

Department of Treasury and Finance

# **Guidelines for Registration as an Approved Consultant for Building Construction and Maintenance Services**

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## I. Introduction

Consultants who wish to offer services to the Tasmanian Government for building construction and maintenance services must first become prequalified with the Department of Treasury and Finance.

The aim of pre-qualification is to classify consultants according to their expertise and capability in specific work categories and to prequalify consultants for works in a specific financial range.

For the purposes of this application, a consultant is an individual or organisation engaged temporarily to give advice or provide a professional, technical or general management service.

Prequalification is applicable to commissions with all State Government agencies for building construction and maintenance services.

The Department of Treasury and Finance maintains a register of prequalified consultants. The register provides a record of consultants' expertise, experience, capacity to perform and a history of their performance on Government projects.

Prequalification means that the consultant has:

- expressed interest in undertaking particular categories of work;
- met specific minimum requirements;
- been assessed as being capable of undertaking specific categories of work; and
- been approved for a specific financial range of project work.

Prequalification does not guarantee that a consultant will be invited to undertake work for the Tasmanian Government.

In this regard, Treasury recommends that, having gained prequalification, the consultant should:

- promote its products and services to the agencies that buy them;
- gain a clear understanding of the agency and its purchasing needs;
- ensure that officers who make the purchasing decisions understand the capabilities of the consultant's business and are given confidence in the consultant's performance; and
- register on the Tenders website to ensure that if an open procurement process is undertaken, the consultant receives email notification of the tender.

Information on Tenders website registration is available from [www.tenders.tas.gov.au](http://www.tenders.tas.gov.au).

The Winning Government Business section of the Purchasing website ([www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au)) provides details of key agency contacts and guidance on how to market a business to agencies and prepare a competitive offer.

This document describes the Consultants Prequalification Scheme and the process of registration, assessment, approval and review.

## 2. CONSULTANT CATEGORIES

### 2.1 General

Continuous prequalification in a specific category is dependent upon the firm maintaining permanent employment professional staff with similar qualifications and experience as those that exist at the time of assessment.

Consultant registration is separated into two groups - the Strategic Services and Project Design Services.

Consultants satisfying prequalification criteria are registered and become eligible for commissions in their designated fields of expertise within the specified ranges of fees or project cost.

### 2.2 Strategic Services

Strategic Services comprises four categories:

- Strategic Asset Management;
- Project Management;
- Management of Maintenance; and
- Heritage Conservation Planning.

Definitions for these categories are included in Appendix I.

Each category is strategic in nature, incorporating management and planning functions. These services should only be undertaken by consultants that are able to relate these functions to the service delivery objectives set down in the agency Corporate Plan.

The registration limit for Strategic Services is defined as the maximum estimated **commission fee**.

### 2.3 Project Design Services

Project Design Services is divided into four categories:

- Architecture;
- Mechanical Engineering;
- Electrical Engineering; and
- Site and Civil Engineering.

Definitions for all categories are included in Appendix I.

The four categories involve design and contract administration services, and are to be undertaken by consultants that are able to deliver a comprehensive service, engaging sub-consultants as necessary, to achieve the objectives set down in the Commission Brief.

The registration limit for the architecture category is defined as the maximum estimated **project cost**. For the remaining three categories, the registration limit is defined as the **component cost**.

## **2.4 Sub-consultants**

It is a condition of registration that the consultant ensures that all sub-consultants comply with the requirements set down in Appendix I, Project Design Services - Requirements of Sub-consultants.

Consultants engaging a specialised sub-consultant for whom there is no registration category must satisfy themselves that the sub-consultant has appropriate qualifications, expertise and experience.

## **2.5 Specialised Services**

Consultant prequalification is not required for specialised services that are not encompassed by one of the registration categories. Government agencies commissioning specialised consultants will satisfy themselves that the consultant has appropriate qualifications, expertise and experience.

### 3. REGISTRATION PROCESS (new or renewal application)

Applicants are asked to submit an application proposal that addresses all the criteria set out in this document, including:

- application declaration;
- categories for which application is being made;
- Building Services Provider Licence Number issued pursuant to the *Occupational Licensing Act 2005*;
- requested financial limits in each category;
- pre-requisites;
- company information;
- financial information;
- organisation and resources;
- employees; and
- experience and performance.

The completed application for registration can be submitted by post, or email. The address to forward the application and telephone contact details for any enquiries are provided in the registration application document.

The Department of Treasury and Finance will assess the applications based on their suitability to undertake commissions in the category and financial range for which they have applied. Assessment is concerned with determining if the consultant has demonstrated satisfactory relevant experience and good performance in the categories for which prequalification is being sought. As a result the consultant may, in any category, be assessed as being:

- prequalified and entered into the register for that category;
- prequalified as above, but with restrictions applied; or
- unsuitable for registration in a category.

Compliance checks are undertaken with the Department of Justice. Please note the turnaround time for compliance checks is five days.

Consultants are advised of the results of the assessment in writing.

Consultants may apply, at any time, for prequalification, or to upgrade an existing prequalification category limit or apply for an additional category(s). (refer section 9)

Registration is for three years. Consultants will be advised writing when registration is due for renewal.

The Department of Treasury and Finance undertakes to treat all information contained in submissions for registration as confidential and commercial in confidence, except where approval is granted to publish select information

Treasury maintains a computerised database that contains information on all consultants registered to tender for Government projects. Selected information from this database regarding contact and registration information is made available for use by agencies, it is password protected and is intended solely for use by agency officers engaged in project procurement.

## 4. ASSESSMENT CRITERIA

The assessment process examines the type of work undertaken and the consultant's performance record with regard to time, cost and quality. The assessment criteria includes:

- experience with similar projects;
- past performance on those projects;
- time management;
- standard of service;
- quality assurance;
- quality and number of personnel;
- capability in co-ordination of sub-consultants;
- affiliations and sub-consultant arrangements;
- commitment to best practice;
- duration of operation as a consultant; and
- that the pre-requisites are satisfied in full.

The Department of Treasury and Finance accepts only those consultants that satisfy the criteria for prequalification.

## 5. NATIONAL CODE OF PRACTICE FOR THE CONSTRUCTION INDUSTRY

All consultants must comply with the National Code of Practice for the Construction Industry and the Tasmanian Annexure to that Code. Lodgement of an application constitutes the consultant's agreement to comply with the Code for the duration of the prequalification period. If a consultant fails to comply, the failure may be taken into account by the Treasury and may involve:

- a formal warning;
- partial exclusion from future consulting opportunities; or
- preclusion from all consultancy work for a specific period.



## 6. APPLICATION

### 6.1 Application Declaration

By making an application for prequalification, the consultant declares the following:

- that the particulars in all the documentation are true and correct in every detail; and
- that none of the proprietors, directors, trustees, managers or their spouses are or have ever been bankrupt, or a director, manager or secretary of a company that is being or has been wound up (whether voluntarily or otherwise), and that the business is not trading under:
  - an arrangement and/or restructuring; or
  - receiver and management; or
  - official management; or
  - an arrangement with creditors without sequestration.
- The Professional Indemnity Insurance and Public Liability Insurance policies comply with sections 6.5 and 6.6;

The consultant also undertakes to:

- comply with and ensure that all employees, subcontractors and agents comply with the provisions of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*, and all other Acts, regulations, local laws and bylaws, and Codes of Practice and any other instructions made under any Act or subordinate legislation, whether State or Federal which are in any way applicable to the performance of the consultant's services.
- advise of any changes to the circumstances of the information contained in this application during the duration of the prequalification period should prequalification be granted in any category; and
- provide details of any adverse change affecting the financial position contained in this application and/or supplied by the company accountant as soon as practicable after the change in circumstances become known during the two year registration period.

In completing the application form, the consultant is also acknowledging that gaining prequalification does not guarantee that the consultant will be invited to undertake work for the Tasmanian Government.

### 6.2 Tender Pending

It is a requirement for consultants tendering for works, to be prequalified by a tender's closing date. The consultant shall advise if it is planning to submit a tender as well as the closing date of the tender, to assist in the assessment of the application.

### 6.3 Business Information

Include the following information:

- Registered business and trading name (if applicable);
- Australian Company Number and/or ABN;
- Business Services Provider License Number;

- Legal status of organisation (sole trader, partnership, private/public/trustee company), *note: attach a current copy of the company certificate, if you intend trading as a company, or business name registration details, if not incorporated.*
- date when the business commenced operation;
- business address/postal address;
- telephone no, facsimile no, mobile no, and email address;
- name and position of person who may be contacted for further information if required.
- a list of all associated, subsidiary and holding companies including trusts - include a company/business name and address;
- a list of all partners, directors and managers – include full name, position and address;
- a list of any other business and/or company that any person referred to above has involvement with – include name, position held, business/company and address; and
- industry associations of which you are a member - eg: RAIA, ACEA.

## 6.4 Registration Categories

Consultant shall clearly state the categories for which registration is being sought and the financial limits requested for each category.

When stating the financial limits in each category it must be appreciated that registration for Strategic Services is defined as the maximum estimated **commission fee** and for Project Design Services is defined as:

- the maximum estimated **project cost** (architecture); or
- the estimated **component cost** ( mechanical engineering, electrical engineering and site and civil engineering).

## 6.5 Professional Indemnity Insurance

Consultants must provide evidence that their Professional Indemnity Insurance policy which shall include the following:

- name of insurer;
- name of insurance broker;
- level of insurance cover (to be no less than as scheduled below);
- duration of insurance period;
- excess imposed by the insurer;
- retroactivity;
- selected limit on any one claim;
- evidence that the full tenure of the policy has been paid for; and
- Civil Liability indemnifying the Government for the consultant's legal liability arising out of an occurrence caused in connection with the consultant's business and a list of what this covers.

The consultant shall include a copy of the policy or a certificate of currency from the underwriter. If a joint venture between consultants, include a copy of the underwriter's joint venture policy wording.

The current minimum acceptable level of professional indemnity insurance required for registration as an approved consultant is \$1 million.

## 6.6 Public Liability Insurance

Consultants must provide evidence that their Public Liability Insurance policy which shall include the following:

- name of insurer;
- name of insurance broker;
- level of insurance cover;
- duration of insurance period;
- excess imposed by the insurer;
- evidence that the full tenure of the policy has been paid for;
- Broad Form insurance covering the Government for the consultant's legal liability arising out of an occurrence caused in connection with the consultant's business; and
- names the State of Tasmania as an insured in respect of all work carried out on behalf of the State.

The current minimum acceptable level of public liability insurance required for registration as an approved consultant is \$5 million.

The consultant shall include a copy of the policy or a certificate of currency from the underwriter. If a joint venture between consultants, include a copy of the underwriter's joint venture policy wording.

## 6.7 Quality Assurance

The Department of Treasury and Finance requires that, for higher levels of registration, consultants maintain a Second Party quality system that, as a minimum, must have procedures satisfying the following key system elements of AS/NZS ISO 9001:2015:

- quality management system;
- management responsibility;
- resource management;
- product realisation;
- measurement, analysis and improvement; and
- project management plans.

Procedures must be documented, implemented and verified by external audit.

Consultants can satisfy the quality assurance requirement by having an approved external auditor verify that quality plans are used and the above key system elements have been fully documented and implemented. Names of approved auditors may be obtained from the Department of Treasury and Finance, Procurement, Risk and Contract Management Branch.

The following categories have mandatory quality assurance requirements for prequalification:

- strategic services where the fee exceeds \$100 000; and
- services for works where the estimated project cost exceeds \$1 million; and
- third Party Quality Assurance is mandatory for Architecture Project Services over \$10 million.

Where the level of registration requested is in excess of the category threshold levels listed above, include the following information:

- level of QA accreditation achieved (Second or Third Party certification);
- if Third Party, the certification category (AS/NZS ISO 9001:2015); and
- name and address of your Quality Auditor.

## **6.8 Financial Information**

Include a statement from the consultant's accountant regarding financial viability of the firm with the registration application.

## **6.9 Organisation and Resources**

Include the following information:

- management structure in Tasmania;
- relationship to mainland consultants;
- affiliated consultants;
- location of offices in Tasmania; and
- CADD systems and design software.

## **6.10 Permanent Employees**

Include the following information for professional staff (architects, engineers and quantity surveyors) who are full time permanent employees resident in Tasmania:

- names and qualifications;
- years of experience since qualified;
- professional associations and level of membership;
- Building Services Provider Licence (previously Building Practitioner Accreditation) Number (if applicable);
- significant projects in past three years; and
- nature of involvement in each project.

The submission may include similar information for administrative staff (eg accountants) and para professional staff (eg draftspersons and technical officers) if the consultant considers that these personnel have qualities that provide justification for registration in any category.

Do not provide detailed curriculum vitae for employees. The consultant will be requested to submit additional information on employees if required.

### **6.11 Project Experience and Performance**

The submission must include details of projects that are directly relevant to each category for which registration is being sought and that have been completed in the past three years.

The consultant must justify registration in each category by providing the following details:

- project name;
- project cost;
- project commission fee;
- nature of project service (state the relevant category);
- special issues associated with the project;
- project time performance;
- project cost control; and
- name and telephone number of the client project manager.

Client project managers may be asked to comment on the performance of the consultant.

### **6.12 Government Project Experience**

Include a schedule of projects undertaken for the Tasmanian Government in the past five years. The most recent projects will provide the best indication of the consultant's current capability.

### **6.13 Value Adding**

The submission should identify value-adding processes that have been used in the past three years. Such processes may include life cycle costing, risk analysis and value management.

### **6.14 Referees**

The submission shall include the names of at least three referees who can comment on the ability of the consultant in each category for which registration is being sought.

Provide for each referee:

- name;
- position;
- company name; and
- address and telephone number.

## 7. OCCUPATIONAL HEALTH AND SAFETY

All consultants engaged in Government building contracts must comply with and ensure that all its employees, sub-consultants and agents comply with the requirements of the *Work Health and Safety Act 2012*, the *Work Health and Safety Regulations 2012* and any other instructions made under any Act or subordinate legislation, whether State or Federal which are in any way applicable to the performance of the consultants services.

## 8. PROVISIONAL APPROVAL

Following assessment of an application, Treasury may grant provisional approval to both new and renewing applicants. Under provisional approval, the consultant is prequalified to an appropriate level for one year. Within the provisional period, a consultant can submit updated financial statements and any additional project experience to Treasury for assessing in order to support its original request. The consultant would need to demonstrate improvements in financial performance and or project experience. Note: the expectation is that the additional evidence must be sufficient to maintain the consultant's existing level of prequalification.

## 9. UPGRADE TO REGISTRATION REQUEST

Upon receipt of a request, Treasury will contact the applicant and advise if additional supporting documentation is required. Documentation may include additional financial statements, evidence of other project experience or a full application may be requested.

## 10. REJECTION OF NOMINATED CATEGORIES

If an application does not meet the minimum requirements in one or more nominated categories, prequalification approval will not be granted. Treasury will contact the applicant as a courtesy via phone initially, with written confirmation of the decision clearly outlined in the Letter of Assessment. An applicant has the right to appeal the decision. (Refer section 12)

## 11. APPEALS

The applicant may seek an appeal or review of any assessment decision within 20 working days of the date of the Letter of Assessment by writing to:

Department of Treasury and Finance  
Procurement, Risk and Contract Management Branch  
GPO Box 147  
HOBART TAS 7001

Attention: Manager, Contracts

Following receipt, applicants will be notified of the appeal process and timeframes.

## 12. APPENDIX I – CATEGORIES OF CONSULTANT REGISTRATION

### Strategic Asset Management (SAM)

Strategic asset management is the planned alignment of assets with service demand, to achieve the best possible match of assets with service delivery strategies. The establishment of high level strategies concerning agency assets provides the foundation of an agency's Strategic Asset Management Plan.

SAM is the process to manage the demand for assets and guide 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 requires that decisions be made on the basis that assets are acquired to support the delivery of services to customers. The cost of ownership and the management and use of the asset influences the total cost and the quality of the service delivery.

SAM assists informed decision making by those who invest in and manage the assets to achieve service delivery objectives. Asset management decisions need to be based on a proper evaluation of options which take into account all costs and benefits over the life of the asset, and incorporate an analysis and determination of an acceptable level of risk.

SAM integrates asset planning, budgeting, reporting and monitoring as part of an overall management process.

SAM includes the following:

- Performance reports including:
  - asset condition; and
  - service delivery outputs, current and future.
- Financial plans including:
  - opportunity costs;
  - maintenance budgets;
  - capital works budgets;
  - long term capital appropriation plans;
  - key performance indicators; and
  - operating costs and margins.
- Investment analysis including:
  - refurbishment impacts and costs;
  - valuation impacts;
  - predicted income/revenue impacts;
  - risk management;
  - contingency planning; and
  - energy management.

- Asset Maintenance including:
  - maintenance management strategies;
  - maintenance planning and costing; and
  - operational costs (energy, cleaning etc).

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 a person qualified as an engineer who has corporate membership of the Institution of Engineers, Australia, and has extensive experience in the management of projects.

## Project Management (PM)

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

PM is the interface between the client's service delivery requirements and the project design solution. PM establishes and manages a process that ensures that the client's service delivery requirements are achieved.

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

A PM consultant undertakes the overall management of a project or series of projects, including the following:

- establishing the client brief;
- facilitating project's through the Government's project initiation process (PIP);
- preparation of briefs for consultant commissions;
- management of the Quality Based Selection process for consultant selection;
- engagement of consultants;
- management of independent value management, environmental impact, heritage and other studies;
- undertaking cost planning and control;
- ensuring best practice procurement procedures are followed;
- management of risk;
- management of overall program;
- arranging independent post occupancy evaluation;
- management of reporting processes to the client requirements; and
- cooperation 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;
- overview operation of the buildings services and systems;
- overview maintenance contractors' quality assurance processes;
- manage risk associated with Occupation 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 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 the conservation of that significance.

*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 not part of this category, these being included under the category titled Major Project Design Services Architecture.*

The conservation plan shall include the 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 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 - Architecture

The scope of the architecture category includes all buildings, including housing and interior design. The category includes all work on heritage buildings.

The scope of the architecture category includes the construction of new, and redevelopment of existing, public buildings and public housing. The category includes landscape architecture, interior design, quantity surveying and structural engineering.

The consultant 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.

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

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

## **Project Design Services – Site and Civil Engineering**

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

The consultant must demonstrate 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.

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

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

## **Project Design Services - Electrical Engineering**

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

The consultant must demonstrate 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.

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

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

## **Project Design Services – 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.

The consultant must demonstrate capability for undertaking the whole procurement process including:

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

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

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

## **Project Design Services – Requirements of Sub-consultants**

### **General**

It is a condition of registration that the consultant undertaking project design services ensures that all sub-consultants 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 demonstrated an expertise in the study of people movement in buildings and in the technical detail associated with contemporary lift engineering.

Procurement, Risk and Contract Management Branch

Department of Treasury and Finance  
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