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| REQUEST FOR QUOTATION |
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| EMERGENT SUPERVISION, ENGINEERING AND DAMAGE ASSESSMENTS OF THE FLOOD DAMAGED ASSETS IN ANTICIPATED WET WEATHER SEASON 2024/2025  |
| CONTRACT NO: ESC2024-044 |

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| **PART 1 – PREAMBLE**  |
| Etheridge Shire Council are seeking for consultancy services for 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.  |
| **PART 2 – GENERAL INFORMATION** |
| * 1. Contract details:
 | ESC2024-044 |
| * 1. Communications by Tenderers:
 | Communications regarding the Procurement Process must be submitted to tender@etheridge.qld.gov.au no later than 21 calendar days prior to the time stated in Item 4  |
| * 1. Briefing or site inspection:
 | Details | Maximum attendees | Mandatory  | RSVP  |
| Multiple Sites | NA | NA | Tenderers are welcome to visit site at their convenience.  |
| * 1. Submission of Tender:
 | Tenders must be submitted by email to tender@etheridge.qld.gov.au by no later than 0300 PM on 13th December 2024. |
| * 1. Evaluation Criteria:
 | Evaluation Criteria | Weighting (%) (Optional) |
| Capability and Experience | 30 |
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| Local Preference | 10 |
| Value for Money | 40 |
| Quality, Safety, Environment Management Sytems | 20 |
| * 1. Tenders to be valid for:
 | 90 calendar days after the time stated in Item 4 (as extended if at all, pursuant to the Procurement Process Conditions) |
| * 1. Complaints:
 | Complaints regarding Procurement Process to be directed to tender@etheridge.qld.gov.au |
| **PART 3 – PROCUREMENT PROCESS CONDITIONS**  |
| The Procurement Process is governed by, and this Request for Tender is to be read in conjunction with, the Procurement Process Conditions attached to or provided with this Request for Tender and identified as Procurement-Process-Conditions. |
| **PART 4 – CONTRACT**  |
| The contract is schedule of rates and shall be substantially in the form attached to or provided with this Request for Tender and identified as Contract-Construct-Only-Standard-Risk.  |
| **PART 5 – SCOPE** |
| 1. Emergent Supervision
2. Detailed damage and Engineering Inspections
3. Identification and selection of appropriate restoration treatments.
4. (c) Submission preparation and uploading same to the MARS-Portal (the Principal will lodge the submission);
5. (d) Liaison with QRA and participation in submission assessment processes including infield assessments.
6. (e) Development and implementation of procurement strategies, including definition of work packages appropriate for the local contracting market where possible;
7. Preparation in conjunction with Etheridge Shire Council Procurement Department of tender documentation and associated contracts to engage suitably qualified contractors to undertake reconstruction activities;
8. Maintaining the variations register on scope adjustments and contractual variations;
9. Carry out construction supervision services to ensure scope and quality outcomes are achieved, including sign off of inspection and test plans and other quality checks as required by the relevant construction contract;
10. Program management performance reporting including budget forecasting, program progress, risks, issues, and any other relevant information to assist the Principal with decision making;
11. Ensure all DRFA activities are correctly booked to relevant cost codes to ensure the efficiency and accuracy of cost capture and reporting from the financial system.
12. Provide advice to the principal on the risk profile and exposure of the program of works that forms part of the submission made to the QRA via the MARS-Portal;
13. Ensure contractors and other persons engaged to carry out work are carrying out that work in compliance with all applicable laws, including WHS legislation and codes of practice relating to WHS and environmental legislation;
14. Work collaboratively and proactively with other state government departments, public utility authorities and adjacent landowners.
15. Provide the Principal with all necessary information, support and assistance to enable the Principal to carry out the acquittal process under the Queensland Disaster Funding Guidelines.
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| **PART 6 – RESPONSE SCHEDULES** |
| The Tender must be submitted in the form provided in the response schedules attached to or provided with this Request for Tender and identified as Response-Schedule-Works. |