

1 Architectural Scope of Services

1.1 DELIVERABLES

General

Deliverables include:

- Site set-out plan (showing all dimensions, pavement types etc). 1:500,
- Site analysis drawing (to council and St Hilliers requirements). 1:100,
- GA Floor plans of all levels. 1:200,
- GA Elevations of all walls. 1:200,
- GA Sections. 1:200,
- Waterproofing drawings (extent of). 1:200,
- Waterproofing details 1:5, 1:10, 1:20 / 50
- Tile layout drawings, 1:100, 1:50, 1:20,
- Floor plans of all levels. 1:100, 1:50,
- Elevations of all walls. 1:100, 1:50,
- Roof plans. 1:100,
- Sections. 1:100, 1:50, 1:20,
- Stair sections 1:20,1:50
- Wet Area plans and details. 1:20,1:50
- Wall plans and details. 1:10, 1:20,1:50
- Fire wall set out and details (may be included within wall types plan/s) 1:100, 1:50
- Wall sections and details. 1:10, 1:20,1:50
- Internal elevations. 1:20, 1:50, 1:100,
- Detail plans / elevations. 1:10, 1:20
- Construction Details 1:5, 1:10, 1:20
- Themeing Diagrams and Elevations. 1:20, 1:50, 1:100,
- Tenancy base plans (for all retailers or tenants). 1:50
- Furniture layout diagrams. 1:100, 1:50,
- General detail sheets as appropriate. 1:5, 1:10, 1:20
- Column and Transitions set-out details. 1:10
- Slab set out drawings including setdowns and penetrations. 1:100,
- External Hardscape drawing and spot levels. 1:200,
- Vehicular and pedestrian ramp drawings. 1:20,
- AREA Schedule Summary on the front drawing sheet showing GBA, GFA, NLA measured in accordance with PCA guidelines. 1:200,
- Windows, Doors Signage, Louvres, Panels and the like setout drawings,
- Any drawing to adequately describe the extent of trade specific scope of works.
- Signage layout for internal and external including vehicular routes (in consultation with traffic and civil eng).
- Coordinating with the relevant consultants to incorporate safety design for all access requirements including maintenance/ access to landscape / rooftop/ façade.
- Detailed drawings for joinery, screens pergolas etc

- Statutory Signage
- Marketing Drawings (Scope completed prior to variation - within DA Stage) 1:20/1:50

1.2 TECHNICAL SPECIFICATIONS

1.2.1 General

Deliverables include:

- Door and hardware Finishes Schedules.
- Internal Finishes Schedules.
- External Finishes Schedules.
- Finishes board external
- Finishes board internal
- Technical specification for all trades. To be prepared as a detailed response to project and coordinated with sub consultants. Generic specifications will not be accepted.
- Assessment of disabled access reports provided by St Hilliers and their incorporation into the design.
- Assessment of BCA reports provided by St Hilliers and their incorporation into the design.
- Preparation and submission of monthly report to St Hilliers confirming total design compliance (brief, program, design / consultant service monthly progress and statutory and contract compliance.)
- Windows, Doors, Signage, Louvres, Panels and the like setout schedules,
- Review / input into reports related to Section J / Basix / Sustainability benchmark requirements and the like and their incorporation into the design.

1.3 SCOPE OF WORKS

1.3.1 General

Deliverables includes:

- Assume role of lead Coordinating consultant in the production of documentation and the development of schemes for assessing the projects feasibility
- Architectural / Coordinating consultant for the project
- Design of a staged construction / development with central essential services that will be delivered in the first stage but will be utilised and relied upon across all stages of the development.
- Allow for providing a staged design:
 - Main Works design
 - Through-link design

*Main and Through-link Works are to be designed in conjunction but will be constructed at separate times.
- Allow for staged Practical Completion for the Main Works and the "Through-link"
- Prepare design and support documents in accordance with brief, DA Conditions, statutory and local authority requirements, program and budget, St Hilliers to be informed in writing should the design or expected delivery deviate from the agreed parameters.
- Attend all relevant design/ client/ construction meetings including those on site as required.
- Ongoing assessment of Design vs Construction cost (in association with St Hilliers) – Verifying the design against the allocated budget.

- Assist St Hilliers in preparing and presenting Value Engineering options.
- Input into / Incorporate ABGR and Green Star rating / sustainability benchmark requirements and ensure requirements are included within the design
- Provide comments and input into any Fire Engineered Solutions required and incorporate into design
- Assist St Hilliers in coordinate with consultants and liaise with authorities as required.
- Present scheme where required to all relevant stakeholders.
- Prepare trade package sets of documents for tender (pre AFC) and construction stages (AFC documents) in-line with the project procurement strategy and construction program requirements.
- Be expertly aware of BCA requirements, keep staff educated and ensure deliverables represent a compliant or performance based solution for building and surrounding site.
- Be expertly aware of safety in design principles, keep staff educated and ensure deliverables represent sensible and safe response for construction contractors, tenant, maintenance staff and any other user of the building and surrounding site.
- Be expertly aware of disability design principles, keep staff educated and ensure deliverables represent sensible and user-friendly response for all disabled users of the building and surrounding site.
- Design in accordance with the requirements of the Design and Building Practitioners Act
- Clearly note any changes in documents using new revision number for each change on the drawings and clouding or tracked changes in any document. Each change is to be accompanied by a separate design change report.
- All Requests for Information (RFI) to be responded to within 24 hours of receipt, unless agreed otherwise;
- All design documentation / drawings, work shop drawings, sample submissions etc to be reviewed and commented on within 5 business days unless agreed other wise;
- All documents to be provided in PDF and native format (ACAD and Revit or similar)
- Use of project collaboration software to be allowed for. St Hilliers will use either Aconex or Procure, however reserve the right to change.
- Prepare an Architectural design program for all stage delivery of documents. Review and provide input into the overall design program produced by St Hilliers.
- All documents to be provided in both hard and soft copy. Soft copy in PDF / REVIT (ArchiCAD) and ACAD format. Hard copy if required (to be supplied as a disbursement).
- Provide relevant design documentation / certification to enable both staged construction certification and staged practical completion / occupation certificates.
- Preparation and submission of monthly report to St Hilliers for confirming total design compliance (Brief, Program, design / consultant service monthly progress and Statutory Compliance).

1.3.2 3D Modelling and BIM

The Project will use 3D Modelling and BIM for the design, documentation, coordination and delivery of architectural, structural, civil and in-ground services, mechanical, electrical, vertical transportation, hydraulic and fire protection services.

The Consultant will participate in the use of digital/computer based three dimensional (3D) modelling, generally referred to as Building Information Modelling (BIM) within REVIT or similar compatible alternate. BIM is to be utilised as St Hilliers may determine to be beneficial for use in facilitating coordination, sequencing, scheduling, fabrication, construction and/or production of works as executed BIM models of the Project. Each relevant consultant is to have allowed for such participation.

It is a requirement that the Consultant will document the project in 3D/BIM with traditional 2D drawing outputs. Refer to the BIM Execution Plan for further details.

1.3.3 Meeting & Administration

1.3.3.1 Key Design Milestone Meetings

Key design milestones include:

- Design Development (60%) including report & presentation,
- Issue for Tender (90%) including report & presentation
- Construction Certificate / Approved for Construction (AFC) (100%)
- Consultant has allowed for attendance 60% & 90% design presentations (Via teleconference / Microsoft Teams) and assist in presentations and reports as required
- Consultant has allowed to provide in depth reporting, plans, input and analysis to Building Code of Australia standards.

1.3.3.2 Design Meeting & Workshops

- Design meetings (weekly for the first 3 weeks and fortnightly thereafter) chaired by St Hillier's via Microsoft Teams through the design phase circa 20 weeks
- Design Workshop 1 (2 hours)
- Design Workshop 2 (2 hours)
- 2 x Safety in Design (SiD) Workshops (Initial / Start-up SiD Workshop & Pre-AFC workshop)

1.3.3.3 Certificates

- Monthly Consultant Design Certificates
- Documentation to enable staged Occupation Certificates

1.3.4 Concept Design (Scope Complete prior to variation) (Design Competition)

Deliverables include:

- ~~As per setout in the Design Competition Brief~~
- ~~Prepare a concept design in accordance with the Brief Requirements are that have been set out in the documents and appendices prepared by Urbis for Thornton North Penrith Pty Ltd dated the 25/07/16 reference number SA5206.~~
- Prepare a Concept Design for the project describing and including:
 - Site development principles with a maximum of 3 layout options for feasibility analysis and staging
 - Car parking and delivery requirements and strategy
 - Review infrastructure requirements including services and utility easements
 - Develop 3D building envelope / massing studies to demonstrate appropriate fit, environmental context, aspect and solar impact
 - Preliminary presentation and discussion with relevant Authorities as part of the design process
 - Identify areas of non-compliance with current Planning Controls to be incorporated in the Concept Design
 - Seek St Hilliers written approval to proceed to the next stage.

1.3.5 Development Application (DA) (Scope complete prior to variation)

Deliverables include:

- Assume role of lead Coordinating Consultant in the production of documentation and the development of details for this phase of the project

- Attend and input design meetings as called by St Hilliers or other consultants.
- Attend meetings with the Consent Authority to evaluate statutory requirements.
- Review of the Master Plan and Brief to incorporate necessary amendments
- Prepare and keep updated a building AREA Schedule of the current DA design reconciled against the Feasibility Designs
- Develop options for providing the optimum solution and design, and document all elements that need architectural design in order to achieve a DA including the finalisation of the land use, densities and yields and 3D massing studies
- Incorporate Structural and Services Consultants advice in the design where considered appropriate by St Hilliers
- Prepare plans and Co-ordinate all other consultants advice and requirements and be responsible for ensuring the advice is incorporated in the drawings and specifications including Structural, Services, BCA, Survey, Civil, DDA, Landscape, Arborist, Energy Efficiency, Traffic, Acoustic, Bushfire Management, ABGR, Greenstar and any other consultants details.
- Attendance and participation in pre DA submissions, value management, cost planning etc
- Prepare a Finishes Schedules and describe the project and materials in sufficient details for the cost Planner / Contractor to prepare preliminary cost estimates.
- The internal, external finishes and FF&E schedules for this and all subsequent stages shall include all areas including but not limited to:
 - All external elements
 - All apartments
 - Vehicle parking and access ways
 - Common areas including common retail areas
 - The level of finish for cold and warm shell fit outs
- Excluded is the design and documentation for any retail tenancies
- Provide Architectural specifications and appropriate notes on drawings to address all issues required by council
- Provide the necessary CAD and PDF plans and sections to St Hilliers and other consultants, at no cost. 1:50, 1:100
- Produce and provide the necessary hard copies of DA drawings and base specifications and any other relevant documents to the Authorities satisfaction. This will include coloured sets of drawings in the format and sizes required by the Authority.
- Attend council/authority meetings as required
- Items as required by the DA checklist
- Building safety review of all disciplines will be undertaken in the DD/CC phase
- Detailed Marketing Drawings will be required following DA submission. This will be fully coordinated with the Development Manager.
- Advise on areas of statutory non-compliance where a Fire Engineered solution may be required and in conjunction with the BCA consultant prepare a brief to meet these non conformances.
- Track the approval process and attend meetings with the relevant Authorities. Report on any matters that are identified during the determination process that could assist in expediting the determination process.
- Make presentations to the relevant Consent Authority. Special presentation material including new brochures and reports will be the subject of a separate Agreement.
- Report on any conditions imposed upon the Determination of the Development Application, in
- Seek St Hilliers written instruction to proceed to next stage

1.3.6 Design Development & Issued for Tender Documentation

Generally, deliverables include:

- Attend and input into design meetings as called by St Hilliers or other consultants.
- Assume role of lead Coordinating Consultant in the production of documentation and the development of details for this phase of the project
- Liaise with Consultants and assist St Hilliers with liaising with authorities about DA conditions and incorporate within the documentation
- Liaise with NCC Consultant / PCA, Authorities (assisting St Hilliers) and all other consultants in completing the Architectural design.
- Produce and keep updated a building AREA Schedule of the current design reconciled against the DA Design

1.3.6.1 Design Development Stage (60%)

Deliverables include:

- Review Contract Documents, DA Submission / Conditions and Brief. Re-assess original assumptions related to the design with the consultant team and St Hilliers. Design to be economic and practical and in accordance with client requirements. Design to be formally accepted by St Hilliers. Unless otherwise agreed, Design is to be in general accordance with the DA submitted for assessment
- Prepare a checklist related to development conditions and nominate sub consultants required to provide support material. Co ordinate response to statutory consent authority and PCA.
- Attend design meetings, contribute and assist in the resolution of options and details. Design Meetings will generally be via "Teams" (web-meeting).
- Attendance and participation in, value management, cost planning discussions etc
- Develop options for providing the optimum solution and design and document all elements that need architectural design. Options are to be based on budget allocation and design requirements.
- Incorporate and coordinate BCA, Structural, Services and all other Consultants advice and requirements in the design.
- Provide design specifications and/or appropriate notes on drawings to satisfy DD review and sign-offs
- Incorporate staging within the design, taking into account both the development and construction staging requirements.
- Provide the necessary REVIT / ArchiCAD, CAD and PDF plans, sections and details to St Hilliers and other consultants, at no cost. 1:10, 1:20, 1:50, 1:100
- Prepare and maintain a safe design. Consideration is to be given to the construction process and safety of end user including all maintenance requirements
- Incorporate client required sustainability objectives and confirm that they are delivered as part of the final design.
- Advise if any additional design field investigations are required
- Identify risks associated with the design
- Building safety review and input into the Safety in Design Workshops
- Where required, incorporate construction temporary requirements within the design (spatial for loading zones, temp sheds etc.)
- Prepare documents sufficient to call Design and Construct tender for the works (ie. to enable tendering of services trades) including preliminary plans, sections, elevations, specifications, schedules and reports normally required to this phase.
- Prepare area and finishes schedules and preliminary indicative details of building envelope elements in sufficient detail for the Cost Planner to prepare the Cost Plan
- Integrate the services of the relevant Consultants (including structure and building services) into the architectural documents.

- Prepare plans, sections and elevations of the Project Buildings to the required Design Development level of detail for achieving “sign-off” with the Client / St Hilliers.
- Track the certification process and report on progress.
- Assist St Hilliers in verifying design against budget
- Assist St Hilliers in identifying, preparing and presenting Value Engineer options
- Evaluate & provide commentary on value engineered options put forward by St Hilliers
- Input into reports and presentations required at the conclusion of this stage
- Provide supporting documentation for section 96 / 4.55 application (where / if req.). Fees may be warranted where application is not caused by DKO.
- Seek St Hilliers written instruction to proceed to next stage

1.3.6.2 Tender IFT Documentation (90%)

- Finalise DD documentation to a tender documentation level of detail
- Provide documentation in line with the required project / construction staging.
- Prepare trade package sets of documents for tender (IFT Documents) in-line with the project procurement strategy and construction program requirements.
- Provide coordinated trade specifications and drawings
- Provide design verification / certificates
- Finalise construction temporary requirements within the design (spatial for loading zones, scaffold, temp sheds, cranes, satellite pumps etc.)
- Attend meetings with the Certifier / Authorities to assist in the future issue of a Construction Certificate.
- Safety in Design review and close-out
- Finalise documentation incorporating certifiers review and comments
- Assist St Hilliers in identifying, preparing and presenting Value Engineer options
- Input into reports and presentations required at the conclusion of this stage
- Provide supporting documentation for section 96 application / s4.55 (where / if req.). Fees may be warranted where application is not caused by DKO.
- Seek St Hilliers written instruction to proceed to next stage

1.3.7 Construction Certificate (CC) / Approved for Construction (AFC) Documentation

Deliverables include:

- Attend and input design meetings as called by St Hilliers or other consultants. Design Meetings will be held either via Teams or on site.
- Incorporate structural and services subcontractors/ consultants detailed design into construction documentation.
- Develop the IFT documents to completed design documents (AFC) in accordance with the agreed project brief, area schedules and cost plan. Documentation to be completed to achieve a minimum construction certificate level of detail in accordance with contract documents and authority conditions. Construction certificate documents are to be provided in sufficient detail to demonstrate compliance with the relevant regulations and for issue to the appropriate Certifier. Documents shall include plans, sections, elevations, outline specification, relevant details, schedules and reports typically required for Construction Certificate.
1:10, 1:20, 1:50, 1:100
- Provide “Approved For Construction” documentation and amendments as required by St Hilliers by updating the base drawings.
- Issue all documentation with a revised drawing/document register

- Attendance and participation in, value management, cost planning discussions etc
- Attend meetings with the Certifier / Authorities to assist in the issue of a Construction Certificate.
- Contribute to resolving construction details, attend meetings and inspections on site as required by St Hilliers.
- Prepare Area and Finishes Schedules and preliminary indicative details of building envelope elements in sufficient detail for the Cost Planner to prepare the Cost Plan
- Prepare and maintain a safe design. Consideration is to be given to the construction process (ie. need for scaffolding to be minimised) and safety of end user, tenant and occupant.
- Incorporate client required sustainability objectives and confirm that they are delivered as part of the final design.
- Provide certification in the form required by the PCA, Council and relevant authorities. Design to be signed off as required by relevant Design Practitioner/s in line with the requirements of the Design and Building Practitioners Act.
- Building safety review and design close out of all disciplines
- Seek St Hilliers written instruction to proceed to next stage

1.3.8 Site Construction Phase Works

Deliverables include:

- Attend and input site meetings when called by St Hilliers.
- Provide “Approved For Construction” (AFC) documentation amendments as required by St Hilliers, updating the base drawings .
- Issue all documentation with a revised drawing/document register
- Ensure release / issuing of documentation is in line with the requirements of the Design and Building Practitioners Act
- Contribute to resolving construction details, attend meetings and inspections on site as required by St Hilliers,
- Shop drawing review, approval and timely turnaround of Structural Steelwork, Post-tensioning, Precast, Tilt-up Concrete, Joinery and any other elements to be reviewed to be within 5 days unless agreed otherwise.
- All Requests for Information (RFI) to be responded to within 24 hours of receipt, unless agreed otherwise
- All shop drawings processed and returned to site within 48 hours of receipt, unless agreed otherwise
- Site inspections to satisfy all statutory, authority and Head contract requirements for certification.
- Carry out monthly inspections and provide a written report on the quality and progress of works, including design compliance and certification with each report. (if required)
- Carry out periodic defects inspections of the works identifying defects visible at the time of the inspection, should it be required, confirm that the defects have been rectified.
- Provide a Defect list at the completion of construction to assist in the timely rectification of defects. (Main Works and Through-Link)
- Prior to Practical Completion inspect the works and report on the general works compliance with the architectural documents and design intent.
- The Certificate of Practical Completion shall be issued by the Project Manager.
- Following the issue of the Certificate of Practical Completion, issue final “for Construction” documents which shall serve as record documents and as to be issued as ‘as built’ documentation for incorporation into the handover manuals.
- Provide Inspection Certification in the form required by the certifier or council for Certificates of Occupancy

- Provide relevant documentation to suffice the requirements of the Design and Building Practitioners Act.
- Building safety review of all disciplines
- Provide a comprehensive defects list prior to Completion
- Review of subcontractor As-builts and Operation and Maintenance Manuals

1.3.9 Defect Works

Deliverables include:

- Carry out an initial defects inspection of the works identifying defects visible at the time of the inspection and conduct a second inspection, should it be required to confirm that the defects have been rectified.
- Provide architectural advice as required during and at completion of the Defect Liability Period.