



Notice to Consultants on all BMW projects

At Tender

Please note that noncompliance with the following, may result in BMW rejecting your tender documents.

It is essential that all the Lead Consultant and Sub-consultant documents are sent from one source and arrive at the BMW Tenders Office as a single, complete package.

Provide to the BMW **TENDERS OFFICE**, on CDROM or DVD a **complete** copy of the following

- All drawings, in PDF/A format
- Specifications in PDF/A format
- Bills of Quantities, if applicable.

All Bills of Quantities are to be in excel format.

Each disk MUST carry this information

- **DF Tender Number**
- **Project Name**
- **Discipline**

Provision of data to BMW Tenders Office

As stated in the "CADD protocols for Contractual Deliverables" downloadable from

http://www.works.wa.gov.au/CADD/downloads/29669%20CADD_A4_final.pdf

the Lead Consultant must;-

Supply **ALL DRAWING FILES** to BMW in a compressed .ZIP file format using pkzip/winzip.

Currently, the TENDERS WA web site has a restriction on the file size that can be loaded onto it.

For ease of downloading, files should be no more than 8.0 - 10Mb (max) in size.

Zip files can be delivered to BMW tenders Office on CDROM

Zip file names shall be in the format of project title + discipline.

Eg: Bakers Hill PS architectural drawings.zip,
Bakers Hill PS mechanical drawings.zip, etc

If more than 1 zip file is required for a discipline then they shall be named

Eg: Bakers Hill PS architectural drawings1.zip,
Bakers Hill PS architectural drawings2.zip,

If the project has only a limited number of drawings and they are of small size, then they can be compressed into a single .zip file.

Eg Bakers Hill PS drawings.zip

Supply **Specifications and Bills of Quantities** to the Tenders Office in Adobe .PDF and excel format.



All specification files are to be zipped into a single zip file if possible. Be aware that creating a single PDF file by combining all PDF sections, will result in a large PDF file, which will be too large to load on to the web site.

Zip file names shall be in the format of project title + specification.

Eg: Bakers Hill PS specification.zip,

Files are to be no more than 8.0 - 10 Mb (max) in size.

Files must be broken into multiple files of less than 8.0 - 10 Mb if required.

PDF File Naming Convention

Rename the drawing file before saving to disk.

File names shall be in the format of drawing number plus brief description –

Eg

A1siteplan, A2adminfloorplan, A3adminelevations, A4adminsections, A5admindetails,
etc for Architectural drawings

And

S1adminconclplan, S2adminconcdets, M1siteplan, M2adminblock, E1siteplan,
E2adminblockpower, etc for sub consultants

Note:

NO reserved characters are to be used in the file name (eg: &, /, \) as this can cause file viewing problems.

Only **one** drawing is to be contained in each drawing file.

The drawing number in the file name must reflect the drawing number on the drawing.

Building or Demolition Permit Application

Provide to the BMW Project Manager at the time of tender, on cdrom or dvd a **complete copy of the following**

- All Drawings, in PDF/A format
- Specifications in PDF/A format
- Reports in PDF/A format
- Copy of Planning Approval
- Copy of Environment, Heritage, Health etc Approvals, if applicable
- The signed Certificates of Design Compliance in PDF/A format
- The signed Technical Certificates in PDF/A format

The 'dwg to pdf.pc3' in the Autocad plot dialogue box provides the equivalent of the PDF/A. The layer information checkbox is to be selected and the greyscale.ctb to be used.

PDF/A for documents is achieved via the 'save as' menu selection in Adobe Professional.

The BMW Project Manager will submit the application for a Building Permit, along with all of the above, to the Building Permit Authority.



Each disk MUST carry this information

- **Site id**
- **Project Name**
- **Project Number**

In addition to the above, at tender:-

Provide to the **BMW Manager Building Records** on CDROM or DVD, and in the format specified in the CADD Protocols for Contractual Deliverables, complete with copies of transmittals, drawing information sheets and checklists.

(download available at

http://www.works.wa.gov.au/CADD/downloads/29669%20CADD_A4_final.pdf)

- a copy of all drawings,
- Specifications and
- Bills of Quantities.

Each disk must carry this information

- **Project Name**
- **DF Project Number**
- **Discipline**

All drawings are to be in Autocad .dwg format.

All specifications are to be in Microsoft word format.

All Bills of Quantities are to be in excel format.

Files do not need to be zipped as the maximum file size requirements apply to Tender Office requirements only.

As - Constructed drawings

Provide to the **BMW Manager Building Records**, on CDROM or DVD, and in the format specified in the CADD Protocols for Contractual Deliverables, complete with copies of transmittals, drawing information sheets and checklists.

(download available at <http://www.works.wa.gov.au/CADD/>)

- a copy of all drawings, modified if required and **marked** as As Constructed,
- a copy of asset drawings (architectural site and floor plans only)

Each disk must carry this information

- **Project Name**
- **DF Project Number**
- **Discipline**

All drawings are to be in AutoCAD .dwg format.

Cadd disks are NOT to be included in the 'Operations and Maintenance/Handover manuals' but provided to the lead consultant for delivery to BMW.



Files do not need to be zipped as the maximum file size requirements apply to Tender Office requirements only.

Note

All reports (geotech, contaminated soils etc) associated with the project, are to be provided in PDF/A format, to the **DF Manager Building Records**, for storage.