

## RECORD OF AMENDMENT

This document is a controlled document is therefore subject to review and amendment from time to time. Amendments will be recorded on this Amendment Control Sheet.

All individuals seeking to rely on, or implement, *Waka Kotahi State Highway Professional Services Proforma Manual*, or any other manual referred to in this document, have a duty to ensure that they are familiar with the most recent amendments.

AMENDMENT NUMBER	DECIPTION OF CHANGE	EFFECTIVE DATE	UPDATED BY
1	Entire Manual Update	1 March 2009	U Cardiff
2	Request for Tender changes incorporating new Procurement Manual rules	1 October 2010	U Cardiff
3	Refer to manual documentation lists for latest edition / amendment / versions	1 March 2011	U Cardiff
4	Refer to manual documentation lists for latest edition / amendment / versions	1 March 2013	P Alkema
5	Update to reflect issue of Minimum Standard Z/44 – Risk Management	1 September 2013	P Alkema
6	Entire Manual Update to reflect Business Case Approach	1 April 2015	P Alkema
7	Entire Manual Update	31 March 2016	P Alkema
8	E-tendering and single stage business case changes	31 March 2017	P Alkema
9	Update to reflect changes in terminology and technical content	1 September 2019	P Alkema
9.1	Interim update to privacy clauses, communicable disease event clauses, 10 Working day clause to clarify pre-letting meeting clause, update to cost fluctuation clauses to reflect current practice.	8 March 2021	B Cuttance, L Macready

10	Entire manual modular restructure and incorporation of MBIE RFT template	02 October 2023	J Keenan, B Din
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**To** SM030 Manual Users

**Cc** Senior Manager Procurement

**From** SM030 Steering Group

**Date** 02-October-2023

**Subject** SM030, State highway professional services contract proforma manual (“SM030”) – Summary of amendments July 2024 Issue 10

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**Purpose**

To present the amendments made in the October 2023 publication of SM030.

**Table of Amendments**

Note: minor amendments are not always identified. An example of a minor amendment is updating the hyperlinks to external documents referenced in SM030.

All Documents		
Section No.	Section title	Description of change
		AMENDED document structure to a modular approach.
		IMPLEMENTED MBIE RFT Declaration Form for all of government alignment.
		IMPLEMENTED MBIE RFT Pricing Schedule Template for all of government alignment.
		AMENDED Agency Logo to Waka Kotahi.
		AMENDED name to Waka Kotahi NZ Transport Agency.

Introduction		
Section No.	Section title	Description of change
1.3	Interrelationships with other manuals	AMENDED section to add relevant documents that link to SM030.

1.4	Document availability	AMENDED section to reflect recent change to structure.
2.3	Short form contract	AMENDED section to remove 12-month validation period on Short form contracts.
2.4.4	Standard form contract	AMENDED section to reflect new structure of manual.
3.3	Checklist	REMOVED section.
4.1.2	Manual Structure	REMOVED structural diagram.

RFT Template		
Section No.	Section title	Description of change
		IMPLEMENTED MBIE RFT template.
		AMENDED tendering conditions.
2.5	Documents made available to tender	AMENDED hyperlinks to reflect relevant documents
3.4	Evaluation criteria – non-price attributes	ADDED inclusion of Broader Outcomes in methodology
3.5	Evaluation Criteria	AMENDED weighting table.
3.6	Scoring	AMENDED to reference to SM021 guidelines.
6	RFP Terms	ADDED MBIE RFT Terms.

Schedule 1 - Contract Scope		
Section No.	Section title	Description of change
	Table of Contents	ADDED table of contents for navigation.
3.4	Review of Previous Work	ADDED document type to reflect inclusion of surveys and geotechnical testing.
3.5	Environmental, social, cultural, heritage, places, landscapes and sustainability	AMENDED title of section reflect current business practices.
4.1	Project Control	REMOVED description to reduce duplication across manual.
4.2.3	Health and Safety Management Plan (HSMP)	AMENDED section to align with current business practice. AMENDED to include new worker-wellbeing guidance.
4.2.4	Risk Management Plan	AMENDED section moving further up contract plan for alignment.

4.2.4.1	Risk Review	ADDED new section.
4.2.5	Community and Stakeholder Engagement Plan (CSEMP)	AMENDED section to add relevant information for current engagement practices.
4.2.6	Environmental Management Plan	ADDED section for alignment with current business practice. ADDED provision for inclusion of P48 and Resource efficiency and waste minimisation plan (REWMP).
4.2.7	Māori Engagement Plan (MEP) including Tangata Whenua Engagement	ADDED new section.
4.4	Activity Risk File	ADDED new section to reflect Z44 requirements.
4.5	Monthly Project Meetings	ADDED for alignment with Payment Schedule.
4.6	Reporting	REMOVED consultation report section because of duplication.
4.6.2	Consultant's Monthly Reporting	AMENDED section to reflect Māori engagement requirements.
4.6.4	Accident Report	AMENDED section to reference new Contractor Health and Safety expectations.
4.6.5	Final Construction Report	AMENDED section to reflect geotechnical requirements.
4.6.6	Activity Risk File	AMENDED section to reference section 4.4.
4.6.7	Quality File	AMENDED section to reference 4.2.2(d).
4.7.7	Approved Contract Budget (Physical Works)	AMENDED section to limit variations within project budget.
4.8.8	Media Management	AMENDED to reflect new CSEMP and Z17.
4.8.9	Submitting the Project for an Award, Conference paper or other Advertising	AMENDED section to reflect proper recognition given.
4.8.10	Project Websites (subsites)	AMENDED section to reference Z17.
4.8.11	Environmental, Social and Cultural responsibility	AMENDED section to reflect current environmental business practice.
4.8.12	Landowner/ Potential Land Impact Information Sheets/ Letters	ADDED guidance note.
4.8.15	KiwiRail Deed to Grant	ADDED section.
4.8.22	Maintenance in Design	ADDED section.
4.8.30	Environmental, urban design and sustainability teams	ADDED section to reflect current environmental business practice teams
5.3	Develop and Assess a List of Alternatives and Options	ADDED reference to Early Assessment Sifting Tool (EAST)

6.4	SSBC Stage 1- Alternative and Option Development	ADDED Multi-criteria assessment (MCA) process hyperlink
6.5.3	Economic Analysis	AMENDED section to update guidance and manual references
7.3	Geotechnical Testing	AMENDED section to reflect change in Minimum standard
7.4	Property Requirements	AMENDED section title
7.4.1	Land Use Plan	AMENDED section to reflect current property strategies and practice
7.4.2	Land Requirement Plan	ADDED section
7.4.3	Property Strategy	ADDED section
7.4.4	Property Acquisition	AMENDED section to reflect Emissions Trading Scheme liability
7.5	Design	AMENDED whole section for alignment
7.5.1	Design, General	AMENDED section to include new standards
7.5.2	Construction Drawings	AMENDED section to include formatting of drawings
7.5.4	Pavement Design Statement	AMENDED section to have information in separate heading
7.5.5	Structure, including Geotechnical Structures, Design Statement	AMENDED section to have information in separate heading
7.5.8	Safety in Design Reviews	ADDED section
7.5.9	Maintenance in Design Reviews	ADDED section
7.5.10	Technical Specifications	ADDED section
7.5.11	Urban and Landscape Design Framework	AMENDED section for alignment
7.5.12	Design Certificates	ADDED section
7.5.13	Final Design Report	AMENDED section to allow for information to be split into previous sections
7.6.1	Statutory Approvals, General Requirements	AMENDED section for alignment AMENDED to align with consenting authorities
7.6.2	Technical Assessments	ADDED section to outline technical requirements under required approvals
7.6.3	Preparation of Other Statutory Approvals	AMENDED section to include information surrounding all noted legislation
7.11	Accompanying Documentation	AMENDED section to reference PSF15
8.1	Waka Kotahi Objectives	AMENDED section to include description of tangata whenua engagement

8.3	Management and Surveillance of the Physical Works	AMENDED section title for alignment
8.3.2	Contract Management and Administration	AMENDED to implement Māori engagement plan
8.3.5	Project Management Board (PMB) meetings	ADDED section for alignment
8.3.8	Consultation/ Liaison	AMENDED section to reflect Z19 and P47
8.4.4	Highway Structures Information Management System Update Sheets	AMENDED section title to reflect broader scope
8.4.5	Construction Review Certificates	ADDED section
8.4.7	Final Construction Report	ADDED section to reference 4.6.5
8.5.2	Land Use Plan Updates	AMENDED section to reflect need for Land use plans
8.6	Road Safety Audit	AMENDED section to include rectification period post audit
9.1	Waka Kotahi Objectives	AMENDED section to reflect tangata whenua engagement
9.3.5	Quality Management	AMENDED section to reflect Z01
9.4.4	Highway Structure Information Management System Update Sheets	AMENDED section title to allow for broader scope
9.4.5	Construction Review Certificates	ADDED section
9.5.2	Land Use Plan Updates	ADDED section
9.6	Road Safety Audit	AMENDED section to include rectification period post audit
	Appendix I	ADDED Appendix for CSEMP guidance

## Schedule 2 - Programme for Deliverables

Section No.	Section title	Description of change
1	Programme for Deliverables	REMOVED section to reduce duplication throughout the manual.
	Programme for Deliverables	AMENDED ordering of line items for alignment across documents

## Schedule 3 - Payment and Pricing Schedule

Section No.	Section title	Description of change
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	Payment and Pricing Schedule	AMENDED each item to demonstrate how each item is paid for.
	Payment and Pricing Schedule	AMENDED ordering of line items for alignment across documents

### Schedule 4 – Health and Safety Risks

Section No.	Section title	Description of change
		Schedule is new. No applicable amendments.

### Standard from Agreement

Section No.	Section title	Description of change
Title Page		AMENDED title to include Professional Services
Title Page	Background	REMOVED Background clause ascribing meaning to terms used in Agreement
1.1	Page 2	ADDED obligation under Agreement to reflect CCCS standard list of documents and order of precedence
1.2	Page 2	ADDED performance obligation of Agreement to reflect CCCS standard list of documents and order of precedence
1.3	Page 2	ADDED document order precedence for supporting documents of Agreement
Section A	Form of Agreement	REMOVED section
Section B	Form of Agreement	REMOVED section
	Special Conditions of Contract Part A	
5	Payment	REMOVED section
6.2	Part A - Limitation of Liability	AMENDED section to reflect current liability practice
6.4	Part A - Duration of Liability	AMENDED period of liability
6.5	Part A - Professional Indemnity	AMENDED amount of indemnity insurance ADDED guidance note if limit is to be increased
12.8	Part A - Notices	REMOVED description of section as stated in PART B
	Special Conditions of Contract – Part B	
1.1	Definitions and Interpretation	AMENDED Data Breach definition AMENDED NZ Privacy Law definition

2.1	The Services	AMENDED section to reinforce obligations of parties under Agreement
2.4	Subconsultants	ADDED section to make Consultant responsible for acts of its subconsultants
2.7	Client Concerns	ADDED section to allow engagement with third party to remedy non-compliance
2.10	Health and Safety	AMENDED section for compliance with Contractor Health and Safety Expectations document
2.14	Code of Conduct	ADDED section for integrity and conduct compliance
5	Section 5 Payment	ADDED section
6.2	Section 6 Liability and Insurance	ADDED section
8A	Privacy Obligations	AMENDED section to comply with new privacy obligations
9.5	Copyright of documents	ADDED section to outline Consultant liability for using Waka Kotahi IP
10	Disputes	AMENDED section to allow for notifying other party of a dispute
	Appendices	AMENDED to reflect new structure of manual

Short from Agreement		
Section No.	Section title	Description of change
Title Page		AMENDED title to include Professional Services
1.1	Page 2	ADDED obligation under Agreement to reflect CCCS standard list of documents and order of precedence
1.2	Page 2	ADDED performance obligation of Agreement to reflect CCCS standard list of documents and order of precedence
1.3	Page 2	ADDED document order precedence for supporting documents of Agreement
	Special Conditions of Contract – Part A	
6.4	Duration of Liability	AMENDED section to clarify duration of liability
	Special Conditions of Contract – Part B	
1	Definitions and Interpretations	ADDED section
2.14	Code of Conduct	ADDED section to comply with integrity and conduct standards
5	Payment	ADDED section
6.2	Liability and Insurance	ADDED section



8A	Privacy Obligations	AMENDED section to comply with new privacy obligations
8B	Information and Security requirements	ADDED section for alignment with Standard form agreement
10	Disputes	ADDED section for alignment with Standard form agreement
12.10	Survival	ADDED section for alignment with Standard form agreement
Appendices	Appendix B	ADDED Additional Services Schedule table for potential for additional services