



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

Regional Consultancy Panel

(RFT 1248007)

User Manual

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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 Regional Consultancy Panel
Contract Manager	The BMW Manager of the Regional 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
RCP	Regional Consultancy Panel
RFT	The Request For Tender (RFT1248007)
Principal	The Minister for Works
Project Officer	The project officer representing BMW, the government agency or a contracted Service Arranger

INTRODUCTION

The purpose of this User Manual is to assist Project Officers in the process of selection, engagement and performance management of Consultants who are members of the Regional Consultancy Panel for building maintenance and improvement works.

This consultancy panels will typically provide a mixture of full and partial service delivery for building projects. The panels are established for projects where fees will be below \$100,000 (although the total project value may be higher).

PANEL CONTRACT TERM

The RCP will operate for an initial period of two years. One two-year followed by a one one-year extension option may be exercised by DTF after the initial contract period.

CONTRACT FRAMEWORK

The RCP was established and is managed by DTF. In accessing the RCP 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 RCP.

SCOPE OF SERVICES

The RCP 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. Engagements will typically be at the pre-determined hourly rates, unless agreed otherwise.

DRAFTING

Draftspersons undertake site inspections, consultation and provide schematic and detailed drawings for minor repair and/or restoration projects. Engagements will typically be at the pre-determined hourly rates, unless agreed otherwise.

OPERATION OF PANEL

The RCP 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 9).
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:

- a) All services required to undertake the project;
- b) Engagement and management of sub Consultants
- c) Site visits within 100km of the consultant's regional office (both travel and time requirements);
- d) Preparation of reports;
- e) Contract documents in an electronic format in accordance with the Panel Contract;
- f) Preparation of detailed drawings; and
- g) 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) Engagement and management of sub Consultants
- c) Site visits within 100km of the consultant's regional office (both travel and time requirements);
- d) Preparation of reports;
- e) One (1) set of documents in an electronic format;
- f) Preparation of detailed drawings; and
- g) The appropriate level of the Goods and Services Tax (GST).

The Pre-Determined Percentage Fee is inclusive of GST

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 7). 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:

Maintenance – projects which involve minimal design, but are essentially documentation and management of works which do not significantly alter existing buildings.

Simple – multi-storey accommodation or home units under four storeys high above ground level, single storey factory, warehouse and parking station.

Conventional – all buildings other than those listed in the complex and simple categories.

Complex – hospital buildings (other than staff residential buildings and geriatric or psychiatric patient residential buildings not used for treatment), laboratory buildings, special teaching facilities mainly composed of laboratories, lecture theatres or studio teaching and other complex buildings.

Feeable Value – the estimated total cost of works inclusive of GST, less all fees, disbursements, specific items of equipment or works that are not the direct responsibility of the consultant.

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		Up to 700,000	
	Commission		Commission		Commission		Commission	
	Partial	Full	Partial	Full	Partial	Full	Partial	Full
Maintenance	5.22%	7.45%	4.85%	6.93%				
Simple	6.62%	9.45%	4.85%	6.93%	4.41%	6.30%	4.10%	5.85%
Conventional	7.88%	11.25%	5.80%	8.28%	5.23%	7.47%	4.85%	6.93%
Complex	8.51%	12.15%	6.62%	9.45%	6.17%	8.82%	5.67%	8.10%

Complexity	Feeable Value (\$)							
	Up to 900,000		Up to 1,100,000		Up to 1,300,000		Up to 1,500,000	
	Commission		Commission		Commission		Commission	
	Partial	Full	Partial	Full	Partial	Full	Partial	Full
Simple	3.97%	5.67%	3.84%	5.49%	3.72%	5.31%	3.65%	5.22%
Conventional	4.66%	6.66%	4.47%	6.38%	4.41%	6.30%	4.35%	6.21%
Complex	5.48%	7.83%	5.36%	7.65%	5.23%	7.47%	5.17%	7.38%

Complexity	Feeable Value (\$)					
	Up to 1,700,000		Up to 1,900,000		Up to 2,000,000	
	Commission		Commission		Commission	
	Partial	Full	Partial	Full	Partial	Full
Simple	3.59%	5.13%	3.53%	5.04%	3.47%	4.95%
Conventional	4.28%	6.12%				
Complex						

- The 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)
Partner/Principal Architect, Engineer or consultant	\$231.00
Associate/ Senior Architect, Engineer or Consultant	\$192.50
Professional Architect, Engineer or consultant	\$154.00
Draftsperson	\$126.50
Interior Designer	\$126.50
Building Consultants	\$86.00

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.

The Project Officer will provide the Consultant a copy of the initial Schedule of Deliverables in electronic Word 1997/2003 format (as per Appendix B).

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 \$100,000 then this Panel cannot be used.** Refer to other BMW Consultant Panels where fee parameters exceed \$100,000.

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.bmw.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 Officer 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 - no travel disbursements are payable for work located within 100km of the consultants regional base).

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 RCP 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 B - CHECKLIST FOR CONSULTANT ENGAGEMENT PROCESS

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

- ✓ 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 C - SCHEDULE OF DELIVERABLES

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

Notes: 1. The Consultant is responsible for maintaining and completing Columns 1 to 7 of this Schedule.
 2. Column 8 is for use by the Principal's Representative only.

1 Phase	2 Consultant Deliverables	3 Qty	4 To Be Submitted To:	5 Comments	6 Date Submitted	7 Status Complete (%)	8 Principal's Rep. Confirmation
Brief Preparation	Evidence of Consultant Insurances Signed off Brief. Signed off Brief Report including: <ul style="list-style-type: none"> • Cost Estimate • Program • Cashflow Site Selection Report Geotechnical Report Site Survey Plan	As req. 2 1 2 2 2	Principal's Rep.				
Schematic Design	Schematic Plans. Schematic Design Report, as detailed within Part B of the Request for Proposal. Monthly Progress Report (Consultant Reporting Datasheet) Fire Protection Audit Report (DET projects only) Copy of DET Security Co-ordinator's written approval of design/scope of works statement for security system. Copy of Principal's Rep's written approval to proceed to the next phase Confirmation that schematic plans	2 Sets 2 As Req. 2 1 1 1	Principal's Rep.				

	have been signed off by the Principal's Rep					
Design Development	Design Development Report, as detailed within Part B of the Request for Proposal	2	Principal's Rep.	Copy of letter to Principal's Rep.		
	Monthly Progress Report (Consultant Reporting Datasheet)	As Req.				
	Plans to Local Authority	1 Set				
	Consultant Sustainability Provisions Reporting Checklist	1				
	Copy of Principal's Rep's written approval to proceed to the next phase	1				
	Confirmation that design development plans have been signed off by the Principal's Rep	1				
	Perspective (Optional, delete if not required)	2				
Contract Documentation	Tender Estimate Report, as detailed within Part B of the Request for Proposal.	2	Principal's Rep.	The document "End Of Trip Facilities in Government Buildings" is available form Bikewest.		
	Monthly Progress Report (Consultant Reporting Datasheet)	As req.				
	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				
	Contractors Pre-qualification and Priority Access Policy Calculation	1				
	Hard Copy of Tender Documents-Specifications & Drawings	As nom.	East Perth Tenders office			
		2 Sets 1 Set	Principal's Rep			
Electronic Copy of Tender	1 Set	East Perth Tenders	In correct format on CDROM or			

	Documents – Specifications and Drawings		Office	Email			
	Drawing List (all disciplines)	1	Building Management and Works CADD Co-ordinator				
	Colour Scheme	3 Sets	Principal's Rep				
	Confirmation that Security Management Plan requirements are included in the construction contract (DET projects only)	1					
	Computer CADD documentation discs including a copy of the Specification and Bill of Quantities where a Bill of Quantities is included	1 Set	Building Management and Works CADD Co-ordinator	Refer to Building Management and Works CADD Documentation Procedures Manual or detailed requirements and submit copy of transmittal to Principal's Rep.			
	Draft copy of landscape drawings & specification (DET projects only)	2 Set	Principal's Rep	Submit to Principal's Rep for approval.			
	A3 copies of architectural plans	1Set					
Tender	Tender Enquiries Log	1	Principal's Rep.				
	Tender Recommendation & Reconciliation	1					
	Energy Impact Estimate & Self Certification Checklist (DET projects only)	3					
	Asset Management Plan (MOJ & Police projects only)	2					
Contract Administration	Site Meeting Minutes	As req.	Principal's Rep.				
	Contract Administration Report as detailed within Part B of this Request	As req.					

	<p>AS2124 requirements, including:</p> <ul style="list-style-type: none"> • Construction Program/s • Progress Payment Certificates with Schedule of Variations • Variations • Authorisations relating to retention/security. • Practical Completion Certificate/s • Final Completion Certificate 	As req.					
	Security Management Plan Proforma	1					
	Contractor Performance Report	As req.					
	Handover Meeting (with Principal's Rep) Minutes	As req.					
	Handover Meeting (with FM Contractor/Regional Manager) Minutes	As req.					
	Computer CADD "As Constructed" disks	1 set	Building Management and Works CADD Co-ordinator	Refer to Building Management and Works CADD Documentation Procedures Manual or detailed requirements and submit copy of transmittal to Principal's Rep.			
	Handover/Operational Manuals	As nom.	Occupiers/Principal's Rep.	DET projects require 3 handover Manuals (1 to Principal's Rep, 2 to School Principal) Provide Operational Manuals to School.			
	Final Completion Report, as detailed within Part B of the Request for Proposal.	1	Principal's Rep.				
	Telephone layout plans to Principal's Rep (DET projects only)	2					
	Computer Layout plans to Principal's Rep (DET projects only)	2					
General	Project Control Group Meeting Minutes	As req.					

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>

Regional Consultants Panel – RFT 1248007

INVITATION FOR OFFER

<Insert project title>

As a member of the Regional 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 A.6.1. of RFT 1248007). 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.8). The Lump Sum Fee so derived shall cover all the services to be provided by the Consultant for the delivery of the project.

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 \$100,000 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 1248007, including the associated Schedule of Pre-determined Fee Scales.

The services shall be carried out in accordance with Request for Tender RFT 1248007, 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
THE MINISTER FOR WORKS

(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

REGIONAL CONSULTANCY PANEL - RFT 1248007

Regional Consultancy Panel - Member Listing

Region	Registered Trading Name	Phone	E-mail	Postal Address	Suburb & State	Postcode	Service Category
Goldfields	Cartman Designs	9071 1255	timc@cartman.net.au	PO Box 1898	Esperance WA	6450	
Goldfields	GHD Pty Ltd	9080 9900		PO Box 266	Kalgoorlie WA	6430	
Goldfields	Ramm's Building Design	9071 5881		PO Box 329	Esperance WA	6450	
Goldfields (Esperance)	Jenallan	0408 951 071	jenallan@wn.com.au	PO Box 2067	Esperance WA	6450	Building Consultant
Goldfields (Esperance)	Harriot Mair Landscape Architect	9071 6779	HarriotMair@bigpond.com	20 Burton Rd	Esperance WA	6450	
Kimberley	Mark Philips Architect	9169 1206	markphillips@westnet.com.au	18 Nutwood Cr	Kunnunarra WA	6743	
Kimberley	Monsoon Architectural & Planning Service	9169 1753		PO Box 886	Kunnunarra WA	6743	
Kimberley	NBC Aboriginal Corporation	9192 2305	nbcac@westnet.com.au	PO Box 914	Broome WA	6725	
Kimberley	Rene Larson & Associates	07 5537 9998	rbl@three.com.au	7 Folkstone Pl	Runaway Bay QLD	4216	
Midwest	Eastman Poletti Sherwood Architects	9964 2424	eps@westnet.com.au	PO Box 27	Geraldton WA	6531	
Midwest	GHD Pty Ltd	9964 3677		PO Box 164	Geraldton WA	6531	
Midwest	Peak Consultants Pty Ltd	9965 2922	mark.reid@peakcpl.com.au	PO Box 2332	Geraldton WA	6531	
Midwest	Teakle And Lalor	9964 1882	p_teakle@wn.com.au	PO Box 1850	Geraldton WA	6531	
Midwest (Geraldton)	Blacktop Consulting Engineers	9921 1878	blacktop@westnet.com.au	PO Box 1018	Geraldton WA	6531	Engineering - Civil and Structural
Pilbara	GHD Pty Ltd	0438 974 431	Jeremy.Bower@ghd.com	PO Box 1651	Karratha WA		
Pilbara	L E Roberts Pty Ltd	9144 2046		PO Box 1219	Karratha WA	6714	
South West	BG & E Pty Limited	6364 3300	info@bgeeng.com	GPO Box 2776 Cloister	Perth WA	6850	
South West	GHD Pty Ltd	9721 0700		PO Box 1009	Bunbury WA	6231	
South West	Hassell Limited	9721 6700	bunbury@hassell.com.au	PO Box 313	Bunbury WA	6231	
South West	Hoffman Architecture	9757 3364		Suite 4, 74 Hay St	Subiaco WA	6008	
South West	Kent Lyon Architect	9791 5404		96 Beach Road	Bunbury WA	6230	
South West	Kevin Lodge Engineering	9848 2790		3 Pember Rd E	Denmark WA	6333	
South West	Veens Design Drafting Service	9721 2527	veens@bigpond.com	1 Fryer Pl	Bunbury WA	6230	
South West	WML Consultants Pty Ltd	9722 3544	wml@wml.com.au	PO Box 2023	Bunbury WA	6231	
South West	Wood & Grieve Engineers	9754 4244	richard.martin@wge.com.au	22 Queen St	Busselton WA	6280	
South West (Bunbury)	Strataplex	9791 8400	john@strataplex.com.au	PO Box 2003	Bunbury WA	6231	Building and Design Consultant, Drafting Services
South West (Bunbury)	Opus International Consultants (PCA) Lim	9792 3000	andy.ellett@opus.com.au	PO Box 421	Bunbury WA	6231	Engineering - Civil, Drafting Services
South West (Bunbury)	Begley Pty Ltd	9721 6862	rbegley@begleyhd.com.au	PO Box 193	Bunbury WA	6231	Engineering (Structural and Hydraulic) and Drafting services
South West (Capel)	Critical Path Management	0439 697 946	fullerhill@westnet.com.au	PO Box 87	Capel WA	6272	Building and Design Consultant, Architectural Drafting
South West (Yallingup)	Marcus Browne Architect	0433 290 368	marcusbrowne@westnet.com.au	PO Box 131	Yallingup WA	6282	Architect
Southern	Howard + Heaver architects	9842 5558	admin@hharchitects.com.au	PO Box 5427	Albany WA	6332	
Southern	Kevin Lodge Engineering	9848 2790		3 Pember Rd E	Denmark WA	6333	
Southern	Wood & Grieve Engineers	9842 3700	wge@wge.com.au	11 Duke St	Albany WA	6330	
Southern (Albany)	Roberts Gardiner Architects	9841 5455	michael@rgarchitects.com.au	PO Box 1502	Albany WA	6330	Architect
Southern (Albany)	Opus International Consultants (PCA) Lim	9842 6155	evan.chadfield@opus.com.au	PO Box 5263	Albany WA	6332	Engineering - Civil and Structural, Drafting Services
Southern (Albany)	Tim Franklin Engineering	9847 4040	tfe@westnet.com.au	PO Box 4070	Albany WA	6330	Engineering - Mechanical