

# Consultants for Engineering Projects (CFEP) Amendment Register

## December 2024

Form Number	Description of change
CFEP Manual	<b>Consultants for Engineering Projects – Manual</b> <ul style="list-style-type: none"> <li>Clause 1.5.1 – Form C7514 deleted.</li> <li>Clauses 2.2.3 &amp; 3.7.1 – Clarified Quality System requirement for BD category.</li> <li>Clause 2.3.2.1 – Clarified project requirements for Attachment B</li> <li>Clause 2.3.2.2 – Updated required project related information for individual categories.</li> <li>Clause 2.3.2.4 – Added a requirement for organisation update.</li> <li>Clause 2.5.6 – Updated requirements for GE category.</li> <li>Tables 2.5.11 &amp; 2.7.11 – TMD &amp; TRANSYT or TRANSYT-7F requirements are removed for TE category.</li> </ul>
C7511	<b>Information Brochure</b> <ul style="list-style-type: none"> <li>Section 3.3 – Clarified Quality System requirement for BD category.</li> <li>Section 4.2.1 – Clarified project requirements for Attachment B</li> <li>Section 4.2.2 – Updated required project related information for individual categories.</li> <li>Section 4.2.4 – Added a requirement for organisation update.</li> <li>Section 6.6 – Updated requirements for GE category.</li> <li>Tables 6.11 &amp; 8.11 – TMD &amp; TRANSYT or TRANSYT-7F requirements are removed for TE category.</li> </ul>
C7512	<b>Application Form</b> <ul style="list-style-type: none"> <li>Section K – Clarified Quality System requirement for BD category.</li> <li>Attachments A &amp; B – Provided more clarity about the nomination of related projects.</li> <li>Attachments C to O – Provided more clarity about the nomination of experienced personnel.</li> </ul>
C7513	<b>Curriculum Vitae for Prequalification</b> <ul style="list-style-type: none"> <li>The above heading is now replaced with “Curriculum Vitae for Prequalification/Tender”.</li> <li>Throughout the document, information has been added to use this template for Tender submission as well.</li> </ul>
C7514	<b>Curriculum Vitae for Tender</b> <ul style="list-style-type: none"> <li>This document is now removed and related information has been added to C7513.</li> <li>From now on, C7513 will be utilised for both Prequalification application and Tender submission.</li> </ul>
C7521	<b>Addendum to Infrastructure Sustainability Requirements Options Analysis/ Preliminary Evaluation</b> <ul style="list-style-type: none"> <li>Section 3.1.2.2.1 – addition of reference to TMR Movement and Place Policy</li> <li>Appendix A, Table A – Addition of TMR Movement and Place Policy</li> </ul>
C7522	<b>Addendum to Infrastructure Sustainability Business Case Requirements</b> <ul style="list-style-type: none"> <li>Section 3.1.2.2.1 – addition of reference to TMR Movement and Place Policy</li> <li>Appendix A, Table A – Addition of TMR Movement and Place Policy</li> </ul>

C7523/C7524	<b>Addendum to Infrastructure Sustainability Design Requirements</b> <ul style="list-style-type: none"> <li>Appendix A, Table A – Addition of TMR Movement and Place Policy</li> </ul>
Appendix C	<b>Guidance Note: Project Sustainability objectives and targets</b> <ul style="list-style-type: none"> <li>Figure 3 – replacement with updated image including: <ul style="list-style-type: none"> <li>Federal and State Legislation, including Climate Change Act 2022 (Cth) and Clean Economy Jobs 2024 (Qld)</li> <li>Infrastructure Australia Assessment Framework and GHG Guide</li> <li>Climate Change and Natural Hazard Risk Assessment Policy and Guideline, Movement and Place Policy and Functional and Technical specifications</li> </ul> </li> </ul>

## June 2024

Form Number	Description of change
C7521	<b>Options Analysis</b> <ul style="list-style-type: none"> <li>The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed, however clear sustainability outcomes are the focus.</li> <li>Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> </ul>
C7521 Addendum	<b>Infrastructure Sustainability Requirements Options Analysis / Preliminary Evaluation Specification</b> <ul style="list-style-type: none"> <li>The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed, however clear sustainability outcomes are the focus.</li> <li>Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> </ul>
C7522	<b>Business Case</b> <ul style="list-style-type: none"> <li>The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed,</li> </ul>

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	<p>however clear sustainability outcomes are the focus.</p> <ul style="list-style-type: none"> <li>• Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> </ul>
C7522 Addendum	<p><b>Infrastructure Sustainability Business Case Requirements</b></p> <ul style="list-style-type: none"> <li>• The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>• There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>• The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>• TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed, however clear sustainability outcomes are the focus.</li> <li>• Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> </ul>
C7523	<p><b>Preliminary Design</b></p> <ul style="list-style-type: none"> <li>• The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>• There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>• The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>• TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed, however clear sustainability outcomes are the focus.</li> <li>• Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> </ul>
C7524	<p><b>Detailed Design</b></p> <ul style="list-style-type: none"> <li>• The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>• There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>• The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>• TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed, however clear sustainability outcomes are the focus.</li> <li>• Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> </ul>

Form Number	Description of change
C7523 – C7524 Addendum	<p><b>Infrastructure Sustainability Design Requirements</b></p> <ul style="list-style-type: none"> <li>• The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>• There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>• The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>• TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed, however clear sustainability outcomes are the focus.</li> <li>• Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> </ul>
Appendix B	<p><b>Guide to incorporating sustainability into project decision making</b></p> <ul style="list-style-type: none"> <li>• Partial title change to “Appendix E”</li> <li>• The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>• There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>• The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>• TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed, however clear sustainability outcomes are the focus.</li> <li>• Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> <li>• Changes also apply to the Decision Making Tool.</li> </ul>
Appendix C	<p><b>Guidance Note: Infrastructure sustainability base case framework</b></p> <ul style="list-style-type: none"> <li>• Partial title change to “Appendix D”</li> <li>• The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>• There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>• The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>• TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed, however clear sustainability outcomes are the focus.</li> <li>• Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> </ul>
Appendix E	<p><b>Sustainability business as usual assessment and recommended credits</b></p> <ul style="list-style-type: none"> <li>• To be withdrawn.</li> </ul>

Form Number	Description of change
Appendix F	<p><b>Guidance Note: Project sustainability commitments and objectives</b></p> <ul style="list-style-type: none"> <li>• Partial title change to “Appendix C”</li> <li>• The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>• There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>• The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>• TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed, however clear sustainability outcomes are the focus.</li> <li>• Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> </ul>
Appendix G	<p><b>Infrastructure Sustainability Management Plan (ISMP) – (Planning / Design / Construction)</b></p> <ul style="list-style-type: none"> <li>• Partial title change to “Appendix B”</li> <li>• The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>• There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>• The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>• TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed, however clear sustainability outcomes are the focus.</li> <li>• Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> </ul>
C7558	<p><b>Terms of Reference for Review of Environmental Factors</b></p> <ul style="list-style-type: none"> <li>• The changes will impact TMR staff, consultants and contractors working on the delivery of infrastructure projects &gt;\$100 million.</li> <li>• There has been an overall update of requirements, and it is acknowledged that requirements are generally more onerous.</li> <li>• The additional effort, cost and resources will be difficult to determine until some projects have undergone the full v2.1 rating process.</li> <li>• TMR is no longer targeting a particular level for a certified rating. This means the points required to meet TMR contractual requirements under v2.1 have changed, however clear sustainability outcomes are the focus.</li> <li>• Therefore, the amount of effort, cost, and how the new v2.1 process compares to v1.2 will be highly dependent on the project's materiality assessment and chosen rating pathway under v2.1.</li> </ul>

## January 2024

Form Number	Description of change
CFEP Manual	<p><b>Consultants for Engineering Projects – Manual</b></p> <ul style="list-style-type: none"> <li>• Clause 1.1.2 – Requirements added for TP, DAI and TLUM categories.</li> <li>• Included related information and requirements (in Clauses 2.1.1, 2.2.3, 2.3.2.1, 2.3.6.1, and 3.7.1) and created new Clauses (2.5.10 &amp; 2.7.10) for a new category (Marine Engineering).</li> <li>• Clause 2.5.2 and Table 2.5.2 – Provided more clarity about the requirement for Cost Estimating.</li> <li>• Clauses 2.5.4 and 2.7.4 - Guide box is deleted for Economic Studies category due to irrelevance to the current application process.</li> <li>• Clause 2.5.6 – Provided more clarity about the requirement for Geotechnical Engineering.</li> <li>• Clause 2.7.7 – Provided more clarity about the requirement for Highway Engineering.</li> </ul>
C7511	<p><b>Information Brochure</b></p> <ul style="list-style-type: none"> <li>• Included related information and requirements (in Sections 1.1, 3.3, 4.2.1 and 4.7.1) and created new Sections (6.10 and 8.10) for a new category (Marine Engineering).</li> <li>• Some minor update throughout the document to provide consistent information same as the CFEP Manual.</li> <li>• Section 6.2 and Table 6.2 – Provided more clarity about the requirement for Cost Estimating.</li> <li>• Sections 6.4 and 8.4 – Guide box is deleted for Economic Studies category due to irrelevance to the current application process.</li> <li>• Section 6.6 – Provided more clarity about the requirement for Geotechnical Engineering.</li> <li>• Section 8.7 – Provided more clarity about the requirement for Highway Engineering.</li> </ul>
C7512	<p><b>Application Form</b></p> <ul style="list-style-type: none"> <li>• Included related information for a new category (Marine Engineering) throughout the document.</li> <li>• Section H – Software for “Vehicle Path Analysis” have moved to “Planning and design”.</li> <li>• Section H – New software added for “Transport &amp; Land Use Modelling”.</li> </ul>

## October 2023

Form Number	Description of change
C7520	<p><b>Introduction and Administration</b></p> <ul style="list-style-type: none"> <li>• Section 1.1 – Insertion of Cultural Heritage Process Manual as well as Cultural Heritage Field Agreement (CHFA).</li> </ul>
C7521	<p><b>Options Analysis</b></p> <ul style="list-style-type: none"> <li>• Section 1.1 – Insertion of Cultural Heritage Process Manual</li> <li>• Section 2.3 – Additional information added regarding how cultural heritage services should be delivered and when they should be outsourced.</li> <li>• Section 2.3.2 – Listed output now states that both a Cultural Heritage Risk Assessment (CHRA) and a Preliminary Environmental Assessment (PEA) should be completed and that they are separate documents.</li> </ul>

Form Number	Description of change
	<ul style="list-style-type: none"> <li>• Section 2.3.4 – Terms of Reference updated from C7558 to C7559 Terms of Reference for Cultural Heritage Assessment. Some information deleted that is now in the Terms of Reference (ToR).</li> <li>• Section 2.4.5 – 'Traditional Owners' changed to 'Aboriginal or Torres Strait Islander Parties'. Subsequent updates in this section.</li> </ul>
C7521 Annexure	<p><b>Annexure to Options Analysis</b></p> <ul style="list-style-type: none"> <li>• Section 5 – Updated to Environmental and Cultural Heritage Management. Scope for CHRA included, as well as reference to C7559.</li> </ul>
C7521 Addendum (PUP)	<p><b>Options Analysis</b></p> <ul style="list-style-type: none"> <li>• Table 1.2 update</li> <li>• Table 1.3.1 HOLD POINT update</li> <li>• Addition of Section 1.5.2.3 survey review and brief</li> <li>• Section 1.6.3 wording update</li> <li>• Section 1.7.1 wording update</li> <li>• Section 1.7.2 wording update</li> <li>• Addition of Section 1.9 Payment item</li> </ul>
C7522	<p><b>Business Case</b></p> <ul style="list-style-type: none"> <li>• Section 1.1 – Insertion of Cultural Heritage Process Manual.</li> <li>• Section 2.3 – Insertion on how cultural heritage work should be conducted and when it should be outsourced.</li> <li>• Section 2.3.8 – Update to when site investigations are required.</li> <li>• Section 2.3.9 – Insertion of when a CHRA is to be completed or reviewed. Terms of Reference updated from C7558 to C7559, and information removed that is within the ToR.</li> <li>• Section 2.3.10 – Updates regarding Cultural Heritage Field Assessments. Terms of Reference updated from C7558 to C7559, and information removed that is within the ToR. Inclusion of historic heritage assessments and what is required.</li> <li>• Section 2.4.5 – 'Traditional Owners' changed to 'Aboriginal or Torres Strait Islander Parties'. Subsequent updates in this section.</li> <li>• Section 2.13 – Cultural Heritage Management included in second bullet point.</li> </ul>
C7522 Annexure	<p><b>Annexure to Business Case</b></p> <ul style="list-style-type: none"> <li>• Section 5 – Insertion of Cultural Heritage Management, with scope for both CHRA as well as CHFAs. Table included for this scope.</li> </ul>
C7522 Addendum (PUP)	<p><b>Business Case</b></p> <ul style="list-style-type: none"> <li>• Table 1.2 update</li> <li>• Table 1.3.1 HOLD POINT updates</li> <li>• Addition of Section 1.6.1 clarity around investigative works and brief requirement</li> <li>• Section 1.6.2 wording update</li> <li>• Addition of Section 1.7.2 vibration assessment requirement</li> <li>• Section 1.7.3 provided clarity around presentation of results on matrix and / or report</li> <li>• Addition of Section 1.7.9 PUP Design model – BIM – requirement for a clash detection model if the parent project does not have a BIM pay item.</li> <li>• Addition of Section 1.9 Payment item</li> </ul>

Form Number	Description of change
	<ul style="list-style-type: none"> <li>• General, section numbering update</li> </ul>
C7523	<p><b>Preliminary Design</b></p> <ul style="list-style-type: none"> <li>• Table of contents updated to reflect added sub clauses.</li> <li>• Section 1.1 – Insertion of Cultural Heritage Process Manual and correction of CHFA to Cultural Heritage Field Agreement.</li> <li>• Section 1.3 – Insertion of cultural heritage surveys, negotiating agreements and heritage approvals to the scope of preliminary design.</li> <li>• Section 2.3 – Information included regarding cultural heritage and resulting assessments that are needed.</li> <li>• Section 2.3.1 – Inclusion of CHFAs for both Aboriginal and Torres Strait Islander Heritage and Historic / European Heritage as an output.</li> <li>• Section 2.3.2 – Additional outputs included 'Historic / European Heritage Approvals' and 'Cultural Heritage Agreements (CHFA, CHMA or CHMP) (if applicable)' to replace Cultural Heritage Field Assessment.</li> <li>• Section 2.3.7 – This section is now titled 'Cultural Heritage' and sub sections 2.3.7.1 Cultural Heritage Agreements (CHFA, CHMA or CHMP) and 2.3.7.2 Historic / European Heritage Approvals are now within this section.</li> <li>• Section 2.3.7.1 – Terms of Reference updated from C7558 to C7559, and information removed that is in that ToR. Note added that departmental Project Manager and District Cultural Heritage Officer should be involved in key decision-making steps and only departmental staff can sign off on any agreements.</li> <li>• Section 2.3.7.2 – New sub-section which entails what is required in accordance with the department's Cultural Heritage Process Manual, as well as C7559 ToR.</li> <li>• Section 2.4.6 – 'Traditional Owners' changed to 'Aboriginal or Torres Strait Islander Parties'. Subsequent updates in this section.</li> <li>• Section 3 – Deliverables added 'Cultural Heritage Agreement (CHFA, CHMA or CHMP) and Historical / European Heritage Approvals.</li> </ul>
C7523 Annexure	<p><b>Annexure to Preliminary Design</b></p> <ul style="list-style-type: none"> <li>• Section 5 – Cultural Heritage Management added. Information regarding cultural heritage agreements and approvals in relation to Contracts added in reference to C7559 ToR.</li> </ul>
C7523 / C7524 Addendum (PUP)	<p><b>Preliminary and Detailed Design</b></p> <ul style="list-style-type: none"> <li>• Table 1.2 update</li> <li>• Table 1.3.1 HOLD POINT/ WITNESS POINTS updates</li> <li>• Section 1.7 wording update</li> <li>• Addition of 1.7.5 and 1.7.6 Site Validation and permits</li> <li>• Addition of Section 2.1.3 Vibration Assessment</li> <li>• Section 1.6.2 wording update</li> <li>• Addition of Section 1.7.2 vibration assessment requirement</li> <li>• General - Re-structured the flow and tasks and section numbering between Preliminary Design Phase and Detailed Design Phase</li> <li>• General - Clarified tasks/ workflow requirements between contestable and non-contestable</li> <li>• Addition of 2.6.1 Clash detection model and space proofing</li> </ul>



Form Number	Description of change
	<ul style="list-style-type: none"> <li>Section 3.6 – update to payment items.</li> </ul>
C7524	<p><b>Detailed Design</b></p> <ul style="list-style-type: none"> <li>Table of contents updated to reflect added sub clauses.</li> <li>Section 1.1 – Insertion of Cultural Heritage Process Manual, Cultural Heritage Management Plan (CHMP) and correction of CHFA to Cultural Heritage Field Agreement.</li> <li>Section 1.2 – 'incorporate the requirements of any Cultural Heritage Agreements and Historical Approvals' included in the purpose of detailed design stage section. Cultural heritage included under protecting the Principal's interest bullet point.</li> <li>Section 2.3 – Cultural Heritage Risk Assessment included in documentation that should already be completed by this stage.</li> <li>Section 2.3.1 – 'Cultural Heritage Field Assessment for Aboriginal or Torres Strait Islander Parties and/or Historical / European Heritage', 'Cultural Heritage Field Agreement (CHFA)', 'Cultural Heritage Management Plan (CHMP)' and 'Historical / European Heritage Approvals' added to the list of outputs.</li> <li>Section 2.3.1.1 – Cultural Heritage Field Assessment removed, as it should already have been completed at this stage. Cultural heritage agreements and approvals should be finalised at this stage if they are outstanding from preliminary design phase.</li> <li>Section 2.3.7 – Title of this section is now 'Cultural Heritage' with 2.3.7.1 'Cultural Heritage Agreements (CHFA, CHMA or CHMP)', 2.3.7.2 'Historical / European Heritage Approvals' and 2.3.7.3 'Cultural Heritage Inclusion in Construction Contract Documents' as sub-sections.</li> <li>Section 2.3.7.1 – Updated to reference Terms of Reference C7559 rather than C7558. Information removed that is within the new ToR.</li> <li>Section 2.3.7.2 – Includes information regarding finalisation of historical / European heritage approvals in accordance with ToR C7559.</li> <li>Section 2.3.7.3 – Includes information regarding cultural heritage documentation are incorporated in the construction Contract documents per C7559 ToR.</li> <li>Section 2.24 – Sensitive cultural heritage issues included in the handover report for the construction Contract Administrator. 'CHRA, Cultural Heritage Agreements and Historical / European Approvals' included in the list of reports, permits, and so on, to be appended to, or cross referenced by the report.</li> <li>Section 3 – Deliverable added 'Historical / European Heritage Approvals'. Deliverable edited 'Cultural Heritage Agreements'.</li> </ul>
C7524 Annexure	<p><b>Annexure to Detailed Design</b></p> <ul style="list-style-type: none"> <li>Section 6 – Cultural Heritage Management added. Information regarding cultural heritage agreements, approvals and Contract documentation in relation to Contracts added in reference to C7559 ToR.</li> </ul>

## February 2023

Form Number	Description of change
C7521	<p><b>Options Analysis</b></p> <ul style="list-style-type: none"> <li>Section 2.3 – Replacement of reference to Environmental Scoping Report (ESR) with Preliminary Environmental Assessment (PEA)</li> <li>Section 2.3.3 – Update of section to be about Preliminary Environmental Assessment (PEA)</li> <li>Addition of Section 2.3.8 Noise and Vibration Impact Comparison (NVIC) Report</li> </ul>

Form Number	Description of change
	<ul style="list-style-type: none"> <li>• Section 3 – Replacement of Environmental Scoping Report (ESR) with Preliminary Environmental Assessment (PEA) and addition of Noise and Vibration Impact Comparison Report</li> </ul>
C7521 Annexure	<p><b>Options Analysis Annexure</b></p> <ul style="list-style-type: none"> <li>• Clause 5 – Update of title for C7557 Terms of Reference for Preliminary Environmental Assessment</li> <li>• Clause 5 – Inclusion of reference to C7559 Terms of Reference for Cultural Heritage Assessment</li> </ul>
C7522	<p><b>Business Case</b></p> <ul style="list-style-type: none"> <li>• Section 1.1 – Inclusion of Transport Noise Management Code of Practice – Volumes 1 and 2 and Interim Guideline – Operational Railway Noise and Vibration to the list of manuals</li> <li>• Section 1.1 – Table of acronyms updated to replace ESR with PEA</li> <li>• Section 2.3 – Update to replace Environmental Scoping Report (ESR) with Preliminary Environmental Assessment (PEA)</li> <li>• Section 2.3 – Replacing terminology 'Environmental Risk' with 'impact of environmental constraints on project delivery' throughout section</li> <li>• Section 2.3.5 – Update to the purposed and structure of the Environmental Management Plan (Planning)</li> <li>• Section 2.3.6.2 – Moving section on 'Integration with Infrastructure Sustainability Deliverables' to Section 2.3.6 so that it is no longer a subsection of the EMP(P).</li> <li>• Section 2.3.12 – Added section Noise and Vibration Assessment</li> <li>• Section 3 – Replacement of Environmental Scoping Report (ESR) with Preliminary Environmental Assessment (PEA) and addition of Road Traffic Noise Assessment Report</li> </ul>
C7522 Annexure	<p><b>Business Case</b></p> <ul style="list-style-type: none"> <li>• Clause 5 – Update of title for C7557 Terms of Reference for Preliminary Environmental Assessment</li> <li>• Clause 5 – Inclusion of reference to C7559 Terms of Reference for Cultural Heritage Assessment</li> <li>• Table 5.1 – updated Factor names and removed noise and vibration (as it is no longer part of the scope of the REF).</li> </ul>
C7523	<p><b>Preliminary Design</b></p> <ul style="list-style-type: none"> <li>• Section 1.1 – Inclusion of Transport Noise Management Code of Practice – Volumes 1 and 2 and Interim Guideline – Operational Railway Noise and Vibration to the list of manuals</li> <li>• Section 1.1 – Table of acronyms updated to replace ESR with PEA</li> <li>• Section 2.3 – Update to replace Environmental Scoping Report (ESR) with Preliminary Environmental Assessment (PEA)</li> <li>• Section 2.3.1 – addition of Road Traffic Noise Assessment Report to list of previously prepared documents</li> <li>• Section 2.3.2 – update to description of the environmental process</li> <li>• Section 2.3.2 – addition of Operational Noise Report and Construction Vibration Assessment to list of outputs.</li> <li>• Section 2.3.3 – update to scenario descriptions for the preparation of an REF</li> <li>• Section 2.3.5 – Update to the purposed and structure of the Environmental Management Plan (Planning)</li> <li>• Removal of Section 2.3.7 Environmental Design Report (EDR)</li> <li>• Addition of Section 2.3.19 Noise and Vibration Assessment</li> </ul>

Form Number	Description of change
	<ul style="list-style-type: none"> <li>• Section 3 – Removal of Environmental Assessment Report, replaced Noise Assessment Report with Road Traffic Noise Assessment Report and Construction vibration Assessment Report, addition of Environmental Management Plan (Planning)</li> </ul>
C7523 Annexure	<p><b>Preliminary Design Annexure</b></p> <ul style="list-style-type: none"> <li>• Clause 5 – replaced references to Environmental Scoping Report with Preliminary Environmental Assessment</li> <li>• Table 5.1 – updated Factor names and removed noise and vibration (as it is no longer part of the scope of the REF).</li> </ul>
C7524	<p><b>Detailed Design</b></p> <ul style="list-style-type: none"> <li>• Section 1.1 – Inclusion of Transport Noise Management Code of Practice – Volumes 1 and 2 and Interim Guideline – Operational Railway Noise and Vibration to the list of manuals</li> <li>• Section 1.1 – Table of acronyms updated to replace ESR with PEA</li> <li>• Section 2.3 – Update to replace Environmental Scoping Report (ESR) with Preliminary Environmental Assessment (PEA)</li> <li>• Section 2.3.1 – Replaced Environmental Design Report with Concept Erosion and Sediment Control Plan. Addition of Road Traffic Noise Assessment Report and Construction Vibration Assessment Report</li> <li>• Section 2.3.1.1 – update to the description of the environmental process</li> <li>• Section 2.3.1.1 – in outputs list, replaced Noise Assessment Report/Road Traffic Noise with Road Traffic Noise Assessment Report. Replaced Noise and Vibration Assessment Construction with Construction Vibration Assessment</li> <li>• Section 2.3.2 – update to scenario descriptions for the preparation of an REF</li> <li>• Section 2.3.3 – Update to the purposed and structure of the Environmental Management Plan (Planning)</li> <li>• Section 2.3.6 – Update to the purpose and structure of the Environmental Design Report</li> <li>• Section 2.3.9 – Addition of Noise and Vibration Assessment section</li> <li>• Section 3 – Addition of Road Traffic Noise Assessment Report and Construction Vibration Assessment Report</li> </ul>
C7524 Annexure	<p><b>Detailed Design Annexure</b></p> <ul style="list-style-type: none"> <li>• Clause 6 – replaced references to Environmental Scoping Report with Preliminary Environmental Assessment</li> <li>• Table 6.1 – updated Factor names and removed noise and vibration (as it is no longer part of the scope of the REF).</li> </ul>
C7557	<p><b>Terms of Reference for Preliminary Environmental Assessment</b></p> <ul style="list-style-type: none"> <li>• Title changed from Terms of Reference for Environmental Scoping Report</li> <li>• Throughout document - replaced Environmental Scoping Report with Preliminary Environmental Assessment.</li> <li>• Throughout document – removed references to cultural heritage assessment which is covered by C7559 Terms of Reference for Cultural Heritage Assessment</li> <li>• Section 1.1 – text updated as purpose of report has slightly changed to allow for more flexibility of use</li> <li>• Addition of Section 1.3 Project Scope to clarify what should be included in assessment</li> <li>• Removal of ESR structure section.</li> <li>• Addition of Desktop Assessment section – describes revised process in alignment with revised Environmental Process Manual</li> <li>• Section 3 – updated requirements to align with revised desktop assessment process</li> <li>• Addition of Section Future assessment, management, and estimated costs</li> </ul>

<b>Form Number</b>	<b>Description of change</b>
	<ul style="list-style-type: none"> <li>• Removal of Assessment section and all factor subheadings where factor specific requirements for the assessment were described.</li> <li>• Appendix A – updated references and content to align with revised process</li> <li>• Appendix B – inclusion of abbreviated TMR Risk Assessment and Ratings Matrix</li> </ul>
C7558	<p><b>Terms of Reference for Review of Environmental Factors</b></p> <ul style="list-style-type: none"> <li>• Throughout, removal of reference to cultural heritage assessment. This is now specified by C7559 Terms of Reference for Cultural Heritage Assessment</li> <li>• Addition of Section 1.3 Relationship to Infrastructure Sustainability Rating</li> <li>• Section 1.4 – update of text to remove reference to SOA and make it more flexible for use outside of CFEP.</li> <li>• Section 1.5 – removal of qualification descriptions for cultural heritage and noise and vibration as these are completed separately to the REF.</li> <li>• Section 4 – updated text to make requirements clear</li> <li>• Section 5 – Addition of section on related guidelines and manuals to be referenced in EMP(P).</li> <li>• Section 6.1 and Section 6.10 – moving requirements for sourcing of water from Section 6.1 to Section 6.10</li> <li>• Subheadings under Biodiversity promoted to factor headings.</li> <li>• Cultural heritage section removed.</li> <li>• Air, noise and amenity section moved into separate sections.</li> <li>• Addition of climate change section</li> <li>• Update to glossary</li> </ul>
CFEP Manual	<p><b>Consultants for Engineering Projects – Manual</b></p> <ul style="list-style-type: none"> <li>• Replaced 'Environmental Scoping Report' with 'Preliminary Environmental Assessment' throughout document.</li> </ul>

## **November 2022**

<b>Form Number</b>	<b>Description of change</b>
C7511	<p><b>Information Brochure</b></p> <ul style="list-style-type: none"> <li>• Section 3.3 – amended second dot point to remove the requirement to contact the Prequalification and Contracts Unit</li> <li>• Section 4.2.2 – added information regarding the validity period</li> <li>• Section 4.2.3 – added time requirements and validity period to apply for upgrade and new categories for prequalified consultants</li> <li>• Section 4.2.5 – deleted three years as it could be shorter period</li> <li>• Section 4.5 – reduced number of business days</li> <li>• Section 4.7.1 – updated categories to reflect RPEQ requirements</li> <li>• Section 6 – amended to provide more clarity</li> </ul>
C7512	<p><b>Application Form</b></p> <ul style="list-style-type: none"> <li>• Section J.2 &amp; J.3 – clarified minimum amount for PL &amp; PI insurances</li> <li>• Section K – updated the requirements for quality system as per the CFEP Manual</li> <li>• Section K – information from the table added to a new guide box to give greater visibility about the quality system requirements and also to remove the confusion</li> <li>• Section L – guide box is updated to provide clarity about who can assess the information</li> </ul>

Form Number	Description of change
C7551	<p><b>Prequalified Consultants for Engineering Projects – Supplementary Conditions of Offer</b></p> <ul style="list-style-type: none"> <li>Table 4.3.4 – deleted 5% in consultation with Consult Australia to improve the quality of service and added a new guide box</li> </ul>
CFEP Manual	<p><b>Consultants for Engineering Projects – Manual</b></p> <ul style="list-style-type: none"> <li>Clause 1.5.1 – new Form C7559 added</li> <li>Clause 2.2.3 – amended second dot point to remove the requirement to contact the Prequalification and Contracts Unit</li> <li>Clause 2.2.3 – guide box is update to remove the confusion about the quality system requirements</li> <li>Clause 2.3.2.2 – added information regarding the validity period</li> <li>Clause 2.3.2.3 – added time requirements and validity period to apply for upgrade and new categories for prequalified consultants</li> <li>Clause 2.3.2.5 – deleted three years as it could be shorter period</li> <li>Clause 2.3.4 – reduced number of business days</li> <li>Clause 2.3.6.1 – updated categories to reflect RPEQ requirements</li> <li>Clause 3.1.4 – new Form C7559 added</li> <li>Table 7.1.2.1 – deleted 5% in consultation with Consult Australia to improve the quality of service and added a new guide box</li> <li>Clause 10.3 (c) – new Form C7559 added</li> </ul>

## June 2022

Form Number	Description of change
Appendix F	<p><b>Guidance note – Project sustainability commitments and objectives</b></p> <p>Updated Figure 3 – Relationship of sustainability project to whole of government strategies and plans</p>

## May 2022

Form Number	Description of change
C7559	<p><b>Terms of Reference for Cultural Heritage</b></p> <p>NEW</p>

## January 2022

Form Number	Description of change
Appendix G	<p><b>Sustainability Appendices to Addendum C7521, C7522 and C7524 – Appendix G: Infrastructure Sustainability Management Plan (ISMP) – (Planning / Design / Construction)</b></p> <p>Major revision and restructure, now includes examples and instructions</p>

## December 2021

Form Number	Description of change
C7521	<p><b>Addendum to Infrastructure Sustainability Requirements Options Analysis / Preliminary Evaluation Specification</b></p> <p>References to the Infrastructure Sustainability Council of Australia (ISCA) updated to Infrastructure Sustainability Council (ISC) throughout the document.</p> <p><b>Clause 1.4.2 Transport and Main Roads' Sustainability Framework</b> State government objectives for the community updated to reflect 2021 objectives.</p>

Form Number	Description of change
C7522	<p><b>Addendum to Infrastructure Sustainability Business Case Requirements</b></p> <p>References to the Infrastructure Sustainability Council of Australia (ISCA) updated to Infrastructure Sustainability Council (ISC) throughout the document.</p> <p><b>Clause 1.4.2 Transport and Main Roads' Sustainability Framework</b> State government objectives for the community updated to reflect 2021 objectives.</p>
C7524	<p><b>Addendum to Infrastructure Sustainability Design Requirements</b></p> <p>References to the Infrastructure Sustainability Council of Australia (ISCA) updated to Infrastructure Sustainability Council (ISC) throughout the document</p> <p><b>Clause 1.4.2 Transport and Main Roads' Sustainability Framework</b> State government objectives for the community updated to reflect 2021 objectives</p>

## November 2021

Form Number	Description of change
C7522	<p><b>Business Case Functional specification template</b></p> <p><b>Clause 1.1 Definitions / abbreviations / acronyms</b> List of manuals and links updated. Added – BIM definition.</p> <p><b>Clause 2.14 Business Case Estimate of Cost (Item No. BC 14)</b> Heading renamed. New subclause 2.20 Building Information Modelling (BIM) (Item No. BC20) Following subclause renumbered to 2.21.</p> <p><b>Clause 3 Deliverables</b> Amended to include BIM Execution Plan. New paragraph at end, to advise about electronic project files.</p>
C7523	<p><b>Preliminary Design Functional specification template</b></p> <p><b>Clause 1.1 Definitions / abbreviations / acronyms</b> List of manuals and links updated. Added – BIM definition.</p> <p><b>Clause 1.3 Scope of the Preliminary Design stage</b> New dot points added for BIM requirements.</p> <p><b>Clause 2.3 Environmental and Cultural Heritage Management (Item No. PD 03).</b> Heading renamed.</p> <p><b>Clause 2.9.3 Preliminary Design engineering drawings</b> Heading renamed.</p> <p><b>Clause 2.9.7 Electronic design models</b> Heading renamed. New final paragraph relating to BIM requirements.</p> <p><b>Clause 2.18 Calculation of Benefit Cost Ratio (BCR) (Item No. PD 18) (if ordered)</b></p>

Form Number	Description of change
	<p>Heading renamed.</p> <p><b>Clause 2.19 Road Safety Audit (Item No. PD 19)</b> Heading renamed.</p> <p><b>Subclause 2.23.2 Electronic planning model</b> Deleted, is a repeat of Clause 2.9.7 above.</p> <p><b>NEW Subclause 2.26 Building Information Modelling (BIM) (Item No. PD 25)</b> Following Clause renumbered to 2.27. Item No updated to PD 26.</p> <p><b>Clause 3 Deliverables</b> New paragraph at end, to advise about electronic project files.</p>
C7524	<p><b>Detailed Design Functional specification template</b></p> <p><b>Clause 1.1 Definitions/abbreviations/acronyms</b> List of manuals and links updated. Added – BIM definition.</p> <p><b>Clause 2.3 Environmental and Cultural Heritage Management (Item No. DD 03)</b> Heading renamed.</p> <p><b>Subclause 2.12.4 Reporting</b> Reference to Design Development Report updated, link added. Reference to R2002 template deleted.</p> <p><b>NEW Subclause 2.14.6 Electronic design models</b> Following subclause renumbered to 2.14.7.</p> <p><b>Clause 2.15 Bridge Design Models and Drawings (Item No. DD 16).</b> Heading renamed.</p> <p><b>New Subclause 2.15.1 Bridge Design Models</b> Following subclause renumbered to 2.15.2.</p> <p><b>Clause 2.22 Project Plan (Item No. DD 23)</b> New link to OnQ Project Management templates. Reference to R1001 template deleted.</p> <p><b>NEW Clause 2.26 Building Information Modelling (BIM) (Item No. DD 27)</b> Following clause renumbered to 2.27.</p> <p><b>Clause 3 Deliverables</b> Amended to include BIM Execution Plan: Engineering Drawings. Reference to Construction Tables deleted. New paragraph at end, to advise about electronic project files.</p>
C7526	<p><b>Native Title, Land Acquisition and Limitation of Access</b></p> <p><b>Clause 1.1 Definitions/abbreviations/acronyms</b> List of manuals and link updated,</p> <p><b>Clause 3 Deliverables</b></p>

Form Number	Description of change
	Link to Drafting & Design Presentations Standards manual updated.
C7554	<p><b>Supplementary Conditions of Contract</b></p> <p><b>Clause 1 Definitions</b> BIM added.</p> <p><b>Clause 2.1.1 Concept phase requirements</b> BIM requirement dot points added.</p> <p><b>Clause 2.2.1 An Options Analysis</b> New link to OnQ Project Management templates. Reference to R1001 template deleted.</p> <p><b>Clause 4.2 Purpose of Engineering Drawings / Other Engineering Documents</b> Heading amended to include "Electronic Models".</p> <p><b>Clause 10.1 Number of Engineering Drawings</b> Second dot point amended for BIM requirements.</p> <p><b>Clause 10.3 Project electronic models</b> Amended for BIM requirements.</p> <p><b>Clause 12 Pavement repairs following geotechnical investigations</b> Updated with references to MRTS30 <i>Asphalt Pavements</i> and MRTS05 <i>Unbound Pavements</i>. Dense graded asphalt amended to read AC14, from DG14.</p> <p><b>Clause 13.1 Limitations</b> Some unnecessary text deleted (reference to file formats).</p> <p><b>Clause 13.3 Cadastral boundaries</b> Last paragraph deleted, unnecessary text.</p>
C7556	<p><b>Typical Stage Codes and Descriptions</b></p> <p>Some Code descriptions amended and clarified.</p>
Manual	<p><b>Clause 1.5.1 System documentation</b> C7514 CV for Tender template added to list.</p> <p><b>Clause 3.75 Professional indemnity insurance</b> Consultant arranged insurance (CAI) First paragraph amended to clarify provisions detailed in the Manual and the same provisions already published in the General Conditions of Contract (form C7545).</p> <p><b>Clause 4.3.1 General</b> Amended to read CV template (form C7514).</p> <p><b>Clause 10.2.2 Supporting Documents</b> CV for Tender (form C7514) added to list.</p>
C7513	<p><b>Curriculum Vitae (for inclusion in prequalification application)</b></p> <p>Amended for inclusion in prequalification applications.</p>



Form Number	Description of change
C7514	<p><b>Curriculum Vitae (for inclusion in tender / offers)</b></p> <p>NEW template, for inclusion in tenders / offers.</p>
C7586	<p><b>Offer for Consultant Service – Non Price Component</b></p> <p>Section 3.1.1 expanded to include both Principal / Senior Executive engineer RPEQ details and other RPEQ engineers.</p>

## August 2021

Form Number	Description of change
Manual Chapter 2	<p><b>Clause 2.1.1 Scope</b> Two new categories added to list – Data Analysis &amp; Insights (DAI), and Transport &amp; Land Use Modelling (TLUM).</p> <p><b>Clause 2.2.3 Quality system</b> New paragraphs for DAI and TLUM requirements.</p> <p><b>Clause 2.3.2.1 Initial applications</b> Attachments re-lettered. Attachment O amended to include DAI and TLUM categories.</p> <p><b>Clause 2.3.5 Reviewing, rescinding or downgrading prequalification</b> New 7<sup>th</sup> dot point – obligation to maintain contract prequalification requirements during the term of a contract.</p> <p><b>Clause 2.5.3 Data Analysis &amp; Insights (DAI)</b> New category. Following clauses renumbered.</p> <p><b>Clause 2.5.8 Hydraulic Design (HD)</b> Dot point for Road Pavement Runoff and Aquaplaning moved from HD2 to HD1 in criteria Table 2.5.8.</p> <p><b>Clause 2.5.11 Transport &amp; Land Use Modelling (TLUM)</b> New category. Following clauses renumbered.</p> <p><b>Clause 2.5.12 Transport Planning (TP)</b> Criteria amended because of introduction of new DAI and TLUM categories.</p> <p><b>Clause 2.7.3 Data Analysis &amp; Insights (DAI)</b> New category - new section/commentary. Following sections renumbered.</p> <p><b>Clause 2.7.8 Hydraulic Design commentary</b> Dot point for Road pavement runoff and aquaplaning moved from HD2 to HD1 in commentary Table 2.7.8.</p> <p><b>Clause 2.7.11 Transport &amp; Land Use Modelling</b> New category - new section / commentary. Following sections renumbered.</p> <p><b>Clause 2.7.12 Transport Planning commentary</b></p>

Form Number	Description of change
	<p>Amended because of introduction of new DAI and TLUM categories.</p> <p><b>Clause 3.7.1 Quality Assurance – Consultants on Engineering Projects</b> New paragraphs for DAI and TLUM requirements.</p>
C7511	<p><b>Information Brochure</b></p> <p><b>Section 1.1 Scope</b> Two new categories added to list – Data Analysis &amp; Insights (DAI), and Transport &amp; Land Use Modelling (TLUM).</p> <p><b>Section 3.3 Quality system</b> New paragraphs for DAI and TLUM requirements.</p> <p><b>Section 4.2.1 Initial applications</b> Attachments re-lettered. Attachment O amended to include DAI and TLUM categories.</p> <p><b>Section 4.6 Reviewing, rescinding or downgrading prequalification</b> New 7<sup>th</sup> dot point – obligation to maintain contract prequalification requirements during the term of a contract.</p> <p><b>Section 6.3 Data Analysis &amp; Insights (DAI)</b> New category. Following sections renumbered.</p> <p><b>Section 6.8 Hydraulic Design (HD)</b> Dot point for Road Pavement Runoff and Aquaplaning moved from HD2 to HD1 in criteria Table 6.8.</p> <p><b>Section 6.11 Transport &amp; Land Use Modelling</b> New category. Following sections renumbered.</p> <p><b>Section 6.12 Transport Planning (TP)</b> Criteria amended because of introduction of new DAI and TLUM categories.</p> <p><b>Section 8.3 Data Analysis &amp; Insights (DAI)</b> New category - new section / commentary. Following sections renumbered.</p> <p><b>Section 8.8 Hydraulic Design commentary</b> Dot point for Road pavement runoff and aquaplaning moved from HD2 to HD1 in commentary Table 8.7.</p> <p><b>Section 8.11 Transport &amp; Land Use Modelling</b> New category - new section / commentary. Following sections renumbered.</p> <p><b>Section 8.12 Transport Planning commentary</b> Amended because of introduction of new DAI and TLUM categories.</p>
C7512	<p><b>Application Form</b></p> <p>Page 1 – category / level tick boxes. New boxes for new categories DAI and TLUM. Page 2 – checklist table. New rows added for new categories DAI and TLUM.</p> <p><b>Section C Organisation experience and current technical resources</b></p>

Form Number	Description of change
	<p>New rows added for DAI and TLUM categories.</p> <p><b>Section H Engineering software</b>            Planning &amp; Design section amended to include BIM software requirements.            New sections added for DAI and TLUM requirements.</p> <p><b>Section K Quality system details</b>            Amended for DAI and TLUM requirements.</p> <p>Attachment E renamed for DAI personnel details.</p> <p>Attachment M renamed for TLUM personnel details, following attachments re-lettered.</p> <p>Attachment O Quality Management System – CSA option            New rows for DAI and TLUM categories.</p>
C7585	<p><b>Invitation for Offer for Consultant Service</b></p> <p><b>Section 1.6.1.1 Prequalified Consultancy</b>            New categories DAI and TLUM added to list.</p> <p><b>Section 3.5 Computer Software for Use on this Project</b>            Row 2 amended to include BIM software requirements.            Rows 17 and 18 added – for DAI and TLUM software.</p>
C7586	<p><b>Offer for Consultant Services Non-Price Component</b></p> <p><b>New Section 5 Offered software</b>            5.1 Data Analysis &amp; Insights            5.2 Transport &amp; Land Use Modelling</p>
C7561	<p><b>Initiation of Contract</b></p> <p>DAI and TLUM tick boxes added to list of prequalification categories.</p>
C7545	<p><b>General Conditions of Contract</b></p> <p><b>Clause 1.1 Definitions</b>            New definitions added for Prequalification Notice and Prequalification Systems.</p> <p><b>Clause 1.2 Interpretations</b>            New sentence relating to meanings of words or expressions.</p> <p><b>Clause 2.1 Legislative Requirements</b>            Clause reworded, to advise compliance with all Legislative Requirements.</p> <p><b>Clause 2.17 Prequalification System</b>            New clause relating to Consultant obligation to maintain contract prequalification requirements during the term of a contract.</p> <p><b>Clause 6.3.3 Change in legislation</b>            Wording amended.</p>

## June 2021

Form Number	Description of change
Manual Chapter 1	<p><b>1.5.1 System documentation</b></p> <p>Added to list – new Functional Specification Economic Analysis (Deliverables and Reporting) (Form C7526). Added to list – PUP Addendum to C7521, C7522, C7523, C7524.</p>
Manual Chapter 4	<p><b>4.3.2 The Functional Specification</b></p> <p>Added reference to new Functional Specification Economic Analysis (Deliverables and Reporting) (Form C7526). Added to list – PUP Addendum to C7521, C7522, C7523, C7524.</p>
Manual Chapter 10	<p><b>10.3 Contract System Document Descriptions</b></p> <p>Added to list – new Functional Specification Economic Analysis (Deliverables and Reporting) (Form C7526). Added to list – PUP Addendum to C7521, C7522, C7523, C7524.</p> <p><b>10.4 Assembly of Invitation for Offer</b></p> <p>Table 10.4 List of Invitation for Offer Documentation Added to list – new Functional Specification Economic Analysis (Deliverables and Reporting) (Form C7526). Added to list – PUP Addendum to C7521, C7522, C7523, C7524.</p>
C7585	<p><b>Invitation for Offer for Consultant Service</b></p> <p>Section 1.6.2.1 Prequalified Consultancy New phase added for Economic Analysis.</p>
C7587	<p><b>Offer for Consultant Service – Price Component</b></p> <p>Section 1.3 Project Stage Identification Codes New Stage Name Economic Analysis, new Code EA.</p>
C7526	<p><b>Economic Analysis (Development and Reporting)</b></p> <p>New Functional Specification.</p>
C7520	<p><b>Functional Specification Template – Introduction and Administration</b></p> <p>Clause 1 Introduction Added to table – reference to new Functional Specification Economic Analysis (Development and Reporting).</p> <p>Clause 1.1 Definitions / abbreviations / acronyms List of department manuals updated. Updated link to Technical Publications.</p> <p>Clause 2 Measurement and payment Updated link to Engineering Consultants webpage.</p> <p>Clause 4 General Contract description Added to dot points – reference to new Functional Specification Economic Analysis (Development and Reporting)</p>
C7521	<p><b>Functional Specification Template - Options Analysis</b></p> <p>Clause 1.1 Definitions / abbreviations / acronyms List of department manuals updated. Updated link to Technical Publications.</p>

Form Number	Description of change
	<p>Clause 2.12.4 Public Utility Plant (PUP) New reference to Public Utility Plant (PUP) Addendum.</p> <p>Clause 2.13 Risk Analysis and Record (Item No. OA 13) ISO3100:2009 updated to ISO3100:2018. Updated reference to environmental protection Acts Updated reference to Work Health and Safety Act (Qld) 2011.</p> <p>Clause 2.16 Road Safety Audit (Item No. OA 16) Link to road safety auditor registration updated.</p>
C7521 Annexure	<p><b>Annexure to Options Analysis Specification</b></p> <p>1 Hydraulic analysis and design Reference to Urban Road Design Manual replaced with Road Drainage Manual.</p>
C7522	<p><b>Functional Specification Template – Business Case</b></p> <p>Clause 1.1 Definitions / abbreviations / acronyms List of department manuals updated. Updated link to Technical Publications.</p> <p>Clause 2.12.5 Public Utility Plant (PUP) New reference to Public Utility Plant (PUP) Addendum.</p> <p>Clause 2.13 Risk Analysis and Record (Item No. BC 13) ISO3100:2009 updated to ISO3100:2018. Updated reference to environmental protection Acts Updated reference to Work Health and Safety Act (Qld) 2011.</p> <p>Clause 2.15 Calculation of BCR (Item No. BC 15) Reference to Cost Benefit Analysis Manual replaced with new reference to Functional Specification Economic Analysis (Development and Reporting) (Form C7526). New link included.</p> <p>Clause 2.16 Road Safety Audit (Item No. BC 16) Link to road safety auditor registration updated.</p>
C7522 Annexure	<p><b>Annexure to Business Case Specification</b></p> <p>1 Hydraulic analysis and design Reference to Urban Road Design Manual replaced with Road Drainage Manual.</p>
C7523	<p><b>Functional Specification Template – Preliminary Design</b></p> <p>Clause 1.1 Definitions / abbreviations / acronyms List of department manuals updated. Updated link to Technical Publications.</p> <p>Clause 2.10 Public Utility Plant (PUP) (Item PD 11) New reference to Public Utility Plant (PUP) Addendum.</p> <p>Clause 2.7.1 Bridge or structure Text box updated for Project Manager consideration.</p> <p>Clause 2.14 Risk Mitigation and Record (Item No. PD 15) ISO3100:2009 updated to ISO3100:2018.</p>

<b>Form Number</b>	<b>Description of change</b>
	<p>Clause 2.18 Calculation of BCR (Item No. PD 18) Reference to Cost Benefit Analysis Manual replaced with new reference to Functional Specification Economic Analysis (Development and Reporting) (Form C7526). New link included.</p> <p>Clause 2.19 Road Safety Audit (Item No. PD19) Link to road safety auditor registration updated.</p> <p>Clause 2.21 Project Plan (Item No. PD 20) Reference to Preconstruction Processes Manual deleted.</p>
C7523 Annexure	<p><b>Annexure to Preliminary Design Analysis Specification</b></p> <p>1 Hydraulic analysis and design Reference to Urban Road Design Manual replaced with Road Drainage Manual.</p>
C7524	<p><b>Functional Specification Template – Detailed Design</b></p> <p>Clause 1.1 Definitions / abbreviations / acronyms List of department manuals updated. Updated link to Technical Publications.</p> <p>Clause 2.6 Public Utility Plant (PUP) (Item DD 07) New reference to Public Utility Plant (PUP) Addendum.</p> <p>Clause 2.17 Risk Mitigation and Record (Item No. DD 18) ISO3100:2009 updated to ISO3100:2018.</p> <p>Clause 2.18 Calculation of Benefit Cost Ratio (BCR) (Item No. DD 19) (if ordered) In paragraph (ii) - reference to Cost Benefit Analysis Manual replaced with new reference to Functional Specification Economic Analysis (Development and Reporting) (form C7526). New link included.</p> <p>Clause 2.22 Project Plan (Item No. DD 23) Reference to Preconstruction Processes Manual deleted.</p> <p>Clause 2.23.1 road safety audit of design Link to road safety auditor registration updated.</p> <p>Clause 2.25.6 Sub Certified Final Designs and Accompanying Documentation Milestone Updated to include electronic copy of plans.</p>
C7524 Annexure	<p><b>Annexure to Detailed Design Specification</b></p> <p>2 Hydraulic analysis and design Reference to Urban Road Design Manual replaced with Road Drainage Manual.</p>

## **March 2021**

<b>Form Number</b>	<b>Description of change</b>
Manual Chapter 2	<p>Throughout – terminology for "applicant" and "consultant" tidied up.</p> <p>2.3.2.3 Upgrading of prequalification categories and levels New paragraph for HD2/HD3 upgrade applications – hydraulic reports must be included.</p> <p>2.5.5 Geotechnical Engineering (GE) For renewing at GE3 – new second point.</p>

Form Number	Description of change
	<p>2.5.6 Highway Engineering (HE) References to road lighting and traffic signals deleted from Table 2.5.6.</p> <p>2.5.7 Hydraulic design (HD) In text box – added sentence advising hydraulic reports must be included in upgrade applications.</p> <p>2.5.8 Intelligent transport systems (ITS) New dot points for road lighting design and traffic signals design. Table 2.5.8 – new references to road lighting and traffic signals.</p> <p>2.5.9 Traffic Engineering (TE) Table 2.5.9 – 5<sup>th</sup> dot point amended for TraSIS and TrasiCAD software. 6<sup>th</sup> dot point amended for Traffic Management Design competency.</p> <p>2.7.6 Highway engineering (commentary) References to road lighting and traffic signals deleted from list of dot points.</p> <p>2.7.7 Hydraulic design (commentary) New sentence regarding requirements of upgrade applications – hydraulic reports must be submitted.</p> <p>2.7.8 Intelligent transport systems (commentary) Table 2.7.8 – new references to road lighting and traffic signals.</p> <p>2.7.9 Traffic engineering (commentary) Table 2.7.9 – amended for TraSIS and TrasiCAD software, Traffic Management Design competency, new references to MUTCD and AGTTM.</p>
Manual Chapter 6	<p>6.3 Period up to close of offers</p> <p>Deleted – reference to EP168 <i>Tender Periods</i>.</p> <p>New dot point – typical minimum tender periods for consultant engagements.</p>
Manual Chapter 7	<p><b>Assessment of Offers (prequalified and non-prequalified)</b></p> <p>Clause 7.2.2.3 Assessment of non-price criteria In text box – added sentence advising half marks (0.5) permitted when scoring criteria (except price).</p> <p>Clause 7.10.3 Advice to unsuccessful offerors. Added sentence relating to successful offeror and contract sum.</p>
C7511	<p><b>Information Brochure</b></p> <p>Throughout – terminology for "applicant" and "consultant" tidied up.</p> <p>4.2.3 Upgrading of prequalification categories and levels New paragraph for HD2/HD3 upgrade applications – hydraulic reports to be included.</p> <p>6.5 Geotechnical Engineering (GE) For renewing at GE3 – new second point.</p>

Form Number	Description of change
	<p>6.6 Highway Engineering (HE) References to road lighting and traffic signals deleted from Table 6.6.</p> <p>6.7 Hydraulic design (HD) In text box – added sentence advising hydraulic reports to be included in upgrade applications.</p> <p>6.8 Intelligent transport systems (ITS) New dot points for road lighting design and traffic signals design. Table 6.8 – new references to road lighting and traffic signals.</p> <p>6.9 Traffic Engineering (TE) Table 6.9 – 5<sup>th</sup> dot point amended for TraSIS and TrasiCAD software. 6<sup>th</sup> dot point amended for Traffic Management Design competency.</p> <p>8.6 Highway engineering (commentary) References to road lighting and traffic signals deleted from list of dot points.</p> <p>8.7 Hydraulic design (commentary) New sentence regarding requirements of upgrade applications – hydraulic reports must be submitted.</p> <p>8.8 Intelligent transport systems (commentary) Table 8.8 – new references to road lighting and traffic signals.</p> <p>8.9 Traffic engineering (commentary) Table 8.9 – amended for TraSIS and TrasiCAD software, Traffic Management Design competency, new references to MUTCD and AGTMM.</p>
C7512	<p><b>Application Form</b></p> <p>Section B. RPEQ details. Reference to electrical RPEQ requirements for HE2, HE3 – deleted from Guide notes table.</p> <p>Section H Engineering software Roadway Lighting – updated for ITS2, ITS3 mandatory requirements. Signs – TraSiS, TraSiCAD. References to HE2, HE3 deleted.</p>
C7585	<p><b>Invitation for Offer for Consultant Service</b></p> <p>Section 3.3 Computer Software for use on this project</p> <p>VISUM corrected to read VISSIM. Perfect Lite amended to Perfect Lite for Windows. Perfect Lite AutoCAD Interface amended to Perfect Lite AutoCAD Interface or AGI 32.</p>
C7545	<p><b>General Conditions of Contract</b></p> <p>Clause 8.7.1 Proof of insurance Paragraph (b) amended to advise acceptability of a Certificate of Currency for workers' compensation insurance.</p>
C7551	<p><b>Supplementary Conditions of Offer</b></p>



<b>Form Number</b>	<b>Description of change</b>
	Clause 4.3.1 Scoring procedure Amendment to (b) – half points (0.5) permitted for ratings of non-price criteria.
C7521	<b>Options Analysis and Annexure to Options Analysis Specification</b>  Updated to reflect the evolution of environmental and cultural heritage assessment processes since 2015.
C7521	<b>Options Analysis – Public Utility Plant (PUP) Addendum</b>  New template.
C7522	<b>Business Case and Annexure to Business Case Specification</b>  Updated to reflect the evolution of environmental and cultural heritage assessment processes since 2015.
C7522	<b>Business Case – Public Utility Plant (PUP) Addendum</b>  New template.
C7523	<b>Preliminary Design and Annexure to Preliminary Design Specification</b>  Updated to reflect the evolution of environmental and cultural heritage assessment processes since 2015.
C7523 / C7524	<b>Design - Public Utility Plant (PUP) Addendum</b>  New template.
C7524	<b>Detailed Design and Annexure to Detailed Design Specification</b>  Updated to reflect the evolution of environmental and cultural heritage assessment processes since 2015.
C7557	<b>Terms of Reference for Environmental Scoping Report</b>  Updated to reflect the evolution of environmental and cultural heritage assessment processes since 2015.
C7558	<b>Terms of Reference for Review of Environmental Factors</b>  Updated to reflect the evolution of environmental and cultural heritage assessment processes since 2015.

## **August 2020**

<b>Form Number</b>	<b>Description of change</b>
Manual Chapter 1	<p>1.1.1 Definitions and Abbreviations – new table.</p> <p>1.1.2 Scope – new Figure 1 CFEP Usage Map, describing structure of Manual.</p> <p>1.2 System applicability – RoadTek and E&amp;T references clarified.</p> <p>1.5.1 System documentation – Added - Form C7513 Curriculum Vitae; Form C7598 Unsuccessful Advice; Sustainability Addenda and Appendices, Environmental Terms of Reference. Added to text box– consultantprequal email address.</p> <p>1.5.2 Prequalification operational issues - section deleted.</p> <p>1.5.3 System – standard documents - section deleted. Succeeding clauses renumbered.</p>

Form Number	Description of change
	<p>1.5.4 System database (now clause 1.5.2) – Updated with 3PCM references.</p> <p>1.8 New section – Enquiries.</p>
Manual Chapter 2	<p>2 Definitions – new table.</p> <p>2.1.1 Scope – CE and ITS categories added to list.</p> <p>2.2.3 QA requirements – New sole practitioner checklist option under certain circumstances. Controlled Self Assessment option for CE1, CE2, ES (all levels), FC (all levels), ITS1, ITS2, TP1, TP2.</p> <p>2.2.6 Insurance at Prequalification Stage – PL insurance increased from \$10M to \$20M.</p> <p>2.3 Prequalification Committee – composition of Committee deleted.</p> <p>2.3.2.1 Initial application – Expanded to include more guidance. Reference to CV template added (form C7513).</p> <p>2.3.2.5 New sub clause – newly formed organisations.</p> <p>2.3.2.6 Figure 2.3.2.6 updated.</p> <p>2.3.4 Request for review of assessment – 30 days clarified to mean 30 business days.</p> <p>2.3.5 Performance reporting – clause deleted, following clauses renumbered.</p> <p>2.3.5 Reviewing, rescinding or downgrading – two new circumstances added:</p>

Form Number	Description of change
	<ul style="list-style-type: none"> <li>• failure to submit renewal application,</li> <li>• failure to comply with mandatory prequalification requirements.</li> </ul> <p>2.3.6 New clause – subconsultants and joint ventures for planning and design projects.</p> <p>2.3.6.1 Sub-consultants at prequalification stage, at offer stage.</p> <p>2.3.6.2 Joint ventures for planning and design projects.</p> <p>2.5 Prequalification categories.</p> <p>New reference to design verification and proof engineering services.</p> <p>Prequalification categories updated for –</p> <ul style="list-style-type: none"> <li>• Bridge Design</li> <li>• Economic Studies. New advice relating to new applications – regardless of level applied for, approval will be for Entry Level (Level One) for 12 months.</li> <li>• Financial/Commercial</li> <li>• Geotechnical Engineering</li> <li>• Hydraulic Design.</li> </ul> <p>New categories added for –</p> <ul style="list-style-type: none"> <li>• Cost Estimating</li> <li>• Intelligent Transport Systems</li> </ul> <p>2.7 Addressing prequalification criteria.</p> <p>Commentaries updated for –</p> <ul style="list-style-type: none"> <li>• Bridge Design</li> <li>• Economic Studies</li> <li>• Financial/Commercial</li> <li>• Hydraulic Design.</li> <li>• Traffic Engineering - links updated.</li> </ul> <p>Commentaries added for –</p> <ul style="list-style-type: none"> <li>• Cost Estimating</li> <li>• Highway Engineering</li> <li>• Intelligent Transport Systems</li> <li>• Transport Planning.</li> </ul>
Manual Chapter 3	<p>Sole invitee, multiple invitation terms – updated through to single invitee, sole supplier, limited invitations.</p> <p>3.1.3 – Process summary expanded.</p> <p>Point (3) - Development of Functional Specification/brief – added advice for engagements over \$2M.</p> <p>New point (7) – Assessment Panel formation.</p> <p>Table 3.1.3 Process Summary for Invitation, Assessment and Approval - updated.</p> <p>Risk assessment addition, terminology updated.</p> <p>3.1.4</p> <p>3.1.5 Public Consultation – Updated and renamed “Stakeholder Engagement”.</p> <p>New note – exclusion of external project stakeholders on offer assessment panels, due to conflicts of interest.</p>

Form Number	Description of change
	<p>3.2.3 Goods and Services Tax – Amended to refer to TMR’s FMPM, email address updated. New advice relating to internal transactions.</p> <p>3.3.1 - change to section heading. Private Invitations changed to “Limited Invitation (prequalified consultants).</p> <p>3.3.2 Sole Initiations (prequalified consultants) New sentence added, advising that SI is not compulsory, can use MI.</p> <p>3.4.1 Open invitations (non-prequalified consultants) – inclusion of QTender requirement, external link to QTenders webpage.</p> <p>3.4.2 Limited invitations (non-prequalified consultants) – increase to limit, from \$10,000 to \$150,000.</p> <p>3.4.3 Sole invitations (non-prequalified consultants) – increase to SI limit, from \$10,000 to \$150,000.</p> <p>3.6 Urgent cases (for estimates which exceed \$10,000) – Changed to “Urgent cases (for estimates which exceed \$150,000 (including GST))”.</p> <p>3.7.1 Quality Assurance – Updated for CE, ITS and TP categories. Standard updated from ISO 9001:2008 to ISO 9001:2015. Email address updated for RISE.</p> <p>3.7.2 Consultant contract insurance – New Table 3.7.2 Insurance Summary.</p> <p>3.7.2.3 Professional indemnity insurance – Updated for CAI and PAI requirements. Paragraphs, figures and tables relating to risk exposure deleted.</p>
Manual Chapter 4	<p>4.1 General (prequalified consultants) – New Table 18 Invitation process for prequalified consultants. SI changed to be optional, can use MI. VBS and QBS thresholds increased to &lt;\$1M VBS, &gt;\$1M QBS.</p> <p>4.1.1 Single invitee / sole supplier or limited invitees (prequalified consultant) – Change in terminology from sole invitee, multiple invitees; addition of IT-secured etendering option. New sentence added, advising that SI is not compulsory, can use MI.</p> <p>4.1.2 Types of offers (prequalified consultant) - QBS threshold increased to &gt;\$1M. VBS threshold increased to &lt;\$1M. Negotiation term changed to clarification.</p> <p>4.1.3 new subclause – Rotation of prequalified Consultants (formerly dealt with 4.2.1.1 and 4.2.1.4) - to be established/managed by districts.</p> <p>4.2.1.2 new subclause – Use of prequalified consultants on external roadworks adjoining the department’s roads – replaces Engineering Policy EP136.</p>

Form Number	Description of change
	<p>4.2.1.4 Invitation process using prequalification registers - Amended to state minimum (3) and maximum (6) number of available consultants. Deletion of reference to internal departmental design groups.</p> <p>4.2.1.5 Multi-stage invitation process for prequalified consultants – New Figure 1 Multi-stage invitation. EOI (Expression of Interest) reference changed from ROI (Registration of Interest).</p> <p>4.2.1.6 Multi-phase projects – Change to clause name to “Multi-phase projects for prequalified consultants”. New Figure - Example of a multi-phase project. New guidance in text box relating to consultants who deliver DD not to be engaged to deliver CA services on any resulting construction. External link given to EP158 Administrator and Independency on Transport and Main Roads Projects, in Technical Publications.</p> <p>4.2.1.7 Genuine urgencies – Change to clause name to “Genuine urgencies for prequalified consultants”. Addition of Level 5 Procurement Delegate requirement for endorsement.</p> <p>4.2.1.8 Significant project information – Added reference to Section 1.6.3 of IFO C7585, for service extensions as SI contract.</p> <p>4.3 Invitation documents – Added restrictions for offer responses (formatting, use of departmental CV template Form C7513 – up to 3 pages/person maximum).</p> <p>4.3.2 The Functional Specification – New requirement for services &gt;\$2M value – to be treated on a project by project basis. Infrastructure Delivery Services available to provide guidance. Infrastructureproc email address given.</p> <p>4.4 Approving invitation processes – Removal of reference Instrument of Delegated Purchasing Authority. Approval required by officer with appropriate delegation.</p>
Manual Chapter 5	<p>5.1 Sole invitee term changed through to single invitee/sole supplier. New clause – General, giving examples of non-prequalified services. New Table 19 Invitation process for non-prequalified consultants. SI changed to be optional, can use MI.</p> <p>5.1.1 Sole or Limited Invitations – Heading changed to “Sole invitations (non-prequalified consultant)”. Added paragraph - SI conditions (&lt;\$150K, urgency, prior project knowledge). New reference to etendering. Removal of reference Instrument of Delegated Purchasing Authority. New sentence added, advising that SI is not compulsory, can use MI.</p> <p>5.1.2 Multi-stage invitations (non-prequalified consultant) – New reference and requirements for etendering. New sentence to advise if districts require Offer in Excel format (for checking), to include this requirement in the Tender Brief.</p>

Form Number	Description of change
	<p>5.1.3 Genuine urgencies – Change to clause name to “Genuine urgencies for non-prequalified consultants”. Addition of Level 5 Procurement Delegate requirement for endorsement.</p> <p>5.2.1 Express of Interest documents ROI (Registration of Interest) terms changed to EOI (Expression of Interest). Infrastructureproc email address given for guidance.</p> <p>5.2.4 Preclose Presentation of Design/Brief Function Specification – Changed to “Presentation of Design/Brief Functional Specification”. New advice – optional Pre-Offer meeting to be held in week one of tender period, no later. Pre-close meetings – optional for services under \$2M, mandatory services in excess of \$2M value.</p> <p>5.3 Approving invitation processes – Removal of reference Instrument of Delegated Purchasing Authority. Approval required by officer with appropriate delegation.</p>
Manual Chapter 6	<p>6.1 Conflict of Interest - Change of clause name to “Probity”. New reference to Code of Conduct. New requirement for conflict of interest or collusion declaration. Probity measures given dot points. Last dot point – added sentence, advising it is Project Manager’s responsibility to ensure security of offer documents/electronic data.</p> <p>6.2.1 Use of Offer Lodgement Box - Change of clause name to “Use of offer lodgement box/etendering system. New sentence to advise if districts require Offer in Excel format (for checking), to include this requirement in the Tender Brief.</p> <p>6.2.2 Administration of process – Deletion of references to E&amp;T and RoadTek. 6<sup>th</sup> dot point - addition of tender meeting and clause references for pre-close meeting.</p> <p>6.3 Period up to close of offers – New dot point – reference to EP168 Tender Periods. External link given to Engineering Policies.</p> <p>6.3.1 Queries – New text box to advise: Assessment Panel members to sign conflict of interest declaration and confidentiality agreement. NTTs should not be issued immediately before tender close time.</p> <p>6.4.1 Late offers – new text regarding etendering.</p> <p>6.4.3 New clause – Non Compliance Table.</p> <p>6.4.4 Clarification with recommended offeror (VBS) - Deleted and moved to Chapter 7, clause 7.4.7. Following clause - General offer queries - renumbered to 6.4.4.</p>

Form Number	Description of change
Manual Chapter 7	<p>Throughout - removal of reference to Instrument of Delegated Purchasing Authority, replaced with "procurement officer with the appropriate delegation".</p> <p>7.1.1 Assessment of single invitee / sole supplier offer – Offer assessment score amended to be "offer assessment total weighted score".</p> <p>7.1.2 Assessment of Multiple Offers – \$10,000 value amended to \$150,000 (for non-prequalified consultants). New – storage requirements for etender submissions. New in 2<sup>nd</sup> text box – advice that unopened submissions need to be suitably addressed, to ensure prompt receipt by the relevant area within the offeror organisation.</p> <p>7.1.2.1 QBS – new Figure 9 QBS Example. New Table 21 QBS scenarios. Delete sentence "Second submissions which do not include a price schedule <u>may</u> be considered non-conforming." New sentence "Second submissions which do not include a price schedule <u>will</u> be considered non-conforming." New requirement – requests to vary QBS process to be approved by Manager (Prequalification), on project by project basis.</p> <p>7.2 Offer assessment non-price criteria Consultantprequal email contact given for Excel assessment spreadsheets (on PCU Sharepoint page).</p> <p>7.2.1.1 Technical Skills of key team members – List of departmental manuals updated, link given to Technical Publications webpage. New text box – CVs and org chart for proposed team, also backup personnel.</p> <p>7.2.1.2 Delivering the service List of dot points in (b) updated, to match previously published SCoOffer (<i>form C7551</i>), Clause 5.2.</p> <p>7.2.1.3 Relationship management. Wording amended to include "collaboration".</p> <p>7.2.1.5 Quality of Deliverables. New dot point added for RPEQ certification requirement.</p> <p>7.3.1 VBS scoring for prequalified engineering consultancies – 30% tolerance zone – offers outside 30% range can be considered on discretionary basis, requiring approval from ED(PMD). New requirement – Principal's Estimate to be included in price rating.</p> <p>7.3.2 VBS scoring for non-prequalified consultancies on engineering projects – Half marks (0.5) permitted, amended from decimals not permitted. New Figure 12 as an example of price rating VBS non-prequalified consultants. New requirement – Principal's Estimate to be included in price rating. Consultantprequal address given for Excel assessment spreadsheets (on PCU Sharepoint page).</p> <p>7.4.1 Assessment panel – Number of assessment panel members required – to be based on estimated Contract Value.</p>

Form Number	Description of change
	<p>New requirements –</p> <ul style="list-style-type: none"> <li>Panel Chair to be departmental employee.</li> </ul> <p>External project stakeholders to be excluded from Panel where presence would constitute a conflict of interest.</p> <p>7.4.2 Alternative offers Definition moved to Definitions Table in Chapter 1.</p> <p>7.4.3 Conditional offers Definition moved to Definitions Table in Chapter 1.</p> <p>7.4.4 Offer assessment process – New sentence regarding request for price adjustment, if resources changed.</p> <p>7.4.7 Value Based Selection (VBS) price assessment – Text from Clause 6.4.4 (re post-close clarification) removed from Chapter 6 and inserted into 7.4.7. "negotiations" term deleted, "clarifications" term kept.</p> <p>7.4.8 QBS assessment New – half marks (0.5) permitted if more than one offeror has same highest weighted score.</p> <p>7.7 Approving the procurement decision Deleted – outdated references to contractor material numbers for financial reporting needs.</p> <p>7.8 Period after award of contract – Updated external link to QTenders.</p> <p>7.9 Clause heading change from “Costing” to “Annual Reporting Requirements”. References to Gateway System deleted. Email address <a href="mailto:Fin.Gov@tmr.qld.gov.au">Fin.Gov@tmr.qld.gov.au</a> for link to Finance &amp; Procurement Central Sharepoint site, for annual reporting requirements.</p> <p>7.9.1 Account Code for Consultant Services Reworded and shortened, to advice account code, email address <a href="mailto:Fin.Gov@tmr.qld.gov.au">Fin.Gov@tmr.qld.gov.au</a> for Expenses section in Chart of Accounts.</p> <p>7.9.2 Consultant Services. Clause deleted, content duplicated in Clause 1.1.2 of Chapter 1.</p> <p>7.10.3 Advice to unsuccessful offerors – New template (Form C7598).</p> <p>7.10.4 Formal contract Updated to simplify and clarify where a formal contract may be necessary.</p>
Manual Chapter 8	<p>8.2.2 Mandatory requirements – List of Legislations updated.</p> <p>8.2.3 PMBoK elements – Change of clause name to “Project management elements”. Removal of PMBoK references.</p>



Form Number	Description of change
	<p>8.2.5.1 - new clause title and wording amended for building Industry Fairness (Security of Payment) Act 2017 Act (replacing BCIPA).</p> <p>8.3 Performance reports – Clause and subclauses amended for performance reporting requirements.</p> <p>8.3.1 Introduction - New advice – completed performance reports to be entered into 3PCM for the relevant project by district personnel and advised to consultantprequal.</p> <p>8.3.4 Records management of performance reports – New external link for Records Management Policy.</p> <p>8.3.4.1 new clause – internal “Controlled Self Assessment (CSA-09). Details of process (internal to TMR). New external link to QTender webpage.</p> <p>8.4 Annual Reporting. Clause deleted.</p>
Manual Chapter 9	<p>9.3 Performance reporting – Contract value threshold increased from \$10,000 to \$50,000, above which formal performance reporting is required. Performance reporting forms – form numbers updated to reflect new spreadsheet templates.</p>
Manual Chapter 10	<p>10.1 Retention of documents – Updated for retention/disposal of contract/prequalification documents, financial documents.</p> <p>10.2.2 Supporting Documents – Added to list - CV template (Form C7513). Added to list - Environmental TORs (Forms C7557, C7558). Added to list – Sustainability Addenda and Appendices for C7521, C7522 and C7524.</p> <p>Consultantprequal email address given, for internal link to PCU Sharepoint page for assessment spreadsheets C7566 and C7567.</p> <p>10.4 Assembly of Invitation for Offer – New advice on not to cut and paste from previous invitations. Table 24 List of Invitation for Offer Documentation – removal of column giving document colours. Addition of On Q 4in1 template (for PP, OA, BC, PP).</p> <p>10.6.4 Invitation Period up to closing date - New dot point relating to optional Pre-Offer Meeting in week one of tender period. Pre-Close meeting made optional for services under \$2M in value.</p> <p>10.6.7 During and after completion of consultant services – Performance report form numbering updated.</p>
C7511	<p><b>Information Brochure</b> Titles for departmental publications updated throughout. Clause 3.3 Quality system Change to Transport Planning QA requirements – Controlled Self Assessment acceptable for Levels 1 and 2. Third party certification mandatory for Level 3.</p>

Form Number	Description of change
	<p>Clause 4.2.4 Changes to Consultant Organisation - New requirement to advise of any demerits or sanctions being investigated under the Ethical Supplier Mandate.</p> <p>Clause 6.3 Economic Studies (ES) – New advice relating to new applications – regardless of level applied for, approval will be for Entry Level (Level One) for 12 months.</p>
C7512	<p><b>Application Form</b></p> <p>Section I Organisational History - New requirement to advise of any demerits or sanctions being investigated under the Ethical Supplier Mandate.</p> <p>Section H Engineering Software – 2D Hydraulic Design amended to read 2D/3D Hydraulic Design. Software list updated, MIKE21 and DELFT-3D removed.</p> <p>Section K Quality system details Change to Transport Planning QA requirements – Controlled Self Assessment acceptable for Levels 1 and 2. Third party certification mandatory for Level 3.</p> <p>Attachment M Quality Management System – Controlled Self Assessment (CSA()) option Amended to include Transport Planning Levels 1 and 2.</p>
C7561	<p><b>Initiation of Contract Report</b></p> <p>New question – Has the Consultant any current demerits or sanctions being investigated under the Ethical Supplier Mandate? External link to ACN Supplier Check Tool given for use by report compiler.</p> <p>New question – has replacement personnel been approved?</p> <p>New question for project manager/report compiler – has contract been entered into 3PCM?</p> <p>Reminder to project manager/report compiler – enter performance reports directly into 3PCM and advise Prequalification &amp; Contracts Unit via email.</p>
C7585	<p><b>Invitation for Offer for Consultant Service</b></p> <p>Section 1.6.1.2 Sub-consultants. New – to advise categories where sub-consultants may be nominated in an Offer.</p> <p>Section 1.6.3 Extension of Consultant Commission. Amended to add advice that extensions are not to include Contract Administration services for any resulting construction.</p> <p>Section 1.10 Insurances PAI option amended, removed as an option, only to be selected in specific circumstances.</p>
C7587	<p><b>Offer for Consultant Service – Price Component</b></p> <p>Header updated to read Invitation Number, not Contract Number.</p> <p>Section 2.1 Price Schedule Note relating to "if ordered" items amended to add "Excessive use of "if ordered" items will be noted in contract performance reporting."</p>
C7542	<p><b>General Conditions of Offer</b></p> <p>Throughout – the term “negotiation” replaced with “clarification”.</p> <p>Clause 1 Definitions Added – Single Invitee, Sole Supplier definitions.</p>

Form Number	Description of change
	<p>Clause 11.1 Non Compliances Table Updated to duplicate Table in Chapter 6 of CFEP Manual.</p>
C7545	<p><b>General Conditions of Contract</b></p> <p>8.2.1 Alternative 1 – Principal Arranged Insurance Moved to after CAI. Term “alternative” deleted.</p> <p>8.2.2 Alternative 2 – Consultant Arranged Insurance Term “alternative” deleted.</p> <p>11.5 Rapid Adjudication Amended for Building Industry Fairness (Security of Payment) Act 2017, replacing BCIPA references.</p> <p>12.5.4 Service of Payment Claims Amended for Building Industry Fairness (Security of Payment) Act 2017, replacing BCIPA references.</p>
C7551	<p><b>Supplementary Conditions of Offer</b></p> <p>Clause 2(b) Prequalification Requirements Updated for QA requirements for CE, ES, FC, ITS and TP categories.</p> <p>Clause 4.2 Assessment Panel Panel to be formed and briefed before invitation for offer issued, amended from before assessment commences.</p> <p>Clause 4.4.1.2 For Non-Prequalified Consultancies Half marks (0.5) permitted, amended from decimals not permitted.</p> <p>Clause 5.1 Technical Skills of Key Team Members List of Manuals updated. Webpage link given to TMR Technical Publications.</p> <p>Clause 5.5 Quality of Deliverables New dot point added for RPEQ certification requirement.</p>
C7554	<p><b>Supplementary Conditions of Contract</b></p> <p>"TMR" amended to department/departmental throughout.</p> <p>6.3.2 Consultant Services "collaborative" added as a term.</p> <p>8.1 Engineering drawing certification New 8.1.1 – advice relating to EP172 Electronic Signature policy for engineering drawings.</p> <p>9.1.1 Road Design References List of Manuals updated. Webpage link given to TMR Technical Publications.</p>
C7554.1	<p><b>Annexure A Supplementary Conditions of Contract – Management Procedures and Forms</b></p> <p>Document version date updated to August 2020. No other amendments.</p>
C7554.2	<p><b>Annexure B Supplementary Conditions of Contract – Delegations of functions of the Principal and the Consultant</b></p> <p>Version dates updated for references throughout document to GCoC form C7542, SCoO form C7551, GCoC form C7545, SCoC form C7554.</p> <p>“Negotiation” amended to “clarification” when in the context of Offerors.</p>

<b>Form Number</b>	<b>Description of change</b>
	Ethical Supplier Requirements added to Delegation functions for C7542.  Clause 13 Non-conforming Building Products added to Delegation Function list for C7545.
C7554.3	<b>Annexure C Supplementary Conditions of Contract – Additional Clauses</b> Document version date updated to August 2020. No other amendments.
C7598	<b>Unsuccess Advice</b> New form. Advice to Offerors who were unsuccessful.
C7599	<b>Letter of Acceptance</b> List of Contract Documents – references amended to read Sole Supplier/Single Invitee.  Other Specific Contract Matters – updated to include reference to Digital Video Roads (DVR) Viewer Licence Agreement.
C6941	<b>Submission of Project Review Report (SPR)</b> Amended to remove "initial" from title.
C6942	<b>Submission of Preliminary Design Report (PDR)</b> Form Code amended from SDR to PDR.
C6947	<b>Progress Payment Claim (PPCA) Preliminary Design</b> Form Code amended from PPC to PPCA.
C6947SI	<b>Progress Payment Claim (PPC) Single Invitee/Sole Supplier</b> Title changed to Single Invitee/Sole Supplier.
C6948	<b>Progress Payment Certificate (PCR)</b> References amended from BCIPA to BIFA.
C6948SI	<b>Progress Payment Certificate (PCRS) Single Invitee/Sole Supplier</b> Title changed for Single Invitee/Sole Supplier. Form Code amended from PCR to PCRS. References amended from BCIPA to BIFA.
C6953	<b>Progress Payment Claim (PPCB) Detailed Design</b> Form Code amended from PPC to PPCB.

## **January 2020**

<b>Form Number</b>	<b>Description of change</b>
C7586	<b>Offer for Consultant Service – Non-Price Component</b> Section 1.4 Offeror's Details – new field added for ACN.

## **October 2019**

<b>Form Number</b>	<b>Description of change</b>
C7585	<b>List of documents – Consultants</b> Clause 1.7.1 amended to include reference to Attachment D Ethical Supplier Threshold.
C7586	<b>Offer for Consultant Service – Non Price Component</b> New Attachment D – Ethical Supplier Threshold questionnaire. New notes and definitions relating to the Ethical Supplier Threshold and Ethical Supplier Mandate.
C7542	<b>General Conditions of Offer</b> Clause 1 amended to include definitions relevant to Ethical Supplier Threshold and Ethical Supplier Mandate provisions.  Clause 4.5 Principal Negotiations – reworded, to be less flexible regarding final offer negotiations.

Form Number	Description of change
	<p>Clause 6.2 Notices to Offerors – added text regarding timely issuing of NTTs, so that offerors have time to deal with the matters in the NTTs.</p> <p>7.1 Withdrawal of Offers –</p> <ul style="list-style-type: none"> <li>• amended to clarify offers received in a Lodgement Box.</li> <li>• Deleted - sentence about suspending prequal status of consultants who withdraw their offers.</li> </ul> <p>Clause 8.1 Form/Delivery of Offers – split into 8.1.1 and 8.1.2 adding electronic tendering option (consistent with added text in CFEP manual).</p> <p>Clause 8.2 Late Offers – split into 8.2.1 and 8.2.2. Sentence referencing franking machines deleted.</p> <p>Clause 8.3 Offers Forwarded Indirectly or by Electronic Means –</p> <ul style="list-style-type: none"> <li>• title changed to “Offers Forwarded Indirectly or by Other Means”.</li> <li>• First paragraph amended, second and third paragraphs deleted.</li> </ul> <p>Clause 9.2 Advice of Successful Offeror – amended to advise that this info will be given in the Unsuccessful Advice (Form C7598).</p> <p>Clause 9.4 Discussions with Offerors – negotiations to be approved by Principal’s Delegate, changed from District Director.</p> <p>Clause 10.1(g) inserted to refer to Ethical Supplier Threshold.</p> <p>Clause 11 Discrepancies and errors in the Offer – new subclause 11.1 Non-Compliances Table, which includes reference to Ethical Supplier Threshold.</p> <p>Clause 14 Acceptance of an Offer – amended to advise email of scanned copy of LOA followed by hard copy.</p> <p>Clause 15 Feedback to Unsuccessful Offerors – reworded and clarified.</p> <p>Clause 17 Standing Offers – clause deleted (tick box in IFO <i>form C7585</i> deleted as well). Following clauses renumbered.</p> <p>New clause 18.1 Ethical Supplier Threshold. New clause 18.2 Ethical Supplier Mandate.</p>
C7545	<p><b>General Conditions of Contract</b></p> <p>Clause 1.1 Definitions – Amended to include definitions relevant to Ethical Supplier Threshold and Ethical Supplier Mandate provisions.</p> <p>Clause 2.3 Consultant’s obligations – Amended to require the Consultant to comply with the Ethical Supplier Threshold.</p>

Form Number	Description of change
	<p>New Clause 2.4 Consultant acknowledgments – Acknowledgements relating to obtaining information and demerit or sanction under the Ethical Supplier Mandate.</p> <p>Clause 7.1.1 Indemnity –</p> <ul style="list-style-type: none"> <li>• New subclause (g) relating to Ethical Supplier Threshold and Ethical Supplier Mandate.</li> <li>• Following subclause renamed (h).</li> </ul>
C7551	<p><b>Supplementary Conditions of Offer</b></p> <p>Clause 3 Form of the Offer –</p> <ul style="list-style-type: none"> <li>• amended to include electronic tendering,</li> <li>• offers not including fully completed Price Component (<i>form C7587</i>) will be treated as nonconforming, amended from “may be treated”.</li> <li>• New - Attachment D to Non-Price Component (<i>form C7586</i>) Ethical Supplier Threshold requirements.</li> </ul> <p>Clause 4.1 Assessment Method – Shortlisting down to six offers received, changed from ten.</p> <p>Clause 4.2 Assessment Panel – New sentence excluding external project stakeholders on Panels due to conflicts of interest.</p> <p>Clause 4.3 Non-Price (Envelope 1) – References to “scores” corrected to “rating”.</p> <p>Clause 4.3.4 Negotiation Process (QBS) – QBS scenarios table added.</p> <p>Clause 4.4.1 Price Aspect Scores (VBS) – New first paragraph, regarding secure storage of price component and release to Assessment Panel.</p> <p>Clause 4.4.1.1 Price - for Engineering Consultancies – New advice relating to Principal’s Estimate to be included in price rating, for all offers.</p> <p>Clause 4.4.1.2 For Non-Engineering Consultancies on Engineering Projects –</p> <ul style="list-style-type: none"> <li>• Heading changed to “For Non-Prequalified Consultancies on Engineering Projects”.</li> <li>• New advice relating to Principal’s Estimate to be included in price rating, for all offers.</li> </ul> <p>Clause 5.2 Delivering the Service.</p> <ul style="list-style-type: none"> <li>• PYMBoK references changed to general project management.</li> <li>• New 10th element added Stakeholder Management.</li> </ul> <p>Clause 5.3 Relationship management Added h) Adherence to compliance with Ethical Supplier Threshold</p> <p>Clause 5.4 Local Knowledge and Interfaces. Amended to Local Benefits.</p> <p>Clause 5.5 Quality of Deliverables – Estimating dot points amended to match same in Chapter 7 of manual.</p>

Form Number	Description of change
	Clause 8.4 Local Knowledge and Interfaces. Amended to Local Benefits.  Tables throughout the document given numbering.

## June 2019

Form Number	Description of change
C7511	<b>Information Brochure</b> Section 6.7 Hydraulic Design – criteria updated for 2d hydraulic modelling, CFD modelling. Section 8.7 Hydraulic Design Commentary – HD3 amended to make CFD modelling highly regarded.

## March 2019

Form Number	Description of change
C7511	<b>Information Brochure</b> Links updated.  Section 2 Definitions - new table.  Section 3.2 Requirements for prequalification of consultant organisation.  Section 3.3 QA requirements <ul style="list-style-type: none"> <li>new – Cost Estimating and Intelligent Transport Systems requirements.</li> </ul> Section 3.4 Registered Professional Engineers <ul style="list-style-type: none"> <li>new – reference to overseas personnel.</li> </ul> Section 3.6 Insurances <ul style="list-style-type: none"> <li>Public Liability increased from \$10M to \$20M.</li> </ul> Section 4.3 Assessment of applications <ul style="list-style-type: none"> <li>Figure 4.3 updated.</li> </ul> Section 4 Prequalification <ul style="list-style-type: none"> <li>composition of Prequalification Committee deleted.</li> </ul> Section 4.2.1 Initial application – expanded to include more guidance. Section 4.2.5 Newly formed organisations – new. Section 4.5.1 Appeals <ul style="list-style-type: none"> <li>30 days to mean 30 business days.</li> </ul> Section 4.6 Performance reporting. This section removed. Following sections renumbered.

Form Number	Description of change
	<p>Section 4.6 Reviewing, rescinding or downgrading.</p> <p>Three new circumstances added –</p> <ul style="list-style-type: none"> <li>• failure to submit renewal application,</li> <li>• failure to comply with mandatory prequalification requirements,</li> <li>• unsatisfactory management of a nominated subconsultant.</li> </ul> <p>Section 4.7 Sub-consultants and joint ventures for planning and design projects –</p> <ul style="list-style-type: none"> <li>• New paragraph regarding subconsultants nominated in prequalification applications.</li> <li>• New section regarding Joint Ventures at the offer stage.</li> </ul> <p>Section 6 Prequalification categories</p> <ul style="list-style-type: none"> <li>• updated for BD, ES, FC, GE, HD, TE.</li> <li>• New - reference to design verification and proof engineering services.</li> <li>• New - criteria for Cost Estimating and Intelligent Transport Systems categories.</li> </ul> <p>Section 8 Addressing prequalification criteria</p> <ul style="list-style-type: none"> <li>• BD, ES, FC, GE, HD, TE commentaries updated.</li> <li>• CE, HE, ITS and TP commentaries added.</li> </ul>
C7512	<p><b>Application Form</b></p> <p>New - Cost Estimating and Intelligent Transport Systems categories. Attachments D-L renamed in sequence.</p> <p>Section G Project Size Capability – deleted, following sections renamed in sequence.</p> <p>Section B RPEQ details</p> <ul style="list-style-type: none"> <li>• Specific BD and HE requirements added.</li> <li>• Applicant to advise whether Employee, Contractor or Subconsultant.</li> </ul> <p>Section H Engineering Software –</p> <ul style="list-style-type: none"> <li>• Highway Engineering software – ARNDT, RISC, Perfect Lite, Perfect Lite AutoCAD, Signs, TraSiS and TraSiCAD all designated as required for HE2, HE3 levels.</li> <li>• Costing Estimating heading renamed from Estimating. Software list updated. WMS deleted.</li> <li>• Geotechnical Engineering – Holebase option for Levels 2 and 3 added to list.</li> <li>• Hydraulic Design – HY-8, DRAINS, 12D Drainage, HEC-RAS 2D, computational fluid dynamics (CFD) modelling software added. DELFT-FLS, SOBEK deleted.</li> </ul> <p>Section L Quality System Details</p> <ul style="list-style-type: none"> <li>• New TMR Checklist Declaration option for organisations with no employees other than individual providing service to TMR.</li> </ul> <p>Attachments C to L – Technical experience of personnel (by category)</p> <ul style="list-style-type: none"> <li>• Applicant to advise whether Employee, Contractor or Subconsultant.</li> </ul> <p>Attachment M – Controlled Self Assessment.</p> <ul style="list-style-type: none"> <li>• New attachment - CE and ITS categories included.</li> </ul>



Form Number	Description of change
None	<p><b>Performance Reporting User Guide</b></p> <p>Table 2 Performance Scores</p> <ul style="list-style-type: none"> <li>• Definition for Score 3 amended from "adequate" to "good".</li> <li>• Definition for Score 4 amended from "good" to "very good".</li> </ul>
C7561	<p><b>Initiation of Contract</b></p> <p>Updated for CE and ITS categories.</p>
C7545	<p><b>General Conditions of Contract</b></p> <p>Clause 7.1.3 Excepted Risks.</p> <ul style="list-style-type: none"> <li>• (d) wording removed "the greater of \$10 million" – relating to claims.</li> </ul> <p>Clause 12.7 Computer Software used to Product Computer System Outputs.</p> <ul style="list-style-type: none"> <li>• Sentence added for when BIM specified in contract.</li> </ul>
C7585	<p><b>Invitation for Offer</b></p> <p>Section 1.4 Offer Lodgement Details.</p> <ul style="list-style-type: none"> <li>• Added - electronic lodgement.</li> </ul> <p>Section 1.6.1.1 Prequalified Consultancy</p> <ul style="list-style-type: none"> <li>• Added – Cost Estimating and Intelligent Transport Systems categories.</li> </ul> <p>Section 1.10 Insurance</p> <ul style="list-style-type: none"> <li>• PAI option swapped with CAI, to come first (the default). Text added "if no option stated, PAI will apply."</li> </ul> <p>Section 2.2 Weightings for Criteria</p> <ul style="list-style-type: none"> <li>• Local Knowledge and Interfaces amended to read Local Benefits.</li> </ul> <p>Section 3.5 Computer Software for Use on This Project.</p> <ul style="list-style-type: none"> <li>• Lists updated.</li> <li>• Listed Planning and Design software – made "preferred", not "mandatory".</li> <li>• Listed Electronic Planning &amp; Design Modelling Systems – made "preferred", not "mandatory".</li> <li>• New- Digital Video Roads (DVR) requirements.</li> </ul> <p>Section 3.6 Tender Meeting</p> <ul style="list-style-type: none"> <li>• New - optional tender meeting (in week one of tender period).</li> <li>• Clarified - pre-close of tender meeting, optional for commissions less than \$2M, mandatory for over \$2M.</li> </ul>
C7554	<p><b>Supplementary Conditions of Contract</b></p> <p>Updated references to the department, Queensland Transport and Roads Investment Program (QTRIP), from Roads Implementation Program (RIP).</p> <p>Updated references to Transport Infrastructure Project Delivery, from Main Roads Project Delivery.</p>

Form Number	Description of change
	<p>Updated links to TMR website.</p> <p>New link to Engineering Consultants webpage, for access to Functional Specifications.</p> <p>References to M4211 and M4212 removed, replaced with Design Development Report (Large Projects) and Design Development Report (Small Projects).</p> <p>Clause 6.1 Mandatory Requirements</p> <ul style="list-style-type: none"> <li>• updated reference to Work Health and Safety Act 2011.</li> </ul> <p>Clause 6.2 Project Management Elements</p> <ul style="list-style-type: none"> <li>• removal of PMBoK reference, made generic "Project Management".</li> </ul> <p>Clause 6.2.7.1 General</p> <ul style="list-style-type: none"> <li>• paragraph (c) list of stakeholders expanded (local indigenous communities, political representatives).</li> </ul> <p>New 6.2.10 subclause – for 10<sup>th</sup> project management element "Stakeholder Management".</p> <p>Clause 8.2 Effect of Certification</p> <ul style="list-style-type: none"> <li>• update from ISO 9001:2000 to ISO 9001:2015.</li> </ul> <p>Clause 10.1 Number of Engineering Drawings</p> <ul style="list-style-type: none"> <li>• electronic format expanded to include CD, USB flash drive.</li> </ul> <p>Clause 10.3 Electronic Project Model heading renamed Project Electronic Model</p> <ul style="list-style-type: none"> <li>• New wording advised from BIM Implementation area.</li> </ul> <p>Clause 11.1 Word Processor</p> <ul style="list-style-type: none"> <li>• Second dot point - updated for 3PCM format.</li> </ul>

## December 2018

Form Number	Description of change
C7545	<p><b>General Conditions of Contract</b></p> <p>Clause 1.1 Definitions. Lump Sum – new. QBCC Act – new. Start Date - LOA (C7599) amended to read (C7599 or equivalent). Unit Rate – new.</p> <p>Clause 4.5 Document Hierarchy "Agreed post-tender documentation" included in Hierarchy, after (1).</p> <p>Clause 5.2 Program. Program requirements changed, to align with C7554 SCoC, as follows -</p>

Form Number	Description of change
	<p><del>The Principal may direct the Consultant shall submit to furnish to the Principal a contract program within 2 weeks of the Start Date for approval by the Principal the time and in the form directed by the Principal."</del></p> <p>The following sentences deleted –</p> <p>The Consultant may voluntarily furnish a program to the Principal at any time.</p> <p>A program does not form part of the Contract and shall only be used for the purpose of enabling the Principal to monitor the progress of the Consultant in the provision of the Consultant Services.</p> <p>Amended –</p> <p>The submission <del>furnishing of any program</del> a contract program does not relieve the Consultant of any obligations under the Contract including the obligation to not, without reasonable cause, depart from an earlier program.</p> <p>Clause 5.9 Principal Initiated Extension of Time. Amended to include discretion references.</p> <p>Clause 6.1.1 Payment Basis. (3) monthly invoices to be on the last Business Day of each month, and on completion.</p> <p>Clause 6.2.2 Examination of Tax Invoices. Amendments to comply with Building Industry Fairness (Security of Payment) Act 2017.</p> <p>Clause 6.3.1 Directions. New sections (d) and (e).</p> <p>Clause 8 PI insurance – PAI option to be Alternative 1, CAI to be Alternative 2.</p> <p>Clause 12.8 Performance Reports – Updated to reflect new templates. Last paragraph reworded, relating to consultant requirement to participate in performance reporting processes.</p> <p>New Clause 12.12.4 Digital Data Licence Agreement. For use if project requires Digital Video Roads (DVR).</p> <p>New Clause 13 Non-conforming Building Products.</p> <p>New Clause 14 Entire Agreement. General provisions clause.</p>

## June 2018

Form Number	Description of change
C7513	<p><b>Curriculum Vitae</b> New form.</p>

## May 2018

Form Number	Description of change
C7561.1	<b>Initiation of Contract</b> This form has been WITHDRAWN and replaced with C7561.
C7561.2	<b>Milestone Contract Performance Evaluation</b> This form has been WITHDRAWN.
C7561.2	<b>Finalisation</b> This form has been WITHDRAWN.
C7561.3	<b>Finalisation</b> This form has been WITHDRAWN.
C7561	<b>Initiation of Contract</b> This form has been updated with minor changes to some fields.
C7562	<b>Pre-Construction Performance Reporting Form</b> This form replaces the Part A Milestone and Finalisation forms, and can be used for both milestone and finalisation reporting. Formatting changes conform to 3PCM fields. New form number.
C7563	<b>Post-Construction Performance Reporting Form</b> This form replaces the Part B Post-Construction form, with formatting changes to conform to 3PCM fields.
-	<b>Performance Reporting User Guide</b> This document has been updated to reflect the revised suite of performance reports.

## August 2015

Form Number	Description of change
C6930	<b>Variation Request</b> This form has been updated to current format.
C6931	<b>Principal Proposed Variation</b> This form has been updated to current format.
C6932	<b>Variation Order</b> This form has been updated to current format.
C6933	<b>Consultation Request for Information</b> This form has been updated to current format.
C6934	<b>Direction to Consultant</b> This form has been updated to current format.
C6935	<b>Consultant Liaison with other Consultants</b> This form has been updated to current format.
C6936	<b>Extension of Time Request</b> This form has been updated to current format.
C6937	<b>Extension of Time Granted</b> This form has been updated to current format.
C6938	<b>Consultant Referral</b> This form has been updated to current format.
C6939	<b>Principal Delegate Referral</b> This form has been updated to current format.
C6940	<b>Hourly Rate Order</b> This form has been updated to current format.
C6941	<b>Project Review Report Submission</b> This form has been updated to current format.
C6942	<b>Preliminary Design Report Submission</b> This form has been updated to current format.
C6943	<b>Detailed Design Report Submission</b> This form has been updated to current format.

<b>Form Number</b>	<b>Description of change</b>
C6944	<b>Submission of Drawings</b> This form has been updated to current format.
C6945	<b>Meeting Action Summary</b> This form has been updated to current format.
C6946	<b>PUP Conflict Advice</b> This form has been updated to current format.
C6947	<b>Preliminary Design Progress Claim</b> This form has been updated to current format.
C6947SI	<b>Sole Invitation Progress Claim</b> This form has been updated to current format.
C6948	<b>Development Phase Progress Certificate</b> This form has been updated to current format.
C6948SI	<b>Sole Invitation Progress Certificate</b> This form has been updated to current format.
C6949	<b>Subconsultant Reference</b> This form has been updated to current format.
C6950	<b>Consultant Proposed Variation</b> This form has been updated to current format.
C6951	<b>Communication from Principal</b> This form has been updated to current format.
C6952	<b>Document Transfer</b> This form has been updated to current format.
C6953	<b>Detailed Design Progress Claim</b> This form has been updated to current format.
C6954	<b>Document Transfer Drawings</b> This form has been updated to current format.
C6955	<b>Dispute Notice</b> This form has been updated to current format.
C7520	<b>Functional Specification Template – Introduction and Administration</b> This form has been updated as follows: <ul style="list-style-type: none"> <li>• Title change, from Functional Specification Proforma.</li> <li>• TMR manuals list.</li> <li>• Acronyms table expanded, to include all acronyms used throughout C7520-C7525 functional specifications.</li> </ul>
C7521	<b>Functional Specification Template – Options Analysis</b> <ul style="list-style-type: none"> <li>• This form has been updated extensively, to reflect current practice for technical, environment, noise, Public Utility Plant, landscaping requirements.</li> </ul>
C7521 Annexure	<b>Annexure to Options Analysis Specification</b> <ul style="list-style-type: none"> <li>• This is a new form, the Annexure component previously included in the C7521 document.</li> </ul>
C7522	<b>Functional Specification Template – Business Case</b> <ul style="list-style-type: none"> <li>• This form has been updated extensively, to reflect current practice for technical, environment, noise, Public Utility Plant, landscaping requirements.</li> </ul>
C7522 Annexure	<b>Annexure to Business Case Specification</b> <ul style="list-style-type: none"> <li>• This is a new form, the Annexure component previously included in the C7522 document.</li> </ul>
C7523	<b>Functional Specification Template – Preliminary Design</b> <ul style="list-style-type: none"> <li>• This form has been updated extensively, to reflect current practice for technical, environment, noise, Public Utility Plant, landscaping requirements.</li> </ul>
C7523 Annexure	<b>Annexure to Preliminary Design Specification</b> <ul style="list-style-type: none"> <li>• This is a new form, for the Annexure component previously included in the C7523 document.</li> </ul>
C7524	<b>Functional Specification Template – Detailed Design</b>

Form Number	Description of change
	<ul style="list-style-type: none"> <li>This form has been updated extensively, to reflect current practice for technical, environment, noise, Public Utility Plant, landscaping requirements.</li> </ul>
C7524 Annexure	<b>Annexure to Detailed Design Specification</b> <ul style="list-style-type: none"> <li>This is a new form, for the Annexure component previously included in the C7524 document.</li> </ul>
C7525	<b>Functional Specification Template – Native Title, Land Acquisition and Limitation of Access</b> <ul style="list-style-type: none"> <li>This form has been updated to reflect current practice.</li> </ul>
C7556	<b>Typical Stage Codes</b> <ul style="list-style-type: none"> <li>This form has been updated with Stage Codes currently in use.</li> </ul>

## March 2015

Form Number	Description of change
C7511	<b>Information Brochure</b> This form has been amended as follows: <ul style="list-style-type: none"> <li>Section 4 Prequalification – Prequalification Committee members updated.</li> <li>Section 4.5.1 Appeals against outcome of assessment review – Executive Director details updated.</li> <li>Section 6.4 Geotechnical engineering (GE) – for levels 2 and 3, removal of RMS slope risk accreditation requirement. New paragraph relating to company eligibility.</li> </ul>
C7512	<b>Application Form</b> This form has been amended as follows: <ul style="list-style-type: none"> <li>Section I Engineering Software – Holebase or compatible software, for Levels 2 and 3.</li> <li>Section K Insurance – Professional Indemnity insurance to continue for 7 years after PC of any resulting construction contract.</li> </ul>

## July 2014

Form Number	Description of change
C7545	<b>General Conditions of Contract</b> This form has been amended as follows: <ul style="list-style-type: none"> <li>Clause 2.6 Skills, Care and Diligence – amended following consultation with Consult Australia. Previous wording, with term “Obligations of the Consultant” had potential to limit response of Professional Indemnity insurance.</li> <li>Clause 7 Liabilities and Indemnities. Unlimited consultant liability changed to limited (i.e. to be capped). Relevant clauses are – <ul style="list-style-type: none"> <li>7.1.2 Proportional Reduction in Liability – paragraph (b) amended to include an Excepted Risk limit.</li> <li>7.1.3 Excepted Risks – new paragraph (d), listing circumstances where cap does not apply.</li> </ul> </li> <li>Clause 8.2 Consultant Arranged Professional Indemnity Insurance. <ul style="list-style-type: none"> <li>8.2.1 (a) removal of minimum project amounts of \$1M per claim and \$2M in the aggregate, replaced with amounts to be nominated in Item 10.1 of the Invitation for Offer (C7585), or approved in writing by the Principal.</li> <li>8.2.1 (b) change from 2 years to 7 years, for policy to be in force. New last sentence – insurance provider to be deemed suitable by the Principal.</li> </ul> </li> <li>Clause 8.3 Public Liability Insurance – removal of \$10M minimum amount for each occurrence, replaced with a minimum amount to be nominated in Item 10.1 of the Invitation for Offer (C7585).</li> <li>Clause 12.11.5 Publication – updated references to Queensland Government QTender website.</li> </ul>

## September 2013

Form Number	Description of change
C7511	<p><b>Information Brochure</b></p> <p>Changes due to move to organisational prequalification and new Financial/Commercial (FC) category:</p> <ul style="list-style-type: none"> <li>• Clause 1.1 Scope – new line for FC.</li> <li>• Clause 2 Definitions – reworded for organisation-based entity.</li> <li>• Clause 3.2 Requirements for Prequalification of Consultant Organisation – reworded for organisation-based entity.</li> <li>• Clause 3.4 Registered Professional Engineers – requirement for RPEQ registration to be in relevant discipline for service.</li> <li>• Clause 4 Prequalification – updating titles of Prequalification Committee members.</li> <li>• Clause 4.1.2 Regional Registers – expansion of special regional requirements (local needs).</li> <li>• Clause 4.1.3 Use of Prequalification Registers – relating to local resources.</li> <li>• Clause 4.2.4 Changes to Consultant’s Organisation – updated to refer to address, not location.</li> <li>• Clause 4.3 Assessment of Applications – applicant’s software, reference to “office” deleted.</li> <li>• Clause 4.5.1 Appeals against Outcome of Assessment Review – updated to Executive Director (State Program Office), from Chief Engineer (Engineering &amp; Technology).</li> <li>• Clause 4.7 Reviewing, Rescinding or Downgrading Prequalification – removal of term “permanent office personnel”. Reworded to say “change in personnel nominated in a Consultant’s application”.</li> </ul> <p>Updates to prequalification criteria:</p> <ul style="list-style-type: none"> <li>• Clause 6.1 Bridge Design (BD) - updated</li> <li>• Clause 6.2 Economic Studies (ES) – updated</li> <li>• Clause 6.3 Financial/Commercial (FC) - new</li> <li>• Clause 6.4 Geotechnical Engineering (GE) - updated</li> </ul> <p>Updates to Clause 8 Addressing Prequalification Criteria:</p> <ul style="list-style-type: none"> <li>• New Clause 8.1 Bridge Design</li> <li>• New Clause 8.2 Economic Studies</li> <li>• New Clause 8.3 Financial/Commercial</li> <li>• New Clause 8.4 Geotechnical Engineering</li> <li>• Traffic Engineering renumbered to be Clause 8.5.</li> </ul>
C7512	<p><b>Application Form</b></p> <p>Changes due to move to organisational prequalification and introduction of new Financial/Commercial (FC) category:</p> <ul style="list-style-type: none"> <li>• Page one – document heading amended to read “This application is for the prequalification of a consultant organisation with a local delivery capability” – removing references to “specific, single office” and “permanent local delivery capability”.</li> <li>• Page one – new tick boxes, section lists updated.</li> <li>• Section B RPEQ Details - given address is to be the location of the office where individual is employed.</li> <li>• Section C Organisation Experience and Current Technical Resources – new column added “Local Delivery Capability – Location &amp; Capacity”, new field for FC.</li> <li>• Section D Current Projects for this Organisation – previously “office”.</li> <li>• Section E Past Experience of this Organisation – previously “office”.</li> <li>• Section F Technical Experience of Personnel in this Organisation – previously “office”.</li> <li>• Section G Project Size Capability for this Organisation – previously “office”.</li> <li>• Section H Geographic Areas of Operation – for the organisation, previously “office”.</li> </ul>

Form Number	Description of change
	<ul style="list-style-type: none"> <li>Section I Engineering Software – in use by the organisation. Previously “available in office”. Listing of software rearranged to be consistent with listing in Lotus Notes consultant database.</li> <li>Attachments C to I – Technical Experience of Personnel (one attachment per category) – new column added “office location in organisation”. New Attachment D for FC, other attachments relettered.</li> </ul>
None	<p><b>Manual Consultants for Engineering Projects</b>  <i>(Note – Chapter 2 not published at the same time as the info brochure and application – KP got these published only on the website, for applicant use).</i></p> <p>Chapter 2 Consultant Prequalification System - changes due to move to organisational prequalification and addition of new Financial/Commercial (FC) category:</p> <ul style="list-style-type: none"> <li>Clause 2.1.1 Scope – new line for FC.</li> <li>Clause 2.2 Definitions – reworded for organisational entity</li> <li>Clause 2.3.2 Requirements for Prequalification of Consultant Organisation</li> <li>Clause 2.3.4 Registered Professional Engineers – requirement for RPEQ registration to be in relevant discipline for service.</li> <li>Clause 2.4 Prequalification – updating titles of Prequalification Committee members.</li> <li>Clause 2.4.1.2 Regional Registers – expansion of special regional requirements (local needs).</li> <li>Clause 2.4.1.3 Use of Prequalification Registers – relating to local resources.</li> <li>Clause 2.4.2.4 Changes to Consultant’s Organisation – updated to refer to address, not location.</li> <li>Clause 2.4.3 Assessment of Applications – applicant’s software, reference to “office” deleted.</li> <li>Clause 2.4.5.1 Appeals against Outcome of Assessment Review – updated to Executive Director (State Program Office), from Chief Engineer (Engineering &amp; Technology).</li> <li>Clause 2.4.7 Reviewing, Rescinding or Downgrading Prequalification – removal of term “permanent office personnel”. Reworded to say “change in personnel nominated in a Consultant’s application”.</li> <li>Section 2.6.3 – addition of new Financial/Commercial (FC) prequalification category. Section numbering of existing categories changed because of new FC category.</li> </ul> <p>Clause 2.8 Addressing Prequalification Criteria:</p> <ul style="list-style-type: none"> <li>New Subclause 2.8.1 Bridge Design</li> <li>New Subclause 2.8.2 Economic Studies</li> <li>New Subclause 2.8.3 Financial/Commercial</li> <li>New Subclause 2.8.4 Geotechnical Engineering</li> <li>Existing Traffic Engineering subclause renumbered to be 2.8.5.</li> <li>Chapter 4 Invitation Process – Prequalified Consultants</li> <li>Chapter 7 Assessment of Offers</li> </ul>

## May 2013

Form Number	Description of change
C7567	<ul style="list-style-type: none"> <li>C7567 Offer Evaluation for Engineering Consultancies – Value Based Selection (VBS) Assessment Spreadsheet for Prequalified Engineering Consultancies and Non-Prequalified Engineering Consultancies.</li> <li>Formula cells amended to include price weighting cell.</li> <li>Formula cells protected in both the Prequalified and Non-Prequalified worksheets.</li> </ul>

## January 2013

Form Number	Description of change
C7511	Information Brochure



Form Number	Description of change
	<ul style="list-style-type: none"> <li>Section 3.3 Quality Systems – removal of reference to Second Party Quality Assurance certification.</li> </ul> <p>Amendments to Traffic Engineering criteria:</p> <ul style="list-style-type: none"> <li>Section 6.6 Traffic Engineering</li> <li>New Section 8 Addressing Traffic Engineering Criteria.</li> </ul>
C7512	<p><b>Application Form</b></p> <ul style="list-style-type: none"> <li>Addressee details updated (page 1).</li> <li>Attachment A - I, updated to include references to referee contact details.</li> </ul>
None	<p><b>Manual Consultants for Engineering Projects</b></p> <p>Chapter 2 amendments:</p> <ul style="list-style-type: none"> <li>Section 2.3.3 Quality Systems – removal of reference to Second Party Quality Assurance certification.</li> <li>Section 2.4 – updating of Prequalification Committee member titles.</li> <li>Section 2.6.6 – updated Traffic Engineering criteria.</li> <li>New – Section 2.8 - Addressing Traffic Engineering Criteria.</li> </ul> <p>Chapter 7 amendments:</p> <ul style="list-style-type: none"> <li>Miscellaneous updates to TMR organisational titles/areas.</li> <li>Section 7.2 - combining of VBS spreadsheets C7567.1 (prequalified) and C7567.2 (non-prequalified) into single C7567, with additions of summary sheets.</li> <li>The amended chapters detailed above have been designated Jan 2013 version.</li> </ul>
C7567	<ul style="list-style-type: none"> <li>C7567 Offer Evaluation for Engineering Consultancies – Value Based Selection (VBS) Assessment Spreadsheet for Prequalified Engineering Consultancies and Non-Prequalified Engineering Consultancies.</li> <li>This form has been amended to include worksheets for the assessment of both prequalified and non-prequalified engineering consultancies. It replaces C7567.1 (prequalified) and C7567.2 (non-prequalified).</li> <li>Worksheets have been partially protected. Cells requiring data entry by assessment panel members are not protected and are linked to summary sheets to reduce duplication of data entry.</li> </ul>
None	<p><b>Performance Reports</b></p> <ul style="list-style-type: none"> <li>User Guide, page 7 – assessment formula amended to cater for Non Price % (VBS only) option.</li> </ul>
C7561	<ul style="list-style-type: none"> <li>C7561.1 Initiation of Contract – change to form title, to read “Initiation of Contract”, instead of “Initiation of Contract Document”.</li> <li>C7561.2 Milestone Evaluation – inclusion of field for Non Price % (VBS only).</li> <li>C7561.3 Finalisation – change to form title, to read “Finalisation of Service”, instead of “Finalisation Document”.</li> </ul>
C7563	<ul style="list-style-type: none"> <li>M7563 Post Construction</li> <li>Minor formatting changes.</li> </ul>

## September 2012

Form Number	Description of change
C7566	<p><b>Offer Evaluation for Engineering Consultancies - Excel Spreadsheet (Qualification Based Selection) For Prequalified and Non-Prequalified Engineering Consultancies</b></p> <p>This form has been amended as follows.</p> <ul style="list-style-type: none"> <li>The spreadsheet has been updated to include additional columns to record the individual assessor raw scores.</li> <li>Amendments to the spreadsheet have been made to align with the amendment in Changes to the wording for criteria heading.</li> <li>New worksheet has been added to summarise evaluation.</li> </ul>
C7567.1	<p><b>Offer Evaluation for Engineering Consultancies - Excel Spreadsheet (Value Based Selection) For Prequalified Engineering Consultancies</b></p> <p>This form has been amended as follows.</p> <ul style="list-style-type: none"> <li>This spreadsheet will be used for the sole evaluation of Prequalified Consultancies.</li> </ul>

Form Number	Description of change
	<ul style="list-style-type: none"> <li>The spreadsheet has been updated to include additional columns to record the individual assessor raw scores.</li> <li>Amendments to the spreadsheet have been made to align with the amendment in Changes to the wording for criteria heading.</li> <li>New worksheet has been added to summarise evaluation.</li> </ul>
C7567.2	<p><b>Offer Evaluation for Engineering Consultancies - Excel Spreadsheet (Value Based Selection) For Non-prequalified Engineering Consultancies</b></p> <p>This form has been amended as follows.</p> <ul style="list-style-type: none"> <li>This spreadsheet will be used for the sole evaluation of Non-prequalified consultancies.</li> <li>The spreadsheet has been updated to include additional columns to record the individual assessor raw scores.</li> <li>Amendments to the spreadsheet have been made to align with the amendment in Changes to the wording for criteria heading.</li> <li>New worksheet has been added to summarise evaluation.</li> </ul>
None	<p><b>Manual Consultants for Engineering Projects</b></p> <p>The following clauses were amended in Chapter 7:</p> <ul style="list-style-type: none"> <li>Clause 7.1.2.2; Increase to Value Based Selection (VBS) threshold, from \$66,000-\$300,000 to \$250,000-\$750,000</li> <li>Clause 7.8.1; Updated Contract Disclosure advice with references to current Queensland Government eTender system.</li> <li>Clauses 7.2.1, 7.2.2, 7.3; Changed wording for criteria headings, amendments to formula paragraphs.</li> <li>Clauses 7.4.7 &amp; 7.4.8; Removal of Worked Example of VBS Selection and QBS Process for Prequalified Engineering Consultancies.</li> <li>Clauses 7.2; Amendments due to introduction of C7567.2 VBS evaluation spreadsheet for Non-prequalified consultants.</li> <li>The amended chapter detailed above have been designated July 2012 versions.</li> </ul>

## June 2012

Form Number	Description of change
C7561	<p><b>Performance Report</b></p> <ul style="list-style-type: none"> <li>The User Guide has had amendments after stakeholder feedback, to clarify advice in guide.</li> </ul>
C7651.1	<p><b>Initiation Of Contract</b></p> <ul style="list-style-type: none"> <li>This form has been amended following stakeholder feedback, additional fields were required.</li> </ul>
C7651.2	<p><b>Milestone Contract Performance Evaluation</b></p> <ul style="list-style-type: none"> <li>This form has been amended following stakeholder feedback, additional fields were required.</li> </ul>
C7651.3	<p><b>Finalisation</b></p> <ul style="list-style-type: none"> <li>This form has been amended following stakeholder feedback, additional fields were required.</li> </ul>
C7563	<p><b>Post Construction</b></p> <ul style="list-style-type: none"> <li>This form has been amended following stakeholder feedback, additional fields were required.</li> </ul>

## May 2012

Form Number	Description of change
C7545	<p><b>General Conditions of Contract</b></p> <p>This form has been amended as follows:</p> <ul style="list-style-type: none"> <li>Review of the methodology for consultant performance reporting Clause 12.8 Performance Reporting.</li> </ul>

<b>Form Number</b>	<b>Description of change</b>
C7551	<p><b>Supplementary Conditions of Offer</b></p> <p>This form has been amended as follows:</p> <ul style="list-style-type: none"> <li>Review of the methodology for consultant performance reporting Clause 5.3 Relationship Management - last dot point.</li> </ul> <p>Selection criteria headings:</p> <ul style="list-style-type: none"> <li>Clause 5 Assessment Criteria (non-price).</li> <li>Clause 6 QBS Weightings</li> <li>Clause 7 VBS Weightings</li> <li>Clause 8 Weighting of Non-Price Criteria.</li> </ul>
C7585	<p><b>Invitation for Offer for Consultant Services</b></p> <p>This form has been amended to reflect updated criteria wording:</p> <ul style="list-style-type: none"> <li>Clause 2 Assessment of Offers.</li> </ul>
C7586	<p><b>Offer for Consultant Services – Non Price Component</b></p> <p>This form has been amended to reflect updated criteria wording:</p> <ul style="list-style-type: none"> <li>Clauses 4.1, 4.2, 4.3, 4.4.</li> </ul>
C7511	<p><b>Information Brochure</b></p> <p>This form has been amended as follows:</p> <ul style="list-style-type: none"> <li>Review of the methodology for consultant performance reporting Clause 4.6 Performance Reporting.</li> </ul>
None	<p><b>Manual Consultants for Engineering Projects</b></p> <p>The following chapters/clauses were amended:</p> <ul style="list-style-type: none"> <li>Review of the methodology for consultant performance reporting.</li> <li>Chapter 2, Clause 2.4.6 Performance Reporting</li> <li>Chapter 2, Figure 4.3 Overall Process for Prequalification Assessment and Maintenance</li> <li>Chapter 8, Managing the Contract – Prequalified Consultants, Clauses 8.1, 8.3, 8.4</li> <li>Chapter 9 Managing the Contract – Other than Prequalified Consultants, Clause 9.3.</li> </ul> <p>Increase to Sole Invitation threshold to \$250,000 for prequalified consultants:</p> <ul style="list-style-type: none"> <li>Chapter 3, Table 3.1, Clauses 3.3.1, 3.3.2, 3.3.3</li> <li>Chapter 4, Clauses 4.1.1, 4.1.2, 4.2.1.6</li> <li>Chapter 6, Clause 6.2.1</li> </ul> <p>Increase to Value Based Selection (VBS) threshold, from \$66,000-\$300,000 to \$250,000-\$750,000.</p> <ul style="list-style-type: none"> <li>Chapter 4, Clause 4.1.2.</li> <li>Chapter 7, Clause 7.1.2.2</li> </ul> <p>Contract Disclosure Requirements:</p> <ul style="list-style-type: none"> <li>Chapter 7, Clause 7.8.1</li> </ul> <p>Annexure C Additional Clauses:</p> <ul style="list-style-type: none"> <li>Chapter 10, Clauses 10.3, 10.4, 10.5.3, 10.5.4</li> </ul> <p>Non-price selection criteria:</p> <ul style="list-style-type: none"> <li>Chapter 4, Clause 4.3.1.</li> <li>Chapter 7, Clauses 7.2.1, 7.2.2, 7.3.</li> </ul> <p>Updating of ISO9001:2000 reference to ISO9001:2008:</p> <ul style="list-style-type: none"> <li>Chapter 3, Clause 3.7.1</li> <li>The amended chapters detailed above have been designated May 2012 versions.</li> </ul>

## **February 2012**

<b>Form Number</b>	<b>Description of change</b>
C7563	<p><b>Performance Report</b></p> <p>This form was condensed to a two page report (Post Construction (C7563))</p> <ul style="list-style-type: none"> <li>User Guide developed in conjunction with the amended form.</li> </ul>

## August 2011

Form Number	Description of change
C7545	<p><b>General Conditions of Contract</b></p> <p>This form was amended to include the following amendments:</p> <p>Clause 1 Definitions – new definitions for:</p> <ul style="list-style-type: none"> <li>• Directions</li> <li>• Designer</li> <li>• Fault</li> <li>• Manual</li> <li>• Moral Rights</li> <li>• Clause 2 Consultant Responsibilities – new subclause 2.1 Legislative Requirements.</li> <li>• Clause 3 Principal's Responsibilities – removal of subclause Errors in Principal's Supplied Information.</li> </ul> <p>Clause 4 Contract Documents:</p> <ul style="list-style-type: none"> <li>• one (1) copy required to be supplied by Principal.</li> <li>• order of priority amended by the addition of Notices to Offerors as the second highest in the order.</li> <li>• Clause 5 Commencement, Progress &amp; Other Time Issues – inclusion of reference to supply of erroneous information by the Principal.</li> <li>• Clause 6 Payments &amp; Certificates - time limit modified for consultant initiated variation - consultant has fourteen days to advise opinion to Principal, instead of 28 days.</li> <li>• Clause 7 Liabilities &amp; Indemnities – new subclause relating to tangible property.</li> </ul> <p>Clause 8 Insurance:</p> <ul style="list-style-type: none"> <li>• Alternative for Principal Arranged Insurance (PAI) for Professional Indemnity insurance.</li> <li>• Removal of unlimited aggregate requirement for Public Liability insurance.</li> <li>• Clause 9 Intellectual Property – expanded to include Moral Rights and IP relating to existing and new Contract Materials.</li> <li>• Clause 10 Suspension, Termination of the Contract – new Termination for Convenience clause.</li> <li>• Clause 11 Dispute Settlement – minor formatting changes.</li> <li>• Clause 12 – General</li> <li>• New Survival clause</li> <li>• New Performance Reporting clause</li> <li>• Amended Return of Materials – consultant to retain one copy.</li> <li>• New Right to Information clause.</li> <li>• New Privacy Requirements clause.</li> <li>• New Recordkeeping clause.</li> </ul>
C7585	<p><b>Invitation for Offer</b></p> <p>This form was amended in the following areas:</p> <ul style="list-style-type: none"> <li>• References to Clauses in C7545 General Conditions of Contract.</li> <li>• Clause 1.10 Insurance – new option for Principal Arranged Insurance.</li> <li>• Clause 3.5 Computer Software for Use on This Project – removal of requirement for MX and MX Customisation; inclusion of Geotechnical Engineering software Plaxis-2D and Gint.</li> </ul>
C7586	<p><b>Offer for Consultant Service – Non-price Component</b></p> <ul style="list-style-type: none"> <li>• This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C7587	<p><b>Offer for Consultant Service – Price Component</b></p> <ul style="list-style-type: none"> <li>• This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C7542	<p><b>General Conditions of Offer</b></p> <ul style="list-style-type: none"> <li>• This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>

<b>Form Number</b>	<b>Description of change</b>
C7599	<b>Letter of Acceptance</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C7547	<b>Engineering Consultant's Statutory Declaration – Professional Indemnity Insurance and Public Liability Insurance</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C7551	<b>Supplementary Conditions of Offer</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C7554	<b>Supplementary Conditions of Contract</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C7554.1	<b>Annexure A – management procedures</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C7554.2	<b>Annexure B – delegation of functions</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C7554.3	<b>Annexure C – additional clauses</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C7555	<b>Notice to Offerors</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6941	<b>Submission/Approval of Initial Project Review Report</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6942	<b>Submission/ Approval of Preliminary Design Report</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6943	<b>Submission/ Approval of Detailed Design Report</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6944	<b>Submission/ Approval of Engineering Drawings/Other Engineering Documents</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6931	<b>Principal Proposed Variation</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6950	<b>Consultant Proposed Variation</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6930	<b>Request for Variation Quotation</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6932	<b>Variation Order</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6936	<b>Request for Extension of Time</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6937	<b>Grant of Extension of Time</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6947	<b>Invoice Attachment - Progress Payment Claim - Preliminary Design</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6947S	<b>Invoice Attachment - Progress Payment Claim - Preliminary Design (Sole Invitee)</b>

<b>Form Number</b>	<b>Description of change</b>
	<ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6953	<b>Tax Invoice Attachment - Progress Payment Claim -Detailed Design</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6948	<b>Progress Payment Certificate</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6948S	<b>Progress Payment Certificate (Sole Invitee)</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6940	<b>Hourly Rates Order</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6955	<b>Notice of Dispute</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6951	<b>Communication from Principal</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6933	<b>Request by Consultant for Information</b> <ul style="list-style-type: none"> <li>This form was amended to correct clause references to C7545 General Conditions of Contract, updated Queensland Government logo.</li> </ul>
C6934	<b>Direction/ Reply to Consultant</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6935	<b>Consultant Liaison with other Consultants</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6946	<b>PUP Conflict Advice</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6949	<b>Reference to subconsultant</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6938	<b>Referral to Consultant</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6939	<b>Referral to Principal's Delegate</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6945	<b>Meeting Action Summary</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6952	<b>Document Transfer</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>
C6954	<b>Document Transfer – Drawings</b> <ul style="list-style-type: none"> <li>This form was updated with Queensland Government logo.</li> </ul>

## **May 2011**

<b>Form Number</b>	<b>Description of change</b>
C7511	<b>Information Brochure</b> <ul style="list-style-type: none"> <li>This form was updated to remove the RTA NSW accreditation requirement for slope risk assessments from Level One of Geotechnical Engineering (Clause 6.3).</li> </ul>
C7512	<b>Application Form</b> <ul style="list-style-type: none"> <li>This form was updated to include new software requirements of Plaxis-2D and Gint for Geotechnical Engineering Levels Two and Three (Section I).</li> </ul>

## August 2010

Form Number	Description of change
C7511	<p><b>Information Brochure</b></p> <p>This form was updated to:</p> <ul style="list-style-type: none"> <li>• terminology for divisions and branches</li> <li>• prequalification category criteria</li> <li>• implications of the requirements for professional engineers</li> <li>• performance reporting requirements</li> <li>• insurance requirements</li> <li>• renewal requirements</li> <li>• appeals process.</li> </ul>

## November 2009

Form Number	Description of change
C7566	<p><b>Offer Evaluation – Consultant on Engineering Projects Qualification Based Selection</b></p> <p>This form was updated to:</p> <ul style="list-style-type: none"> <li>• Correct the formula it contained, to align with the Manual Consultants for Engineering Projects.</li> <li>• Include instructions to users to enable assessments of more than three consultants.</li> <li>• The form is now specific to QBS requirements.</li> </ul>
C7567	<p><b>Offer Evaluation – Consultant on Engineering Projects Value Based Selection</b></p> <p>This form was updated to:</p> <ul style="list-style-type: none"> <li>• Correct the formula it contained, to align with the Manual Consultants for Engineering Projects.</li> <li>• Include instructions to users to enable assessments of more than three consultants.</li> <li>• The form is now specific to VBS requirements.</li> </ul>

## May 2009

Form Number	Description of change
C7561	<p><b>Performance Report Part A – After Completion of Consultant Services</b></p> <p>This form was updated to:</p> <ul style="list-style-type: none"> <li>• Reflect current terminology for divisions and branches.</li> <li>• Clarify financial terminology.</li> </ul>
C7563	<p><b>Performance Report Part B – After Completion of Construction</b></p> <p>This form was updated to:</p> <ul style="list-style-type: none"> <li>• Correct the title to read “After Completion of Construction”. Previously it read “After Completion of Consultant Services” which is the correct title for the Part A report (C7561).</li> <li>• Reflect current terminology for divisions and branches.</li> <li>• Clarify financial terminology.</li> </ul>

## February 2007

Form Number	Description of change
C7545	<p><b>Clause 7.1.1 Indemnity</b></p> <ul style="list-style-type: none"> <li>• The indemnities previously provided under Sub Clauses 11.4.11 (a), (b), and (c) of the Feb 05 version of the GCOC have been reinstated under Sub Clauses 7.1.1 (b), (c) and (d). The indemnities cover unlawful or negligent acts or omissions of the Consultant as well as death, injury, loss or damage.</li> <li>• Clause 7.1.2 Proportional Reduction in Liability.</li> </ul>

Form Number	Description of change
	<ul style="list-style-type: none"> <li>The Consultant's liability to indemnify the Principal under Clause 7.1.1 may be reduced proportionally to the extent that the Principal contributed to the loss, damage, death or injury.</li> <li>Various Miscellaneous Updates to referenced external Acts and documents.</li> <li>Various updates to referenced external Acts and documents as well as grammatical and punctuation improvements were made throughout the document.</li> </ul>

## January 2007

Form Number	Description of change
C7511 and C7512	<p><b>Information Brochure – Prequalified Consultants on Engineering Projects</b></p> <ul style="list-style-type: none"> <li>Application Form - Prequalified Consultants on Engineering Projects.</li> <li>These forms were updated to include a new Geotechnical Prequalification Category as well as general updates to accommodate a fresh round of consultant prequalification invitations.</li> </ul>

## September 2006

Form Number	Description of change
C7545	<p><b>Clause 2.6 Consultant Identification of Errors</b></p> <ul style="list-style-type: none"> <li>The phrase "use reasonable endeavours" has been inserted to qualify the identification of erroneous information.</li> <li>Clause 2.13 Faults in Contract Materials.</li> <li>The term "lack of fitness for purpose" has been replaced by sub clause (b) "because they are inappropriate for their intended use with regard to the assumptions that the Consultant can be reasonably expected to make in accordance with sound engineering principles".</li> <li>Clause 6.3.6 (a) Consultant Initiated Variation – Principal Direction.</li> <li>The period allowed for the Consultant to notify the Principal of its opinion in writing, before being time barred, has been increased from 7 days to 28 days to better accommodate a commonly accepted consultant billing cycle of 28 days.</li> <li>The reference to "Matters raised by the Consultant after the time limits will be time barred." has been relocated from sub clause 6.3.6 (d) to sub clause 6.3.6 (a)</li> <li>Clause 7.2.2 Consultant Professional Indemnity Insurance.</li> <li>The amount of Professional Indemnity Insurance excess is no longer specified in the General Conditions of Contract (Form 7545). The level of excess is generally a matter between the Consultant and its insurers. However, if a project specific risk assessment indicates that it is prudent to scrutinise the level of excess, provision for declaring the excess is preserved in Form C7586.</li> </ul>
C7545	<p><b>Clause 7.2.3 Consultant Public Liability Insurance</b></p> <ul style="list-style-type: none"> <li>A maximum deductible amount of \$10,000 is no longer specified in the General Conditions of Contract. (Form 7545). The maximum deductible is generally a matter between the Consultant and its insurers. However, if a project specific risk assessment indicates that it is prudent to scrutinise the maximum deductible, provision for declaring the maximum deductible amount is preserved in Form C7586.</li> <li>Clause 11.4.11 Moral Rights Indemnity.</li> <li>Sub Clauses 11.4.11 (a), (b) and (c) have been deleted.</li> <li>Sub Clause 11.4.11 (d) has been incorporated into the main body of Clause 11.4.11.</li> </ul>
C7585	<ul style="list-style-type: none"> <li>Invitation for Offer (Section 1.10) has been amended to reflect insurance cover amounts rather than excess amounts.</li> </ul>

## February 2004

Form Number	Description of change
C7545	<p><b>Clauses 2.2 (a) and 2.2 (b)</b></p> <ul style="list-style-type: none"> <li>the word 'expertise' has been replaced by the word 'experience'</li> </ul>



Form Number	Description of change
	<ul style="list-style-type: none"> <li>• Clause 7.3 and 7.4</li> <li>• we should not insist on access to the Consultant's Insurance Policies as this could void their policies</li> <li>• instead use the Form C7547 Engineering Consultant's Statutory Declaration – Professional Indemnity Insurance.</li> </ul> <p><b>Clause 7.5</b></p> <ul style="list-style-type: none"> <li>• The Public Liability Insurance excess amount of \$10,000 is low and it has been changed to an amount of \$100,000.</li> <li>• In addition, a third paragraph has been added to cover the case where the consultants excess is greater than \$100,000.</li> </ul> <p><b>Clause 7.8</b></p> <ul style="list-style-type: none"> <li>• A note has been added to exclude the acceptability of a letter from the consultants insurance broker certifying that their policies satisfy the requirements of the contract. A statutory declaration is required in all cases where we don't inspect their insurance policies (applies in almost all cases).</li> <li>• Clause 10.17(a)</li> <li>• The words 'and not disclose' have been expanded to 'and not disclose unless required by law.'</li> <li>• The Note at the end of Clauses 7.3, 7.4 and 7.5 has a reference to Clause 9.4 which is incorrect. This has been changed to Clause 8.4.</li> </ul> <p><b>Clause 9.2</b></p> <ul style="list-style-type: none"> <li>• The requirement to nominate an Independent Expert to resolve disputes has been removed.</li> <li>• Both parties are not required to agree on an Independent Expert when the first and second stage referrals fail to resolve a dispute.</li> </ul>
C7546	<ul style="list-style-type: none"> <li>• The Annexure – General Conditions of Contract has been amended to reflect the change detailed in Item 7 above.</li> <li>• The new form version is (C7546-Feb 04)</li> <li>• Clauses 7C has been removed.</li> </ul>