

29.00 Design Procedures for Consultants & Contractors

29.01 Generally

The following information is provided to assist Consultants and Contractors' Design Managers to carry out their obligations under their respective Agreements with GU.

This Section defines a number of fundamental procedures that are to be strictly observed for all consultancy commissions carried out for GU. They are intended to ensure that the standard of consultancy work for GU achieves a consistently high standard. Consultants should ensure that fees submitted to either GU or a Contractor, including those of other disciplines where applicable, allow for all the requirements of this Section.

The nominated procedures are also intended to improve communication, to ensure the accuracy of the Project Design Brief, and to ensure that the scope of work documented complies with that Brief.

The Associate Director Capital Works (ADCW) CLF is delegated by the Director CLF as having

GU has nominated procedures and criteria for the seeking and evaluation of proposals from Consultants by the Contractor. These criteria are outlined in the 'Conditions of Submission of Proposals' contained in the invitation document issued to Contractors.

29.06 Conditions of Engagement

Consultants engaged to provide services to GU on 'Traditional' Lump Sum contracts will be

29.09 Project Control Group

Function & Duties - A Project Control Group (PCG) will be established for most major projects irrespective of the procurement methodology, and will meet monthly for the duration of the Contract. The function, powers and duties of the PCG are to give all approvals, acceptances and directions on behalf of the Principal, which the Principal is required or entitled to give under the Conditions of Contract.

Composition - Membership of the PCG shall be limited to the contracted parties only and shall consist of the Director and Associate Director Capital Works of CLF representing GU, and two representatives of the Contractor, one of who should be the Site Manager. Other persons such as the Coordinating/Principal Consultant ('Traditional' contracts), the User Coordinator/User Representative or design consultants, may be invited to attend and assist at meetings but only with the prior approval of the PCG members. The relevant PD&C Project Manager and the Audit/Project Quantity Surveyor will attend all PCG meetings. Only PCG Members will have voting rights, but all other attendees at PCG meetings will be able to contribute to the discussion but cannot vote on any matters raised for which a determination is required.

Reports - The Contractor shall prepare and present a report to each PCG meeting which shall include, but not be limited to, the following information relating to the project;

- Meeting agenda
- Minutes of previous PCG meeting
- Extension of time claims and approvals
- Current program and site progress including a table of any potential risks which will could affect the date for Practical Completion
- Approvals issued by and required from the Principal
- Design report indicating status of design work for each stage of the works (D&C Projects only)
- Trade package procurement report (D&C Projects only)
- Construction report including performance against program and any issues impacting on progress
- Cost report including updated Cashflow and Variations register
- Quality control reports from consultants (D&C Projects only)
- Rectification status of defective or non-compliant work identified by the Superintendent or consultants
- Safety Audits undertaken and responses to Auditor's report
- Commissioning plans and implementation status
- Current site photos

The Contractors PCG report for D&C projects shall include a report from each design consultant which shall include information with respect to the following;

- Resources currently allocated to the project
- Status of design work
- Status of documentation for trade package tenders and construction
- Authorities approvals applied for or obtained
- Information or approvals required or outstanding from the Principal
- Site inspections undertaken or planned
- Defective or non compliant work identified during site inspections
- Quality of work completed
- Any other issues

29.10 Traditional Contracts, Particular Requirements & Procedures

The following paragraphs define the key documents, procedures and responsibilities which impact on the performance of consultancy commissions undertaken for GU.

Budget – The project Budget for Construction will be nominated in the Letter of Invitation, and shall not be varied unless approved by the Superintendent. The budget is fixed, and is not subject to inflation or industry escalation factors. Consultants are required to prepare a design solution

occur after the works are tendered. If a consultant becomes aware of the need for a Variation to be issued to the Contractor for whatever reason, it shall immediately notify the Superintendent who will determine if a Variation is appropriate.

If the Superintendent is required to issue a Variation to the Contractor for a design error or omission on the part of a consultant, then GU will expect to recover any additional costs it incurs from the relevant consultant in accordance with Clause 3.11 of the Conditions of Appointment for Consultants.

29.11 D&C Contracts, Particular Requirements & Procedures

The following paragraphs define the key documents, procedures and responsibilities which will impact on the performance of the Design Management of GU D&C Contracts by the appointed Design & Construct Manager.

Budget – The Budget for the design and construction of the project (excluding design consultants fees) is nominated in the Technical Brief. The Budget and its component parts will be adjusted for the actual lump sums and percentages offered by the selected D&C Manager' for on-site overheads (Preliminaries), Stage 1 Design Management fee, off-site overheads and management fee (profit), and the lump sum fees for design consultants when appointed. The adjusted Budget is inclusive of, and not adjustable for, inflation or industry cost escalation during the period of the Contract.

Conditions of Contract – The current edition of the GU Standard Conditions of Contract for Design & Construct Projects (Based on AS 4300 – 1995, amended and reproduced under copyright License 1311-c113-3), including the Annexures A to H inclusive.

Conditions of Submission of Proposals – The current edition of the GU Conditions of Submission of Proposals by Contractors for the Management of the Design & Construction of Projects (Based on AS 4300 – 1995). This document outlines the duties and responsibilities of the D&C Manager during Stage 1 of its appointment up to and including the submission of a Total Project Sum Offer to design and construct the project.

Strategic Objective Brief & Technical Brief – The requirements of these Briefs shall not be changed unless advised by CLF.

Cost Plans – The Cost Plan

Standard Drawings – Design Managers shall ensure that Consultants have accessed the current Standard Drawings as required.

Variations – Changes to the works as shown on drawings included in the Contract Documents, which arise out of further design development are not considered to be changes in scope or quality.

29.12 Documentation Format

All drawings shall follow the basic principles of drawing practice set out in AS 1100 and shall be drawn to scale in S.I. units. All drawings issued in hard copy shall be International Series 'A' sizes. Tender drawings shall be A3 size and drawings issued 'For Construction' shall be maximum A1 size (841mm x 594mm), neatly trimmed to the correct size. All drawings issued either in hard copy or electronic format shall be accompanied with a proper drawing schedule

29.19 Work Opportunities for GU Students

Contractors undertaking construction works for GU, and Design Consultants awarded commissions to design and document GU projects either by direct appointment by GU or appointed by ae 81pre 87