

29.00 Design & Procurement

29.01 General

The following information is provided to assist Consultants and Contractors' Design Managers to

Consultants appointed by a Contractor to undertake services on D&C projects, will be commissioned by the Contractor under terms and conditions

Client/Users

- Client/Users
- Authorities
- Meetings with other Consultants
- External Parties (Environmental, Community, Lobby Groups etc.)
- Audits undertaken

Design Status

- Client/User review/sign off status
- Issues resolved and outcomes achieved since previous report
- Design/documentation work currently being undertaken
- Design/documentation reviews undertaken
- Documentation status
- Issues outstanding and urgent issues to be addressed

Design Location

- Off site
- On site

Upstream Client Issues

- Consultants Quality Plan status/audits
- Consultants resources
- Other issues

29.10 Tender Documents

The following defines the key documents and procedures, which will impact on the performance of 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.

Contract – General Conditions of Contract AS 2124 plus the GU Amending Conditions of Contract Modifying AS 2124 (Refer [Section 3.00](#))

Tender – The GU General Conditions of Tendering (Refer to [Section 3.00](#))

PC & PMS – The use of PC and Provisional Sums or Quantities shall be avoided, and shall only be included in Tender Documentation with the written approval of the Director OFM.

Costs – Cost estimates shall be provided in accordance with the requirements of Schedule 1 to the Conditions of Appointment. Detailed estimates in either elemental or trade format are to be provided, and shall be inclusive of all contractors overheads and margins, preliminaries, consultants fees and contingency allowances. Estimates of cost require continual review, and any design changes having significant impact on the project budget, must be immediately advised to GU.

Design Meetings – Design consultants meetings shall be held as frequently as necessary. All design meetings shall be open to attendance by the Superintendent or his nominees.

The Coordinating Consultant will prepare minutes of each meeting and provide a copy to GU. Minutes of Design Meetings shall include comments on the following;

- progress on design
- anticipated tender date
- dates of approvals required from GU
- problems encountered and proposed solutions

Site Meetings- Consultants shall be required to attend regular meetings with the OFM Project Manager on site during the construction phase of the project. This meeting is intended to review and resolve any issues arising from documentation errors or omissions, unforeseen works and RFI's from the builder.

Design & Procurement – All Consultants must ensure that they are in possession of the current addition of these Guidelines & Procedures before undertaking any work on the project. These can be accessed at [www.gu.edu.au/49.8\(1.4\)\(3.4\)192\(re.7\(4.42 1 T15.667 071.2\(\)0018 Tc:564 T11\)1261.T#00ET2](http://www.gu.edu.au/49.8(1.4)(3.4)192(re.7(4.42 1 T15.667 071.2()0018 Tc:564 T11)1261.T#00ET2)

Design Meetings – Design consultants meetings shall be held as frequently as necessary. All design meetings shall be open to attendance by the Superintendent or his nominees.

The Contractor will prepare minutes of each meeting and provide a copy to CLF. The minutes

all infrastructure plant and reticulation which requires assessment as to its suitability to support the proposed new use of the building or designated spaces.

The Consultant or Contractor shall make an assessment of any existing code non-conformances or infrastructure deficiencies and communicate details of same to the PD&C Project Manager.

Copies of all records shall be made available to CLF.

29.15 ~~Contractor~~ ~~Project~~ ~~Team~~ ~~Communication~~

It is the responsibility of all Consultants to maintain regular communication with their GU technical service discipline counterpart, to ensure that each is fully briefed on the progress and direction of the design philosophy.

It is in the interests of both the Consultant and GU that the all stakeholders are kept fully informed and involved in the design process, through the PD&C Project Manager.

29.16 ~~Design~~ ~~Review~~ ~~Clause~~ ~~to~~ ~~GU~~ ~~Design~~

The requirements of this Clause are Mandatory.

The Certificate will not be issued until such time as all systems have been properly commissioned and are fully operational, inspections have been completed and passed by QFRS, and a 'Certificate of Classification Occupancy' has been issued by the University's appointed Building Surveyor. Prior to issue of the Certificate, GU personnel will carry out comprehensive inspections of the works. These inspections will not commence until such time as all Consultants have completed their inspections and necessary rectification has been carried out. Not less than two (2) weeks should be allowed for the GU inspections and tests. The outcome of these inspections will in no way absolve the Consultant or Contractor from any subsequent problems or defects that may become apparent as part of the new works.