

COVER SHEET AND PROJECT DESCRIPTION

Project Name	Russell Offices R2 Level 6
Internal Project Number	IS700020
Defence Project ID	EST08953
Client	Department of Defence
Project Phase (Reason for Issue)	50% SDR

DISTRIBUTION:

NAME

ROLE

s47F

Project Director PMCA Jacobs
Project Manager PMCA Jacobs
Project Manager PMCA Jacobs

Internal Project No	IS700020
Defence Project ID	EST08953
Client	Department of Defence

Document Register / Transmittal

Discipline	DESIGN MANAGEMENT
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Document Register / Transmittal

Discipline	ARCHITECTURAL
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Reason for Issue	50% SDR
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Internal Project No	IS700020
Defence Project ID	EST08953
Client	Department of Defence

Discipline	MECHANICAL
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Reason for Issue	50% SDR
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C = Courier / E = Electronic / H = Hand / M = Mail

Internal Project No	IS700020
Defence Project ID	EST08953
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Discipline	ELECTRICAL
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	Reason for Issue	50% SDR
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Method of Delivery
C = Courier / E = Electronic / H = Hand / M = Mail

Internal Project No	IS700020
Defence Project ID	EST08953
Client	Department of Defence

Discipline	ICT
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Reason for Issue	50% SDR
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Distribution

A = Approval / Non-Rejection, C = Construction, I = Information, T = Tender, P = Preliminary, R = Review, S = As Constructed

C = Courier / E = Electronic / H = Hand / M = Mail

Document Register / Transmittal

Discipline	HYDRAULIC
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Reason for Issue	50% SDR
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Document Register / Transmittal

Discipline	FIRE
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Reason for Issue	50% SDR
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Internal Project No	IS700020
Defence Project ID	EST08953
Client	Department of Defence

Discipline	SECURITY
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Reason for Issue	50% SDR
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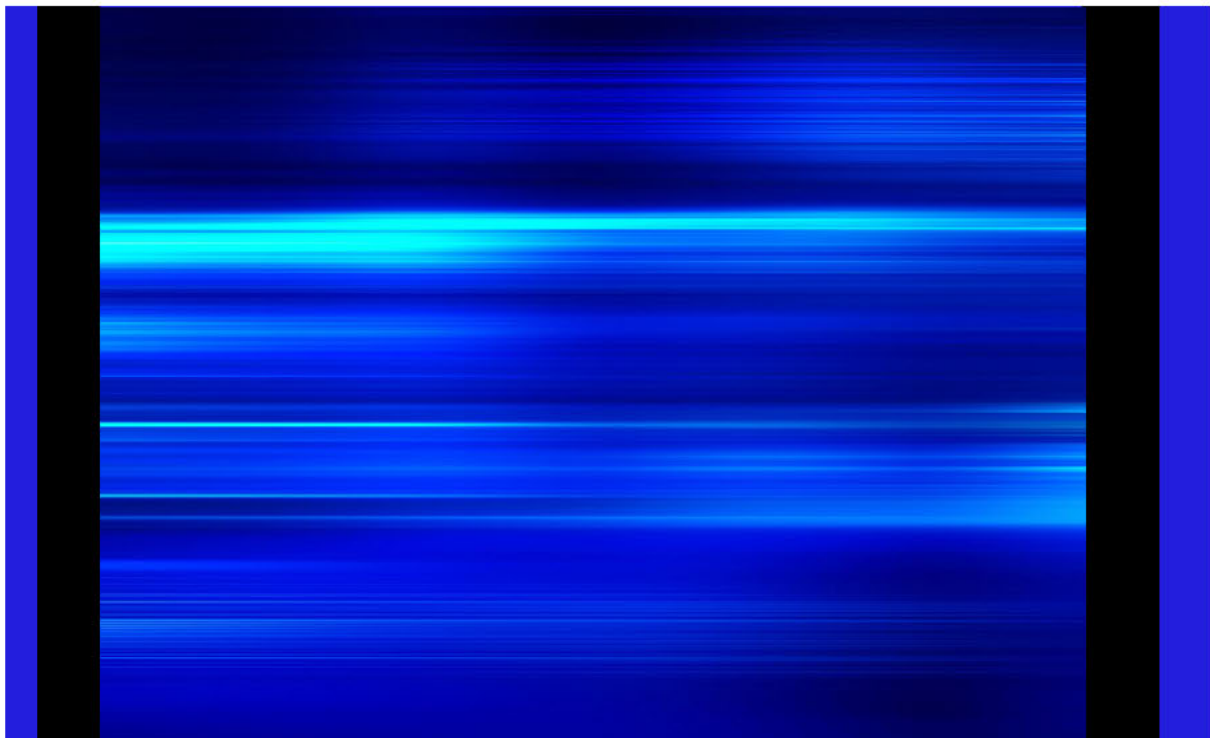
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EST08953 – Russell Building 2 Level 6 50% SDR Review Report

Document no: EST08953 – R2L6_001
Revision: 01

Department of Defence
Capital Facilities and Infrastructure Branch

EST08953 – Russell Building 2 Level 6
28 November 2024





EST08953 – Russell Building 2 Level 6 50% SDR Review Report

Client name:

Department of Defence

Project name:

EST08953 – Russell Building 2 Level 6

Client reference:

Capital Facilities and Infrastructure Branch

Document no:

EST08953 – R2L6_001

Revision:

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Date:

28 November 2024

Project no:

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Project manager:

s47F

Prepared by:

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EST08953 - R2L6 50% SDR Review Report

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Executive summary

The purpose of this 50% Schematic Design Report (SDR) Review Report is to ensure the PMCA has undertaken a general review and reasonableness check of the 50% Schematic Design Report to satisfy the requirements of Clause 10.2(a) of the Scope of Services (Project Management and Contract Administration). The Report is to accompany the release of the Project Contractor's design documentation to the Commonwealth's Representative, stakeholders (including the Project Sponsor) and subject matter experts.

The Design Review Report is divided into two sections, the Report and the PMCA Compliance checklist (Appendix A). The Report is the overarching document that confirms that the requirements listed in Clause 10.2(a) of the Scope of Services - Project Management and Contract Administration have been met by the Design Services Consultant (Jacobs).

The PMCA Compliance checklist is a technical document which is designed to set out the requirements of the 50% SDR and the status of their compliance to the contract in a quick to access format.

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1. Design Review Report Overview

1.1 Introduction

This Design Review Report has been prepared for the EST08953 Russell Offices R2 Level 6 ("the Project").

Project EST08953 seeks to provide new working accommodation at R2L6 that demonstrates flexible working accommodation initiatives s47E(d)

s47E(d) The project seeks to align this objective with the Defence Office Accommodation Guidelines (DOAG) and the National Accommodation Management Policy (NAMP) whilst ensuring critical operations are maintained.

The EST08953 project's delivery agent is the Capital Facilities and Infrastructure Branch (CFI) ACT and NSW Directorate and the Project Sponsor is the Property Management Branch (PMB).

1.2 Purpose of the Design Review Report

Under Clause 10.2(b) of the Scope of Services (Project Management and Contract Administration) the Consultant must prepare a written report against the requirements of paragraph 10.2(a) to the Commonwealth's Representative prior to the release of the Design Report to the Commonwealth Representative, stakeholders and sponsor.

The Design Review Report must be set out in a way that best achieves the project objectives including information relating the General review and reasonableness check to ensure that the design by all disciplines is consistent and in accordance with:

- i. The relevant Project Contract which includes ensuring that the relevant quality requirements have been met and are in accordance with the project brief;
- ii. The completeness of the design material in line with the obligations of the project brief;
- iii. The budget and program for the project;
- iv. The outcomes of the previous risk management, value management, lessons learnt, all investigations and ICT investigations activities;
- v. The outcomes of the previous design reviews and design review workshops have been addressed;
- vi. Consultants proposed value management activities against the report;
- vii. Safety in design requirements;
- viii. All relevant statutory requirements, including WHS legislation.

1.3 Report Structure

The Design Review Report is divided into two sections, the Report and the PMCA compliance checklist (Appendix A). The report is the overarching document that confirms that the requirements listed in Clause 10.2(a) of the Scope of Services - Project Management and Contract Administration have been met by the Design Services Consultant (Jacobs).

The PMCA compliance checklist is a technical document that is designed to set out the contractual requirements of the SDR and the status of their compliance in a quick to access format.

2. Requirements of 10.2(a) of the Scope of Services - Project Management and Contract Administration

The PMCA has undertaken a design review to ensure that the design by all disciplines is consistent and in accordance with the following requirements.

2.1 The relevant Project Contract which includes ensuring that the relevant quality requirements have been met and are in accordance with the project brief

PMCA can confirm that the design meets the requirements of the project contract and are in accordance with the project brief (Project EST08953 Office Accommodation Pilot – Russell R2L6 Design Services Contract (DSC-1 2021) Brief). The DSC have provided an appendix (Appendix F Brief Compliance Checklist) to the SDR as evidence of this compliance. See Appendix A of this report for further detail.

PMCA have reviewed the accuracy of this document and confirm that the SDR meets the requirements of Clause 10.2(a)(i) of the PMCA Scope of services.

2.2 The completeness of the design material in line with the obligations of the project brief

The SDR has been developed based on the User Requirements as outlined in the User Requirements Brief (URB) approved on 21 March 2022 and revalidated by a User group representative on 16 May 2024. The SDR includes drawings and schedules that define the proposed scope of work and provide descriptions and explanations of the proposed concepts and is to be read in conjunction with the User Requirements Brief (URB).

Section 1.4 (Design and Scope progression in 50% SDR) advises that the Scope developed throughout the SDR is based on the endorsed URB and alignment to budget constraints.

PMCA have reviewed the report to confirm the advice in Section 1.4 and found the report to be in line with the obligations of the project brief and as such meets the requirements of Clause 10.2(a)(ii) of the PMCA Scope of services.

2.3 The budget and program for the project

s47E(d)



2.4 The outcomes of the previous risk management, value management, lessons learnt, all investigations and ICT investigations activities

The SDR captures the outcomes of all engagements with Stakeholders, Users and other interested parties including site investigations undertaken during the design phase. A detailed list of SDR activities is included in Section 4.3 (Activities Undertaken During 50% SDR) of the SDR and includes:

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- Stakeholder engagement in 50% SDR (refer to Table below)
- Services Site Investigations - design team gained deeper understanding of existing services layout and age of plant - 30 July 2024
- AV/ICT Site Investigations - Informed scope to bring TER's up to Whitelist compliance 30 September 2024
- Fire Engineer Site Visit - investigations into existing fire protection system and basis of Fire Engineer Report - 13 November 2024
- Weekly Design Team Meetings have been held during the design process. These meetings focused on the design development, collaboration, and coordination, and provide a forum to establish progress updates and address any designs queries and lessons learnt.

Stakeholder Engagement Schedule	Date
PSWG1 Workshop	31.07.24
Wing B Meeting	16.08.24
ROM Cost Report Presentation	26.09.24
AV/ICT1 Workshop	30.09.24
UCM1 Workshop	30.09.24
PSWG2 Workshop	01.10.24
UCM2 Workshop	17.10.24
PSWG3 Workshop	17.10.24
AV/ICT2 Workshop	21.10.24
Risk Workshop	06.11.24
Safety in Design Workshop	11.11.24
50% SDR Presentation	25.11.24
Value Management Workshop	25.11.24
Band 1 Value Management Workshop	27.11.24

PMCA have reviewed the completeness of the design material and found it to be in line with the obligations of Clause 10.2(a)(iv) of the PMCA Scope of services.

2.5 The outcomes of the previous design reviews and design review workshops have been addressed

Over the time period for the preparation of the SDR the project's design team have reviewed, evaluated and further developed the designs presented in the 30% CDR (Non-rejected 23 November 2022). This was undertaken via stakeholder engagement / consultation with the PMCA, representatives from Defence, Service Authorities, via design coordination collaboration within the entire project team. Previously implemented

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measures to assure technical and architectural design integrity of the proposed technical solution were followed.

The SDR presents the deviations from the previous design reviews throughout the document. A summary of these deviations is found in Section 1.4.

PMCA have reviewed the accuracy of this section and confirm that the SDR meets the requirements of Clause 10.2(a)(v) of the PMCA Scope of services.

2.6 Consultants proposed Value Management activities against the report

The 50% SDR Design Presentation and Value Management Workshops were held mid-way through the Stakeholder review period for the 50% SDR DRAFT, issued on the 25 November 2024. The seven Value Management options considered during the 50% design phase are summarised in Section 1.7 (Cost Plan Summary) of the report and presented in detail in the P80 Cost plan (Appendix H).

Detailed information associated with the Value Management are available in Section 6 (Cost Plan and Value Management) of the report.

PMCA have reviewed the accuracy of this section and confirm that the SDR meets the requirements of Clause 10.2(a)(vi) of the PMCA Scope of services.

2.7 Safety in design requirements

Section 19 (Safety in Design) of the SDR addresses the Safety in Design (SiD) requirements and the project adherence to these requirements. The report contains a SiD Report and Register (Appendix D) that outlines the results of Safety in Design (SiD) Workshops which will be held during each Design Milestone Reports at 50% SDR and 90% DDR. The 50% SDR SiD Workshop was held on the 11 November 2024.

PMCA have reviewed the accuracy of Section 19 and Appendix D and confirm that the 50% SDR meets the requirements of Clause 10.2(a)(vii) of the PMCA Scope of services.

2.8 All relevant statutory requirements, including WHS legislation

The Functional Design Brief (FDB) outlines the technical and statutory requirements and design basis for the Project at the 50% design stage.

The information contained in the FDB describes the functional and performance requirements for the facilities and is developed from a number of sources including:

- User/Stakeholder workshops and briefings;
- Commonwealth Department of Defence Policy and Standards;
- Building Code requirements and relevant Standards; and
- Capability requirements and reference documents

Each discipline has completed a compliance checklist (SDR Appendix F) to ensure the design meets the relevant statutory requirements. The Consultant Design Certificate (SDR Appendix G) certifies that the design documentation complies with all Statutory Requirements (including WHS Legislation).

PMCA have reviewed the accuracy of the FDB, Appendices F and G and confirms that the SDR meets the requirements of Clause 10.2(a)(viii) of the PMCA Scope of services.

3. Design Review Report Assessment

The Jacobs PMCA team have completed the following reviews of the 50% Schematic Design Report.

- 11 – 15 Nov 24 – Draft 50% SDR Review
- 10 -12 Dec 24 - Final 50% SDR Review

The Jacobs PMCA have completed a compliance checklist, see Appendix A and identified no significant non-compliances.

The Jacobs PMCA have reviewed the accuracy of the 50% SDR and confirm that the 50% SDR meets the requirements of Clause 10.2(a) of the PMCA Scope of services.

The following items have been identified as key items of consideration:

Key Design Considerations

Item	Item description
s47E(d)	
MVC definition (RFI012)	Work force numbers to support MVC, expected to be defined within the revised SFRB.

Key Design Risks

Risk ID and Risk Name	Description
As-Built Documentation	Many of the key risks identified during the 50% SDR phase are due to lack of adequate as-built documentation
Security	s47E(d)
Accreditation Authorities	Limited available resources s47E(d) Delay in accrediting authority engagement impacting program and cost.

Key Project Risks

Risk ID and Risk Name	Description
Risk 01 Program	Delays to the approval process impacts program, cost, construction, occupancy, and project completion.
Risk 09 Procurement	Delays in the supply of s47E(d) impacts project budget, design, and occupancy (6-18 months) No engagement with Active ICT integration teams during 50% SDR
Risk 16 Access	Site access procedures / change to access for contractors. Given the limited access points to s47E(d) these might be re-allocated to other parties to use also during the construction for periods of time therefore impacting program and budget.

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Risk 21 Insolvency of Contractor(s)	Insolvency of contractor(s)
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50% SDR Recommendations

Option	Option Description	Impact
Enabling Works	Establish enabling works contract during design phase where existing occupants are moved and decanted early to allow demolition within the subject scope area including redundant walls, ceilings, floorings - stripping back to a shell. This would enable the design team to then inspect the existing services and building condition and make an assessment on impacts to the design and update the design where necessary. It would also allow fitout Contractors tendering the works to be able to inspect the shell during the tender stage and undertake due diligence assessments to mitigate the opportunity for variations being submitted for latent conditions.	Impact to program and budget Delay in commencing 90%DDR
Tender Conditions	Writing into the tender conditions that the contractor needs to allow for latent conditions within their costings. This has added risk on inflated tender prices if the tenderers are not provided access during tender stage and are not able to adequately investigate existing building conditions.	Impact to program and budget Delay in commencing 90%DDR
D&C Element	Include within the tender documentation and contract a D&C element to the project scope - e.g. the roof structure rectification. This would aid in limiting risk around cost blow outs associated with this element when the Contractor are able to get in and open up the facility. However, does not mitigate all latent condition risk.	Impact to program and budget Delay in commencing 90%DDR
EMOS Meeting	Meeting with EMOS to discuss in detail existing building services systems - Mechanical, Electrical, Fire, Security, Hydraulic in the absence of or in addition to being provided as built documentation for the building.	Least impact to program and budget

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Appendix A. PMCA Compliance Checklist

Brief	Reference Description	SDR Reference (para / page) of	Compliant (Y/N)
Brief (DSC-1 2021)	4.10 Schematic Design Report (50% Design) (a) The objective of the SDR is to produce the final schematic plans and configuration, Site levels and engineering requirements for the Works.		
	(a)The objective of the SDR is to produce the final schematic plans and configuration, Site levels and engineering requirements for the Works.	Draft 50% SDR Volume 1, 2 & 3 and FDB.	Y
Brief (DSC-1 2021)	4.10 Schematic Design Report (50% Design) (b) In addition to the preparation and submission of the SDR, the Consultant must conduct the following activities to achieve the SDR Milestone:		
	(i) develop the SDR based on the CDR and information from the Stakeholder groups including to progress any one or more design options as may be required by the Contract Administrator with reference to the Commonwealth's known budgetary requirements;	Volume 1 - Section 1.4	Y
	(ii) provide professional design advice to the Commonwealth and Contract Administrator at all times, including all the relevant technical information such as drawings and cost information	Volume 1 - Section 6 cost plan and value management Volume 2 - Drawings & Schedules	Y
	(iii) review and thoroughly understand the design, details and constraints of the proposed and existing buildings;	Volume 1 - Section 4.4	Y
	(iv) update the Functional Area Schedule through further Stakeholder consultation and also the RDS as appropriate	Volume 2 - Appendix A	Y
	(ix) updated report on solutions to access for persons with disabilities;	Volume 1 - Appendix L	Y
	(xix)organise, facilitate, chair and co-ordinate formal design presentations and Stakeholder consultation meetings; and	Volume 1 - Appendix A	Y
	(v)assess the recommendations of other Stakeholders and incorporate where applicable their requirements into the schematic design;	Volume 1 - Section 4.4 Activities undertaken during SDR Volume 1 - Section 11.4.1 Existing Conditions / Findings (Mechanical)	Y
	(vi) research and review material and finishes and make recommendations and presentations to the Commonwealth;	Volume 1 - Appendix P Approved materials colour board Volume 2 - Appendix C Architectural schedule	Y
	(vii) address identified ESD issues and NCC Section J compliance;	Volume 1 - Section 16 Environmental sustainable design Volume 1 - Appendix L NCC report	Y
	(viii)updated report on NCC and Building Works Manual compliance;	Volume 1 - Appendix L NCC report, and Building Works Manual not applicable at SDR phase.	Y
	(x)review the buildability of the design and provide documentation which describes the Consultant's view on the buildability of the design;	Volume 1 - Section 7.3 Functional suitability Volume 1 - Section 9.9 Electrical engineering systems and design approach Volume 1 - Section 11.4.2 Proposed Infrastructure Works (Mechanical) Volume 1 - Appendix M Acoustic report (Acoustic) Volume 2 - Appendix D Architectural drawings / Structural	Y
	(xi) prepare all necessary material, issue documentation and consult with relevant Stakeholders in the preparation of all aspects of the design and documentation	Volume 1 - Section 4.4 Table 9. Stakeholder engagement schedule	Y
	(xii) identify long lead time procurement items;	None identified at SDR phase. Noting, active ICT equipment has potential long lead time to be confirmed at the next phase of design.	Y
	(xiii)complete all remaining investigations of the Site as contemplated in section 4.17 that were not carried out or completed as part of the CDR activities;	Volume 1 - Section 4.4 Activities Undertaken During SDR	Y
	(xviii)attend all meetings, workshops and review sessions as requested by the Contract Administrator or the Commonwealth and as required to fulfil the Consultant's obligations under the Contract	Volume 1 - Appendix A. Record of stakeholder consultation	Y
	(xiv)assess the risks associated with the design and participate in risk management workshops	Volume 1 - Appendix B. Risk and issues register	Y
	(xv)assess areas for value management associated with the schematic design and participate in a value management workshop	Volume 1 - Section 6 - Cost and Value Management Volume 1 - Appendix A. Record of Stakeholder Consultation, page 246 - 354.	Y
	(xvi)assess areas for safety associated with the schematic design and facilitate a SiD workshop	Volume 1 - Appendix D. Safety in design report and register	Y
	(xvii)in relation to any formal requests for dispensations sought, assist (as necessary) with the dispensation process under the Building Works Manual and maintain a register of all dispensation approvals;	Volume 1 - Appendix L. BCA Compliance Review Report (dispensation Wing B egress TBC)	Y

Brief (DSC-1 2021) 4.10 Schematic Design Report (50% Design)			
(c) In addition to those requirements set out above, the SDR must include the following:			
	(i)a section identifying departures from the CDR;	Volume 1 - Section 1.4 design and scope progression in 50% SDR	Y
	(ii)strategic facilities planning issues and solutions	Not applicable	N/A
	(iii)details of services infrastructure for the Site	Volume 1 - Section 10.7 ICT infrastructure Volume 1 - Section 11.4.2 Mechanical infrastructure	Y
	(iv)detailed finishes and selections schedules, including consideration and use of locally sourced material where practical	Volume 1 - Section 7.5.1.1 FF&E	Y
	(x)schematic architectural and engineering design drawings and documentation from all disciplines	Volume 2 - All discipline drawings	Y
	(v)without limiting paragraph (iv), updated description as to how the selection of construction types, materials and finishes will provide the local industry with a full, fair and reasonable opportunity to participate as subcontractors in the delivery of the Works;	Volume 1 Section 7 and FDB. All materials and finishes are to be readily available materials produced within Australia.	Y
	(vi)appropriate documentation tracking changes from the CDR;	Volume 1 - Section 1.4 design and scope progression in 50% SDR	Y
	(vii)schedule of drawings;	Document register and transmittal form	Y
	(viii)proposed solutions to environmental issues	Volume 1 - Section 16 Environmental Sustainable Design	Y
	(ix)presentation drawings in 2D;	Volume 2 - Appendix D 9000 Axonometric view	Y
	1)interior design drawings and presentations	Volume 2 - Appendix D 5000 series Room layout sheet 1-4	Y
	10)outline door and hardware schedule	Volume 2 - Appendix D	Y
	11)sanitary fixtures and tapware selections and outline schedule	Volume 2 - Appendix C	Y
	2)draft furniture plans showing all FF&E	Volume 2 - Appendix D	Y
	3)draft FF&E schedules including selections	Volume 2 - Appendix C	Y
	4)special room plans and wall elevations (1:50 scale minimum);	Volume 2 - Appendix D	Y
	5)reflected ceiling plans	Volume 2 - Appendix D	Y
	6)typical wall sections	Volume 2 - Appendix D	Y
	7)partition type details including acoustic detailing and data;	Volume 2 - Appendix D	Y
	8)signage types and locations (internal and external);	Volume 2 - Appendix C	Y
	9)finishes schedules (external & internal);	Volume 2 - Appendix C	Y
	B.structural: schematic drawings with sized frames including footing and slab details, narrative and specifications	Volume 1 - Section 15 Structural Volume 2 - Appendix D (Typical section AR-04000)	Y
	C.building surveying: in accordance with the Building Works Manual and the MFPE;	Volume 1 - Appendix L. BCA, MFPE and Accessibility Report	Y
	D.mechanical: schematic including narrative, schematic of HVAC water, sewage, gas etc., list of major equipment noting sizes (kW. Etc.), mechanical power density (watts/m2) and specifications;	Volume 1 - Section 11 Mechanical services Volume 2 - Appendix I Mechanical drawings	Y
	E.electrical: in accordance with Chapter 4 of the MIEE;	Volume 1 - Section 9 Electrical services Volume 1 - Appendix J MIEE compliance report	Y
	F.fire/hydraulic: schematic drawings including narrative and specifications	Volume 1 - Section 12 Fire & 13 Hydraulics Volume 2 - Appendix G Fire & Appendix H Hydraulics	Y
	G.security services (electronic and physical): schematic drawings including narrative and specifications, risk analysis and a gap analysis by Site;	Volume 1 - Section 14 Security Volume 2 - Appendix J Security	Y
	H.ICT: schematic drawings including narrative and specifications including data and voice systems for all networks;	Volume 1 - Section 10 Information Communication and Technology	Y
	I.audio visual: schematics including narrative, schedules passive equipment and active equipment and specifications	Volume 1 - Section 10 Information Communication and Technology	Y
	J.active ICT equipment: schematics including narrative, schedules of active and passive equipment and specifications;	Volume 1 - Section 10 Information Communication and Technology	Y
	K.ESD: energy simulation by major function (heating, cooling, lighting, fans, pumps, etc.); Analysis of energy conservation and waste management;	Volume 1 - Section 16 Environmental Sustainable Design	Y

	L.other consultancies: schematic drawings and including narratives and reports addressing other relevant consultancies and including NCC, Building Works Manual, acoustic, bushfire, geotechnical and contamination	Volume 1- Section 17 Environmental, Heritage and Contamination Volume 1- Appendix L NCC Volume 1- Appendix M Acoustic report	Y
	(xi)updated Functional Area Schedule	Volume 1 - Appendix A	Y
	(xii)updated RDS and any additional RDS to include all rooms and areas;	Volume 1 - Appendix B	Y
	(xiii)minutes of value management workshop (prepared by the Contract Administrator) to be included in the SDR	Volume 1 - Appendix A	Y
	(xiv)minutes of risk management workshop (prepared by the Contract Administrator) to be included in the SDR	Volume 1 - Appendix D	Y
	(xix)SiD report	Volume 1 - Appendix D	Y
	(xv)minutes of SiD workshop	Volume 1 - Appendix D	Y
	(xvi)minutes of design presentations and Stakeholder consultation meetings contemplated in paragraph (b)(xix);	Volume 1 - Appendix A	Y
	(xvii)minutes of protective security working groups (or equivalent	Volume 1 - Appendix A	Y
	(xviii)minutes of integrated project management team workshops (if applicable)	Not Applicable	N/A
	(xx)update the Cost Report that was provided as part of the CDR activities to reflect costings in light of scope in the SDR;	Volume 1 - Section 1.7 Cost summary Volume 1 - Appendix H	Y
	(xxi)proposed staging of the works required	To be prepared after SDR scope sign-off	N
Brief (DSC-1 2021)	4.13 Value Management		
	(a) It is expected that each value management review will take the format of a workshop, which will take approximately one day and be held in Canberra, or such other location notified by the Contract Administrator to the Consultant. The Consultant must provide all necessary documentation required for the review.		Y
	(b)The purpose of value management is to seek the most efficient way to proceed and explore options for the design of the Works. Value management workshops must be adopted as an intrinsic part of the process for ensuring value for money. The Consultant must participate in all value management workshops.	Functional Design Brief - Section D.1 Value Management	Y
	(c) Value management workshops are to be held prior to Completion of each of the CDR, SDR and DDR Design Milestones.	Volume 1 - Section 6 - Cost and Value Management Volume 1 - Appendix A. Record of Stakeholder Consultation, page 246 - 354.	Y
	(d) These workshops are to be facilitated by the Contract Administrator and must be attended by:		Y
	(i)the Consultant and any sub-consultants requested by the Contract Administrator;		Y
	(ii)other consultants as required;		Y
	(iii)the Contract Administrator;		Y
	(iv)applicable Stakeholders; and		Y
	(v)Commonwealth representatives.		Y
	(e) Following each workshop the Consultant must assist in the development of selected ideas generated in the value management workshop into working solutions.		Y

Brief (DSC-1 2021) 4.14 Risk Management			
	(a) The Consultant must participate in risk management workshops and provide input to the risk register prepared by the Contract Administrator. For clarity, these risk management workshops will not include an assessment of Work, Health and Safety (WHS) risk items. These will be addressed in the SiD workshops detailed in section 4.15.	Functional Design Brief - Section D.1 Risk Management Volume 1 - Section 5 - Project Assumptions and Risks Volume 1 - Appendix B. Risk Register	Y
	(b) Risk analysis and management is an essential part of the Contract. The Consultant is responsible for the early identification and proactive management of risks throughout its provision of the Services.		Y
	(c) At a minimum, risk management workshops will be held prior to Completion of CDR, SDR and DDR Design Milestones.		Y
	(d) The Contract Administrator will have a formal procedure for risk management, which will require the following to be established:		Y
	(i) major Stakeholders and their objectives;		Y
	(ii) forum for managing risk;		Y
	(iii) scope of the Project and each risk management workshop; and		Y
	(iv) stages and frequency at which risks are to be reviewed.		Y
	(e) These workshops are to be facilitated by the Contract Administrator and will be attended by:		Y
	(i) the Consultant and any of their sub-consultants requested by the Contract Administrator;		Y
	(ii) other consultants as required;		Y
	(iii) the Contract Administrator;		Y
	(iv) applicable Stakeholders; and		Y
	(v) Commonwealth representatives.		Y
	(f) It is expected that each risk management review will take the format of a workshop, which shall take approximately one day and be held in Canberra. The Consultant must provide all necessary documentation required for the review, in a format requested by the Contract Administrator.		Y
	(g) During risk management workshops, the following actions must be undertaken (as a minimum):	Volume 1 - Section 5 - Project Assumptions and Risks Volume 1 - Appendix B. Risk Register	Y
	(i) assessment of the risk events;		
	(ii) prioritisation of risks; and		
	(iii) formation of a risk response strategy and action plan.		
	(h) It is proposed to conduct the first formal risk management exercises in line with value management workshops. This will involve key Commonwealth representatives and applicable Stakeholders, the Contract Administrator, the Consultant, and all other consultants as required. The Contract Administrator is to prepare and distribute minutes of risk management workshops.		

Brief (DSC-1 2021) 4.15 Safety in Design			
Brief (DSC-1 2021)	(a) The purpose of managing SiD is to seek safe ways to construct, install, test, commission, operate, maintain and demolish the facilities and to ensure, so far as is reasonably practicable, the ongoing safety of users and other Stakeholders. SiD is a risk management process that implements control measures early in the design process to eliminate or, if this is not reasonably practicable, minimise risks to health and safety throughout the life of the asset being designed.	Volume 1 - Appendix D. Safety in Design Register and Report Volume 1 - Appendix A. Record of Stakeholder Consultation, page 313	Y
	(b) By identifying hazards and risks associated with the design of the facilities, SiD workshops are used as an intrinsic part of the process for ensuring the safety of facility users and Stakeholders during the entire asset lifecycle. The Consultant must undertake and chair all SiD workshops.		Y
	(c) SiD workshops must coincide with the following:		Y
	(i) CDR;		N/A
	(ii) SDR;		Y
	(iii) DDR; and		N/A
	(iv) FDR.		N/A
	(d) Without limiting its obligations elsewhere in the Contract include clause 6.16 of the Conditions of Contract, the Consultant must:		Y
	(i) facilitate the SiD workshops, which must also be attended by:		Y
	A. the Consultant and any of their sub-consultants requested by the Contract Administrator;		Y
	B. other consultants as required;		Y
	C. the Contract Administrator; and		Y
	D. applicable Stakeholders;		Y
	(ii) provide all necessary documentation required for the SiD workshops, including any information regarding risks and hazards applicable to the Site and the Works;	Volume 1 - Appendix D. Safety in Design Register and Report	Y
	(iii) prepare and distribute minutes of the SiD workshops; and	Volume 1 - Appendix D. Safety in Design Register and Report page 11-13 (Appendix A - Safety in Design Register)	Y
	(iv) develop the outcomes of the SiD workshops into Project specific SiD reports for inclusion in each Design Report, which specifies the hazards relating to the design of any structure (or part) which: A. create a risk to health or safety to those carrying out construction work on the structure (or part); and B. are associated only with that particular design.	Volume 1 - Appendix D. Safety in Design Register and Report	Y
Brief (DSC-1 2021) 14.9 Cost Planning			
Brief (DSC-1 2021)	(a) The Consultant must develop a Cost Report as part of each Design Milestone. The Consultant must:	Volume 1 - Appendix H Cost Plan	Y
	(i) maintain quality control systems that ensure all information and documentation used for the preparation of the scheduled outputs is current at the time of issue; and	Volume 1 - Appendix H Cost Plan, Section 1.1 Project Overview and Scope of Works Volume 1 - Appendix H Cost Plan, Section 6. Information used in preparing this report.	Y
	(ii) provide progressive statements of costs against the budgetary requirements of the Commonwealth notified to the Consultant and advise on methods to maintain the required budget.	Volume 1 - Appendix H Cost Plan, Section 1.2 Cost Plan Options and Appendix A 50% SDR Cost Plan Summary – Project Options, page 32.	Y
	(b) The Consultant must undertake a review of the Commonwealth budget for the Works and the Works to be designed in accordance with the Contract and provide advice on any mismatch between scope and budget, including suggesting alternatives to overcome the inconsistencies, if any.	Volume 1 - Appendix H Cost Plan, Section 1.2 Cost Plan Options and Appendix A 50% SDR Cost Plan Summary – Project Options, page 32. Project Sponsor has not advised of confirmed project budget.	Y
	(c) Each Cost Report must be circulated to the Contract Administrator in both PDF and Microsoft EXCEL format which the Consultant must use as the basis for presentation of the cost plan in each Design Report.	Volume 1 - Appendix H Cost Plan	Y
	(d) The Consultant must prepare each Cost Report so as to meet the requirement of the Department of Finance Resource Management 500 Commonwealth Property Management Framework. Without limiting the foregoing, each Cost Report must include an amount for design and construction contingency which:	Volume 1 - Appendix H Cost Plan, Appendix 1. Quantitively Risk Assessment (project contingency per cost option)	Y
	(i) is based upon a quantitative risk assessment having regard to specification/scope risk, pricing risk and other risks; and	Volume 1 - Appendix H Cost Plan pages 19 - 20, page 40 (Appendix 1. Quauntative Risk Assessment),	Y
	(ii) when simulated utilising '@RISK' (or approved equivalent) delivers a cost estimate to P80 Confidence or such other cost confidence level instructed by the Contract Administrator.	Volume 1 - Appendix H Cost Plan, Section 8. Cost Plan Accuracy	Y

	(e) The Consultant must update both the quantitative risk assessment and cost simulation prior to finalisation of the Cost Report in each Design Report.	Volume 1 - Appendix H Cost Plan pages 19 - 20, page 40 (Appendix 1. Quauntative Risk Assessment),	Y
	(f) The Consultant must assist the Contract Administrator by:		Y
	(i) monitoring and assessing all design decisions in terms of their impact on the capital and recurrent costs of the Works;		Y
	(ii) regularly monitoring costs and advise on methods to maintain the budgetary requirements of the Commonwealth notified to the Consultant;	Volume 1 - Appendix H Cost Plan pages 19 - 20, page 40 (Appendix 1. Quauntative Risk Assessment). Volume 1 - Appendix H Cost Plan, Section 1.2 Cost Plan Options, Appendix A 50% SDR Cost Plan Summary – Project Options, page 32.	Y
	(iii) reviewing and reporting on engineering services specifications and engineering services cost estimates;	Volume 1 - Appendix H Cost Plan, Section 2. Cost Plan Summary	Y
	(iv) reviewing any claims for variations or extensions of time with respect to cost and providing advice; and		N/A
	(v) advising of any unforeseen or potential cost impacts on the Works.		Y
	(g) The Consultant must update each Cost Report to reflect any comments provided by the Contract Administrator.	Volume 1 - Appendix H Cost Plan	Y
Brief (DSC-1 2021)	7.2 Standards and Format of Design Reports (a) For each Design Report, the following requirements (as a minimum) must be reflected:		
	(i) the Design Report must document the design and design process leading up to the relevant Design Milestone;	Draft 50% SDR Volume 1, 2 & 3 and FDB.	Y
	(ii) the Design Report must meet all Defence design report standards (including as defined in the MIEE, Building Works Manual and the Mechanical Engineering Standard Functional Design Brief Inclusions for Heating Ventilation and Air Conditioning Systems (Mechanical Standard Inclusions)) as available on the Defence Website under Engineering and Maintenance;	Volume 1 - Section 18 Building Certification, Accessibility & Compliance (NCC/ MFPE) and subsequent sub paragraphs Volume 1 - Appendix L. NCC, MFPE and Accessibility Report	Y
	(iii) the Design Report must be a stand-alone document. It must contain all relevant Design Documentation and information without the need to refer or cross reference to other information;	Draft 50% SDR Volume 1, 2 & 3 and FDB.	Y
	(iv) the Design Report must be structured to reflect the requirements of the relevant Stakeholders reviewing the document;	Volume 1 - Appendix A. Record of Stakeholder Consultation Volume 1 - Appendix O. Stakeholder Feedback Register	Y
	(v) the Design Report must be collated in a way that is logical, clear and concise. It must use tabulated data and illustrations where appropriate;	Draft 50% SDR Volume 1, 2 & 3 and FDB.	Y
	(vi) a transmittal advice listing the documents provided as part of, or in addition to, a Design Report must accompany the submission; and	EST08953_R2_Document Transmittal_MASTER	Y
	(vii) a brief statement outlining any changes (as against the previous Design Milestone) introduced to the documents must accompany the Design Report.	Volume 1 - Section 1.4 Design and Scope progression in 50% SDR	Y
Brief (DSC-1 2021)	7.2 Standards and Format of Design Reports (b) In addition to the requirements in paragraph (a), each Design Report must (unless agreed by the Contract Administrator) address the following (without limitation):		
	(i) background to the design and Design Milestone;	Volume 1 - Section 2.0 Report Overview and subsequent sub paragraphs	Y
	(ii) location, siting and adherence to zone and precinct plans (where applicable to the Site);	Volume 1 - Section 1.2 Project Location	Y
	(iii) how the design meets the purposes, design criteria and other requirements in the Contract;	Volume 1 - Section 4.0 50% SDR Design Development and subsequent sub paragraphs	Y
	(iv) design intent, philosophies and methodologies;	50% SDR Volume 1	Y
	(v) summary of options considered, major design issues, background to the evaluation of options and solutions;	Volume 1 - Section 1.3 Scope of Works Volume 1 - Section 1.4 Design and Scope progression in 50% SDR Volume 1 - Section 1.6 Key Risk and Issues Volume 1 - Section 1.8 - 50% SDR Recommendations	Y
	(vi) illustrations of preferred scheme with floor plans, elevations and sections;	50% SDR Volume 2 - Drawings	Y
	(vii) assessment of methods and material for construction;	50% SDR Volume 2 - Drawings	Y
	(viii) compatibility of the architectural and urban design (if applicable) with the existing development on the Site and achievement of the requirements of this Brief;	Not applicable to project scope.	N/A
	(ix) details on how the requirements of the Conditions of Contract, the Special Conditions and this Brief are achieved;	50% SDR Volume 1, 2 & 3.	Y
	(x) outcomes of risk management and value management workshops and how they have been incorporated into the Design Documentation;	50% SDR Volume 1, 2 & 3.	Y
	(xi) physical security design approach (if applicable) to achieving the required level of physical security for the Works;	Volume 1 - Appendix K. Security Construction Report	Y

(xii)	description of how the engineering design satisfies the requirements of this Brief, including relevant Australian Standards, Statutory Requirements and the existing Site infrastructure conditions and requirements;	Volume 1 - Section 4.4 Design Verification and Compliance FDB	Y
(xiii)	how the design of the Works incorporates ESD Principles and WOL Objectives;	Volume 1 - Section 16 Environmentally Sustainable Design (ESD) Volume 1 - Appendix I. Smart Infrastructure Checklist	Y
(xiv)	a record of the risks identified by the Consultant from its review of the Asbestos Management Plan and Defence Asbestos Register along with details of how the design of the Works addresses those risks;	Volume 1 - Section 17. Environmental, Heritage and Contamination	Y
(xv)	environmental and heritage issues and considerations (including social issues, drainage, clearing and erosion control);	Volume 1 - Section 17 Environmental, Heritage and Contamination	Y
(xvi)	summary of WOL cost analysis undertaken;	Volume 1 - Section 16.4. Whole of Life Assessment - Given the limited project scope, a whole of life assessment was not required to justify design decisions.	Y
(xvii)	design information to support the determination of current and future POC. This includes facilities operating costs, utilities costs, ICT and other garrison support costs;	Not Applicable - project is funded through sustainment costs.	N/A
(xviii)	if applicable, future expansion options considered in the design and relevant services strategies required to achieve these options;	Not applicable to project scope.	N/A
(xix)	approach to fire engineering and how the design satisfies applicable Defence codes such as the Building Works Manual, MFPE, relevant Australian Standards and other Statutory Requirements;	Volume 1 - Section 12 Fire Protection and subsequent sub paragraphs Volume 1 - Appendix L. NCC, MFPE and Accessibility Report	Y
(xx)	the requirements for electrical systems included in the MIEE;	Volume 1 - Section 9 Electrical Services and subsequent sub paragraphs Volume 1 - Appendix J. MIEE Compliance Report	Y
(xxi)	the requirements for mechanical systems in the Mechanical Standard Inclusions;	Volume 1 - Section 12 Fire Protection and subsequent sub paragraphs Volume 1 - Appendix L. NCC, MFPE and Accessibility Report	Y
(xxii)	identification of all Statutory Requirements and relevant Australian Standards adopted together with clear indication of the extent and field of application;	Volume 1 - Section 11. Mechanical Services	Y
(xxiii)	the adequacy of technical systems and materials selected for the design with respect to cost effectiveness and fitness for purpose;	Volume 1 - Appendix H. P80 Cost Plan	Y
(xxiv)	details of SiD workshops with relevant Stakeholders, including meeting minutes and demonstration of how the SiD outcomes have been incorporated into the design;	Volume 1 - Appendix D. Safety in Design Register and Report	Y
(xxv)	details of proposed dispensations including completed dispensation applications;	Volume 1 - Section 18 Building Certification, Accessibility & Compliance (NCC/ MFPE) and subsequent sub paragraphs Volume 1 - Appendix L. NCC, MFPE and Accessibility Report	Y
(xxvi)	outcome and evidence of Stakeholder discussions including planning approvals, local fire, utilities, and communications external providers. Identification of any operational procedures required to be implemented by future users as a result of the design;	Volume 1 - Appendix A. Record of Stakeholder Consultation	Y
(xxvii)	a record of all Stakeholder comments (if any) along with the proposed response;	Volume 1 - Appendix O. Stakeholder Feedback Register	Y
(xxviii)	description of initiatives/practices to be used to ensure the required construction process does not exceed the capacity and abilities of the local construction industry;	Draft 50% SDR Volume 1, 2 & 3 and FDB.	Y
(xxix)	design verification documentation, demonstrating evidence of independent, internal peer review;	Volume 1 - Section 4.4 Design Verification and Compliance	Y
(xxx)	details of the standards adopted and how the standards were satisfied; and	Volume 1 - Section 4.4 Design Verification and Compliance FDB	Y