

CIC Guidelines

Developed Design

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- 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, design documentation, updated programme and cost plan. 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): Update 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): Update 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 and advise risks closed out.

Other: (specify)

Report																		
Report																		
Coordinate																		
Report																		
Report																		
Other: (Specify)																		

General

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

Quality Assurance: Update project-specific QA plan. Undertake work in accordance with.

Attend: To correspondence and at meetings.

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

Documentation Register: Prepare and progressively update.

Value Management: Integrate VM items in design stage.

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

Seismic Design: Consider for all elements across relevant disciplines.

Construction methodology: Confirm assumed construction methodology governing design.

Buildability: Highlight significant or unusual buildability.

Builders Work: Coordinate with design team and incorporate.

Drawn/modelled documentation: Prepare and issue progressively to others as agreed/required.

Coordinate: Lead coordination with other disciplines.

Integrate design: Coordinate with other disciplines.

Specifications and schedules: Revise outline and issue progressively.

Contractor/subcontractor design: Identify performance specifications required.

Warranties: Prepare draft schedule.

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																		
Report																		
Report																		
Coordinate																		
Draw																		
Coordinate																		
Coordinate																		
Spec																		
Spec/Report																		
Report																		
Report																		
Coordinate																		
Other: (Specify)																		

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BIM: Develop and agree strategies and objectives.

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BIM meetings: Chair.	Minute/Note																		
Coordination: Manage and confirm in accordance with BEP.	Coordinate																		
Coordinate/integrate: Input to models with team.	Coordinate																		
Contractor BIM: Identify preliminary requirements to meet Client BIM outcomes.	Report																		
BIM outputs: Confirm alignment with selected BIM uses from BEP.	Report																		
Modelling: Model developed design systems and elements, in accordance with the BEP.	Draw																		
Other: (specify)	Other: (Specify)																		

Environmentally Sustainable Design (ESD)

ESD: Incorporate into design.	Coordinate																		
Performance modelling: Selected systems remodelled based on finalised layouts to confirm performance.	Report																		
Other: (specify)	Other: (Specify)																		

Compliance

Heritage: Discuss and agree design with TA or Heritage NZ if any, receive formal approval.	Report																		
Town Planning and associated Legislation: Include in design, liaise with Territorial and other Authorities as required.	Report																		
Urban design: Discuss and agree matters with Council Urban Design.	Minute/Note																		
Urban design Panel: Prepare and make presentation incorporating feedback.	Draw																		
Resource Consent Application: Prepare and lodge application with Territorial Authority.	Coordinate																		
Resource Consent Processing: Answer queries arising from application, provide further information if requested.	Coordinate																		
Resource Consent: Receive, review and distribute consent including conditions.	Report																		
Compliance: Progressively check design against resource consent including conditions.	Coordinate																		
Compliance: Agree compliance strategies for the project.	Coordinate																		
Compliance: Progressively check design with NZBC and relevant standards and Codes of Practice.	Coordinate																		
Pre-Application: Establish liaison with TA and agree pathways. Seek and receive approvals for interpretations.	Report																		
Producer statements etc.: Agree requirements.	Report																		
Inspection of specific design: Specify inspection requirements.	Report																		
H1 Energy efficiency: Using compliance pathway, input into design.	Coordinate/ Report																		
Building Consent Application: Prepare and lodge application with Territorial Authority.	Coordinate																		
Building Consent Forms including Checklist: Prepare.	Coordinate																		
Materials/Products: Collate technical statements for all.	Coordinate																		
Materials: Collate evidence for alternative solutions.	Coordinate																		
Specified systems: Identify, locate, advise performance standards and inspection, maintenance and reporting requirements.	Report																		

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Compliance (continued)

	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
QA process: Agree inspection and reporting QA process for large/complex/reclad projects.	Coordinate																		
Coordination statements: Arrange between various designers and design reviewers.	Coordinate																		
Building Consent Processing: Answer queries arising from application, provide further information if requested.	Coordinate																		
Other: (specify)	Other: (Specify)																		

Management

Health and Safety: Monitor H&S plan/register incorporating both HSD and HSAW matters.	Report																		
Brief: Monitor design for compliance with objectives, scope and constraints. Identify and mitigate scope creep.	Report																		
Project Programme: 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: Implement plan, track performance of team.	Report																		
Team: Identify areas of work to be undertaken by Design Build.	Coordinate																		
Novation: Consider novation of consultants, prepare agreements.	Coordinate																		
Engage Design Team: Prepare and issue guidelines, agreements, insurance requirements, producer statement authorship, BIM capability, etc.	Coordinate																		
Peer Reviews and Producer Statements: Identify requirements and engage.	Coordinate																		
Commissioning: Identify and report all commissioning requirements and activities including need for independent commissioning.	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): Monitor the inclusion of ESD items into the design.	Report																		
ESD Application: Assemble all information and prepare application.	Coordinate																		
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: Consult, facilitate, chair, minute, issue notes, attend.	Coordinate																		
Tenants: Identify channels, brief, consult, facilitate, chair, issue notes, minute, attend. Coordinate design changes arising and mitigate effects on programme and scope.	Coordinate																		
Tenant furniture and equipment: Identify and integrate including interfaces with base build.	Coordinate																		
Risk: Update schedule. Apply risk/opportunities management principles.	Schedule																		
Budget / Cost Planning: Manage the cost consultant to provide estimates/reports.	Coordinate																		
Value Management: Facilitate, establish timing, 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: Confirm who is providing what.	Coordinate																		
Building Consent: Arrange and attend pre-application meeting, issue notes, minute.	Minute/Note																		
Resource and Building Consents: Assemble documents and make application.	Coordinate																		

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Management (continued)

	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
Resource and Building Consents: Manage responses to queries arising.	Coordinate																		
Contractor Procurement: Confirm preferred procurement methodology and form of contract with Client.	Report																		
Form of construction contract: Consider and discuss forms of contract.	Report																		
Special Conditions of Contract: Discuss with Client.	Report																		
Insurances, Bonds, Liquidated Damages: Discuss and agree with Client, incorporate.	Report																		
Elements not covered: In this stage. Consider provisional and prime cost sums, contingency to capture.	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)																		

Design

Site Information: Additional information obtained (if required).	Coordinate																		
Design: Develop plans, sections, elevations, enlarged plans and sections, all to scale. Finalise grids, levels.	Draw																		
Schedules: Finalise fittings, fixtures, hardware selections, internal and external finishes.	Schedule																		
Design Details: Typical construction details, to scale.	Draw																		
Structure: Integrate in design.	Coordinate																		
Building Services: Integrate in design.	Coordinate																		
Vertical Transportation: Develop, include in design.																			
Façade: Develop option for façade, consider compliance with Code requirements, coordinate with relevant consultants.	Draw																		
Thermal Envelope: Develop preferred option for thermal envelope, consider compliance with Code requirements.	Coordinate																		
Fire: Evaluate concepts and accommodate preferred/recommended fire protection and egress requirements. Integrate requirements of NZ Fire Service.	Draw																		
Fire and Egress: Incorporate requirements from acceptable solution or specific design.	Coordinate																		
Accessibility and facilities for people with disabilities: Develop design of requirements, resolve compliance matters, demonstrate.	Report																		
Building Maintenance: Consider options, receive Client approval, integrate in design.	Coordinate																		
Floor Areas/Schedule of accommodation: Schedule/update based on current drawings/model.	Schedule																		
Materials: Develop finishes schedule(s), incorporate durability and ESD matters.	Schedule																		
Fixtures and Fittings: Confirm selections, revise schedule.	Schedule																		
Presentation: Prepare/revise materials/samples board(s).	Draw																		
Presentation: Prepare graphics to standard agreed.	Draw																		
Presentation: Prepare model(s).	Draw																		
Marketing Material: Finalise design with Client's marketing/real estate advisors, including plan for presentation materials.	Draw																		
Other: (specify)	Other: (Specify)																		

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Cost

	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
Feasibility: Update the project feasibility/viability business case.	Report																		
Cost Plan: Update cost plan. Review against budget. Identify provisional items, contingency and exclusions.	Report																		
Cost Estimate: Update preliminary estimate.	Report																		
Coordinate: Cost matters, including alternatives, with other disciplines.	Coordinate																		
Other: (specify)	Other: (Specify)																		

Structural/Geotechnical

Brief: Incorporate importance levels, seismic requirements, special loads, geotechnical issues, etc.	Report																		
Existing Structure: Report including seismic and geotechnical matters recommend remedial action.	Report																		
Geotechnical: Issue final factual and interpretive reports, using design criteria develop foundation, retaining wall, basement, site remediation and drainage design.	Coordinate																		
Geotechnical: Consider and input into basement drainage options.	Draw																		
Structural Design: Confirm sizes of all primary and typical secondary members, input into architectural elements.	Report																		
Serviceability Criteria: Update building movements/deflections, vibration.	Report																		
Loads: Finalise floor loads, high/special load areas, design loads for proprietary design elements.	Report																		
Proprietary Design: Identify elements of non-specific code and/or proprietary design.	Report																		
Drawings: Layout and size all primary and secondary members, reinforcing as kg/m ³ , generic details including connections for typical primary elements and façade support.	Draw																		
Report: Update including key risks and assumptions, issues and options, high cost/complex elements, define proprietary design items (e.g. precast flooring, piling), identify elements requiring applied fire protection.	Report																		
Erection/construction: Confirm methodology governing design (where appropriate), build-ability of primary structure, unusual temporary stability or sequencing.	Draw/Spec																		
Specification: Outline final materials, durability/coatings and serviceability, coordinate surface finishes.	Spec																		
Other: (specify)	Other: (Specify)																		

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Building Services

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

	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
Functional services brief: Finalise performance targets against design criteria.	Report																		
Load: Calculate and develop elemental assessments and profiles.	Report																		
Energy efficiency: Develop analysis, confirm performance against target rating, integrate in design.	Report																		
Interface matrix: Finalise building services interface matrix.	Schedule																		
Interface requirements: Finalise interface with existing buildings and equipment – develop.	Report																		
Zones: Develop zoning plans for all services.	Draw																		
Design: Developed drawings (sections as necessary) indicating finalised plant room locations, risers and service routes, initial reflected ceiling plans.	Draw																		
Diagrams: Developed single line diagrams and schematics showing connections to all equipment (equipment, cables, pipes, ducts, circuit breakers all sized).	Draw																		
Utilities/Connections: Finalise utility connections/installations and liaise with local authorities.	Report/Draw																		
Equipment: Confirm sizing and generic selection, develop schedules.	Schedule																		
Materials and Equipment: Prepare preliminary schedule(s).	Schedule																		
Distribution: Confirm sizes for services distribution and containment networks (ducts, cables, pipes, cable trays) including allowance for access and maintenance.	Draw, Schedule																		
Intake/discharge: Confirm with respect to location of system and equipment.	Coordinate																		
Standby power: Develop requirements.	Report/Draw																		
Emergency lighting: Develop concept.	Report/Draw																		
Earthing and surge protection: Develop specific lightning protection requirements.	Draw/Spec																		
Incorporate requirements: Of the fire, acoustic, or other relevant. Report.	Coordinate																		
Other: (specify)	Other: (Specify)																		

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Fire

	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
Fire Report: Prepare develop fire engineering design report, coordinate and review consultants design with regard to.	Report																		
Interface requirements: With existing buildings and equipment, and with other disciplines.	Draw/Spec																		
Calculations: Develop design modelling to test agreed concept including radiation at boundaries, structural behaviour, smoke generation, escape times, etc.	Report																		
Egress: Confirm including required egress time and available egress time (if applicable). Confirm escape route requirements, dimensions signage.	Report																		
Smoke and Extract: Finalise extract strategy and coordinate with mechanical.	Report																		
Building Services: Develop in conjunction with the services concepts.	Report																		
Drawings: Showing fire ratings, locations of fire cells, fire separations, egress routes and sizes, fire doors, locations for exit signs, etc.	Draw																		
Design Details: Input into initial typical and critical construction details.	Coordinate																		
Coordinate documentation: Mark up other disciplines' drawings showing fire ratings, egress routes and widths, special items, major plant and connections.	Draw																		
Structural behaviour in fire: Analyse and identify/coordinate methodology for applied fire proofing of structure in conjunction with architect and structural engineer.	Report																		
Radiation to boundary: Finalise calculations.	Report																		
Smoke production/extract: Finalise calculations.	Report																		
New Zealand Fire Service: Meet and confirm fire safety provisions under the NZBC clause C3.3.9. Liaise with design team as to requirements.	Minute/ Notate/Report																		
New Zealand Fire Service: Meet and confirm with evacuation scheme provider developed evacuation scheme. Liaise with design team as to requirements.	Minute/ Notate/Report																		
Other: (specify)	Other: (Specify)																		