

28.00 Project Briefing & Procurement

28.01 Generally

A new building marks a significant investment in the future of the University. For many years hence it will reflect the changing role of the University in ongoing learning, research and community service. It is likely that each new building will have a life of up to forty (40) years, and so, by its very nature a building is a strategic investment.

A new building will need to adequately cater for the needs of several future generations of students, staff and academic styles. It is important that the design of each new building is based on a well developed understanding of the future direction of the community, Griffith University, our region and the changing nature of the professions and academic disciplines that are to be housed in it.

The purpose of this Section is to outline the processes and procedures for developing the Project Design Brief for a new building, and for procuring the project in accordance with that Brief.

The Project Design Brief comprises two elements, the Strategic Objective Brief and the Technical Brief, the details of which are outlined in the clauses of this Section.

Prior to a Capital Works project being undertaken by GU, the Project Design Brief must be developed to enable suitable Architects and Contractors to submit proposals for the design only, or the design and construction of the proposed facility.

The procedures for the planning, design, documentation and construction of GU's Capital Works, is represented in this Section Schematic form.

28.02 The Strategic Objective Brief

The aims of the Strategic Objective Brief are as follows;

- to ensure that the design of the proposed new building is related to clearly stated University and academic objectives;
- to maximise the return on the investment in built assets by ensuring the future appropriateness of the new building; and
- to give guidance and direction to the design of the new facility through a structured design brief that respects and reflects current academic and community trends.

The Brief is developed by a member of the University Executive who has responsibilities for the staff and/or functions contained in the proposed building, in consultation with the intended users.

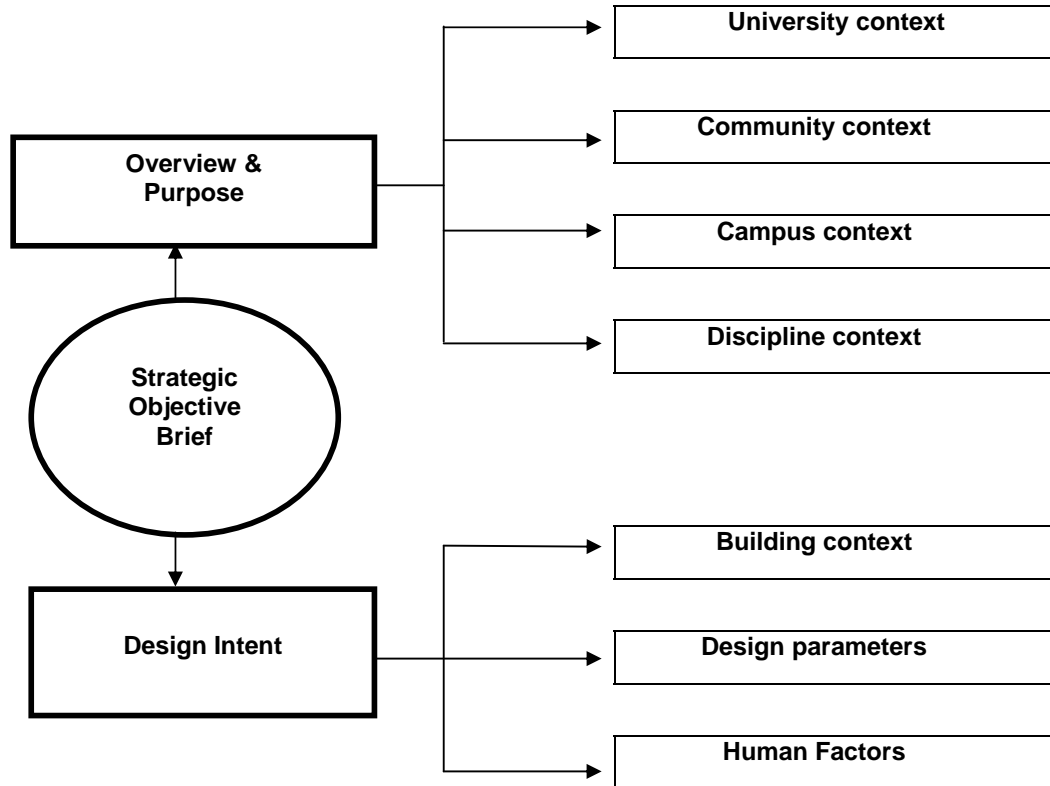
The preparation of this Brief enables the intended building users to have an opportunity to specify the strategic intent of the new building, and to systematically develop a building concept which realises that objective.

Once this Brief is agreed to by the Executive Group including the Vice-Chancellor, it will be submitted to the formal Project User Committee for approval prior to proceeding with the other elements of the Client's Design Brief.

28.03 Structure & Component Parts of the Strategic Objective Brief

The structure and content of the Strategic Objective Brief is summarised in the following illustration, and comprises two main components being;

- **Overview and Purpose** - providing a structured outline of the strategic and academic intent of the proposed building according to four main sub-headings.
- **Design Intent** - providing a systematic method for user groups to show how the 'overview and purpose' of the proposed building might be realised in a physical form.



28 03.01 Overview & Purpose

This component contains four sub-components to guide User Groups in developing their concept of the new building. Users are presented with an opportunity to elaborate on the role of the proposed new building within the strategic and academic context of the University, the community and their own discipline(s). The four sub-components are used as a guideline in preparing the Brief and each should cover the following issues:

University Context - This sub-component will explain how the proposed new building is intended to meet the Vision and Mission of Griffith University. It should cover the key principles of excellence and innovation in teaching, research and community services and specifically if and whether these principles are integral to the academic function and design of the proposed building.

This explanation will demonstrate how the building will enhance the following goals of the University to;

- maintain and enhance its position as the dominant provider of university education in the Brisbane-Gold Coast corridor
- provide a national model for innovative teaching and learning through bringing disciplines together
- establish itself as a major research-based university in the top ten of Australian universities with internationally recognised expertise in key areas of research strength;
- develop best practice in ensuring equitable and effective environments for students and staff
- consolidate a series of key strategic alliances to develop a network of service provision in teaching and information services

Community Context - This sub-component will explain the role of the building and its functions in the community, and should address the following issues;

- will the building serve broader University community needs?
- how will it relate to other professional or academic institutions?
- how will the University community interact with the building?
- who in the University community will interact with the building?

Campus Context - This sub-component will include an explanation of the preferred campus and building location within that campus and why this is the case. Consideration may be given to briefly cover any other options that have been or should be considered (e.g. off-campus location, cross-campus operations). The importance or necessity of a specific location in terms of the identified demand or critical relationship with a specific campus location or other buildings is explained.

Discipline Context - This sub-component elaborates on the aspects of the building that are critical to the academic, research and community objectives of the specific elements (Faculty, School, Department) that are to be housed in the proposed building. It provides a description of the academic and working environment to be created in the new building by considering each of the following aspects or requirements to be catered for in the proposed building;

- Teaching;
- Flexible Learning;
- Research;
- Day to day functionality;
- Number, type, size and mix of the elements including Academic Research and General Staff Administration;
- Organisational structure;
- Explanation of the likely future direction, expansion or change anticipated within the elements over the short to medium term after occupation.

28.03.02 Design Intent

This component contains three sub-components to guide Consultants and Users in developing their concept of the new building. In 'Design Intent', users have an opportunity to elaborate on the role of the proposed new building in realising the issues covered in the 'Overview and Purpose' component of the brief. The three sub-components are to be used as a guideline to cover the following design issues;

Building Concept - This sub-component is intended to focus on the building itself and provide an opportunity for User groups to imagine the building on the preferred site already identified. Any essential aspects or ideas should be covered, and these could include:-

- Building size or scale (No. of storeys)
- Building orientation
- Vehicle and pedestrian access
- Outside area requirements with reasons e.g. work areas, patios etc
- Aesthetics

Design Parameters - This sub-component deals with the functionality of the proposed building itself. Here the brief should explain any critical relationships, restrictions or movement that will dictate the overall internal layout of the building. A schematic sketch ('bubble diagram') of the preferred relationships between and within elements occupying the building, may be provided to clarify those relationships.

Once the broad parameters that impact on the overall layout of the internal spaces have been described, the main functional areas will be listed as a provisional Schedule of Spaces, and an explanation provided as to their strategic and relative importance. The total Useable space available within the building will have been provided by CLF having been determined from the allocated budget for the building. The total of the functional areas listed in the Schedule of Spaces should not exceed this figure.

Human Factors - This sub-component provides an explanation of User requirements in terms of human comfort and behaviour. For instance, any special requirements or expectations around WH&S, security, hygiene, ergonomic design, or any special visual, auditory or thermal requirements are outlined. This sub-component includes internal aesthetic preferences/requirements as well as interior fitout and design issues.

These factors are couched in general terms only at this stage, as the determination of detail will be part of the design development phase that follows.

28.04 Technical Brief

The Technical Brief is written by CLF with input from ITS, INS and other elements of the University as appropriate.

Content of the Brief includes an outline of the Project, Design Parameters including Aesthetics, Services to the Building, Landscaping requirements and any deviations from the Griffith University Design Guidelines and Procedures.

Other key elements of the Technical Brief include;

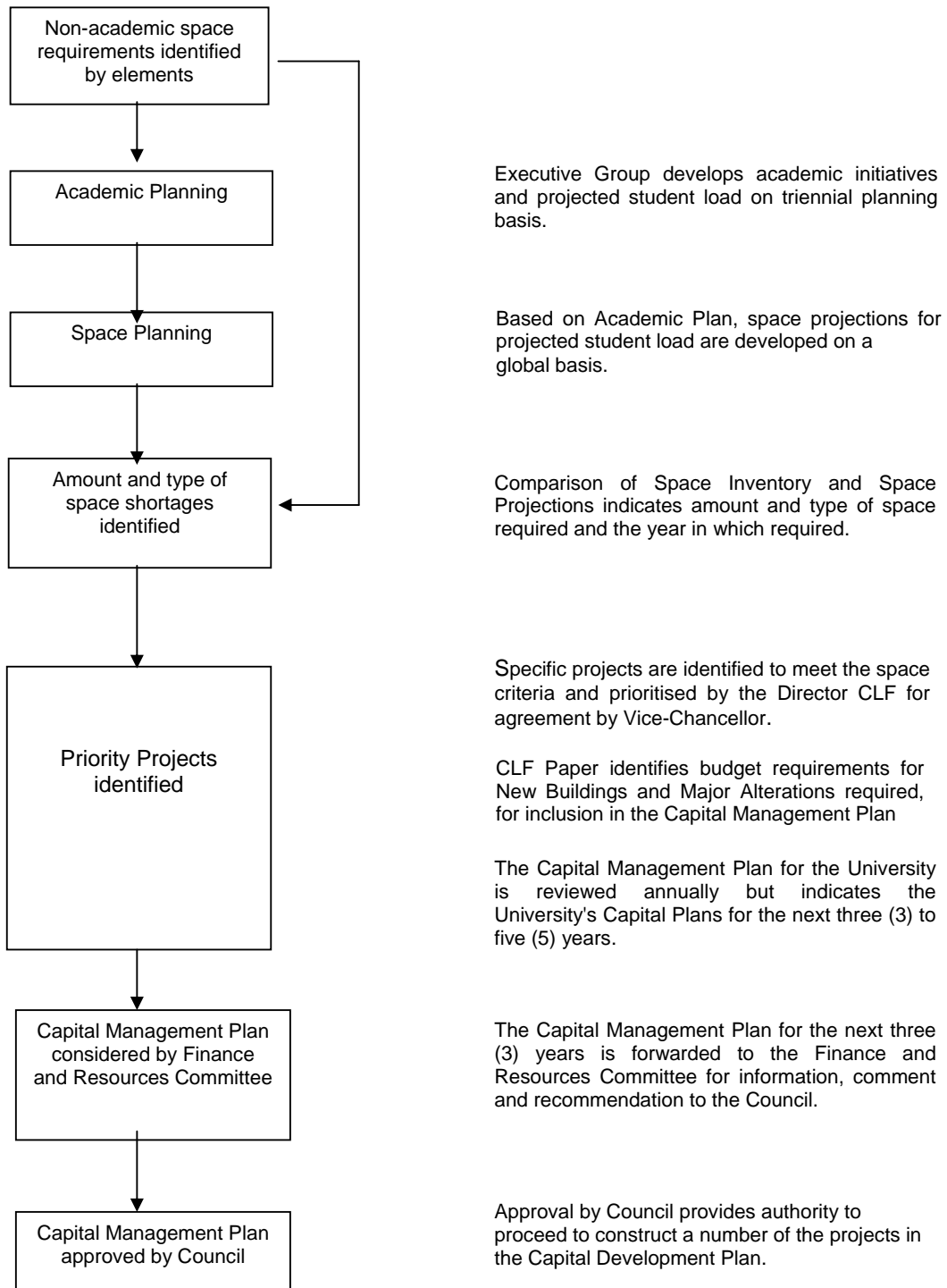
Site Location Plan - This is prepared by CLF and shows the approximate location of the proposed building. The plan also shows any ancillary works to be undertaken as part of the project e.g. roads, footpaths and in-ground services to the building.

Schedule of Spaces – This is provided by the Users of the building in conjunction with the OFM Project Manager. If an indicative Schedule of Spaces has been included in the Strategic Objective Brief, it will be further refined and agreed by the Users at this stage.

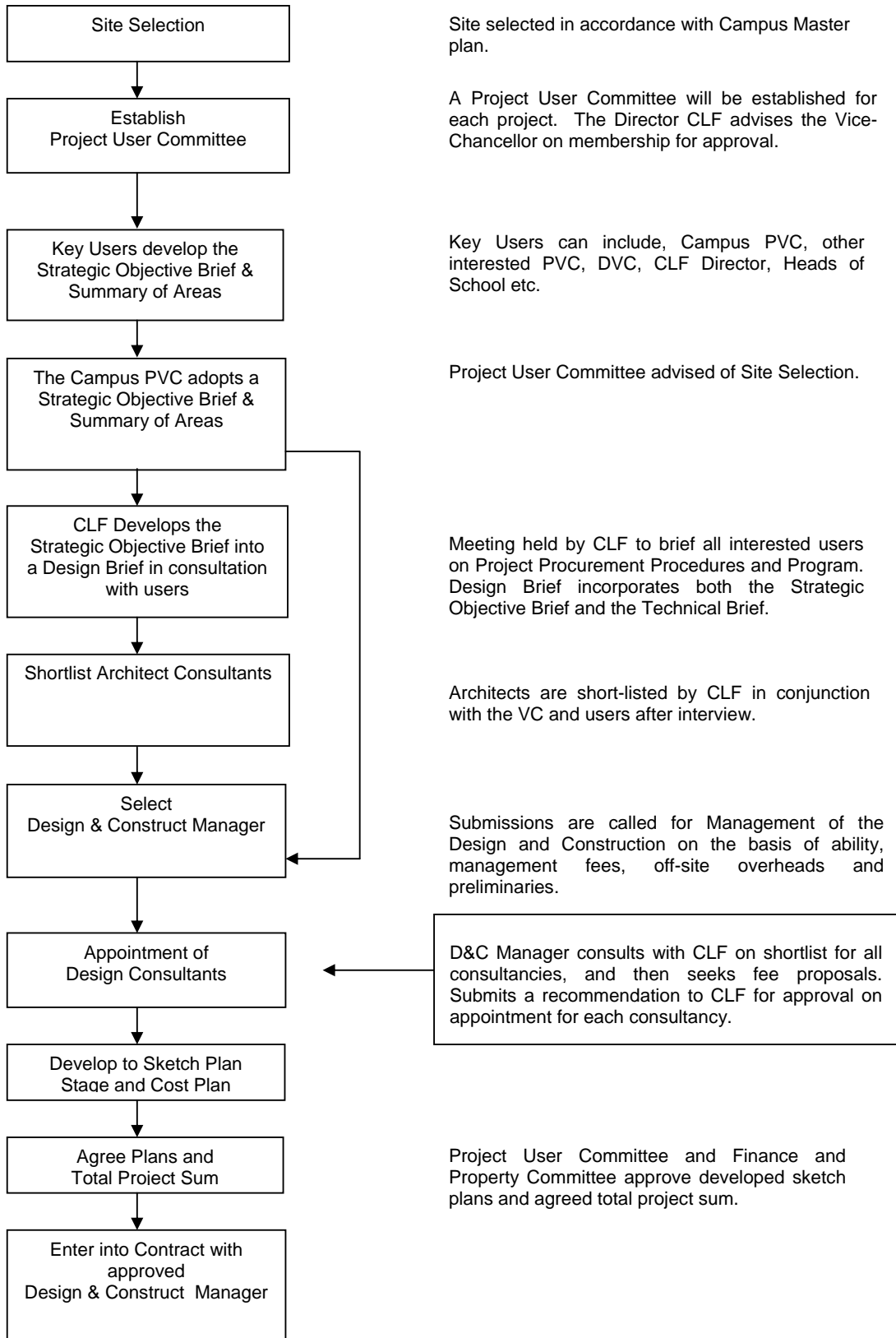
Space Description Forms (SDFs) - A SDF is provided for each of the spaces identified in the Schedule of Spaces. These forms are designed to enable the users of the space to identify what they require in each space to enable the building to function effectively. The users will be given assistance in completing these forms by CLF staff. An example of a typical SDF is included in [Section 32.00 Standard Forms](#).

28.05 Major Capital Works Procurement Flowchart

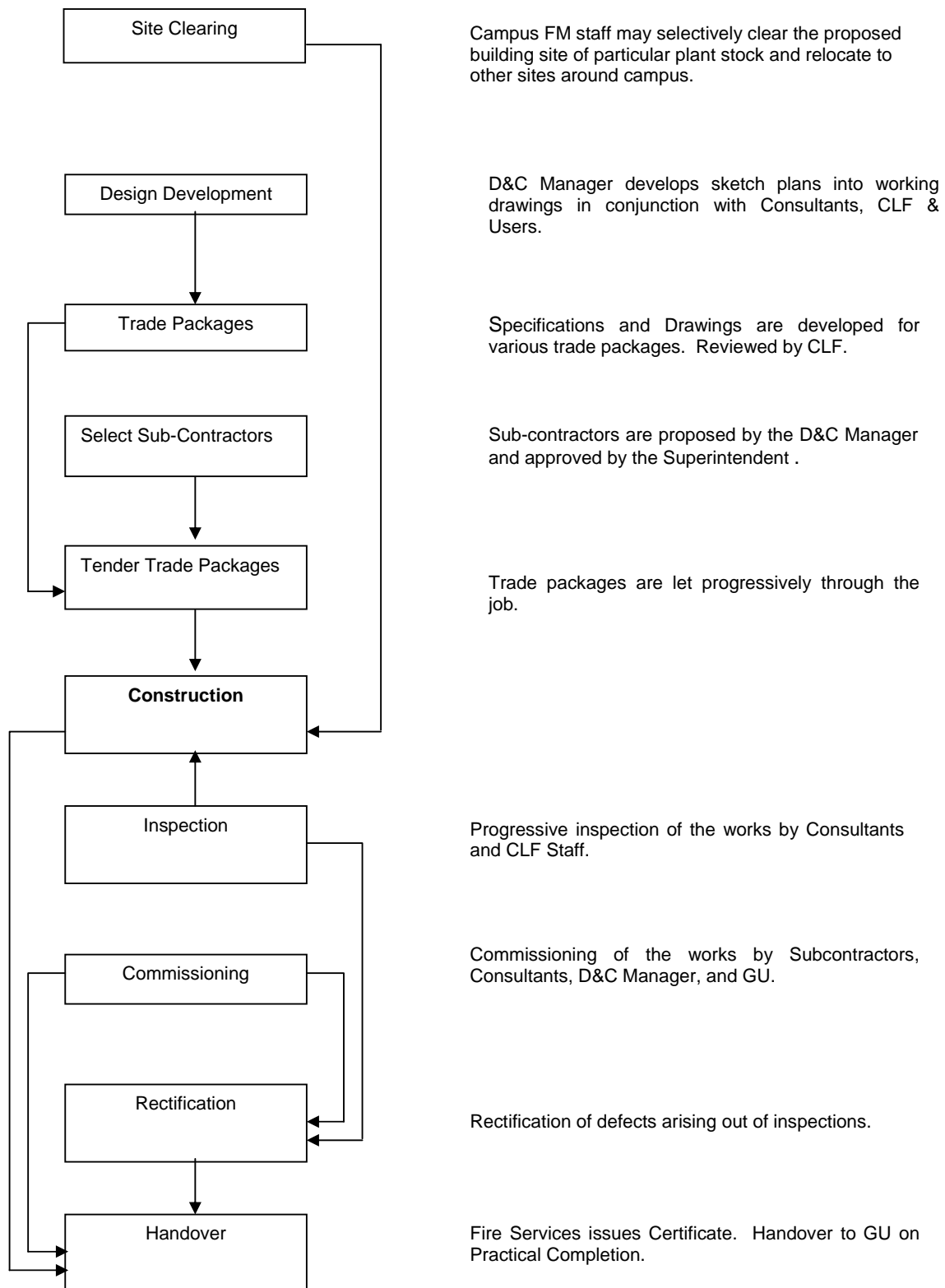
Phase 1: Project Conception



Phase 2: Project Planning (Including Stage 1 for D&C Contracts)



Phase 3: Design & Construction (Stage 2 for D&C Contracts)



Phase 4: Occupancy

