

PROGRAMME FOR DELIVERABLES

<<Guidance note: This is an example programme for deliverables that can be updated to reflect requirements of the project prior to tender release. The relevant information can either be inserted into Appendix A or attached.>>

The following outlines the major/milestone deliverables but is not to be deemed all-inclusive. Further deliverables with delivery dates and times may be specified in the Contract Scope and specifications.

No	Deliverable	Time for Delivery
Contract Scope		
1.	Other	[Insert]
2.	Other	[Insert]
Contract Management		
3.	Consultant's Contract Plan See Scope section 4.2	Within 2 weeks of acceptance of tender.
4.	Consultant's Quality Management Plan (QMP) See Scope Section 4.2.2	With Consultant's Contract Plan.
5.	Quality File See Scope section 4.2.2(d)	Continuous updates during contract, and final delivery to Client prior to contract completion.
6.	Health, Safety and Wellbeing Management Plan (HSWMP) See Scope section 4.2.3	With Consultant's Contract Plan
7.	Risk Management Plan See Scope section 4.2.4.	Draft within 20 working days of contract award. Baseline within 5 working days of acceptance of the Draft RMP.
8.	Community and Stakeholder Engagement Plan See Scope section 4.2.5	With Consultant's Contract Plan.
9.	Consultation Report See scope section 4.2.5	As agreed in the Community and Stakeholder Engagement Plan
10.	Environmental Management Plan See Scope section 4.2.6	With Consultant's Contract Plan.

No	Deliverable	Time for Delivery
11.	Māori Engagement Plan (MEP) including Tangata Whenua Engagement See Scope section 4.2.7	With Consultant's Contract Plan..
12.	Consultant's draft baseline Programme See scope section 4.3	Draft with Consultant's QMP. Baseline within 10 working days of Client acceptance of the Draft.
13.	Activity Risk File See Scope section 4.4	Prior to contract completion.
14.	Contract Risk Adjusted Programme (RAP) See scope section 4.4	Draft within 20 working days of contract award. Baseline within 5 working days of acceptance of the Draft RMP.
15.	Contract Close Out Risk Report See Scope section 4.4	Draft within 10 working days of contract close out risk review. Final within 3 working days of Client acceptance of the draft Contract Close Out Risk Report and prior to contract completion.
16.	Consultant's Monthly Report See Scope section 4.6.2	By the 8 th day of each month.
17.	Accrual Report See Scope section 4.6.3	By the 8 th day of each month.
18.	Health, safety and wellbeing event and centralised monthly reporting See Scope section 4.6.4	Within the timeframes set out in the NZTA Contractor Expectations: Minimum Health, Safety and Wellbeing requirements
19.	Budget Cashflows for project See Scope section 4.7.2	Within 1 week of acceptance of tender.
20.	Other	[Insert]
Programme Business Case		
21.	Draft Problems, Opportunities and Constraints report	Within 8 weeks of acceptance of tender.
22.	Final Problems, Opportunities and Constraints Report	Within 2 weeks of receipt of the Client's comments on the draft Problems, Opportunities and Constraints report.
23.	Draft Options/Programme Workshop report	Within 8 weeks of acceptance of tender.

No	Deliverable	Time for Delivery
24.	Draft Programme Business Case	Within 20 weeks of Client's approval to proceed.
25.	Final Programme Business Case	Within 2 weeks of receipt of the Client's comments on the draft Programme Business case.
26.	Updated Project Risk File	Within 2 weeks following date of final Programme Business Case report.
27.	Schedule of legal descriptions, owners & property addresses for land affected together with preliminary land requirement plans	At option evaluation stage for the Client's Transport Property team.
28.	Final Options/Programme Workshop report	Within 12 weeks of acceptance of tender.
29.	Other	[Insert]

Single Stage Business Case

30.	Draft Alternative and Options Report (including the draft Traffic Modelling Report)	Within 12 weeks of acceptance of tender.
31.	Final Alternative and Options Report (including the final Traffic Modelling Report)	Within 4 weeks of receipt of the Client's comments on the draft Problems, Opportunities and Constraints report.
32.	Preferred Option development and assessment	With final SSBC.
33.	Safety in Design file See Scope section 4.6.8	With final SSBC.
34.	Preliminary Geotechnical Appraisal report See Scope section 6.5.5	With final SSBC.
35.	Environmental and Social Responsibility Screen	With final SSBC.
36.	Consenting and Procurement Strategies See scope section 6.5.10	With final SSBC.
37.	Land Requirement Plans	With final SSBC.
38.	Preliminary technical assessments	With final SSBC.
39.	Preliminary Structures Options report(s)	With final SSBC.

No	Deliverable	Time for Delivery
40.	Draft Single Stage Business Case (Documenting all the works undertaken)	Within 32 weeks of Client's approval to proceed.
41.	Final Single Stage Business Case	Within 4 weeks of receipt of the Client's comments on the draft SSBC
42.	Other	[Insert]

Pre-Implementation or Design and Construct: Specimen Pre-Implementation

43.	Application for planning consents	Within 1 week following the date of the Client's instruction to proceed.
44.	Geotechnical Investigation and Testing Report (Factual Report) See Scope section 7.3	Within 15 weeks of Clients approval to proceed
45.	Geotechnical Assessment (Interpretative Report) See Scope section 7.3	Within 20 weeks of Clients approval to proceed
46.	Final Land Requirement Plans See Scope section 7.4.2	Within 12 weeks of the date of the Client's acceptance of design philosophy statement.
47.	Design Philosophy Statement See Scope section 7.5.3	Within 10 weeks of the date of the Client's instruction to proceed.
48.	Structure Design Statement See Scope section 7.5.5	Within 10 weeks of the date of the Client's instruction to proceed.
49.	Final HSIMS Data Input Forms See Scope section 7.5.7	With tender documentation.
50.	Urban and Landscape Design Framework See Scope section 7.5.11	Within 10 weeks of the date of the Client's instruction to proceed.
51.	Structures Option Report(s)	Within 4 weeks of the date of Client's instruction to proceed.
52.	Draft construction drawings, technical specifications, tender documents and accompanying documentation	Within 12 weeks of the date of the Client's acceptance of design philosophy statement.
53.	Design Certificates See Scope section 7.5.12	Within 2 weeks following the submission of the draft construction drawings and tender documents.

No	Deliverable	Time for Delivery
54.	Final Design Report See Scope section 7.5.13	With draft construction drawings and tender documents.
55.	Statutory Approvals(s) See Scope section 7.6	Within 2 weeks following the submission of the draft construction drawings and tender documents.
56.	Building Consent Documentation See Scope section 7.6.3 (5)	Within 10 weeks of the date of the Client's instruction to proceed.
57.	Final Draft construction drawings, technical specifications.	Within 2 weeks following the submission of the draft construction drawings and tender documents.
58.	Tender Documentation See Scope section 7.9	Within 1 week of receiving the statutory application approval or safety audit, whichever is later.
59.	Recommendations on insurance, bonds and retentions See Scope section 7.10	With draft tender documents.
60.	Updated Project Risk File	With final physical works contract documentation.
61.	Updated Safety in Design file	With final physical works contract documentation.
62.	Updated SRMS database for Maori	With final physical works contract documentation.
65.	CESMP, including Contractor's CSEMP sub-plan	With final physical works contract documentation
66.	Other	[Insert]

Implementation

	<i>Appendix II Request for approval to proceed to engage a contractor of the Waka Kotahi Contract Procedures Manual (SM021)</i> See Scope section 8.2.1	Following approval to proceed with the Implementation phase of the project works
67.	Tender Evaluation report(s) See Scope section 8.2.2	Within 3 weeks after closing of tenders
68.	Execution of Physical Works Contract See Scope section 8.2.3	Within the timeframes specified in Section 2.7 of NZS 3910:2013 / Section 2.6 of NZS 3916: 2013 .

No	Deliverable	Time for Delivery
69.	Recommended contract budget	With tender evaluation.
70.	Copy of Practical Completion Certificate to Client See Scope section 8.3.2 (20)	Within 1 week of issue to the Contractor.
71.	Copy of Final Completion Certificate to Client See Scope section 8.3.2 (20)	Within 1 week of issue to the Contractor.
72.	Verification, sampling and testing schedule See Scope section 8.3.6 (9)	Within 1 week of letting physical works contract.
73.	Pre-sealcoat pavement inspection records	Within 1 week after inspection.
74.	Notice to Client advising of inspection with contractor prior to issue of Practical Completion Certificate	A minimum of 1 week prior to inspection.
75.	Final as-builts See Scope section 8.4.1	With issue of Practical Completion Certificate.
76.	Road Construction Information Forms See Scope section 8.4.2	With issue of Practical Completion Certificate (PSF/3b(s)).
77.	RAMM Information See Scope section 8.4.3	A minimum of one month prior to Road Opening. Any updates after Road Opening will be supplied with issue of Practical Completion Certificate.
78.	Final HSIMS Data Input Forms See Scope section 8.4.4	With issue of Practical Completion Certificate.
79.	Construction Review Certificates See Scope section 8.4.5	Within 4 weeks following issue of the Practical Completion Certificate.
80.	Draft Asset Owner's Manual See Scope section 8.4.6	With issue of Practical Completion Certificate.
81.	Final Asset Owner's Manual See Scope section 8.4.6	Within 4 weeks following issue of the Practical Completion Certificate.
82.	Final Construction Report See Scope section 8.4.7	Within 2 weeks following issue of the Final Completion Certificate or notice of termination of contract.

No	Deliverable	Time for Delivery
83.	Updated SRMS database for Maori	Within 2 weeks following the issuing of the Practical Completion Certificate.
84.	Site walkover with Client's Property Acquisition Agent and consultant to obtain agreement of new boundaries	Within 2 weeks following the issuing of the Practical Completion Certificate.
85.	Comment on safety audit report	Within 1 week of receipt of safety audit report for comment.
86.	Final Land Use Plans See Scope section 8.5.2	4 months prior to issue of the Practical Completion Certificate.
87.	Notice to Client requesting final handover inspection	A minimum of 2 weeks prior to expiry of the defects notification period.
88.	Final detailed inspection records	By 1 week prior to Client's handover inspection.
89.	Client handover Inspection records	Within 1 week of Clients handover inspection.
90.	Other	[Insert]

Bridges, geotechnical structures and other significant highway structures

91.	Other	[Insert]
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