Job Number @ Type here

Functional Specification Template

C7520 - Introduction and Administration

* To be used as a guide when compiling project‑specific specifications.
* @ = project‑specific detail required.
* For clauses / items not required – insert text 'Not Required' in clause heading, do not delete clause.
* Delete this table when document finalised.

Contents

[1 Introduction 1](#_Toc146528478)

[1.1 Definitions / abbreviations / acronyms 1](#_Toc146528479)

[2 Measurement and payment 3](#_Toc146528480)

[3 Administration 3](#_Toc146528481)

[3.1 Postal address 3](#_Toc146528482)

[3.2 Project Manager 3](#_Toc146528483)

[3.3 Principal's reference 3](#_Toc146528484)

[4 General Contract description 4](#_Toc146528485)

[5 Job chainages 4](#_Toc146528486)

[6 Summary of functional specification items 4](#_Toc146528487)

# Introduction

Functional specifications for Consultant Services on Engineering Projects involving Prequalified Consultants, are available for the following as in the table below. Each part describes the design / work elements required under the Contract. Not all parts may be applicable. Refer to Clause 4 below for information on the extent of this Contract.

|  |  |  |
| --- | --- | --- |
| Part | Description | Annexure reference |
| 1 | Introduction and Administration | J |
| 2 | Options Analysis | K |
| 3 | Business Case | L |
| 4 | Preliminary Design (or Preliminary Evaluation stage) | M |
| 5 | Detailed Design | N |
| 6 | Native Title, Land Acquisition and Limitation of Access  | O |
| 7 | Economic Analysis (Development and Reporting) | - |

## Definitions / abbreviations / acronyms

The most common definitions / abbreviation / acronyms that relate to the delivery of road infrastructure projects, are contained in the various relevant Department of Transport and Main Roads (department) manuals, such as:

* Road Planning and Design
* Road Drainage
* Drafting and Design Presentation Standards
* Queensland Manual of Uniform Traffic Control Devices
* Pavement Rehabilitation
* Pavement Design Supplement
* Design Criteria for Bridges and Other Structures
* Geotechnical Design Standards
* Standard Drawings Roads
* Transport and Main Roads Technical Specifications
* Road Traffic Air Quality Management
* Transport Noise Management Code of Practice
* The department's Transport Infrastructure Project Delivery System
* Project Cost Estimating
* Cultural Heritage Process Manual, and
* Environmental manuals and guidelines.

Link: Technical Publications webpage (<https://www.tmr.qld.gov.au/trc>)

In addition, throughout the functional specifications the following are used:

| Terms, abbreviations and acronyms | Meaning |
| --- | --- |
| ASD | Approach Sight Distance |
| BC | Business Case |
| BCR | Benefit Cost Ratio |
| CBR | California Bearing Ratio |
| CH | Cultural Heritage |
| CHFA | Cultural Heritage Field Agreement |
| CHMA | Cultural Heritage Management Agreement |
| CHMP | Cultural Heritage Management Plan |
| CHRA | Cultural Heritage Risk Assessment |
| CMP | Compliance Management Plan |
| Consultant | Concept and or Development phase Consultant (this Contract) |
| Contract Administrator | Department Administrator, referred to as Administrator in a typical Construct Only Contract |
| DBYD | Dial Before You Dig |
| DCP | Dynamic Cone Penetrometer |
| DD | Detailed Design Stage |
| Department | Department of Transport and Main Roads |
| EAR | Environmental Assessment Report |
| EDR | Environmental Design Report |
| EMP(C) | Environmental Management Plan (Construction) |
| EMP(P) | Environmental Management Plan (Planning) |
| EMP(SI) | Environmental Management Plan (Site Investigations) |
| EPM | Environmental Processes Manual |
| ESD | Entering Sight Distance |
| ESR | Environmental Scoping Report |
| GIS | Geographic Information System |
| HADR | Hydraulic Analysis and Design Report |
| IAS | Impact Assessment Study |
| MGSD | Minimum Gap Sight Distance |
| NT | Native Title |
| OA | Options Analysis Stage (also referred to as Preliminary Evaluation Stage) |
| PD | Preliminary Design Stage |
| Principal | The State of Queensland acting through the Department of Transport and Main Roads |
| Project Manager | Department Project Manager |
| PUP | Public Utility Plant |
| RDM | Road Drainage Manual |
| REF | Review of Environmental Factors |
| ROW | Right of Way |
| RPDM | Road Planning and Design Manual |
| SEO | Senior Environment Officer |
| SISD | Safe Intersection Sight Distance |
| TRACS | Traffic Responsive Adaptive Control System |

# Measurement and payment

Without limiting the generality of any other provision of the Contract, the items included in the Schedule of Fees in the Offer for Supply of Engineering Consultant Services (C7586 Offer for Consultant Service – Price Component), shall cover all costs associated with the functional specifications (C7521 to C7526). Link: Engineering Consultants webpage *(*[*https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Consultants-for-engineering-projects.aspx*](https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Consultants-for-engineering-projects.aspx)*)*

Payment Clauses are only provided for items where some confusion may result.

# Administration

## Postal address

All correspondence relating to the project shall be addressed to:

Manager (@ Type here)

Department of Transport and Main Roads

@ Type here Relevant District Contact Details

## Project Manager

All telephone communications shall be addressed to the Project Manager:

|  |  |  |
| --- | --- | --- |
| Project Manager: |  | @ Type here |
| Telephone: | (07) | @ Type here |
| Facsimile: | (07) | @ Type here |
| Email: | @ | @ Type here.tmr.qld.gov.au |

The Project Manager may arrange for other departmental personnel to become involved in the project.

## Principal's reference

The Principal's reference to be stated on all communications is: Job No. @ Type here, Contract Number @ Type here Relevant District @ Type here.

# General Contract description

|  |
| --- |
| Project Manager: modify the following as appropriate. Previously the project was described in this part, however the Project Proposal Business Case and Planning Report now describe the project. |

This Contract is for delivery of the Preconstruction phase elements:

* Options Analysis (or Preliminary Evaluation)
* Business Case
* Preliminary Design
* Detailed Design
* Native Title, Land Acquisition and Limitation of Access, and
* Economic Analysis (Development and Reporting).

The Principal will supply the Consultant the approved @ Type here Project Proposal, @ Type here Options Analysis, @ Type here Business Case @ Type here Planning Report. The Consultant shall review the @ Type here Project Proposal @ Type here Options Analysis, @ Type here Business Case, @ Type here Planning Report to ensure the currency and/or validity of the outcomes from that phase of the project before commencing work on the @ Type here Business Case, @ Type here Preliminary Design @ Type here Detail Design. Any anomalies should be reported to the Project Manager within @ Type here days of receipt. Rework of the previous stage, if necessary, will be treated as a variation to this Contract.

The approved @ Type here Project Proposal, @ Type here Options Analysis, @ Type here Business Case @ Type here Planning Report, defines the project development to date. It clearly defines the project objectives and what is in and out of scope of the project, along with other issues. This Contract expands on this foundation document through the @ Type here Options Analysis, @ Type here Business Case, @ Type here Preliminary Design, @ Type here Detail Design.

The Consultant shall be responsible for producing the deliverables listed in the respective functional specification part(s) applicable to this Contract.

# Job chainages

All planning and design shall use a reference chainage based on the distance shown in the district traffic census converted to metres.

# Summary of functional specification items

Table 6a – Options Analysis / Preliminary Evaluation C7521

| Item No. | Item Description |
| --- | --- |
| OA 01 | Liaison with the Principal |
| OA 02 | Consultant's Internal Project Management |
| OA 03 | Environment and Cultural Heritage Management |
| OA 04 | Targeted / Public Consultation – Fixed Fee |
| OA 05 | Targeted / Public Consultation – Time Rate |
| OA 06 | Traffic Counting and Analysis |
| OA 07 | Hydraulic Analysis |
| OA 08 | Geotechnical Investigation |
| OA 09 | Preliminary Pavement Design |
| OA 10 | Preliminary Bridge Foundation Design |
| OA 11 | Preliminary Geotechnical Analysis |
| OA 12 | Options Analysis and Report |
| OA 13 | Risk Analysis and Record |
| OA 14 | Value Management Report |
| OA 15 | Comparative Cost Estimates |
| OA 16 | Road Safety Audit |
| OA 17 | Additional Options Analysis Requirements (if ordered) |

Table 6b – Business Case C7522

|  |  |
| --- | --- |
| Item No. | Item Description |
| BC 01 | Liaison with the Principal |
| BC 02 | Consultant's Internal Project Management |
| BC 03 | Environment and Cultural Heritage Management |
| BC 04 | Targeted / Public Consultation – Fixed Fee |
| BC 05 | Targeted / Public Consultation – Time Rate |
| BC 06 | Traffic Counting and Analysis |
| BC 07 | Hydraulic Analysis |
| BC 08 | Geotechnical Investigation |
| BC 09 | Pavement Design Report |
| BC 10 | Bridge Foundation Design |
| BC 11 | Geotechnical Analysis and Report |
| BC 12 | Progressing Approved Recommended Option |
| BC 13 | Risk Analysis and Record |
| BC 14 | Concept Estimate of Cost |
| BC 15 | Calculation of BCR |
| BC 16 | Road Safety Audit |
| BC 17 | Compiling Business Case |
| BC 18 | Project Proposal Report (if ordered) |
| BC 19 | Draft Project Plan |
| BC 20 | Additional Business Case Requirements (if ordered) |

Table 6c – Preliminary Design C7523

| Item No. | Item Description |
| --- | --- |
| PD 01 | Liaison with the Principal |
| PD 02 | Consultant's Internal Project Management |
| PD 03 | Environment and Cultural Heritage Management |
| PD 04 | Public Consultation – Fixed Fee |
| PD 05 | Public Consultation – Time Rate |
| PD 06 | Traffic Counting and Analysis |
| PD 07 | Property Access |
| PD 08 | Hydraulic Analysis |
| PD 09 | Structural Assessment |
| PD 10 | Progressing Preferred Option Layouts |
| PD 11 | Public Utility Plant |
| PD 12 | Geotechnical Investigation |
| PD 13 | Geotechnical Analysis and Report |
| PD 14 | Pavement Design Report |
| PD 15 | Risk Mitigation and Record |
| PD 16 | Information Technologies |
| PD 17 | Preliminary Estimate of Cost |
| PD 18 | Calculation of BCR |
| PD 19 | Road Safety Audit (Preliminary Design Stage) |
| PD 20 | Project Plan |
| PD 21 | Project Proposal Report (if ordered) |
| PD 22 | Planning Report |
| PD 23 | Bridge Foundation Report |
| PD 24 | Bridge Planning Report |
| PD 25 | Additional Preliminary Design Requirements (if ordered) |

Table 6d – Detailed Design C7524

| Item No. | Item Description |
| --- | --- |
| DD 01 | Liaison with the Principal |
| DD 02 | Consultant's Internal Project Management |
| DD 03 | Environment and Cultural Heritage Management |
| DD 04 | Public Consultation – Fixed Fee |
| DD 05 | Public Consultation – Time Rate |
| DD 06 | Hydraulic Analysis and Design |
| DD 07 | Public Utility Plant |
| DD 08 | Lighting  |
| DD 09 | Traffic Signals  |
| DD 10 | Information Technologies |
| DD 11 | Signs |
| DD 12 | Provision for Traffic and Sidetracks |
| DD 13 | Landscaping |
| DD 14 | Geotechnical Investigation, Analysis and Reports |
| DD 15 | Road Design and Drawings |
| DD 16 | Bridge Design and Drawings |
| DD 17 | Contract Documents |
| DD 18 | Risk Management and Record |
| DD 19 | Calculation of BCR (if ordered) |
| DD 20 | Detailed Estimate of Cost |
| DD 21 | Statutory Approvals |
| DD 22 | Design Development Report |
| DD 23 | Project Plan |
| DD 24 | Road Safety Audit (Detailed Design Stage) |
| DD 25 | Report for Construction Contract Administrator |
| DD 26 | Project Construction Considerations |
| DD 27 | Additional Detailed Design Requirements (if ordered) |

Table 6e – Native Title, Land Acquisition and Limitation of Access C7525

|  |  |
| --- | --- |
| Item No. | Item Description |
| OR 01 | Native Title, Land Acquisition and Limitation of Access and Associated Documentation |