DDR;
          19. document and finalise all dispensation approvals obtained and maintain a register of all dispensation approvals already obtained and those yet to be obtained;
          20. organise, facilitate, chair and co-ordinate formal design presentations and Stakeholder consultation meetings; and
          21. pre-populate estate data shells.
       3. In addition to those requirements set out above and elsewhere in this Brief (including section 5.9), the DDR must include (as a minimum) the following:
          1. a section identifying departures from the SDR;
          2. appropriate documentation tracking changes in the design development;
          3. schedule of completed drawings;
          4. proposed solutions to environmental issues such as acoustic protection;
          5. presentation drawings in 2D;
          6. calculations, schedules, details and scoping drawings to adequately describe the Works; and
          7. appropriate documentation that clearly packages and identifies the various trades required for the carrying out of the Works, including the matters required by section 5.9(b)(vi);
          8. without limiting paragraph (c)(vii), completed design drawings and documentation from all design disciplines including the following:

[***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS***]

**architectural:** updated detailed architectural design drawings and narratives including floor plans, building elevations, perspective views, envelope concept at scales of 1:100, 1:50, 1:20 where applicable. The architectural report is to contain updated drawings and schedules including the following:

interior design drawings and presentations;

finalised furniture plans showing all FF&E;

finalised FF&E schedule including colours and selections;

spatial room plans (including amenities and plant rooms) with wall elevations (1:50 scale minimum);

co-ordinated reflected ceiling plans including all ceiling mounted services;

typical wall sections;

partition type details including acoustic detailing and data;

signage types and locations (internal and external);

finishes schedules (external and internal);

door and hardware schedule; and

sanitary fixtures and tapware selections and schedule;

**structural:** detailed drawings including narrative and specifications;

**civil:** detailed drawings including details for drainage, detention, schematic levels, pavement and including narrative and specifications and in ground services co-ordination;

**mechanical:** detailed drawings including narrative, detailed design of HVAC, water, sewage, gas etc., list of major equipment noting sizes (kW, etc.), mechanical power density (watts/m2) and specifications. Co-ordinated above ceiling services drawings including overlays of lights, air grilles, HVAC ducting, fan coil units, chilled water lines, electrical cable trays, in ceiling hydraulic services, in ceiling fire services and the like.

**electrical:** detailed drawingsin accordance with Chapter 4 of the MIEE;

**fire/hydraulics:** detailed drawings including narrative and specifications;

**landscape architecture:** detailed drawings including narrative, specifications, species listings and plant numbers;

**security services (electronic and physical):** detailed drawings including narrative and specifications, risk analysis and a gap analysis by Site; and

**ICT**: detailed drawings including narrative and specifications including data and voice systems for all networks.

* 1. Final Design Report (100% design)
     + 1. The objective of the FDR is to finalise detailed design covering planning, constructability, finishes, structure and building and precinct services ready for tender for applicable trade Subcontractors.
       2. In addition to the preparation and submission of the FDR, the Contractor must conduct the following activities to achieve the FDR Design Milestone:
          1. prepare all necessary documentation and consult with relevant Authorities in the preparation of all aspects of the construction documentation;
          2. obtain all necessary dispensation approvals in accordance with the Building Works Manual and maintain a register of all dispensation approvals granted;
          3. obtain the building approval (as defined in the Building Works Manual) in accordance with the Building Works Manual;
          4. carry out applicable HOTO Plan and Checklist activities;
          5. conduct SiD workshops with relevant Stakeholders, prepare meeting minutes and demonstrate how the SiD outcomes have been incorporated into the design;
          6. co-ordinate the design between all design disciplines including services co-ordination and reflected ceiling plan co-ordination;
          7. co-ordinate the sequencing priorities for the Works;
          8. prepare design drawings, presentations and other material to satisfactorily describe the final design;
          9. prepare construction issue drawings and specifications as necessary to fully describe and complete the Works; and
          10. attend all meetings, workshops and review sessions as requested by the Contract Administrator or the Commonwealth and as required to fulfil the Contractor’s obligations under the Contract.
       3. The Contractor must prepare the 100% FDR which incorporates comments from the 90% DDR, risk management and lesson learnt workshops and update the design to be issued as ‘For Tender’.
       4. TheFDR must include:
          1. the ‘For Tender’ Design Documentation that is fully documented, complete in all respects for the entirety of the Works, including as contemplated by section 5.8;
          2. a consolidated register of all ‘For Tender’ Design Documentation;
          3. Site-specific and facility-specific drawings, specifications and other Design Documentation as listed in this Brief, which is not exhaustive and provides the minimum content requirements. Any deviation or exceptions to this must be recommended by the Contractor and approved by the Contract Administrator prior to submission of the relevant Design Report;
          4. a “deviations and exception” summary that discusses any key changes from the non-rejected DDR to the final design contained within the FDR submission;
          5. a statement that the FDR documentation is in accordance with the DDR and related Cost Plan. Where there has been a change, then sufficient details must be provided in relation to the nature and cost impact of the change; and
          6. the final SiD report.
       5. The ‘For Tender’ Design Documentation must:
          1. be fully designed and documented and does not rely on the trade Subcontractor to undertake or complete the design on behalf of the Contractor. This is to include all drawings, details, schedules, specifications and the like;
          2. be fully co-ordinated documents and be aligned and consistent with the terminology and content in the applicable Approved Subcontract Agreement;
          3. clearly package and identify the various trades required for the carrying out of the Works;
          4. include Site-specific and facility-specific drawings, specifications and other Design Documentation and as detailed (as a minimum) in this Brief, which is not exhaustive and provides the minimum content requirements. Any deviation or exceptions to this must be recommended by the Contractor and approved by the Contract Administrator prior to submission of the relevant Design Documentation;
          5. include a separate document/section for any identified mandatory ‘cost options’ the Contractor will be required to price separately; and
          6. include all safety information that a designer is required to provide in accordance with the applicable WHS Legislation.
  2. Design Process
     + 1. The Contractor must ensure that the following objectives regarding the development of the Design Documentation are achieved:
          1. that the documentation is provided in sufficient, reasonable time to allow for review and comment by the Contract Administrator, procurement and construction activities, including, where applicable, the timing as contemplated under the Contract;
          2. that the design for the Works addresses all buildability, quality, constructability, maintainability and operability issues;
          3. [***AMEND WORDING TO SUIT THE PROJECT REQUIREMENTS, NOTING THAT THE SITE CONTEMPLATED IN THIS PARAGRAPH (iii) SHOULD NOT BE CONSIDERED AN ENTIRE DEFENCE BASE BUT RATHER A SPECIFIC AREA AGREED UNDER A SITING APPROVAL***]unless otherwise agreed by the Contract Administrator, that the design of the Works will ensure that the Works are physically located within the area of the siting approval once obtained as contemplated in section 4.6;
          4. that the design for the Works addresses the asbestos related risks identified from the Contractor’s review of the Asbestos Management Plan and Defence Asbestos Register;
          5. that the design for the Works will ensure that appropriate opportunities are provided for local industry to participate in the delivery of the Works;
          6. that the design is capable of producing a competitive response from tenderers under Approved Subcontract Agreements; and
          7. that the design is provided economically and in accordance with the budgetary requirements of the Commonwealth as contemplated in clause 6.2(b)(iii) of the Conditions of Contract.
       2. Without limiting the foregoing, the Contractor must ensure that it carries out the Contractor’s Activities to:
          1. allow for compliance of responses by the Contract Administrator required under the Contract; and
          2. assist the Contract Administrator in meeting the Defence requirements in relation to the EGIS for the design development and review, including the preparation and updating of applicable deliverables and documentation required by this process such as an EGIS report (recording all relevant EGIS interactions across the Project’s lifecycle) in a format approved by the Contract Administrator.
  3. Standards of Design Documentation
     + 1. Design Documentation as outlined in section 5.6 as part of the FDR must be 100% complete so that detailing is not left for trade Subcontractors to resolve.
       2. The required standard of Design Documentation is documentation that is “complete”, “clear”, “unambiguous” and “co-ordinated”, including in respect of the relevant requirements set out below:
          1. **Complete** includes the requirement that the full scope of work is defined, that all dimensions required for construction are shown on the drawings, and that sufficiently detailed drawings and specifications have been provided to permit construction with no further design or on-site confirmation being required (including an absolute minimum of shop drawings, off-the-shelf or proprietary items).
          2. **Clear** includes the requirement that the documents are easy for a tradesperson to interpret, without explanation and without the need to search for the location of information because of lack of cross referencing. The documentation must include cross referencing between drawings, specifications and schedules and cross reference between disciplines. Dimensioning must not only to be shown only on a plan, but must be shown on all plans, elevations, sections and details.
          3. **Unambiguous** includes the requirement that the documents do not have any ambiguity, discrepancy or inconsistency that may trigger clause 6.16 of the Conditions of Contract including that there is no conflicting information, that the materials to be used and detailing is capable of only one interpretation and that dimensions on one drawing are not in conflict with dimensions on another.
          4. **Co-ordinated and Integrated** includes that the requirements of one discipline have been identified and included in the documentation of other disciplines so that no conflict occurs. It includes the requirement that one type of document (eg drawings) does not conflict with another (eg specification).
       3. Design Documentation must comply with the following (as a minimum):
          1. comprehensive definition of scope in drawings, specifications and schedules;
          2. detailed and consistent comprehensive use of dimensions on all plans, sections, elevations and details;
          3. cross referencing of drawings, specifications and schedules including referencing of other disciplines’ documents;
          4. comprehensive reference to standards, codes and technical publications in documents;
          5. documentation of sections, elevations and details to adequately describe the full scope of the Works;
          6. accurate, clear and concise text notations, details and sections on drawings to assist interpretation of drawings;
          7. use of exploded views, erection sequence diagrams, isometric views, insets, assembly diagrams as necessary to convey complex details; and
          8. all amendments must be clouded on drawings and highlighted in schedules and specifications and cross-referenced to the notes in the amendments column.
  4. Standards and Format of Design Reports
     + 1. For each Design Report, the following requirements (as a minimum) must be reflected:
          1. the Design Report must document the design and design process leading up to the relevant Design Milestone;
          2. the Design Report must meet all Defence design report standards (including as defined in the MIEE, Building Works Manual and the Mechanical Engineering Standard Functional Design Brief Inclusions for Heating Ventilation and Air Conditioning Systems (**Mechanical Standard Inclusions**)) as available on the [Defence](file://\\d85userdata.dpe.protected.mil.au\ej\ej.kim\My%20Documents\Documents\EJ%20Work\Users\jacqui.wilkinson\AppData\Local\Microsoft\Windows\Users\anthea.tamayo\AppData\Local\Microsoft\anthea.tamayo\AppData\Local\Microsoft\Windows\AppData\Local\Microsoft\Windows\Users\anthea.tamayo\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\O4AQZHX3\Defence) Website under Engineering and Maintenance;
          3. the Design Report must be a stand-alone document. It must contain all relevant Design Documentation and information without the need to refer or cross reference to other information;
          4. the Design Report must be structured to reflect the requirements of the relevant Stakeholders reviewing the document;
          5. the Design Report must be collated in a way that is logical, clear and concise. It must use tabulated data and illustrations where appropriate;
          6. a transmittal advice listing the documents provided as part of, or in addition to, a Design Report must accompany the submission; and
          7. a brief statement outlining any changes (as against the previous Design Milestone) introduced to the documents must accompany the Design Report.
       2. In addition to the requirements in paragraph (a), each Design Report must (unless agreed by the Contract Administrator) address the following (without limitation):
          1. background to the design and Design Milestone;
          2. location, siting and adherence to zone and precinct plans (where applicable to the Site);
          3. how the design meets the purposes, design criteria and other requirements in the Contract;
          4. design intent, philosophies and methodologies;
          5. summary of options considered, major design issues, background to the evaluation of options and solutions;
          6. in relation to the design and construction of Reimbursable Work:

the Contractor's analysis of the Subcontractor market (including applicable indigenous Subcontractors) and any significant market constraints or opportunities likely to arise during the Planning Phase or the Delivery Phase;

approach to market soundings (if any), advertising opportunities and otherwise assessing Subcontractor capacity and capabilities and to avoid any Contractor conflict of interest with proposed Subcontractors;

identification of long lead time items and other potential construction material which might be suitable for procurement through a material supply subcontract;

options considered by the Contractor for the dividing of the Reimbursable Work into packages for the purposes of facilitating the calling of tenders for Subcontractors during the Planning Phase and the Delivery Phase, including:

a summary of each proposed Subcontract packaging option;

analysis of the risks and opportunities associated with each option, including the market's capacity to support the packaging option;

relative strengths and weaknesses of each option;

a high-level summary of the proposed procurement approach for each option (not to the level of detail as that would be required for a Subcontract Proposal);

opportunities to bundle packages depending on market appetite / capacity;

opportunities to maximise local industry participation, including by reference to the Contractor’s Local Industry Participation Plan;

opportunities to maximise indigenous employment opportunities, including by reference to the Contractor’s Indigenous Participation Plan;

a recommended option for the packaging of the Reimbursable Works, including:

a description of each package;

the estimated value of each package; and

the estimated duration of each package Subcontract;

* + - * 1. illustrations of preferred scheme with floor plans, elevations and sections;
        2. assessment of methods and material for construction;
        3. compatibility of the architectural and urban design (if applicable) with the existing development on the Site and achievement of the requirements of this Brief;
        4. details on how the requirements of the Conditions of Contract, the Special Conditions and this Brief are achieved;
        5. outcomes of risk management and value management workshops and how they have been incorporated into the Design Documentation;
        6. physical security design approach (if applicable) to achieving the required level of physical security for the Works;
        7. description of how the engineering design satisfies the requirements of this Brief, including relevant Australian Standards, Statutory Requirements and the existing Site infrastructure conditions and requirements;
        8. how the design of the Works incorporates the Environmental Objectives and WOL Objectives;
        9. a record of the risks identified by the Contractor from its review of the Asbestos Management Plan and Defence Asbestos Register along with details of how the design of the Works addresses those risks;
        10. environmental and heritage issues and considerations (including social issues, drainage, clearing and erosion control);
        11. summary of WOL cost analysis undertaken;
        12. design information to support the determination of current and future POC. This includes facilities operating costs, utilities costs, ICT and other garrison support costs;
        13. if applicable, future expansion options considered in the design and relevant services strategies required to achieve these options;
        14. approach to fire engineering and how the design satisfies applicable Defence codes such as the Building Works Manual, MFPE, relevant Australian Standards and other Statutory Requirements;
        15. the requirements for electrical systems included in the MIEE;
        16. the requirements for mechanical systems in the Mechanical Standard Inclusions;
        17. identification of all Statutory Requirements and relevant Australian Standards adopted together with clear indication of the extent and field of application;
        18. the adequacy of technical systems and materials selected for the design with respect to cost effectiveness and fitness for purpose;
        19. details of SiD workshops with relevant Stakeholders, including meeting minutes and demonstration of how the SiD outcomes have been incorporated into the design;
        20. details of proposed dispensations including completed dispensation applications;
        21. outcome and evidence of Stakeholder discussions including planning approvals, local fire, utilities, and communications external providers. Identification of any operational procedures required to be implemented by future users as a result of the design;
        22. a record of all Stakeholder comments (if any) along with the proposed response;
        23. description of initiatives/practices to be used to ensure the required construction process does not exceed the capacity and abilities of the local construction industry;
        24. design verification documentation, demonstrating evidence of independent, internal peer review;
        25. details of the standards adopted and how the standards were satisfied; and
        26. such other information as required by the Contract Administrator.
  1. Drawing Standards Format and Symbols
     + 1. Without limiting clauses 2.2, 2.3, 6.1 and 6.5 of the Conditions of Contract, all drawings that the Contractor is required to provide under the Contract must be prepared by competent draftspersons in accordance with:
          1. clause 2.3 of the Conditions of Contract;
          2. all Defence drawings standards (including as defined in the MIEE, Building Works Manual and Mechanical Standard Inclusions); and
          3. the requirements of the SEG Regional Information/Data Manager including any GEMS labelling.
       2. Project-specific drawing protocols must be established and comply with the following requirements:
          1. each design discipline must have a similarly formatted title sheet (a separate, collated and integrated list of drawings is required – do not show on title sheets) and each title sheet must be followed by a legend sheet which must be similar across disciplines;
          2. all title blocks must be co-ordinated and must all be one of vertical or horizontal;
          3. title blocks must identically list SEG-CFI, the Contract Administrator, the Contractor and the design Subcontractors who produced the drawing. Design Subcontractors’ logos must only be on the drawings prepared by the applicable Subcontractor;
          4. all disciplines must use the same maximum size of drawing sheet (for example, civil and site works will not be acceptable on drawings larger than those adopted by the other disciplines);
          5. A0 size drawings must not be used;
          6. all drawings must be landscape format (not portrait format);
          7. all drawings must have the same orientation (e.g. north at left hand side of the sheet);
          8. a consistent ‘plan north’ must be adopted for all drawings so that there is consistency in terminology;
          9. all design disciplines must use the same zone layout and reference terminology;
          10. common symbols must be adopted across disciplines (e.g. architectural and electrical drawings show the same symbols for ‘General Purpose Outlets’);
          11. common terminology must be adopted across disciplines;
          12. common drawing numbering systems must be adopted across disciplines as nominated by the Contractor;
          13. element codes must be described and scheduled on a full size drawing sheet (inclusion in specification only will not be acceptable);
          14. detail the scope of documentation required for constructability, and the Contractor must seek the approval of the Contract Administrator in relation to the documentation types and the numbering system adopted;
          15. room plans and elevations at 1:50 scale will be required for wet areas and for all specialist rooms;
          16. room plans and elevations must show services and fixtures on the other side of the walls so that any clashes can be readily understood at design and construction phases;
          17. the full scope of set out and dimensioning must be shown on:

architectural drawings for all building and structures;

civil drawings for all pavements, roads, footpaths and the like; and

landscape drawings for all landscape works;

* + - * 1. no set out or dimensioning is required on structural or services drawings unless required for the specific set out of engineering design elements (e.g. structural cleats, hydraulic valves, dimensions of distribution boards and control panels);
        2. grids must be shown on all drawings to facilitate understanding and communication in regard to location;
        3. the concrete edge / set down plans must indicate dimensioned set out from grid of hydraulic waste pipes cast or cored into the slab surface and include set out from grid of structural columns, slab edges and set downs;
        4. services drawings must be documented on the latest architectural layout/background; and
        5. civil plans must be at scale of 1:200 and must provide surface levels sufficient to build from without need for extrapolation or calculation by any trade Subcontractors to determine set out.
  1. Specification Standards and Format
     + 1. To the extent that the Design Documentation contains specifications, those specifications must meet the requirements described in this section.
       2. All trade specifications must have the same format, including numbering protocols, headers and footers and fonts. Schedules must be formatted similarly and must be bound into the specifications, either immediately following the respective trade sections, or grouped at the rear of the relevant volume.
       3. The specification must be devised as a single document split up into several volumes. The specification must have an integrated overall contents list at the front of each volume followed by the contents list specific to that volume.
       4. All services specifications must fully list work by other trades, under sub-headings by trade. The specification sections for these other trades must cross-refer back to the lists of work, e.g. the mechanical trade section must list all work by the electrical trade and the electrical trade section must refer to the work listed for the mechanical trade (i.e. not simply ‘by other trades’).
  2. Distribution and Transmission

All document issues must be under cover of comprehensive document transmittals noting at a minimum the document names and numbers, revision, addressees, quantities and reason for the issue of the documents.

* 1. Formats (Hard and Soft)
     + 1. All Design Documentation must be submitted in accordance with clause 6.3(a)(iv) of the Conditions of Contract.

1. Communication and Consultation
   1. Meetings

Without limiting clause 3.9 of the Conditions of Contract, the Contractor must attend all meetings as required by the Contract Administrator which, as a minimum, include the following:

[***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS***]

* + - 1. ProjectGovernance Board meetings – Planning Phase and Delivery Phase:
         1. convened [***INSERT RELEVANT FREQUENCY, EG “*quarterly”**];
         2. chaired by SEG-CFI and organised and minuted by the Contract Administrator;
         3. focus to be key project issues, progress and performance; and
         4. to be in [***INSERT LOCATION***].
      2. Project Control Group meetings – Planning Phase and Delivery Phase:
         1. convened [***INSERT RELEVANT FREQUENCY, EG “*monthly”**];
         2. chaired, organised and minuted by the Contract Administrator;
         3. focus to be issues, progress and performance; and
         4. to be in [***INSERT LOCATION***].
      3. Monthly Project meetings – Planning Phase and Delivery Phase:
         1. chaired, organised and minuted by the Contract Administrator;
         2. focus must be key Project issues; and
         3. to be in [***INSERT LOCATION***].
      4. Stakeholder meetings – Planning Phase and Delivery Phase:
         1. convened as required throughout the Project;
         2. chaired, organised and minuted by the Contractor;
         3. focus must be on seeking the requirements and feedback from applicable Stakeholders; and
         4. generally, to be at the location of the relevant Stakeholder or sponsor (as applicable).
      5. Design Management meetings – Planning Phase and (as required) Delivery Phase:
         1. convened [***INSERT APPROPRIATE PERIOD*** eg fortnightly] throughout the design development for the Works;
         2. chaired by the Contractor and organised and minuted by the Contractor;
         3. separate meetings requiring Stakeholder input must be held as required;
         4. focus must be on key issues, program and progress, and on interface with Stakeholder groups; and
         5. to be at a venue to be confirmed by the Contractor and agreed with the Contract Administrator.

Unless otherwise agreed upon, the party chairing the meetings must prepare and circulate a prior agenda. Each meeting minute must include a succinct action list which must be issued within one week of the meeting.

* 1. Workshops

The Contractor must participate in all relevant workshops including:

[***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS***]

* + - 1. start-up workshops;
      2. consultation workshops to address and assist design development (which may include, amongst other issues, user workflow development);
      3. Design Milestone reviews;
      4. value management workshops, as arranged facilitated and minuted by the Contract Administrator, to cover the following:
         1. a value management workshop will be held in respect of each Design Milestone in the Planning Phase; and
         2. a purpose of the value management workshops is to establish or confirm important requirements and identify suitable options within resource constraints;
      5. risk management workshops, as facilitated and minuted by the Contract Administrator, to cover the following:
         1. a risk management workshop will be held in respect of each Design Milestone in the Planning Phase; and
         2. a purpose of the risk management workshops is to identify proactive risk management measures to be adopted including so that relevant outcomes can be adopted by the Contractor in the Design Documentation;
      6. SiD workshops;
      7. HAZOP workshops;
      8. Stakeholder workshops convened to resolve particular issues;
      9. construction phase workshops convened to resolve particular issues;
      10. commissioning phase workshops convened to assist commissioning planning and/or to resolve particular issues;
      11. lessons learned workshops;
      12. post occupancy evaluation workshop;
      13. protective security working group (or equivalent) workshops;
      14. integrated project management team workshops (if applicable);
      15. security design reviews (if applicable); and
      16. security accreditation workshops (if applicable).
  1. Stakeholder Consultation
     + 1. In carrying out the Contractor’s Activities, the Contractor must consult with all relevant Stakeholders, subject to the following:
          1. generally, consultation and communication with Stakeholders must be facilitated through the Contract Administrator; and
          2. in order to facilitate timely and relevant design progress, the Contractor may at times need to communicate directly with Stakeholders which it may do subject to the prior approval of the Contract Administrator. Where this is required, the Contractor must keep the Contract Administrator informed of all communication.
       2. There are number of the specific stakeholder groups that must be consulted by the Contractor for the purposes of design progression, design review, design presentations, risk workshops and value management workshops. Stakeholder groups associated with the Project include [***LIST BELOW TO BE DEVELOPED BASED ON*** ***THE STAKEHOLDER REGISTER SEPARATELY PREPARED BY THE CONTRACT ADMINISTRATOR FOR THE PROJECT***]:
          1. [***INSERT DESCRIPTIONS OF USER CONSULTATION SPONSORS – ADD ADDITIONAL LINE ITEMS AS REQUIRED***]*;*
          2. [***INSERT DESCRIPTIONS OF PROJECT SPONSORS – ADD ADDITIONAL LINE ITEMS AS REQUIRED***]*;*
          3. [***INSERT DESCRIPTIONS OF OTHER STAKEHOLDERS – ADD ADDITIONAL LINE ITEMS AS REQUIRED***]*;*
          4. such additional stakeholders as may be subsequently identified by the Contractor, the Commonwealth or the Contract Administrator*.*
       3. The purpose of Stakeholder consultations is to develop the design options, technical issues, and construction of the Works (where applicable) against the Environmental Management and Sustainability Plan, WOL Objectives, functionality, Quality Objectives, and time and cost targets. At each Design Milestone, the Contractor must consult with all required Stakeholders to inform the development of the design.
       4. The outcomes of the Stakeholder consultations will allow the development of the user requirements. The Contractor must review the user requirements and hold Stakeholder consultations to ensure those requirements are being met by any proposed design solution. Consultation will also be required as a part of the design review process.
  2. Authority Consultation
     + 1. Without limiting clause 8.18 of the Conditions of Contract, the Contractor must:
          1. determine those statutory and non-statutory authorities that need to be consulted, programmed and monitored, and the requirements of these authorities which must be incorporated into the design;
          2. prepare a list of authorities the Contractor will consult with; and
          3. program and monitor all consultation with Authorities and all Authorities’ approval processes.
       2. Any requirements identified by authorities must be submitted by the Contractor to the Contract Administrator for approval prior to incorporation into the design.
  3. Start-Up Activities
     + 1. The Contractor must attend a start-up workshop with the Contract Administrator in [*I****NSERT LOCATION***].
       2. The start-up workshop may cover among other things:
          1. an overview of existing, affected and other related facilities at the Site or elsewhere as relevant; and
          2. an overview of the purposes and requirements for the Works.
  4. Communication format/identification nomenclature
     + 1. [***INSERT DESCRIPTIONS OF COMMUNICATION FORMAT, IDENTIFICATION NOMENCLATURE ETC TO APPLY FOR THIS CONTRACT. IN DEVELOPING THIS SECTION IT SHOULD BE NOTED THAT THERE ARE CERTAIN PRO FORMA NOTICES ON THE DEFENCE WEBSITE, INCLUDING IN RELATION TO CLAUSE 6.11 OF THE CONDITIONS OF CONTRACT.***]
  5. Community consultation
     + 1. [***INSERT REQUIREMENTS IN RELATION TO ANY OBLIGATIONS ON THE PART OF THE CONTRACTOR TO UNDERTAKE COMMUNITY CONSULTATION EG INTERFACING WITH ADJOINING NEIGHBOURS***.]

1. SITE REQUIREMENTS
   1. Site Control and Base Requirements
      * 1. The Contractor is responsible for all Contractor and Subcontractor personnel who have been granted access to the Site and ensure that its personnel involved in the Contractor’s Activities only access nominated work areas. Any unauthorised access to the work areas must be reported to the Contract Administrator within [***INSERT APPLICABLE PERIOD*** **eg “24 hours”**].
        2. The Contractor must respond to any issues relating to the behaviour of Contractor personnel to the satisfaction of the Contract Administrator.
        3. Without limiting clauses 6.6(b)(iii) and 7.3 of the Conditions of Contract, access to the Site must be through the gate nominated by the Contract Administrator.
        4. [***INSERT ADDITIONAL PARAGRAPHS TO REFLECT PROJECT/BASE SPECIFIC REQUIREMENTS EG SITE PASSES, ANY SECURE AREAS, BRIEFINGS ETC.***]
   2. Access Passes

[***AMEND THIS SECTION 7.2 TO SUIT THE BASE AND PROJECT REQUIREMENTS***]

* + - 1. For the duration of the Project (both the Planning Phase and the Delivery Phase):
         1. key Contractor personnel (as approved by the Contract Administrator) must apply for and maintain a Defence Common Access Card (**DCAC**) in accordance with the DSPF and including police checks; and
         2. Contractor and Subcontractor staff who do not have a DCAC must utilise and comply with all requirements for the temporary Contractor passes as defined by the DSPF and any Base specific requirements.
      2. In addition to the conditions for DSPF, the Contractor acknowledges that the following processes and additional restrictions apply for any person applying for DCAC and Temporary Contractor Passes:
         1. the Sponsor of the DCAC will be the Contractor after obtaining DISP membership;
         2. the Contractor is responsible for processing DCAC requests for the Contractor’s staff and Subcontractors where it has written authority from Defence to do so; and
         3. where the Contractor does not have written authority from Defence to process DCACs, the following procedure shall apply for the Contractor’s staff and Subcontractors:

once the “Defence ID/Access Card Application” and other documentation as required has been completed by the applicant, the original must be sent to the Contract Administrator (or nominated representative as directed by the Contract Administrator);

requests for escorting privileges must be included in the application;

the Contract Administrator, upon receipt of the correctly completed documentation, will issue it to a relevant Commonwealth representative for approval;

the Contractor is to allow appropriate time for the approval of all pass applications; and

the Contractor is responsible for describing the procedures for obtaining and maintaining Base access passes in the Site Management Plan.

* 1. Escorting

[***AMEND THIS SECTION 7.3TO SUIT THE BASE AND PROJECT REQUIREMENTS***]

* + - 1. The Contractor is responsible for all escorting requirements associated with the Contractor’s Activities. Escorting requirements for Reimbursable Works Subcontractors are intended to be managed via Reimbursable Works Packages, pending approval by the Contract Administrator.
      2. Where granted, the Contractor:
         1. must:

ensure that all visitors are escorted in accordance with the DSPF and Base specific requirements; and

arrange for adequate personnel to be available to escort all visitors on the Base as may be required to carry out the Contractor’s Activities; and

* + - * 1. acknowledges that escorting privileges will only be granted to a select number of Contractor personnel (as agreed by the Contract Administrator and the Base manager).
  1. Control of Contractor’s Vehicles
     + 1. The Contractor must ensure that only vehicles required for the transporting to or from the Site of the Contractor’s personnel, materials, equipment and tools during access hours may have access to the Site. Such vehicles must be removed from the Site immediately after the activity has been completed.
       2. Vehicles will not be permitted entry outside access hours unless prior arrangements have been made and agreed to by the Contract Administrator.
       3. Permission for vehicles to enter or remain at the Site may be withdrawn at the discretion of the Contract Administrator.
       4. The Contractor must ensure that none of the motor vehicles involved in relation to the Contractor’s Activities leaves the Site laden with any material unless it is loaded in a manner that will prevent the discharge or dropping of any of the material.
  2. Prohibited Items
     + 1. The Contractor must ensure that none of the following items are brought onto the Site by any of its personnel or Subcontractors unless prior written approval is given by the Contract Administrator for their use:
          1. drones;
          2. video recorders;
          3. firearms, explosives and ammunition;
          4. cameras;
          5. tape recorders;
          6. two-way radios;
          7. telescopes;
          8. binoculars;
          9. radio transmitters;
          10. mobile phones with the intent to be used for paragraphs (a)(ii), (a)(iv) or (a)(v) capabilities; and
          11. dogs and other animals (including support animals).
  3. Smoking
     + 1. Defence buildings are smoke free environments and smoking is not permitted inside any building or in hazardous areas. This includes electronic cigarettes and other vaping products.
  4. Site Facilities
     + 1. As a minimum, the Contractor must provide the following Site facilities:

[***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS***]

* + - * 1. Site office establishment (including car parking) for the Contractor’s personnel, including amenities for both Contractor and Subcontractor personnel in a location agreed with the Contract Administrator;
        2. Site based first aid facilities, including facilities suitable for the conduct of drug and alcohol testing;
        3. suitable facilities to store sensitive material in accordance with the Defence Security Principles Framework;
        4. the connections of power and water to the Contractor’s Site facilities must be separately metered at the point of connection;
        5. separate air-conditioned conference room (capacity [***INSERT NUMBER***] people) including audio visual (AV) and video conferencing capabilities for use (but not sole use) by the Commonwealth for meetings as described in this Brief. The conference room must be fully furnished with new furniture and be acoustically suitable for phone and video conferencing; and
        6. Site offices for the SEG-CFI representative and Contract Administrator representatives separate yet co-located with the Contractor’s site office and to the satisfaction of the Contract Administrator be provided with:

new office furniture, including a minimum of [***INSERT NUMBER***] workstations;

sets of dual screens able to be connected to Contract Administrator supplied docking stations to each workstation;

a multi-function device (including colour printing, copying, scanning functions) capable of connecting to networked computers for all functions;

high speed 5G internet access at each desk;

SCEC endorsed shredder;

lockable storage cabinets;

plan holders and storage sufficient to hold a full suite of the Project Documents;

small meeting room (including furniture to fit [***INSERT***] people) with AV capability of sharing screen from laptop supplied by the Contract Administrator;

kitchenette space (including sink, hot and cold water, bench, hot water boiling unit, refrigerator, microwave oven, espresso machine, toaster, sandwich press, and dishwasher, cupboards for storage); and

[***INSERT NUMBER***] car spaces of equivalent standard and proximity to the Contractor’s must be provided for the Contract Administrator.

* + - 1. Amenities can be shared between the Contractor’s and Contract Administrator’s site offices. The Contractor must provide all consumables including paper (A3 and A4), toner and associated items. Broadband connections, phone bills, cleaning and consumables are to be paid by the Contractor.
      2. [***THIS PARAGRAPH (c) SHOULD BE DEVELOPED TO INCLUDE REQUIREMENTS IF THE CONTRACTOR IS RESPONSIBLE FOR THE DESIGN, CONSTRUCTION AND MAINTENANCE OF CONSTRUCTION WORKERS ACCOMMODATION FOR THE DURATION OF THE CONTRACT. IF NOT APPLICABLE, DELETE THIS PARAGRAPH IN ITS ENTIRETY***.]
      3. The costs for the provision, cleaning and maintenance of the Delivery Phase Site facilities [***OPTIONAL:*** including the activities and temporary accommodation contemplated in paragraph (c)] are to be included in the Contractor’s Work Fee (Delivery).
      4. The Contractor must provide personnel and equipment to compile, print and bind all Design Documentation including reports, Subcontract Tender Documentation, Subcontracts and associated construction documentation. Subcontractors will only be required to provide the Contractor with electronic copies of Design Documentation.
  1. Work Areas
     + 1. The Contractor must:

[***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS***]

* + - * 1. establish work areas within the Site where the Works are to be carried out;
        2. obtain the written approval of the Contract Administrator as to the extent of each works area prior to its formation;
        3. provide approved fencing (1900mm high chain mesh wire barrier with shade cloth) around each work area, maintain perimeter security and restrict unauthorised entry while the Contractor's Activities are being carried out;
        4. only carry out the Contractor's Activities within the boundaries of approved work areas, and must not enter any other area unless granted written approval by the Contract Administrator; and
        5. ensure that all Subcontractors observe all rules, regulations, notices, and instructions in this section.
      1. [***IF APPLICABLE,*** ***INSERT REQUIREMENTS IN RELATION TO ANY OBLIGATIONS ON THE PART OF THE CONTRACTOR TO UNDERTAKE CONTRACTOR’S ACTIVITIES AIRSIDE. IF SO, COMMENCING THIS PARAGRAPH ALONG THE LINES “Without limiting the Contractor’s obligations in relation to airside activities specified elsewhere in the Contract (including in the Special Conditions), the Contractor must…”]***
  1. Protective Clothing and Equipment
     + 1. The Contractor must provide and maintain all required protective clothing and equipment for the use of the Contractor’s personnel, the Contract Administrator and Commonwealth personnel or other visitors at any time. As a minimum, [***INSERT NUMBER***] sets be maintained for visitors and other uses, including boots.
  2. First Aid Facilities
     + 1. The Contractor must provide equipment, staff and maintain all first aid facilities and processes required by any applicable Statutory Requirement. This should include drug and alcohol testing facilities. The Base Health Centre (if any) is not to be used by the Contractor or Subcontractors for general first aid attendance.

1. TECHNICAL Requirements

[***AMEND THE FOLLOWING SECTIONS 8.1 TO 8.5 TO SUIT THE PROJECT REQUIREMENTS. THE FOLLOWING IS AN INDICATIVE GENERIC GUIDE THAT WILL NEED TO BE CRITICALLY REVIEWED/DEVELOPED/UPDATED TO REFLECT THE PROJECT REQUIREMENTS. IN ADDITION, THE LISTS BELOW SHOULD BE CHECKED BY THE CONTRACT ADMINISTRATOR AS TO WHICH DOCUMENTS ARE PUBLICLY AVAILABLE AND WHICH CANNOT BE PUBLICLY ACCESSED BY TENDERERS BIDDING FOR A MANAGING CONTRACTOR CONTRACT****.*]

* 1. Standards and other requirements

The design of the Works, and the Works, must comply with all relevant Defence Requirements and, to the extent they are not inconsistent, all applicable Australian Standards and relevant overseas standards and codes including the following and others specified elsewhere in this Brief and any replacement, amendment or supplement to those standards, codes or requirements:

[***CHECK LIST BELOW FOR APPLICABILITY AND*** ***AMEND TO SUIT THE PROJECT REQUIREMENTS***]

* + - 1. national standards and regulations, including:
         1. NCC;
         2. all relevant industry guidelines;
         3. all relevant Australian Standards;
         4. requirements of Authorities;
         5. WHS Legislation;
         6. all relevant Statutory Requirements relating to the Environment;
         7. Commonwealth Government Employment Code of Practice (Office and Amenities Guidelines);
         8. National Environmental Protection Council (NEPC) Standards; and
         9. the Australian Government Industry Guidelines for the National Code of Practice for the Construction Industry;
      2. Defence and Commonwealth environmental requirements, including:
         1. Defence Environmental Strategy 2016 -2036;
         2. Defence Smart Infrastructure Handbook July 2019;
         3. Defence Building Energy Performance Manual (BEPM);
         4. DI(G) Admin 40-2 on Environment & Heritage Management in Defence;
         5. DI(G) Admin 40-3 on Assessment and approval of Defence actions under the Environment Protection and Biodiversity Conservation Act 1999 (Cth);
         6. Commonwealth Energy Policy – EEGO – Energy Efficiency in Government Operations;
         7. Considerations for incorporating Energy Efficiency into requirements for Australian Government owned and leased buildings – in particular, a detailed template of possible design and construction specifications;
         8. Energy Management Guide for Australian Government owned and leased buildings;
         9. Environmental Purchasing Guide;
         10. National Environmental Protection Council (NEPC) Standards;
         11. ESD Design Guide for Office and Public Buildings;
         12. Defence Environmental Management System;
         13. Defence Environment Policy;
         14. Defence Energy Management Strategy;
         15. Defence Sustainable Water Management Strategy;
         16. Defence Waste Materials Minimisation Policy
         17. Defence Safety Manual (Safetyman);
         18. Defence WHS Strategy (2017-2022);
         19. Defence Climate Adaption Strategy;
         20. Defence Heritage Strategy; and
         21. Defence Procurement Policy Manual and, in particular, Chapter 3.16: Environment in Procurement;
      3. Defence and Commonwealth infrastructure and related standards, including:
         1. Building Works Manual;
         2. Defence Manual of Infrastructure Airfield Pavements;
         3. MIEE;
         4. Accommodation Guidelines for Open Plan Office Environments;
         5. Commonwealth Public Service Scales and Standards;
         6. Department of Defence Scale of Services Accommodation;
         7. Safety Principles for the Handling of Explosive Ordnance (OPSMAN3);
         8. Electronic Defence Explosives Safety Manual (eDEOP-101);
         9. Manual of NATO Safety Principles for the Storage of Military Ammunition and Explosives;
         10. Army Hazardous Materials Manual;
         11. Defence Engineering Services Network Standards (DESN);
         12. Building Energy Performance Manual;
         13. Defence Construction Security Reference Manual;
         14. Electronic Airworthiness Design Requirements Manual;
         15. Energy Efficiency in Government Operations;
         16. Manual of Operating Standards;
         17. National Australian Built Environment Rating System;
         18. Procedures for Air Navigation Services - Aircraft Operations; and
         19. Department of Finance Resource Management Guide; and
      4. security manuals, including:
         1. Defence Security Principles Framework (DSPF);
         2. SCEC Security Equipment Evaluated Products List (SEEPL) 2019; and
         3. ASIO Technical Note 1-15 Physical Security Zones October 2016, and ASIO Technical Note 5-12 Physical security of Zone 5 Areas June 2013.
  1. General Design Criteria

The design of the Works must meet the following criteria in addition to those described elsewhere in the Contract:

[***AMEND LIST BELOW TO SUIT THE PROJECT REQUIREMENTS***]

* + - 1. without limiting paragraph (b), achieves the purposes as set out in, or reasonably to be inferred from, this Brief;
      2. complies with the Contract, including this Brief;
      3. complies with the relevant zone plan, precinct plan or equivalent;
      4. represents value for money;
      5. provides a development that successfully integrates the facilities within the existing environment while giving consideration to concurrent projects, the nature and role of each Site and establishing the theme for future facilities;
      6. accommodates future internal layout flexibility through minimum use of internal structural walls and columns;
      7. identifies areas for future expansion where identified by Stakeholders;
      8. services infrastructure and civil works takes into account all concurrent and planned projects;
      9. selection of plant must meet the following requirements:
         1. safety and reliability;
         2. maintainability and supportability;
         3. Site/Stage/Stakeholder specific performance requirements;
         4. system components are properly designed, sized and selected; and
         5. system designed and installed in full compliance with all relevant legislation, standards, codes and guidance that are appropriate and relevant to the type of system and equipment; and
      10. all structural elements, finishes, fixtures, fittings, plant, equipment and services must be selected for maximum durability and future minimum maintenance.
  1. Architectural Design Criteria
     1. Building Character and Form

[***IF THERE ARE NO NEW FACILITIES AND ONLY REFURBISHMENT OF EXISTING FACILITIES THEN THIS SECTION 8.3.1 TO BE DELETED AND CLAUSES RENUMBERED ACCORDINGLY***]

Design of any new facilities must, as a minimum, address the following in respect to building character and form:

* + - 1. where there are several facilities across a site, all new built forms are to be designed to provide visual harmony across the Site;
      2. new facilities are to be sympathetic to the aesthetics of the existing area, with individual facilities complementing each other and being responsive to the natural environment;
      3. new facilities are to be of permanent construction, using materials and finishes of a durable and low maintenance nature;
      4. external materials and colours are to be appropriate to the Site and region, as well as ensuring minimum embodied energy and low pollution output in production;
      5. colour and materials are to provide an appropriate response to the climate and microclimate;
      6. the overall design philosophies are to provide low maintenance, cost-effective and functional environments that meet the Environmental Objectives and WOL Objectives and are directly related to the activities carried out;
      7. the material philosophy is to reduce the consumption and maximise the reuse and recycling of materials. Materials must be fit for purpose, have a cradle-to-grave low pollutant output, require low energy input in their fabrication and have considered the energy required for their transportation to the Site;
      8. finishes must be selected with regard to replaceability and maintainability, that is, readily available locally, able to be matched at a later date and to be serviceable for their application;
      9. facilities are to incorporate all economies possible with due regard to floor area and construction, whilst retaining the necessary functional requirements and work flow patterns;
      10. Site space to be allowed for flexibility and further expansion and buffer zones to reduce noise interference; and
      11. the design is to consider the local climatic conditions of the Site.
    1. Value for Money
       1. The design of the Works, and the Works, must:
          1. represent value for money and be able to pass the test of public scrutiny. Extravagant and wasteful design of all or any part must not be entertained; and
          2. offer good economy in relation to:

floor area, construction techniques, buildability, re-use of existing infrastructure and finishes while achieving the necessary functional requirements, workflow patterns and work environment required to fulfil the function of the space so designed; and

local maintenance and supply chain requirements to increase local content and maximise replaceability.

* + - 1. As a principle, designs should focus on the functional requirements of the Works and not on architectural form which should be kept simple.
    1. Defence ESD Essential Requirements

Energy

* + - 1. All energy sources supplying the building (e.g. electricity, gas) must be electronically metered and linked to the BMS according to the requirements of the NCC, BPM, MIEE and the Defence Sub-metering Program.
      2. Sub-metering must be provided in accordance with Statutory Requirements.

Water

* + - 1. All taps, toilets and showers must have a minimum AAA rating or equivalent star rating.
      2. Appliances such as dishwashers must meet the minimum water efficiency rating of AAA rating or equivalent star rating.
      3. All water sources supplying the building (e.g. potable supply, rainwater) must be electronically metered and linked to the BMS according to the requirements of the NCC, BPM, MIEE and the Defence Sub-metering Program.
      4. Sub-metering must be provided for any significant water use connected to the building (e.g. vehicle washing). Such sub-meters must be connected to a control and monitoring system which will be configured to enable a monitoring of water use and to trigger an alarm if changes in water consumption trends indicate a potential water leak.

Materials and Waste

* + - 1. All refrigerants must have an ODP of zero.
      2. All insulation used in building fabric and services must have an ODP of zero.
      3. All timber must be sourced from either post-consumer reused timber or from plantations complying with the Australian Forestry Standard.
      4. All internal paints must be low Volatile Organic Compound (**VOC**) (refer to Green Star Technical Manual for VOC levels in g/litre).
      5. No Poly Vinyl Chloride products are to be used in floor coverings.
    1. Access for Disabled
       1. The design and the Works must be in accordance with the Building Code of Australia and Australian Standard AS1428.
       2. The Contractor must:
          1. be aware of, apply and keep up to date with disability design principles; and
          2. keep staff educated of those principles and ensure deliverables represent sensible and user-friendly responses for all disabled users of the buildings and the Site.
    2. WOL Costs
       1. Throughout the design process, the Contractor must consider the implications and estimates of costs for designs, materials, construction techniques, finishes, equipment and energy systems, which will develop economies on a life cycle costing basis.
       2. In selection of services and associated equipment, the capital / installation cost is to be balanced against operational and maintenance costs. Operating costs and comparisons are to be included in the life cycle costing analysis and guidance can be found in AS3595 ‘Energy Management Programs – Guidelines for Financial Evaluation of a Project’.
       3. Consideration must be given to energy efficient design solutions employing passive solar energy utilisation.
       4. [***CONSIDER REFINING THIS PARAGRAPH BY INCLUDING SPECIFIC DESIGN LIFE REQUIREMENTS IF APPROPRIATE FOR THE PROJECT***] The design life of all new building facilities and major refurbishments will vary depending on the type of asset, location and function. Consideration must be given to providing a different life for:
          1. building structure;
          2. building fit out;
          3. plant and equipment;
          4. roads and pavements; and
          5. external plant materials and surfaces.
       5. Finishes, fixtures, fittings, plant, equipment and services are to be selected for maximum durability and minimum maintenance. Downtime for building maintenance is to be minimised by appropriate design features.
    3. External Environment
       1. The Contractor must ensure that the design of all external works forming the Works must be cognisant of, and responsive to, the wider environmental, social and historic issues relating to the Site and its context. The design approach and philosophy to be adopted for the external works proposed must be specific to the place and the region, and clearly shown and documented as part of the design process.
       2. The choice of indigenous or exotic vegetation must be determined and justified for the Site, reflecting the best plant for the purpose, once all contributing factors are considered. Endemic (locally native) plants must be used wherever possible in broad scale areas, to encourage native fauna and insect life, except where there are functional requirements to the contrary. Plants likely to become invasive must not be selected.
       3. The choice of external materials must reflect the nature of the place, its historical context and the palette of materials and colours of the surrounding natural environment.
       4. Colours of the materials proposed for use in the external environment must be in harmony with the surrounding natural environment, and not responding to current fashion, except as accents associated with particular facilities.
       5. Attention must be given to the heat absorption and reflection characteristics, of hard surfaces and the implications for the microclimate and adjacent building energy efficiency.
       6. Stormwater Drainage: Defence has adopted a ‘good neighbour’ policy in relation to environmental and social issues, so it is important that new developments do not significantly increase the flow rates of stormwater discharge from the Base into neighbouring properties. Consideration must be given to any augmentation necessary to the stormwater drainage system required to prevent increases in the current stormwater discharge flow rates.
       7. Indoor Air Quality: The Contractor must test the on-Site ambient air quality prior to commencing design of the Works. Ventilation systems must be provided in areas where indoor air quality may be adversely affected including areas adjacent to aircraft operations, motor vehicles, power generators, boilers, incinerators, cooling towers, industrial processes (such as plating, spray-painting, corrosion control application and abrasive blasting), volatile fuels and solvents, jet engine testing facilities, asphalt, concrete plants, wastewater treatments facilities, battery rooms and laundries.
       8. Water Quality: In a similar manner to the requirements to prevent any increase in stormwater discharge flow rates off the Site, the quality of stormwater and other effluent leaving the Site must also be compliant with Statutory Requirements.
    4. Water Conservation Requirements

The design principle for water conservation is minimal use of pipes for stormwater with ground water recharge from roof and surface run-off. The disbursement of stormwater into plant beds and grass areas through elimination of kerb and gutter will greatly assist in implementation of this principle. The adoption of this principle must be considered after determining the capacity of the sub soil to absorb the runoff.

* + 1. Commissioning

The Contractor must specify the commissioning tests to be performed in the commissioning and handover of the Works.

* 1. Engineering Services Design Criteria
     1. General Requirements
        1. The design of all engineering services must be certified to satisfy all relevant codes, standards and Defence Requirements. The design must comply with the guidance on engineering services found on the Defence Website.
        2. The existing engineering services must be extended from the closest logical connection point (agreed by the relevant Defence agency) into the proposed facilities.
        3. A review of existing engineering services supply must be undertaken prior to design commencement.
        4. Where services are to pass under existing roads these are to be bored if possible.
        5. Local SEG personnel and EMOS Contractor personnel should be directly involved in handover, commissioning and training.
        6. The Works must be provided with separate metering for gas, water and electricity with isolation points adjacent to the building.
        7. Any fixed plant or equipment leased or purchased associated with the construction or refurbishment must comply with all applicable WHS Legislation.
     2. Underground and Overhead Services
        1. All facilities must have underground supply of power and communications cabling.
        2. The connection to, and adequacy of, existing services required for the Works must be addressed during design.
        3. The placement of underground services must be in dedicated services easements, usually within road verges. Verges must be wide enough to allow for tree planting as well as underground services. Specific attention is drawn to all existing services and services easements which may exist on Site.
     3. Design Performance Criteria
        1. The design of the engineering Services must comply with the following minimum design performance criteria:
           1. provide comfortable, safe reliable and appropriate environmental conditions to all areas of the facilities;
           2. meet the building design and functional requirements;
           3. properly designed to achieve the environmental control requirements and operational control requirements of the specific equipment, materials, processes and functions in the facilities;
           4. appropriately sized to allow for the full and proper functioning of all equipment, plant and fittings;
           5. sized with capacity for expansion;
           6. routed in an organised and systematic manner and be accessible for as much of their run as possible;
           7. provided with junctions, nodes and valves as necessary to allow flexibility and versatility and to allow isolated shutdowns as required for maintenance and extensions; and
           8. capable of being connected into existing services and systems on the barracks; and labelled and colour coded for ease of identification.
        2. In addition to the above requirements, the building design must include ceiling space zones to satisfy the following requirements:
           1. provide a horizontal zone above the ceiling level dedicated for lighting;
           2. clear of any intrusions from building elements, structural components or other services; and
           3. provide a horizontal zone directly above the lighting zone dedicated for data and voice cable tray and clear of any intrusions from building elements, structural components or other services.
     4. Plant Rooms and Access

[***INSERT***]

* + 1. Energy Management Systems

[***INSERT***]

* + 1. Structural Design

The structural design of the new Works [***THIS SECTION TO BE DELETED OR RECAST IF THERE ARE NO NEW FACILITIES AND THE WORKS ONLY COMPRISE REFURBISHED FACILITIES***] must comply with the following minimum design performance criteria:

* + - 1. all structural design, documentation and construction supervision must be carried out by an engineer qualified for corporate membership of the Institution of Engineers Australia and National Professional Engineers Register 3 (NPER3) registered with qualifications to undertake the work required and be compatible with the design intent of inter-related disciplines. In addition, if the Works occur in a State or Territory that requires specific accreditation, then this must be provided (i.e. Registered Practitioner of Engineering Queensland);
      2. all structural design data and criteria must include details appropriate to the loadings, capacities, strength of materials, deflection limits, site classification, durability and the like;
      3. an appropriately qualified geotechnical engineer must carry out the site classification. Foundation design recommendations for the Site must relate to AS 2870 (including supplement);
      4. the structured design must be in accordance with all relevant standards of Standards Australia, the National Construction Code and building regulations. The design must not only have sufficient strength to resist the statutory loads but must also be serviceable with respect to short term and long term deflections, vibrations and durability in accordance with industry best practice;
      5. the provisions of the Worksafe National Standard for Occupational noise (NOHSC:1007 (2000));
      6. the designed structure must be able to support the loads of installed equipment or portable equipment expected to be located in the Works, including roof-mounted equipment (such as aerials and satellite dishes), plant items as well as the dead, live, wind and earthquake loads; and
      7. special attention must be given to the design details, construction methods, and workmanship to ensure weather tightness, with special emphasis placed on the serviceability of joint seals and membranes under the design exposure conditions.
    1. Serviceability Requirements

[***INSERT***]

* + 1. Mechanical Services

[***INSERT***]

* + 1. Electrical Services

[***INSERT***]

* + 1. Fire Detection and Protection

[***INSERT***]

* + 1. Communications

[***INSERT***]

* + 1. Hydraulic Services

[***INSERT***]

* + 1. Security

[***INSERT***]

* + 1. Building Management System

[***INSERT***]

* 1. Civil Works Design Criteria
     1. Site Works

[***INSERT***]

* + 1. Hardstand Design

[***INSERT***]

* + 1. Pedestrian and Vehicular Movement

[***INSERT***]

* + 1. Roads and Carparks

[***INSERT***]

* + 1. Pedestrian and Cycle Routes

[***INSERT***]

* + 1. Road Design Criteria

[***INSERT***]

* + 1. Traffic Signage

[***INSERT***]

* + 1. Stormwater Management

[***INSERT***]

* + 1. Sewer

[***INSERT***]

* 1. Dangerous Goods Design Criteria

[***THE LIST BELOW IS STILL TO BE CHECKED AS TO WHICH DOCUMENTS ARE PUBLICLY AVAILABLE AND WHICH CANNOT BE PUBLICLY ACCESSED BY TENDERERS BIDDING FOR A MANAGING CONTRACTOR CONTRACT***.]

Any storage and handling of dangerous goods must comply with the following:

* + - 1. AS 1940:2004 The storage and handling of flammable and combustible liquids;
      2. AS 3780:2008 The storage and handling of corrosive substances;
      3. AS/NZS 3833:2007 The storage and handling of mixed classes of dangerous goods, in packages and intermediate bulk containers;
      4. AS/NZS 4681:2000 The storage and handling of Class 9 (miscellaneous) dangerous goods and articles;
      5. Environment Protection and Biodiversity Conservation Act 1999;
      6. State legislation in Dangerous Goods and Environmental Protection.
      7. NCC;
      8. National Standard - Storage and Handling of Dangerous Goods NOHSC1015-2001;
      9. National Code of Practice - Storage and Handling of Workplace Dangerous Goods NOHSC: 2017-2001;
      10. related guidance in the Australian Institute of Petroleum Codes of Practice;
      11. DEF(AUST) 5695B - Minimum Standards of Practice for the Storage, Handling and Quality Control of Fuels, Lubricants and Allied Products;
      12. www.defence.gov.au/estatemanagement – Environmental Guidance;
      13. Defence Safety Manuals (SAFETYMAN);
      14. applicable Australian Standards (unless otherwise specified in the NCC); and
      15. www.defence.gov.au/estatemanagement - The installation of Emergency Shower and Eyewash stations at Defence establishments.
  1. External Works Design Criteria

Street Lighting

[***INSERT***]

Fencing

[***INSERT***]

Bollards

[***INSERT***]

Plant Enclosures

[***INSERT***]

Irrigation

[***INSERT***]

Landscaping

[***INSERT***]

* 1. Signage Design Criteria

[***INSERT***]

1. THE WORKS

[*THIS APPENDIX 1 NEEDS TO BE CAREFULLY COMPLETED AS THE QUALITY OF THE CONTENT VERY MUCH IMPACTS ON THE ROBUSTNESS OF THE MANAGING CONTRACTOR CONTRACT ITSELF. TO HAVE THE DISCIPLINE TO FOCUS ON ALL RELEVANT PURPOSES AND REQUIREMENTS, IT IS SUGGESTED THAT THERE SHOULD BE A SEPARATE PART IN THIS APPENDIX TO BE BROKEN DOWN WITH SEPARATE PURPOSES AND REQUIREMENTS FOR EACH STAGE OF THE WORKS. APPENDIX 1 SHOULD INCLUDE*:

* *A CLEAR DESCRIPTION OF EACH STAGE OR THE WORKS (IF THERE ARE NO STAGES); AND*
* *A DESCRIPTION OF THE PURPOSES AND REQUIREMENTS OF EACH OF STAGE OF THE WORKS (NOTING ALSO THE APPLICATION OF CLAUSE 2.3(d) OF THE CONDITIONS OF CONTRACT). IN THIS REGARD, THE CONTRACT ADMINISTRATOR SHOULD APPROPRIATELY REFLECT WITHIN THIS APPENDIX ALL APPLICABLE PURPOSES, INCLUDING AS APPROPRIATE THE USER REQUIREMENTS FROM THE ‘SPONSOR’S FUNCTIONAL REQUIREMENTS BRIEF’ WHICH WOULD HAVE BEEN DEVELOPED BY THE CONTRACT ADMINISTRATOR AS PART OF ITS PMCA SERVICES.*]