Attachment C - Scope of Work

Design and Construction of for an indoor netball / multi use court facility with male and female changeroom, ablutions, storeroom, and a gymnasium space with 24-hour access that is designed to facilitate a potential future conversion of the space into 2 squash courts, at the Principal preferred location.

Refer to attachment D for Project Specification.

The General scope of services will include but not be limited to:

1. Concept Design (12 Weeks + 4 weeks approval)

- Engage and coordinate qualified and experienced design consultants to design and document the project.
- Organise and attend a kick-start meeting at the Client's Office with Shire officers and club representatives to sign the contract and discuss the project management plan.
- Investigate existing site conditions, including conducting a site survey, geo tech report, etc and project specifications.
- Develop a concept plan at the Principals preferred location for an indoor netball / multi use court facility with male and female changeroom, ablutions, storeroom, and a gymnasium space with 24-hour access that is designed to facilitate a potential future conversion of the space into 2 squash courts.
- Prepare a preliminary structure design
- Prepare a preliminary material selection and construction methodology to meet the project specification.
- Prepare a preliminary services design (electrical, hydraulic, mechanical)
- Provide an Acoustic Strategy to meet 2.10 Functional Space Requirement of the Project Specification
- Provide a Fire Safety Strategy to meet NCC requirements
- Confirm cost estimates for the 2 options to be reviewed against the tender price
- Present concept design to the principal for feedback and option selection and approval.
- Cooperating with the Principal appointed Building Certifier to review and advise to provide a report of all NCC compliance requirements of the project.

2. Construction Documentation (18 Weeks + 4 weeks approval)

- Develop and fully document approved design, incorporate any feedback and agreed changes. Develop all construction details and material schedules.
- Fully document all services: electrical, mechanical, hydraulic.
- Confirm construction cost to include services upgrade (if any)
- Submit the Final Document Package with cost report to the Superintendent and the Principal for review and approval.
- Prepare a Safety in Design Report that covers all disciplines.
- Conduct a risk management workshop with the Principal at its offices or online. The aim of the workshop is to identify risks associated with the construction works. The risks will be documented by the Consultant in a report titled "Principal Identified Risks".
- Organise a review meeting at the Principal's office or online to review the Construction Document.

- Cooperating with the Principal appointed Building Certifier to review and certify the construction Documentation to issue a Certificate of Design Compliance for the Building Permit.
- Provide a number of 3D renders in high resolution, suitable for advertising of the proposed building.
- Submit a building permit application

3. Construction in accordance with the Documentation (36 Weeks)

- Notify the Superintendent and the Principal of the anticipated Construction Site Mobilisation 8 weeks in advance
- Conduct site inspection and prepare Dilapidation Report and submit to the Principal and the Superintendent prior to Demolition works
- Liaise with all utilities and approval agencies to clear any conditions of development approval imposed upon the construction works.
- Notify the Principal and the Superintendent of affected services, structure, and site elements and any disruption prior to demolition works and during construction.
- Provide all required equipment, labour, supervision including but not limited to the Preliminary section of the Project Specification, to undertake the construction work.
- Notify the Superintendent of any incident or accident, delay, variations, or changes.
- Update and report design and construction progress, such as design documents, program, photographic evidence, etc., to the Superintendent and the Principal monthly or at each progress claim.
- Throughout the construction of the works, the Contractor shall work cooperatively with the Principal's Project Manager and the Superintendent.
- Organise monthly site meetings (for construction of 6 months or less) or every two months site meetings (for a construction longer than 6 months). Enable online conference meeting for the Superintendent (if required).
- Facilitate and cooperate with the Superintendent to undertake periodic quality control inspections of the works.
- Issue notice of the anticipated date of Practical Completion in advance to the Superintendent as per the contract.
- Conduct defect inspection and issue the defect report to the Superintendent 2 weeks prior to Practical Completion.
- Submit all as-constructed data, drawings and operating and maintenance manuals, inspection and test plans, manufacturer's data reports, products and system warranties 2 weeks prior to Practical Completion for review and approval by the Superintendent
- Organise handover training with the Principal representative and end users.
- Cooperating with the Principal appointed Building Certifier to inspect and certify the construction works and issue a Certificate of Construction Compliance.
- Provide all required documents and prefill form for the lodgement of Occupancy Permit (BA10 Form)
- Monitor the Defects Liability Period for the works, including preparing defect lists and submitting them to the Superintendent for review and inspection.