**CONTACT DETAILS**

|  |  |
| --- | --- |
| **DCP Name(s):** |  |
| **Contact number & email:** |  |

**PROJECT DETAILS**

|  |  |
| --- | --- |
| **Project Name and Description:**  |  |
| **Properties Project Code:** |  |
| **Project Budget Approved?** |[ ]  Yes |[ ]  No  | Project budget: $\_\_\_\_\_\_\_ |
| **Project Manager & contact details:** |  |
| **Building – number, name, floor:** |  |
| **Space to be used for** *(Please give name of faculty, institute or directorate and nature of use – eg. Classrooms/office space)*  |  |
| **Contractor/consultant details**: *(If at tenders stage please leave blank)* |  |
| **Contract value:** *(If unknown please provide an estimate)* |  |
| **Type of Contract:** *(Please select one)* |[ ]  ACU Minor Works based on AS4905  |
|  |[ ]  ACU General Conditions based on AS2124  |
|  |[ ]  ACU Construction Management Contract based on AS4905 |
|  |[ ]  ACU Construction Management Contract based on AS2124 |
|  |[ ]  Construction Management conversion to lump sum  |
|  |[ ]  ACU Design and Construct based on AS4902 |
|  |[ ]  Modification of ACU standard terms for schedule of rates  |
|  |[ ]  CSA (Long Form) – Project Manager  |
|  |[ ]  CSA (Long Form) – Architect  |
|  |[ ]  CSA (Long Form) – Quantity surveyor  |
|  |[ ]  CSA (Long Form) – Engineer/other consultant  |
|  |[ ]  Audio Visual installation  |
|  |[ ]  Consultancy / Other |
| *(if other please provide details)*  |  |
| For information as to what contract documentation is required, please see the [Contract Documents to be included in Consultancy and Construction Agreements](http://www.acu.edu.au/staff/our_university/directorates%2C_offices_and_their_units/office_of_general_counsel) available on the *OGC Resources – Properties and Facilities* webpage.  |
| **Is this a standard, unaltered OGC template contract?****If no,** provide details of variations *(Variations should be made using Track Changes)* |[ ]  Yes |[ ]  No  |
|  |  |
| **Has the contractor already been engaged?** |[ ]  Yes |[ ]  No  |
| **If contractor is already engaged** | 1. Has contractor site establishment occurred? Yes / No
2. If Yes, has Contractor signed Letter of Award? Yes / No
3. If Yes, please attach.
4. Has contractor works commenced? Yes / No
5. If Yes, date of commencement? ……………………………………..
 |
| **If construction, will there be separable portions?**  |[ ]  Yes |[ ]  No  |
| **Contract stage:** *(please tick one)* |[ ]  Pre-tender/ EOI |[ ]  Pre-award |
|  |[ ]  Tender |[ ]  Post-award |
| **Key dates:***(If unknown, please give approximation)* | Tender closing date: |  |
|  | Date of award:  |  |
|  | Date of access:  |  |
|  | Date for Practical Completion:  |  |
| **Date when first draft of the document is required - indicate type of document (eg. LOA or Contract)***(This will assist in prioritising workload)* |  |
| **Does this matter require Standing and Finance Committee approval or Senate approval?** **If Yes** please attach a copy of the Minute from the relevant meeting showing approval of the expenditure |[ ]  Yes |[ ]  No  |
| **Brief to solicitor** (ie, what you require OGC to do) including any other significant information that will assist OGC with this matter. |  |
| **Please supply all relevant documentation at time of submitting this OGC Instruction Sheet.** **Attach or provide the Dropbox link to Project Preliminaries/tender documents (including plans) if available**Signed by (please also print name) |
| Date |  |
| **Approved by: name/date/signature***Director of Properties / Associate Director*  |  |