

SPECIFICATION

**EMERGENT SUPERVISION, ENGINEERING AND DAMAGE ASSESSMENTS OF THE FLOOD DAMAGED ASSETS IN ANTICIPATED WET WEATHER SEASON 2024/2025**

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| **TENDER NUMBER:** | **ESC 2024 - 044** |
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| **CLOSING DATE:** | **FRIDAY 6 DECEMBER 2024** |
|  |  |
| **CLOSING TIME:** | **3:00 PM** |

# INTRODUCTION

This Quotation is for the delivery of condition assessment of the damaged road network within the Etheridge Shire Council.

# BACKGROUND INFORMATION

Etheridge Shire is situated 400kms west of Cairns and covers an area of 40,000 square kilometers. The Council Office and Works Depot, located in Georgetown, are responsible for the maintenance of the communities within its Shire boundaries.

# PROJECT SCOPE

Throught this RFQ, ESC are seeking suitably qualified and experienced consultants with quick response time to provide a complete Council’s Road damage assessment due to anticipated wet weather season and prepare an appropriate claim as per the Guidelines of QRA.

Council would then also like to engage a consultant to project manage approved claim by coordinating the delivery of the same with Council's internal Works Team and/or engaging external Contractor/s as per the Council’s Procurement Policy. As Council has limited internal capacity, Council requires a consultant who can provide end to end support to Council to deliver its DRFA program.

The council has decided on a two-step quotation process for the DRFA works:

Stage I: Road damage assessment and preparing a claim as per QRA Guidelines (This Tender)

Stage II: Once a draft claim is known, Council will advertise another RFQ to procure a suitably qualified consultant to project manage the approved DRFA works

# PROJECT SPECIFICATIONS

#### **Project Management Services**

The Consultant shall provide an end-to-end program/project delivery service including:

**Stage I:**

* + 1. Inspect Council’s all Local and Regional Roads. The consultant is expected to capture local and regional roads photographs every 100m interval.
    2. Assess road damage due to recent flooding events and categorise into correct category as per QRA guidelines
    3. Prepare a claim as per the Guidelines of QRA by ensuring unit rates are appropriate for the treatment suggested.
    4. Work with Council’s internal team and QRA assessor and get Council’s claim approved.

**Stage II:**

* + 1. Prepare work packages for essential public asset reconstruction works. Consideration of day labour opportunities, work areas, work types, funding timeframes, local contractor capacity and capabilities etc. to be incorporated into packaging of works.
    2. Prepare all the necessary tender documentation (including specifications) in line with the Council’s Procurement Policy and Procedures.
    3. Provide assistance to Council’s Procurement Team in tendering works packages and assist in evaluating and drafting Council Reports (as necessary) of tenders.
    4. Compile contract documentation for selected contractors and undertake all ongoing contract management including superintendent representative’s duties.
    5. Liaise with Flood Funding Assessor (QRA) for all funding reporting and scope management enquiries.
    6. Undertake on ground set out of approved works and supervise contractors as per the contractual and DRFA requirements.
    7. Provide work inspection software to monitor all the maintenance works and capture images of the work activities.
    8. Manage project cost, quality, safety & timeframes, and resource management.
    9. Program and project level reporting to council and QRA including acquittals.
    10. Provision of GIS based program/project management information.
    11. Perform general project and contract management administrative duties.
    12. Respond to day-to-day enquiries regarding the project including items such as communications and media requests, stakeholder issues, project delivery risks and issues, etc.
    13. Final acquittal (reimbursement claim) of actual costs.

#### **Resources required to be supplied by the Consultant**

* + 1. Skilled and Trained staff.
    2. Vehicles for inspections.
    3. GPS enabled cameras / tablets for capturing work activities.
    4. Mobile Work Inspection an GIS reporting hardware and Software.
    5. General IT equipment such as phones, laptops etc.
    6. Office workspace for consultants' staff within the Council area.
    7. Any other items to deliver the scope of works.

#### **Data Supplied**

The council will provide detailed road asset register with details of local and regional to the preferred consultant.

Summary of Council’s Road lengths are:

* Sealed road :105 Km
* Un sealed roads:1500 Km
* Pathways: 2 km
* Kerb/channel: 4.5 km
* Bridges: 6 nos.
* Minor culverts: 571
* Major culverts: 3
* Floodways: 1002

# SPECIFIC REQUIREMENTS OF THE CONTRACT

The successful Contractor will:

* Ensure that all works are carried out in accordance with all aspects of the Work Health and Safety Act and Regulation 2011
* Maintain a minimum of $20,000,000 Public Liability insurance for the duration of the works.
* Maintain a minimum of $10,000,000 Professional Service Liability insurance for the duration of the works.
* Maintain Workers Compensation insurance for the duration of the works.
* Project Management Plan including timeline for progress for which finances can be costed against
* Evidence of the Health and Safety Management System
* Site safety and Environmental Plan
* Project Health and Safety Plan
* Community Management
* All Licenses Permits and Competency Certificates of those working on the project.
* SWMS

These plans must be submitted to the Director of Engineering Services prior to work starting.

# CONTRACT TERMS & CONDITIONS

The successful Consultant will be engaged by a Contract made up of these Tender Documents combined with the Tenderer's completed Tender Submission Documents.

All invoices produced by the contractor are to include the Purchase Order number issued on commencement.

# WORKPLACE HEALTH AND SAFETY

The Consultant shall participate in structured training under the Council’s Safety Policies on an annual basis. The Consultant will be required to undertake general construction industry induction training prior to commencement of work. This training may be available from Council, or alternatively can be arranged by the Contractor from another source at his/her cost. All safety training conducted by the Council will be in the Contractors’ own time and shall be conducted by the Council’s Workplace Health & Safety Officer.

The Consultant is to comply with the requirements of the Council’s Workplace, Health and Safety Policy and shall wear/use safety clothing / equipment as have required for the duties being performed. Safety clothing / equipment is to be provided by the Consultant at their own cost.

The Consultant Workplace Health & Safety performance may be evaluated by internal/external inspections/audits. Any non-compliance with the Council’s Workplace Health and Safety requirement will be recorded on a register and this information will be used as criteria in the evaluation of any future tenders.

# SCHEDULE OF PRICE

Please provide detailed pricing and resourcing model for the delivery of the works, including clear linkages to the methodology.

Detail how the Consultants' resources will deliver the works while minimizing financial risk to Council.

1. Lump sum price for damage assessment and claim submission is expected from bidders (Stage I).

# METHODOLOGY

Please provide your methodology for the road damage assessment.

Please note, it is the responsibility of the selected consultant to ensure the Council gets all its approved claim, including the cost of project management.