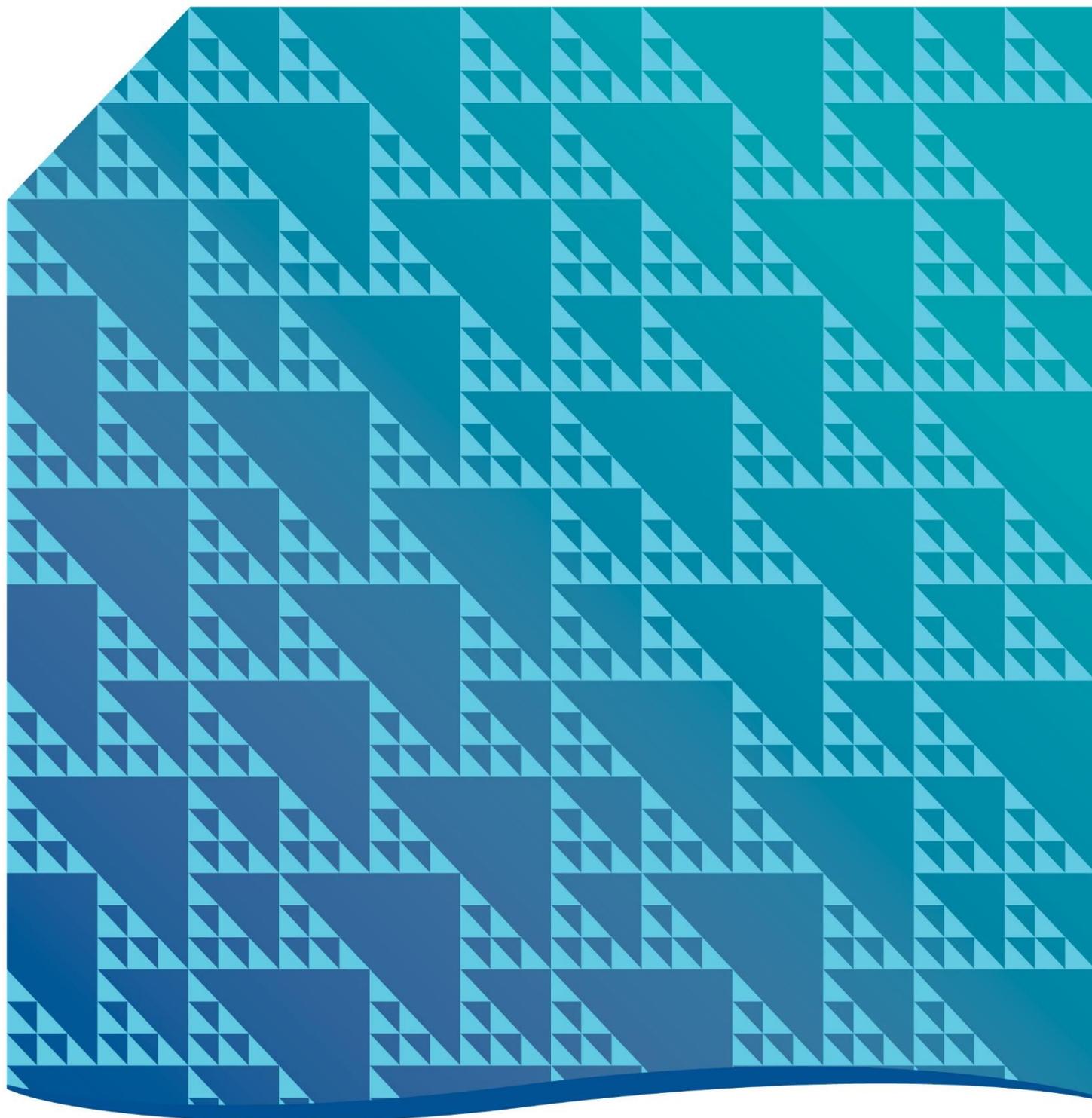


Professional Services
Specifications (PSS)

Last updated:
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PMI – General Provisions



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Revision History

| Version No. | Date | Description of changes |
|-------------|-------------|--|
| 1.1 | 17 Aug 2020 | Template updated and old references to superseded documents/entities updated |

Preamble

Purpose

The Professional Services Specifications (PSS) are Department of State Growth (DSG) documents. They comprise a suite of Specifications designed to be used for establishing the general requirements for delivery to DSG of engineering and related services by Consultants.

The Specifications are grouped into:

- Project Management
- Planning
- Design
- Technical.

The Planning and Design phases form the core of the PSS. The General Provisions, Project Management Plan, Permits and Risk Management Specifications that comprise the Project Management group of the PSS apply to both the core phases. There are also various Standard Technical Specifications that may be incorporated into any of the phases. No Technical Specification is to be used without the Project Management specifications.

The General Provisions Standard Specification provides an introduction to the PSS. The Project Management Plan, Permits and Risk Management Specifications outline the minimum requirements that the Consultant shall have in place to ensure that the Professional Services will be delivered to DSG's requirements.

The Technical Specifications provide details of DSG's requirements that are specific to the conditions that are normally encountered in the development of projects.

Format

Apart from this preamble, each Specification in the PSS commences with clauses describing the specification scope, objective, references, definitions, and, where appropriate, has a Table of Deliverables.

Preamble and information clauses are provided for information or guidance only and do not form part of the Project Specification. Information clauses are headed "Information" and are printed in italics.

Availability and use of this Document by Others

The PSS is available on the DSG website and will be updated, amended or replaced as required. It may be used by any person provided that acknowledgement of its source be made. DSG does not accept responsibility for any costs, claims, proceeding or demands resulting from the use of this Specification.

PMI.1 Scope

This sets out the general requirements for the delivery of Professional Services. It is additional to, and shall be read in conjunction with, other parts of the PSS.

PMI.2 Objective

The objective of this document is to present the general requirements for the suite of Specifications that comprise the PSS.

PMI.3 References and Standards

PMI.3.1 References

References that may impact on the development of the Project are listed in the PSS to which they are most relevant.

PMI.3.2 Standards

The Standard Specifications make reference to various Australian and other Standards as well as *Austrroads Guides*. The following abbreviations, where used in the documents, shall have the meaning shown below:

| | |
|-----|--|
| SAA | Standards Association of Australia |
| AS | Australian Standard |
| DSG | Department of Infrastructure, Energy and Resources |
| ISO | International Standards Organisation |

The current issue of the Standard at the date of engagement of a Consultant for a project shall be the version applied to the project. If any Standard is amended after that date, the Client will direct the Consultant if it is to comply with such amendments.

PMI.3.3 Road Reference System

Where the Provision of Professional Services are related to the Proclaimed State Road Network all Drawings, Reports, Project Specifications and other material prepared for the project shall be referenced to the Tasmanian Road Information Positioning System (TRIPS). All documents produced shall have the TRIPS reference on the cover.

PMI.3.4 Terminology

Terminology shall be in accordance with:

- AP-C87/10 Glossary of Austrroads Terms
- Australian Standard AS1348: Terms used in Road Engineering;
- Macquarie Dictionary

Where there is a conflict in terms, precedence shall be in the order listed above.

PMI.3.5 DSG Standard Specifications

The Provision of all Professional Services shall be in accordance with all DSG Specifications and Standards including Construction and Maintenance Specifications.

In particular, field activities and investigations undertaken as professional services must satisfy the relevant clauses of the DSG Standard Construction Specifications as if they were construction activities.

In addition, all documentation prepared by the professional services shall be in accordance with all other DSG Specifications relevant to the project.

PMI.3.6 Departure from Minimum Design Criteria

DSG Policy for Departure from Minimum Design Criteria

DSG policy is that works on Category 1 and 2 roads (refer PSS D1 Road Design for standard cross section requirements) should be designed to the highest level of standard and any departure from minimum standard will only be recommended in exceptional circumstances.

All road and bridge projects where the design is identified as being below the minimum criteria as set by relevant PSS, Austroads and Australian Standards at the time must be referred to the Client. This must occur at the earliest point in the design life, ideally at the concept stage.

The Consultant will be required to follow the "Procedure for acceptance of Criteria Outside of Normal Range of Guidelines or Standards" and complete the necessary report for Client approval.

PMI.4 Definitions

Client refers to the Tasmanian Government's Department of State Growth (DSG).

The *Consultant* is the individual or company appointed by DSG to provide Professional Services.

Consultant Proposal refers to the Consultant's response to a project brief and request for proposal from DSG – it outlines the Consultant's proposed approach to the services provision, and includes a methodology, estimate of costs, program and other details as required by DSG.

A *Project* is a set of interrelated activities undertaken to achieve a pre-defined objective within specified constraints. It is a temporary undertaking to create a product or service.

A *Project Brief* is a statement of the specific project requirements that would be issued to a consultant to outline the scope, deliverables and special requirements of a project package for which professional services are sought.

Hold Points are those points in the sequence of work beyond which the work shall not proceed without review and release by the Client.

Deliverables are the project outputs that are required to be provided to the Client. The Consultant shall forward copies of deliverables nominated in the PSS to the Client. All deliverables shall include evidence that they have been checked using the Consultant's quality system and be authorised by a person on behalf of the Consultant.

PMI.5 Project Cost Estimates

Project cost estimates for all planning and design phases shall be undertaken in accordance with the *Australian Government's Best Practice Cost Estimation Standard for Publicly Funded Road and Rail Construction*.

www.infrastructure.gov.au

PMI.6 Professional Performance

It is a requirement that services provided in accordance with the PSS be overseen and certified by professional staff that are appropriately qualified and experienced, and apply sound professional judgement.

All work shall comply with industry best practice, DSG standards, and other relevant Australian Standards (of SAA), except where otherwise approved by the Client.

In establishing and maintaining performance standards for the project work, the Consultant shall be measured against the following aspects of performance as detailed in the form titled "report on Consultant":

- Project Management
- quality system
- time
- value Adding
- client focus
- public relations/contact
- technical backup
- management of risk
- technical quality of product
- key staff used
- number of tender supplementary notices.

It is expected that service providers will seek to improve value by the application of innovation and technology, and by identification and management of project risk areas. Where any part of the PSS unreasonably constrains innovation, the Consultant should seek release by consultation with the Client.



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