

# Record of Amendment

## State Highway Professional Services Proforma Contract Manual (SM030)

22 January 2026

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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, the NZ Transport Agency Waka Kotahi *State Highway Professional Services Proforma Contract Manual (SM030)*, or any other manual referred to in this document, have a duty to ensure that they are familiar with the most recent amendments.

### Version history

AMENDMENT NUMBER	DESCRIPTION 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, published 13 June 2024	J Keenan, B Din
11	Interim update to reflect changes to PACE and health, safety & wellbeing, and a streamlined structure to increase efficiency of professional services contracts.	30 June 2025	B Cuttance
12	Minor updates to Consultancy Agreement following engagement with industry	22 January 2026	J Keenan

## Table of amendment

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
<b>AMENDED to replace references to Contractor Health and Safety Expectations: Guidance for Supply Chain Partners' and 'Contractor Expectations: Health and Safety Incident Notification, Investigation and Reporting' with 'Contractor Expectations: Minimum Health, Safety and Wellbeing Requirements'. Please note that the new Contractor Expectations: Minimum Health, Safety and Wellbeing Requirements document is expected to be published in July 2025.</b>
<b>AMENDED to replace language when referring to 'Health and Safety' to 'Health, Safety and Wellbeing'</b>
<b>AMENDED to replace Road Safety Audit with Safe System Audit</b>
<b>AMENDED to incorporate PACE 2.0 changes – new framework (Z/12) and online tool (iPACE)</b>
<b>AMENDED to reflect that the template <i>Consultancy Agreement</i> (previously titled the <i>Standard Form Agreement</i>) has been revised and the <i>Short Form Agreement</i> template has been removed. The <i>Payment Schedule and Programme for Deliverables</i>, which were previously schedules to the <i>Standard Form Agreement</i>, are now standalone template documents.</b>

Introduction		
Section number	Section title	Description of change

1.3.1	Interrelationships with other manuals	ADDED <i>Project Management Guide SM011</i>
2.2	Roles and responsibilities	AMENDED to align with the restructure of the NZTA procurement function
2.3	Consultancy Agreement (previously Standard Form)	AMENDED to reflect that the template <i>Consultancy Agreement</i> (previously titled the <i>Standard Form Agreement</i> ) has been revised and the <i>Short Form Agreement</i> template has been removed, and to make it clear that the CCCS based agreement (and therefore SM030) will not suit all professional services procurements.
2.4	How to use the proforma documents	REMOVED reference to full copies of specifications in signing sets as the majority of specifications are online or available through the Highways Information Portal

Request for Tender (RFT)		
Section number	Section title	Description of change
3.4 (C)	Methodology: Quality management	AMENDED to align with amended Standard Z/1 Professional Services Quality Management
3.8	Evaluation Process and Due Diligence	AMENDED to include all reasons for rejecting the tender under GPR44
5.1	Proposed Contract	AMENDED to provide clarity on the tag process and to align with SM031

RFT Declaration Form		
Section number	Section title	Description of change
1	Our Declaration: Notice to Tenderers	ADDED requirement for tenderers to acknowledge Notice to Tenderers

## Consultancy Agreement

Section number	Section title	Description of change
<b>Whole document</b>		AMENDED to reflect that this document (previously titled the <i>Standard Form Agreement</i> ) has been revised and the <i>Short Form Agreement</i> template has been removed. The <i>Payment Schedule and Programme for Deliverables</i> , which were previously schedules to the <i>Standard Form Agreement</i> , are now standalone template documents.
<b>Whole document</b>		The special conditions reflect the All of Government template CCCS special conditions and relevant AOG project conditions along with a small number of NZTA special conditions
<b>6.2</b>	Limitation of liability	The liability cap has been revised to reflect the wide range of services procured with the template and ensure the cap is relative to the anticipated fee.
<b>6.5</b>	Insurance – Professional Indemnity	The professional indemnity amount includes optionality to reflect the anticipated value of the contract.

**Updated 23 Jan 2026:**

Part A, 6.5	Insurance	The professional indemnity insurance requirement now includes an “in the aggregate” amount.
Part B, 6.5	Insurance	The Consultant can now name NZTA on its public liability insurance policy (as an alternative to NZTA being included as an additional insured).
Part B, 9.1	Copyright of documents	The Consultant is now granted a licence to use any new IP (with NZTA retaining ownership).

## Consultancy Agreement – Specifications and Contract Scope

Section number	Section title	Description of change
1	Definitions	AMENDED to align with amended Standard Z/1 Professional Services Quality Management
4.2.1	Quality Management	AMENDED to align with amended Standard Z/1 Professional Services Quality Management
4.2.2	Quality Management Plan	AMENDED to align with amended Standard Z/1 Professional Services Quality Management
(Previously) 7.5.9	Maintenance in Design Reviews	REMOVED as Maintenance in Design is incorporated into Safety in Design section 7.5.8 and is outlined in Safety in Design Minimum Standard
8.3.6	Quality Management	AMENDED to align with amended Standard Z/1 Professional Services Quality Management and to remove duplication
8.6	Safe System Audit	AMENDED to reflect the change in approach
9.3.2	Contract Management and Administration	AMENDED to replace Road Safety Audit with Safe System Audit
9.3.6	Traffic Management and Safety	ADDED wider safety considerations
9.6	Safe System Audit	AMENDED to reflect the change in approach

## Consultancy Agreement - Payment Schedule

Section number	Section title	Description of change
Whole document		ADDED as a standalone document – previously a

		schedule to the Standard Form Agreement.
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Consultancy Agreement - Programme for Deliverables		
Section number	Section title	Description of change
<b>Whole document</b>		ADDED as a standalone document – previously a schedule to the Standard Form Agreement.

Consultancy Agreement (Short Form)		
Section number	Section title	Description of change
<b>Whole document</b>		REMOVED <i>06 Consultancy Agreement (Short Form)</i> . For professional services that are not captured by the scope of SM030, it may be more appropriate to use the Government Model Contract for Services.