

Contract Documents to be included in Consultancy and Construction Agreements

Contract Document	RFQ	Minor Works* (Under Development)	AV Installation Agreement	AS4905-2002 (Minor Works)	AS2124	RFQ Professional Services	Long Form Consultancy Agreement
Transmittal or schedule of drawings	✓	✓	✓	✓	✓		
Architectural drawings		✓	✓	✓	✓		
Architectural specifications		✓	✓	✓	✓		
Architectural finishes schedule		✓	✓	✓	✓		
Structural drawings		✓		✓	✓		
Electrical drawings		✓	✓	✓	✓		
Electrical specifications		✓	✓	✓	✓		
Fire Drawings		✓		✓	✓		
Fire Specifications		✓		✓	✓		
Hydraulic drawings		✓		✓	✓		
Hydraulic specifications		✓		✓	✓		
Mechanical drawings		✓		✓	✓		
Mechanical services specification		✓		✓	✓		
Any tender addendums and responses affecting the contract sum tendered;		✓	✓	✓	✓		
Tender response	✓					✓	
Preliminaries	✓	✓		✓ (Sch C)	✓ (Part K)		
Programme		✓	✓	✓	✓ (Part J)		
Site plan		✓	✓		✓ (Part H)		
Trade breakdowns					✓		
Work day calendar					✓ (Part I)		
Request for Tender and Scope	✓		✓			✓	✓
Functional Brief						✓	✓
Scope of Services prepared by ACU			ACU Specification			✓	✓ (Annex B)

Information to be provided for collation of Consultancy and Construction Agreements

	RFQ	Minor Works* (Under Development)	AV Installation Agreement	AS4905-2002 (Super)/AS4906-2002 (Principal)	AS2124-1992 Construct Only	RFQ Professional Services	Consultancy Agreement/PM Agreement
Contractor/consultant details Does this company exist? Check http://abr.business.gov.au/ (Contact Name, Company Name, Company ACN Street Address, Contact Number, Fax number, email address)	✓	✓	✓	✓	✓	✓	✓
Project Manager (Contact Name, Company Name, Company ACN, Street Address, Contact Number, Fax number, email address)	✓	✓	✓	✓	✓	✓	✓
Contract Sum	✓	✓	✓	✓ (cl 2.2)	✓	✓	✓
Site location (address and building name)	✓	✓	✓	✓	✓	✓	✓
Specified/approved personnel					✓ (Part E)	✓	✓
Rates for approved personnel						✓	✓
Time for access to be granted	✓	✓	✓	✓	✓		
Date of Practical Completion	✓	✓	✓	✓	✓		
Liquidated damages per day				✓	✓		
Provisional Sums (if applicable)				✓	✓ (Part F)		
Separable Portion amounts				✓	✓		