**DEVELOPER CONSTRUCTED PROJECTS**

**CONTRACT ADMINISTRATION REQUIREMENTS**

* Delete all grey guide notes on completion.

**Insert Project Name Here**

**Project Number: Insert Here**

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**Document Preparation and Endorsement**

1) Endorsement by the Project Manager indicates:

* A draft Contract Administration (CA) Requirements was issued to the Client Relationship Manager with a request to arrange review by Stakeholders by a given due date; and
* Any issues identified by the Stakeholders by the due date have been addressed.

2) Where the contract administration job involves more than one engineering discipline, the CA Requirements has been reviewed by people competent in each discipline.

Prepared/Endorsed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Insert Project Manager name here

Position: Project Manager

Endorsed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Insert Project Director name here

Position: Project Director

**Update contents on completion of report - Right click over body of contents / update field / update entire table.**

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# Introduction

This Contract Administration Requirements (CA Requirements) document together with the Developer Constructed Works Agreement (DCWA) details the requirements for the Contract Administration of the project.

The performance and outputs of the contract administration work described in this Requirements document shall comply with all requirements of the CA Requirements and the DCWA.

# Background

Insert project background here – Taken from ESR/DD Requirements document.

# Objectives

The objectives of the contract administration stage shall be to:

* Enable the delivery of the project scope in accordance with all approved documents and in compliance with all legal requirements.
* Enable the award of construction, equipment supply and commissioning contracts.
* Administer all construction, equipment supply and commissioning contracts.
* Assist with all operations documents relating to commissioning and, operation and maintenance.
* Arrange for the successful completion of all contract deliverables.
* Enable project close-out.

# Requirements

## Commissioning Plan

A commissioning plan may be required to be submitted to the Water Corporation for approval. In most cases, a draft commissioning plan will be completed by the Water Corporation with some assistance from the Developer’s Consultant. This draft commissioning plan is then to be included as part of the tender documentation, to be finalised after Contract Award. Commissioning plans are required for pump stations, booster stations and more complex projects as determined by the Water Corporation.

## Construction Drawings

The consultant shall provide the Water Corporation Design Manager with the following;

* 3 A1 hard copies of all ‘Issued for Construction’ drawings (1 to be wet signed)
* 2 A3 hard copies of all ‘Issued for Construction’ drawings
* 1 Disc/USB containing WCX compliant CAD drawings and PDF’s

## Tender Process

The consultant is required to submit the proposed tender process to the Water Corporation for approval in accordance with the DCWA.

Once approved, the consultant is required to provide the Water Corporation with the final tender documentation for review and acceptance. which includes the following:

* Relevant documents from the Engineering Summary Report such as geotechnical reports
* Drawings
* Safety in Design Report
* Modular Specifications
* Draft Commissioning Plan as provided by the Project Manager from the Water Corporation
* Other relevant Water Corporation Documents (Technical Specifications, Design Standards, Guidelines, Strategic Product Specifications)
* Project Specific Preliminaries (PSP) Modular Specification as modified by the Consultant
* Relevant requirements for the tenderers from the External Approvals Tracking Spreadsheet
* *Appendices to Specification - including such documents as SiD Report, Relevant Water Corporation Documents, Draft Commissioning Plan, requirements of External Approvals, geotechnical report, etc*
* Schedule of Prices, including quantities,
* Contract Risk Register as provided by the Consultant and Developer
* Special Conditions and General Conditions of Contract as provided by the Consultant and Developer
* Details of subcontractors from the relevant Critical Services Panel, as provided by the Project Manager from the Water Corporation
* Generic Inspection and Test Plans (ITPs) and Material Data Register (MDR) templates, as provided by the Project Manager from the Water Corporation
* Any other necessary documents required by the Consultant and Developer

It is a requirement to update the Water Corporation estimating template, developed as part of the ESR, to prepare the blank schedule of prices. Note: The fee for the providing and completing the tender documentation is included in the Detailed Design fee.

The consultant shall also provide a list of no less than three proposed tenderers for review and acceptance by the Water Corporation. This list shall include any supporting information for their selection such as but not limited to; previous experience in constructing similar assets and contract performance.

Once accepted, the consultant shall request quotations and submit a detailed tender review and recommendation, in accordance with the DCWA, to the Water Corporation for approval. The assessment criterion is to include the following;

### Price

* + Schedule of Prices

### Experience and Capacity

* + Previous experience in similar Projects
  + Current Commitments
  + Demonstrable knowledge of services being requested
  + Evidence of the Bidder’s capacity to undertake the works

### Methodology & Program for the Works

* + Preliminary Construction Program, showing proposed sequence, interrelationship of major activities and critical path
  + Detailed proposals for executing the various stages of the works
  + Responses to Risk Assessment and Safety in Design documentation
  + Suitability of proposed plant and equipment

### Key Personnel proposed for the Contract

* + Names and positions of proposed key personnel; and
  + Qualifications and experience (in relation to the proposed scope of works)

### Quality of proposed subcontractors

* + Details of work to be subcontracted
  + Particulars of proposed subcontractors, inclusive of trading names, ABN and registered address
  + Names and positions of key personnel
  + Details of previous partnerships and projects undertaken

### Quality Assurance

* + Quality plan relevant to the works
  + Quality assurance systems

## Contract Award

Upon agreement with Water Corporation on the preferred tenderer, as outlined in the tender review and recommendation, it is the responsibility of the consultant to then award the contract on the behalf of the Developer. Notice must then be provided to the Water Corporation of the Developer’s Acceptance of the preferred tenderer.

## Contract Start-Up Meeting

On award of the construction contract and prior to commencement of works onsite arrange a start-up meeting with the Water Corporation’s Asset Delivery Representative (ADR), the Asset Inspector (AI), the Commissioning Manager and the Project Manager. The meeting agenda is to include the following:

* Program of the construction works
* Required deliverables (e.g. test results, commissioning reports, as constructed drawings/information, Materials Data Sheets).
* Key inspections required by the ADR/AI during the construction works.
* The commissioning process.
* Final inspection and handover

## Reporting

The consultant is to provide a contract progress report to the Water Corporation’s Project Manager on a monthly basis, or as requested. Reporting shall include the following;

* Construction contract progress
* Any significant issues relating to the construction works
* Copies of any contractor progress payments including details of approved variations
* Updated Quotation and Detailed Breakdown spreadsheet (if required).
* Progress Photo’s

The consultant shall notify the Water Corporation Project Manager of any proposed changes to the approved design for assessment and approval.

## Variations and Claims

Assess and process all construction contract progress claims and payments and the issuing of all certificates required under the construction contract.

Assess and determine any claims (EOT’s and/or costs) made under the construction contract.

Keep the Water Corporation’s Project Manager informed of the construction contract value and all approved variations to the construction contract (prior approval is required for all variations in accordance with the DCWA.

## Site Meetings

Conduct regular construction contract site meetings and take/issue minutes.

The Water Corporation Project Manager, the Asset Delivery Representative, the Asset Inspector and any other relevant personnel, as determined by Water Corporation, are to be invited to the construction contract site meetings and inspection of the works.

## Regulatory Requirements

Ensure that the construction does not breach any regulatory requirements.

## Quality

Undertake sufficient site inspections to ensure that the construction Works are being undertaken in accordance with the construction contract.

Ensure adequate testing is undertaken throughout the construction contract to ensure that the Works comply with the contract.

Ensure that sufficient quality records are kept over the course of the project.

## Health and Safety

Ensure that the contractor works in accordance with the safety management plan.

The consultant shall conduct sufficient site safety meetings and inspections to satisfy themselves that the construction works are being completed in a safe manner.

**Note:** Employees of the Water Corporation, when they visit construction sites, have a common law duty to do what is reasonably practicable to intervene if it is apparent that a contractor is (or will be) working unsafely. Wherever practicable, concerns about the practices of a contractor will be channelled through the consultant.

Employees of Water Corporation are also bound by the requirements of its Occupational Safety & Health Policy and if they attend a construction site which does not comply with this Policy then they will be obliged to leave site.

The Roles and Responsibilities for Health and Safety reporting for the contractor, consultant and Water Corporation’s employees are shown in Appendix A.

## Commissioning

The Consultant is to ensure that the asset is commissioned in accordance with the agreed Commissioning Plan and the Asset Handover Guidelines. This will be in conjunction with the Water Corporation Commissioning Manager (on projects where it is necessary to have a commissioning manager appointed). The word “commissioning” encompasses all commissioning activities.

On projects where there is not a requirement for a commissioning manager, the asset is to be commissioned in conjunction with the appointed Asset Delivery Representative.

## Asset Handover Checklist

The consultant is to complete all items allocated to them on the Asset Handover Checklist that have been identified for the consultant as ‘required’.

## Final Inspection

The final inspection of the works will be arranged by the consultant with the ADR and AI along with the submission of all agreed deliverables.

## Project Closeout Report

A project Closeout Report (to the Water Corporation’s format) is to be completed and submitted to the Project Manager for finalising. Once finalised, this will constitute Project Practical Completion and the official Water Corporation take-over of the Works.

## Final Clearance Inspection

On nearing the end of the agreed defects liability period arrange a final clearance inspection with all the appropriate stakeholders including the Water Corporation’s PM, ADR, AI and the local authority.

# Deliverables

Contract Administration deliverables shall be prepared by qualified and experienced staff and shall be checked for accuracy and compliance with relevant laws.

Completed construction contract outputs shall not be issued to the Water Corporation Project Manager for output acceptance unless the design output is fully endorsed (signed) by the Consultant.

The contract administration deliverables required are listed below.

Please note that depending on what is practicable and arrangements made with Water Corporation asset inspectors, it may be necessary to produce separate As Constructed information and drawings for the separate phases of construction.

## As Constructed Drawings

As constructed drawings must be submitted to the Water Corporation Design Manager as follows;

* Red-line marks of the “Issued for Construction” drawings
* As constructed drawing prints “wet signatured” by an approved person
* 1 Disc/USB containing WCX compliant as constructed CAD drawings and PDF’s

## Project Closeout Report

A completed project closeout report must be submitted to the Water Corporation Project Manager as follows;

* One checked, reviewed and signed hard copy
* One copy in an editable Microsoft® Office application format, eg. Word, Excel, etc. (ie electronic copy)
* One PDF copy of the complete deliverables on CD, including appendices and all attachments, with each component printed to PDF from its source application and assembled in the correct order using Acrobat Writer (not scanning).

## Asset Handover Checklist

Handover Checklist Items must be submitted to the relevant Water Corporation personnel as listed in the Asset Handover Checklist document. Handover checklist items may include but are not limited to the following;

* Commissioning reports
* Commissioning Verification Report
* Requirements verification report of the ARB.
* Workshop drawings that detail the design of items manufactured by suppliers or contractors and which are not included in detail design drawings.
* Maintenance manuals and routine maintenance plans
* Training manuals and training
* Dangerous Goods data sheets
* Testing and commissioning certificates, including value of tuned parameters
* Safety and operations manuals including manufacturers operating and spare parts manuals

# Contract Administration Proposal

## Submitting the Proposal

Please submit your proposal to the Water Corporation’s Project Manager.

* Fee Type: Lump Sum

The quotation shall include the following sections:

* Approved (signed) quotation and detailed breakdown
* Approved (signed) detailed job delivery schedule
* Signed details of any special conditions

## Liaison

The Consultant’s contract administration team shall work closely with the Water Corporation’s Project Manager to ensure the project delivery objectives and requirements are met.

The Water Corporation’s Project Manager will address and record all technical queries relating to project delivery.

In order to avoid rework, key decisions shall be referred to the Water Corporation’s Project Manager for review and endorsement.

## Corporation Contact

The Corporation contact for all issues relating to the contract administration work shall be the Water Corporation’s Project Manager.

Name: Insert Project Manager Name here

Position: Project Manager

Address: 629 Newcastle Street, Leederville WA 6007

Phone Number: Insert Project Manager Phone Number here

E-Mail: [Insert](https://nexus.watercorporation.com.au/otcsdav/nodes/99724193/Wayne.Broere%40watercorporation.com.au) Project Manager Email here

## Request for Information and Decisions

Requests for information or decisions relevant to the contract administration shall be in writing and may be in the form of an e-mail, meeting minutes, etc.

## Contract Administration Schedule

On more complex projects or where the Project Manager sees fit the Consultant may be asked to develop a baseline contract administration schedule as part of the proposal using either Microsoft Project or Primavera. The activities in the schedule shall be identical to the activities in the Quotation and Detailed Breakdown spreadsheet. The schedule shall be resource and cost loaded. The Consultant’s baseline schedule shall be updated if necessary due to delayed start, presented and approved by the Water Corporation’s Project Manager at the kick-off meeting as the confirmed baseline schedule against which the Consultant’s performance shall be reported and measured.

## Variations

Proposed variations to the scope, schedule or fee shall be submitted by the Consultant’s Project Manager to the Water Corporation’s Project Manager.

## Contract Administration Performance Assessment

On completion of the contract administration, the performance of the Consultant will be assessed by the Project Manager. A copy of the completed assessment will be provided to the Consultant.

APPENDIX A - Roles and Responsibilities for Health & Safety Reporting

| Role | Responsibilities | Note |
| --- | --- | --- |
| **Water Corporation Employee** | Report any hazards as identified at the construction site to the contractor/consultant  Leave a construction site which does not conform with the Water Corporation’s Occupational Safety & Health Policy | Hazards which have the potential to cause harm to Water Corporation employees to be recorded in the Water Corporation’s hazard reporting system, Sentinel. |
| **Contractor** | Notify Worksafe of injuries/incidents reportable under OSH Regulations |  |
| **Consultant** | Report contractor Worksafe notifications to the Water Corporation in a timely manner | Reports to be made to the Water Corporation’s Project Manager. |