



Government of **Western Australia**
Department of **Treasury and Finance**
Building Management and Works

Small Value Consultancy Panel

User Manual

Issued 28 July 2009

Contact:

Mario Lewis
Manager Contract Development and Policy
Building Management and Works
Tel: 9222 4776
Email: mario.lewis@bmw.wa.gov.au

TABLE OF CONTENTS

GLOSSARY OF TERMS	4
INTRODUCTION	4
PANEL CONTRACT TERM	4
CONTRACT FRAMEWORK	4
SCOPE OF SERVICES	5
ARCHITECTURAL	5
ENGINEERING	5
INTERIOR FIT-OUT AND DESIGN	5
BUILDING CONSULTANTS	5
DRAFTING	5
SENIOR / JUNIOR ARCHITECTS / ENGINEERS	5
OPERATION OF PANEL	6
PRICE BASIS	7
LUMP SUM FEE	7
PRE DETERMINED PERCENTAGE FEE	7
HOURLY RATE FEE	7
PRE-DETERMINED FEE SCALES	8
LUMP SUM FEE BREAKDOWN	8
PARTIAL COMMISSIONS	8
FULL COMMISSIONS	8
PERCENT FEE (INCLUDING GST)	9
DEFINITIONS:	9
HOURLY RATES	9
SCHEDULE OF DELIVERABLES	10
DISPUTE RESOLUTION	10
APPENDIX A – SERVICE DETAILS	11
STANDARD SERVICE	11
DEVELOPMENT OF PROJECT BRIEF	11
CONTRACT DOCUMENTATION	11
DOCUMENTATION REQUIREMENTS	11
TENDER ASSESSMENT – FULL COMMISSION	12
CONTRACT ADMINISTRATION – FULL COMMISSION	12
POST CONSTRUCTION AND FINAL COMPLETION - HANDOVER	12
CUSTOMER LIAISON	13
OTHER SERVICES	13
APPENDIX A - CHECKLIST FOR CONSULTANT ENGAGEMENT PROCESS	14
APPENDIX B - SCHEDULE OF DELIVERABLES – PARTIAL COMMISSION	15
APPENDIX C - SCHEDULE OF DELIVERABLES – FULL COMMISSION	16
APPENDIX D – INVITATION FOR OFFER	18
APPENDIX E - PROJECT BRIEF	20

APPENDIX F - CONTACT DETAILS FOR CONSULTANTS 21

GLOSSARY OF TERMS

Throughout this manual the following interpretations of terms apply except where the context implies otherwise:

BMW	Office of Building Management and Works, Department of Treasury and Finance
Client	Representative of a government agency (typically responsible for project funding).
Consultant	A firm awarded membership of the Small Value Consultancy Panel
Contract Manager	The DTF Manager of the Small Value Consultancy Panel Contract
Customer	The government agency that engages the Consultant
DTF	Department of Treasury and Finance
General Conditions	Interim Australian Standard AS 4122 (Int) - 1993 General Conditions for Engagement of Consultants
Value of work	Shall be ten elevenths of the Lump Sum Fee
RFT	The Request For Tender (RFT1854408)
Project Officer	The project officer representing BMW, the government agency or a contracted Service Arranger

INTRODUCTION

The BMW Maintenance and Minor Works Small Value Consultants Panel (SVCP) allows Project Officers to engage pre-qualified Consultants for building maintenance projects, at fixed rates.

Consultants typically provide investigations and reports (including site visits), schematics, design and documentation, pre-tender estimates and tender advice. Some consultancies may include a contract management/superintendent's representative role. Engagements must be limited to works in the Perth metropolitan area and Peel region and be limited to projects where the total Consultant fees are less than \$50,000 (although the total project value may be higher).

The purpose of this manual is to assist Project Officers in the process of selection, engagement and performance management of Consultants who are members of the SVCP.

PANEL CONTRACT TERM

The SVCP will operate for an initial period of one year until 08 March 2009. Up to four annual extension options may be exercised by DTF after the initial contract period.

CONTRACT FRAMEWORK

The SVCP was established and is managed by DTF. In accessing the SVCP the Project Officer will manage any minor disputes arising from the contract. The Contract Manager has the sole right to add or remove panel members on the SVCP.

SCOPE OF SERVICES

The SVCP includes firms from the service types listed below. Each Consultant provides services at pre-determined rates (percent fee or hourly rate).

ARCHITECTURAL

Architects perform site inspections, prepare schematics and estimates, detailed drawings with documentation, provide pre-tender estimates of costs and provide tender advice as required. Architects may also be commissioned to undertake the entire project including contract documentation and contract administration up to final completion.

Heritage architects provide professional advice on projects where there are heritage issues to be managed, including liaison with all other government agencies. Conservation plans do not form part of the service provided by heritage architects; for information pertaining to conservation plans, contact the Contract Manager.

ENGINEERING

Engineers undertake site inspections, prepare schematics and estimates, detailed drawings with documentation, provide pre-tender estimates of costs and provide tender advice as required. Engineers may also be commissioned to undertake the entire project including contract documentation and contract administration up to final completion.

INTERIOR FIT-OUT AND DESIGN

Interior designers undertake site inspections, prepare schematics and estimates, detailed drawings with documentation, provide pre-tender estimates of costs and provide tender advice as required. Interior designers may also be commissioned to undertake the entire project including contract documentation and contract administration up to final completion.

Interior designers also establish detailed furniture and equipment requirements for the project and must refer to the Common Use Arrangement for Furniture (*CUA No. 10705 - Supply of Office and Classroom Furniture and Warehousing Services*).

BUILDING CONSULTANTS

Building Consultants provide site inspections, undertake technical investigations, provide practical building advice, estimates, simple design and specifications for minor repairs and restorations. Building Consultants may also be commissioned to undertake the entire project including contract documentation and contract administration up to final completion.

DRAFTING

Draftspersons undertake site inspections, consultation and provide schematic and detailed drawings for minor repair and/or restoration projects.

SENIOR / JUNIOR ARCHITECTS / ENGINEERS

It should be noted that architectural and engineering Consultants may use junior staff to assist on projects. A Junior is an Architect or Engineer with less than four years work experience since graduation, a Senior is an Architect or Engineer with more than four years experience.

OPERATION OF PANEL

Project Officers should aim to rotate work to different Consultants instead of repeatedly selecting the same Consultant.

The SVCP is expected to generally operate as follows:

1. The Project Officer will review the range of Consultants and select a firm that meets the clients/project requirements.
2. The Project Officer responsible for the project will review the agreement with the firm and estimate the applicable fee from the pre-determined schedule of fees (see page 8).
3. The Project Officer responsible for the project will contact the firm's representative, advising of the nature of the contract, the proposed scope of work, and the estimated fee. The fee proposal so derived shall be a lump sum fee.
4. Subject to agency approval, the Project Officer will make appropriate contract arrangements.

Note:

1. It is ***not*** intended to equally share the available work between the Consultants on individual Panels on a rotational basis.
2. It ***is*** intended to select a Consultant for a project on the basis of:
 - Meeting the Client's needs;
 - Merit, skills and experience; and
 - Achieving value for money.

PRICE BASIS

The engagement of Consultants may be based on any one of the following fee structures:

- a) Lump Sum Fee
- b) Pre Determined Percentage Fee
- c) Hourly Rates

LUMP SUM FEE

The Lump Sum Fee shall be calculated with regards to the size and complexity of the project, and the schedule of determined percentage fees and/or hourly rates. The Lump Sum Fee so derived shall cover all the services to be provided by the Consultant for the delivery of the project, including:

- All services required to undertake the project;
- Site visits in the Perth metropolitan area and Peel Region (both travel and time requirements);
- Preparation of reports;
- Contract documents in an electronic format in accordance the Panel Contract;
- Preparation of detailed drawings; and.
- The reimbursement of disbursements for costs other than those listed above and associated with each project will be provided only upon the submission of receipts and/or invoices and should be agreed with the Project Officer **BEFORE** being incurred.

The Lump Sum Fee is inclusive of GST.

PRE DETERMINED PERCENTAGE FEE

The Pre-Determined Percentage Fee is based on the estimated project cost and includes:

- a) All services required to undertake the project;
- b) Site visits in the Perth metropolitan area and Peel Region (both travel and time requirements);
- c) Preparation of reports;
- d) One (1) set of documents in an electronic format;
- e) Preparation of detailed drawings; and
- f) The appropriate level of the Goods and Services Tax (GST).

The Pre-Determined Percentage Fee is inclusive of GST

It has been deemed that sub-consultants will not be required for the type of work undertaken by the SVCP, therefore sub-consultant fees are NOT included in this Pre-Determined Percentage Fee.

BMW is required to monitor and report on the project costs by individual projects. To assist in this, the Pre-Determined Percentage Fee is assumed to be broken down for each project in a format equal to that shown in the LUMP SUM FEE BREAKDOWN (see page 8). The Consultant shall also submit separate invoices in accordance with this breakdown for each project.

HOURLY RATE FEE

Hourly rate fees apply for commissions involving site investigations, reports and other small projects for which the percentage fee is deemed inappropriate. Further, the hourly rate may

be used to determine the Lump Sum Fee for projects where the pre-determined percentage fee is deemed inappropriate.

PRE-DETERMINED FEE SCALES

LUMP SUM FEE BREAKDOWN

Partial Commissions

Partial commissions relate to contracts where the Consultant undertakes only part of the works project – generally up to the contract documentation stage.

For partial commissions the following lump sum fee breakdown shall apply.

Service Stage	Fee Percentage
Brief Finalisation and Schematic Design (including site investigation)	20%
Design Development	30%
Contract Documentation	50%
Total	100%

Full commissions

Full commissions relate to contracts where the Consultant undertakes the management of the entire works project from brief finalisation up to final completion.

For full commissions the following lump sum fee breakdown shall apply.

Service Stage	Fee Percentage
Brief Finalisation and/or Schematic Design (including site investigation and master planning)	15%
Design Development	20%
Contract Documentation	35%
Contract Administration up to and including Practical Completion	25%
Contract Administration from Practical Completion up to and including Final Completion	5%
Total	100%

PERCENT FEE (INCLUDING GST)

Definitions:

Simple - building works involving minimal engineering services (Mechanical and Electrical) or repairs and renovations to existing buildings.

Conventional - building works involving commercial engineering services (Mechanical and Electrical), i.e. air-conditioned office buildings – does not include repairs and renovations.

Complex - building works involving complex engineering services (Mechanical and Electrical), i.e. works in major hospitals – does not include repairs and renovations.

Value of Work – The value of work for the Consultant is deemed to be ten elevenths of the Lump Sum Fee

Complexity	Feeable Value (\$)					
	0-100,000		Up to 300,000		Up to 500,000	
	Commission		Commission		Commission	
	Partial	Full	Partial	Full	Partial	Full
Simple	5.57%	7.95%	3.80%	5.43%	3.36%	4.80%
Conventional	6.83%	9.75%	4.75%	6.78%	4.18%	5.97%
Complex	7.50%	10.65%	5.57%	7.95%	5.12%	7.32%

- “Feeable Value” is defined as the Estimated Total Cost (ETC) less all fees and disbursements, specific items of equipment or works that are not the direct responsibility of the Consultant.
- The three complexity descriptors apply to new works, partial additions or upgrades or a combination of these.

HOURLY RATES

The following pre-determined hourly rates apply.

	Rate/Hour (inc GST)
Senior Architect/Engineer	\$175.00
Junior Architect/Engineer	\$142.00
Draftsperson (employed by Architect or Engineer)	\$116.00
Architectural Draftsperson/Designer	\$116.00
Interior Designer	\$126.50
Building Consultant	\$100.00

SCHEDULE OF DELIVERABLES

The Consultant is required to maintain a Schedule of Deliverables throughout the period of the contract and any amendment to this Schedule of Deliverables may only occur after written approval has been obtained from the Project Officer. Examples of an amended schedule that will be the typical deliverables for a *Partial Commission* and a *Full Commission* project are provided in Appendix B and C respectively.

The Project Officer will provide the Consultant a copy of the initial Schedule of Deliverables in electronic Word 2000 format (as per Appendix B or C).

The deliverables that appear within the Schedule of Deliverables for each phase of the project shall be provided by the Consultant to the nominated entity prior to the completion of each phase.

DISPUTE RESOLUTION

In the first instance, the Project Officer and the Consultant will make every endeavour to resolve any dispute through negotiation. If a satisfactory result is not achieved then the parties may refer the dispute to the Contract Manager for mediation.

APPENDIX A – SERVICE DETAILS

STANDARD SERVICE

The Project Officer is to initially provide the Consultant a scope of works outline and financial budget for the project.

The scope of the standard service covers the services described below.

Development of Project Brief

The objective of this phase is to gather all the information required to complete the project including understanding the project, its requirements, outcomes and the scope of works.

The Consultant is required to visit the site and prepare a site report, highlighting any matter that may impinge on the project, to include any additional items that are required by the Project Officer or thought necessary.

A preliminary budget encompassing all the requirements of the project and estimate of the cost of the Consultant's fees shall be provided to the Project Officer. **If the estimate for Consultant fees is likely to exceed \$50,000 then this Panel cannot be used.** Refer to other BMW Consultant Panels where fee parameters exceed \$50,000.

Contract Documentation

The objective is to translate the approved developed brief into a contract document and construction contract without requiring further decisions and within the budget set for the project.

Unless directed otherwise by the Project Officer, the Consultant is required to provide the contract documentation in hard copy form suitable for the calling of tenders through the relevant contracting authority *and* in electronic format for attachment to, and distribution from, the WA Government Contracting Information Bulletin Board.

The Consultant is required to provide specifications electronically in Microsoft Word format as a single document or a collection of documents. In all cases the electronic copy of the specification must contain all the required BMW forms. The specification must include all sub-consultant specifications, schedules, tables and the like. Drawings should generally conform to BMW CADD protocols but be .dwf (**d**rawing **w**eb format) files. The Consultant must comply with the requirements of the CADD – Protocols for Contractual Deliverables Manual. A copy of this document is available from the DTF Representative or may be downloaded from www.dhw.wa.gov.au/CADD.

It is mandatory for works drawings to be CADD produced to facilitate provision to prospective tenderers via the Internet.

Consultants are required to provide two copies of the draft contract documentation to the Project Officer for review prior to submitting the final documentation.

Where the pre-tender estimate exceeds the budget by more than 10%, the Consultant is required to notify the Project Officer as soon as they become aware of it. The client can then be informed in a timely manner.

Projects with a value over \$150,000 are prepared using AS2124 General Conditions of Contract, unless otherwise requested by the Project Officer. All other projects are to be prepared using BMW Minor Works and Services Conditions of Contract, unless otherwise approved.

Documentation Requirements

Maintenance: The essential elements to be included in the documentation are a clear scope of works, specification for the works and drawings showing the location of the works if

applicable. The specification should make reference to all relevant technical standards and work practices e.g. Australian Standards, Occupational Safety and Health Act, etc.

Minor Works: The essential elements to be included in the documentation are a clear scope of works, fully developed detailed drawings and specification for the works. The specification should clearly make reference to all relevant technical standards and work practices.

Engineering: as per maintenance documentation above.

Tender Assessment – Full Commission

The Consultant shall:

- Record and respond to tender enquiries during the tender period in accordance with the requirements of AS 4120 - Code of Tendering, assess tenders, check for technical compliance and resolve technical issues arising from the tender assessment;
- Reconcile the tender result with the pre-tender estimate;
- Recommend the successful tender; and
- Comply with other BMW or DTF tendering requirements.

Contract Administration – Full Commission

The Consultant is required to administer the contract as the Superintendent's Representative. This includes issuing all instructions, progress claim processing, certificates, and variation orders prior authorised by the Principal and the preparation of any additional drawings needed to clarify the works.

The Consultant is required to provide a monthly report (for projects lasting more than four weeks) to the Project Manager on critical issues such as time, cost and quality.

For all projects, a minimum of four site visits are required as part of administering the contract. The focus of these visits is to ensure that the project work is being performed to specification and the work is being adequately supervised by the Contractor to achieve the required level of work quality. The Consultant shall allow in their fee proposal the adequate amount of time and level of supervision required to ensure that a project is satisfactorily completed (e.g. in compliance with the specification).

The minimum number of site visits required for a project is made up as follows:

- brief development (at least one visit);
- construction contract administration (as required – minimum two visits); and
- construction contract handover (at least one visit)

The Project Officer may request a final completion inspection and site visit by the Consultant if required. This shall be carried out in accordance with the nominated disbursement rates (e.g. travel and hourly rates).

During site visits the Consultant should also ask the Project Officer if there are any concerns or queries they might have in regards to the project and take the appropriate course of action in order to address them. The Consultant shall assess and allow for the number of site visits required to achieve these objectives. However, where additional travel disbursement costs are involved approval of the Project Officer is required for all site visits above the minimum four visits.

Under the SVCP contract no additional costs will be accepted for travelling time incurred by any additional site visit, during the delivery of a standard project service.

Post Construction and Final Completion - Handover

At an appropriate time after practical completion, the Consultant is to conduct a site inspection with the Project Officer to demonstrate that the project specification has been met and work completed to the customer's satisfaction. This involves demonstrating:

- that the technical and work quality requirements of the specification have been met; and

- that the Customer is completely satisfied with the work done.

Customer Liaison

All maintenance and improvement projects have a significant impact on the building occupier and every effort should be made to satisfy their needs and requirements. BMW expects the Consultant to liaise closely with the customer on all work. This includes:

- Arranging Federal Police clearances for all personnel visiting sites where required by the Client;
- Reporting in when visiting site;
- Being available and contactable by the Customer at all times regarding queries or problems they may have during the course of the project. Establish this liaison service with the Customer including the key contact prior to the commencement of the work and agree the relevant contact procedures (eg. phone/fax numbers);
- Inviting the Customer to all site meetings; and
- Involving the Customer in handover and assessment of work quality.

OTHER SERVICES

Any other service not fitting within the description of a Standard Service will be arranged by negotiation between the Project Officer and the Consultant in accordance with the requirements for that service. The fee for the service may be derived from application of the hourly rates or on the basis of an agreed once-off fee for that service.

APPENDIX A - CHECKLIST FOR CONSULTANT ENGAGEMENT PROCESS

The following list of items is prepared to assist the client engage and work with Consultants from the SVCP.

- ✓ Request from Client (with budget approval to proceed)
- ✓ Register Job
- ✓ Prepare Scope of Work – this is a Project Officer responsibility however the Consultant may be requested to do this at an hourly rate fee.
- ✓ Create file – to keep records, correspondence relating to the commission, which is effectively a contract.
- ✓ Select Consultant
- ✓ Send offer of commission – see standard letter.
- ✓ Accept offer from Consultant and raise order.
- ✓ Undertake Risk Assessment if project is greater than \$150,000

APPENDIX B - SCHEDULE OF DELIVERABLES – PARTIAL COMMISSION

Project Title: _____

Consultant Name: _____ Project No: _____

Schedule Update No: _____ Attached To Progress Fee Claim No: _____

Unless other stated, all deliverables are to be returned to the DTF Representative for distribution to all relevant parties.

Brief Preparation	
Deliverable	Quantity
Signed Brief Report including Cost Estimate and Program	1 set

Schematic Design	
Deliverable	Quantity
Schematic Plans and estimate.	1 set
Schematic Design Report, as detailed within Part C of the RFT 1854408.	1 set
Confirmation that schematic plans have been signed off by the Client	1 set

Design Development	
Deliverable	Quantity
Design Development Report, as detailed within Part C of RFT 1854408 and estimates	1 set
Copy of Client's written approval to proceed to the next phase	1 set
Confirmation that design development plans have been signed off by the Client	1 set

Contract Documentation	
Deliverable	Quantity
Tender Estimate Report, as detailed within Part C of RFT 1854408.	1 set
Hard Copy of Tender Documents- Specifications & Drawings.	1 set
Electronic Copy of Tender Documents – Specifications and Drawings. To be delivered on CD or via Email	1 set
Drawing List	1 set
CADD documentation discs as detailed in the CADD – Protocols for Contractual Deliverables Manual	1 set

Tender	
Deliverable	Quantity
Asset Management Plans	1 set

APPENDIX C - SCHEDULE OF DELIVERABLES – FULL COMMISSION

Project Title: _____
 Consultant Name: _____ Project No: _____
 Schedule Update No: _____ Attached To Progress Fee Claim No: _____

Unless other stated, all deliverables are to be returned to the DHW Representative for distribution to all relevant parties.

Brief Preparation	
Deliverable	Quantity
Evidence of Consultant Insurances	As req.
Signed Brief.	2
Signed Brief Report including: <ul style="list-style-type: none"> • Cost Estimate • Program • Cash flow 	1
Site Selection Report	2
Geotechnical Report	2
Site Survey Plan	2

Schematic Design	
Deliverable	Quantity
Schematic Plans	2
Schematic Design Report as per Part C of RFT 1854408	2
Monthly Progress Report (Consultant Reporting Datasheet)	As req.
Completed Green Building Council Rating Tool Matrix	1
Fire Protection Audit Report (DET Only)	1
Copy of DET Security Co-ordinator's written approval of design/scope of work statement for security system	1
Copy of DTF Rep's written approval to proceed to the next phase	1
Confirmation that schematic plans have been signed off by the DTF's Rep.	1

Design Development	
Deliverable	Quantity
Design Development Report, as detailed within Part C of RFT 1854408	2
Monthly Progress Report (Consultant Reporting Datasheet)	As Req.
Completed Green Building Council Rating Tool Matrix	1 Consult with Building Sustainability Manager
Plans to Local Authority	1 Set Local Authority.

Consultant Sustainability Provisions Reporting Checklist	1
Copy of DTF Rep's written approval to proceed to the next phase	1
Confirmation that design development plans have been signed off by the DTF's Rep.	1
Perspective (Optional, delete if not required)	2

Contract Documentation	
Deliverable	Quantity
Tender Estimate Report, as detailed within Part C of RFT 1854408	2
Monthly Progress Report (Consultant Reporting Datasheet)	As req.
Completed Green Building Council Rating Tool Matrix	1 Please consult Manager, Building Sustainability
Written confirmation that an independent structural design check has been carried out	1
Written confirmation that plans meet the government's bicycle strategy requirements outlined in Bikewest's "End Of Trip Facilities in Government Buildings"	2 The document "End Of Trip Facilities in Government Buildings" is available from Bikewest.
Contractors Pre-qualification and Priority Start - Building Calculation	1
Hard Copy of Tender Documents- Specifications & Drawings	As nom.
Electronic Copy of Tender Documents – Specifications and Drawings	2 Sets As per specifications in the Department of Housing and Works CADD Manual.
Drawing List (all disciplines)	1 Set
Colour Scheme	1 Set
Confirmation that Security Management Plan requirements are included in the construction contract (DET projects only)	1
Drawings, specifications, measurements or other details relating to the installation of data cabling in WA schools (if applicable)	3 Sets DTF's Rep is to forward to the contractor nominated in these specifications.
Computer CADD documentation discs including a copy of the Specification and Bill of Quantities where a Bill of Quantities is included	1 Refer to the CADD Manual for detailed requirements
Draft copy of landscape drawings & specification (DET projects only)	1
A3 copies of architectural plans	1 Set

Tender	
Deliverable	Quantity
Tender Enquiries Log	1
Tender Recommendation & Reconciliation	1
Energy Impact Estimate & Self Certification Checklist (DET projects only)	3
Asset Management Plan	2

APPENDIX D – INVITATION FOR OFFER

Our Ref: (Insert Job file No.)
Enquiries: (insert Enquires Officer name)
Telephone: (insert telephone number)
Email: (insert email for enquiries officer)

Name
Title
Firm
Street
Suburb, State, Postcode

Dear (Name)

Small Value Consultants Panel – RFT 1854408

INVITATION FOR OFFER

(Insert project title)

As a member of the Small Value Consultants Panel, you are invited to submit an Offer for the provision of services as described in the Project Brief (attached) and in accordance with the Schedule of Deliverables (attached) which has been amended to suit the project.

The Offer is invited on an hourly rate basis to a maximum fee value of *(select appropriate rate from Pre-Determined Fee Scales)* including GST.

OR

This Offer is invited on a Lump Sum Fee basis (refer to Clause A.6. and A6.1.1.of RFT 1854408). The fee has been calculated on a “Feeable Value” of \$ *(insert amount)*, with a complexity descriptor of *simple, conventional, complex(delete as required)*, for a Partial Commission/Full Commission *(delete as required)* which provides for a pre-determined percentage fee rate of X% (Refer to Clause C.4). The Lump Sum Fee so derived shall cover all the services to be provided by the Consultant for the delivery of the project. It has been deemed that sub-consultants will not be required for the type of work proposed therefore sub-consultant fees are NOT included in this Pre-Determined Percentage Fee.

The Principal reserves the right to utilise less than the prescribed fee/hours, and/or to convert the fee to a Lump Sum when the scope is sufficiently defined and/or the project is to be extended, provided that the total fee paid is less than \$50,000 including GST. Any Lump Sum Fee so derived shall be calculated with regard to the size and complexity of the remaining project scope and the provisions of RFT 1854408, including the associated Schedule of Pre-determined Fee Scales.

The services shall be carried out in accordance with Request for Tender RFT 1854408, special provisions and this invitation. Your Offer shall remain binding and in force for a period of 42 days from the lodgement date of your Offer.

Lodge your Offer to the Project Officer before 2:30pm Local Time.

Date: *(Insert closing day and date)*

Location: *(Insert physical location for lodgement of submissions)*

Facsimile: *(Insert facsimile number)*

Facsimile submissions received by the date and time for lodgement will be accepted provided that written confirmation of the Offer is received by the enquiries officer before 4.00pm on the date of lodgement, or is posted in an envelope bearing a postmark with a date not later than one day after the lodgement date.

The Principal reserves the right to withdraw the Invitation should you fail to lodge your Offer by the due date and time.

Complete and return to the Principal's representative the following attachments that shall form part of your Offer:

- Annexure
- Project Team and Availability
- Schedule of Deliverables

If you have any queries regarding this offer would you please contact the enquires officer, *(insert name)* on telephone number *(insert number)*.

Yours faithfully

for and on behalf of

Director General

(Department)

(Date)

APPENDIX E - PROJECT BRIEF

BACKGROUND

Provide a brief description of the background to the project.

SCOPE

Provide the project scope.

PROGRAMME

Provide current programme dates.

PROJECT COST LIMITATION

Provide the Project Cost Limitation breakdown (GST exclusive) for which the Consultant will be responsible.

APPENDIX F - CONTACT DETAILS FOR CONSULTANTS

Small Value Consultancy Panel - 2009

RFT 1854408

<i>Trading Name</i>	<i>BusinessAddress</i>	<i>Contact</i>	<i>Phone</i>	<i>Mobile</i>	<i>Fax</i>	<i>E-mail</i>	<i>Comments</i>
Architect							
45296 Bateman Grundmann Architects	35 Northwood Street West Leederville WA 6007	Craig Grundmann	9382 8220		9382 8228	natalie@bgarchitects.biz	
45617 Bond Architecture Pty Ltd	13/17 Prowse Street West Perth WA 6005	Ross Bond	9321 7221		9321 7221	bondarch@inet.net.au	
110005 Evoke Design Group	Suite 1/628 Newcastle Street Leederville WA 6007	Jeff Thierfelder	9227 1417		9227 1416	jeff@evokedesigngroup.com.au	
48864 Hart Achitects	Level 2, 132 Murray Street Perth WA 6000	Robert Hart	9326 6830		9326 4886	team@hartarcjotects.com.au	
139723 Ian Wilkes Architects	63 Oceanic Drive Floreat WA 6014	Ian Wilkes	9387 7595		9387 7595	ianwilkes@iprimus.com.au	
141931 Philip Griffiths Architects	177 York Street Subiaco WA 6008	Philip Griffiths	9381 1666		9381 1566	mail@griffithsarchitects.com.au	
Building Consultant							
141950 GS Chamberlain	22 Kingfisher Loop, Willetton WA 6155	Gary Chamberlain		0412923248	9457 7101	gchamber@tpg.com.au	
50343 Kirton & Durack Engineering and Consultancy Services Pty Ltd	33 Parke Road Gooseberry Hill WA 6076	Ian Kirton	9293 2719	0408 850 774	9293 3450	kirton.durack@westnet.com.au	
110001 Westhome Consulting Services	40 Brushfoot Boulevard Success WA 6164	Michael John Manning	9418 7054	0419926163	9414 6374	westhome@inet.net.au	
Drafting Services							
139130 Barnes Development Group Pty Ltd	207B Ninth Avenue Inglewood WA 6052	Andrew Barnes	9371 0939	0419882525	9371 0939	barnesdg@inet.net.au	
110005 Evoke Design Group	Suite 1/628 Newcastle Street Leederville WA 6007	Jeff Thierfelder	9227 1417		9227 1416	jeff@evokedesigngroup.com.au	
46712 P J S Design Drafting and Building Consultant	3 Daxter Street Thornlie WA 6108	Paul Sheldon	9493 0584		9459 9013	sheldon1@bigpond.net.au	
Engineer - Civil							
110004 BG&E Pty Ltd	484 Murray Street Perth WA 6000	Rob Johnson	6364 3300		6364 3399	Robert.johnson@bgeeng.com	
141328 Legge Civil Pty Ltd	41 Wirilda Crescent, Greenwood WA 6024	Len Legge	9243 8305		9243 8328	legge.civil@inet.ent.au	
135377 URS Australia Pty Ltd	Level 3, 20 Terrace Road East Perth WA 6004	Peter Erceg	9326 0100		9326 0296	Peter_Erceg@urscorp.com	

<i>Trading Name</i>	<i>BusinessAddress</i>	<i>Contact</i>	<i>Phone</i>	<i>Mobile</i>	<i>Fax</i>	<i>E-mail</i>	<i>Comments</i>
<i>Engineer - Electrical</i>							
132344 BCA Consultants Pty Ltd	Suite 59, City West Centre Cnr Railway Parade and Plaistowe Mews West Perth, WA, 6005	Steven Lee Bowins	9321 6255		9321 9755	sbowins@bcagroup.com.au	
140852 Best Consultants Pty Ltd	575 Newcastle Street West Perth WA 6005	Joe Romano	9227 0300		9227 0400	j.romano@bestconsultants.com.au	
142462 Lincolne Scott Australia	35 Ventnor Avenue West Perth WA 6005	Robert Mulcahy	9426 4900		9481 1279	Perth@lincolnescott.com	
139839 Norman Disney & Young	Level 10, 200 St Georges Terrace Perth WA 6000	Robert Horn	9281 6800		9281 6888	r.horn@ndy.com	
<i>Engineer - Hydraulic</i>							
139839 Norman Disney & Young	Level 10, 200 St Georges Terrace Perth WA 6000	Robert Horn	9281 6800		9281 6888	r.horn@ndy.com	
<i>Engineer - Mechanical</i>							
134849 ACMV Design Consultants	Suite 16, 10 Reid Promenade Joondalup WA 6027	Glen Tatam	9301 2444		9301 2044	glent@acmvdesign.com.au	
132344 BCA Consultants Pty Ltd	Suite 59, City West Centre Cnr Railway Parade and Plaistowe Mews West Perth, WA, 6005	Steven Lee Bowins	9321 6255		9321 9755	sbowins@bcagroup.com.au	
138128 DSA Pty Ltd	5/300 Rokeby Road Subiacto WA 6008	Paul Vos	9382 2711		9382 3853	paul@dsaptyltd.com	
138803 GHD Pty Ltd	239 Adelaide Terrace Perth WA 6004	Mike Fok	6222 8580		6222 2811	mike.fok@ghd.com.au	
142462 Lincolne Scott Australia	35 Ventnor Avenue West Perth WA 6005	Robert Mulcahy	9426 4900		9481 1279	Perth@lincolnescott.com	
139839 Norman Disney & Young	Level 10, 200 St Georges Terrace Perth WA 6000	Robert Horn	9281 6800		9281 6888	r.horn@ndy.com	
30321 Steens Gray & Kelly Pty Ltd	186 Hampden Road Nedlands WA 6009	Ashley White	93898393		93898374	sgk@sgk.com.au	Drafting Services
<i>Engineer - Structural</i>							
110004 BG&E Pty Ltd	484 Murray Street Perth WA 6000	Rob Johnson	6364 3300		6364 3399	Robert.johnson@bgeeng.com	
135377 URS Australia Pty Ltd	Level 3, 20 Terrace Road East Perth WA 6004	Peter Erceg	9326 0100		9326 0296	Peter_Erceg@urscorp.com	

<i>Trading Name</i>	<i>BusinessAddress</i>	<i>Contact</i>	<i>Phone</i>	<i>Mobile</i>	<i>Fax</i>	<i>E-mail</i>	<i>Comments</i>
<i>Interior Fitout & Design</i>							
131197 Anton Philippe Designs	43 Roberts Street Bayswater WA	Anton Philippe	9471 1700		9471 9042	anton@apdesigners.com	
110005 Evoke Design Group	Suite 1/628 Newcastle Street Leederville WA 6007	Jeff Thierfelder	9227 1417		9227 1416	jeff@evokedesigngroup.com.au	
48864 Hart Achitects	Level 2, 132 Murray Street Perth WA 6000	Robert Hart	9326 6830		9326 4886	team@hartarcjotects.com.au	
139723 Ian Wilkes Architects	63 Oceanic Drive Floreat WA 6014	Ian Wilkes	9387 7595		9387 7595	ianwilkes@iprimus.com.au	
133887 Interiors Australia Pty Ltd	Level 10, 216 London House, St George's Tce Perth WA 6000	Jenny Bryce	9213 2380		9213 2300	jennybryce@iagroup.com.au	
141896 Jane Cunningham Design and Interiors	240 Ruislip Street, Wembley WA 6014	Jane Cunningham	6460 8224	0412 907 788	9223 2211	jane@cunninghamsec.com.au	