

CIC Guidelines

Concept Design

Concept Design

- One click:
Party(ies) required to input,
assist, and coordinate.
- Two clicks:
Deliverable required and
party(ies) responsible.

Approvals and Inputs

Client Approval: Of previous stage information, documentation, updated programme and budget. List matters from previous stage to be addressed in current stage.

Documentation: From previous stage that forms the basis of the ongoing design.

Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
Report																		
Coordinate																		

Health and Safety

Health and Safety at Work – Design (HSD): Prepare report to reasonably address Health and Safety issues during use, maintenance, construction, demolition or disposal. Include Subcontractor design.

Health and Safety at Work – Construction (HSW): Prepare report to reasonably address Health and Safety issues during construction.

Health and Safety at Work: Workshop and coordinate H&S report with team.

Existing Conditions/Materials: Report existing risks, finalise assessment and actions.

Existing Conditions/Materials: Verify risks closed out.

Other: (specify)

Report																		
Report																		
Coordinate																		
Report																		
Report																		
Other: (specify)																		

General

Comply: Proactively with H&S Plan, Project Execution Plan, BIM Execution Plan, and others as required.

Quality Assurance: Prepare/update project-specific QA plan. Undertake work in accordance with.

Attend: To correspondence and at meetings.

Resources: Align internal resources with programme requirements, prepare design programme if required.

Documentation Register: Prepare and progressively update.

Value Management: Integrate VM items in design stage.

Waste Management: Consider cleaning, refuse and recycling provisions with Client.

Seismic Design: Consider for all elements across relevant disciplines.

Drawn/modelled documentation: Prepare and issue progressively to others as agreed/required, resolve issues arising.

Specifications and schedules: Consider and agree level of specification.

Client Report: Content and timing per PEP H&S, programme, progress, cost, risk, non-conformances, etc.

Collate: Design information from all disciplines and issue at agreed milestones.

Other: (specify)

Coordinate																		
Report																		
Minute/Note																		
Report																		
Schedule																		
Report																		
Coordinate																		
Coordinate																		
Draw																		
Spec																		
Report																		
Coordinate																		
Other: (specify)																		

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BIM: Develop and agree strategies and objectives.

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Stakeholders: Identify and confirm handover data requirements and format.	Minute/Note																		
Stakeholders: BIM introduction meeting, receive brief.	Minute/Note																		
BIM Execution Plan (BEP): Prepare preliminary BEP including schedule of phase by phase by type (model, drawing, schedule) and LOD (level of detail).	Report																		
Technology and systems: Validate, establish connection to CDE, confirm communications protocols.	Coordinate																		
CDE: Implement for information and model sharing.	Coordinate																		
BIM meetings: Chair.	Minute/Note																		
Coordination: Manage and confirm in accordance with BEP.	Coordinate																		
Coordinate/integrate: Input to models with team.	Coordinate																		
Modelling: Consider design in accordance with BIM Execution Plan (BEP).	Draw																		
Other: (specify)	Other: (specify)																		

ESD

ESD: Consider and incorporate into design.	Coordinate																		
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Compliance

Resource Consent: Confirm if required.	Report																		
Town Planning and associated Legislation: Prepare summary.	Report																		
Town Planning and associated Legislation: Include in design, liaise with Territorial and other Authorities as required.	Report																		
Heritage: Liaise with TA or Heritage NZ.	Report																		
Urban Design: Confirm urban design requirements with TA including possible liaison with Urban Design Panel.	Minute/Note																		
Urban Design: Discuss matters with Council Urban Design Team.	Minute/Note																		
Urban Design Panel: Prepare and make presentation.	Draw																		
Resource Consent Submission: Prepare and lodge application with Territorial Authority.	Coordinate																		
Compliance: Progressively check design against District Plans.	Coordinate																		
Compliance: Consider compliance strategies for the project.	Coordinate																		
Compliance: Consider design with NZ Building Code and relevant standards and Codes of Practice.	Coordinate																		
Certificates of Public Use (CPU): Determine if required for existing buildings.	Report																		
Pre-Application: Establish liaison with TA.	Report																		
H1 Energy efficiency: Consider compliance pathways, compliance of design.	Coordinate/ Report																		
Other: (specify)	Other: (specify)																		

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Management

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
Health and Safety: Prepare/update project H&S plan/register incorporating both HSD and HSAW matters.	Report																		
Brief: Issue stating objectives, scope and constraints including time and budget.	Report																		
Legal Advice: Consult with Client's legal advisor (if required).	Coordinate																		
Project Programme: Prepare/update high level design, procurement and delivery and milestones. Review progress.	Report																		
Design Programme: Develop and align with the overall project programme. Include dates and scope of all deliverables.	Report																		
Project Execution Plan: Prepare/update and consult with others, finalise and issue. Include requirement for management 'platform', e.g. aconex.	Report																		
Team: Identify necessary consultants and scope, including areas of work to be undertaken by Design Build, ESD leader/consultant and BIM Manager.	Coordinate																		
Prequalify Design Team: Seek statements and review H&S policy and QA accreditation, PI, experience, resource, capability, cost, BIM Assessment	Coordinate																		
BIM: Confirm Consultant BIM scope requirements.	Coordinate																		
BIM manager: Identify and engage for design stages required.	Coordinate																		
BIM capability: Prepare assessment for consultant selection/engagement documents.	Coordinate																		
BIM requirements: Confirm BIM contractual matters for consultant engagements.	Coordinate																		
Roles: Identify responsibility for dimensional control, coordination, design management.	Coordinate																		
Engage Design Team: Prepare and issue guidelines, agreements, insurance requirements, producer statement authorship, BIM capability, etc.	Coordinate																		
Insurances: Review and agree required project insurances (PI, PL, construction, etc.)	Report																		
Consultant Payments: Review and certify claims.	Certify																		
Survey: Identify/commission - topographical, civil, geotechnical, existing building drawings, hazards, as built, hydrological, heritage, etc.	Coordinate/ Draw																		
Environmentally Sustainable Design (ESD): Discuss and agree ESD requirements with Client. Draft scheme (i.e. NZBC, Homestar™, Green Star etc.) and level of compliance. Register project. Brief Team.	Report																		
PCG/Client Meetings: Facilitate, chair, minute, issue notes, attend	Minute/Note																		
Design Meetings: Facilitate, chair, minute, issue notes, attend	Minute/Note																		
Stakeholders and User Groups: Identify channels, commence consultation, facilitate, chair, issue notes, minute, attend.	Coordinate																		
Tenants: Identify channels, brief, consult, facilitate, chair, issue notes, minute, attend.	Coordinate																		
Risk: Prepare/update schedule. Apply risk/opportunities management principles.	Schedule																		
Budget / Cost Planning: Manage the cost consultant to provide estimates/reports.	Coordinate																		
Value Management: Facilitate, chair, issue notes, minute, attend.	Minute/Note																		
Resource and Building Consents: Identify channels, commence consultation, facilitate, chair, issue notes, minute, attend.	Minute/Note																		
Checklist for Building Code Compliance: Clarify who is providing what.	Coordinate																		
Contractor Procurement: Outline options for Client consideration.	Report																		
Elements not covered: In this stage.	Report																		
Approve Design: For progress to next stage, with list of matters to be addressed in next stage.	Report																		
Provide deliverables: From this stage for commencement of next stage.	Coordinate																		
Other: (specify)	Other: (specify)																		

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Design

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
Brief: Analyse against constraints.	Report																		
Site Inspection: Visit site, prepare site analysis diagrams, environmental and context studies.	Draw																		
Site Encumbrances: Identify potential impact on the project, review with the Client. Resolve to a concept level. Liaise with specialists (if required).	Report																		
Site Information: Additional information obtained (if required).	Coordinate																		
Bulk and Location Study: Prepare and document, including site/context influences, massing, circulation.	Draw																		
Design Concept: Prepare, architectural bulk and location.	Draw																		
Structure: Consider concept options and include in design.	Draw																		
Building Services: Consider concept options and include in design.	Draw																		
Vertical Transportation: Consider options, include in design.	Draw																		
Fire: Consider concepts and principles of fire protection, egress and NZFS access.	Draw																		
Accessibility and facilities for people with disabilities: Consider and incorporate requirements.	Report																		
Floor Areas/Schedule of accommodation: Schedule/update based on current drawings/model.	Schedule																		
Materials: Consider concept finishes.	Schedule																		
Presentation: Prepare graphics to standard agreed.	Draw																		
Presentation: Prepare model(s).	Draw																		
Marketing Material: Review design with Client's marketing/real estate advisors, including plan for presentation materials.	Draw																		
Other: (specify)	Other: (specify)																		

Cost

Due Diligence: Identify any previous history or work documented to date. Oversee initial appraisal, market analysis etc.	Report																		
Feasibility: Prepare/update the project feasibility/viability business case.	Report																		
Cost estimate: Prepare project budget.	Report																		
Cost estimate: Prepare concept estimate.	Report																		
Coordinate: Cost matters, including pricing of alternatives, with other disciplines.	Coordinate																		
Other: (specify)	Other: (specify)																		

Concept Design

Structural/Geotechnical

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
Brief: Review/recommend importance levels, seismic requirements, special loads, geotechnical issues, etc.	Report																		
Existing Structure: Survey, assess and report including seismic matters.	Report																		
Geotechnical: Summarise available information, advise further investigation required, provide initial recommendations on foundations systems, siting, basements and retaining.	Coordinate																		
Drawings: Sketch plans of primary structural systems marked up on architectural drawings.	Draw																		
Report: Structural concept design brief, key risks and assumptions, key issues and options considered.	Report																		
Other: (specify)	Other: (specify)																		

Building Services

Note: Activities in this section may apply to all services disciplines

Brief: Review/recommend Client requirements regarding efficiency, ESD.	Report																		
Functional services brief: Establish design criteria, including systems concepts, reliability, redundancy options and recommendations, hazardous area classifications (as appropriate), and special requirements.	Report																		
Load: Estimate assessments based on overall areas.	Report																		
Energy efficiency: Review/recommend Client requirements regarding efficiency, ESD.	Report																		
Interface requirements: With existing buildings and equipment – consider.	Report																		
Design: Sketch drawings (may comprise 'marked-up' architectural drawings) including preliminary plant room requirements and services routes.	Draw																		
Diagrams: Concept schematics to convey design options.	Draw																		
Authorities/Utilities: Establish contact with network authorities and identify applicable codes and standards.	Coordinate																		
Utilities/Connections: Identify utility connections, including existing.	Report/Draw																		
Distribution: Consider space allocation for major services distribution and containment networks (ducts, cables, pipes, cable trays) including access and maintenance.	Draw, Schedule																		
Fire, Acoustics, Other: Incorporate preliminary requirements of the fire, acoustic, or other disciplines.	Coordinate																		
Other: (specify)	Other: (specify)																		

Fire

Design criteria: Establish for fire engineering design, i.e. either acceptable solution or alternative solution.	Report																		
Fire Engineering Brief: Prepare draft, including definition of fire safety precautions, fire resistance ratings, egress principles, and property protection.	Report																		
Fire Report: Prepare concept fire engineering design report.	Report																		
Smoke production/extract: Preliminary guidance.	Report																		
New Zealand Fire Service: Establish contacts and liaison process.	Minute/ Notate/Report																		
Other: (specify)	Other: (specify)																		