Contact Information for Strategic Assets and Planning Services Team



Manager Strategic Assets & Planning
Vinesh Narayan



Strategic Assets & Planning Coordinator
Peceli Kiliraki



Strategic Assets & Planning Officer
Jone Laladidi



Analyst Programmer
Vacant

Campus	Name	Designation	Phone	Email
Laucala	Vinesh Narayan	Manager Strategic Assets & Planning	(679) 323 1984	vinesh.narayan@usp.ac.fj
	Peceli Kiliraki	Strategic Assets & Planning Coordinator	(679) 323 7114	peceli.kiliraki@usp.ac.fj
	Jone Laladidi	Strategic Assets & Planning Officer	(679) 323 2607	jone.laladidi@usp.ac.fj
	Vacant	Analyst Programmer	(679) 323 1922	-

Design and Projects Services

Design Services	Scope	Service Request Mode	Service Level Expectations (Expected Response Time)	Minimum Service Level (Maximum Response Time)	Responsible
Architectural Concept Sketches (Concept Sketch Only)	All Campuses	Job Card	4 Hours	1 Day	Senior CAD Technicians/Manager Design
Architectural Concept Designs & Costing for Projects. (Concept Designs And 3d Models)	All Campuses	Space Form Application	1 Week	2 Weeks	Senior CAD Technicians/Manager Design
New Architectural Drawings, Technical Specifications and Cost Estimates for Projects Below $30k/ Small.	All Campuses	Space Form Application	1 Week	2 Weeks	Senior CAD Technicians
New Architectural Drawings, Technical Specifications and Cost Estimates for Projects From $30k to $60k /Medium.	All Campuses	Space Form Application	2 Weeks	3 Weeks	Senior CAD Technicians
New Architectural Drawings, Technical Specifications and Cost Estimates for Projects From $60k to $250k/Medium.	All Campuses	Space Form Application	7 Weeks	10 Weeks	Senior CAD Technicians
New Architectural Drawings, Technical Specifications and Cost Estimates for Projects Over $250k/ Large.	All Campuses	Space Form Application	10 Weeks	12 Weeks	Senior CAD Technicians
Existing Building Floor Layout As-Built Update.	All Campuses	Job Card	1 Day	2 Days	CAD Technician
New Building Floor Layout As-Built Drawings.	All Campuses	Job Card	1 Week	1 Month	CAD Technician
Issuing of Standard External Infrastructure Drawings Including	All Campuses	Job Card	1 Day	2 Days	Senior CAD Technicians
Infrastructure Drawings - Electrical Services, Water & Waste Drainage, It Services and Fire Services.					Design Coordinator
Campus Information Drawings - Signage, Wayfinding, Roads & Carparks and Disability Access.					
Signage					
Design of New Signage Template Building, Room, Wayfinding, Facilities, And Statutory (Evacuation, OHS, Fire Equipment Signage)	All Campuses	Job Card	1 Day	2 Days	Senior CAD Technician
New Custom Signage Including Stakeholder Approval	All Campuses	Job Card	2 Days	3 Days	Senior CAD Technician
Cost Estimates					
Cost Estimate Budgeting Purposes- Architectural Concept Sketches	All Campuses	Job Card/ Space Form	5 Hours	1 Day	Estimator
Detailed Cost Estimate for Project Budgets Below $30k/Small.	All Campuses	Job Card/ Space Form	1 Day	2 Days	Estimator
Detailed Cost Estimate for Projects with Budgets From $30k to $60k/ Medium	All Campuses	Job Card/ Space Form	2 Days	4 Days	Estimator
Detailed Cost Estimate for Projects with Budgets Above $60k/Large.	All Campuses	Job Card/ Space Form	2 Weeks	4 Weeks	Estimator
Review of Cost Estimates (High Level Review)	All Campuses	Job Card/ Space Form	1 Day	2 Days	Estimator
Tender Technical Evaluation	All Campuses	Procurement	1 Week	2 Weeks	Estimator
Tender Price Evaluation	All Campuses	Procurement	3 Days	1 Week	Estimator

Others					
Lodgment for Authority Approvals (SCC, OHS and NFA) and Permits.	Laucala Campus	Space Form	2 Weeks	3 Weeks	Design Coordinator/ Manager Design
Lodgment for Authority Approvals (Regulatory) and Permits.	Regional	Space Form	2 Weeks	3 Weeks	Design Coordinator/ Manager Design
Technical Assistance and Sign-Off in Scoping and Review for Other Teams and Departments.	All Campuses	Job Card	1 Day	3 Days	Senior CAD Technician
Tender Documentation Preparation Request for Quotation Documentation, Invitation to Tender Documentations Ready for Procurement, Contract Review	All Campuses	Job Card/ Space Form	3 Days	5 Days	Design Coordinator
Review and Sign-Off of Designs & Technical Documents Prepared by External Consultants.	All Campuses	Job Card	2 Weeks	3 Weeks	Design Coordinator





Contact Information for Design & Projects Team



Manager Design & Projects
Apisai Tuiloma



Design Coordinator
Vacant



Senior CAD Technician
Vacant



Senior CAD Technician
Reapi Cagica



CAD Technician
Vacant



Estimator
Kevueli Tunidau



Assistant Estimator
Leo Vunivesilevu

Campus	Name	Designation	Phone	Email
Laucala	**Apisai Tuiloma** Manager Design & Projects		(679) 323 1596	apisai.tuiloma@usp.ac.fj
	Vacant	Design Coordinator	(679) 323 2722	
	Vacant	Senior CAD Technician	(679) 323 2104	
	Reapi Cagica	Senior CAD Technician	(679) 323 1808	reapi.cagica@usp.ac.fj
	Vacant	CAD Technician	(679) 323 2279	
	Kevueli Tunidau	Estimator	(679) 323 1426	kevueli.tunidau@usp.ac.fj
	Leo Vunivesilevu	Assistant Estimator	(679) 323 1079	leo.vunivesilevu@usp.ac.fj