

PJ201863 Civil Infrastructure Maintenance Contract Procurement Plan



Project:	PJ201863 Civil Infrastructure Maintenance Contract (CIMC) Review
Services required:	Civil Infrastructure Maintenance Services (various), including: <ul style="list-style-type: none"> • Road, footpath & drainage maintenance • Installation of signs, line-marking and street furniture • Responses to customer service requests
Project Manager:	Andrew Farrell – Senior Project Manager – Project Services
Sponsor:	Nick Dunstan – Coordinator – Service Transformation

BACKGROUND

The current Civil Infrastructure Maintenance contract (# 1848) is due to expire on 30 June 2021, completing its 7-year term.

The services provided under the contract are required to meet Council's obligations under the Road Management Act to inspect, maintain and repair public road and drainage assets.

Prior to undertaking a new approach to market, Council has conducted a review of the existing Contract, assessing projected needs, and identifying opportunities for improvement.

PROPOSED PROCUREMENT APPROACH

The following procurement approach is proposed by the Project Manager:

TENDER / RFQ	Invite short-listed applicants to participate in a Tender / RFQ process
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TENDER / RFQ

The following criteria are proposed for the tender process:

Mandatory Criteria:

- Independently audited, prequalified OHS, Environment (EMS) & Quality Systems (QMS) to a recognised Australian or international standard, such as:
 - AS/NZS4801:2001 (OHS)
 - ISO 14011:2015 (EMS)
 - ISO9001:2015 (QMS)
- Insurance certificates in accordance with the Form of Agreement.

Price:

- The Tender will be evaluated on the submitted lump sum price to deliver the works as specified

Capacity / methodology:

- The ability to identify and undertake critical activities associated with the proposed scope of works.
- A clear understanding of the sequence of activities required to ensure the desired outcomes are achieved



- Understanding of challenges and risks with the proposed services and proposed contract
- Nominated sub-consultants and sub-contractors and their breadth of expertise
- A high degree of skill (either in-house or outsourced) in the delivery of services
- Competency in addressing client issues, concerns and the ability to elicit a cooperative and valuable contribution from the client and stakeholders
- Demonstrated sound understanding of requirements and specific constraints.
- Ability to minimise disruption to the public and affected surroundings
- Details of subcontractors (if any) to be engaged in the works
- Insurance certificates in accordance with the Form of Agreement.
- Ability to successfully deliver works while maximising efficient use of available Council facilities.
- Resource, plant and equipment allocation to enable successful contract delivery.
- Demonstrated ability to provide best practice contract management through improved transparency, data capture, reporting and integration with council's systems for customers, assets, finance and mobile resource management.
- Demonstrated ability to undertake regular tracking and reporting of required OHS, Quality, and Corporate Social Responsibility metrics as outlined by tender brief.
- Demonstrated ability to provide integration to council's systems/requirements.
- Evidence of proposed transition plan
- Demonstrated ability to fully integrate, both operationally and administratively, with Council's OneCouncil solution for customers, assets, finance and mobile resource management to achieve improved performance transparency, data capture and reporting

Relevant experience and proven track record

Previous work demonstrating:

- High quality delivery of public works of a similar type and scale (inc. the use/application of council-specific standard details).
- Intelligent and creative use of materials and detailing
- The expertise and experience of the proposal project team
- Proven ability to understand complex issues such as will be encountered with the provision of these services (contaminated soil, heritage issues, public works, etc.)
- The ability to deliver excellent outcomes for client in line with budget
- Demonstrated experience completing services of a similar scope and nature
- Reference checks confirming the above
- Demonstrated knowledge and experience in successfully managing transition for contracts of a similar nature.

OH & S System

- Provide evidence of a current Occupational Health & Safety (OHS) Management System compliant with AS/NZS 4801:2001 or similar.



- Regular third-party accreditation of OHS Management System.
- A firm commitment to review performance, processes and OHS outcomes delivered by the tenderer (and the proposed contract)
- The Tenderer must complete the 'OH&S Policy and Management' questionnaire in full and submit all requested supporting documentation
- The Tenderer must submit detailed OH&S Plan(s) specific for the type of works that are going to be delivered.
- The Tenderer must prove they understand the specific conditions of the type of works that are going to be delivered.

Corporate Social Responsibility

- Generation of economic value through the purchasing (goods and services) that contribute to the local economy (local, Victorian and Australian content) through their employment, purchasing, manufacturing, supply chain relationships and practices.
- Generation of social value through delivery of safe and fit for purpose roads, footpaths and drains; and who have aligned policies and practices around employment of minority groups, people with disabilities, gender safety and equity, involvement with local businesses and communities, etc.
- Engaging an Aboriginal or Torres Strait Islander business as a subcontractor or employing an Aboriginal or Torres Strait Islander staff member.
- Social Enterprises: Employing or training a person from any social enterprise to assist with an aspect of delivery of the Services
- People from disadvantaged backgrounds: Employing or training a person from any disadvantaged background
- Local, Victorian and Australian content incorporated in the delivery of services.
- Provide evidence of a current Environmental Management System (EMS) compliant with ISO14001 or similar.
- Regular third-party accreditation of EMS.
- A firm commitment to review performance, processes and sustainability outcomes delivered by the tenderer (and the proposed contract)
- Evidence of the use and application of the EMS in the delivery of public works of a similar type and scale.
- Practices that align with and contribute towards Council's *Don't Waste It! And Act and Adapt* strategies, including water use, CO2 emissions, waste management, recycling, supply chain accreditation and new products, processing and manufacturing methods available in the market.
- Innovative sustainability initiatives and proof of successful outcomes

Quality Management System & Risk Management

- Provide evidence of a current Quality Management System (QMS) compliant with ISO9001:2015 or similar.
- Regular third-party accreditation of QMS.
- A firm commitment to review performance, processes and quality assurance

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- Provide insurance and risk management plans in accordance with the Form of Agreement.
- Does the organisation have a quality management manual and/or policy?
- Evidence of audits of the tenderer's quality plan to ensure compliance
- Understanding of the importance and impact of hold points and Council processes in the delivery of public works

Weighting Criteria	% allocated
Price	40%
Capacity / Methodology	15%
Relevant Experience	15%
Occupational Health & Safety	5%
Quality Management System	10%
Corporate Social Responsibility	15%

BUDGET STATUS			
	Project Initiation Brief (PIB)	Business Case / Delivery Plan	Total
Other project costs	\$120,000	\$120,000	\$120,000
Total project costs	\$120,000	\$120,000	\$120,000

Note – Project Budget is for review and tendering of contract only, not the delivery of actual contract works. Actual Contract is valued at approximately \$12.7m per annum.

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TEP VOTING MEMBER		
Position	Name	Signature
TEP Chair	Nick Dunstan Coordinator – Service Transformation	<i>Nick Dunstan</i> Nick Dunstan (Jan 4, 2021 09:10 GMT+11)
TEP Member	Lachlan Johnson Executive Manager – Construction, Contracts and Operations	<i>Lachlan Johnson</i>
TEP Member	Kimani Gitau Civil Design Engineer / Project Manager	<i>Kimani Gitau</i> Kimani Gitau (Jan 4, 2021 10:47 GMT+11)
TEP Member	Andrew Farrell Senior Project Manager – Project Services	<i>AF</i>

TECHNICAL REFERENCE GROUP (Non-Voting)			
<i>Participants that may be called to provide specific advice or assessment by the TEP if required.</i>			
Role	Name	Position/Organisation	Involvement
Operational Advice	Peter Jumeau	Coordinator – Infrastructure Maintenance	All TEP activities
OHS Advice	TBC	Head of Safety & Wellbeing	As required by TEP
CSR Advice	Scott Thompson	Contracts and Procurement Advisor	As required by TEP
Sustainability Advice	Zoe O’Mahoney	Coordinator – Sustainable Policy	As required by TEP
Risk Advice	Julie Snowden	Coordinator – Risk and Assurance	As required by TEP
Finance Advice	George Kompos	Senior Financial S&P Advisor	As required by TEP
Assets	Mark Thompson	Head of Asset Management	As required by TEP
Lease Advice	Anthony Savenkov	Head of Property Projects	As required by TEP

Procurement & Probity (Non-Voting)		
Position	Name	Signature
TEP Member (non-voting)	Scott Thompson Contracts & Procurement Advisor	<i>Scott Thompson</i> Scott Thompson (Jan 8, 2021 14:28 GMT+11)

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Probity Adviser (non-voting)	Lauren Challman Pitcher Partners	<u><i>Lauren Challman</i></u> Lauren Challman (Feb 10, 2021 11:41 GMT+11)
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COUNCIL INTERNAL APPROVALS		
Position	Name	Signature
Sponsor	Nick Dunstan Coordinator – Service Transformation	<u><i>Nick Dunstan</i></u> Nick Dunstan (Jan 4, 2021 09:10 GMT+11)
Stakeholder	Marc Cassanet Manager – Project Services	<u><i>Marc Cassanet</i></u> Marc Cassanet (Jan 11, 2021 10:20 GMT+11)
Stakeholder	Donna D'Alessandro Manager – Maintenance & Operations	<i>Donna D'Alessandro</i>
Stakeholder	Lachlan Johnson Executive Manager – Construction, Contracts and Operations	<i>Lachlan Johnson</i>
Stakeholder	Chris Carroll General Manager – Customer, Operations and Infrastructure	<u><i>Chris Carroll</i></u> Chris Carroll (Feb 4, 2021 11:15 GMT+11)












CIMC Procurement Plan v1.4 FOR SIGNING


Final Audit Report

2021-01-10

Created:	2021-01-03
By:	Andrew Farrell (andrew.farrell@portphillip.vic.gov.au)
Status:	Cancelled / Declined
Transaction ID:	CBJCHBCAABAAGxF_1p-f0PCjnYcXTy6TstWx7WPnrq87

"CIMC Procurement Plan v1.4 FOR SIGNING" History


-  Document created by Andrew Farrell (andrew.farrell@portphillip.vic.gov.au)
2021-01-03 - 21:49:18 GMT- IP address: 59.100.171.126
-  Document e-signed by Andrew Farrell (andrew.farrell@portphillip.vic.gov.au)
Signature Date: 2021-01-03 - 21:52:04 GMT - Time Source: server- IP address: 59.100.171.126
-  Document emailed to Nick Dunstan (nick.dunstan@portphillip.vic.gov.au) for signature
2021-01-03 - 21:52:05 GMT
-  Email viewed by Nick Dunstan (nick.dunstan@portphillip.vic.gov.au)
2021-01-03 - 22:09:11 GMT- IP address: 59.100.171.126
-  Document e-signed by Nick Dunstan (nick.dunstan@portphillip.vic.gov.au)
Signature Date: 2021-01-03 - 22:10:23 GMT - Time Source: server- IP address: 59.100.171.126
-  Document emailed to Kimani Gitau (kimani.gitau@portphillip.vic.gov.au) for signature
2021-01-03 - 22:10:25 GMT
-  Email viewed by Kimani Gitau (kimani.gitau@portphillip.vic.gov.au)
2021-01-03 - 22:13:15 GMT- IP address: 59.100.171.126
-  Document e-signed by Kimani Gitau (kimani.gitau@portphillip.vic.gov.au)
Signature Date: 2021-01-03 - 23:47:48 GMT - Time Source: server- IP address: 59.100.171.126
-  Document emailed to Scott Thompson (Scott.Thompson@portphillip.vic.gov.au) for signature
2021-01-03 - 23:47:50 GMT
-  Email viewed by Scott Thompson (Scott.Thompson@portphillip.vic.gov.au)
2021-01-05 - 22:59:28 GMT- IP address: 59.100.171.126
-  Email viewed by Scott Thompson (Scott.Thompson@portphillip.vic.gov.au)
2021-01-08 - 02:51:59 GMT- IP address: 59.100.171.126

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Signature Date: 2021-01-08 - 03:28:54 GMT - Time Source: server- IP address: 59.100.171.126

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Signature Date: 2021-01-08 - 05:37:24 GMT - Time Source: server- IP address: 59.100.171.126

 Document emailed to marc.cassanet@port Phillip.vic.gov.au for signature

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 Document cancelled by Andrew Farrell (andrew.farrell@port Phillip.vic.gov.au)

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Updated minor dot-points at request of Marc Cassanet.

CIMC Procurement Plan v1.6 PART SIGNED

Interim Agreement Report










2021-02-03

Created:	2021-01-12
By:	Andrew Farrell (andrew.farrell@portphillip.vic.gov.au)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABAA73yz2eFs49lh1_jSBx1o-oxecbezOurk

Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

"CIMC Procurement Plan v1.6 PART SIGNED" History

-  Document created by Andrew Farrell (andrew.farrell@portphillip.vic.gov.au)
2021-01-12 - 01:41:09 GMT- IP address: 59.100.171.126
-  Document emailed to Donna D'Alessandro (donna.dalessandro@portphillip.vic.gov.au) for signature
2021-01-12 - 01:41:53 GMT
-  Email viewed by Donna D'Alessandro (donna.dalessandro@portphillip.vic.gov.au)
2021-01-12 - 01:57:33 GMT- IP address: 59.100.171.126
-  Andrew Farrell (andrew.farrell@portphillip.vic.gov.au) replaced signer Donna D'Alessandro (donna.dalessandro@portphillip.vic.gov.au) with mark.fusco@portphillip.vic.gov.au
2021-01-15 - 04:13:04 GMT- IP address: 59.100.171.126
-  Document emailed to mark.fusco@portphillip.vic.gov.au for signature
2021-01-15 - 04:13:04 GMT
-  Document e-signed by Donna D'Alessandro (donna.dalessandro@portphillip.vic.gov.au)
Signature Date: 2021-01-19 - 21:23:58 GMT - Time Source: server- IP address: 49.184.68.194
-  Document emailed to chris.carroll@portphillip.vic.gov.au for signature
2021-01-19 - 21:24:00 GMT
-  Email viewed by chris.carroll@portphillip.vic.gov.au
2021-01-19 - 21:48:55 GMT- IP address: 49.199.209.48
-  Email viewed by chris.carroll@portphillip.vic.gov.au
2021-01-28 - 04:57:16 GMT- IP address: 1.159.118.50

Document updated to include minor clarifications/changes at request of signatory.












CIMC Procurement Plan v1.7 PART SIGNED

Final Audit Report

2021-02-10

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-  Document created by Andrew Farrell (andrew.farrell@portphillip.vic.gov.au)
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2021-02-04 - 00:12:23 GMT- IP address: 59.100.171.126
-  Document e-signed by Chris Carroll (chris.carroll@portphillip.vic.gov.au)
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-  Document emailed to Lauren Challman (lauren.challman@pitcher.com.au) for signature
2021-02-04 - 00:15:23 GMT
-  Andrew Farrell (andrew.farrell@portphillip.vic.gov.au) replaced signer Lauren Challman (lauren.challman@pitcher.com.au) with Nathan Hudson (nathan.hudson@pitcher.com.au)
2021-02-04 - 05:19:11 GMT- IP address: 59.100.171.126
-  Document emailed to Nathan Hudson (nathan.hudson@pitcher.com.au) for signature
2021-02-04 - 05:19:11 GMT
-  Email viewed by Nathan Hudson (nathan.hudson@pitcher.com.au)
2021-02-04 - 06:30:57 GMT- IP address: 1.159.15.145
-  Email viewed by Nathan Hudson (nathan.hudson@pitcher.com.au)
2021-02-10 - 00:28:02 GMT- IP address: 110.175.219.178
-  Document e-signed by Lauren Challman (lauren.challman@pitcher.com.au)
Signature Date: 2021-02-10 - 00:41:27 GMT - Time Source: server- IP address: 110.175.219.178
-  Agreement completed.
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