



# CONSTRUCTION CONTRACT TENDER DOCUMENTATION

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IC-QA-PS392

<p>VERSION FOR: <i>Macquarie Park Bus Priority and Capacity Improvement Project - Stage 2</i> DATE: <i>November 2018 (RFT Issue)</i></p>
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## FOREWORD

### ROADS AND MARITIME SERVICES COPYRIGHT AND USE OF THIS DOCUMENT

Copyright in this document belongs to the Roads and Maritime Services of New South Wales.

#### When this document forms part of a contract

This document should be read with all the documents forming the Contract.

### PROJECT SPECIFIC CHANGES

Any project specific changes have been indicated in the following manner:

- (a) Text which is additional to the base document and which is included in the Specification is shown in bold italics e.g. ***Additional Text***.
- (b) Text which has been deleted from the base document and which is not included in the Specification is shown struck out e.g. ~~Deleted Text~~.

# **RMS SPECIFICATION PS392**

## **CONSTRUCTION CONTRACT TENDER DOCUMENTATION**

### **1 INTRODUCTION**

#### **1.1 PROFESSIONAL SERVICES SPECIFICATION**

This specification is one of a set of Professional Services Specifications for detailed design. Refer to PS301.

#### **1.2 SCOPE & PROJECT DESCRIPTION**

This Specification sets out the requirements for an aspect of detailed design. It requires C72 Panel Deed for Professional Services or equivalent Professional Services Conditions of Contract.

##### **1.2.1 Project Specific Requirements**

Refer to Annexure PS392/A for Project Specific Requirements for Construction Contract Tender Documentation.

#### **1.3 PROJECT INTRODUCTION**

Refer to PS301 for Project Introduction details.

#### **1.4 STRUCTURE OF THE SPECIFICATION**

##### **1.4.1 Schedules of HOLD POINTS, WITNESS POINTS, DELIVERABLES, MEETINGS AND WORKSHOPS.**

The schedules in Annexure PS392/C list the **HOLD POINTS, WITNESS POINTS, DELIVERABLES, MEETINGS AND WORKSHOPS** that must be produced / observed. Refer to specification PS301 for definitions of **HOLD POINTS**.

##### **1.4.2 Design Reference Documents and Support Information.**

The schedules in Annexure PS392/M list the **DESIGN REFERENCE DOCUMENTS, REFERENCE DOCUMENTS & SUPPORTING INFORMATION** that apply to this Specification.

Unless otherwise specified the applicable issue of a referenced document, other than a RMS Specification, is the issue current at the date one week before the closing date for tenders, or where no issue is current at that date, the most recent issue.

### **2 GENERAL**

The NSW Government Procurement Policy applies to the development of Information Documents (also referred to in this specification as “tender documentation”).

The tender documentation for RMS major contracts is an integration of a coordinated series of separate documents compiled to:

- (i) Prescribe the requirements to be satisfied at the time of tender, as well as the criteria for the assessment of tenders.

- (ii) Define the rights and obligations of the contracting parties.
- (iii) Detail the work to be carried out under the contract.

In preparing the tender documentation, care must be taken to ensure that the Works are clearly, logically and consistently defined with regard to:

- (i) Each item of work to be carried out.
- (ii) Methods of measurement and payment to be used.
- (iii) Standards of quality to be achieved.
- (iv) The general obligations to be met by RMS and the Contractor.

Preparation of the documentation for RMS construction contracts is undertaken through the two distinctive phases i.e.:

- (i) Preparation of the documentation required to call tenders, referred to in this specification as the “tender documentation”.
- (ii) Preparation of the documentation required to award the construction contract, referred to in this specification as the “construction documentation”.

Detail requirements related to each phase are provided in this specification. Construction contract tender documentation must incorporate, as a minimum, the relevant requirements from this specification and the commitments made by RMS.

The PSC must ensure through its QA system that appropriate measures and practices are put in place, which will ensure compliance with the requirements given in Section 9 of this specification.

## **2.1 RISKS**

The preparation of construction and tender documentation is an area of high risk for RMS projects. RMS has identified the following major risks, as evidenced by past practice on some projects, in the preparation of construction and tender documentation:

- Lack of time for Tender Documenter to adequately prepare the construction and tender documents;
- Inadequate communication between the PSC, the Tender Documenter and RMS representative; and
- Inexperience of the Tender Documenter.
- Lack of demonstrated understanding of the site context, work method and materials management.

The PSC’s responses in its tender as to how the above risks will be managed will be considered as part of the tender assessment.

### **2.1.1 OBJECTIVE**

To prepare construction and tender documentation for the works that:

- i. cover the complete scope of the works, are free from errors and omissions, use plain English and are clear in definition;
- ii. are consistent and have pay items that cover the full scope of works to be undertaken by the Construction Contractor;
- iii. address all design, environmental and WHS requirements as highlighted during the Detailed Design Phase.
- iv. minimise risks to RMS.
- v. are in accordance with the reference documents detailed in Clause 6.5.4.

- vi. use the standard RMS QA Technical Specifications, General Specifications and General Conditions of Contract GC21.
- vii. demonstrate that all elements shown on the drawings, and to be constructed have a payment mechanism, either directly or indirectly.
- viii. understand the sequence of the works and ensure pay items take this into account.
- ix. acknowledge and deal with the context and materials that will be encountered and used in the construction.

### 3 REFERENCE DOCUMENTS

Also refer Annexure PS392/M.

The preparation and format of the quality assurance construction contract tender documentation must be in accordance with the following documents:

- (i) Procedure ICP 17 - CPS Involvement in Preparation of Tender Documentation.
- ~~(ii) Tender Documentation Preparation Kit.~~
- ~~(iii) eTender CD Templates~~
- ~~(iv) eTender CD Instructions~~
- (v) RMS' Engineering Contracts Manual including relevant RMS Infrastructure Contract Notes (refer to ECM for job specific clauses to include in RMS specification G1, any need and preparation of non-model specifications and correct customising of model specifications and model legal documents, including correct preparation of schedule of rates/quantities/prices)
- (vi) RMS ProjectPack guideline "ILC-MI-TP3-350-G01 – Guidelines for construction contract tender documentation preparation"
- (vii) RMS ProjectPack technical procedure "ILC-MI-TP3-350 – Construction contract tender documentation preparation".
- (viii) The Tender Document Preparation Framework (refer Appendix ~~IE~~) which is a summary of the tender document preparation process and provides context and examples of actions and timing. The details in this specification take priority over this framework document where conflict exists.

### 4 REQUIREMENTS FOR THE DOCUMENTER

#### 4.1 GENERAL

The PSC must ensure that the person responsible for the preparation of construction contract tender documentation (i.e. the Documenter) has appropriate experience in the:

- (i) Management of road and bridge construction projects.
- (ii) Preparation of construction contract tender documentation for road and bridge construction.
- (iii) Participation in the preparation of design documentation and involvement with the design team during design development.

The Documenter's role on this project must include:

- (i) Request current MS-Word format electronic copies of the relevant model documents and specifications from RMS.

- (ii) Ensuring that the requirements from briefings and commitments by RMS are incorporated into the Construction Contract Documentation.
- (iii) Active participation in the preparation of design documentation (drawings etc.) and provision of feedback to the design team on matters that impact on or are related to specifications and other construction contract tender documentation.
- (iv) Preparation of project specific clauses for the “Job Specific Requirements” Specifications.
- (v) Review of draft design at its 20%, 80% and 100% completion in order to identify any conflicts or any potential contractual issues, so that the design can be rectified in a timely way. The Documenter must provide a report of their review findings.
- (vi) Attend risk and constructability workshops;
- (vii) To prepare construction contract tender documentation at 80%, 100% and IFC design stages;
- (viii) Prior to commencement of the construction contract tender documentation, the PSC’s Design Manager and Tender Documenter must attend an inception meeting with RMS ESCPO Senior Project Manager, Project Manager, Senior Construction Manager, Procurement Specialist, to discuss possible risks and contractual issues that are likely to be encountered refer section 5.1.4.
- (ix) Producing a Delivery Plan for the production of the tender documents including scope; method; timing; resources; activities; objectives; risk allocation; communication & access of Tender Documenter to Design Manager and RMS ESCPO SPM, PM, SCM, Procurement Specialist;
- (x) During preparation of tender documentation, commencing at 80% design stage, the PSC’s Tender Documenter must attend and chair a monthly tender documentation meeting. The meeting must be attended by the PSC’s Design Manager, Tender Documenter and RMS Representative as a minimum. During the period between 100% detail design and Final detailed design phase contract documentation preparation these meetings must be held fortnightly.
- (xi) Any changes to model documents must be done in consultation with the ~~Roads and Maritime’s Commercial Services (CSB) Branch~~ **ESCPO Contracts and Procurement Specialist** and must be approved by the ~~Manager, ESCPO Director, Contracts Administration~~. The specific changes made shall be listed in the form of a table in the “Job Specific Requirements Specification G1”.
- (xii) Preparation of non-model specifications where required to cover a component of the works.
- (xiii) Prepare the schedule of rates for the works ensuring that the full scope and risks are covered .
- (xiv) Prepare a Safety Design Report to meet both legislation and contract claim risk. The report shall concentrate on factual information to an appropriate detail to address the legislation whilst avoiding unnecessary interpretative information that may lead to the risk of claims based on reliance. The report is to list as a minimum; hazard, risk, control, responsible person & timing. The report is to be included as a stand-alone site information document as part of the Tender Documents.

## 4.2 QUALIFICATIONS AND EXPERIENCE

The PSC must ensure that the person appointed as the Documenter for this project possesses the qualifications and the experience specified below:

- (i) Is an experienced civil engineer with demonstrated and proven competence and practical experience in civil engineering works and administration of major construction contracts.
- (ii) Has a thorough knowledge of environmental and work health and safety management that applies to major construction contracts.
- (iii) Is experienced in preparing construction contract tender documentation for major construction contracts, for RMS and/or other government agencies.
- (iv) Is experienced in reviewing construction contract tender documentation prepared for major construction contracts by others.



- (v) Holds qualifications and have experience and ability consistent with the definition of a “Level 3 Professional Engineer” as used by The Association of Professional Engineers, Scientists and Managers Australia (APESMA) and Institute of Engineers Australia (IEAust).
- (vi) Has the minimum number of years’ experience in road and bridge construction as specified in Annexure PS392/A3.

Additional project specific qualifications and/or experience are also specified in Annexure PS392/A3.

The PSC tender shall include the name and experience of your proposed Tender Documenter.

<b>HOLD POINT</b>	
Process held:	Commencement of construction and tender documentation
Submission details:	Details of proposed Tender Documenter including CV detailing experience of proposed Tender Documenter in accordance with this Clause.
Release of hold point:	The RMS’s representative will release the hold point following consideration of the CV of the proposed Tender Documenter.

Should the PSC’s proposed Tender Documenter not demonstrate an ability to meet the requirements and not be acceptable to the RMS’s representative, the PSC shall propose another Tender Documenter at no cost to RMS. If required RMS may engage their own Tender Documenter, if so the PSC must work collaboratively with the RMS Tender Documenter to ensure successful completion of the tender documents.

#### **4.3 ~~DOCUMENTER TO ATTEND CONSTRUCTION SITE MEETINGS~~**

~~If specified in Annexure PS392/A2, the Documenter will be required to attend some of the monthly construction site meetings as an observer, where issues related to the design and documentation would be on the agenda.~~

~~The construction site management team will decide on appropriate meetings to be attended by the Documenter.~~

## **5 PREPARATION OF TENDER DOCUMENTATION (INFORMATION DOCUMENTS)**

### **5.1 GENERAL ISSUES/ACTIVITIES**

#### **5.1.1 General**

The PSC must ensure that the technically correct and fit for purpose Quality Assurance tender documentation for the works is produced, using the standard RMS QA Technical Specifications, General Specifications, General Conditions of Contract GC21, ~~eTender CD templates~~ and appropriate model and supplementary drawings.

The following documents comprise the tender documentation:

- (i) Information for Tenderers.
- (ii) Tender Request Documents

- (iii) Information provided for convenience of tenderers (also referred to in this specification as the Site Information Documents).

Content and arrangement of each component of the Information Documents listed above must be in accordance with Section 2.1 of RMS Engineering Contracts Manual (referred to as the ECM in subsequent clauses).

~~The overall process of preparation and formatting of the quality assurance tender documentation is to be in accordance with RMS Tender Documentation Preparation Kit, which RMS project manager will provide to the PSC upon the award of the project development services contract.~~

### **5.1.2 Tender documentation completion milestone**

PSC must include a “Completion of Tender Documentation” milestone in the project services program (prepared in accordance with PS301). Tender documentation preparation is to start no later than the detail design reaching 80% completion. Time period between completion of the detail design and completion of the tender documentation must be as specified in Annexure PS392/A4.

### **5.1.3 Reporting on status of tender documentation**

The monthly project progress report (prepared in accordance with PS301) must include the following information relevant to the month being reported:

- (i) Status of tender documentation, including documentation issues.

### **5.1.4 Early ESCPO involvement in preparation of tender documentation**

RMS Contracts and Easing Sydney’s Congestion Program Office (referred to as ESCPO in subsequent clauses) representative is to be invited to progress meetings, first when tender documentation is about to start and later, if necessary, when RMS Contracts and ESCPO attendance is required to help resolve unusual or complex documentation issues.

The following items are to be included in the progress meeting’s agenda for meetings where RMS representative is invited to attend:

- (i) Project specific changes to model RMS specifications and documents.
- (ii) GC21 – Contract Information issues.
- (iii) Documentation issues.

PSC is to advise ESCPO of the design/documentation preparation progress when asked and to seek assistance with any issues with documentation, if necessary.

## **5.2 CUSTOMISING RMS MODEL DOCUMENTS**

### **5.2.1 General**

Tender documentation for RMS roadworks and bridgeworks projects must be prepared using RMS model QA Specifications and model legal documents.

The term “model legal documents” refers to those documents for which the standard or “model” documents are prepared, controlled and issued by RMS’ Legal Branch. RMS model QA Specifications are controlled by RMS CSB.

When the design reaches 80% completion and the preparation of the tender documentation is to start, the PSC must request then current “RMS Model Contract Documents and Specifications List” from the RMS Project Manager.

The PSC must review the list and request from the RMS Project Manager an electronic copy of MS Word/Excel format of then current versions of all model legal documents and QA specifications relevant to the project.

The PSC must keep checking the currency of all model documents used for preparation of the tender documentation, up until the tender documentation is finalised and delivered to RMS, to ensure that the latest version is used to prepare the final tender documentation.

### 5.2.2 Specifications

The model RMS QA Specifications include standard specifications for the General, Quality Management System, Roadworks, Bridgeworks and Materials sections of the Tender Request Documents, in a format suitable for major contracts requiring quality management systems.

The PSC must customise RMS model QA specifications in accordance with the requirements of Sections 2.3-2.5 of the ECM (as relevant).

The General section of the Specifications is to include those specifications which apply equally to roadworks and bridgeworks or which are of a non-technical nature. These specifications are to be prepared in accordance with Section 2.3 of the ECM.

The Job Specific Requirements Specification (G1) is to be prepared individually for each project. The PSC must prepare the project specific clauses for this specification. RMS G1 specification is not to be used to change the technical requirements in the model RMS QA Specifications or to change requirements in the model legal documents.

Specification RMS Q - Quality Management System, is to be included for all major roadworks and bridgeworks contracts with an estimated value of \$200,000 or more. Also, all federally funded construction contracts are required to stipulate Quality Management System (QMS) requirements. The PSC must select applicable RMS Q Specification in accordance with Section 2.4.1 of the ECM.

The Model Roadworks and Bridgeworks RMS QA Specifications are compiled for use in conjunction with RMS Q. Details regarding the content, distribution, format, insertions and changes to the model specifications, are contained in Section 2.5 of the ECM.

**Materials Specifications** referenced in any Roadworks or Bridgeworks QA Specifications must also be included in the set of the tender documentation.

Many of the model specifications have annexures that are required to be filled in with project specific details. This must be carried out in accordance with Section 2.5.3 of the ECM. The PSC must complete the schedules and annexures in the QA specifications.

Where required the QA specification clauses must be edited by the PSC to correctly reflect the specific requirements of the works. Changes to model QA specifications must be done in consultation with ~~RMS<sup>2</sup> Commercial Services Branch~~ the **ESCPO Contracts and Procurement Specialist** and must be approved by the **ESCPO Director, Contracts** ~~Commercial Services Branch~~. A summary of the specific changes made to the model QA specifications must be provided in the form of a table in the Job Specific Requirements Specification G1.

When customising the QA specifications, the PSC must not strike through the sections which appear to be irrelevant to the project, to avoid the risk of deleting some relevant parts (there is no harm in leaving the irrelevant sections in place).

If a suitable model specification is not available to cover a component of the work (or where a significant part of a model specification is inadequate for a particular activity), the PSC must prepare a "non-model" specification, to adequately define the technical requirements for that component. Preparation of these "non-model" specifications must be carried out in accordance with Section 2.5.7 of the ECM.

When preparing the specifications, the PSC must ensure that the project risks, constructability issues, staging, traffic management, relocation of public utilities and other project specific issues have been adequately and correctly addressed. The “Project Issues Profile Sheet” (referred to in ICP-17 Procedure) should be used as a tool to assist the Documenter and the designers in addressing the project specific issues.

Consistency (including consistency in terminology – see Annexure PS392/D of this specification for common errors in terminology) has to be achieved between all documents and clauses (i.e. drawings, specifications and pay items schedules).

### **5.2.3 Legal documents - Schedule of Rates (SOR)**

The PSC must prepare and complete a Schedule of Rates for the roadworks component of the works, by using the appropriate pay items in the QA specifications and in accordance with Section 2.2.6.d of the ECM.

Where a standard pay item does not exist, or is not appropriate for a particular activity, a job specific pay item must be developed and documented by the PSC. The new pay item description must include as a minimum:

- (i) A description of the item and what it includes
- (ii) The method of measuring
- (iii) The quantity
- (iv) The unit(s) of pay

The pay items must be prepared taking into account the construction staging and other constructability issues.

The PSC must request the latest version of the Excel spreadsheet SOR Template (guideline-SOR Template can be downloaded from TechInfo eTender site, at eTendering in RMS) from RMS project manager, upon the award of the project development services contract.

The PSC must use this SOR template to prepare the project specific SOR. The project specific SOR Excel spreadsheet is intended to be used by the construction contractors in responding to tenders electronically. Separate instructions for preparing the project specific SOR are embedded in the template.

Similarly, to the Schedule of Rates included in the Tender Form, this Excel spreadsheet SOR Template uses an all-inclusive approach by listing all pay items included in each model RMS QA Specification for roadworks. The Documenter must:

- (i) ***Check the SOR Template against the model specifications used for the project, to ensure it includes correct references to the specifications’ Edition/Revision numbers and latest pay items;***
- (ii) Delete those pay items that do not apply to the project.
- (iii) Add job specific pay items.
- (iv) Add pay items for any “non-model” specifications used.
- (v) Enter the calculated quantity and unit of measurement against each applicable pay item.

Provisional quantities and provisional sums are to be scheduled (if used) as per Section 2.2.5 of the ECM and the Infrastructure Contract Note ICN-158.

### **5.2.4 ~~Legal documents – Schedule of Estimated Quantities (SOQ)~~**

~~The Schedule of Estimated Quantities is RMS’s estimate of the quantity of work to be carried out under the Lump Sum component of a contract. The PSC must prepare the SOQ for the bridgeworks component of the works.~~

The SOQ must be prepared in accordance with Section 2.2.5 of the ECM. Provisional quantities are to be scheduled (if used) as per Section 2.2.5 of the ECM. Steel reinforcement quantities are not to be described as a provisional quantity for bridgeworks contracts.

### **5.2.5 — Legal documents — Schedule of Prices (SOP)**

~~In Lump Sum contracts (or the Lump Sum component of Combined Schedule of Rates/Lump Sum contracts), RMS is obliged to pay the Lump Sum tendered and adjusted in accordance with the Contract. The main purpose of the Schedule of Prices is to assist with progress payments and with the valuation of variations which may arise during the course of the work.~~

The PSC must prepare the Schedule of Prices in accordance with Section 2.2.6.e of the ECM.

### **5.2.6 Daywork Rates *and* Wet Weather Delay Costs**

The labour and plant rates required to be included in G2-C2 Specification will be provided by the **ESCPO Procurement Specialist Commercial Services Branch** when the tender documents are submitted for overview, and will be tailored to suit the contract. ~~The rates will be based on the most recent set of rates prepared by RMS PMO, adjusted to suit the starting time and duration of the contract.~~

*Specification G2-C2 also provides for the option of payment of Wet Weather Delay Costs (WWDC) for GC21 contracts where the time period for completion is more than 52 weeks. Where relevant, the PSC is to request these rates from the RMS project manager, together with the Threshold Number of Wet Weather Days, for inclusion in G2-C2 specification.*

### **5.2.7 Other Legal Documents**

The PSC must prepare RMS legal documents in accordance with the requirements of Section 2.2 of the ECM. The current version of the model legal documents should not be amended in any way, other than as specified in Section 2.2.3 of the ECM (Insertions and Changes).

Any changes or other additions to the model legal documents (referred to as “project specific changes”) are not to be made without approval from the Commercial Services Branch.

Request for Tender document should normally be used unaltered, apart from basic project specific information to be inserted where directed.

Tender Price Summary Sheet is only required for combined Schedule of Rates and Lump Sum tender (i.e. combined roadworks and bridgeworks contracts).

The General Conditions of Contract (GC21) requires the insertion of project specific information in the Contract Information. The clauses in the General Conditions must not be changed. The Contract Information items are to be completed in accordance with the Appendix 2.2-A of the ECM (“Guide Notes on Completing the Contract Information”). The methodology to be used for calculating delay costs is provided in ICP-16 “Procedure for Determining Rates for Delay Costs”. ***The PSC is to request from the ESCPO project manager the delay costs and all other relevant details that need to be included in the Contract Information.***

### **5.2.8 Drawings**

It is essential that the Drawings, with the Specifications, clearly and accurately define the work required and the extent of the works included in the Contract. The Drawings must be reviewed with the Specifications for consistency and completeness.

Symbols and terminology used are required to be consistent throughout the Drawings and with the Specification.

RMS Model Supplementary Drawings should be used as far as possible, where appropriate and must be included when they are relevant and referred to in the Specification or the Drawings. The PSC must ensure that the latest version of the supplementary drawings is downloaded from RMS website, prior to starting with the design works.

The PSC must arrange the drawings and prepare the Schedule of Drawings in accordance with Section 2.6 of the ECM.

### 5.2.9 Site Information Documents

All relevant site information held by RMS is to be made available to tenderers. However, it does not form part of the Contract and RMS will not guarantee the accuracy, quality or completeness of that information.

It usually includes the following:

- (i) Geotechnical Information.
- (ii) Environmental Assessment Information.
- (iii) Report on earthworks materials management assumptions.
- (iv) Possible Construction Staging Drawings and Strategy.
- (v) Any other site information which RMS holds and which is relevant to the construction of the contract works (like information on known underground utilities, flooding information, site survey information, test results of work done by others, Work-As-Executed drawings, etc.).

There is no need to issue to tenderers any document produced during the project development phase such as design reports, environmental risk reports or interpretive geotechnical reports because these documents were prepared for RMS to consider for its design. They are typically expressions of opinion or interpretation by individuals who may not have an appreciation of how the tenderer/contractor will use the factual data in its construction planning. The extent of geotechnical and other non-contractual information that is issued to tenderers for construct-only contracts must be in accordance with ICN 195.

Site Information documentation must be prepared in accordance with Section 2.7 of the ECM. Each of the items included in the Site Information documentation is to be bound separately (for each printed set of tender documentation).

~~Site Information documentation is to be provided on a separate CD for the purpose of eTendering. Section 5.5.3 of this specification provides details of how to prepare the Site Information CD.~~

## 5.3 REVIEW OF TENDER DOCUMENTATION

### 5.3.1 RMS Review

Tender documentation must be submitted at 80% and 100% detail design stages and Final stages to RMS for review and comment, including constructability review by RMS ESCPO . Refer to PS301 Constructability assessment reports.

A final draft set of tender documentation is required to be reviewed by **the ESCPO Contracts and Procurement Section** ~~RMS Commercial Services Branch (CSB)~~, prior to the PSC proceeding with finalising the tender documentation and preparing the eTender Tender CD. Comments made by **the ESCPO Contracts and Procurement Section** ~~CSB~~ are to be incorporated into the documents or reasons given for not doing it, where relevant.

## 5.3.2 PSC's Reviews

### 5.3.2.1 PSC Internal Review

It is mandatory that PSC undertakes *internal reviews* for all disciplines forming part of the design and documentation preparation process, regardless of whether an independent review is to be undertaken.

Internal review of tender documentation must be undertaken by members of the PSC's organisation (or subcontractor's organisation) which are not part of the design team involved in the project. Review of tender documentation must be done by an independent person with minimum 5 years of construction contract administration experience.

The purpose of this independent internal PSC's review is to ensure that the tender documentation is:

- (i) Appropriate in meeting RMS requirements.
- (ii) Complete.
- (iii) Consistent.
- (iv) Prepared in accordance with Section 2 of the ECM.

### 5.3.2.2 PSC Independent Verification

An independent verification (refer to PS301) of all tender documents must be carried out by an independent firm experienced in this type of work with RMS.

The purpose of this review is to thoroughly examine the tender documents in total, checking for adequacy, correctness and consistency, compliance with requirements of Government Agencies, adequacy of pay item coverage and appropriateness of method of payment, and advising on potential claims and any other risk management aspects.

The independent verifier must submit a report that makes recommendations and suggestions to further improve the documents. Number of copies of the report required to be delivered to RMS is specified in the Annexure PS392/A2.

HOLD POINT	
Process held:	Finalisation of tender documentation
Submission details:	Third party review of construction and tender documentation
Release of hold point	The RMS representative will release the hold point following consideration of the independent review report and incorporation of RMS changes/additions etc. by the PSC

## 5.4 FINALISING TENDER DOCUMENTATION

The PSC must incorporate *the ESCPO Contracts and Procurement Section's* ~~CSB's~~, RMS project manager's and independent verifier's comments into the tender documentation as relevant and produce a final version of the tender documentation.

Prior to making a final submission of tender documentation to RMS, the PSC must prepare a tender documentation report which is to detail:

- (i) The reference documents used.
- (ii) Reasons for any changes made to the QA specifications.
- (iii) Response to *ESCPO Contracts and Procurement Section's* ~~CSB's~~, RMS project manager's and independent verifier's comments.

The report is to be included in a final submission of tender documentation at 100% detail design and IFC stage, as a component of the detailed design report.

The PSC must print, collate and deliver to RMS the number of hard copies of completed quality assurance tender documentation as specified in Annexure PS392/A2. The same number of Site Information documents must also be prepared and delivered to RMS (having each item comprising the Site Information documents bound in separate ring binder).

~~The PSC must also prepare a number of the eTender Tender CDs, as per the requirements given in Section 5.5 of this specification.~~

## **5.5 — PREPARATION OF ~~eTENDER~~ TENDER CDs**

### **5.5.1 — General**

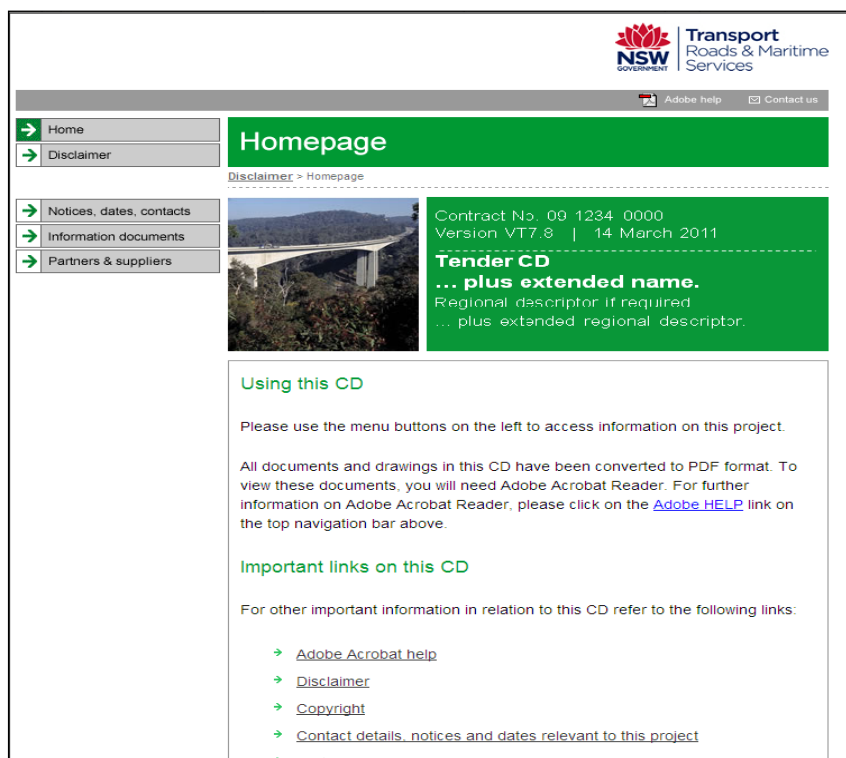
~~CD is the official medium for distributing RMS construction contract tender documentation to external contractors for major construction contracts.~~

RMS has developed a number of CD Templates for the purpose of eTendering. The CD template to be used for preparation of tender and contract documentation depends on the contract type. The CD templates developed for GC21 contracts are:

- (i) — Construction Contracts Tender CD (and corresponding CD label template)
- (ii) — Construction Contracts Site Information CD (and corresponding CD label template)
- (iii) — Construction Contracts Contract CD (and corresponding CD label template)

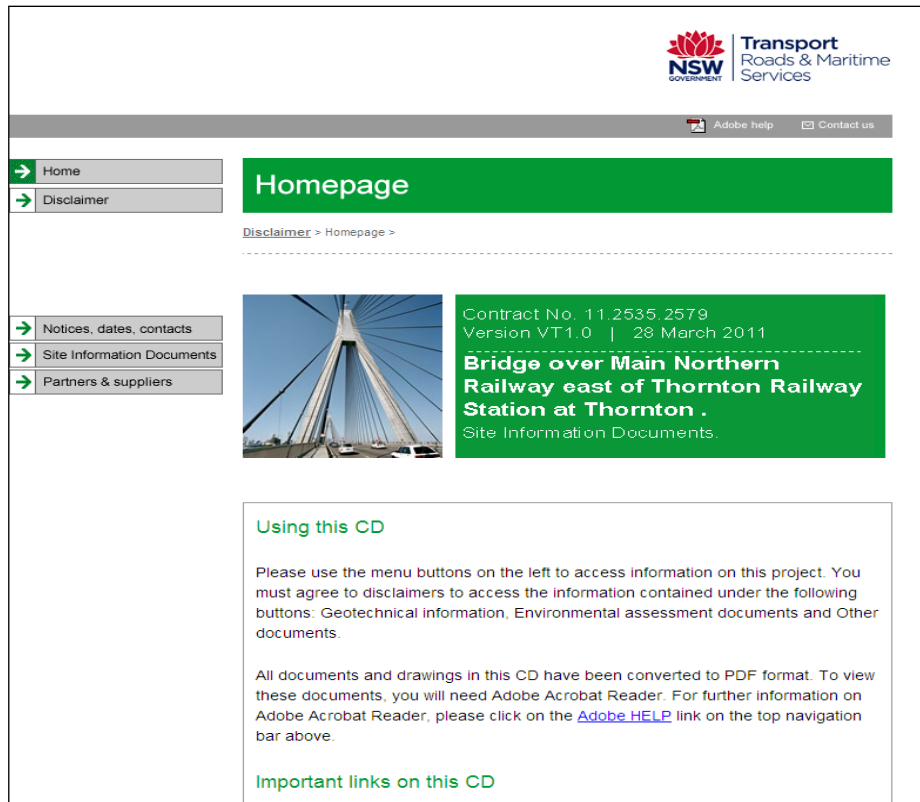
~~The high level structure of each of the eTender CD templates is shown in the screen shots below:~~

**a) Tender CD** (contains tender documentation i.e. drawings, specifications, schedules, tender form, conditions of contract, request for tender, etc.)

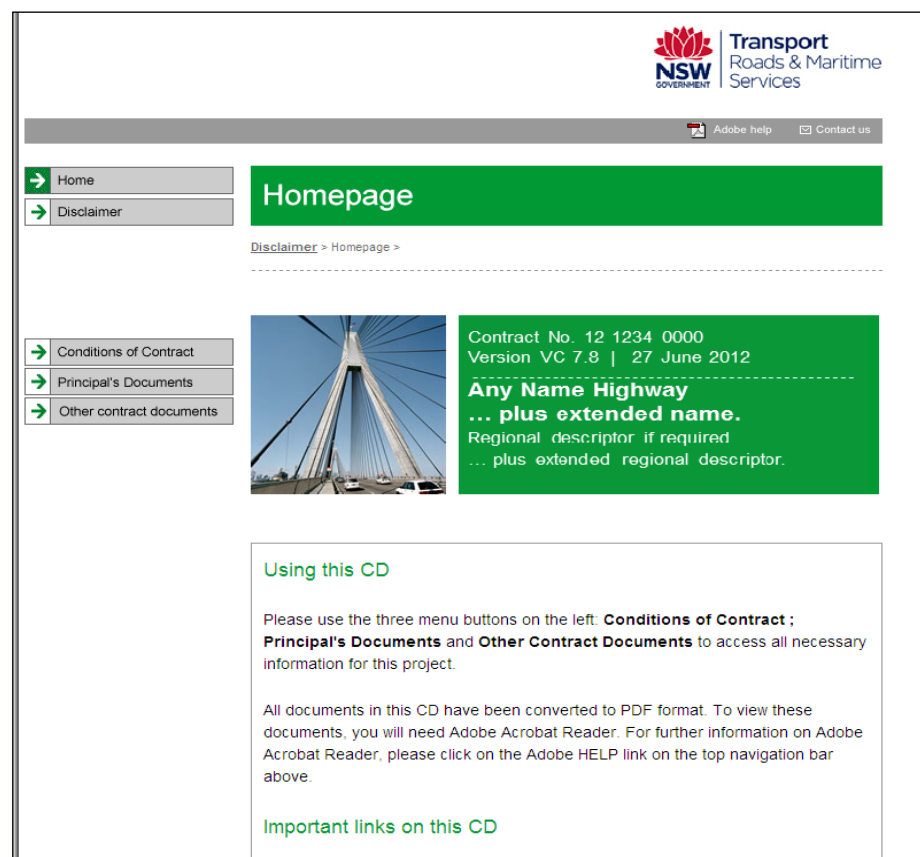


**b) Site Information CD** (contains Site Information Documents, provided for convenience of tenderers, like geotechnical information, environmental assessment documents, construction staging options, etc.)





e) ~~Contract CD (contains documents issued to the construction contractor at the time of awarding the construction contract)~~



### Explanation of the CD menu options

Menu command	Explanation
Home	This menu option opens the <b>Homepage</b> . It displays details about the project and information about using the CD.
Disclaimer	This menu option opens the <b>Disclaimer</b> page, which contains Disclaimer and Copyright information.
Conditions of Contract	This menu option opens the <b>Conditions of Contract</b> page containing links to GC21 – General Conditions of Contract, C8 – General Conditions of Contract Subcontract and other contract information.
Principal's Documents	This menu option opens the <b>Principal's Documents</b> page containing links to Specifications and Drawings.  As most contracts comprise a large number of documents, the secondary menu option opens a list of documents containing links to individual documents.
Other Contract Documents	This menu option opens the <b>Other Contract Documents</b> page containing links to Letter of Award, Addenda, Post tender correspondences and Payment Schedules.  As most contracts comprise a large number of documents, the secondary menu option opens a list of documents containing links to individual documents.
Notices, dates, contacts	This menu option opens the <b>Notes, dates and contacts</b> page, containing links to important information regarding the tender/site, the CD and RMS.
Information documents	This option opens the second tier of the <b>Information documents</b> menu and opens the <b>Information documents</b> page (i.e. tender documents page), which together you use to navigate to individual documents.  As most tenders comprise a large number of documents, the secondary menu option opens a list of documents containing links to individual documents.
Site Information Documents	This option opens the second tier of the <b>Site Information Documents</b> menu and opens the <b>Site information documents</b> page (i.e. documents like Geotechnical and Environmental information, Construction Staging Options, etc.) which together you use to navigate to individual documents.  As most projects comprise a large number of documents, the secondary menu option opens a list of documents containing links to individual documents.
Doing business with RMS	This option opens the RMS web site and displays the 'Doing business with us' web page.

The PSC must request from the RMS project manager an electronic copy of all of the CD Templates listed above, upon the award of the project development services contract.

All documents copied onto the eTender CDs must be in PDF format, except the documents which the construction contract tenderers are to use for the purpose of an electronic lodgement of their tender. Drawings can be presented in multiple page PDF format.

The original Word, Excel, etc. tender files are to be retained in case they need to be amended and re-issued. The PSC must copy them on a separate CD and issue to RMS. Annexure PS392/A2 specifies the number of CD copies (containing the original Word, Excel, etc. tender files) to be prepared by the PSC.

The PSC must check documents formatting before converting them to PDF format, to ensure that the formatting is correct. Formatting errors in the original document may cause errors during the conversion process. “eTender CD Instructions” guide provides details as to what needs to be checked.

Document security is optional on PDF files that are distributed in CD format. The PSC is to refer to the RMS “eTender CD instructions” guide for instructions on how to apply security to documents. Where tender distribution is other than by CD, application of security to files for electronic tenders is to be determined by the RMS project manager.

Clear CD cases with no labels must be used to prepare a required number of copies of the eTender CDs. The PSC must produce the CD labels using relevant CD label templates. CD label design is in accordance with RMS Corporate Communications guidelines. The Corporate label specification is included in Section 7.4 of RMS “eTender CD Instructions” guide.

A copy number is to be hand written on the CD label by the person responsible for the tender i.e. RMS person keeping a tender distribution register. The PSC must leave it blank.

Before burning the CDs (i.e. copying the files that comprise the eTender Tender CD to a CDR for distribution), the PSC must test the CD content (on the hard drive) for errors. In this step, the PSC must manually check the eTender Tender CD for errors. Navigation must be done through the entire CD using the Index.html page to check that:

- (i) — All buttons work
- (ii) — All PDF files open and are linked correctly
- (iii) — All PDF files have the correct security options applied (if security was applied).
- (iv) — The project name, number, date and photo are displayed correctly.

The blank CD used to make copies must be a CDR type, to prevent overwriting. DVD is an option that may be considered for large projects.

### **5.5.2 — Preparation of the Tender CD**

A final version of the tender documentation (excluding Site Information documents) converted to PDF format must be used to generate the eTender Tender CD.

The PSC must prepare the initial eTender Tender CD in accordance with the RMS “eTender CD Instructions” guide and in accordance with the rules given in Section 5.5.1 of this specification. The number of copies of the eTender Tender CD to be prepared by the PSC is specified in Annexure PS392/A2.

If re-issuing of the eTender Tender CD would be required due to issuing addenda, it must be done in accordance with Section 5.5.4 of this specification. The number of copies of the re-issued eTender Tender CD to be prepared by the PSC is specified in Annexure PS392/A2.

### **5.5.3 — Preparation of the Site Information CD**

Geotechnical and other site information are provided only for the convenience of tenderers and do not form part of the tender documentation. Site Information documentation must be issued on a separate CD (i.e. Site Information CD) and not be included in the Tender CD.

A final version of the Site Information Documents (converted to PDF format) must be used to generate the eTender Site Information CD. Documents like “Report on earthworks materials management assumptions” and “Possible Construction Staging Drawings and Strategy” must be saved in the “Other Information” sub folder.

The PSC must prepare the e Tender Site Information CD in accordance with the RMS “eTender CD Instructions” guide and in accordance with the rules given in Section 5.5.1 of this specification. The number of copies of the initial eTender Site Information CD to be prepared by the PSC is specified in Annexure PS392/A2.

If re-issuing of the eTender Site Information CD would be required due to issuing addenda, it must be done in accordance with Section 5.5.4 of this specification. The number of copies of the re-issued eTender Site Information CD to be prepared by the PSC is specified in Annexure PS392/A2.

#### **5.5.4 — Tender & Site Information CDs version control**

The following version codes are used to identify the re-issues of the Tender CDs (applicable to both Tender CD and Site Information CD):

**Version VT1**— The original CD containing the documentation originally issued to the Tenderers.

**Version VT2**— An updated CD with the original documentation issued on VT1 including all addenda issued to Tenderers to date.

CD Version VT2 must contain:

- (i) — Documentation originally issued to the tenderers, which remains unchanged.
- (ii) — All the addenda issued to date, listed separately in the “Addenda” folder. Each addendum is to consist of the addendum letter, new documents issued with that addendum (where relevant) and a new version of the initially issued documents, in case of re-issuing previously issued documents with that addendum (where relevant).

Reissued files must be prepared in tracked mode, so that the changes introduced by each addendum are clearly displayed. If the same file was re-issued a number of times, only the changes that are relevant to a particular addendum are to be displayed in tracked mode (i.e. revisions introduced by all previous addenda are to be accepted prior to making changes relevant to a particular addendum).

**VT3, VT4, etc.**— as described for VT2

**Final Version** of the CD— will include the documentation originally issued to the tenderers and all addenda issued during the tender period, following the process described above for CD Version VT2.

The number of copies of the final version of the eTender Tender and Site Information CDs to be prepared by the PSC is specified in Annexure PS392/A2.

## **6 PRE-TENDER MEETING AND SITE INSPECTION**

### **6.1 OBJECTIVES**

- (i) To check that all tenderers have the required documents.
- (ii) To highlight essential and unusual features of the work.
- (iii) To provide an opportunity for tenderers to ask questions and clarify matters of concern.
- (iv) To formally inspect the site.

## **6.2 KEY ISSUES/ACTIVITIES**

If specified in Annexure PS392/A2, the PSC must prepare briefing notes for the pre-tender meeting and site inspection. The briefing notes must follow the format specified in Section 3 of the ECM. The briefing notes must include, in consultation with RMS, job specific and unusual matters and list features to be highlighted during the site inspection. The briefing notes must be submitted for RMS review at least 2 weeks prior to the pre-tender meeting and site inspection. RMS comments must be incorporated in the briefing notes and copies made for use by RMS at the pre-tender meeting and site inspection.

RMS will arrange the venue and video recording of the pre-tender meeting and site inspection.

If specified in Annexure PS392/A2, the PSC must attend the pre-tender meeting and site inspection, take minutes of the pre-tender meeting and site inspection and, if requested by RMS, respond to questions from tenderers.

Immediately following the pre-tender meeting and site inspection, the PSC must prepare the minutes and submit them for RMS review. Any comments must be incorporated and the minutes issued to RMS for forwarding to the tenderers

## **7 ADDENDA TO TENDER DOCUMENTATION**

### **7.1 OBJECTIVES**

- (i) To promptly respond to queries from tenderers.
- (ii) To issue additional information to tenderers.
- (iii) To distribute amendments or additions made by RMS to the Tender Request Documents, arising from either a request by a tenderer for clarification of any part of the Tender Request Documents, or from further work on the Tender Request Documents by RMS.

Each amendment must be clearly identified and complete details of the change described in the Addendum (no vague references should be made to amended pages or specifications issued).

### **7.2 KEY ISSUES/ACTIVITIES**

#### **7.2.1 General**

If specified in Annexure PS392/A2 and when requested by RMS, the PSC must promptly respond to queries and provide additional information and/or amended documents, to ensure that RMS is not open to claims of failure to disclose information.

The PSC must not in any circumstances respond to a query or request received directly from a tenderer, subcontractor or supplier.

RMS will forward the response to queries and additional information and/or amended documents to all tenderers.

#### **7.2.2 Addenda distribution**

Addenda are to be distributed via RMS eTender only.

Attaching and publishing the addenda on RMS eTender site is responsibility of the RMS project manager, who is to co-ordinate this work with RMS eTender experts. The addendum is attached to the already published RFT and then published on RMS eTender site.

Where the full addendum cannot be published on RMS eTender, an addendum notification is published on RMS eTender advising contractors that an addendum has been prepared and that the documentation will be forwarded to them. The addendum notification precedes the documentation. ~~The addendum is then issued on a CD (see Section 5.5.4 of this specification for details of how to prepare and re-issue the eTender CDs). The decision to issue a new version of the Tender CD is at the discretion of the RMS project manager.~~

## **8 PREPARATION OF CONSTRUCTION DOCUMENTATION**

### **8.1 FINALISING CONSTRUCTION DOCUMENTATION**

Construction documentation (which will be issued to the construction contractor as the Principal's Documents) must be prepared using the latest version of the documents and files issued during the tender period.

The PSC must check all the addenda and ensure that all changes made to the tender documents during the tender period are accounted for, when preparing a final version of the construction documentation. These amended files (with all revisions/changes accepted i.e. amended files must not be in tracked mode) will replace files issued previously, during the tender period. Files that were not subject to any addenda will remain unchanged.

Final version of all construction documentation (including drawings) will be used to prepare the Contract CDs.

The original Word, Excel, etc. construction documentation files are to be retained. The PSC must copy them on a separate CD and issue to RMS; number of CD copies is specified in Annexure PS392/A2.

### **8.2 PREPARATION OF CONTRACT CD**

~~As mentioned in Section 5.5.1 of this specification, the PSC must request from the RMS project manager an electronic copy of the eTender Contract CD Template (and corresponding CD label template), upon the award of the project development services contract.~~

~~The PSC must prepare the draft Contract CD in accordance with the RMS "eTender CD Instructions" guide and in accordance with the rules given in Section 5.5.1 of this specification, using the final version of the construction documentation.~~

~~This CD contains all the addenda issued during the tender period, post tender correspondence, schedules (SOR, SOP, etc., as applicable to the contract) and amended originally issued tender files.~~

~~The draft contract CD is sent to RMS Commercial Services Branch (CSB). CSB reviews the documents provided on a CD, prepares the Letter of Award and determines the contents of the final Contract CD. The final Contract CD is issued to the successful contractor with the Letter of Award.~~

~~The final Contract CD must be prepared so that:~~

- ~~(i) All relevant post tender correspondence (as determined by CSB) is listed separately in the "Post tender Correspondence" folder.~~
- ~~(ii) All the addenda issued during the tender period are listed separately in the "Addenda" folder. Reissued files are to be in tracked mode, with tracked changes displayed (the same rules apply for preparation of this folder as described for Tender CD Version VT2, described in Section 4.5.4 of this specification).~~
- ~~(iii) Files included under "Principal Documents" are amended to take into account all addenda, with revisions (changes) accepted. These files replace files previously issued, during the tender period.~~
- ~~(iv) Successful tenderer's completed schedules and signed tender form are included under "Other Contract Documents", in the "Payment Schedules" sub folder.~~

~~(v) — Signed Letter of Award is included under “Other Contract Documents”.~~

~~The number of copies of the Draft and Final Contract CDs to be prepared by the PSC is specified in Annexure PS392/A2.~~

~~If specified in Annexure PS392/A2 of this specification, the PSC must also prepare a number of copies of the Contract CD for RMS internal use, after the Letter of Award has been issued to the construction contractor.~~

~~This CD must be the same as the Contract CD described above, except that it will include the unpriced schedules i.e. the contractor’s rates must be deleted from all payment schedules prior to copying them to the CD. The schedules can be provided as either MS Excel spreadsheets or as PDF files.~~

### **8.3 — CONTRACT CDS VERSION CONTROL**

~~The following version code is used to identify the Contract CD:~~

#### **~~Version VC1~~**

~~The following version code is used to identify the Contract CD for RMS internal use:~~

#### **~~Version VC1.1~~**

~~Also, CD label prepared for this CD must clearly identify that the CD is for RMS internal use.~~

## **9 QUALITY ASSURANCE**

### **9.1 GENERAL**

The PSC must have procedures in place to ensure and verify:

- (i) The overall adequacy and completeness of construction contract tender documentation.
- (ii) That current version (at the time of finalising the tender documentation) of the standard RMS legal documents, standard drawings and RMS QA specifications has been used.
- (iii) That provisions have been made in the construction contract tender documentation to ensure feasible, cost effective and appropriate allowance for conditions on site.
- (iv) That project risks, constructability, staging, traffic management, disposition of public utilities and other project specific issues have been adequately and correctly addressed.
- (v) That all issues identified in the PEMP (refer to PS311 or PS312 as applicable) and the WHS development plan (refer to PS301) have been adequately and correctly addressed.
- (vi) That all environmental licence requirements (where applicable), the requirements of relevant Government Authorities, and commitments made by RMS have been adequately specified in the construction contract tender documentation.
- (vii) That the construction contract tender documentation has been correctly cross-referenced with all detailed design drawings including model and supplementary drawings and that all relevant pay items, covering the full scope of works, are appropriately included.
- (viii) That consistency has been achieved between all documents and clauses.
- (ix) That the checklist contained at Appendix 2.1-C, Section 2.1 of the ECM has been used, completed and submitted with the tender documents.

## **9.2 PROJECT SPECIFIC PROCEDURES/CHECKLISTS**

- (i) The PSC must develop procedure/checklist and put measures in place which will ensure that:
  - a. The designers are familiar with specifications.
  - b. The designers use the terms given in RMS model specifications and the terms given in RMS' standard drawings.
  - c. The designers check drawings regularly against specifications, with a view to identify inconsistencies (including inconsistency in terminology).
  - d. The designers check spelling/grammar, prior to making relevant submissions to RMS.

Completed and signed checklist is to be provided to RMS project manager with each submission of drawings.

- (i) The PSC is to develop procedure/checklist and put measures in place which will ensure that changes in the design are managed in such a way that
  - a. All changes made to the drawings and other design documents throughout the design process (and particularly the changes made to the 100% complete design) are adequately recorded, are traceable and are communicated to relevant parties (including the Documenter).
  - b. All documents affected by a particular change in the design are updated accordingly (including relevant drawings, specifications, pay items, etc.).

Completed and signed checklist is to be provided to relevant RMS project manager with submission of each deliverable.



## ANNEXURE PS392/A – PROJECT SPECIFIC REQUIREMENTS

### A1 PROJECT DETAILS

Table PS392.A1 – Project Details

Project Name	<i>Macquarie Park Bus Priority and Capacity Improvement Project - Stage 2</i>
Project Number	<i>P.0023019</i>
Location	<i>Epping Road, Herring Road, Waterloo Road and Lane Cove Road, Macquarie Park</i>
Local Council	<i>Ryde Council</i>
Length (size) of the project	<i>MR 373 Epping Road to MR 162 Lane Cove Road via Herring Road (7486) and Waterloo Road at Macquarie Park and MR 162 Lane Cove Road from Waterloo Road to Epping Road. Project length approximately 2.8km.</i>
Project features	<ul style="list-style-type: none"> <li>• <i>Upgrade of the state and local road network in the Macquarie Park precinct to improve travel times and reliability for buses and for other road users</i></li> <li>• <i>3 new signalised intersections and upgrades to the existing signalised intersections</i></li> <li>• <i>Installation of bus lanes and road widening with improved pedestrian and cyclist crossing facilities at signalised intersections</i></li> <li>• <i>Partial (strip) property acquisitions along Herring Rd, Waterloo Road, Byfield St, Khartoum Rd and Lane Cove Rd to enable the road widening and intersection upgrade works</i></li> <li>• <i>Service relocations to allow kerb relocation and lane widening</i></li> </ul>

### A2 PROPOSED WORKS

*Refer PS301: Professional Services for Detailed Design Scope and Requirements, Annexure PS301/A for project details, background and project specific requirements.*

Table PS392.A2 – Proposed Works

Clause	Description	Requirement
<b>4.3</b>	<del>The Documenter will be required to attend some of the monthly construction site meetings as an observer</del>	No
<b>6.2</b>	Briefing notes for the pre-tender meeting and site inspection	Yes

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Clause	Description	Requirement
<b>6.2</b>	Attendance at the pre-tender meeting and site inspection. Minutes of the pre-tender meeting and site inspection	Yes
<b>7.2.1</b>	Documented response to tenderers' queries as required	Yes
<b>7.2.1</b>	Documented additional information as required	Yes
<b>7.2.1</b>	Documented addenda as required	Yes

**A3 ADDITIONAL PROJECT SPECIFIC QUALIFICATIONS/EXPERIENCE**

The following qualification/experience requirements must apply to the Documenter, in addition to the requirements of Clause 4 of this specification:

**Table PS392.A3 – Additional Project Specific Qualifications/Experience**

Experience	Minimum Number of Years
Senior technical role in design and delivery of major road and bridge construction projects	5
Site experience on major road and bridge projects	5
Preparation of construction <b>contract</b> tender documentation on major transport infrastructure projects or senior contracts manager for projects similar to Roads and Maritime requirements.	10

**A4 TENDER DOCUMENTATION COMPLETION MILESTONE****Table PS392.A4 – Tender Documentation Completion Milestone**

Completion of draft tender documentation based on 80% detail design.	4 weeks
Completion of final tender documentation based on 100% detail design (Pre-IFC design).	4 weeks
Completion of Construction Contract Documentation	3 weeks

## **ANNEXURE PS392/B – PAYMENT**

Payment will be made for all costs associated with completing the work detailed in this Specification in accordance with the Pay Item(s) in **PS301**.

Where no specific pay items are provided for a particular item of work, the costs associated with that item of work are deemed to be included in the rates and prices generally for the work.

## **ANNEXURE PS392/C – SCHEDULES OF HOLD POINTS, WITNESS POINTS, DELIVERABLES, MEETINGS AND WORKSHOPS**

### **C1 SCHEDULE OF HOLD POINTS AND WITNESS POINTS**

The PSC must give the RMS Representative at least five working days written notice prior to reaching any hold point for which a release by the RMS Representative is required. Only items with a **Y** are required for this project.

**Table PS392.C1 – Hold Point Requirements**

<b>Clause</b>	<b>Type</b>	<b>Description</b>	<b>Required</b>
4.2	Hold	Commencement of construction and tender documentation	Y
5.3.2	Hold	Finalisation of tender documentation	Y

### **C2 SCHEDULE OF DELIVERABLES AND SUBMISSION DETAILS**

The PSC must give the RMS Representative at least ten working days to review all deliverables identified in the table below. Only items with an **Y** are required for this project.

**Table PS392.C2 – Deliverables and Submission Details**

<b>Clause</b>	<b>Description</b>	<b>Requirements</b>	<b>Delivery Timeframe</b>
<b>4.1</b>	Report of issues found in each drawing review	Y	To be included in the <del>20%</del> , 80% and 100% submission
<b>4.1</b>	Delivery Plan for the production of the tender documents	Y	At <del>20%</del> <b>50%</b> detailed design phase
<b>4.1</b>	Minutes of monthly (fortnightly after 100% detailed design submission) tender documentation meeting	Y	Within 2 working days of meeting
<b>5.1.4</b>	Minutes of <b>ESCPO CSB</b> tender documentation meeting and an up to date status and action list	Y	Within 2 working days of meeting
<b>5.3.1</b>	Progressive draft tender documentation for RMS review	Electronic copy	At 100% and IFC stages
<b>5.3.2</b>	Report from Independent verifier	Electronic copy	To be included in the 100% detailed design
<b>5.4</b>	Tender documentation report as a component of the detailed design report	Electronic copies	To be included in the 80%, 100% detail design and IFC submission

Clause	Description	Requirements	Delivery Timeframe
5.4	Printed sets of final tender documentation	1 copy	To be included in the IFC submission
5.4	<del>Printed Site Information documentation (geotechnical, environmental and other site information documentation), each item bound separately in ring binders</del>	<del>2 copies</del>	<del>To be included in the IFC submission</del>
5.5.1	Electronic copy of all tender documentation in MS-Word/Excel format on a separate CD (i.e. the final Word, Excel, etc. tender files, <del>used to generate the initial eTender CDs</del> )	Y	To be included in the IFC submission
6.2	Briefing notes for the pre-tender meeting and site inspection ( <i>if required by Annexure PS392/A2</i> )	Electronic copy	5 working days prior to date of pre-tender meeting
6.2	Minutes of the pre-tender meeting and site inspection ( <i>if required by Annexure PS392/A2</i> )	Electronic Copy	2 working days after pre-tender meeting
7.2.1	Documented response to tenderers' queries ( <i>if required by Annexure PS392/A2</i> )	Electronic Copy	Within 1 working day of receiving query
7.2.1	Documented additional information ( <i>if required by Annexure PS392/A2</i> )	Electronic Copy	Within 1 working day of receiving query
7.2.1	Documented addenda ( <i>if required by Annexure PS392/A2</i> )	Electronic Copy	Within 1 working day of receiving query
8.1	Electronic copy of all construction documentation in MS-Word/Excel format on a separate CD (i.e. the final Word, Excel, etc. tender files, <del>used to generate the eTender Contract CD</del> )	Y	To be included in the IFC submission
8.2	<del>Draft Contract eTender CD</del>	<del>2 copies</del>	
8.2	<del>Final Contract eTender CD</del>	<del>2 copies</del>	<del>To be included in the IFC submission</del>
8.2	<del>Final Contract eTender CD for RMS internal use</del>	<del>2 copies</del>	<del>To be included in the IFC submission</del>

**PS392****C3 SCHEDULE OF MEETINGS REQUIRED****Table PS392.C3 – Meeting Requirements**

Clause	Description of Meetings	Required	Location	Minimum Expected Duration
4.1 (viii)	Inception meeting	Y	RMS Parramatta Office	2 hrs
4.1 (x)	Monthly tender document meeting	Y	RMS Parramatta Office	2 hrs
5.1.4	ESCPO & Contract meetings	Y	RMS Parramatta Office	2 hrs
4.3	<del>Construction Site Meetings</del>	N	<del>TBC</del>	<del>4 hrs</del>
6	Pretender meeting	Y	TBC	4 hrs

- The minimum expected duration is excluding any travel times.

**C4 SCHEDULE OF WORKSHOPS REQUIRED****Table PS392.C4 – Workshop Requirements**

Clause	Description of Workshops	Required	Location	Minimum Expected Duration
4.1	<del>Risk Workshop</del>	<del>Y</del>	<del>TBC</del>	<del>4 hrs</del>
4.1	<del>Constructability Workshop</del>	<del>Y</del>	<del>TBC</del>	<del>4 hrs</del>
4.1	<del>HSiD Workshop</del>	<del>Y</del>	<del>TBC</del>	<del>4 hrs</del>

- \* The minimum expected duration is excluding any travel times.

## **ANNEXURE PS392/D - COMMON ERRORS IN TERMINOLOGY USED IN TENDER DOCUMENTATION**

<b>Correct</b>	<b>Incorrect</b>
pre-tender meeting	pretender meeting
NSW Police Force/NSW Police	NSW Police Service
Selected Material	Select Material
Selected Material Zone	Select Material Zone
select fill (R44)	selected fill
select backfill (R55)	selected backfill
subsurface drain	subsoil drain
Principal/Principal's Authorised Person	Superintendent
Principal	Principle
Completion	Practical Completion
Notice of Completion	Certificate of Practical Completion
G1 Clause 1	G1.1/G1 Cl1
G36 Clause 4.4	G36 4.4/G36 Cl4.4
safety barrier	guardfence/guardrail
Koppers log	Copper log
Monowills	Monowils
consistency	Consistence
open drain	V drain/V ditch
site	worksite/work site/works site
milestones	separable parts
precast	precasted/pre-casted
tie-in with existing	ease to existing

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<b>Correct</b>	<b>Incorrect</b>
operational basin	water quality basin / permanent basin
construction sediment retention basin	water quality basin / temporary basin
blinding	mass concrete
interface drain	trench drain or edge drain
cleanout or inspection structure	flushing point
organic fibre mesh	jute mesh



**ANNEXURE PS392/E - CONSTRUCTION CONTRACT TENDER  
DOCUMENTATION PREPARATION FRAMEWORK**



The Tender Document Preparation Framework is a summary of the tender document preparation process and provides context and examples of actions and timing.  
The details in this specification take priority over this framework document where conflict exists.

		Action	Steps/Outcomes	Reference Documents	Responsible	Inputs	Outputs	Example Activities	Typical Duration
Stage 1	1	<b>Inception Meeting &amp; Understanding of Scope and Risk Allocation</b>	Approve PSC nominated TD		PM	CV / Experience of TDM	Release HP		
			<i>Planning</i> Gather Project Information (Data, knowledge, scope of construction)	Concept design REF Property & utility information	TD PM		Understanding scope of construction	TDM – kick off meeting Briefing environment utilities etc. Risk Management Workshop Constructability Workshop	10 – 15 weeks
			Initial Delivery Plan for tender document preparation	RMS tender documents PSC tender documents	TD PM		PMP including Scope; Method; Timing; Resources; Activities; Objectives; Risk Allocation; Communication / access of TDM to DM and RMS	Verification items	2 weeks
Stage 2	2	<b>Review of Draft design and scope</b>	Review drawings and Prepare Issues Report		TD	<del>20%</del> 50% Design, Scope of Construction	TDM Issues report / register	Check payment mechanism for all activities required by design Review notes on Drawings for consistency with specifications	Month by month
	3	<del>CSB Branch</del> <b>ESCPO Meeting</b>	Attend meeting with <del>ESCPO</del> CSB Branch		PM/TD	<del>20%</del> 50% Design, Meeting Agenda	Minutes of Meeting, Updated Delivery Plan		
	4	<b>Attend Workshops</b>	Participate in workshops	ProjectPack workshop process	TD			Risk Management Workshop Constructability Workshop Safety in Design Workshops	Month by month
	5	<b>Monthly Tender Document Meeting and Management</b>	TD Management and lead tender document monthly meeting		TD	Meeting Agendas	Updated status and actions list	Tender Document Issues Meeting Attend meetings with key stakeholders (Utility, Rail, RMS Environmental Branch etc)	Month by month
Stage 3	6	<b>Prepare Tender Documents</b>	Draft tender documents (80% Detailed Design (DD))	ECM ProjectPack	TD	80% Design	80% Tender document draft Issues Register	Monthly Meetings	4 weeks
			Review of tender documents (80% DD) by Project Team		RMS PM PSC PM	Draft tender documentation (80%)	Review comments		2 weeks
			Draft tender documents (100% DD)		TD	100% design & 80% review comments	100% Tender document draft Updated Issues Register	Fortnightly meetings	2 Weeks
			Review of tender documents (100% DD) by Project Team		RMS PM PSC PM	Draft tender documentation (100%)	Review comments		2 week

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Construction Contract Tender Documentation

Stage 4	7	Finalise Tender Documents	Independent verification (IV)		IV	100% Draft Tender Docs; Issues register	IV report		2 weeks
			Final Draft Tender Documents		TD	100% review comments and IV Report	Final Draft Tender Documents		2 weeks
			<del>CSB</del> <i>ESCPO</i> review		<i>ESCPO</i> <del>CSB</del>	Final tender Documents	<del>CSB</del> <i>ESCPO</i> Review Comments		2 weeks
			Update tender document IFC	ECM ProjectPack	TD	IFC design, <i>ESCPO</i> <del>CSB</del> review comments	Final Tender Documents Drawings; Tech Specs General Conditions RFT Info for Tenders Tender Documentation Report		1 week
			Compile and distribute as RFT		PM	Final Tender Documents	Tender CD for distribution		1 week

LEGEND

PM	DM	TD	PSC	ECM	<del>CSB</del> <i>ESCPO</i>	IFC
Project Manager	Design Manager	Tender Documenter	Professional Service Contract	Engineering Contracts Manual	<del>Commercial Services Branch</del> <i>Easing Sydney Congestion Project Office</i>	Issue for Construction

## **ANNEXURES PS392/ F TO PS392/L – NOT USED**

## **ANNEXURE PS392/M – REFERENCE DOCUMENTS & SUPPORTING INFORMATION**

*Documents listed below will be provided to tenderers during the tender period.*

### **M1 REFERENCE DOCUMENTS**

Refer to clause 1.4.2

Roads and Maritime Technical Directions and Quality Alerts

Infrastructure Contract Notes

Roads and Maritime Standard Drawings

Roads and Maritime Specifications

Procedure ICP 17 - CPS Involvement in Preparation of Tender Documentation.

~~Tender Documentation Preparation Kit.~~

~~eTender CD Templates~~

~~eTender CD Instructions~~

RMS Engineering Contracts Manual

RMS Infrastructure Contract Notes

RMS ProjectPack guideline “ILC-MI-TP3-350-G01 – Guidelines for construction contract tender documentation preparation”

RMS ProjectPack technical procedure “ILC-MI-TP3-350 – Construction contract tender documentation preparation”.

*All City of Ryde Specifications and Standards including:*

- *City of Ryde Stormwater and Floodplain Management, City of Ryde*
- *Council Stormwater and Floodplain Management Technical Manual*
- *City of Ryde Standard drawings*
- *City of Ryde, Macquarie Park Corridor, Public Domain Technical Manual*
- *City of Ryde Development Control Plan 2014 Part 8.3 Driveways*
- *City of Ryde Development Control Plan 2014 Part 8.5 Civil Works*
- *City of Ryde, Tree Management Policy*