4 PROGRAMMING / PRE-DESIGN PHASE

1. Programming refers to master planning, and functional requirements to deliver the client’s program. Programming is considered complete once specific floor area requirements are defined, along with proximity relationships, planned usage and physical characteristics of the individual spaces and specialized equipment requirements.

2. Programming services are often performed by specialist consultants, other than the project consultant team, and are completed in advance of the Consultant’s engagement.

3. Pre-design site investigations and programming services are deemed to be additional services, outside the scope of the basic services fee. Pre-design site investigations are normally focused on investigating, assembling and evaluating existing building conditions and ancillary site infrastructure, where such information has not been compiled by TW.

4.1 PRE-DESIGN

1. The consulting team is to review the spatial and functional program, and other information given by the Department or the Client.

2. Advise the Design Manager of:
   a. additional professional service activities to be included beyond basic services
   b. delegation and authority respecting project design and quality assurance

3. Study the characteristics of the site, record the data including information on existing structures, and carry out the following:
   a. produce measured drawings (as-found) for structures that will be affected by the construction program
   b. provide advice on cost factors or risks in proceeding with the site as selected at this stage
   c. provide advice on potential environmental concerns affecting the project. The Department shall select an appropriate environmental
consultant to carry out environmental assessments, with emphasis on existing hazardous materials, and co-ordinate execution of the environmental review program with the consulting team.

4.2 MASTER PROGRAM

4.2.1 SPATIAL PROGRAM
1. The Spatial Program contains the specific space requirements. Office standards are outlined in the Government’s “Office Accommodations Guidelines” for government offices, and workstations.
2. Special areas and office support areas have to be designed to achieve the Client’s needs, based on general design principles.

4.2.2 ROOM DATA SHEETS
1. Preparation of room data sheets is deemed to be a programming activity.
2. The data sheets are a method of recording decisions on the individual spaces. Each data sheet represents a typical space.
3. Where spaces differ slightly from one another it is sufficient to refer to the prototype space for typical requirements noting the special requirements of the space.
4. The Consultant is encouraged to develop their own data sheets for recording required performance criteria for both general systems and specified areas. Typical data sheets are also available from the Design Manager.

4.3 SITE EVALUATION AND SELECTION
Potential sites for a proposed facility are short listed and the merits of each are evaluated. The completed evaluation is used as a resource for the final site selection process.

4.4 EXISTING FACILITY CONDITION ASSESSMENT
1. The redevelopment of an existing building may encounter physical plant concerns which will impact on the final project budget. To ensure all potential concerns are identified early in the project planning, a facility
condition assessment ought to be performed prior to the end of the concept phase.

2. Experience reveals that most public buildings have incurred a high value of deferred maintenance. The cost of this deferred maintenance needs to be identified as it applies to the project.

3. The completion of a facility condition assessment shall minimize surprises during construction. Unexpected conditions can lead to costly change orders, as well as the potential for legitimate delay claims from the Contractor.

4. A Facility Condition Assessment (FCA) report must be prepared describing defective building systems and components, providing recommendations for renewal, identifying the associated costs, and its timing.

5. It should be noted that for certain TW buildings an existing ReCAPP Facility Condition Assessment report may be available.

4.5 MASTER PLAN
The majority of activities in the programming phase is general led by the facility end user. The master plan is typically development by the client group and delivered to TW. In certain cases the master planning can be included as a deliverable in Consultant Service Agreement with the project consultant.

4.6 FUNCTIONAL PROGRAM
The Functional Program contains specific needs of the Client based on program delivery requirements. The functional program may be carried out by a consultant.

4.7 LEED® SCORE CARD EVALUATION
A preliminary LEED® Score Card shall be completed to assess the viability of committing the design and financial efforts required for a LEED® project as required by the Build Better Buildings Policy. In cases where LEED is deemed not be viable an exemption should be requested to exclude the project from the requirements of the BBB.
4.8 FURNITURE AND EQUIPMENT SELECTION

For major projects, furnishing and special equipment are normally included in the project budget. These may be included in the construction contract, a separate contract or supplied by the client group. Furniture and equipment selection is typically completed in consultation with the end user group. It is important to complete the furniture and equipment selection early in the design process to allow the project consultant to make any necessary design provisions to accommodate the selected equipment.

4.9 CAPITAL BUDGET FORECASTS

1. The Consultant shall carry out cost planning and control services to monitor the project during the facility design process. Cost planning and control services are included under the scope of basic design services in the consultant agreement.

2. Effective cost planning and control is of prime importance and requires use of a costing specialist in this discipline (e.g. Quantity Surveyor), either on the Consultant’s staff or engaged as a sub-consultant.

4.9.1 INFRASTRUCTURE APPROVAL PROCESS

1. All projects require approvals according to the Departments Infrastructure Approval Process. The approvals include:
   - Stage 1 – Approval in Principle
   - Stage 2 – Approval to Design
   - Stage 3 – Approval to Tender
   - Stage 4 – Approval to Award

4.9.2 PROJECT ESTIMATES

1. Make the following submissions:
   a. Project Estimate – with design concept report
   b. Project Estimate – with design development report
   c. Final Project Estimate – updated at time of tender package submission
   d. Elemental Cost Breakdown – with all phases of submissions
2. The Construction Manager is responsible for Project Estimate submissions after award of the primary construction contract.

3. The Project Estimate must be within the authorized budget. Intermediate and final estimates shall remain within the Project Estimate, unless changes due to revised client requirements, etc., are authorized by TW. Advise TW immediately if such changes occur.

4. Submit project estimate information during the design process following recognized formats such as “Hanscomb Yardsticks for Costing” or “RS Means”.

5. The Final Project Estimate brings together all project costs, including construction, contingencies, separate contracts, land costs and consultants’ fees, to arrive at the ultimate cost of the entire project.

6. The Elemental Building Cost Breakdown provides a breakdown of cost by construction element for analysis purposes. Initially, elemental costs shall be based on assumption, historical data and calculation. Subsequent submissions must be based on quantity take-off as information becomes available during the development of design.

4.9.3 CONSTRUCTION COST BREAKDOWN

Construction cost will be supplied by the Contractor and approved by the Construction Manager applying TW’s construction cost template contained within TW’s PARTS application where appropriate.