**CONTACT DETAILS**

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| --- | --- |
| **DCP Name(s):** |  |
| **Contact number & email:** |  |

**PROJECT DETAILS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name and Description:** |  | | | | | | | | |
| **Properties Project Code:** |  | | | | | | | | |
| **Project Budget Approved?** |  | | Yes | |  | No | | Project budget: $\_\_\_\_\_\_\_ | |
| **Project Manager & contact details:** |  | | | | | | | | |
| **Building – number, name, floor:** |  | | | | | | | | |
| **Space to be used for**  *(Please give name of faculty, institute or directorate and nature of use – eg. Classrooms/office space)* |  | | | | | | | | |
| **Contractor/consultant details**:  *(If at tenders stage please leave blank)* |  | | | | | | | | |
| **Contract value:**  *(If unknown please provide an estimate)* |  | | | | | | | | |
| **Type of Contract:**  *(Please select one)* |  | | ACU Minor Works based on AS4905 | | | | | | |
|  | | ACU General Conditions based on AS2124 | | | | | | |
|  | | ACU Construction Management Contract based on AS4905 | | | | | | |
|  | | ACU Construction Management Contract based on AS2124 | | | | | | |
|  | | Construction Management conversion to lump sum | | | | | | |
|  | | ACU Design and Construct based on AS4902 | | | | | | |
|  | | Modification of ACU standard terms for schedule of rates | | | | | | |
|  | | CSA (Long Form) – Project Manager | | | | | | |
|  | | CSA (Long Form) – Architect | | | | | | |
|  | | CSA (Long Form) – Quantity surveyor | | | | | | |
|  | | CSA (Long Form) – Engineer/other consultant | | | | | | |
|  | | Audio Visual installation | | | | | | |
|  | | Consultancy / Other | | | | | | |
| *(if other please provide details)* |  | | | | | | | | |
| For information as to what contract documentation is required, please see the [Contract Documents to be included in Consultancy and Construction Agreements](http://www.acu.edu.au/staff/our_university/directorates,_offices_and_their_units/office_of_general_counsel) available on the *OGC Resources – Properties and Facilities* webpage. | | | | | | | | | |
| **Is this a standard, unaltered OGC template contract?**  **If no,** provide details of variations  *(Variations should be made using Track Changes)* | |  | | Yes | | |  | | No | |
|  | | | | | | | | |
| **Has the contractor already been engaged?** | |  | | Yes | |  | | | No | |
| **If contractor is already engaged** | | 1. Has contractor site establishment occurred? Yes / No 2. If Yes, has Contractor signed Letter of Award? Yes / No 3. If Yes, please attach. 4. Has contractor works commenced? Yes / No 5. If Yes, date of commencement? …………………………………….. | | | | | | | | |
| **If construction, will there be separable portions?** | |  | | Yes | |  | | | No | |
| **Contract stage:** *(please tick one)* | |  | | Pre-tender/ EOI | |  | | | Pre-award | |
|  | | Tender | |  | | | Post-award | |
| **Key dates:**  *(If unknown, please give approximation)* | | Tender closing date: | | | |  | | | | |
| Date of award: | | | |  | | | | |
| Date of access: | | | |  | | | | |
| Date for Practical Completion: | | | |  | | | | |
| **Date when first draft of the document is required - indicate type of document (eg. LOA or Contract)**  *(This will assist in prioritising workload)* | |  | | | | | | | | |
| **Does this matter require Standing and Finance Committee approval or Senate approval?**  **If Yes** please attach a copy of the Minute from the relevant meeting showing approval of the expenditure | |  | | Yes | |  | | | No | |
| **Brief to solicitor** (ie, what you require OGC to do) including any other significant information that will assist OGC with this matter. | |  | | | | | | | | |
| **Please supply all relevant documentation at time of submitting this OGC Instruction Sheet.**  **Attach or provide the Dropbox link to Project Preliminaries/tender documents (including plans) if available**  Signed by (please also print name) | | | | | | | | | | |
| Date | |  | | | | | | | | |
| **Approved by: name/date/signature**  *Director of Properties / Associate Director* | |  | | | | | | | | |