SCOPE OF SERVICES – URBAN, ARCHITECTURAL & COMMERCIAL INTERIOR DESIGN

1. **Background**
	1. Strategic estate planning is an essential activity to support enterprise and infrastructure decision making, noting that effective planning is a key element of the Commonwealth Property Management Framework.
	2. The Defence Integrated Investment Program includes significant investment allocations to ensure the Defence estate can support the delivery of the Force Structure Plan as a ‘Fundamental Input to Capability’.
	3. The strategic planning of the Commonwealth’s owned and leased property will be enhanced through conceptual urban, architectural and commercial interior design, as a key means of visualising concepts associated with the built environment and the workplace. Through the use of a number of current and emerging technologies, changes to the Defence estate can be illustrated to support program and individual project investment decisions.
2. **Commonwealth Objectives**
	1. The objective of the Services provided by the Consultant is to undertake a range of conceptual design services to inform enterprise estate and infrastructure investment decisions within Defence, and by the Commonwealth.
	2. Urban, architectural and commercial interior design services have a role to influence changes in the provision of living and working accommodation and supporting estate infrastructure; aimed at achieving a *‘strategically aligned, affordable, safe and sustainable estate that enables Defence capability and operations’.* The services will therefore need to factor in Commonwealth and departmental policies, particularly the 2016-36 Defence Estate Strategy.
	3. Urban, architectural and commercial interior design will assist understanding of complex estate planning within a Defence decision making context. The process will include the consideration of various Defence-wide inputs, including policies for living and working accommodation, strategic Estate Base Plans, Capability Domain/Program plans, Service/Group strategic infrastructure plans and changes to the design of the future force. Some analysis and stakeholder engagement will inevitably be required.
	4. Urban, architectural and interior design services will provide aids to visually demonstrate investment logic and/or benefit realisation. In some instances, concepts may be further developed to detailed designs for costing and/or delivery.
3. **Skills and Qualifications**
	1. The Commonwealth requires suitably skilled architects, urban designers and commercial interior designers to be offered by the Consultant, matched to the specific needs of the Services. In particular:
		1. Concept and detailed design skills, delivered via multiple technology types and methods;
		2. Strategic planning skills, with a focus on commercial awareness, analytical thinking, and problem solving;
		3. Change management skills;
		4. Information and data management skills;
		5. Software and technology skills; and
		6. Exemplary communication skills.
	2. Services under this Service Category will require Baseline Commonwealth Security Clearances for engagements.
4. **Services**

**General**

* 1. The Consultant must be able to provide the Services, as and when directed by the Commonwealth, and in accordance with the timeframes outlined by the Commonwealth's Representative.
	2. The Consultant must consider all relevant statutory planning requirements and policy frameworks appropriate to delivery of the Services, including any Commonwealth, State/Territory and Local Authority.
	3. Deliverables from the Consultant should be applied in an appropriate context to enhance the Commonwealth's decision making and associated stakeholder engagements.
	4. The Consultant may be required to attend and participate in meetings as specified for a particular engagement including briefings, integrated project team meetings and providing presentations to key stakeholders.
	5. The Consultant may be required to travel to Defence sites or other locations as part of delivering the Services.

**Specific**

* 1. The Consultant must provide deliverables as specified for a particular Engagement including, but not limited to, maps, perspectives, conceptual building designs and floorplan sketches and detailed designs. The Consultant will develop a covering Report for all engagements that outlines, at a minimum, an executive level brief, list of planning assumptions, scope/requirements (including volumes, building types and spatial areas) and any associated technical risks.
	2. All available technologies should be offered as technology solutions to support the deliverables (e.g. architectural sketches, computer-based designs, 3D renderings and models, fly-throughs, drone footage etc).
	3. The Consultant may be asked to deliver workplace design and support services, which may include a change management role.
	4. The Consultant may be asked to deliver any of the following examples of best industry practice design services, including but not limited to:
		1. Master/structure plans;
		2. Site analysis and design plans;
		3. Environmental design plans;
		4. Building design plans, including:
			1. Concepts,
			2. Site plans,
			3. Building floor plans,
			4. External architectural, spatial and landscape concepts,
			5. Interior design concepts, and
			6. Building elevations/perspectives.
	5. The Consultant will be required to provide associated data and information to Defence to support all particular planning architecture services.
	6. Spatial data including maps and plans are to be supplied as PDFs in GEOPDF format with the feature data provided as Esri ArcGIS shape file format that align with the current Defence version of ArcGIS. In circumstances where the Consultant uses propriety based software, files should be provided in non-proprietary format for Defence use.
1. **Interpretation**
	1. Unless the context otherwise requires, capitalised terms in the Scope of Services or Brief will have the meaning given to them by the Defence Infrastructure Panel 2022-2027 Terms of Engagement, Panel Conditions, Official Order, or the meaning given to them by the Commonwealth as published on the Defence website (<https://www.defence.gov.au/business-industry>), from time to time.