

FACILITIES MANAGEMENT

Minor Works

Project Procedures Kit

MINOR WORKS PROJECT PROCEDURES KIT

Purpose:

These are the Procedures and Processes that form a part of the procurement process for minor capital and maintenance projects.

- *Processes and Methodology*
- *Appendix A - QUT Stakeholders, Checklists & Consultant Compliance Certificate*
- *Appendix B - Particular Procedures for Engagement of Building Contractors Contract Values Less Than \$20,000*
- *Appendix C - Particular Procedures for Engagement of Building Contractors Contract Values Greater Than or Equal to \$20,000*
- *Appendix D - Particular Procedures for Engagement of Consultants Contract Values Less Than \$20,000*
- *Appendix E - Particular Procedures for Engagement of Consultants Contract Values Greater Than or Equal to \$20,000*
- *Appendix F - General Tendering Procedures*
- *Appendix G - Minor Works Consultant Terms of Reference (Non-Architectural)*
- *Appendix H - Minor Works Consultant Terms of Reference (Project Manager)*
- *Appendix I - Minor Works Consultant Terms of Reference (Quantity Surveyor)*

Note to users:

- This document is subject to change control.

All modifications are required to be recorded below.

Modification History

Contact Officer	Manager Standards and Records
Endorsement	Associate Director Capital Works
Approval Authority	Director - Facilities Management
Date for next Review	Jan 2007

Revision Chart

Version	Modification	Modifier	Endorsed	Approved	Issue Date
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V 1_0		Anthony Perrau	Anthony Perrau	Andrew Frowd	28/11/03

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1.0 SCOPE

This Minor Works Project Procedures Kit (MWPPK) documents the standard procedures to be adopted by Consultants who are supplying minor works services to and undertaking minor works contracts for the Queensland University of Technology (QUT). For the purposes of these procedures, minor works are defined as any project that has a maximum estimated total project cost of \$200,000 or less.

The kit is based upon and draws from QUT's Project Procedures Kit and its primary purpose is to provide guidance for Consultants procuring minor capital works/maintenance for and on behalf of the University.

A copy of the kit is available for review and/or downloading by tenderers/Consultants via "Consultants" at the following web address:

<http://www.fmd.qut.edu.au>

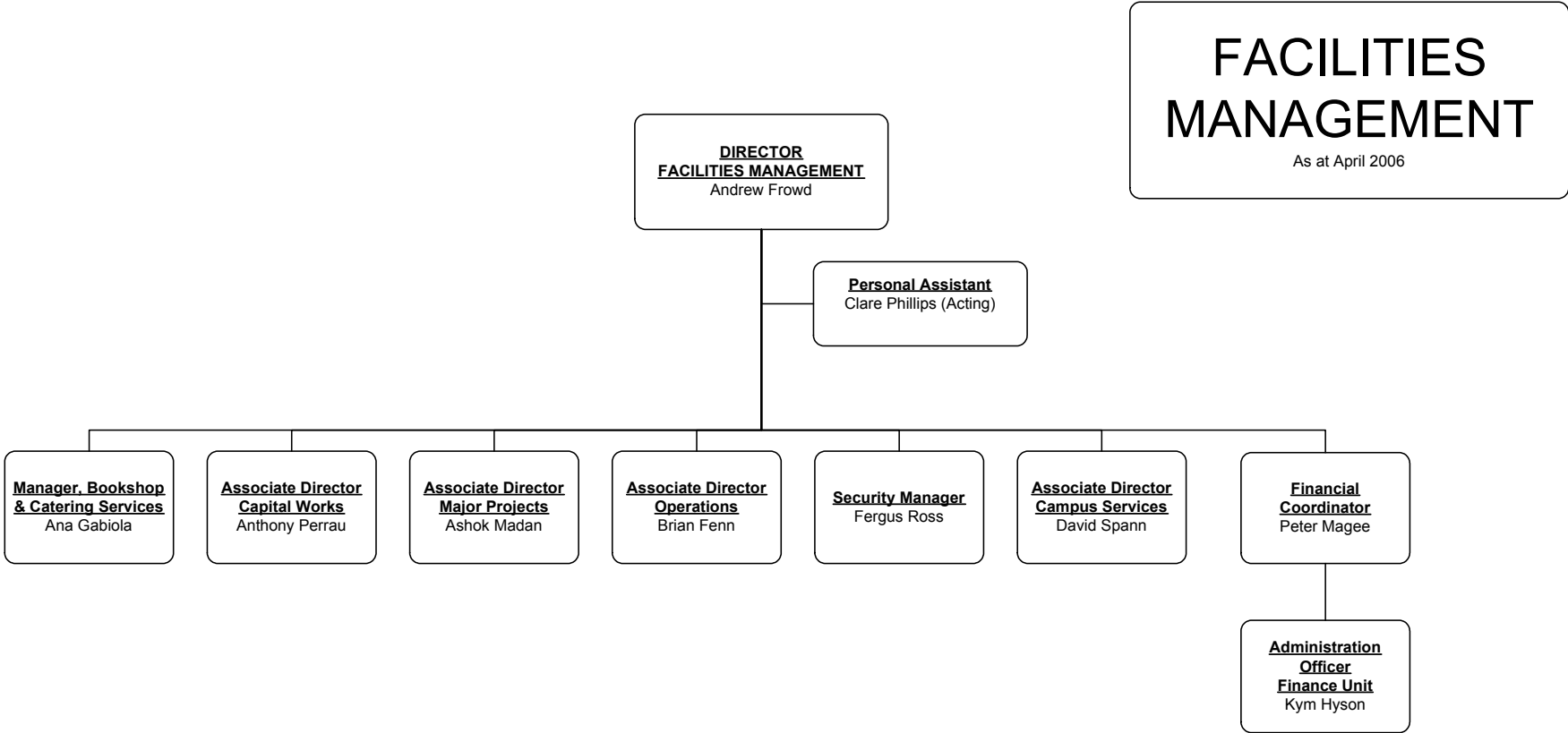
2.0 INTRODUCTION

QUT is responsible for the management and maintenance of a large property and built asset portfolio, spread over 4 campuses, with an estimated value of between \$500M and \$600M. A typical yearly cashflow for minor capital/maintenance works is between \$2M and \$5M.

QUT's capital works/maintenance business is managed through the Facilities Management Department and, in particular, the Capital Works and Operations sections located at Y1 Block Victoria Park Road, Kelvin Grove. For more detailed information regarding the structure of the Department please refer to the following organisational charts (Figures 1.1 to 1.5)

Due to increases in both the demand for and complexity of minor works from within the University, the Capital Works and Operations sections have identified that the following key objectives need to be met to ensure continuing high levels of Client satisfaction:

- due to the varied and often poorly defined nature of this type of work, there is a need for our Clients to engage with design professionals at a much earlier stage in the project delivery process than is currently the case;
- improve demand management and maintaining current high levels of responsiveness; and
- the need for improved consistency in design approach.



FACILITIES MANAGEMENT
As at April 2006

Figure 1.1

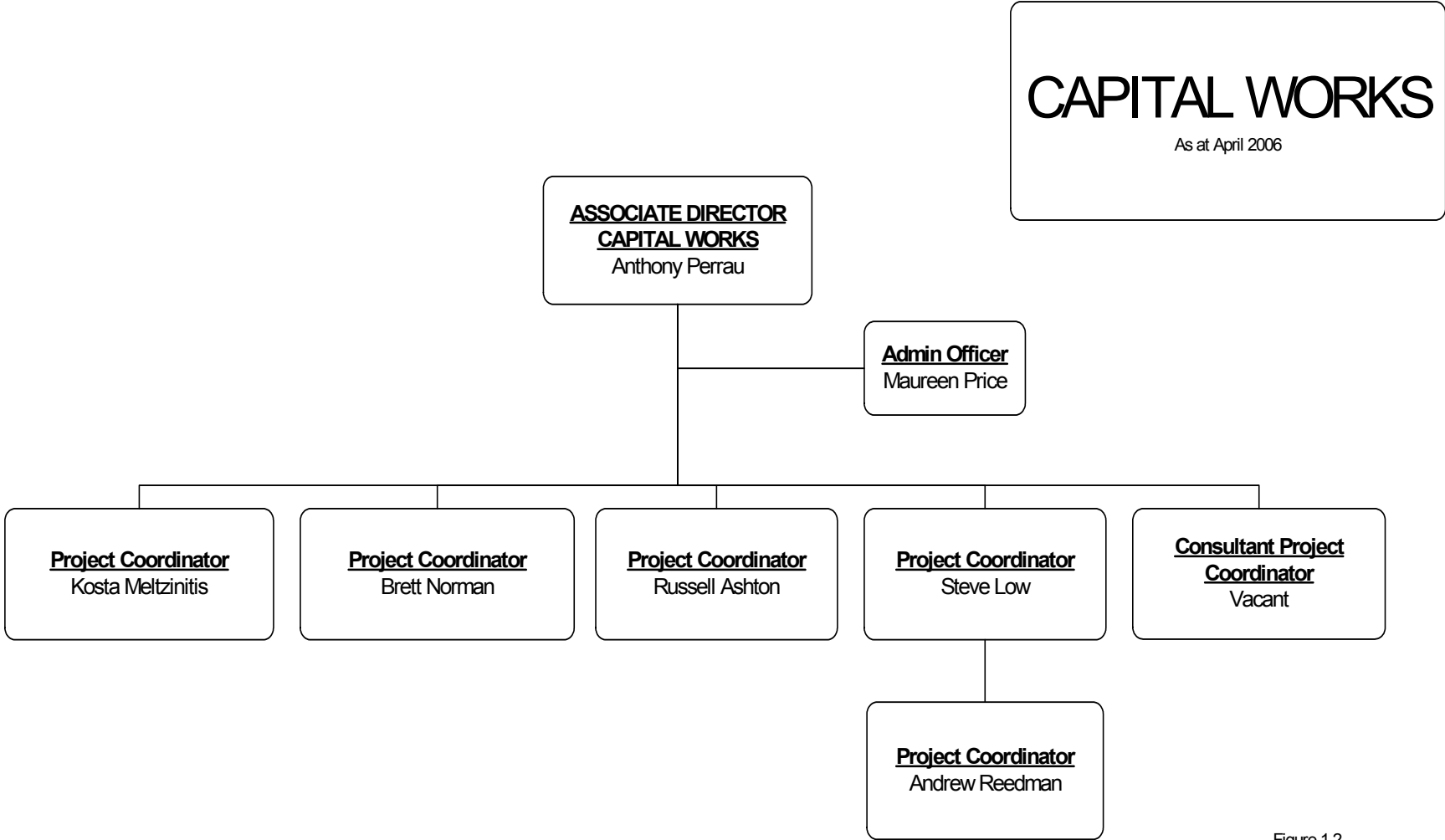


Figure 1.2

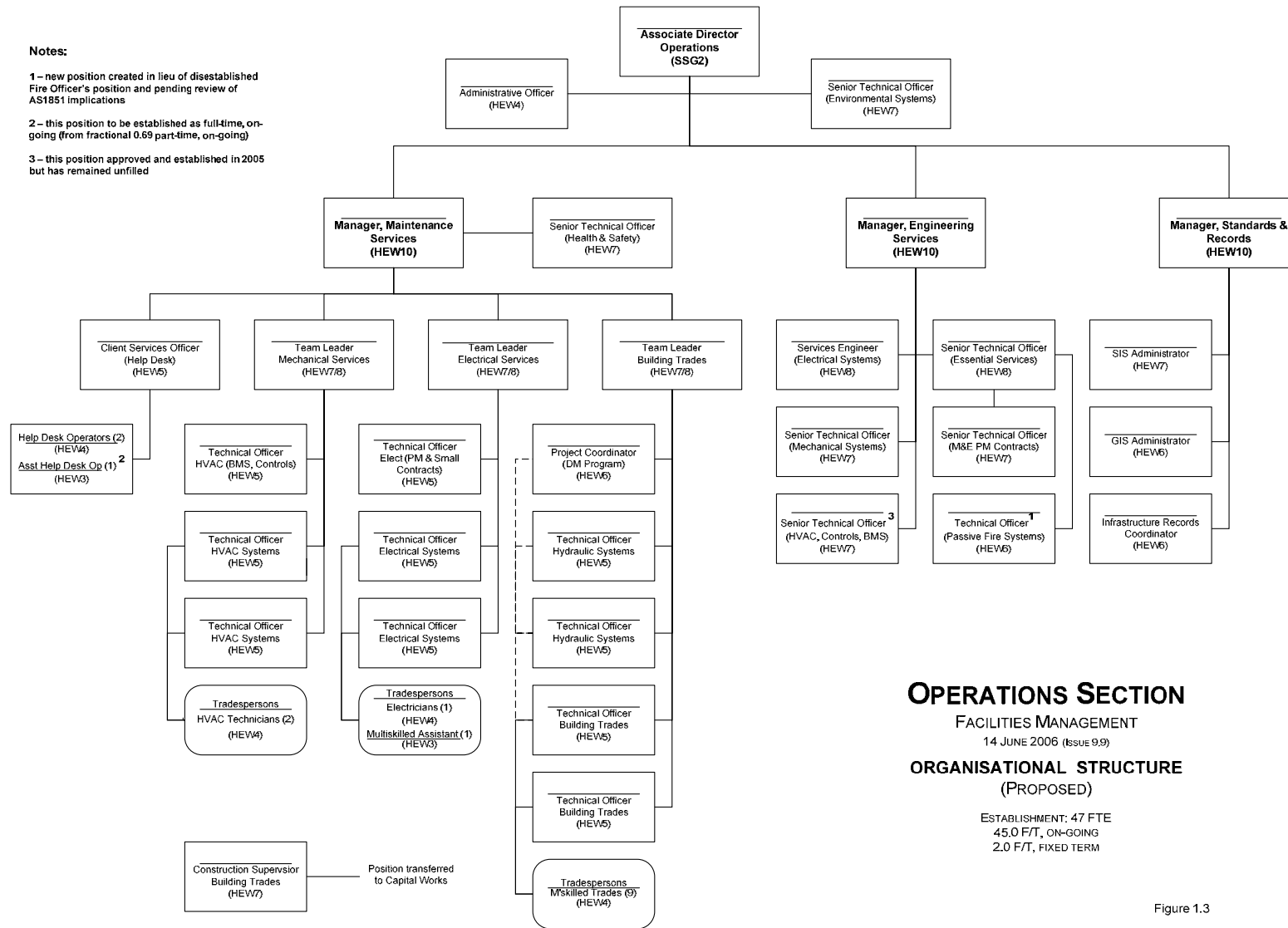


Figure 1.3

CAMPUS SERVICES
As at April 2006

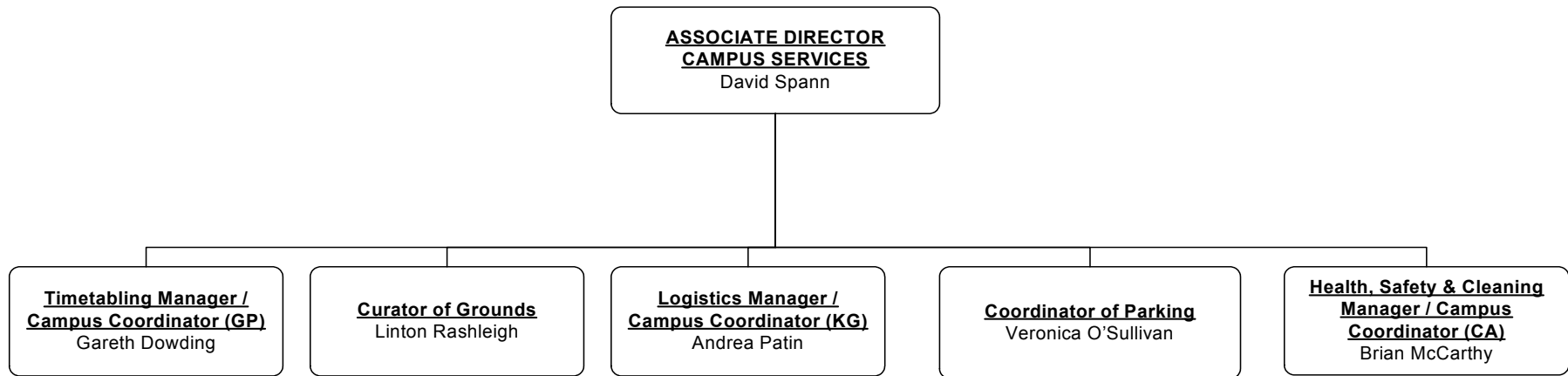


Figure 1.4

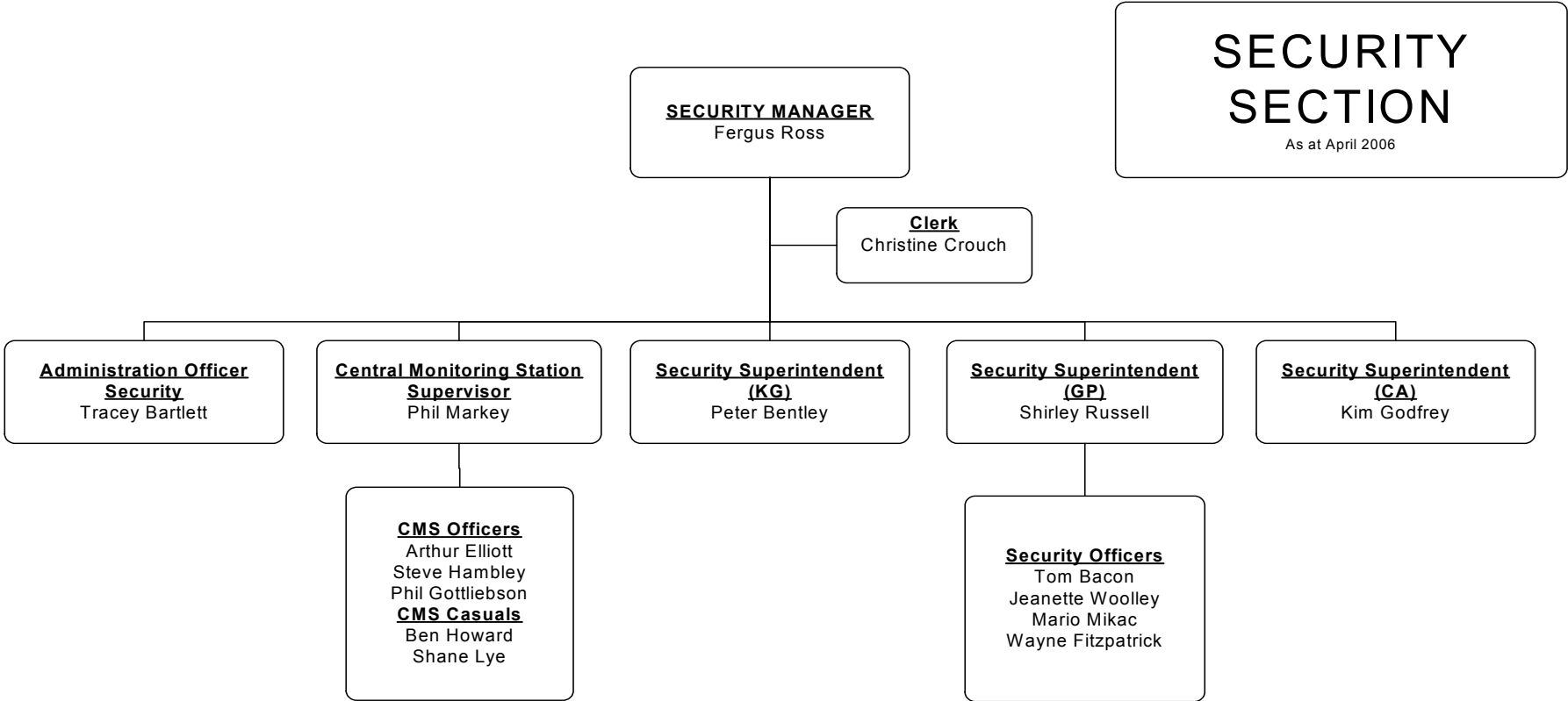


Figure 1.5

3.0 THE MINOR WORKS PROJECT DELIVERY FRAMEWORK

General

Capital Works and Operations require assistance from suitably qualified design and estimating professionals to:

- work with our Clients to turn requests for renovations and alterations into sketches and schedules suitable for estimating purposes; and
- if the project proceeds, provide a lump sum fee to complete the design and manage the project through to the end of the defect liability stage.

The Consultant is required to work with Capital Works/Operations and our Client to produce the sketches and/or schedules for estimating purposes. This work would be undertaken at the agreed hourly rate. Should the Client decide to proceed with the project, the Consultant would then be requested to provide a lump sum fee, based on the agreed rates and including a detailed breakdown of hours, to take the project through to handover and then on through the defect liability period. If the sum provided cannot be accommodated within the project constraints then other tenders may be sought or the project may not proceed.

It is important to note that once the scope and estimated cost of a project is determined the project may not proceed. If this occurs, the Consultant is paid for the hours of service delivered to this point, subject to the approval of the Project Coordinator (refer below).

The Project Environment

The representative of the QUT Faculty or Division for whom the works are being undertaken is the ultimate Client however, the Consultant shall work to the Capital Works and/or Operations Project Coordinator.

The Principal under the consultancy and construction contracts will be Queensland University of Technology (QUT) through the Director-Facilities Management.

The Director-Facilities Management has delegated all day-to-day obligations as Contract Principal to a nominated Facilities Management officer known as the Project Coordinator.

The role of the Project Coordinator is to plan and coordinate all aspects of the procurement process for projects as the representative of the Principal. The Consultant will be required to liaise directly with a variety of clients and stakeholders (refer Appendix A, PM220) within and outside QUT. These may include but are not limited to the following:

- Local/Brisbane City Council
- Queensland Fire and Rescue Authority
- Environmental Protection Agency
- QUT Campus Services
- QUT Security
- QUT Operations (engineering, maintenance and building services)
- QUT User representatives of individual faculties, departments or sections
- QUT Information and Technology Services.

A Stakeholder Signoff Sheet PM633, and a Design Certificate of Compliance PM642 (refer Appendix A below) is to be completed before construction tenders are called.

In conjunction with Clients and stakeholders, the Consultant shall set and monitor parameters to be met by all Secondary Consultants in terms of deadlines and extent of information as set by the Project Coordinator. The Consultant will also be responsible for setting and monitoring parameters to be met by QUT and external agency personnel.

QUT has prepared Design Standards & Guidelines (DSG), which document the standard product performance requirements and quality to be adopted by the Consultant. The DSG is available for viewing and downloading at the following web address:

<http://www.fmd.qut.edu.au/consultants/index.jsp>

The MWPPK and DSG are live documents. Amendments, including the date the amendment came into force, are posted on the web site.

The Building Application is prepared and submitted by the Consultant. The Consultant shall sign the Building Application as the owner's Authorised Officer. The Consultant is to coordinate the payment of all statutory fees, including Building and Construction Industry (Portable Long Service Leave) Authority and Workplace Health and Safety fees, through the Project Coordinator. This is to be completed prior to commencement of work on site.

The Consultant is to liaise with QUT's Standards and Records Section to obtain any existing documentation relevant to the project and take full account of the existing physical environment and any linkages to other areas outside the scope of the project as part of the design process.

Secondary Consultants

QUT will commission any secondary consultants and pay all associated fees. The Consultant will be responsible for the coordination of all secondary consultants, including the Building Certifier, to meet the requirements of the project brief and the Building Act.

Project Delivery Structure

The project delivery structure adopted by QUT to deliver the minor capital/maintenance program is shown in Figure 1.6. The key characteristics of QUT's project management structure are:

- the project has clearly identified responsibilities;
- the people concerned have a firm understanding of their responsibilities and are accountable for them; and
- the project communication lines are efficient.

The principal parties involved in a typical project are as follows:

QUT Faculty or Division	- Client
Director Facilities Management	- Contract Principal
Faculty/Division/Department	- Facility end user and member of the Project User Group

- Associate Director Capital Works - Program Director responsible for the delivery of University's capital works program.
- Associate Director Operations - Program Director responsible for the delivery of University's major maintenance program.
- Project Coordinator - Client's Representative and principal point of contact.
- QUT Stakeholders - Representatives of all internal areas of operation responsible for the day-to-day running of the Universities facilities.(refer Appendix A, PM220)
- Consultant - Responsible for the design and delivery of the project including design, documentation, superintendence and contract administration.
- Building Contractor - Responsible for constructing the works
- Project Quantity Surveyor - Responsible for cost planning, estimating and cost control.

Project Delivery Framework

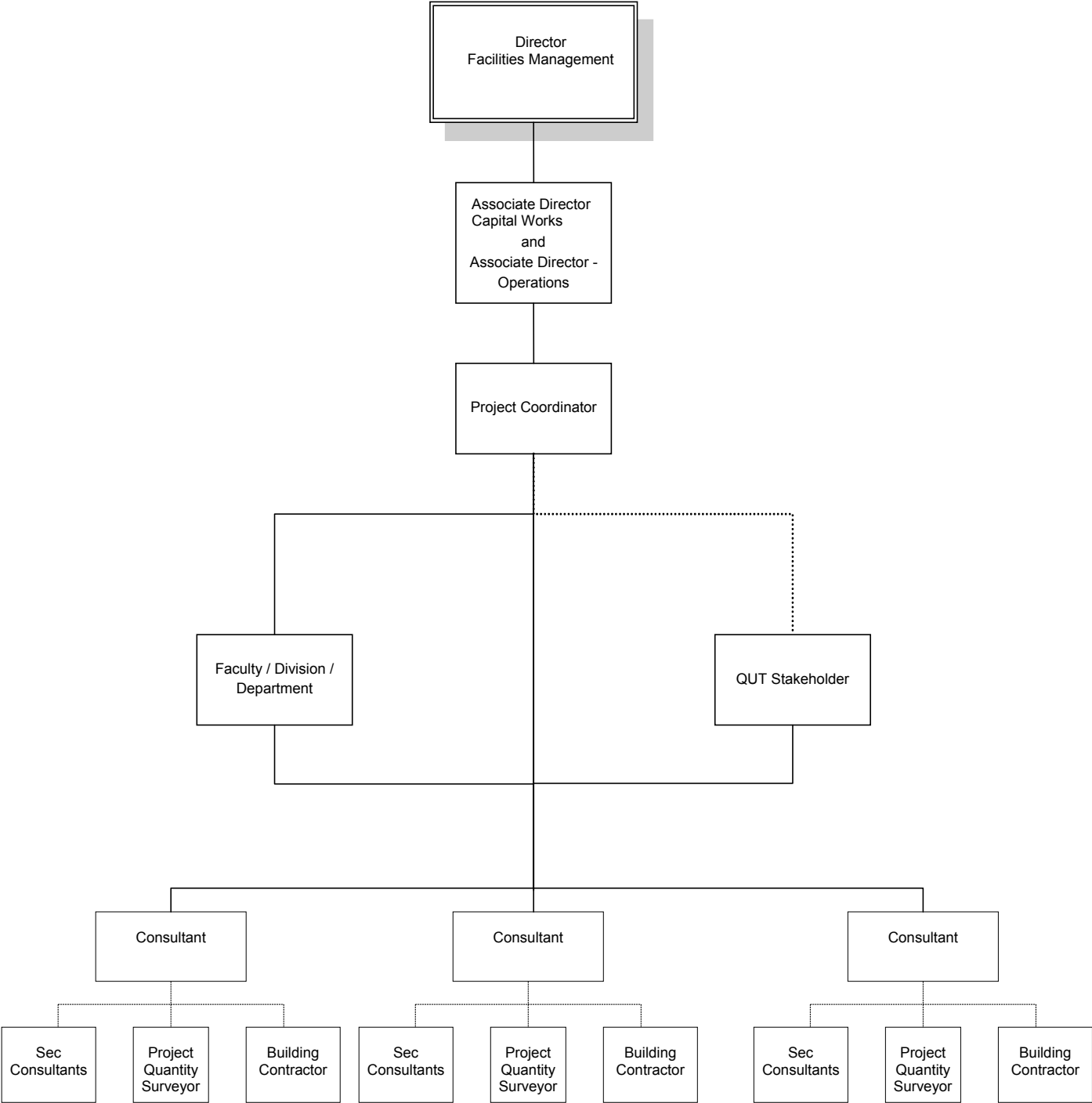


Figure 1.6

4.0 MINOR WORKS PROJECT MANAGEMENT

Minor Works Project Life Cycle

A typical minor works project delivery lifecycle is shown in Figure 1.7. The Consultant is engaged at the commencement of the project and designs and manages the project through to completion of the Defects/Liability phase.

The phases are further sub-divided into the following key stages and the completion of each is to be viewed as a project milestone:

- Schematic Design
- Contract Documentation
- Tender (competitive or negotiated)
- Construction
- Defects/Liability

QUT Stakeholders and Other Important Issues

The University operates in a complex and diversified environment requiring high degrees of communication between sections and departments to ensure the highest standard of education is always provided.

As discussed above QUT has a number of key internal operational areas responsible for the day to day running and timetabling of the University's facilities.

It is critical to the success of a project that each area is consulted and fully informed during the design development and construction stages. *It is the Consultant's responsibility to ensure this occurs.*

As a means of ensuring the appropriate consultation occurs, the Consultant must obtain signoff on the Stakeholders Signoff Sheet and sign the Design Compliance Certificate (refer Appendix B) before a building contract can be awarded. The Consultant is to ensure that the stakeholders have sufficient time to review the documentation.

Typical Minor Works Project Delivery Lifecycle

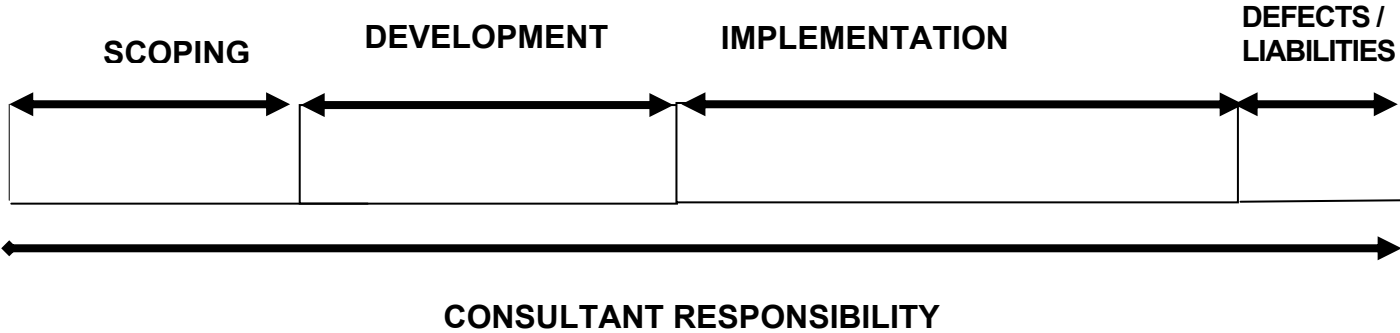


Figure 1.7

The signature of a stakeholder alone will not absolve the Consultant of his/her responsibility to ensure the contract documents reflect the requirements of the stakeholder.

Project User Groups

4.3.1 General

The role of the Project User Groups (PUG) is to ensure that the interests and needs of the various areas of operation within the Faculty/Division/Department are conveyed to the project team. The Consultant is to ensure that, through regular meetings with the PUGs, the functional requirements of the end users are incorporated into the sketch design and costings and reflected in the contract documents.

PUGs are mandatory for all projects and are the responsibility of the Consultant to establish in conjunction with the Project Coordinator.

4.3.2 PUG's Responsibilities

The responsibilities of the PUG are:

- Endorse/sign off:
 - Schematic Design and Estimate of Cost
 - Contract Documentation

5.0 BUDGET MANAGEMENT

General

Effective and efficient budget management is required to ensure that the delivered product is:

- fit for purpose;
- value for money; and
- delivered on time and within budget.

All design and development work should be undertaken with the aim of containing costs within the Project Budget. Adherence to QUT's Design Standards & Guidelines will ensure that quality and functionality are not unduly compromised.

Cost overruns may need to be managed through a reduction in the approved scope of work to bring the project back on budget. Note that approval to expend any savings on previously deducted items must be sought from the Project Coordinator before such work commences.

Any changes or additions to the approved scope of work must be managed within the Project Budget, as additional funding will only be provided by QUT in exceptional or unforeseen circumstances.

Cost Control

5.2.1 Cost Plans

Schematic Design Cost Plan – Represents the total project estimate of cost at the completion of the Schematic Design stage. This cost is based on preliminary documentation of the final design concept for the project. Any cost overruns at this stage must be managed through reductions in scope of work, in close consultation with the PUG. The Project Coordinator and the PUG must endorse the cost plan.

Pre-Tender Cost Plan – Represents the total project pre-tender estimate of cost at the completion of the Contract Documentation stage. This cost is based on full documentation of the project as endorsed by the PUG before tenders are called. If the Pre-Tender Cost Plan (PTCP) does not exceed the Project Budget the Consultant, in consultation with the Project Coordinator, can proceed with the calling or negotiating of tenders. If the PTCP exceeds the Project Budget the Consultant must consult with the PUG re additional funding or reductions in scope to align the scope with the budget.

Pre-Construction Cost Plan – Represents the known cost of the project at the quotation or Tender Stage before construction contract is awarded. This cost is based on the firm quote for the project submitted by the preferred tenderer, as recommended by the Consultant and Project Coordinator and approved by the appropriate Procurement Authority. If the Pre-Construction Cost Plan (PCCP) exceeds the Project Budget the Consultant must consult with the PUG re additional funding or reductions in scope to re-align the scope with the budget.

Project Contingency

It is not possible within the normal scope of any building process to foresee everything that will be needed during the design and construction phases or to eliminate entirely the need for adjustments due to discrepancies in the documents.

A contingency sum is defined as a sum of money included in the project budget for expenditure, if necessary, on matters unforeseen at the time of calculating the Project Budget.

5.3.1 Calculation and Apportionment of Project Contingency

Generally, project Contingency for all QUT capital and maintenance projects is calculated as follows:

- Project Cont. = [Building/Trade Cost + Non-Contract (excl. professional fees)] x 10%;

The project contingency is to be apportioned as follows:

- 50% for design (pre-tender) contingency
- 50% for construction contingency.

In assessing the amount of project contingency, consideration should be given to:

- the type of project (ie new works or alterations); and
- the quality of documentation (ie final or provisional)

Contingency levels above the recommendations shown, should be discussed with the Project Coordinator and justification included in the relevant cost plans.

Project contingency should be varied in line with changes to the building cost and costs outside the contract at the various cost plan stages. Allowance for contingency shall be included in all cost plans, from the earliest stages of the project.

If it becomes evident during the project that the project budget will be inadequate, approval to increase the budget must be obtained from the appropriate Faculty or Divisional manager through the Project Coordinator.

5.3.2 Management of the Construction Contingency

The Project Contingency will cover the following two areas.

Design Contingency

This component of the Project Contingency will be restricted to use by the Project Coordinator, in consultation with the User Group, to meet additional costs incurred as a result of the following:

- additional Statutory Fees and Charges arising during the Contract Documentation stage; unforeseen design developments; and
- authorised additional costs incurred by the Consultant in carrying out its services.

Construction Contingency

This component of the Project Contingency will be restricted to use by the Consultant to meet additional costs incurred during the period of construction as a result of the following:

- errors / omissions in documentation;
- adjustment to Prime Cost items and Provisional Sums / Quantities;
- unforeseen construction requirements to meet the approved scope of work; and
- admissible contractual claims.

The Consultant is to ensure that the Project Coordinator is at all times informed of the status of the construction contingency and, in particular, well in advance of any proposed expenditure exceeding \$2,000 in value.

Project Contingency is not to be used to increase the scope of the project unless approved by the Project Coordinator. It should remain intact for its agreed purpose. If a variation to the contract, no matter how small, will result in the contingency budget being exceeded, the Project Coordinator must be consulted before any variation is issued.

The amount of unspent contingency at the completion of the project will be one of the key indicators toward the success of the project.

6.0 DESIGN STANDARDS AND GUIDELINES

General

The design of a project is not to be solely influenced by cost but is to be developed with the appropriate application of the University's Design Standards & Guidelines (DSG). To ensure that quality and functionality are not unduly compromised.

The DSG is available at the following web address:

http://www.fmd.qut.edu.au/operations/design_standards/

Design Standards & Guidelines

The DSG have been developed for key building elements and specific functional spaces and provide details on materials and functional requirements as well as specific requirements regarding design, fixtures, furniture and equipment.

The Standards & Records section within Facilities Management administers the DSG and regularly reviews the guidelines to ensure they reflect changes to University policy and government legislation and to address design deficiencies, functionality and health and safety.

Whilst QUT makes every effort to ensure that the legislative requirements are current it cannot guarantee this. It is the Consultant's responsibility to ensure that the legislative requirements applicable at the time are enforced.

The Consultant is to highlight any discrepancies or deficiencies in the DSG to the Project Coordinator. A case to vary the requirements of the DSG can be put forward for QUT's consideration however, no variation to the requirements of the DSG is allowed without the approval of the relevant Associate Director, through the Project Coordinator.

At the completion of Contract Documentation, the Consultant must submit the Design Compliance Certification to the Project Coordinator before proceeding to tender. A certificate has been included in Appendix A.

7.0 BUILDING CONTRACTOR ENGAGEMENT

General

As outlined in Section 1.0, minor works are typically defined as any capital or maintenance project with an estimated total project cost of \$200,000 or less. Facilities Management has two contractor engagement procedures for minor works: competitive or negotiated tenders. The correct procedure depends on the estimated value of the contract.

Definitions

The following definitions apply to these procedures:

- **Vice Chancellor** is QUT's Chief Executive Officer.

- **The Contract Principal** under the contract is QUT through the Director Facilities Management.
- **The Contract Principal's Representative** under the contract is the Facilities Management Project Coordinator.
- **Contractor & Consultant Selection Committee (CCSC)** is a Facilities Management internal committee who must review and endorse all Consultant and contractor tender lists prior to tender call and endorse all tender recommendations prior to the approval to award a construction contract by the appropriate procurement authority, for building contracts \$20,000 or over
- **Procurement Authority** is the QUT officer with the delegated financial authority to approve the expenditure of the relevant amount of University funds.

Tendering Procedures

7.3.1 Negotiated Tenders.

For building or trade contracts less than \$20,000 in value, QUT have Standing Offers of Agreement with sole suppliers. For works that fall into this category the Consultant will be responsible for negotiating an agreed lump sum price, in accordance with the procedures set down in Appendix B.

7.3.2 Competitive Tenders

Scope

The procedures set down in Appendix C are to be followed for the engagement of all contractors where the value of the individual contract is equal to or exceeds \$20,000 in value.

The Consultant carries out tendering processes for the engagement of building contractors in association with the Project Coordinator and in accordance with QUT procedures.

Application

The tendering procedures apply equally to all organisations and/or personnel involved in the procurement of facilities for QUT, whether they be QUT employees or external service providers.

Process

Appropriate tender procedures enable tenderers to clearly understand what is required of them when preparing and submitting a conforming tender. The following is a general list of important points that should be applied to the tendering process:

- the same information is to be provided to all tenderers;
- in the event that a project briefing is conducted for tenderers, minutes of the briefing are to be recorded by the Consultant and distributed to all tenderers;
- the Consultant is the single point of contact between tenderers and the Project Coordinator. Any queries received from tenderers by the Project Coordinator or other QUT employees will be re-directed to the Consultant;

- all addenda issued during the tender period must be dated and numbered. Tenderers must provide evidence at the time of lodging the tender that the tender includes all costs associated with the addenda; and
- identify any conflict of interest, personal or commercial.

For the engagement of the Contractor the Consultant has the following general responsibilities:

- administer the tender/offer process; and
- prepare the tender/offer and contract documents.

Procedures

For engagement of building contractors refer Appendix C.

For the calling and closing of tenders refer Appendix F.

Tender Documentation

7.4.1 Negotiated Tenders

- Preliminaries

This section includes general obligations under the contract and common requirements that apply across the technical specification and drawings (available from the Project Coordinator). It describes issues such as site security, occupancy constraints, site office, site signage, quality assurance, as-constructed documentation requirements and other QUT specific requirements.

- Drawings, Technical Specification and Schedules

These are the drawings and specification clauses that define any specific details of what has to be built or supplied. They may be performance-based criteria.

7.4.2 Competitive Tender Call

- Conditions of Tender

Includes the various obligations a tenderer must meet to ensure the tender is conforming and contains all the necessary information for evaluation of the tender (available from the Project Coordinator).

- Tender Form

A proforma tender form which each tenderer fills out, so that all tenders are consistently presented (available from the Project Coordinator).

- Conditions of Contract, Special Conditions and Annexure

This defines the general conditions that apply to the contract, with project specific details included in the Annexure. The Special Conditions list deletions, amendments and additions to the General Conditions (available from the Project Coordinator)

- Preliminaries

This section includes general obligations under the contract and common requirements that apply across the technical specification and drawings (available from the Project Coordinator). It describes issues such as site security, occupancy constraints, site office, site signage, quality assurance, as-built documentation requirements and other QUT specific requirements.

- Drawings, Technical Specification and Schedules

These are the specification clauses that define, in conjunction with the drawings, any specific details of what has to be built or supplied. They may be performance-based criteria.

8.0 CONTRACT SYSTEMS

Project Contract Categories

QUT minor capital works/maintenance contracts fall into the following categories:

Small Projects	-	Less than \$20,000.
Medium Projects	-	\$20,000 to \$50,000
Large Projects	-	\$50,000 to \$200,000.

QUT uses the following contracts for the construction of the works:

Contract Value	Form of Contract	Tender Requirements	Procurement Authority
Minor Works Capital & Maintenance Projects			
≤ \$20,000	QUT Standing Offer of Agreement (SOA)	Negotiated with single provider	Associate Director Cap Works Associate Director Operations
\$20,000 to \$50,000	QUT Small Works Contract – Traditional	Minimum of 3 offers from QUT Contractor Panels	Director Facilities Management
\$50,000 to \$200,000	QUT Minor Works Contract Traditional	Minimum of 3 offers from QUT Contractor Panels	Director Facilities Management

Figure 1.8 shows the contract structures and communication lines.

Traditional Contract

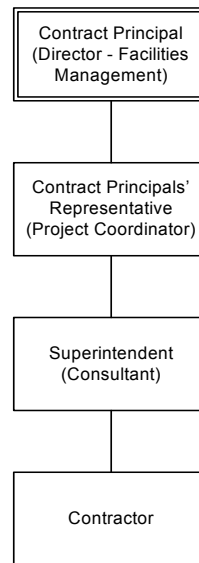


Figure 1.8

Important points to remember:

- The Consultant will act as the contract Superintendent on all minor capital/maintenance projects
- Regardless of the means used to obtain a lump sum price for construction works ie negotiated or competitive tender call, all works are to be executed under the appropriate contract listed above.

9.0 CERTIFICATION & PAYMENT OF CLAIMS

For all minor capital works/maintenance consultancy and construction contracts there is to be one claim only, for the total adjusted contract sum, less any retentions, within 5 working days from the date the Consultant awards practical completion.

Figure 1.9 sets out the sequence to be followed and the responsibilities and actions of service providers (building contractors, Consultant, other vendors) and QUT representatives.

All **tax invoices** must be original and quote the **QUT Order Number** supported by the relevant claim documents. Consultant tax invoices are to be addressed to the Project Coordinator whilst construction contract claims and tax invoices must be addressed to QUT with a copy sent to both the Project Coordinator **and** the Consultant. All tax invoices must quote the QUT ABN number. **Payments cannot be approved and paid without the QUT ABN number, QUT Order Number and the supporting documentation.**

Adequate time must be allowed, within the 21-day cycle, for QUT to process and pay the claim. The Consultant is to ensure that QUT comply with the Building and Construction Industry Payments Act at all times.

Contractor Payment Procedure

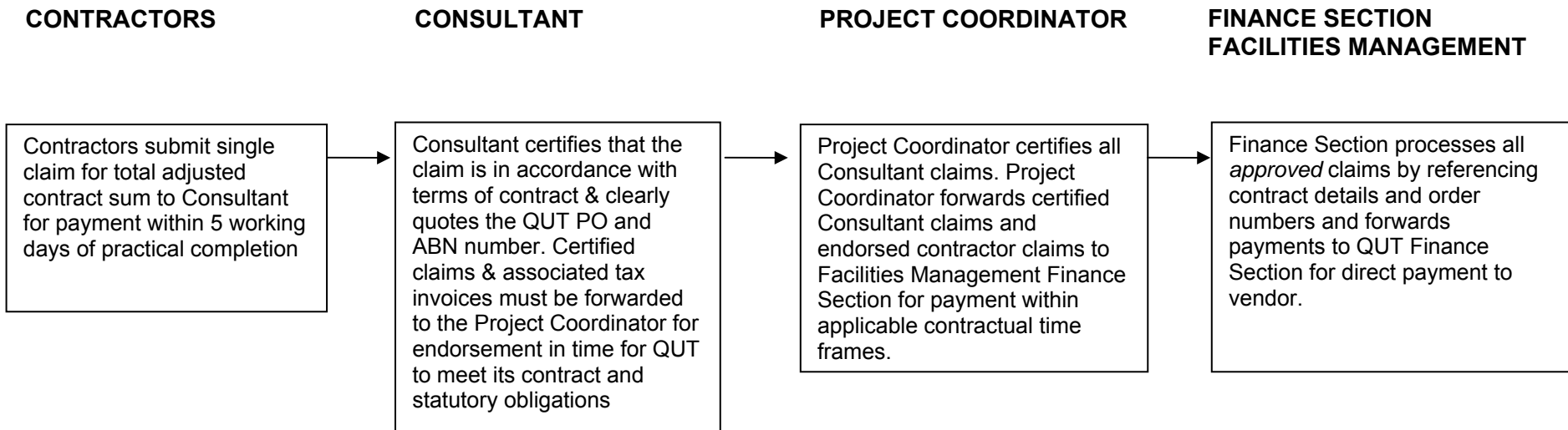


Figure 1.9

APPENDIX A

QUT STAKEHOLDERS, CHECKLISTS & CONSULTANT COMPLIANCE CERTIFICATE

PM220 Stakeholders

220.1 Stakeholders

Inform all the following stakeholders at the start of a project and through out the project obtain advice, input, restraints, concurrent work, future work etc from any or all of the stakeholders:

- a. Associate Director – Capital Works (extn 83636)
Associate Director – Operations (extn 83778)
and Director – Facilities Management, as appropriate (extn 83990)
- b. FM Operations Section:
 - i. Room numbering & space data update
(Infrastructure Records Officer – Space, extn 85403)
 - ii. Drawing Numbers (GIS Administrator, extn 83628)
 - iii. Mechanical Services
(Senior Technical Officer – Mechanical, extn 85462)
(Electrical / Mechanical Services Supervisor, extn 85488)
 - iv. Electrical Services (Services Engineer – Electrical, extn 83020)
 - v. Hydraulics (Senior Technical Officer – Essential Srvs, extn 83883)
 - vi. Building Maintenance (Maintenance Services Manager, extn 89680)
 - vii. Fire Services (Senior Technical Officer – Essential Srvs, extn 83883)
 - viii. Design Standards and Guidelines
(Manager Standards and Records Section, extn 83622)
 - ix. Engineering Services (All) (Manager Engineering Services, extn 85934)
- c. FM Security Section
 - i. Design (Security Manager, extn 83694)
 - ii. Keying and Locking (Security Systems Officer, extn 85969)
- d. FM Campus Services Section
 - i. Campus operations, traffic, people movement, disruptions, timing of examinations, Neighbours & Site impacts
(Assoc. Dir. – Campus Services extn 83214)
(Campus Coordinator – KG extn 83476)
(Campus Coordinator – GP – extn 82693)
(Campus Coordinator – Ca – extn 84536)
 - ii. Health, Safety and Cleaning Manager (extn 84536)
 - iii. Landscaping (Grounds Foreperson, extn 83501)
- e. Information Technology Services
 - i. Data / Phone (ITS Team Leader, extn 82155)
- f. Teaching and Learning Support Services
 - i. Audio Visual Services (TALSS AV Workshop Manager, extn 83537)
- g. Health & Safety (Assoc. Dir. – HR H&S Advisory Service, extn 89269)
- h. Equity
 - i. Access for people with disabilities (Disability Officer, extn 82905)
- i. FM Capital Works
 - i. Heritage Issues (Associate Director – Major Projects, extn 83003)

STAKEHOLDER CONSULTATION CERTIFICATE

Project Title		
Location		BEIMS No
QUT Project Coordinator		Phone No
Project Manager	(if applicable)	

MINOR WORKS PROJECT (< \$500,000)

The purpose of this procedure is to ensure that all **relevant** QUT stakeholders are provided with the opportunity to review project documentation prior to tender award. Responsibility for ensuring the procedure is followed lies with the QUT Project Coordinator. This form must be completed and submitted with Form 627B as an Attachment to the Tender Evaluation Plan or Tender Evaluation Report to obtain Director FM approval to award a construction contract.

NOTE: QUT officers should only sign if they have no outstanding objections to the Tender Documentation. Any objections or qualifications should be noted. If inclusion "not appropriate" mark as **NA**. If "consulted" vs "signature" attach email documentation.

Title	Name	Signature	Date
Client Representative	<i>Mandatory</i>	<input type="checkbox"/>	
User Representative	<i>Mandatory</i>	<input type="checkbox"/>	
FM (Project Coordinator)	<i>Mandatory</i>	<input type="checkbox"/>	
FM (Operations) - Technical services	Geoff Woods	<input type="checkbox"/>	
FM (Operations) - Maintenance Services	Harvey Baldwyn	<input type="checkbox"/>	
FM (Operations) - Health & Safety	<i>Include if appropriate</i>	<i>See email attached</i>	
FM (Security)	<i>Include if appropriate</i>	<i>See email attached</i>	
FM (Campus Services)	<i>Include if appropriate</i>	<i>See email attached</i>	
(Insert other FM sections if appropriate)			
IBC – QUT Institute Biosafety Committee	<i>Include if appropriate</i>	<i>See email attached</i>	
LETS - Audio Visual Services	<i>Include if appropriate</i>	<i>See email attached</i>	
ITS (NS) -Data/Communications	<i>Include if appropriate</i>	<i>See email attached</i>	
DAS Equity Section - Equity issues	<i>Include if appropriate</i>	<i>See email attached</i>	
DAS HR H & S Advisory Service - H & S issues	<i>Include if appropriate</i>	<i>See email attached</i>	
(Insert other QUT sections if appropriate)			

Associate Director (Campus Services)	Mandatory	<input type="checkbox"/>	
Associate Director (Operations)	Mandatory	<input type="checkbox"/>	
Associate Director (Capital Works)	Mandatory	<input type="checkbox"/>	
Director (Facilities Management)	Mandatory	<input type="checkbox"/>	

FMP313A FACILITIES MANAGEMENT PROCEDURES MANUAL: (ADCW) MAR 2011

STAKEHOLDER CONSULTATION CERTIFICATE

Project Title		
Location		BEIMS No
QUT Project Coordinator		Phone No
Project Manager		Phone No

MAJOR WORKS PROJECT (> \$500,000)

The purpose of this procedure is to ensure that all **relevant** QUT stakeholders are provided with the opportunity to review project documentation prior to tender award. Responsibility for ensuring the procedure is followed lies with the QUT Project Coordinator. This form must be completed and submitted with Form 627B as an Attachment to the Tender Evaluation Plan or Tender Evaluation Report to obtain Director FM approval to award a construction contract.

NOTE: QUT officers should only sign if they have no outstanding objections to the Tender Documentation. Any objections or qualifications should be noted. If inclusion "not appropriate" mark as **NA**. If "consulted" vs "signature" attach email documentation.

Title	Name	Signature	Date
Client Representative	<i>Mandatory</i>	<input type="checkbox"/>	
User Representative	<i>Mandatory</i>	<input type="checkbox"/>	
FM (Project Coordinator)	<i>Mandatory</i>	<input type="checkbox"/>	
FM (Operations) - Maintenance Services	<i>Mandatory</i>	<input type="checkbox"/>	
FM (Operations) - Health & Safety	<i>Mandatory</i>	<input type="checkbox"/>	
FM (Operations) - Mechanical	<i>Mandatory</i>	<input type="checkbox"/>	
FM (Operations) – Electrical + Fire	<i>Mandatory</i>	<input type="checkbox"/>	
FM (Operations) – Hydraulics	<i>Mandatory</i>	<input type="checkbox"/>	
FM (Physical Security)	<i>Mandatory</i>	<input type="checkbox"/>	
FM (Fire Safety)	<i>Mandatory</i>	<input type="checkbox"/>	
FM (Campus Services) – Campus Coordinator	<i>Mandatory</i>	<input type="checkbox"/>	
Insert additional as required			
IBC – QUT Institute Biosafety Committee	<i>Include if appropriate</i>	<i>See email attached</i>	
LETS - Audio Visual Services	<i>Include if appropriate</i>	<i>See email attached</i>	
ITS (NS) -Data/Communications	<i>Include if appropriate</i>	<i>See email attached</i>	
DAS Equity Section - Equity issues	<i>Include if appropriate</i>	<i>See email attached</i>	
DAS HR H & S Advisory Service - H & S issues	<i>Include if appropriate</i>	<i>See email attached</i>	

Associate Director (Campus Services)	Mandatory	<input type="checkbox"/>	
Associate Director (Operations)	Mandatory	<input type="checkbox"/>	
Associate Director (Capital Works)	Mandatory	<input type="checkbox"/>	
Director (Facilities Management)	Mandatory	<input type="checkbox"/>	

FMP313B FACILITIES MANAGEMENT PROCEDURES MANUAL: (ADCW) MAR 2011



Facilities Management

[To download this form in Word format, click here.](#)

PM642 Consultant CERTIFICATION OF COMPLIANCE

Design Standards and Guidelines

Discipline:

I/We hereby certify that the **(enter discipline)** design drawings and technical specification comply with the QUT Design Standards & Guidelines noting the following approved amendments:

DSG Section	DSG Item	Amendment	Endorsed S&R	Approval by Director FM Y/N

Signed:

Name:

For and on behalf of:

Company Name:

APPENDIX B

PARTICULAR PROCEDURES FOR ENGAGEMENT OF BUILDING CONTRACTORS

CONTRACT VALUES LESS THAN \$20,000

PM206A Process for Engagement of Building Contractor for Contract Values from \$3,000 to < \$20,000

This procedure outlines the activities necessary to appoint building contractors on a single select or tender basis, for minor works with a maximum estimated total contract cost of less than \$20,000.

For contracts less than \$3,000 in value, the Facilities Management credit card procurement procedures apply.

206A.1 Single Select for Contracts less than \$20,000

206A1.1 Contractor Selection

- a Confirm with the Preferred Contractor from the appropriate period contractor panel their availability to provide the services sought. If unable to provide the service, confirm with the next contractor from the panel and so on until the service can be provided in the timeframe required.
- b Prepare Minor Works Contractor Approval Form. **PM627A**
- c Obtain approval to proceed from Associate Director Capital Works/ Operations (ADCW/O).
- d Track through Consultant & Contractor Database (CCDB).

206A.1.2 Contractor Appointment and Closeout

Client External to FM

- i Once approved by ADCW/O, the contractor must be instructed to provide a lump sum quotation to complete the work and rectify defects up until the issuing of the Final Certificate. The documentation and conditions of contract upon which the quotation is based must be as per the Period Contract Agreement.
- ii. If the quotation > \$20,000 then the project must be tendered in accordance with PM206B. **PM206B**
- iii. Obtain Client approval to proceed based on the tendered quotation.
- iv. At the completion of the works the contractor must submit an itemised claim, in the format set down in the Period Contract Agreement, for the approval of the Project Co-ordinator.
- v. The claim must be reviewed and endorsed by the Project Co-ordinator as a fair and reasonable price for the work entailed.
- vi. Complete the Minor Works Contractor Approval Form. **PM627A**
- vii. Obtain approval to proceed from ADCW/O.
- viii. Issue written acceptance of the offer.
- ix. Track through CCDB.

PM206A

Process for Engagement of Building Contractor for Contracts \$3,000 up to \$20,000

Issue Date:
20 April 2006

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20 April 2007

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Client Internal to FM

- i. Once approved by ADCW/O, the contractor can be instructed to commence work at the agreed hourly rates and conditions set out in the Period Contract Agreement.
- ii. At the completion of the works, the contractor must submit an itemised claim, in the format set down in the Period Contract Agreement, for the approval of the Project Co-ordinator.
- iii. The claim must be reviewed and endorsed by the Project Co-ordinator as a fair and reasonable price for the work entailed.
- iv. Complete the Minor Works Contractor Approval Form. **PM627A**
- v. Obtain approval to pay from the ADCW/O.
- vi. Track through CCDB.

206A.2 Tendered Contracts

206A2.1 Contractor Selection

- a. Print out CCDB tender statistics report for relevant approved Contractor Panel.
- b. Select three (3) firms. Unless there are special capability requirements, the firms selected should be the next on the list in order to ensure work is shared.
- c. Confirm with contractor their availability to provide the services sought.
- d. Prepare Minor Works Contractor Approval Form and attach CCDB Tender Statistics Report. **PM627A**
- e. Obtain approval to proceed from the ADCW/O.
- f. Track through CCDB.

206A.2.2 Contractor Appointment

Client Internal or External to FM

- i. Once approved by ADCW/O, the tenderers must be instructed to provide a lump sum quotation to complete the work and rectify defects up until the issuing of the Final Certificate. The tender and contractual terms will be QUT's standard Small Minor Works General Conditions of Contract, depending on the size and complexity of the project (refer Minor Works Project Procedures Kit).
- ii. Record tenders manually. Project Co-ordinator to sign and endorse. **PM627B**
- iii. Confirm with contractor their availability to provide the services sought.
- iv. Obtain Client approval to proceed based on the tendered quotation.

PM206A

**Process for
Engagement
of Building
Contractor for
Contracts
\$3,000 up to
\$20,000**

Issue Date:
20 April 2006

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20 April 2007

Tenders < \$20,000 in value

- v. Complete the Minor Works Contractor Approval Form through CCDB.
- vi. Obtain approval to proceed from ADCW/O.
- vii. Issue Letter of Acceptance.
- viii. Track through CCDB.

PM627A

Tenders > \$20,000 in value

- ix. Where the tendered sum is \$20,000 or more complete CCDB Minor Works screen but show project status as "Referred to CCSC".
- x. Prepare CCSC submission through CCDB.
- xi. Prepare Tender Evaluation Report.
- xii. Submit Tender Summary Form and Report to CCSC for endorsement.
- xiii. Issue Letter of Acceptance.
- xiv. Track through CCDB.

PM627B

PM206A

206A.3 Contract Conclusion

- 206A.3.1 If the contract sum equals or exceeds \$20,000, at any stage of the project, approval must be sought from the CCSC to vary the contract.

Within three (3) months of Practical Completion, Project Co-ordinator to complete a Contractor Performance Report in CCDB.

**Process for
Engagement
of Building
Contractor for
Contracts
\$3,000 up to
\$20,000**

Issue Date:
20 April 2006

Review Date:
20 April 2007

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APPENDIX C

PARTICULAR PROCEDURES FOR ENGAGEMENT OF BUILDING CONTRACTORS

CONTRACT VALUES GREATER THAN OR EQUAL TO \$20,000

PM206B Process for Engagement of Building Contractor from Panels for Contract Value ≥ \$20,000

This procedure outlines the activities necessary to invite tenders and appoint building contractors for contracts \$20,000 or more. Refer to the Project Procedures Kit for the complete project delivery process.

206B.1 Select List

- a. Decide selection criteria weightings
- b. Select firms from Contractor Panels. Unless there are special capability requirements, those selected should normally be the next in order, to ensure work is shared.
- c. Review list and weightings with the Project Coordinator / Associate Director Capital Works or Associate Director Operations (ADCW/O).
- d. Confirm with contractors their availability to tender.
- e. Prepare Tender Evaluation Plan.
- f. Prepare Tender Summary Form **PM627**
- g. Submit list and Plan to the Consultant & Contractor Selection Committee (CCSC) for endorsement to invite tenders: approval by Director Facilities Management (DFM). Track through the Consultant & Contractor Data Base (CCDB)
- h. Update forecast construction start and completion dates in CCDB

206B.2 Call and Evaluate Tenders

- a. Compile full tender documentation including standard Conditions of Tendering and Tender Form, General and Special Conditions of Contract, Preliminaries, specifications and drawings. **PM637**
- b. Project Manager to prepare and send invitation to tenderers.
- c. In conjunction with the Project Coordinator, Project Manager to call tenders and close tenders at QUT Facilities Management.
- d. Tenders to be opened and witnessed by approved QUT staff or nominees and Tender Summary Form to be completed. **PM627**
- e. Assess tenders against selection criteria as stated in Conditions of Tendering. The Tender Evaluation Committee shall evaluate conforming tenders in accordance with the Tender Evaluation Plan.
- f. Conduct post tender interview with selected tenderers if required **PM223**
- g. Prepare Tender Evaluation Report.
- h. Complete Tender Summary Form, Stakeholder Signoff Sheet and Design Compliance Certificate and submit to CCSC for endorsement / recommendation. Track through CCDB **PM627,33,42**
- i. Update forecast construction start and completion dates in CCDB

**FACILITIES
MANAGEMENT
PROCEDURES
MANUAL**

PM206B

**PROCESS FOR
ENGAGEMENT
OF BUILDING
CONTRACTOR
FROM PANEL
CONTRACT
VALUE
≥ \$20,000**

**ISSUE DATE:
20 APRIL 2006**

**REVIEW DATE:
20 APRIL 2007**

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206B.3 Appoint Contractor

- a. If contract exceeds \$500,000 Project Coordinator to prepare memo and send completed CCSC form and memo to Vice-Chancellor (through DFM) for approval to award a contract. Otherwise, approval by DFM.
- b. Upon signed approval of CCSC form, Project Coordinator to prepare and send letter of acceptance to successful tenderer. Signed by ADCW/O
- c. Project Coordinator to advise unsuccessful tenderers.
- d. Project Coordinator to raise requisition order.
- e. Update actual construction start and forecast completion dates in CCDB

206B.4 Contract Conclusion

A maximum of 3 months after Practical Completion, Project Coordinator to complete a Contractor Performance Report in CCDB **PM626**

**FACILITIES
MANAGEMENT
PROCEDURES
MANUAL**

PM206B

**PROCESS FOR
ENGAGEMENT
OF BUILDING
CONTRACTOR
FROM PANEL
CONTRACT
VALUE
≥ \$20,000**

**ISSUE DATE:
20 APRIL 2006**

**REVIEW DATE:
20 APRIL 2007**

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Queensland University of Technology

TENDER EVALUATION PLAN FOR

Building Contractor UP TO \$500,000

[To download this document in Word format, click here.](#)

(INSERT PROJECT N^o, PROJECT NAME AND CAMPUS)

1.0 INTRODUCTION

- 1.1 Tenders for construction of **(insert project title and Campus)** are to be invited on **(insert date)** and will close on **(insert date)**. The project is an element of the **(AMP/Minor Works/Faculty Funded)** for **(Insert year)**.
- 1.2 This shortlist has been prepared for the selection of a building contractor from the approved EOI Panels. **(insert no. of organisations shortlisted)** have been listed and all have been contacted and all advise that they are willing to tender.
- 1.3 A summary of the project follows:

Building & Campus	Project Description	Estimated Building Cost
(insert name)	(insert description of project)	(insert \$)

2.0 FORM OF REQUEST

- 2.1 Tender documentation was developed by **(Project Manager/Project Coordinator)**, in accordance with QUT's procedures for procurement of capital works and in accordance with State Purchasing Policy Guidelines.
- 2.2 The Invitation to Tender was extended to the following firms on the **(insert date)**.

(Tenderer 1)

(Tenderer 2)

(Tenderer 3)

(Tenderer 4)

(Tenderer 5)

3.0 HOW SHORT LIST WAS DETERMINED

(Use standard response below or delete & include a statement of the reasons for arriving at the tender list selected if not in accordance with selection policy).

“The short list of building contractors invited to tender was determined by taking the next consenting tenderer(s), in turn, from the EOI Panel in accordance with current Facilities Management selection procedures. The capabilities of the builders selected were considered in the light of the Project characteristics.”

4.0 TENDER EVALUATION COMMITTEE*

4.1 Membership of the Evaluation Committee is to comprise **(Insert as required):**

- (Chair) Project Coordinator
- (Member 2) Project Manager
- (Member 3) ??????????????????

5.0 EVALUATION PROCESS

5.1 The following aspects are to be addressed by the Evaluation Committee through the evaluation process:

- a. A record of probity issues, eg whether any member of the Evaluation Committee has vested interests in any of the offerors or had contact, which could have influenced any decision making, with any of the offerors during the offer and evaluation period.
- b. Whether there is a need to conduct interviews with tenders. As determined by the Coordinator and approved by the Associate Director, the selection process may involve a further shortlisting of two firms, based on the results of the evaluation process, for interview by the Evaluation Committee.
- c. Any other issues of importance to the evaluation process.
- d. A record of written and verbal referee reports is to be maintained by the Chairperson.

6.0 APPROVAL

6.1 The Committee Chairperson is to seek approval of the tender list from the Director - Facilities Management, through the Consultant & Contractor Selection Committee.

7.0 TENDER EVALUATION

The Tender Evaluation Committee shall evaluate conforming tenders in accordance with the tender evaluation criteria as follows:

- Tender sum
- Completion of information to be provided with tender

- Satisfactory responses to post tender interview issues (if applicable)

8.0 ALTERNATIVE PROPOSALS

8.1 Alternative proposals will **not** be scored but are to be given a subjective evaluation. Details of issues raised and analysis conducted by the Committee are to be included in the Evaluation Committee's reports.



Queensland University of Technology

TENDER EVALUATION REPORT FOR

Building Contractor Up To \$500,000

[To download this document in Word format, click here.](#)

(INSERT PROJECT N^o, PROJECT NAME AND CAMPUS)

1.0 INTRODUCTION

1.1 Summary and Recommendation

The Project Coordinator and Project Manager unanimously recommend **(insert name of recommended tenderer)** as the building contractor for the **(insert project number and brief description of project)** at **(insert name of Block & Campus)**, as part of QUT's **(insert relevant program and year)**. The lump sum tender fee for the nominated services is **(\$ insert)**.

Invitation to Tender submissions were opened by the Project Coordinator's Representative, in accordance with Facilities Management policy, and were evaluated in accordance with a previously submitted and approved evaluation plan, prepared specifically for this Invitation to Tender.

2.0 OFFER

2.1 Receipt and Opening

Submissions were lodged in the Facilities Management Tender Box and were opened at 2.00 pm on **(insert date)**. Original submissions were secured by the **(Project Manager/Project Coordinator)**, for use by the Evaluation Committee.

2.2 Information

Invitation to Offer documentation consisted of:

- (a) Conditions of Tender
- (b) General Conditions of Contract for Contractual Services;
- (c) Special Conditions of Contract
- (d) Drawings
- (e) Specification;
- (f) **Nominate number of addenda issued during the tender period (if applicable).**
- (g) **Minutes of post tender meetings and post tender correspondence**

3.0 EVALUATION

4.1 Evaluation Process

Offers were evaluated on *(insert date)*, in accordance with the Tender Evaluation Plan.

4.2 Conclusion (Sample - insert project specific comments)

“(Insert name of recommended Tenderer) submission was the lowest conforming tender received. Following the post tender meeting and confirmation that all addenda had been received and allowed for in the tendered sum. The Project Coordinator and Project Manager believes (insert name of Tenderer) offers the best value for money.”

4.0 RECOMMENDATION

The Project Coordinator and Project Manager unanimously recommend that the offer from *(insert name of recommended Tenderer)* be accepted for *(insert name of project)* for a lump sum fee of *(\$.....)*. The recommendation is subject to acceptance of the current level of insurances held.

Signature	Signature
(Name)	(Name)
Project Coord.	Project Manager
(Date)	(Date)

APPENDIX D

PARTICULAR PROCEDURES FOR ENGAGEMENT OF CONSULTANTS

CONTRACT VALUES LESS THAN \$20,000

PM205A Process for Engagement of Consultants for Fee Values from \$3,000 to <\$20,000

This procedure outlines the activities necessary to appoint consultants for:

- minor works with a maximum estimated total project cost up to \$200,000 and a maximum estimated fee of less than \$20,000; or
- preliminary project scoping and brief development where the project outputs are unclear and the value of such a commission is known to be less than \$20,000.

Important points to note:

- For commissions less than \$3,000 in value, the Facilities Management credit card procurement procedures apply.

205A.1 Single Select Commissions

205A.1.1 Consultant Selection

- Printout Consultant & Contractor Data Base (CCDB) tender statistics report for approved Minor Works Consultant Panels
- Select firm. Unless there are special capability requirements, the firm selected should be the next on the list in order to ensure work is shared.
- Confirm with consultant their availability to provide the services sought.
- Prepare Minor Works Consultancy Approval Form **PM627A**
- Obtain approval to proceed from Associate Director Capital Works/Operations (ADCW/O).
- Track through CCDB.

205A.1.2 Consultant Commissioning

- Once approved by ADCW/O, the consultant can be instructed to commence work, at the agreed hourly rate, up until the completion of the Schematic Design stage or until the project scope has been adequately defined on larger projects.
- Obtain Client approval to proceed based on the schematic design and estimate of cost. If Client approval is not given and the project does not proceed then the commission is to be finalised in accordance with 205A.3
- Have consultant provide a lump sum fee, based on the agreed hourly rates and inclusive of an hourly breakdown per stage, to take the project through to the end of the Defects Liability period. This fee, when combined with the cost of preparing the schematic design or the estimate of cost, must be less than \$20,000.
- The quotation must be reviewed and endorsed by the Project Coordinator as a fair and reasonable price for the work entailed. **PM627A**

PM205A

Process for Engagement of Consultant For Fee Values \$3,000 up to \$20,000

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- e. If the total fee is under \$20,000, complete the Minor Works Consultancy Approval Form **PM627A**
- f. Where the total consultancy fee is \$20,000 or more, tenders must be called in accordance with PM205B, based upon the approved Schematic Design.
- g. Obtain approval to proceed from ADCW/O.
- h. Track Through CCDB

**FACILITIES
MANAGEMENT
PROCEDURES
MANUAL**

205A.1.3 Consultancy Conclusion

- a. *Projects that Proceeded*
 - i. Within 1 month of Practical Completion, Project Coordinator to complete a Consultant Performance Report in CCDB **PM626**
 - ii. If the final value of the commission equals or exceeds \$20,000, at any stage of the project, approval must be sought from the CCSC to vary the commission. **PM627A**
- b. *Projects that did not Proceed*
 - i. If Client approval to proceed to construction is not forthcoming, the final cost of the commission is to be entered into the CCDB and the commission closed. **PM627A**
 - ii. If the final value of the commission equals or exceeds \$20,000, at any stage of the project, approval must be sought from the CCSC to vary the commission

PM205A

**Process for
Engagement
of Consultant
For Fee
Values \$3,000
up to \$20,000**

205A.2 Tendered Commissions

205A.2.1 Consultant Selection

- a. Printout CCDB tender statistics report for relevant approved Consultant Panel.
- b. Select 3 firms. Unless there are special capability requirements, the firms selected should be the next on the list in order to ensure work is shared.
- c. Confirm with consultant their availability to provide the services sought.
- d. Prepare Minor Works Consultancy Approval Form and attached CCDB Tender Statistics report. **PM627A**
- e. Obtain approval to proceed from ADCW/O.
- f. Track through CCDB.

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205A.2.2 Consultant Commissioning

- a. Request written, lump sum quotations. Quotations are to confirm the scope of work and the fact that the contractual terms will be QUT's standard General Conditions of Contract for Consultancy Services.
- b. Record tenders manually. Project Coordinator to sign and

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- endorse. **PM627B**
- c. Obtain written Client approval to proceed based on the lowest conforming quotation.
- d. If the total fee is under \$20,000, complete the Minor Works Consultancy Approval Form through CCDB. **PM627A**
- e. Obtain approval to proceed from ADCW/O.
- f. Track through CCDB
- g. Where the total consultancy fee is \$20,000 or more complete CCDB Minor Works screen but show Project Status as "Referred to CCSC".
- h. Prepare CCSC submission through CCDB **PM627B**
- i. Prepare Tender Evaluation Report.
- j. Submit Tender Summary Form and Report to CCSC for endorsement.
- k. Track through CCDB

205A.2.3 Consultancy Conclusion

- i. Within 1 months of Practical Completion, Project Coordinator to complete a Consultant Performance Report in CCDB **PM626**
- ii. If the final value of the commission equals or exceeds \$20,000, at any stage of the project, approval must be sought from the CCSC to vary the commission.

205A.3 Brief Development For Projects ≥ \$200,000

205A.3.1 Consultant Selection, Commissioning & Closeout

- a. As per 205A.1 above.

PM205A

**Process for
Engagement
of Consultant
For Fee
Values \$3,000
up to \$20,000**

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APPENDIX E

PARTICULAR PROCEDURES FOR ENGAGEMENT OF CONSULTANTS

CONTRACT VALUES GREATER THAN OR EQUAL TO \$20,000

PM205B Process for Engagement of Consultant from Consultants Panel (For Fee Values ≥\$20,000)

This procedure outlines the activities necessary to invite tenders and appoint consultants for fee values ≥ \$20,000. Refer to the Project Procedures Kit for the complete project delivery process

205B.1 Select List

- a. Decide selection criteria weightings. **See 205B.2**
- b. Select firms from Consultant & Contractor Data Base (CCDB) panels. Unless there are special capability requirements, those selected should normally be the next in order, to ensure work is shared.
- c. Review list and weightings with the Project Coordinator / Associate Director Capital Works or Associate Director Operations (ADCW/O).
- d. Confirm with consultants their availability to tender and record the contact person and the response.
- e. Prepare Tender Evaluation Plan.
- f. Prepare Tender Summary Form. **PM627**
- g. Submit list record of availability and Plan to Consultant & Contractor Selection Committee (CCSC) for approval to invite fee submissions and track through CCDB.
- h. Update forecast construction start and completion dates in CCDB.

205B.2 Invite Fee Submissions

- a. Prepare and issue documents * which include:
 - i. A - Invitation to Offer Consultancy Service
 - ii. B - Conditions of Tender
 - iii. C - Terms of Reference
 - iv. D - General Conditions of Contract for Consultancy Service.

* - all available from the Project Coordinator.
- b. Evaluation criteria and weightings to be as stated in the Tender Evaluation Plan.

205B.3 Evaluate Submission

- a. Assess submissions against evaluation criteria and weighting factors in accordance with the Tender Evaluation Plan.
- b. Conduct interviews if considered necessary
- c. Complete schedule of tender results and attach to the Tender Summary Form. **PM627**
- d. Prepare Tender Evaluation Report.
- e. Submit Tender Summary Form and Report to CCSC for endorsement and track through CCDB **PM627**
- f. Where consultancy sum exceeds the delegation of the Director Facilities Management (DFM) (currently \$500,000)

PM205B

Process for Engagement of Consultant from Consultants Panel (For Fee Values ≥ \$20,000)

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the Project Coordinator is to prepare a memo to Vice-Chancellor, through the DFM, seeking approval to appointment.

- g. Project Coordinator to issue Letter of Acceptance, signed by the ADCW/O, once approval received from appropriate Procurement Authority.
- h. Update actual construction start and forecast completion dates in CCDB

205B.4 Appoint Consultant

- a. Issue standard letter of acceptance **PM703 & PM702**
- b. Issue standard letter to unsuccessful tenderers
- c. Raise requisition order. ADCW/ADO to sign
- d. Finance Officer to update CCDB database.

205B.5 Consultancy Conclusion

- a. A maximum of 3 months after Practical Completion, Project Coordinator to complete a Consultant Performance Report in CCDB **PM626**

**FACILITIES
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MANUAL**

PM205B

**Process for
Engagement
of Consultant
from
Consultants
Panel (For Fee
Values ≥ \$20,000)**

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4 December 2006

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APPENDIX F

GENERAL TENDERING PROCEDURES

PM334 Receipt and Opening of Tenders and Quotes**FACILITIES
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PROCEDURES
MANUAL****334.1 Introduction**

- a. In calling tenders and quotes, the University is commencing a process which results in a legal and contractual relationship with the suppliers of goods and services.
- b. In receiving and opening tenders and quotes, care must be taken to act in a manner which is honest and fair to all tenderers.

334.2 Invitations to Tender / Quote

- c. Invitations to tender or quote are made to selected firms, approved by the CCSC.
- d. Invitations stipulate the time, date and place of closing (2.00 pm on Wednesdays at Y1 Block, Kelvin Grove Campus, Victoria Park Road). This information is provided by the Project Manager on the CCDB Tender Summary Form; **PM627B**
- e. Invitations must stipulate that the envelopes which contain the tenders should be clearly marked with the project details.
- f. The quote should clearly indicate the non GST component AND the GST component.

334.3 Acceptable Tender Format

- g. Tenders must be placed in the Tender Box by tenderers or their representatives. Tenders faxed or emailed directly to Facilities Management will not be accepted.

334.4 Tender Box

- h. The tender box is to be located at Y1 Block, Kelvin Grove Campus, Victoria Park Road, Kelvin Grove.
- i. Two padlocks are to be provided, and the keys held by two separate people from Facilities Management.
- j. The tender box is to be maintained in a manner such that it cannot be tampered with, or tenders accessed by unauthorised people.

334.5 Closing of Tenders and Quotes

- k. At the time for closing of tenders, all tenders in the tender box shall be removed and the box re-locked.

334.6 Opening of Tenders and Quotes

- l. Members of the public, including tenderers, are not to be present for the opening of tenders.
- m. Tenders shall be opened in the presence of a minimum of two Facilities staff. The Project Manager and Project Coordinator may attend tender openings.
- n. After opening, the tenders shall be given to the relevant Project Coordinator for distribution to the Project Manager with copies kept for the Project Coordinator.

PM334**RECEIPT AND
OPENING OF
TENDERS AND
QUOTES**ISSUE DATE:
4 DECEMBER 2006REVIEW DATE:
4 DECEMBER 2007

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334.7 Recording of Tenders

- o. The tendered amounts shall be recorded on the Tender Summary Form, beside the respective firms. Where no tender has been received, the words "did not tender" shall be recorded. **PM627B**
- p. The Tender Summary Form shall be signed, witnessed and dated. **PM627B**

334.8 Late Tenders

- q. If a tender is received late, it shall be opened and the circumstances surrounding the late receipt shall be recorded for the information of the Project Manager.
- r. Where tenders are opened inadvertently, or before they are due to close, (eg, when the tender has been lodged early, and the envelope is not clearly marked) they shall be re-sealed, and the envelope endorsed accordingly. The endorsement shall be signed and witnessed.

334.9 Further Clarification

- s. At the time of opening of tenders, should there appear to be any irregularities or circumstances which the Project Manager and/or Project Coordinator are unsure of, they are to immediately contact the Associate Director – Capital Works, or the Associate Director – Operations for advice or direction.

PM334**RECEIPT AND
OPENING OF
TENDERS AND
QUOTES**ISSUE DATE:
4 DECEMBER 2006REVIEW DATE:
4 DECEMBER 2007

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APPENDIX G

MINOR WORKS CONSULTANT TERMS OF REFERENCE (NON-ARCHITECTURAL)



Queensland University of Technology

MINOR WORKS CONSULTANT TERMS OF REFERENCE (NON-ARCHITECTURAL) (Part C of Consultants Agreement)

1. INTRODUCTION

General

QUT is responsible for the management and maintenance of a large property and built asset portfolio, spread over 4 campuses, with an estimated value of between \$500M and \$600M. A typical yearly budget for minor capital/maintenance works is between \$2M and \$5M.

QUT's capital works/maintenance business is managed through the Facilities Management Department and, in particular, the Capital Works and Operations sections located at Y1 Block Victoria Park Road, Kelvin Grove. For more detailed information regarding the structure of the Department please refer to the Minor Works Project Procedures Kit (MWPPK), which can be downloaded from the QUT Facilities Management web page.

Due to increases in both the demand for and complexity of minor works from within the University, the Capital Works and Operations sections have identified that the following key objectives need to be met to ensure continuing high levels of Client satisfaction:

- the varied and often poorly defined nature of this type of work has led to a need for our Clients to engage with design professionals at a much earlier stage in the project delivery process than is currently the case;
- improving demand management and maintaining current high levels of responsiveness; and
- the need for improved consistency in design approach.

The Project Delivery Framework

Capital Works and Operations require the assistance of suitably qualified design professionals to:

- work with the Architect or FM to turn requests for renovations and alterations into sketches and schedules suitable for estimating purposes; and
- if the project proceeds, provide a lump sum fee to document and manage the project and, if required, act as the Superintendent through to the end of the defect liability stage.

Consultants will generally be selected on a rotational basis for each project. The Consultant will be given the opportunity to accept or reject the offer however, other than in special circumstances, a frequent pattern of rejection over an extended period could result in the firm being removed from the consultancy panel.

The selected consultant will then, typically, be required to work with the Architect and/or FM to produce the sketches and/or schedules for estimating purposes. This work would be undertaken at the agreed hourly rate. Should our Client decide to proceed with the project, then the Consultant would be requested to provide a lump sum fee, based on the agreed rates and including a detailed breakdown of hours, to produce the documentation required to call tenders for and construct the works. Inspectorial and contract administrative services during the construction stage would typically remain on an hourly rates basis.

If the lump sum fee and the estimated cost of services during the construction stage cannot be accommodated within the project constraints then the Consultant will be paid for work completed to this point. Any uncompleted work will be tendered or the project may not proceed.

Roles and Responsibilities

The Principal under the Contract will be Queensland University of Technology (QUT) through the Director-Facilities Management.

The Director-Facilities Management has delegated all day-to-day obligations as Contract Principal to a nominated Facilities Management officer known as the Project Coordinator.

The role of the Project Coordinator is to plan and coordinate all aspects of the procurement process for projects as the representative of the Principal. In addition to working with the Architect and/or FM, the Consultant may be required to liaise with a variety of stakeholders within (see PM220) and outside QUT. These may include but are not limited to the following:

- Local/Brisbane City Council
- Queensland Fire and Rescue Authority
- Environmental Protection Agency
- QUT Campus Services
- QUT Security
- QUT Operations (engineering, maintenance and building services)
- QUT User representatives of individual faculties, departments or sections
- QUT Information and Technology Services.

A Consultant Certificate of Compliance PM642 (refer MWPPK) is to be completed before an approval to award a building contract is sought.

The Consultant may also be responsible for setting and monitoring parameters to be met by QUT and external agency personnel.

QUT has prepared a Minor Works Project Procedures Kit (MWPPK) and Design Standards & Guidelines (DSG), which document the standard procedures, performance requirements and quality to be adopted by design consultants.

The MWPPK & DSG are available for viewing and downloading at the following web address:

<http://www.fmd.qut.edu.au/consultants/index.jsp>

The MWPPK and DSG are live documents. Amendments, including the date the amendment came into force, are posted on the web site.

When performing Superintendency services, the Consultant is to coordinate the payment of all statutory fees, including Building and Construction Industry (Portable Long Service Leave) Authority and Workplace Health and Safety fees, through the Project Coordinator. This is to be completed prior to commencement of work on site.

The Consultant is to liaise with QUT's Standards and Records Section to obtain any existing documentation relevant to their component of the project and take full account of the existing physical environment and any linkages to other areas outside the scope of the project as part of the design process.

2. DELIVERABLES

Depending on the size and complexity of the project, the Consultant may be required to provide to the Architect and/or directly to the Project Coordinator the following number of design, tender and contract documents. Notwithstanding this, the documentation required will be as directed by the Project Coordinator:

- Nominated Design Reviews and Milestones – sufficient drawings and documents to enable review by the Architect/Project Coordinator and the Quantity Surveyor.
- Tender Documents – one set of contract documents to be issued to the Architect and/or Project Coordinator and one full size set for the Quantity Surveyor.
- Documents for Construction – one set of contract documents to be issued to the Architect and/or Project Coordinator and one full size set for the Quantity Surveyor.
- When performing Superintendency services: as-built documentation consisting of 1 hard copy and one electronic copy of the as-constructed drawings in accordance with Appendix A of these terms of reference and the DSG.

Depending on the role of the Consultant and the size and complexity of the project the specific deliverables shall include those listed below, accept as explicitly varied by the Project Coordinator and agreed with the Consultant:

- Sketch Design
 - 1:50 floor plans,
 - 1:50 elevations & sections.
 - Data, communication and security schedules.
- Contract Documentation
 - Full set of tender documents comprised of working drawings and technical specification incorporating all works.
- Tender
 - Contract documents suitable for calling construction tenders.
 - Technical advice in response to inquiries from Tenderers.
 - QUT Stakeholder Sign Off Sheet (when acting as principal consultant))
 - Consultant Certificate of Compliance.

- Construction
 - Progress Payment Certificates
 - Administering variations, claims, provisional quantities and sums.
 - Sufficient quality assurance inspections and associated reports to ensure works are in accordance with the drawings and specification.
 - Contractor's site safety plan for forwarding to the Project Coordinator
 - All keys to doors, gates etc
 - Technical directions in response to requests for information and interpretation from the building contractor.
 - Review of workshop drawings and sample products and materials.
 - All warranties, manuals, BCA certificates and commissioning data.

- Post Construction
 - As-built drawings as specified in Appendix A.
 - Comprehensive Defects List including updates during defect liability period

3. SCOPE OF SERVICES

The Consultant must be prepared to provide to QUT, in a thorough, competent and professional manner and with all reasonable diligence, expedience and dispatch, design and, where agreed, Superintendency services for the delivery of the project. Again, depending on the size and complexity of the project and without limiting the generality of the foregoing these services shall include those listed below, accept as explicitly varied by the Project Coordinator and agreed with the Consultant:

3.1 GENERAL

- 3.1.1 Provide all necessary assistance to the Architect and/or Project Coordinator to ensure that the design meets the Client's budget.
- 3.1.2 Prepare progress reports as required.
- 3.1.3 Attend meetings as directed by the Architect and/or Project Coordinator.

3.2 DESIGN AND DOCUMENTATION

- 3.2.1 Work with the Architect or the Project Coordinator to identify all areas requiring clarification and prepare sketches and schedules for estimating purposes. Ensure compliance with the DSG and the BCA.
- 3.2.2 Attend all design coordination meetings as directed by the Architect or the Project Coordinator.
- 3.2.3 Consult with the Project Coordinator and QUT internal and external Stakeholders as set out in the MWPPK.
- 3.2.4 Develop drawings and specifications suitable for the calling of tenders and the administration of the ensuing contract.

3.2.5 Consult with the necessary authorities to ensure QUT complies with all applicable laws, statutes, regulations and codes of regulating entities.

3.2.6 Working with the Architect and/or Project Coordinator, ensure that the design solution is consistent with the agreed project scope; the existing physical built and natural environment; the surrounding infrastructure and utility availability.

3.2.7 In consultation with the Architect and/or Project Coordinator, compile equipment schedules suitable for the calling of tenders and implementation by the successful tenderer.

3.3 TENDER/POST TENDER/CONSTRUCTION

3.3.1 Assist the Architect and/or Project Coordinator to prepare all contract documentation for the calling of construction tenders and the appointment of the construction Contractor. In accordance with the MWPPK, assist the Architect and/or Project Coordinator to prepare the Conditions of Tender, Conditions of Contract, Preliminaries, Annexure and the Letter of Invitation for approval by the Project Coordinator before proceeding to tender call.

3.3.2 Assist the Architect and/or Project Coordinator to answer all tender inquiries, issue all addendum and extensions of time, manage the tender review process, including the assessment of alternative offers and prepare the report recommending a tenderer to QUT using QUT's standard method for contractor selection. Following acceptance by QUT, assist the Architect and/or Project Coordinator to prepare contract execution documentation for endorsement by the Project Coordinator.

3.3.3 Assist QUT to engage the construction Contractor to undertake the construction works needed for the project.

3.3.4 Where agreed, act as Superintendent under the contract and technical expert during the construction phase of the project and respond to and resolve any technical design queries raised. The Project Coordinator must approve all variation requests.

3.3.5 Participate in regular quality assurance inspections during construction and at Practical Completion to ensure the works comply with the design intent.

3.3.6 Review the Contractor's operational and maintenance manuals, warranties, certificates and as-built documentation with respect to your component of work to ensure they comply with the QUT contract Preliminaries. When acting as the Superintendent, compile building Contractor's operational and maintenance manuals, warranties, certificates and as-built documentation and obtain QUT stakeholder approval.

3.3.7 Assist the Architect in the commissioning and handover activities and compile a defect list for your component of the works for incorporation into the overall defects list for issuing to the Contractor at practical completion. When acting as the Superintendent manage the handover and commissioning activities and compile the overall defects list for issuing to the Contractor at practical completion.

3.4 DEFECTS LIABILITY PERIOD

3.4.1 Assist the Architect to update and maintain the defects list throughout the defects liability period. When acting as the Superintendent, manage the defect rectification process.

- 3.4.2 Deliver all as-constructed documentation, as set out in Appendix A, complete with transmittal, to the Architect and/or Project Coordinator within 3 months of practical completion. **Failure to discharge all responsibilities with respect to the provision of as-constructed documentation will be construed as a significant breach of contract (refer Clause 16 of the General Conditions of Contract)**
- 3.4.3 Participate in inspections for Final Completion. When acting as Superintendent, manage this process.

4.0 FEE PROPOSAL

Fees for minor works projects will generally be on a time basis in accordance the agreed hourly rates.

In accordance with the MWPPK, the Consultant may be requested to provide a lump sum fee once the scope of work has been clearly defined. If so, these Terms of Reference remain in force and a minimum of 5% of the total agreed fee will be apportioned to the post construction stage. This figure can be claimed in accordance with the annexure to the conditions of contract.

APPENDIX A

AS-CONSTRUCTED DOCUMENTATION

GENERAL

Within 3 months of practical completion, the Consultant must deliver to the Architect and/or the Project Coordinator “as-constructed” drawings as follows.

Drawing format

As-constructed or as-installed drawings must include but not be limited to the following requirements:

Hard Copies

- a) All hardcopy drawings must be provided in a legible paper format. Where possible in legible A3 format.
- b) Drawing numbers are made up in the following manner:
 - the QUT project number; followed by the drawing number and discipline code. (see list below) This number serves as the unique ID for our records archive; and
 - the file name is to be as per the QUT drawing number. This number, with the .dwg extension, serves as the unique ID for our records archive.

The discipline codes are as follows:

A	Architectural
AV	Audio Visual
C	Civil
DC	Data / Communications
E	Electrical
F	Fire Alarm Systems
H	Hydraulic
L	Landscaping
M	Mechanical (Air Conditioning Ventilation)
P	Preliminary
S	Structural
SE	Security Systems
SK	Sketch
SY	Survey
VT	Vertical Transport (Lifts)
Z	Multi (typical minor works) list the above codes eg. A, E, M

Electronic (CAD) requirements

- (i) All siteplans, floorplans reflected ceiling plans or part plans and details for each discipline must be provided in an AutoCAD 'DWG' file format identical to the hard copies. Confirm the current acceptable AutoCAD version.
- (ii) CAD drawings must be supplied on CD-Rom. The drawing files must include all the information necessary to view, plot and edit the drawings. Plots of the drawings must match the hardcopy provided.
- (iii) Size of sent files 'dwg' format has to be reasonable, allowing to be opened through AutoCAD. Consult with QUT for all file sizes over 10Mb.
- (iv) All fonts and font styles must be in accordance with the standard font files provided by AutoCAD.
- (v) All entity colours and linetypes must be drawn BYLAYER. Use only standard AutoCAD line types.
- (vi) All blocks and symbols must be created on layer 0 and inserted onto the desired layer.
- (vii) Various drawing entities and annotations shall reside on layers with names relevant to the information they contain. They shall be separately kept on independent layers such that their appearance and visibility are highly controllable.
- (viii) Layer naming must follow the convention used by the AIA Layering Standard (long format) and consist of: Major Group (1 character) - Minor Group (4 characters) Modifier (4 characters-optional) e.g. A-Wall (walls), A-DOOR-IDEN (door numbers), E-POWR-GPO (power outlets), or as agreed with QUT. The name length of layers, blocks, dimstyles, Linetypes, styles, UCS's, views and vports must not exceed 24 characters.
- (ix) Bind all external reference files (XREF). Every As-constructed CAD drawing file must contain all information on its own without the need to refer to external drawing files.
- (x) All drawings must be purged of any unused blocks, fonts, layers, linetypes, and X-References etc. prior to submission.
- (xi) Drawing entities to be drawn in scale 1:1, exemption for survey drawings which are in scale 1:1000.
- (xii) The standard colour and pen configurations given below shall be strictly followed:

Colour No	Colour	Pen No	Pen width
1	(red)	1	0.18
2	(yellow)	7	0.25
3	(green)	3	0.7
4	(cyan)	4	0.35
5	(blue)	5	0.25
6	(magenta)	6	0.5
7	(white)	7	0.25

Provide script file for managing the layout corresponding to the hard copy and configuration files for pen configuration and /or plot file.

Standard Title Block

The QUT logo, drawing numbers and Wr. No. must appear on each sheet. The logo may be placed in the title block with reference to Client.

The QUT drawing number must be placed in the bottom right hand corner of each sheet. The Consultant's own identifying system may still be included.

CONSULTANT RESPONSIBLE FOR COORDINATING AND DELIVERING

Engineering documentation

When acting as Superintendent, obtain from the building Contractor and then coordinate and deliver all civil, mechanical, electrical, lift, hydraulics, data and communication, fire services and any other services drawings relevant to the project in the format specified above and as specified in the Contract Preliminaries.

With the advent of AS1851 - 2005, the Consultant must obtain from the building contractor and deliver a drawing showing all passive fire installations and/or amendments, as per Section 30 (*Fire Services*).23.4d

Reports and Certificates

When acting as Superintendent, the Consultant is required to provide all reports and certificates associated with the project. These may include:

- a certificate from the private certifier as to whether the design and documentation comply with standard building regulations;
- a certification the works have been designed in accordance with the QUT DSG;
- fire engineering reports; and
- QFRS certificates.

APPENDIX H

MINOR WORKS CONSULTANT TERMS OF REFERENCE (PROJECT MANAGER)



Queensland University of Technology

MINOR WORKS CONSULTANT TERMS OF REFERENCE (PROJECT MANAGER) (Part C of Consultants Agreement)

1. INTRODUCTION

General

QUT is responsible for the management and maintenance of a large property and built asset portfolio, spread over 4 campuses, with an estimated value of between \$500M and \$600M. A typical yearly budget for minor capital/maintenance works is between \$2M and \$5M.

QUT's capital works/maintenance business is managed through the Facilities Management Department and, in particular, the Capital Works and Operations sections located at Y Block Victoria Park Road, Kelvin Grove. For more detailed information regarding the structure of the Department please refer to the Minor Works Project Procedures Kit (MWPPK), which can be downloaded from the QUT Facilities Management web page.

Due to increases in both the demand for and complexity of minor works from within the University, the Capital Works and Operations sections have identified that the following key objectives need to be met to ensure continuing high levels of client satisfaction:

- the varied and often poorly defined nature of this type of work has led to a need for our Clients to engage with design professionals at a much earlier stage in the project delivery process than is currently the case;
- improving demand management and maintaining current high levels of responsiveness; and
- the need for improved consistency in design approach.

The Project Delivery Framework

Capital Works and Operations require the assistance of suitably qualified project management professionals to:

- work with our Clients and consultants to turn requests for renovations and alterations into sketches and schedules suitable for estimating purposes; and
- If the project proceeds, provide a lump sum fee to coordinate the project through to the end of the defect liability stage.

Consultants will generally be selected on a rotational basis for each project. The Consultant will be given the opportunity to accept or reject the offer however, other than in special circumstances, a frequent pattern of rejection over an extended period could result in the firm being removed from the consultancy panel.

The selected Consultant will then, typically, be required to work with the Project Coordinator (refer below); our design consultants and our Client to coordinate the production of sketches and/or schedules for estimating purposes. This work would be undertaken at the agreed hourly rate. Should our Client decide to proceed with the project, the Consultant would then be requested to provide a lump sum fee, based on the agreed rates and including a detailed breakdown of hours, to take the project through to handover and then on through the defect liability period.

If the lump sum fee provided cannot be accommodated within the project constraints then the Consultant will be paid for work completed to this point. Any uncompleted work will be tendered or the project may not proceed.

Roles and Responsibilities

The Principal under the Contract will be Queensland University of Technology (QUT) through the Director-Facilities Management.

The Director-Facilities Management has delegated all day-to-day obligations as Contract Principal to a nominated Facilities Management officer known as the Project Coordinator.

The role of the Project Manager is to plan and coordinate all aspects of the procurement process for projects as an agent of the Principal. The Consultant will be the single point of contact between all design consultants and QUT. In the absence of a project architect, the Consultant will be required to coordinate a variety of stakeholders within (see PM220) and outside QUT. These may include but are not limited to the following:

- Local/Brisbane City Council
- Queensland Fire and Rescue Authority
- Environmental Protection Agency
- QUT Campus Services
- QUT Security
- QUT Operations (engineering, maintenance and building services)
- QUT User representatives of individual faculties, departments or sections
- QUT Information and Technology Services.

A Stakeholder Signoff Sheet PM633, and a Consultant Certificate of Compliance PM642 (refer MWPPK) is to be completed before an approval to award a building contract is sought.

In the absence of a project architect the Consultant shall set and monitor parameters to be met by all design consultants in terms of deadlines and extent of information as set by the Project Coordinator. In the absence of a project architect, the Consultant will also be responsible for setting and monitoring parameters to be met by QUT and external agency personnel.

QUT has prepared a Minor Works Project Procedures Kit (MWPPK) and Design Standards & Guidelines (DSG), which document the standard procedures, performance requirements and quality to be adopted by design consultants.

The MWPPK & DSG are available for viewing and downloading at the following web address:

<http://www.fmd.qut.edu.au/consultants/index.jsp>

The MWPPK and DSG are live documents. Amendments, including the date the amendment came into force, are posted on the web site.

In the absence of a project architect, the Consultant shall:

- prepare and sign the Building Application as the owner's Authorised Officer;
- coordinate the payment of all statutory fees, including Building and Construction Industry (Portable Long Service Leave) Authority and Workplace Health and Safety fees, through the Project Coordinator. This is to be completed prior to commencement of work on site; and
- liaise with QUT's Standards and Records Section to obtain any existing documentation relevant to the project and take full account of the existing physical environment and any linkages to other areas outside the scope of the project as part of the design process.

Design Consultants

QUT will commission any design consultants and pay all associated fees. In the absence of a project architect, the Consultant will be responsible for the coordination of all design consultants, including the Building Certifier, to meet the requirements of the project brief and the Building Act.

2. DELIVERABLES

Depending on the size and complexity of the project, the Consultant may be required to coordinate or, in the absence of a project architect, deliver the following number of design, tender and contract documents. Notwithstanding this, the documentation required will be as directed by the Project Coordinator:

- Nominated Design Reviews and Milestones – sufficient drawings and documents to enable review by the Project Coordinator, Quantity Surveyor, and the Client.
- Tender Documents – one set of contract documents to be issued to each tenderer, one A3 set for the Project Coordinator, one full size set for the Quantity Surveyor and one A3 set for the Client.
- Documents for Construction – one set of contract documents to be issued to the Contractor, one A3 set for the Project Coordinator, one full size set for the Quantity Surveyor one A3 set for the Client. All documents are to be fully coordinated and collated.

- As Built Documentation – 1 hard copy and one electronic copy of the as-constructed drawings in accordance with Appendix A of these terms of reference and the DSG. The project the specific deliverables shall include those listed below, accept as explicitly varied by the Project Coordinator and agreed with the Consultant. Note that the Design Consultant(s) will be responsible for providing the vast majority of the deliverables listed. The Project Manager will be responsible for coordinating the delivery to the Project Coordinator of the documents listed.

- Sketch Design
 - 1:50 floor plans;

- 1:50 elevations & sections;
- Preliminary data, communication, furniture, signage and security schedules;
- Client approved project program (prepared by project manager); and
- Client approved project budget.

- Contract Documentation
 - Full set of tender documents comprising working drawings and technical specification incorporating all works.

- Tender
 - Contract documents suitable for calling construction tenders.
 - Technical advice in response to inquiries from Tenderers.
 - Addenda during the tender period.
 - QUT Stakeholder Sign Off Sheet.
 - Consultant Certificate of Compliance.

- Construction
 - Progress Payment Certificates
 - Administering variations, claims, provisional quantities and sums.
 - Sufficient quality assurance inspections and associated reports to ensure works are in accordance with the drawings and specification.
 - Contractor's site safety plan for forwarding to the Project Coordinator
 - All keys to doors, gates etc
 - Attend, chair and minute site meeting at intervals as determined by the Project Coordinator.
 - Technical directions in response to requests for information and interpretation from the building contractor.
 - Review of workshop drawings and sample products and materials.
 - All warranties, manuals, BCA certificates and commissioning data.

- Post Construction
 - As-built drawings as specified in Appendix A.
 - Comprehensive Defects List including updates during defect liability period

SCOPE OF SERVICES

The Consultant must be prepared to provide to QUT, in a thorough, competent and professional manner and with all reasonable diligence, expedience and dispatch, coordination and, in the absence of a project architect, superintendency services for the delivery of the project. Again, depending on the size and complexity of the project and without limiting the generality of the foregoing these services shall include those listed below, accept as explicitly varied by the Project Coordinator and agreed with the Consultant:

3.5 GENERAL

3.4.4 Ensure that the design meets the Client's needs and budget.

3.4.5 Prepare progress reports as required.

3.4.6 Convene project meetings as required. Attend and minute these meetings in the absence of a project architect.

3.5 DESIGN AND DOCUMENTATION

3.5.1 Work with the Client and the design consultants to coordinate the design, documentation and project estimate. Ensure compliance with the DSG and the BCA.

3.5.2 Convene design coordination meetings as required. Attend and minute these meetings in the absence of a project architect.

3.5.3 Coordinate the Client Representatives, QUT Stakeholders and External Stakeholders as set out in the MWPPK.

3.5.4 Coordinate the development of drawings and specifications for the whole of the works suitable for the calling of tenders and the administration of the ensuing contract.

3.5.5 In the absence of a project architect, coordinate and integrate the work of all design consultants.

3.5.6 Ensure that appropriate consultation with the necessary authorities has occurred prior to the calling of tenders to ensure QUT complies with all applicable laws, statutes, regulations and codes of regulating entities.

3.5.7 Ensure that the design consultants' solution is consistent with the agreed project scope; the existing physical built and natural environment; the surrounding infrastructure and utility availability.

3.5.8 Cost management within the project budget.

3.5.9 Coordinate or, in the absence of a project architect, compile furniture, fittings and equipment schedules. Coordinate or, in the absence of a project architect, obtain supporting quotations from QUT standing offer providers.

3.6 TENDER/POST TENDER/CONSTRUCTION

- 3.6.1 Coordinate or, in the absence of a project architect, prepare all contract documentation for the appointment of the Construction Contractor sufficient to meet the requirements of the approved construction contract, in accordance with the MWPPK. Obtain approval from the Project Coordinator before proceeding to tender call.
- 3.6.2 Coordinate or, in the absence of a project architect, call tenders, answer all tender inquiries, issue all addendum and extensions of time, manage the tender review process, including the assessment of alternative offers and prepare the report recommending a tenderer to QUT using QUT's standard method for contractor selection. Following acceptance by QUT, prepare contract execution documentation for endorsement by the Project Coordinator.
- 3.6.3 Assist the Project Coordinator to engage the Construction Contractor to undertake the construction works needed for the project.
- 3.6.4 In the absence of a project architect, act as Superintendent under the contract and resolve any technical design queries raised. After consultation with the Project Coordinator, approve all construction contract variation orders and any contract sum adjustments.
- 3.6.5 Ensure regular quality assurance inspections during construction and at Practical Completion to ensure the works comply with the design intent.
- 3.6.6 Coordinate or, in the absence of a project architect, compile and review the building Contractor's operational and maintenance manuals, warranties, certificates and as-built documentation to ensure they comply with the QUT contract Preliminaries. Obtain QUT stakeholder approval prior to issuing complete sets for archiving with Standards and Records Section.
- 3.6.7 Coordinate all commissioning and handover activities and compile a defect list for issuing to the Contractor at Practical Completion.

3.7 DEFECTS LIABILITY PERIOD

- 3.7.1 Coordinate the update of the defects list throughout the defects liability period. In the absence of a project architect manage the defect rectification process.
- 3.7.2 Coordinate the delivery of or, in the absence of a project architect, deliver all as-constructed documentation as set out in Appendix A, complete with transmittal, to the Project Coordinator within 3 months of practical completion. **Failure to discharge all responsibilities with respect to the provision of as-constructed documentation will be construed as a significant breach of contract (refer Clause 16 of the General Conditions of Contract)**
- 3.7.3 Obtain the Certificate of Classification for building occupancy and submit to the Project Coordinator.
- 3.7.4 Participate in inspections for Final Completion.

4.0 FEE PROPOSAL

Fees for minor works projects will generally be on a time basis in accordance the agreed hourly rates.

In accordance with the MWPPK, the Consultant may be requested to provide a lump sum fee once the scope of work has been clearly defined. If so, these Terms of Reference remain in force and a minimum of 5% of the total agreed fee will be apportioned to the post construction stage. This figure can be claimed in accordance with the annexure to the conditions of contract.

APPENDIX A

AS-CONSTRUCTED DOCUMENTATION

GENERAL

Within 3 months of practical completion, the Consultant must coordinate the delivery of or, in the absence of a project architect, deliver to QUT “As-constructed” drawings as follows.

Design Consultant Responsible for Producing

Architectural plans

- a set of floor plans, including roof plans where applicable, relevant to the project with dimensions, floor finishes, wall and partition types and furniture layouts;
- major elevations relevant to the project (excluding detailed internal elevations);
- major sections relevant to the project (excluding detailed internal sections);
- RCP's relevant to the project; and
- door and window schedules.

Profile Plans

Where ever a project will cause a basic floor plan to change or a new floor plan to be added to QUT's set of Profile Plans it must be updated or created as part of the project to the QUT profile standard.

QUT has a separate set of files to assist with setting these drawings up which can be obtained from QUT. Use the 'rmid' block to enter the room number and in the DWGNO attribute use the file name.

Evacuation Plans

As referred to in Section 30 (*Fire Services*) of the DSG. Prototype files available from QUT.

Structural Plans

- floor plans, including roof plans where applicable;
- structural framing plans;
- major elevations relevant to the project (excluding detailed internal elevations); and
- major sections relevant to the project (excluding detailed internal sections and details).

Construction Contractor Responsible for Producing

Engineering Documentation

Civil & Building Services

All civil, mechanical, electrical, lift, hydraulics, data and communication, fire services and any other services drawings relevant to the project in the format specified above and as specified in the Contract Preliminaries.

With the advent of AS1851 - 2005, the Consultant must obtain from the building contractor and deliver a drawing showing all passive fire installations and/or amendments, as per Section 30 (*Fire Services*).23.4d

REPORTS AND CERTIFICATES

The Consultant is required to coordinate the delivery of or, in the absence of a project architect, provide all reports and certificates associated with the project. These may include:

- a certificate from the private certifier as to whether the design and documentation comply with standard building regulations;
- a certificate from each design consultant confirming that the scope of work they are responsible for has been designed in accordance with the QUT DSG;
- fire engineering reports; and
- QFRS certificates.

DRAWING FORMAT

As-constructed or as-installed drawings must include but not be limited to the following requirements:

Hard Copies

- a) All hardcopy drawings must be provided in a legible paper format. Where possible in legible A3 format.
- b) Drawing numbers are made up in the following manner:
 - the QUT project number; followed by the drawing number and discipline code. (see list below) This number serves as the unique ID for our records archive; and
 - the file name is to be as per the QUT drawing number. This number, with the .dwg extension, serves as the unique ID for our records archive.

The discipline codes are as follows:

A	Architectural
AV	Audio Visual
C	Civil
DC	Data / Communications
E	Electrical
F	Fire Alarm Systems
H	Hydraulic
L	Landscaping
M	Mechanical (Air Conditioning Ventilation)
P	Preliminary
S	Structural
SE	Security Systems
SK	Sketch
SY	Survey
VT	Vertical Transport (Lifts)
Z	Multi (typical minor works) list the above codes eg. A, E, M

Electronic (CAD) requirements

- (i) All siteplans, floorplans reflected ceiling plans or part plans and details for each discipline must be provided in an AutoCAD 'DWG' file format identical to the hard copies. Confirm the current acceptable AutoCAD version.
- (ii) CAD drawings must be supplied on CD-Rom. The drawing files must include all the information necessary to view, plot and edit the drawings. Plots of the drawings must match the hardcopy provided.
- (iii) Size of sent files 'dwg' format has to be reasonable, allowing to be opened through AutoCAD. Consult with QUT for all file sizes over 10Mb.
- (iv) All fonts and font styles must be in accordance with the standard font files provided by AutoCAD.
- (v) All entity colours and linetypes must be drawn BYLAYER. Use only standard AutoCAD line types.
- (vi) All blocks and symbols must be created on layer 0 and inserted onto the desired layer.
- (vii) Various drawing entities and annotations shall reside on layers with names relevant to the information they contain. They shall be separately kept on independent layers such that their appearance and visibility are highly controllable.
- (viii) Layer naming must follow the convention used by the AIA Layering Standard (long format) and consist of: Major Group (1 character) - Minor Group (4 characters) Modifier (4 characters-optional) e.g. A-Wall (walls), A-DOOR-IDEN (door numbers), E-POWR-GPO (power outlets), or as agreed with QUT. The name length of layers, blocks, dimstyles, Linetypes, styles, UCS's, views and vports must not exceed 24 characters.
- (ix) Bind all external reference files (XREF). Every As-constructed CAD drawing file must contain all information on its own without the need to refer to external drawing files.
- (x) All drawings must be purged of any unused blocks, fonts, layers, linetypes, and X-References etc. prior to submission.
- (xi) Drawing entities to be drawn in scale 1:1, exemption for survey drawings which are in scale 1:1000.
- (xii) The standard colour and pen configurations given below shall be strictly followed:

Colour No	Colour	Pen No	Pen width
1	(red)	1	0.18
2	(yellow)	7	0.25
3	(green)	3	0.7
4	(cyan)	4	0.35
5	(blue)	5	0.25
6	(magenta)	6	0.5
7	(white)	7	0.25

Provide script file for managing the layout corresponding to the hard copy and configuration files for pen configuration and /or plot file.

Standard Title Block

The QUT logo, drawing numbers and WR. No. must appear on each sheet. The logo may be placed in the title block with reference to Client.

The QUT drawing number must be placed in the bottom right hand corner of each sheet. The Consultant's own identifying system may still be included.

APPENDIX I

MINOR WORKS CONSULTANT TERMS OF REFERENCE (QUANTITY SURVEYOR)



Queensland University of Technology

MINOR WORKS CONSULTANT TERMS OF REFERENCE (QUANTITY SURVEYOR) (Part C of Consultants Agreement)

1. INTRODUCTION

General

QUT is responsible for the management and maintenance of a large property and built asset portfolio, spread over 4 campuses, with an estimated value of between \$500M and \$600M. A typical yearly budget for minor capital/maintenance works is between \$2M and \$5M.

QUT's capital works/maintenance business is managed through the Facilities Management Department and, in particular, the Capital Works and Operations sections located at Y Block Victoria Park Road, Kelvin Grove. For more detailed information regarding the structure of the Department please refer to the Minor Works Project Procedures Kit (MWPPK), which can be downloaded from the QUT Facilities Management web page.

Due to increases in both the demand for and complexity of minor works from within the University, the Capital Works and Operations sections have identified that the following key objectives need to be met to ensure continuing high levels of Client satisfaction:

- The varied and often poorly defined nature of this type of work, there is a need for our Clients to engage with design and estimating professionals at a much earlier stage in the project delivery process than is currently the case;
- Improving demand management and maintaining current high levels of responsiveness and,
- The need for improved consistency in design and costing approaches.

The Project Delivery Framework

Capital Works and Operations require the assistance of suitably qualified estimating and cost planning professionals to:

- work with our Clients to estimate costs for renovations and alterations based on sketches and schedules prepared by design professionals; and
- if the project proceeds, provide a lump sum fee to provide on going design and contract administration costing advice through to the end of the defect liability stage.

Consultants will generally be selected on a rotational basis for each project. The Consultant will be given the opportunity to accept or reject the offer however, other than in special circumstances, a frequent pattern of rejection over an extended period could result in the firm being removed from the consultancy panel.

The selected Consultant would then, typically, be required to work with Capital Works/ Operations, the architect and our Client to produce the cost estimates. This work would be undertaken at the agreed hourly rate. Should our Client decide to proceed with the project, the Consultant would then be requested to provide a lump sum fee, based on the agreed rates and including a detailed breakdown of hours, to take the project through to handover and then on through the defect liability period.

If the lump sum fee provided cannot be accommodated within the project constraints then the Consultant will be paid for work completed to this point. Any uncompleted work will be tendered or the project may not proceed.

Roles and Responsibilities

The Principal under the Contract will be Queensland University of Technology (QUT) through the Director-Facilities Management.

The Director-Facilities Management has delegated all day-to-day obligations as Contract Principal to a nominated Facilities Management officer known as the Project Coordinator.

The role of the Project Coordinator is to plan and coordinate all aspects of the procurement process for projects as the representative of the Principal. The nominated Coordinator will be the single point of contact between the Consultant and QUT.

QUT has prepared a MWPPK and Design Standards & Guidelines (DSG), which document the standard procedures, performance requirements and quality to be adopted by design consultants. The MWPPK & DSG are available for viewing and downloading at the following web address:

<http://www.fmd.qut.edu.au/consultants/index.jsp>

The MWPPK and DSG are live documents. Amendments, including the date the amendment came into force, are posted on the web site.

2. DELIVERABLES

Depending on the size and complexity of the project, the Quantity Surveyor may be required to provide the following number of design, tender and contract services. Notwithstanding this, the documentation required will be as directed by the Project Coordinator:

- Schematic Design
 - Cost estimates and elemental costing advice for various options
- Contract Documentation
 - Completed pre-tender estimate including but not limited to contract costs, all costs outside the contract, fees and charges, QUT costs, BPI escalation etc.
- Tender
 - Costing assistance to the Project Coordinator in response to inquiries from tenderers.
 - Tender evaluation report.

- Construction
 - Costing administration of variations, claims, provisional quantities and sums.
 - Costing assistance to the Superintendent as required.
 - Progress claim assessments and advice on certification.
- Post Construction
 - Practical completion contract reconciliation, including all variations, claims, provisional sums etc within 1 month of Practical Completion.
 - Final completion project reconciliation including closure on all project costs within 2 weeks of Final Completion

3. SCOPE OF SERVICES

The Consultant is to provide QUT, in a thorough, competent and professional manner and with all reasonable diligence, expedience and dispatch cost planning services to ensure that the project objectives and requirements of QUT are achieved. Depending on the size and complexity of the project and without limiting the generality of the foregoing these services may include those listed below. Notwithstanding this, the services required will be as directed by the Project Coordinator.

3.1 GENERAL

- 3.1.1 Provide all necessary assistance to the Project Coordinator and Architect to ensure that the financial management of the project is satisfactorily fulfilled.

3.2 DESIGN AND DOCUMENTATION

- 3.2.1 Prepare in elemental format for all building, infrastructure, landscape work, engineering and building services and monitor the costs.
- 3.2.2 Establish realistic budgets for cost escalation, contingency, site allowances, authority charges, fees, FF&E, QUT costs and other project costs and include these in the Cost Plans to provide a total project cost estimate.
- 3.2.3 Attend design team meetings as required by the Project Coordinator or Architect and continue to monitor, update and control the costs.
- 3.2.4 Assist the project team in preparing contract documentation for tendering.
- 3.2.5 Prepare, in consultation with the design team, estimates for items to be included as provisional sums within the tender.
- 3.2.6 Analyse tenders received in conjunction with the Project Coordinator, and Architect and other consultants.

3.3 POST TENDER/CONSTRUCTION

- 3.3.1 Assist the Architect with post-tender negotiations with Contractors and advise on cost savings from alternative construction methods.
- 3.3.2 Assist the Architect in assessing all progress payment claims from the Contractor.

3.3.3 Negotiate all variations, contract sum adjustments and other cost matters under the building contracts for the project in association with the Architect and services consultants including inspection of the works and attendance at site meetings as required.

3.4 DEFECTS LIABILITY PERIOD

3.4.1 Assist the Architect to resolve any disputes regarding the valuation of contract works.

3.4.2 In association with the Architect, finalise the value of all contract variations, claims, provisional sums etc within 1 month of issuing of the Practical Completion Certificate.

3.4.3 Prepare and submit statements and forecasts of final cost at Practical Completion, 3 months after Practical Completion and at Final Completion.

3.4.4 In association with the Architect, prepare the Final Certificate and finalise all outstanding project costs within 2 weeks of issuing the Final Certificate.

4.0 **FEE PROPOSAL**

Fees for minor works projects will generally be on a time basis in accordance the agreed hourly rates.

In accordance with the MWPPK, Principal Consultants may be requested to provide a lump sum fee once the scope of work has been clearly defined. If so, these Terms of Reference remain in force and a minimum of 5% of the total agreed fee will be apportioned to the post construction stage. This figure can be claimed in accordance with the annexure to the conditions of contract.

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