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## 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 will be developed, with the assistance of CLF, by the Academic Group/s having ultimate responsibility for the staff and/or functions to be housed in the proposed building.

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 has been reviewed and agreed to by the Group PVC/s and senior executives of the University if appropriate, the Brief will be circulated to members of the Project User Committee (PUC) for comment with a view to the formal ratification of the Brief at the first scheduled PUC meeting.

### 28.03 Structure & Content of the Strategic Objective Brief

The Strategic Objective Brief will comprise two specific sections. Each section will address a key objective for the project as follows;

- **Overview and Purpose** - to provide a structured outline of the strategic and academic intent of the proposed building according to four main sub-headings.
- **Design Intent** - to provide guideline as to how the strategic and academic intent of the proposed building might be reflected in its design to realise the User's specific requirements and expectations

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### 28 03.01 Overview & Purpose

This section contains four specific topics to be considered in context by the Users to demonstrate how the proposed building will achieve the strategic goals and functional requirements of the University. These topics are as follows;

- University context
- Community context
- Campus context
- Academic context

In considering each topic, the Users are presented with an opportunity to explore and elaborate on the role that the new or refurbished building will play in the context of meeting the strategic development goals of the University and its campuses, the enhancement of engagement with both the University and the wider communities, and the expansion and improvement in the delivery of academic programs.

**University Context** - This topic will explain how the proposed new or refurbished 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 tertiary 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 with international recognition of 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 topic 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 and wider community interact with the building?
- who in the University and wider community will interact with the building?

**Campus Context** – This topic will include an explanation of the selected 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 zone or other buildings is explained.

**Academic Context** - This topic elaborates on the aspects of the building that are critical to the academic, research and community objectives of the specific elements (Group, School, Centre, 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 e.g. Academic Research and General Staff Administration, special teaching or research spaces
- 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 section contains three topics 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' section of the Brief. The three topics to be used as guidelines to cover design issues are;

**Building Concept** - This topic 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 topic 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 in a provisional Schedule of Useable Spaces. The likely total Useable Floor Area (UFA) available within the building will have been calculated by CLF based on the allocated budget for the building and its anticipated cost per square meter. The total of the functional areas listed in the Schedule of Useable Spaces should not exceed this nominated UFA figure.

**Human Factors** - This topic 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 topic 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 development of the design phases that follow.

### 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

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assistance in completing these forms by CLF staff. An example of a typical SDF is included in [Section 32.00 Standard Forms](#).

### **28.05 Capital Works Procurement**

The University Council approves a Capital Management Plan (CMP) for the development and upgrade of its campuses. Funds for the CMP are approved by the University Council as part of the University Budget, and this funding generally covers a period of three (3) years.

The CMP will identify the projects required to address ongoing accommodation needs generated by new courses/programs, increases in student places and research initiatives, which may include the following;

- New buildings
- Refurbishment of existing spaces (indoor and outdoor)
- Replace and/or refurbish plant and equipment
- Site services infrastructure expansion or upgrade
- Disability Access and other legislative requirements.

CLF plays an important role in identifying emerging space needs and advising the University Executive on likely building projects to satisfy those needs.

Projects nominated in the CMP will be activated when appropriate to match those needs with respect to time and annual funding allocations.

GU uses three project procurement methodologies for all its capital, alteration and refurbishment works. Projects are procured under either a 'Traditional' Lump Sum Fixed Price Contract, or 'Non Traditional' Construction Management (CM) or Design & Construction Management (D&C) arrangements.

The method of procurement is generally determined by project type, size, value and program, and will be nominated by CLF at project initiation based on these criteria, plus any other special considerations which may be appropriate.

Generally, all alteration and refurbishment works and new buildings with a contract sum up to \$3m, will be procured under a 'Traditional' Lump Sum Fixed Price Contract. All new building projects with a contract sum greater than \$3m, will generally be procured under a two stage 'Non Traditional' Design & Construct contractual arrangement, however there may be instances where this benchmark will not apply due to the nature of the project.

Projects where the scope cannot be easily defined within a reasonable period to allow full documentation for tendering as a Lump Sum Fixed Price Contract, may be procured using a Construction Management (CM) procurement methodology subject to a thorough assessment of the risk profile of the project with respect to time and cost.

Each method has its own particular procedures for the appointment of design consultants (refer to Section 29.00).

GU has developed Standard Conditions of Contract to be used for each procurement methodology. The appropriate GU Conditions of Contract will be used for each project, and no other Conditions are permitted except with the approval of the CLF.