

# Department of Treasury and Finance

## Prequalification Scheme Categories

# Consultants

## TREASURY'S PREQUALIFICATION SCHEME - CONSULTANTS

Tasmanian Government agencies are required, where a relevant prequalification category exists, to engage consultants that have been registered under Treasury's Prequalification Scheme. Agencies do not need to engage a prequalified consultant where:

- the building construction and maintenance services required do not fall within one of the existing prequalification categories; and/or
- an exemption from the requirement to use prequalified suppliers has been granted (this will only occur in very limited circumstances).

Consultants who wish to offer building construction and maintenance services to the Tasmanian Government in any one of the existing categories must first apply to become prequalified. Consultants can be registered in one or more of the below categories.

Further information about Treasury's Prequalification Scheme, including the application process, is available on the [Purchasing website](#).

## CATEGORIES

Treasury's Prequalification Scheme comprises eight consultant categories. The scope of each category is outlined below.

### Strategic Services

#### Strategic Asset Management

Strategic Asset Management (SAM) is the planned alignment of assets with service demand, to achieve the best possible match of assets with service delivery strategies. SAM guides acquisition, use and disposal of assets. The process focuses on maximising the service delivery potential of assets, and manages risks and costs over an asset's entire life. SAM assists informed decision-making by those who invest in and manage assets to achieve service delivery objectives.

SAM integrates asset planning, budgeting, reporting and monitoring as part of an overall management process. SAM includes performance reports, financial plans, investment analysis and asset maintenance planning, management and strategies.

## Project Management

Project Management is the provision of a comprehensive service in the management of a project delivery process from inception to completion, achieving optimum value from the investment.

Project management establishes and manages a process to ensure that the client's service delivery requirements are achieved. It is the interface between the client's *service delivery requirements* and the *project design solution*.

On smaller projects, project management can be undertaken by those directly associated with the design of the project, subject to their ability to differentiate between the project management process and the design function.

A project management consultant undertakes a range of tasks associated with the overall management of a project, or series of projects, including:

- establishing the client brief;
- facilitating projects through the Government's project initiation process (PIP);
- preparing briefs for consultant commissions;
- managing the Quality Based Selection process for consultant selection;
- engaging consultants;
- managing independent studies of value management, environmental impact, heritage and others;
- undertaking cost planning and control;
- ensuring best practice procurement procedures are followed;
- managing risk;
- managing the overall program;
- arranging independent post-occupancy evaluation;
- managing reporting processes to meet the client's requirements; and
- cooperating with the client's probity auditor.

Project management must be supervised by:

- an architect, registered under the *Architects Act 1929*;
- a Quantity Surveyor who has corporate membership of the Australian Institute of Quantity Surveyors; or
- an engineer who has corporate membership of the Institution of Engineers, Australia, and extensive experience in the management of projects.

## Management of Maintenance

This category is to provide a comprehensive service in the management of the maintenance of building services and related systems. All building services and systems are included.

The consultant commission will have the following objectives:

- establish a client focus for maintenance of the building services;
- satisfy operational needs through effective maintenance strategies;

- satisfy the requirements of strategic asset management planning;
- establish and monitor the condition of all building services and systems;
- minimise risks associated with the asset portfolio, including -
  - *Work Health and Safety Act 2012*;
  - *Work Health and Safety Regulations 2012*;
  - *Disability Discrimination Act 1992 (Commonwealth)*; and
  - service failure risks.
- manage financial risks associated with the budget and property values;
- contain maintenance expenditure within the budget; and
- generate efficiencies through effective management and innovation.

The commission may include, but not be limited to, the following tasks:

- prepare maintenance contract documentation and manage the tender process;
- adopt a Quality Based Selection process of maintenance contractors;
- achieve probity and fairness in all processes;
- act as superintendent, responsible to the signatory of the contract;
- provide contract administration services;
- manage maintenance contractors to achieve the objectives;
- establish and monitor performance benchmarks;
- achieve Government energy management benchmarks;
- provide operational overview of the building services and systems;
- provide overview of maintenance contractors' quality assurance processes;
- manage risk associated with Work Health and Safety issues;
- participate in the strategic change process; and
- provide reports on how the objectives of the commission have been satisfied.

A person qualified as an engineer, who has corporate membership of the Institution of Engineers, Australia, and has extensive experience in the field of maintenance must supervise work in the Management of Maintenance category.

## Heritage Conservation Planning

Heritage Conservation Planning is the process of assessing the historic cultural significance of places and proposing strategies for its conservation.

The processes used in developing a heritage conservation plan shall be those described in the publications:

- "The Conservation Plan" by James Semple Kerr, published by the National Trust; and
- "ICOMOS Burra Charter", available at the Tasmanian Heritage Council or the National Trust Office.

Aboriginal significance, legislation and value systems shall not form part of the conservation plan but shall be addressed separately with a cross-reference to the plan.

Construction and/or renovation projects associated with heritage properties are included under the [Project Design Services](#) category of [Architecture](#).

The conservation plan shall include heritage significance, physical condition, proposed uses, available resources, restrictions and conflicts. The plan shall establish the conservation objectives and the process by which they will be achieved, including ongoing maintenance.

Consultants shall be familiar with the *Historic Cultural Heritage Act 1995*, in particular Section 16 of the Act, which defines cultural significance.

Consultants shall demonstrate that they have undertaken formal training in Heritage Conservation Planning or gained relevant experience in some other way. Membership of the International Council on Monuments and Sites (ICOMOS) and/or work with established consultants in the field would assist in establishing that the applicant has appropriate credentials for registration.

Consultants shall also demonstrate that they have undertaken the preparation of heritage conservation plans within the past five years, or been directly involved in the preparation of such plans by others.

Registration under this category may be restricted to specific areas of expertise.

All work must be supervised by an architect, registered under the *Architects Act 1929*.

## Project Design Services

Treasury's Prequalification Scheme includes a number of project design services categories for consultants. The project design services categories are outlined below.

Project design services consultants must demonstrate a capability for undertaking the whole procurement process, including:

- client and project briefs;
- submissions to Parliamentary Standing Committee on Public Works (projects over \$5 million);
- value management studies;
- design, documentation, tendering and contract administration; and
- post occupancy evaluation studies.

Qualified technical staff may assist with design, documentation and contract administration.

## Architecture

The scope of the architecture category includes the construction of new, and the redevelopment/renovation of existing, public buildings (including heritage) and public housing.

An architect registered under the *Architects Act 1929* must supervise all project work.

## Electrical Engineering

The scope of the electrical engineering category includes all electrical services associated with the construction of new buildings and the redevelopment of existing buildings.

The category includes the following services:

- building electrical services;
- site electrical services;
- switchboards;
- lighting;
- electrical control systems;
- building services communications;
- security systems;
- fire detection systems;
- emergency warning; and
- evacuation systems.

A person qualified as an electrical engineer and who has corporate membership of the Institution of Engineers, Australia must supervise all project work.

## Mechanical Engineering

The scope of the mechanical engineering category includes all mechanical services associated with the construction of new buildings or redevelopment of existing buildings.

This includes the following services:

- air conditioning systems;
- heating and ventilating systems;
- refrigeration systems;
- electrical services for the mechanical services;
- hydraulic services including fire sprinkler systems;
- piped medical services;
- gas and fuel systems;
- steam systems;
- energy management;
- building management; and
- direct digital control systems.

A person qualified as a mechanical engineer and who has corporate membership of the Institution of Engineers, Australia must supervise all project work.

## Site and Civil Engineering

The scope of the civil engineering category includes all site and civil engineering associated with the provision of site services for the construction of new buildings and the redevelopment of existing buildings. This includes geo technical engineering, environmental management, underground hydraulic services, and roads and pavements.

A person qualified as a civil engineer and who has corporate membership of the Institution of Engineers, Australia must supervise all project work.

## Project Design Services Sub-consultants

It is a condition of registration that the consultant undertaking project design services ensures that all sub-consultants are registered under the Prequalification Scheme and comply with the requirements set down in this document. Failure to comply with these conditions may result in de-registration.

## Qualifications and Experience

Project design, documentation and contract administration must be under the supervision of staff who possess appropriate tertiary qualifications and have corporate membership of a relevant professional association.

Qualified technical staff, with a minimum of five years' experience, may assist with design, documentation and contract administration.

Experience of all staff must be directly related to the nature of the project work being undertaken.

Sub-consultants engaged for architectural, mechanical engineering, electrical engineering and/or site and civil engineering must be registered with the Department of Treasury and Finance for project design services in those disciplines.

## Specialised Project Services

Requirements for specialised project services are set out below.

### Landscape Architecture

A person who has corporate membership of the Australian Institute of Landscape Architects must supervise project work.

### Heritage Projects

A heritage project is interpreted as any project work that impacts on the internal or external fabric of any heritage building. These requirements do not include Heritage Conservation Planning.

An architect registered under the Architects Act must supervise project work.

The architect must be approved by the Tasmanian Heritage Council Secretariat for the project work to be undertaken.

The sub-consultant must have demonstrated a capability for interpreting requirements of the Burra Charter and requirements of a Heritage Conservation Plan.

### Acoustics

Acoustic work is interpreted as the study of noise that impacts on the outside or inside of buildings, and the control of that noise.

Project work must be supervised by a person with a three-year tertiary qualification in an appropriate discipline, has corporate membership of the Australian Acoustic Society and five years' experience in architectural acoustics.

The sub-consultant must have demonstrated a capability for noise surveys, development of noise control concepts with project architects and integration of noise control measures into new or existing buildings.

### Energy Management

Energy Management is interpreted as the study of energy use in new or existing buildings and the control of that energy use.

A person qualified as an electrical or mechanical engineer and who has corporate membership of the Institution of Engineers, Australia must supervise project work.

The sub-consultant must be listed with the Office of Energy Planning and Conservation as an energy management consultant.

The sub-consultant must have demonstrated a capability for:

- developing energy efficient concepts with project architects;
- analysing existing buildings to identify where and how energy is being used;
- identifying the opportunities, and the cost and benefits, for reducing both energy use and expenditure on energy;
- integrating energy efficient design into new or existing building developments; and
- ongoing management of energy use in a building.

### Lifts

A specialist consultant must be engaged on all project work involving multiple lift installations.

The specialist must possess, as a minimal requirement, a trade or technical qualification and have had a minimum of ten years' experience in the lift industry.

The specialist consultant must be independent of any lift supplier, have a national reputation, and demonstrate expertise in the study of people movement in buildings and in the technical detail associated with contemporary lift engineering.