

CIC Guidelines

Procurement

Procurement

- 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 occupation, 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.

Welfare Facilities: Include in tender adequate welfare facilities for the construction personal and site visitors.

Public Safety: Include in Tender to provide plan to reasonably manage risk to the public during construction.

Contract Work Programme: Include in tender to provide Plan to proactively manage Health and Safety in construction risks.

Issue Reports: By discipline, for the Client to issue to tenderers/contractor, including separate/nominated/(sub)contractors.

Other: (specify)

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

Procurement

General

	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
Comply: Proactively with H&S Plan, Project Execution Plan, BIM Management Plan, and others as required.	Coordinate																		
Quality Assurance: Update project-specific QA plan. Undertake work in accordance with.	Report																		
Contractor Quality Assurance: Contractor to provide and update as necessary after review and comment by Team.	Report																		
Attend: To correspondence and at meetings.	Minute/Note																		
Resources: Align internal resources with programme requirements, update design programme if required.	Report																		
Documentation Register: Prepare and progressively update.	Schedule																		
Value Management: Integrate accepted VM items identified during procurement process.	Report																		
Seismic Design: Include requirements for Contractor design of seismic restraints.	Coordinate																		
Construction methodology: Include construction methodology in tender documentation.	Report																		
Buildability: Highlight significant or unusual buildability in tender documentation.	Report																		
Contract Documents: Update documents to incorporate tender clarifications.	Coordinate																		
Builders' Work: Highlight requirements in tender documents.	Coordinate																		
For Construction Documents: Update to 'For Construction' status and issue.	Draw																		
Contractor/Subcontractor design: Include in tender performance specifications.	Spec/Report																		
Warranties: Include schedule in tender information.	Report																		
Client Report: Content and timing per PEP H&S, programme, progress, cost, risk, non-conformances, etc.)	Report																		
Other: (specify)	Other: (Specify)																		

BIM: Develop and agree strategies and objectives.

BIM Execution Plan (BEP): Review construction phase BEP aligned with design BEP.	Report																		
Technology and systems: Validate, establish connection to CDE, confirm communications protocols for construction stage team.	Coordinate																		
BIM meetings: Chair.	Minute/Note																		
Coordination: Confirm level of coordination clash resolution required during construction design stage.	Coordinate																		
Brief Contractor: On overall design BIM strategy and outputs.	Draw																		
Other: (specify)	Other: (Specify)																		

Environmentally Sustainable Design (ESD)

ESD: Define and monitor Contractor input required in procurement documentation.	Coordinate																		
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Procurement

Compliance

	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
Compliance: Issue resource consent including conditions to tenderers/Contractor.	Coordinate																		
Compliance: Integrate resource and building consent requirements into tender documents.	Coordinate																		
Consultant Engagement – Construction: Engage for site observation role per consent conditions.	Coordinate																		
Building Consent Processing: Answer queries arising from application, provide further information if requested.	Coordinate																		
Building Consent: Receive consent documents and distribute.	Coordinate																		
Other: (specify)	Other: (Specify)																		

Management

Health and Safety: Monitor H&S plan/register incorporating both HSD and HSAW matters. Include construction H&S matters.	Report																		
Legal Advice: Consult with Client's legal advisor (if required).	Coordinate																		
Project Programme: Update high level design, procurement and delivery and milestones. Review progress.	Report																		
Design Programme: Update and align with the construction programme. Include dates and scope of all deliverables.	Report																		
Tenderer's Programme: Review against project programme and revise as necessary.	Report																		
Project Execution Plan: Implement plan, track performance of team, including construction matters arising.	Report																		
Team: Document scope of work to be undertaken by Design Build.	Coordinate																		
Novation: Manage novation of consultants.	Coordinate																		
Consultant Engagement - Construction: Engage for site observation role per consent conditions.	Coordinate																		
Commissioning: Identify and report all commissioning requirements and activities including need for independent commissioning.	Coordinate																		
Commissioning: Consider and prepare schedule of items.	Coordinate																		
Insurances: Review and agree required project Insurances (PI, PL, construction, etc.)	Report																		
Consultant Payments: Review and certify claims.	Certify																		
PCG/Client Meetings: Facilitate, chair, note, minute, attend.	Minute/Note																		
Design Meetings: Facilitate, chair, note, minute, attend.	Minute/Note																		
Stakeholders and User Groups: Coordinate construction with Base Build and mitigate effects on programme and scope.	Coordinate																		
Tenants: Coordinate tenders with tenant requirements.	Coordinate																		
Risk: Update schedule. Apply risk/opportunities management principles.	Schedule																		
Budget: Manage the cost consultant to provide estimates/reports.	Coordinate																		
Schedule of Quantities: Discuss requirement for with Client and instruct cost planner accordingly. Discuss requirement for schedule to form part of contract.	Coordinate																		
Value Management: Value initiatives arising from procurement - facilitate, chair, issue notes, minute, attend.	Minute/Note																		
Authorities: Liaise with and coordinate inputs for inspections and compliance.	Minute/Note																		
Contractor Procurement: Prepare procurement documentation.	Report																		
Form of Construction contract: Agreed and prepared.	Minute/Note																		
Special Conditions: Incorporate into procurement documentation.	Report																		

Procurement

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
Insurances, Bonds, Liquidated Damages: Review details in tenders.	Report																		
Nominated/ subcontractors and suppliers: Review and agree required with Client.	Report																		
Collate Tender: Contract and design information from all disciplines, include Contractor BIM requirements.	Report																		
Call Tenders: Issue invitation letter and tender documents to selected tenderers.	Report																		
Tender: Monitor process. Respond to tender queries. Issue Notices to Tenderers, as required.	Report																		
Check tenders: For compliance with tender documents, Health and Safety, programme, resource, subcontractors proposed, tags, etc., analyse with Client, QS and Design Team.	Report																		
Tender Interviews: Arrange, chair, minute, notate, distribute.	Minute/Note																		
Tender Report: Prepare including recommendation.	Report																		
Notify Tenderers: Successful and unsuccessful.	Report																		
Pre-Construction meeting: Arrange with TA.	Coordinate																		
Construction Contract: Compile, arrange signing, issue.	Report																		
Elements not covered: In this stage. Include provisional and prime cost sums, Client supply items, contingency in tender.	Report																		
Approve Design: Matters raised during tender for inclusion in Construction.	Report																		
Provide deliverables: From this stage for commencement of next stage.	Coordinate																		
Other: (specify)	Other: (Specify)																		

Cost

Feasibility: Update the project feasibility/viability business case.	Report																		
Elements not covered: List and recommend inclusion as provisional or prime cost sums. Recommend contingency. Finalise and incorporate. Confirm Client supply items.	Report																		
Coordinate: Cost matters, including alternatives, with other disciplines.	Coordinate																		
Prepare Schedule of Quantities: And compare with the approved cost plan.	Schedule																		
Tenderers' Schedule of Quantities: Compare prices with QS schedule and pricing.	Schedule																		
Prepare tender estimate.	Report																		
Prepare tender report.	Report																		
Other: (specify)	Other: (Specify)																		

Procurement

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: Document importance levels, seismic requirements, design loads and building movements, geotechnical issues, etc.	Report																		
Erection/construction: Review Contractor construction methodology and inspection schedules.	Draw/Spec																		
Other: (specify)	Other: (Specify)																		

Building Services

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

Authorities/Utilities: Assist with utility procurement and liaise with local authorities.	Coordinate																		
Equipment: Review selections and technical submissions.	Schedule																		
Other: (specify)	Other: (Specify)																		