FROM HERE TO THERE
Sustainability Brief
Project Name

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MOLONGLO

Canberra, Melbourne, Athens, London +61 261 718 400 molonglo.com

PURPOSE

The Sustainability Brief is to be used when seeking Consultant Fee proposals (by tender or directly) for Sustainability / ESD consulting work. This brief will be sent by email or it will be incorporated into a microsite together with other project information.

This brief will outline the sustainable design ambitions and expectations for *project name*. In addition to Molonglo's stated requirements, the consultant will bring their own perspectives and initiatives to the sustainability process.

Molonglo has developed a comprehensive manual to guide the development of environmentally responsible, inclusive and healthy projects. This manual, From Here to There, can be used as a resource to drive outcomes.

State the intention and intended audience for the brief.
Provide a succinct project summary including:

- *Project type (residential, commercial, light industrial, mixed use, etc.);*
- *Project location;*
- *Anticipated project size: NSA or NLA (and if possible, constructed GFA) (m^2) in relation to site (m^2);*
- *Anticipated project functions, if known.*

PROJECT BRIEF

Provide link to the Project Brief

3 Site Information

Provide detailed site information, including:

- *Immediate context;*
- *Geography;*
- *Noteworthy characteristics – flora, fauna or heritage considerations;*
- *The site's history, including the timeline of Molonglo's ownership and interventions on the site;*
- *Does the site have a sustainability logic, or opportunity associated with the site that is important to Molonglo? Does the site have obvious on-site energy production and/or storage opportunities?*

EXISTING PLANS AND SURVEY INFORMATION

Provide links to relevant plans and surveys

All sustainability consulting work will define its objectives in relation to, and quantify its outcomes against, the Focus Areas – Targets and Strategies as part of our online manual, *From Here to There*. These areas have been established by us to define how we will evolve our development projects and processes towards better sustainability outcomes.

In consultation with Molonglo and the Design Team, the Sustainability Consultant is to explore the opportunities, constraints and viability of outcomes for each Focus Area, set targets – Baseline or Stretch (in addition to Baseline), establish design criteria for the consultant team, and oversee implementation of strategies to meet the set targets through consultant coordination.

Refer to *From Here to There; Our Projects – Targets and Strategies* for detailed strategies to implement all Focus Areas targets by RIBA stage.

FOCUS AREA	DEFINITION	TARGETS
Operational Carbon Emissions	Do more, with less. The primary aim of Operational Carbon Emissions is to optimise building performance, providing health and comfort to occupants with the least amount of energy. The secondary aim is to reach carbon neutrality by 2030 in line with the Paris Agreement climate targets. These aims are pursued through a hierarchy of methods: 1. Passive design strategies to enhance energy efficiency 2. Low energy appliances, systems and technologies 3. Low emissions waste management systems 4. On-site renewable energy 5. GreenPower supply for remaining energy supply 6. Carbon offsetting	Baseline 1. All buildings to achieve carbon neutral operational carbon emissions (Scope 1 and 2) 2. Reduce operational energy demand by at least 20% compared to a code compliant reference building 3. Building airtightness <5.0 $m^3/m^2hr@50Pa$ 4. Fossil fuel free (100% electric operation, no gas) 5. 100% GreenPower supply 6. Recycle minimum 80% of all operational waste Stretch 1. All buildings to achieve carbon neutral operational carbon emissions (Scope 1, 2 and 3) 2. Reduce operational energy demand by at least 30% compared to a code compliant reference building 3. Building airtightness <1.0 $m^3/m^2hr@50Pa$ 4. Reduce on-site sale and consumption of high-emissions foods and services 5. Compost or divert 100% of organic waste from landfill

FOCUS AREA	DEFINITION	TARGETS
Embodied Carbon Emissions	Challenge the status quo by considering the amount of carbon emissions generated by the production of a building over its whole life cycle. The primary aim is to minimise embodied carbon emissions and environmental impact through design, construction and operational practices across the following areas: 1. Low embodied carbon materials 2. Use resources for as long as possible to maximise value; repair, recycle or remanufacture at end of life cycle (circular economy) 3. Lifespan of the development ('long life, loose fit') 4. Transparent environmental impacts of materials 5. Carbon offsetting	Baseline 1. All projects >$1m undertake a Life Cycle Analysis calculation using the European Standard method (EN 15978) to evaluate the environmental consequences of a building across its entire life and to identify key opportunities for reducing embodied carbon. 2. Demonstrate >5% of materials by value to have independently audited Environmental Product Declarations conforming to International Standard/European Standards (ISO14025/EN15804). Audit to cover the whole life of materials (cradle-to-grave). 3. Divert at least 80% of construction and demolition waste from landfill, including every item leaving the site for the duration of the construction period such as food and drink packaging, paper and barrier tape. 4. Reduce embodied carbon emissions by 20% compared to a business-as-usual base case building as determined by Life Cycle Analysis consultant. Stretch 1. Reduce embodied carbon by at least 35–50% compared to a business-as-usual base case building as determined by Life Cycle Analysis consultant targeting: 2. Residential 750kgCO2e/m2 3. Non-residential 1,000kgCO2e/m2 4. Achieve carbon neutrality by offsetting the remaining amount of carbon through a certified scheme. 5. Divert at least 95% of construction and demolition waste from landfill, including every item leaving the site for the duration of the construction period such as food and drink packaging, paper and barrier tape.

FOCUS AREA	DEFINITION	TARGETS
Water	Design water systems that integrate with sites and buildings to maximise environmental benefits and conserve water. The aim is to create water cycles that are integrated across buildings and landscapes to reduce potable water demand and benefit natural ecosystems. The objective is to reduce, reuse and optimise water use through hydraulic and civil infrastructure related to: 1. Potable water 2. Rainwater 3. Stormwater and run-off	Baseline 1. Reduce potable water consumption by at least 40% across development compared to business-as-usual reference building (as determined by ESD Consultant). 2. No potable water to be used for irrigation when recycled water, stormwater, greywater is available in a tank for re-use. 3. Major non-drinking water uses on construction site (e.g. wash down, dust suppression, etc.) to be supplied from recycled sources where possible. 4. Concrete mix to utilise at least 50% reclaimed or recycled water. 5. Demonstrate a post-development peak storm water discharge that is less than the pre-development peak stormwater discharge from the site. 6. Implement strategies outlined in Water Sensitive Urban Design engineering procedures (CSIRO 2005) such as rainwater tanks, rain gardens, stormwater detention systems, sediment ponds, wetlands and swales. 7. Demonstrate that run-off discharge water meets the following reduction targets: • Suspended solids: 85% • Phosphorus: 65% • Nitrogen: 45% • Gross pollutants: 90% Stretch 1. Reduce potable water demand by at least 60% compared to business-as-usual reference building (as determined by ESD Consultant). 2. Zero potable water to be used for non-potable uses. 3. Demonstrate a post-development peak storm water discharge that is at least 20% less than the pre-development peak stormwater discharge from the site. 4. Demonstrate that run-off discharge water meets the following reduction targets: • Suspended solids: 90% • Phosphorus: 70% • Nitrogen: 60% • Nitrogen: 60% • Gross pollutants: 95%

FOCUS AREA	DEFINITION	TARGETS
Travel Carbon Emissions	Extend emission reduction potential beyond the site boundaries by providing all occupants with low carbon emission travel options. The aim is to incorporate a diverse range of environmentally responsible and healthy options for occupants and visitors travelling to and from a site/ building, with a particular focus on: 1. Reducing travel carbon emissions 2. Enhancing health and wellbeing 3. Fostering community cohesion and inclusivity	Baseline 1. Minimum 70 point Walk ScoreTM for developments in urban contexts. 2. Minimum of five key amenities required on a day-to-day basis located within 400 metres of the site. 3. Reduction in private vehicle use and associated emissions by 40% compared to business-as-usual base case as determined by a Transport Consultant. 4. Reduction in Vehicle Kilometres Travelled by 20% compared to business-as-usual base case as determined by a Transport Consultant. Stretch 1. Minimum 90 point Walk ScoreTM for developments in urban contexts. 2. Minimum 70 point Transit ScoreTM. 3. Minimum 70 point Bike ScoreTM. 4. Reduction in private vehicle use and associated emissions by 50% compared to business-as-usual base case as determined by a Transport Consultant. 5. Reduction in Vehicle Kilometres Travelled by 50% compared to business-as-usual base case as determined by a Transport Consultant. • Minimum of 10 key amenities located within 400 metres.

FOCUS AREA	DEFINITION	TARGETS
Natural Ecologies	Restore, protect and enhance the ecological value of a site and its surroundings in relation to natural ecosystems, biodiversity, landscapes, waterways and native species. The key aims are to: 1. Limit negative impacts on nature 2. Enhance biodiversity 3. Connect natural ecosystems 4. Protection and management of waterways 5. Integrate Indigenous knowledge	Baseline 1. Appoint an Ecologist, Researcher, or Landscape Architect to deliver a biodiversity assessment to: a. understand the existing natural ecologies on and around the site b. set natural ecologies targets in response c. incorporate findings into a Biodiversity Management Plan to ensure the protection, management of the natural ecologies and mitigate impact throughout all development stages. 2. Retain and restore the site's water flows to levels before any development occurred on the site, i.e. the site's natural hydrology prior to any development. 3. Retain and restore native flora and fauna species to achieve no loss of biodiversity and meet the following: a. >15% of site area dedicated to landscaping (horizontal or vertical) b. >60% of vegetation must be indigenous native species c. No invasive species to be included on site 4. Maintain the extent of landscaped areas approved at completion of RIBA 2 – Concept Design throughout subsequent stages. Stretch 1. Appoint an ecologist to develop a biodiversity assessment to understand the existing natural ecologies on and around the site and achieve no net loss of biodiversity. 2. Enhance site's natural ecology to meet the following: a. >30% of site area dedicated to landscaping b. >80% of vegetation must be indigenous native species c. No invasive species to be included on site d. Preserve, restore and/or support vulnerable ecosystems including endangered wildlife and/or endangered plant species that are native to the region 3. Invest in at least one initiative that restores biodiversity beyond site boundaries.

FOCUS AREA	DEFINITION	TARGETS
Human Health	Deliver developments that measurably improve the physical and mental health and wellbeing of occupants. The aim is to support and promote: Physical health through: 1. Thermal comfort 2. Indoor air quality 3. Daylighting and visual comfort 4. Acoustic comfort Mental health through: 1. Spatial design 2. Biophilic design and connection to nature 3. Social connection	Baseline Commercial 1. Indoor air quality 800ppm CO^2 levels 2. Daylight: spatial daylight autonomy of 160lux for 40% of the principle floor area, for 80% nominated hours (with no less than 20% of any floor or tenancy receiving these daylight levels) 3. Engage acoustic engineer to set appropriate noise targets Residential 1. Daylight >95% units to meet: spatial daylight autonomy of 160lux for 40% combined floor area (living spaces and bedrooms) for 80% nominated hours (with no less than 20% of each space receiving these daylight levels) 2. Passive thermal comfort for summertime hours of overheating: a. <3% daytime overheating hours >28°C in living spaces b. <1% night-time overheating hours >26°C in bedrooms (adapted from CIBSE Technical Memorandum TM59: 2017) Stretch Commercial 1. Indoor air quality a. <700ppm CO^2 Levels b. Formaldehyde <0.1mg/m3 c. Total volatile organic compound <0.3mg/m^3 Residential 1. Daylight >95% units to meet: spatial daylight autonomy of 160lux for 60% combined floor area (living spaces and bedrooms) for 80% nominated hours (with no less than 20% of each space receiving these daylight levels)

FOCUS AREA	DEFINITION	TARGETS
Social Value	Improve and strengthen communities and neighbourhoods in and around a site, acknowledging the impact of development on existing and new communities. The aim is to encourage inclusive and resilient neighbourhoods with developments that add value to a site and its surroundings across the following areas: 1. Supporting the local economy 2. Affordability, inclusivity, and social equity 3. Diversity 4. Art and culture 5. Indigenous inclusion 6. Fair trade	Baseline 1. Implement Molonglo's In Solidarity Plan at all sites. 2. Implement Molonglo's Public Participation Plan at all sites. 3. Undertake Adaptation and Resilience Risk Assessment and associated strategies to address future climate, social economic and environmental stresses (see glossary for detail). 4. Provide generous, planted communal space: a. >5% GFA (all buildings except residential) b. >2.5m2/ dwelling (residential with mixed-use) 5. Social procurement strategy: a. >2% of the construction budget directed towards employment opportunities for disadvantaged or under-represented groups 6. >10% of commercial tenancies subsidised at 50% below market rate. 7. 1% of construction budget dedicated to public art or community spaces. 8. Provide diversity of building uses across the following categories accommodation, art and culture, retail, health and wellbeing, social enterprise or not-for-profit, community service, food and drink, manufacturing, production or craft, education of learning, entertainment or recreation and workspaces: a. >10,000m2 NLA include at least ten use categories b. <10,000m2 NLA include at least four use categories c. <500m2 NLA not relevant 9. Post-occupancy evaluation process to be carried for all buildings as per RIBA Social Value Toolkit for Architecture. Stretch 1. Social Procurement Strategy a. >4% of the construction budget is directed towards employment opportunities for disadvantaged or under-represented groups. b. >20% of suppliers, tradespeople, products, makers, artists and designers to be local, supporting the local economy

		2. Provide generous communal space a. >15% GFA (all buildings except residential) b. >3.5m2/ dwelling (residential with mixed-use) 3. Increase housing equality by providing 10% of housing units at affordable sales or rental rates as per industry accepted housing affordability definitions with the inclusion of a resale cap in the sales contract. 4. For multi-building residential developments include a portion of build-to-rent housing to accommodate people who are unable to own a dwelling at any price. 5. For multi-building residential developments explore/initiate a partnership with a community housing provider for a portion of the dwellings. 6. >15% of commercial tenancies subsidised at 50% below market rate with requirement that spaces need to be multi-functional to cater for out-of-trading hours community needs. 7. >2% of construction budget dedicated to public art and community spaces. 8. >20% of existing tenants to be maintained on site. 9. >20% of tenancies to be leased to local businesses. 10. >10% of tenancies to be leased to start-up/ new businesses. 11. 25% of dwellings leased/sold to the neighbourhood's existing residents.
Whole Life Value	Whole Life Value calculates the function of the building in relation to cost over its entire life. The primary aim is to deliver a development with the highest environmental and social value for the optimum and efficient cost across design, construction and operations, over the whole lifetime of the building. The key aims are to: 1. Provide greater confidence in future operational and maintenance costs 2. Balance costs against impact 3. Focus decision-making on whole life cost at appropriate stages in the project 4. Increase long-term asset value	Baseline 1. Optimise design building fabric and systems to minimise life cycle cost 2. Align and integrate with targets outlined in: a. Operational Carbon Emissions b. Embodied Carbon Emissions

Describe any apparent obstacles or challenges that are inherent to the site and/or project type. Challenges might be related to orientation or other site conditions, proposed scale of development and its relationship to the site, regulatory context, etc.

We acknowledge that there are challenges to the design and delivery of high quality sustainability outcomes for this development. These include:

- *Challenge*
- *Challenge*

Development targets for the project are listed below. These figures reflect the latest feasibility model or architectural design:

AREA AND EFFICIENCY TARGETS

Site area (m^2)	
Parking	
Minimum total residential NSA* (m^2)	
Minimum total commercial (retail) NLA* (m^2)	
Minimum total commercial (office) NLA* (m^2)	
Minimum total GFA*** (m^2)	
Estimated UEA (balconies / open circulation) (m^2)	
Average efficiency per floor (%)	

These requirements are to be gleaned from project ideation discussions and briefings with the Molonglo project team and the design team. These are project-specific requirements that are not direct sustainability principles or initiatives. Instead, they are vehicles for sustainability thinking that align with Molonglo's broader interests.

Consulting in response to this brief should consider at minimum the following A–Z sustainability topics that matter to us, with the consultant to review the project and propose any additional sustainability requirements.

Examples below – rewrite to reflect project:

Adaptability	*This building will provide parking for 120 predominantly non-electric car parking spaces. The consulting team will carefully consider the building in terms of its future uses, from infrastructural considerations for the near-term (eventual electrification of all parking spaces) to strategies to plan for long-term repurposing of the building (eventual automation of all vehicles). How might the function of the building change and how can the architecture and servicing of the structure be designed to maximise the building's life and usefulness?*
Architecture	*The objective for this building is the creation of great architecture that endures through its quality, durability and adaptability. The utilitarian nature of the building should not compromise its architectural qualities or the impression of the occupants in terms of materiality, textural experience, the play of light, access to views and landscape and the artful interplay of volumetric relationships with a taut structural logic. We support design that responds to and respects the site, that uses materials intelligently, and that prioritises economical solutions. Our preferred architecture exploits passive strategies and eschews a reliance on mechanical conditioning, to arrive at sympathetic, humanistic spaces.*
Financial Viability	*For a project to succeed in its sustainability objectives, it must be financially viable. Decisions made on specifications and performance during the design stages can be sustained economically over the whole life of the building. Whole of life costs should be considered during specification. Operational costs should be reduced where possible, without detrimentally affecting performance.*
Community Shared Resources	*How the project site connects with or creates its own systems: green spaces, community garden, micro grids and battery storage, etc. Consider how these systems might become resources to be shared between Molonglo-owned lots, or between Molonglo property and neighbours.*
Landscape	*Landscape – outside, within or on a building – is a critical amenity to occupants and users. We conceive of landscape not as a counterpoint to, but as an indispensable component of the architectural design. With the landscape architect, the consulting team will explore opportunities within the landscape design to provide sustainable outcomes including stormwater management, deciduous plant shading, planting to mitigate urban heat island effect and planting for pollution and noise mitigation.*

Material	*In line with its prevailing functions, this building will exhibit a robust materiality. The building's structure in particular will be prominent and expressed as a larger-than-usual proportion of the overall building fabric, in line with a more minimally enclosed architecture. The building's materiality therefore is an important means by which to achieve sustainable outcomes. This emphasis will drive a detailed exploration of ways to incorporate materials with proven sustainable credentials into the project. Research should consider embodied energy, locally sourced materials, resource and water use, and design for disassembly. Are there material resources on site or proximate to the project that might facilitate lower embodied energy construction?*
Waste	*What are the likely waste challenges associated with the anticipated project functions? How will local regulatory challenges associated with waste management (such as size and movement requirements for waste vehicles, lack of recycling facilities, etc.) put sustainability objectives at risk? Note the potential of the site to accommodate any on-site waste management solutions such as large scale composting. Can waste-to-energy solutions be part of the solution on this site?*

Generally, our interest is in quantifiable outcomes, regardless of whether our projects satisfy external benchmarking systems. There are, however, instances where achieving benchmarks will be required by authorities, or might provide an expedient or reliable methodology for prescribing or achieving project goals. As required (and in close dialogue) with Molonglo, the consultant will research and propose a strategy for a benchmarking system or systems for the project, in response to the specific project site, intentions and challenges. Any voluntarily adopted benchmark system must bring value and demonstrably improve outcomes.

Verify the extent of the consultant's engagement, by project stage, by completing the table below.

The project program is according to Molonglo's Development Workflow. Deliverables are in line with the Royal British Institute of Architects (RIBA) Plan of work.or further information see: RIBA Plan of Work.

STAGE	DESCRIPTION	PERIOD	DURATION (MONTHS)
Stage 0	*Acquisition*	*dd/mm/yyy*	*X*
Stage 1	*Feasibility Design / Masterplan*		
Stage 2 and 3A	*Concept Design, Public Participation and Planning Approval*		
Stage 3B and 4	*Spatial Coordination and Technical Design*		
Stage 5 and 6	*Construction and Handover*		
Stage 7	*Asset Management*		

Refer to Molonglo's Development Workflow. Describe below the anticipated extent of scope by project stage. Minimum scope by design stage is entered below, to be retained or modified as required for the project.

The Sustainability Consultant will respond to this brief with a proposed Scope of Services to deliver on the requirements of this brief. The list below is not exhaustive but should be considered as a minimum:

STAGE	SCOPE OF WORK
Acquisition (RIBA 0)	• *Sustainability consulting in this stage to be determined according to the project.*
Feasibility Design / Masterplan (RIBA 1 Design)	• *Prepare initial sustainability brief. Integrate baseline targets into the Initial Project Brief and undertake preliminary consultation with the Environmental Sustainable Design (ESD) Consultant to determine which stretch targets can be incorporated based on site conditions and development intentions.* • *Establish From Here to There targets. Assess the potential for the site/project to achieve baseline and or stretch targets across the focus areas of From Here to There.* • *Core design team ESD workshops – identify project specific strategies to meet targets. ESD Consultant to be included in design workshops with consultants and to analyse the design concept to identify opportunities and constraints of achieving project targets. ESD Consultant to advise on project specific strategies to meet targets.* • *ESD Feasibility Design Deport (including selection of Third Party Benchmark System). Summarise resolved project specific targets and initiatives and identify and select the most relevant and aligned Third Party Benchmark System and gather information on key metrics.*
Concept Design, Public Participation and Planning Approval (RIBA 2 and 3A Design)	• *Prepare detailed project specific ESD targets. ESD Consultant to review project brief and work with team to embed targets and strategies into the vision for the site.* • *Organise ESD focus topic workshops with key consultants.* • *Modelling and testing for energy performance, daylight, etc.* • *Register project with third party benchmarking scheme/certifier as appropriate.*
Spatial Coordination and Technical Design (RIBA 3B and 4 Design)	• *ESD Consultant to review planning approval changes and impact on ESD scope. Detailed ESD workshops on specific elements. Detailed analysis, modelling and performance testing.* • *Pre-certification process for Third Party Benchmark System. Confirm benchmark certification requirements and cross check against targets ahead of RIBA 4 commencement.* • *ESD prototyping where appropriate.* • *Ensure Principal's Project Requirements for Head Contractor include all relevant targets and detailed specification.* • *Prepare Tenant Charter and Fit-Out Guidelines. Communicate project targets to tenants via the Tenant Charter and support their delivery via the Tenant Fit-Out Guidelines.*

STAGE	SCOPE OF WORK
Construction & Handover (RIBA 5 and 6 Design)	• *Benchmarking certification.* • *Quality Assurance Testing carried out at various hold points to ensure targets and requirements are met.* • *Final tuning and commissioning carried out.* • *Building services engineer to engage Independent Commissioning Agent.* • *Assist Head Contractor to finalise Building Handbook ready for distribution to occupants and Facility manager.*
Asset Management (RIBA 7)	• *Post-Occupancy Evaluations conducted.* • *Building Management System to be utilised for annual reporting.* • *Collated data to be reviewed; further tuning or updates made to Building Handbook, Tenant Fit-Out Guidelines and operational systems (as required).* • *Benchmark certification to be renewed post-occupancy (as required).* • *Establish Tenant Association to support ongoing environmentally responsible operations.*

In addition to the briefing information and individual Scope of Services documents, we request that all members of the Design Team, including the Sustainability Consultant, review and acknowledge the following requirements:

STAGE	SCOPE OF WORK
Design Team Collaboration	The Design Team is responsible for coordinating across the different disciplines to ensure alignment in design as required
Brief Development	The Project Brief is a starting point for the Design Team. The brief should be tested and developed as part of the design process. We request that a Functional Brief is developed by the Design Team to include specific requirements for each space. We request that any deviations from the Brief are captured and outlined at the end of each RIBA Stage.
Client Meetings and Design Reviews	We request *X* formal presentations and submissions per RIBA Design Stage: *Interim (mid-way) and Final Stage (towards the end)*. Each submission should allow a reasonable period for Client review and response, and subsequent review and updates by the Design Team. The Design Team will coordinate a program of required meetings, submissions and design reviews, with appropriate review periods, that the Sustainability Consultant will coordinate their work around.
Appointment of the Consultant Team	Molonglo will select and directly appoint all consultants. The Design Team will be expected to contribute to the procurement process as requested by Molonglo including, but not limited to, selection of consultants; development of Scope of Service documents; coordination and management of the team; filing of consultant information as necessary; reviewing work undertaken is satisfactory and in accordance with their scope.
Cost Management	The appointed Quantity Surveyor will be responsible for the preparation and management of stage cost plans. All consultants will be responsible for working to budget, providing input to the Quantity Surveyor and collaboratively participating in any cost management workshops.

STAGE	SCOPE OF WORK
Program Management	Molonglo, the Design Architect and the Executive Architect, are responsible for preparing the overarching project program. All consultants will be responsible for working to the program; providing and working to their own detailed programs to support the success of the overall program and work collaboratively; and proactively identifying and solving pinch points. Where a consultant cannot meet a program date, the consultant shall notify Molonglo's lead contact in writing when the delay occurs and propose a solution to remediate the delay.
Site and Construction Management	Molonglo will hold full responsibility for site and construction management and will appoint a builder to complete the construction stage (under a Design and Construct contract). The design team will be responsible for providing timely input to the process, specifically through approval of prototypes, materials, and responding to Requests for Information. Molonglo will require the builder to provide regular progress reports which will be circulated to the team. The Design Architect will be responsible for preparing the full set of detailed drawings and specifications required for the appointment of the builder. This includes producing a fully coordinated set of drawings that accurately xrefs all consultant drawings into a single set of For Tender and For Construction drawings.

STAGE	SCOPE OF WORK
Communication Protocols	To ensure efficiency and to foster momentum working across timezones it is critical that all correspondence is attended to in a prompt and timely manner by the Design Team and the Client. As noted above, Molonglo's requirement for all projects and all consultants is to load your deliverables into Google Drive to ensure that all parties are working from the latest version/information. Molonglo will not act as the project post box and, for the avoidance of doubt, it is a firm requirement that if you are emailing a project-related design drawing, sketch, dwg, document, you must copy it to the drive and provide a link in the email which must be distributed to the entire design team. No exceptions. The only emails that are permitted directly between consultants and Molonglo are limited to those pertaining to costs and contracts. Presentations and progress meetings will be scheduled for times that are mutually achievable considering time zones. Early evening calls (Australian time) can be facilitated. A majority of client team members will attend all design presentations. All correspondence to the client is to be directed to *[Development Manager]* and *[Design Manager]*. Correspondence should be succinct and solution-focused, not open-ended. Always provide clear recommendations/options and rationale for moving forward. This will ensure recipients can provide efficient responses. Email subject lines should confirm the intent of the email using titling conventions with specific requests following the convention: *[Request]	[short description]* In explanation: *Input needed	Property boundary location* clearly indicates an action for Molonglo, whereas: *Reference	Brickworks Spring Summer Catalogue release* contains a link or reference to material that is worthy of being considered during the process, for information only.
Document Management	Molonglo uses Google Drive for all document management. ALL consultants and contractors must load ALL project related documents into the relevant folder on the project Google Drive and provide the lead contact written notice that this has been completed. Previous versions should be moved to an archive folder, not deleted. Consultants should add their deliverables to the project Google Drive folder and follow the naming convention shown below. *YYMMDD_Project Name_Description/Title_Version* For example: *211109_Dairy Road Lot 1_Site Elevation Drawings_V1*
Invoicing	Invoices will not be paid unless they are correctly prepared in line with the contract and sent to accounts@molonglo.com, and CC'ing the other members of the project team (Development Manager, Design Manager and any others as required).

Ensure deliverables correlate directly with Scope of Services by stage. Typical minimum deliverables by design stage are entered by stage below, to be retained or modified as required for the project.

STAGE	DELIVERABLE
Acquisition (RIBA 0)	• *Sustainability consulting in this stage to be determined according to the project.*
Feasibility Design / Masterplan (RIBA 1 Design)	• *Initial Sustainability Brief incorporating project specific strategies to meet From Here to There targets* • *Sustainability Report: (RIBA 1 Design) including proposed Third Party Benchmark Systems and key metrics*
Concept Design, Public Participation and Planning Approval (RIBA 2 and 3A Design)	• *Sustainability Charter: detailed project specific ESD targets* • *Modelling and testing for energy performance, daylight, etc.* • *Project registrations: Third Party Benchmarking Systems/certifier as appropriate* • *Sustainability Report: (RIBA 2 Design)* • *Sustainability Report: (RIBA 3A Design)*
Spatial Coordination and Technical Design (RIBA 3B and 4 Design)	• *Review and comment: Planning approval changes* • *Detailed analysis, modelling and performance testing* • *Pre-certification process for Third Party Benchmark System* • *ESD prototyping* • *Review and comment: Principal's Project Requirements for Head Contractor* • *Tenant Charter and Fit-Out Guidelines* • *Sustainability Report: (RIBA 3B and 4 Design)*
Construction and Handover (RIBA 5 and 6 Design)	• *Benchmarking certification* • *Assist: Quality Assurance Testing to ensure targets and requirements are met* • *Assist: Final tuning and commissioning*
Asset Management (RIBA 7)	• *Sustainability Post-Occupancy Report* • *Review: Building Management System data. Update Building Handbook, Tenant Fit-Out Guidelines and operational systems as required* • *Renew benchmark certification as required* • *Assist: establishment of Tenant Association*

Please review the Project Brief and Scope of Services outline and provide:

A. A fee proposal split by stage (Stage *X* to *X*) and based on the services outlined in the Scope of Services.
B. Working Methodology Statement.
C. A list of any exclusions/additional inclusions required to deliver the project.
D. Confirmation that this document and the final agreed Scope of Services covers the necessary services and deliverables required to deliver the ambitions of the project.
E. Review of the proposed contract, providing any comments or proposed amendments as tracked changes.
F. An outline design program.

13 Annexure A – Full Scope of Services

Link to the proposed contract in Excel format.

14 Annexure B – Contract

Link to the proposed contract in Word format.