Project Scope & Conditions

BLUE FROG
ELECTRICAL & COMMUNICATIONS

Why Choose Blue Frog Design

- Blue Frog Design (BFD) is a boutique specialist consultancy with over 30 years of industry experience and the ability to provide comprehensive and tailored end-to-end electrical and NBN services
- Our Designers work side by side with our Project Managers, enabling us to ensure streamlined processes, increased quality control and proactive communication throughout your project, getting you Statement of Compliance (SoC) sooner and smoother
- Engaging us in the PM role provides an independent but collaborative body to ensure your constructors (Civil, Electrical, Comms) conform to the approved design plans, required standards, regulations and quality of work required for SoC
- Our on-site detailers act like our own 'auditor' while trenches are open, meaning any possible issues with construction are rectified before backfilling, ensuring the project is in the best position to pass authority audits first time

Our Experience

- We have considerable experience and success delivering urban developments on all Victorian distribution networks
- Our team has incredibly strong relationships with senior decision makers and influencers, in particular Network Planning, Design and Compliance, ensuring a more streamlined process

Industry Recognition

We are proud to share that Blue Frog Design was recently awarded the Best Sub-Consultant in 2023 at the prestigious Association of Land Development Engineers (ALDE) Excellence Awards, following a nomination receiving a high commendation in 2021. This recognition serves as a testament to the exceptional quality and level of service that defines our company. You can trust us to deliver efficient solutions with professionalism and unwavering attention to detail.

Electrical Methodology & Scope Of Services

This section outlines the scope of works Blue Frog Design (BFD) undertake to provide an approved electrical design ready for construction and the seamless approach to achieve Statement of Compliance (SoC).

E.MP Electrical Authority Master Plan

BFD takes a holistic approach to electrical master planning, ensuring all electrical assets such as substations, distribution cabinets, high & low voltage cables and spare conduit(s) best suit your project while adhering to Authority standards. We will liaise and negotiate with the Authorities on your behalf to maximise lot yield and minimise construction costs.

Disclaimer: The following content applies only to Powercor projects
BFD will instigate an Overall Service Strategy Meeting (Kick-Off Meeting) with Powercor to ensure alignment and clarity on all key aspects of electrical infrastructure delivery. This meeting confirms expectations for electrical services, metering, and connections, helps co-ordinate timelines, audits, and inspections, and identifies potential compliance or operational challenges early.

By leading this strategy session, BFD ensures that Powercor's requirements are clearly understood and integrated, enabling proactive management of audits, approvals, and service delivery. This approach safeguards compliance, streamlines processes, and supports the successful execution of the development's electrical infrastructure.

E.1 Electrical Project Registration & Contract Management

As an accredited Design and Project Management consultancy, we possess the specialised technical and commercial expertise necessary to act as your advisor and manage the Authority process on your behalf. We will gather all necessary documentation to ensure proper registration at each stage of your project. Additionally, we will offer guidance and advice on processes, proposals, contracts and required payments. BFD will meet with the network planning team to discuss the current supply capacity in the area and the feeder options specific to your development. We'll also confirm the electrical connection strategy and if any upgrades are required for network assets, determine responsibility, cost and schedule impacts.

E.2 Electrical Detailed Design for Construction

BFD adopts a collaborative approach to detailed electrical design by working closely with your project team, including your Landscape / Civil / Planning consultants, ensuring designs are not only approved by Council, DoT & Networks' technical and safety standards, but are constructible.

Under Option 2, BFD will prepare complete electrical and public lighting design documentation in accordance with Authority standards, including:
* Detailed electrical and public lighting drawings suitable for tender and construction
* Design calculations supporting the proposed infrastructure
* Authority submissions and approvals
* Ongoing co-ordination with Council, DoT and the Network Authority

All documentation will be issued ready for tender and construction purposes.

E.3 Electrical Asset Data Collection & Recording (On-site Detailing & As-Built Drafting)

We believe it is crucial for the project success to ensure BFD perform the Asset Data Collection & Recording (Detailing & As-Built Plans) services. Our detailers are on-site throughout and act like our own auditor while trenches are open, making the process a more streamlined and efficient one. Our site co-ordinators are knowledgeable and solution oriented, with any major variation able to be flagged and actioned at an early stage.

Also worth noting, having BFD perform this means:
* We have the digital asset location data on file
* Photos of the as built (especially complex area) are kept on file
* The As-Built is given the priority needed depending on the target date

Co-ordinating these critical services improves first time passed as-builts drawings and audits resulting in earlier SoC. The service is performed on a per stage basis and includes:

- Seven (7) site visits for asset data collection, comprising of 2x RCC, 2x Civil Installation, 2x Cable Installation and 1x Final Trench. Additional site visits may be accommodated at the discretion of management.
- Provision of As-Built Plans

Fees are provided on an approximate basis, with confirmed fees established on preliminary design of the associated assets to be Detailed and for drafting of As-Builts.

BFD can attend site as requested (subject to resource availability and location). A minimum of 24 hours' notice is required.

The service specifically excludes
* Asset Data Collection & Recording of existing assets
* Asset Data Collection & Recording of assets outside of the stage boundary
* Asset Data Collection & Recording of assets due to failed audits
* Asset Data Collection & Recording of assets requiring authority dispensation
* Modification to approved As-Built plans

E.4 Electrical Pre-Audit Site Readiness Inspection

The Site Ready Inspection (SRI) forms a mandatory quality assurance stage prior to scheduling the final audit at each project stage.

The SRI is undertaken to identify and rectify potential non-conformances and overlooked defects. Completion of the SRI assists in reducing the risk of re-audits, project delays, and non-compliant outcomes. This process has proven critical in supporting successful first-time achievement of Statement of Compliance requirements.

E.5 Electrical Statement of Compliance Project Management (PM2/PMC)

Our role as the PM2/PMC ensures all contracts, documentation and audits are fulfilled.

BFD will conduct an initial compliance kick-off meeting with the civil and electrical contractors, providing technical support and guidance during construction, to ensure it conforms to the approved design plan, required standards, regulations and quality of work required to achieve Statement of Compliance. We can attend construction meetings or chair regular electrical meetings, providing advice on non-conformances, compiling photographic evidence where required, seeking construction approvals, dispensations or scope changes from relevant authorities. Regular updates will be provided including project tracking, reporting and forecasting.

By establishing roles and responsibilities, outlining key milestones and engaging in solution driven discussions, we aim to minimise risks to your construction program. Getting you Statement of Compliance, Titles, and any reimbursements/rebates sooner.

We also include the below as part of our standard PM2/PMC service:

- Attendance during FINAL Network audit for efficient identification and remediation of any issues
- One (1) Teams / online meeting / in person attendance fortnightly (limited to one hour for one person, or at management's discretion)

E.6 Process Management – Developer & Authority

Separate to PM2 services, BFD provides co-ordination and process management between the Developer and the Network Authority to support approvals, scope alignment and timely delivery of works. This service applies to **all** Option 1 projects, but applies only on larger and complex Option 2 projects.

Services include:
* Providing civil design information, staging plans and servicing layouts to the Network Authority (including Powercor) to support their design development
* Reviewing Authority-issued designs, scope of works and cost estimates to ensure alignment with the approved development layout and project objectives
* Managing technical queries and design clarifications between the Developer and the Authority
* Co-ordination program interfaces between Authority works and Developer works onsite, including access, staging, timing, trenching interfaces and compliance requirements (eg CHMP, EMP)

BFD's involvement ensures clear communication, reduced redesign/reworks risk, and alignment between Authority requirements and the Developer's construction program to avoid any delays.

EA.1 Earthing Assessment

BFD will conduct an earthing assessment, starting with data collection from Powercor, including fault levels and clearing times. After executing the contracts, Powercor will raise an invoice within 24-48 hours, and the data will be released approximately four weeks after payment.

A comprehensive site survey will be conducted to collect soil resistivity measurements and information on existing earthing arrangements, forming the basis of our design process. Powercor's assessment process is staged to ensure compliance, potentially involving additional costs if initial stages do not result in a compliant design.

In Level 1, BFD will perform an initial earthing assessment using standard arrangements and approved software, providing a brief report on compliance. If further work is needed, Level 2 involves a detailed assessment using multiple software tools, considering non-standard designs and options for nearby assets, with potential liaison with CitiPower & Powercor. If compliance is still not achieved, Level 3 includes site inspection, additional soil resistivity testing, current injection testing, and designing multiple options, resulting in a compliant earthing design with supporting documentation.

Electrical Additional Services & Scope Of Services

This section outlines optional, but highly valuable services Blue Frog Design (BFD) can provide to streamline your project and ensure it is in the best possible position to achieve Statement of Compliance (SoC). These prices are a guide only and will be priced according to the specifics of your project.

VE.1 Electrical Tender Evaluation

As the accredited PM2/PMC, we understand the intricacies of the compliance process and are in the best position to instruct the electrical constructors on their responsibilities during the tender process.

We will prepare tender specification including standard drawings and schedule of quantities for use in pricing of works, based on either preliminary or approved electrical design plans.

BFD will seek a minimum of 3 quotations from Network approved electrical contractors for construction and provide a comparative analysis to make a recommendation based on price, quality, reliability, flexibility and reputation. We will arrange the appointment of the contractor and ensure that they are known to the civil contractor and benefit the project team.

VE.2 Contractor Management Service

Where external contractors are required and engaged, BFD may manage all related administration on your behalf. This may include, but is not limited to, contractor liaison, scope clarification, scheduling, review of deliverables, and processing of contractor invoices. All contractor costs are payable by the client in addition to BFD's fees and may be invoiced via BFD.

VE.3 Additional Site Visit

BFD can attend site as requested (subject to resource availability and location). A minimum of 24 hours' notice is required.

VE.4 Additional Teams / Online Meetings

BFD can attend Teams / online meetings as requested (subject to resource availability and location). A minimum of 24 hours' notice is required.

VE.5 VEDN Auditing Compliance

A VEDN and Network accredited Auditor will perform the developer staged audits required by the Networks for civil and electrical assets installed.

Our philosophy is to audit from an educational aspect for constructors and to rectify non-conformances (NCs) during the audit. A very necessary and unique requirement for the electrical industry.

VE.6 Compliance Site Survey

Site survey to verify and document existing lighting infrastructure, including fixture types, quantities, locations, and mounting arrangements. This survey ensures accurate baseline data where records may be unavailable or incomplete. Information gathered will be used to inform design, costing, and project planning. The site visit will include photographic records and any necessary measurements to support detailed assessment.

AP.1 Kiosk Procurement

BFD will source quotes from approved kiosk suppliers and procure transformers with long lead times. This involves identifying the specific transformer specifications and requirements, obtaining appropriate quotes from accredited suppliers, and securing network confirmation to ensure the transformer specifications align with network standards. Once confirmed, BFD will place an order for the transformer and provide consultation with the supplier and contractor regarding the coordination and transportation of the transformer to the site. Additionally, BFD will arrange for offloading at a suitable storage location on the project site.

EA.2 Earthing Assessment – Level 2 Assessment

If the level 1 assessment fails, a level 2 assessment will be required

EA.3 Earthing Assessment – Level 3 Assessment

If the level 2 assessment fails, a level 3 assessment will be required

RW.1 Review of Retaining Wall

As part of the electrical design process, we will undertake a technical review of the civil kiosk substation site plans, including retaining walls and fencing, to confirm alignment with Powercor and VESI requirements. This review is limited to verifying that the civil design adequately interfaces with the electrical design and meets relevant standards for kiosk access, clearances, levels, retaining wall positioning, fencing, drainage considerations, and constructability. Any identified non-compliances, co-ordination issues, or risks impacting electrical design approval or program will be communicated to the client and civil consultant for resolution.
NOTE – the responsibility for detailed civil design and engineering certification remains with the civil engineer.

ND.1 Asset Proofing, Verification & Documentation

Under this scope, asset proofing support and verification works will be undertaken, including co-ordination with the contractor to arrange site access and confirm excavation locations, site attendance to collect data on physically exposed assets in accordance with Powercor requirements, capture of GPS coordinates and photographic evidence, integration of GPS data into CAD drawings, and management of asset records within the Fieldwire platform to ensure traceability. The scope also includes identification of assets requiring proofing, preparation of plan mark-ups, co-ordination between Detailing and Design teams, review and validation of GPS and photographic data, updating plans and cross sections (including preparation of additional cross sections where required), assessment of differences between existing and proposed surface levels, and compilation of a complete asset proofing submission package suitable for Powercor submission
NOTE – the responsibility for excavation, exposure of assets, and construction methodology remains with the contractor

AS.1 AS/NZS 3000 Electrical Design

Electrical design services will be undertaken in accordance with AS/NZS 3000 (Wiring Rules), all relevant Australian Standards, statutory requirements, and local authority regulations to ensure compliance, safety, and functionality of the installation. The scope includes the preparation of detailed electrical design documentation for low voltage installations, incorporating lighting and power layouts, distribution boards, submains, and service cabling. The design will address circuiting, load assessments, equipment selection, and protection coordination, including cable sizing, protective device selection, and fault level verification.

Design development will also include voltage drop calculations and compliance verification, as well as the preparation of single line diagrams and detailed distribution board schedules. Where applicable, considerations for main switchboards (MSB) and associated infrastructure will be incorporated to ensure an integrated and compliant electrical system. All documentation will be coordinated with architectural, civil, and mechanical services to support constructability and efficient project delivery.

The completed design documentation will be issued as suitable for construction; however, final certification and approval of the installation remains the responsibility of the Electrical Contractor and/or the relevant Electrical Inspector prior to commencement of works.

LUX.1 Lighting Assessment

A site inspection will be undertaken to collect and verify relevant lighting infrastructure data, including pole configuration, mounting arrangements, luminaire type and wattage, and the general condition of existing fittings to determine the appropriate maintenance factors. GPS locations of existing lighting assets will also be recorded where required. Following the site inspection, a desktop lighting assessment will be completed using the verified site data to evaluate lighting performance under both existing and proposed design conditions. A lighting assessment report will then be prepared, incorporating lux level modelling and plots overlaid onto applicable layouts. The report will assess compliance with relevant lighting standards and, where deficiencies are identified, outline recommended actions or design adjustments required to achieve compliance.

BOQ.1 Bill of Quantities

Our Bill of Quantities (BOQ) service comprises the preparation of a structured schedule of measured items based on the latest drawings and project information available at the time of engagement. It is intended to support tendering, pricing, and commercial review and includes review of issued documentation, quantity take-offs of identifiable work items, clear item descriptions with units and quantities, logical trade-based breakdowns, and identification of provisional or lump sum items where applicable. The BOQ is issued in Excel or PDF format unless otherwise agreed.

This service excludes detailed cost estimating or pricing advice, contractor quotations or market testing, site inspections, design services, temporary works or construction methodology, tender assessment, and quantification of works not shown or not reasonably identifiable from the information provided. The BOQ is prepared on the assumption that the documentation supplied is sufficiently developed and suitable for measurement, noting that final construction quantities may vary due to design development, site conditions, or construction methodology.

OPT.1 Option 1 – Non-Contestable Works (Design)

Under Option 1, while the final “For Construction” design is prepared and issued by Powercor, BFD undertakes the necessary engineering, co-ordination and Authority interface work to enable the Network design process and protect the client’s interests.

This includes:
* Preparation of preliminary electrical layouts and design mark-ups for relocation and new works
* Public lighting design and Council approval
* Supporting electrical design calculations
* Technical liaison and co-ordination with Powercor and other stakeholders

Although Powercor issues the final construction drawings, BFD’s engineering input ensures alignment with the broader development design, minimises redesign risk and supports timely approvals.

OHS.1 Electrical Overhead Survey

A site inspection will be conducted to identify existing overhead electrical infrastructure within the project area. The inspection will record the location of poles, overhead conductors (HV and LV), stays, crossarms, transformers, and public lighting assets.

Pole numbers, asset types, and span lengths between poles will be captured, along with the mounting heights of all pole attachments, including crossarm, street lights, transformers, and communication assets. Mid-span conductor heights will also be measure where accessible.

A swing and sway assessment of the overhead conductors will be undertaken to determine clearance compliance, and the loading and structural adequacy of the poles will be assessed. The stringing of conductors will also be determined in line with the analysis of loading and clearances. Photographic records of assets and any relevant site constraints will be taken, and a summary will be provided including marked-up plans, an asset lit, and supporting photographs.

Electrical Additional Services Invoice Milestones			
Item	**Description**	**%**	**Work Completed**
VE.1	Electrical Tender Evaluation	100%	Upon providing tender evaluation
VE.2	Contractor Management Services	100%	Upon acceptance of services
VE.3	Electrical Additional Site Visit	100%	Upon receiving confirmation to attend site
VE.4	Electrical Additional Teams / Online Meetings	100%	Upon receiving confirmation to attend meeting
VE.5	VEDN Auditing Compliance	30%	Upon receipt of a passed VEDN Open Trench Audit
		60%	Upon receipt of a passed VEDN Final Trench Audit
		10%	Upon receipt of a passed Network Final Audit
VE.6	Compliance Site Survey	100%	Upon acceptance of proposal
AP.1	Kiosk Procurement	80%	Upon acceptance of quote to enable ordering
		20%	Upon confirmation of delivery date, or 11 weeks from receipt of Purchase Order (whichever one comes first)
EA.2	Earthing Assessment Level 2 Assessment	100%	Upon confirmation of level being required
EA.3	Earthing Assessment Level 3 Assessment	100%	Upon confirmation of level being required
RW.1	Review of Retaining Wall	100%	Upon completion of review
ND.1	Asset Proofing, Verification & Documentation	40%	Upon completion of Detailer's SOW
		60%	Upon finalization of submission package, ready to submit to Powercor
AS.1	AS/NZS 3000 Works	100%	Upon submitting preliminary design to client
LUX.1	Lighting Assessment	30%	Upon completion of required site work
		70%	Upon providing Report
BOQ.1	Bill of Quantities	100%	Upon issue to client for review
OPT.1	Option 1 – Non Contestable Works (Design)	100%	Upon registering the project with Powercor
OHS.1	Electrical Overhead Survey	100%	Upon completion of overhead survey

Comms Methodology & Scope Of Services

This section outlines the scope of works Blue Frog Design (BFD) undertake to provide an approved Comms design ready for construction and the seamless approach to achieve your Practical Completion Notice (PCN).

C.1 Comms Project Registration & Contract Management

As an accredited Project Manager, BFD will liaise with the Authority to ensure the proper registration of your project and gather all necessary information to provide the Authority with documentation and forms to undertake design including:

- Application for Master Development Request for Service
- Application for the proposed stages and associated lots
- Negotiation for Enterprise Ethernet for ultra-high-speed fibre connections if required.

C.2 Comms Pit & Pipe Design for Construction

Upon finalisation of the overall Comms infrastructure plan for the development, BFD will detail design and draft pit and pipe plans for each stage. We will also:

- Facilitate a letter of conditional approval (also known as a Council letter)
- Submit compliant design drawings via the relevant portal for approval
- Liaison and negotiation with Authority for any specific requirements
- Provision of approved design plans ready for construction.

C.3 Comms Project & Process Management for PCN

We oversee the civil & Comms constructors involved in the delivery to ensure construction conforms to the approved design plan, required standards, regulations and quality of work required to receive Practical Completion Notices. BFD has negotiated an agreement with the Authorities to self-audit and issue Practical Completion Notices.

BFD will also:

- Manage all documentation required for the Practical Completion Notice to be issued
- Manage contracts & application submissions prior to any audit requests
- Initiate PC inspection 10 -20 days prior to PCN

Comms Additional Services & Scope Of Services

This section outlines optional, but highly valuable services Blue Frog Design (BFD) can perform to streamline your project and ensure it is in the best possible position to achieve your Practical Completion Notice (PCN). These prices are a guide only and will be priced according to the specifics of your project.

VC.1 Comms Asset Data Collection & Recording (On-site Detailing & As-Built Drafting)

BFD will provide the Asset Data Collection services to streamline the activities and ensure greater control in achieving Practical Completion.

This service is undertaken DIRECTLY by BFD, NOT by the nominated constructor or third-party entities

This service includes.

- One (1) site visit for asset (Pit & Pipe) data collection
- Provision of approved As-Built Plans

Fees can be established on final design submission of the associated assets to be Detailed and for drafting of As-Builts.

VC.2 Contractor Management Service

Where external contractors are required and engaged, BFD may manage all related administration on your behalf. This may include, but is not limited to, contractor liaison, scope clarification, scheduling, review of deliverables, and processing of contractor invoices. All contractor costs are payable by the client in addition to BFD's fees and may be invoiced via BFD.

VC.3 Comms Additional Site Visit

BFD can attend site as requested (subject to resource availability and location). A minimum of 24 hours' notice is required.

VC.4 Comms Additional Teams / Online Meetings

BFD can attend Teams / online meetings as requested (subject to resource availability and location). A minimum of 24 hours' notice is required.

VC.5 Comms Pre-Audit Site Readiness Inspection

A highly recommended service to provide a final quality assurance check in the form of a Site Ready Inspection (SRI) prior to arranging the final audit at each stage.

Our SRI is an incredibly valuable phase of the project, highlighting potential and often overlooked non-conformances such as pit lid tripping hazards, missing labels, lead in conduit mismatches and incorrect surface levels. This practice has proven to eliminate risks of re-audits and delays, allowing BFD to achieve Statement of Compliance first time.

Comms Additional Services Invoice Milestones			
Item	**Description**	**%**	**Work Completed**
VC.1	Comms Asset Data Collection & Recording	100%	Upon providing the approved as-built plans
VC.2	Contractor Management Services	100%	Upon acceptance of services
VC.3	Comms Additional Site Visit	100%	Upon receiving confirmation to attend site
VC.4	Comms Additional Teams / Online Meeting	100%	Upon receiving confirmation to attend meeting
VC.5	Comms Pre Audit Site Readiness Inspection	100%	Upon providing Site Readiness Report

Terms & Conditions

The following items form our general T&Cs.

- We reserve the right to review and revise these terms at any time. The most current version will be made available on our website, the link to which is included in all project proposal documentation, and may be accessed by the Client at any time. Effective 01 July each year, and in line with CPI adjustments, the latest version of these Terms and Conditions will apply to all projects from that date, unless otherwise specifically agreed in writing between both parties.
- BFD will only cease or suspend works upon receipt of written direction from the Client. Where works are cancelled, postponed, or BFD is removed from a project after engagement, the Client will remain liable for all works completed to date, committed supplier and subcontractor costs, allocated resources, and any reasonable administrative, rescheduling, demobilization, or loss of productivity costs incurred by BFD. Unless otherwise agreed in writing, a minimum cancellation fee of 15% of the remaining uncompleted project value may apply where resources have been allocated or works scheduled
- All proposals are subject to Authority requirements and approval
- Pricing may be subject to change based on timing of project start, progress and end times
- If the performance of the Services, or the cost, timing or availability of materials, labour, or supplier inputs, is impacted by events beyond our reasonable control (including but not limited to acts of God, natural disasters, pandemics, war, terrorism, civil unrest, government actions, industrial disputes, or disruptions to supply chains, utilities or transport networks), we reserve the right to reasonably adjust pricing, delivery timeframes, and/or other relevant terms under this agreement to reflect such impacts. Where such impacts arise from changes imposed by our suppliers (including price increases, delays, or revised supply terms), these may be passed through to the Client to the extent that reasonably necessary. We will provide written notice of any such adjustments as soon as practicable. Where the impact is minor, we may, at our discretion, absorb some or all of the additional cost or time, having regard to the overall project scope and client relationship
- An early negotiation with the Authority is recommended for any electrical or comms works that require relocation
- An early negotiation with the Authority is recommended for all non-contestable projects
- It remains the responsibility of the developer to provide civil plans and asset proofing to determine any existing underground assets
- It remains the developer's responsibility to arrange any required supply disconnection or abolishment to the property
- All requests for BFD to attend site require a minimum of 24 hours notice and must be sent to team@bluefrogdesign.com.au
  Failure to do so may result in resources not being able to be allocated. Similarly, all cancellation and/or rescheduling requests require a minimum of 24 hours notice and must be sent to the above mentioned address. Failure to do so will result in an invoice being sent with a minimum charge of half day standard rate ($750 ex GST)
- Travel to a location deemed to be regional. Regional is deemed to be 60km from the Melbourne CBD and will be charged at $1,000.00 per day, invoiced to the client as a variation. Additional costs for accommodation may apply in addition to this fee, based on scope of work and location.
- If a subcontractor is engaged to perform a soil resistivity test, the subcontractor needs to produce the pictures of the soil resistivity test. This may include, but is not limited to, photos, graphs and distances away from metallic structures. Without these pictures, BFD will not be able to accept the results
- Soil resistivity testing must be performed in weather conditions deemed suitable. BFD will not be held financially accountable for any additional costs occurred in relation to revisits
- Although Blue Frog Design will demonstrate exemplary duty of care, BFD will not be held responsible for the following:
  - The supervision of the Civil / Electrical / Comms contractors
  - Management of any contractors/subcontractors (unless via engagement of additional services)
  - Any project delays caused by contractors
- BFD acts solely as an intermediary for payments between parties and accepts no liability for the verification of bank details, payments amounts or losses arising from matters outside its control, including cyber incidents, irrespective of their point of origin
- All payments must be made within 14 days of the original invoice date unless otherwise agreed by both parties in writing. Failure to do so may result in late fees, calculated at 10% of the original value per day. Invoices that remain unpaid past 60 days may be subject to external debt collection. If debt collection needs to be involved, the invoicing entity will be responsible for the payment of all associated fees.

Exclusions

The following items are excluded from this proposal.

- Design and Project management of electrical assets crossing bridge
- Upgrade/Relocation/Removal of any existing authority infrastructure, unless explicitly mentioned
- Field and office work on any existing overhead line, unless explicitly accepted as part of the fee proposal
- Any required electrical and comms asset relocation will be determined once civil plans are available and confirmed by the developer
- No allowance has been made to relocate existing assets such as overhead poles or the undergrounding of electrical assets that may be required by Council
- Any works or payments related to any planning permit application, road opening permits, or other works related to design/planning or management of network augmentation works upstream on the electrical network
- Any electrical works outside the above-mentioned scopes
- No allowance has been made for any auditing and detailing for any assets outside the provided scopes
- Electrical connection points greater than required to achieve Statement of Compliance
- No allowance has been made for abolishment of existing property connections
- No allowance has been made for any other additional signage such as warning labels, etc
- AS/NZS 3000 design and delivery of services inside lot boundaries, unless otherwise specified
- AS/NZS 3000 private wiring
- Maximum demand calculations for AS/NZS 3000 works. Utility-compliant maximum demand assessments typically require historical consumption data, information that supports appropriate diversification factors, and in some cases monitoring of the client's existing facility loads by an accredited REC.
- Main switchboard documentation is limited to single line diagram for AS/NZS 3000 design purposed; detailed switchboard shop drawings and manufacturing documentation are excluded
- Any work external to the subdivision boundary
- Registration of easement/reserves – this is the responsibility of others

- Design and PM of future subdivision stages
- Traffic signal design
- Construction or re-instatement works
- Preparation of civil kiosk plan(s) if required by Power Authority – to be completed by the nominated civil consultant
- Fees applicable to any Authority including but not limited to Power Authority, Comms Authority, Council or Department of Transport
- Subsequent works on the electrical overall masterplan once approved by the utility
- Modification of approved design drawings to match changes to project requirements, either by the client or contractors as construction progresses or by the network following approval of design plans
- Modifications to lighting design should the project require change from the initial request
- Revisions required due to updated or revised civil drawings (including, but not limited to, pole relocations, clearance recalculation, and design updates) will incur a minimum charge equivalent to a half day at the standard rate. Where the extent of changes is minor, additional time beyond this minimum may be absorbed at our discretion
- Any works necessary if additional works are required to comply with revisions to network scopes issued at the outset
- ALL associated costs including but not limited to construction and material procurement
- No allowance has been made for any additional testing, if required
- For all contractor management, kiosk procurement and administrative related fees, BFD acts on behalf of the client only with all payment obligations remaining the responsibility of the client
- Re-audit and re-submission fees (these will be invoiced to the Developer)
- An electrical or comms supply point for any open/reserve areas
- Site visits, electrical and/or comms, unless otherwise specified in the fee proposal as “included”. This includes, but is not limited to, audits, detailing, risk workshops, site problem solving and site inductions

Variations

The following activities may incur additional service fee at $195 p/h, BFD will notify the client and provide a variation fee estimate.

- Items listed in Exclusions above.
- Management of any contractors/subcontractors
- If an overhead line or poles require relocation, an Electrical Overhead Survey will be required by an accredited OH Surveyor. BFD can outsource this work on your behalf, subject to an additional 15% service charge
- Additional site visits will be charged via a variation including but not limited to, requests for audits, re-audit attendance, detailing, risk workshops, site problem solving and site inductions
- Modifications to the original civil base plan provided at proposal acceptance, including lot count. Where the lot count decreases, BFD will charge as per signed original proposal acceptance. Any increase to the lot count or change in scope will be considered a variation and be charged at $195 per hour
- BFD will allow 24hrs for client to give consent to proceed, otherwise will continue with works to keep the project moving & to achieve critical timelines unless otherwise instructed by the client
- Any reworks required due to failed audits that is not the responsibility of BFD
- Any rework due to electrical or comms assets being installed prior to approved plans
- QA check prior to network submission, required when as-builts (electrical & comms) are produced by a third party
- Modifications to designs submitted to Power or Communication Authorities
- Option 1 application fees, these are subject to an additional 15% service charge
- Electrical or Comms construction not per approved design plans
- Any delay, disruption, restricted site access, suspension of works, or rescheduling caused by parties or circumstances outside our reasonable control will be considered a variation and may incur additional costs and revised delivery timeframes. This includes, but is not limited to, delays caused by clients, principal contractors, other trades, utilities, authorities, suppliers, industrial action, union activity, site shutdowns, permit delays, weather events, or unforeseen site conditions. Where works are delayed or prevented from proceeding after labour, subcontractors, materials, or resources have been allocated, we reserve the right to claim reasonable standby, remobilization, rescheduling, and lost productivity costs. We also reserve the right to continue progress invoicing for completed works, committed costs, and allocated resources during such delays. Any extension of time resulting from these events will not constitute a breach or delay on our part. Written notice of any applicable adjustments will be provided where practicable.
- Any authority fees & associated costs for any repeat works due to delay or faulty non-compliant works caused by others
- Reviewing Kiosk civil plans, including any works associated with obtaining retaining wall approvals around the kiosk, reviewing civil plans, providing advice to civil consultants and liaising with Networks regarding these matters