



Pre-contract BIM execution plan

Procurement:

XXX

Applicant:

XXX

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1. Introduction

The purpose of the pre-contract BIM execution plan is to define the supplier's approach to project execution in a BIM environment based on BIM requirements.

Along with BIM requirements, the Pre-contract BIM execution plan will serve as basis for the development of a detailed Post-Contract BIM execution plan.

The Pre-Contract BIM Execution plan template contains the instructions or explanations for preparing a Pre-Contract BIM Execution plan (in italics).

2. Project information

Project name:	
Customer:	
Applicant:	
Applicant's registration number:	
Applicant's legal address:	
Applicant's office address:	

3. Response to BIM requirements

3.1. Project participants

List the participants involved in project execution from the supplier's side in accordance with the conditions of Paragraph 3.1. "Roles and responsibilities" of the BIM requirements

Role	Participant	Part of the design*	Name and surname
Project manager		-	
Information manager		-	
CDE manager		-	
BIM coordinator		-	
Lead Architectural Part Designer		Architectural solutions (Interior, Equipment location, Building acoustics), General plan, Landscape**	
Lead designer (Structural, MEP, etc.)		Building structures	
Lead designer (Structural, MEP, etc.)		HVAC (heating, ventilation, climate control)**	
Lead designer (Structural, MEP, etc.)		Internal water supply and sewerage** external water supply and sewerage, rainwater drainage networks	
Lead designer (Structural, MEP, etc.)		Internal power supply, external power supply	
Lead designer (Structural, MEP, etc.)		Electronic communication systems (Access control, Security alarm, Electronic communication networks, Video surveillance)**,	

		Electronic communication systems (external)	
Lead designer (Structural, MEP, etc.)		Thermal mechanics	
Lead designer (Structural, MEP, etc.)		Fire detection and emergency alarm systems	

*Only to be provided for the lead architectural part designer and the lead designer (Structural, MEP, etc.).

**If the specified parts of the design are developed by several led designers, separate these parts of the design and provide information about the Lead Designer of each specific part.

3.2. Data structuring

Describe: how BIM models and related information will be structured; the planned file size to ensure efficient information exchange.

Requirement	Description
Folder/file structure	<i>Specify the folder/file structure of the project, how it will be organised in CDE (BIM models, drawings, specifications, text documents, etc.).</i>
Planned file size	<i>Indicate whether there are any file size limits expected for the project, as well as the solutions if the specified file size is exceeded.</i>

3.3. Collaborative process

The purpose of this chapter is to define how the collaborative process will be organised between the parties involved in the project during the design process.

3.3.1. Information exchange

Specify information exchange frequency at each project control point.

Note: according to Paragraph 3.4 of the BIM requirements, starting from the completion of the “Interim BIM” control point, the minimum information exchange frequency and the frequency of coordination meetings is once every two weeks.

BIM development phase	Information exchange frequency
Completion of “Conceptual BIM” control point	
Completion of “Interim BIM” control point	
Completion of “Detailed BIM” control point	
Completion of “Approved BIM” control point	

3.3.2. Organising project meetings

Describe the meetings expected to be held during design process. Use the conditions in Paragraph 3.7. “Collaborative process” of BIM requirements as a basis. The column “Frequency of meetings” should indicate the expected interval between meetings (once a week, once every two weeks, etc.).

BIM development phase: completion of “**Conceptual BIM**” control point

Type of meeting	Frequency of meetings
BIM launch meeting	
Model review meeting	

BIM development phase: completion of “**Interim BIM**” control point

Type of meeting	Frequency of meetings
Model review meeting	
Coordination meeting	
Constructability analysis meeting*	

BIM development phase: completion of “**Detailed BIM**” control point

Type of meeting	Frequency of meetings
Model review meeting	
Coordination meeting	

Constructability analysis meeting*	
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BIM development phase: completion of “**Approved BIM**” control point

Type of meeting	Frequency of meetings
Model review meeting	
Coordination meeting	
Constructability analysis meeting*	

*Applicable if a constructability analysis deliverable is requested in the Project special requirements template.

3.4. Coordination and quality control

Project quality and risk reduction by using 3D BIM models and information coordination is one of the key goals and requirements of the customer. The purpose of this chapter is to define the project coordination processes, including quality checks.

3.4.1. Quality control

Describe the quality control for 3D BIM models according to Paragraph 3.8.1 of the BIM requirements. “Types of testing”

Type of testing	Short description
Self-testing	
Visual examination	
Checking for clashes	
Model date/integrity check	
<i>Other, if applicable</i>	

3.4.2. Coordination and scheduling of clash checks

Describe coordination and clash checking processes within the project in accordance with Paragraph 3.8.2 of the BIM requirements. Coordination and scheduling of clash checks and Paragraph 3.8.3 Clash detection matrix.

Activity	Description
Model federation and coordination	<i>Describe the coordination and clash identification process</i>
Software	<i>Specify the software that will be used for coordination and clash detection (software version is also required)</i>
Creation of a clash report	<i>Describe the creation of the clash report</i>
Coordination meeting process	<i>Describe the coordination meeting process</i>
Drafting up minutes of coordination meeting	<i>Describe the drafting minutes of the coordination meeting</i>
Clash elimination	<i>Describe the clash elimination process</i>

Clash detection matrix

Specify the clash detection matrix.

3.5. Common Data Environment

3.5.1. Common Data Environment solution and maintainer

Information about the CDE solution applied in the project according to Paragraph 3.6. “Common Data Environment” of BIM requirements and the Project special requirements template.

CDE solution	CDE provider
Full-cycle	Supplier

3.5.2. Common Data Environment developer*

*this subsection must be completed if the CDE provider is the supplier

Specify information about the chosen CDE developer and product name:

CDE developer	Product name

3.6. Software

Specify the software intended for the development of BIM deliverables. The version of the selected software must also be stated. List all file formats to be delivered to the customer, observing the provisions of Paragraph 4.2 of the BIM requirements.

BIM deliverables (according to the list of deliverables requested in the special requirements template)	Software and version	Information exchange file format
Architectural solutions, General plan		
Building structures		
HVAC (heating, ventilation, climate control)		
Internal water supply and sewerage, external water supply and sewerage, rainwater drainage networks		
Internal power supply, external power supply		
Electronic communication systems, External electronic communication systems		
Thermal mechanics		
Fire detection and emergency alarm systems		
Federated model		
4D		

4. Responsibility matrix

The supplier is required to define the responsibility of the parties involved in the project for parts of the design, other BIM deliverables, and is also required to define the appropriate graphical level of development that will be achieved in 3D BIM models at each BIM development phase according to BIM requirements and the special requirements of the Project.

By completing the Responsibility Matrix (that is, specifying information about 3D BIM models, the federated model, as well as other BIM deliverables), the applicant confirms the development of the requested BIM deliverables. If the Responsibility Matrix does not contain information about the BIM deliverables requested in the special requirements of the project, this means that such deliverables are not going to be developed.

The Responsibility Matrix should be developed with the involvement of all parties involved in the project execution from the supplier's side. The Responsibility Matrix should be annexed to the Pre-Contract BIM Execution Plan.

(Signature, transcript of signature of supplier's authorised representative (attach original or certified copy of the Power of Attorney))

_____, 20__