Invitation to Tender (ITT)
148-20 Refurbishment of A06 Sewerage Pump Station (SPS)

Offers Close
2pm AEST, Tuesday, 31 March 2020
CONTENTS

SECTION 1. INVITATION TO TENDER ................................................................. 5
  1.1 Overview ................................................................................................. 5
    1.1.1 Introduction to Gladstone Regional Council ................................... 5
  1.2 Description of Works ............................................................................. 5
    1.2.1 Brief Description of Works .............................................................. 5
    1.2.2 Scope of Works ................................................................................ 5
    1.2.3 Pricing ............................................................................................... 5
    1.2.4 Subcontracting .................................................................................. 5
    1.2.5 Term ................................................................................................... 5
  1.3 Invitation Process ..................................................................................... 5
    1.3.1 Closing Date and Time ...................................................................... 5
    1.3.2 How Offers are to be Submitted ......................................................... 5
    1.3.3 Tender Documents ............................................................................. 6
    1.3.4 Tenderer to Inform Itself ..................................................................... 6
    1.3.5 Inspection of Site/s During Tender Period ......................................... 6
    1.3.6 Form of Offer ...................................................................................... 6
    1.3.7 General Conditions of Contract ....................................................... 6
    1.3.8 Offer Validity Period .......................................................................... 6
    1.3.9 Indicative Timetable .......................................................................... 7
    1.3.10 Evaluation Criteria ........................................................................... 7
    1.3.11 Conformity of Tender and Alternative Tenders ............................... 8
    1.3.12 Opening of Tenders ......................................................................... 8
  1.4 Further Invitation to Tender Conditions ............................................... 8
    1.4.1 Definitions .......................................................................................... 8
    1.4.2 Tenderer acceptance .......................................................................... 8
    1.4.3 GRC Discretion ................................................................................ 9
    1.4.4 Tenderer’s acknowledgement and warranty ...................................... 9
    1.4.5 Subject to Contract ............................................................................ 9
    1.4.6 Anti-competitive Conduct .................................................................. 9
    1.4.7 Disqualifying Conduct ...................................................................... 9
    1.4.8 Conflict of Interest ........................................................................... 9
    1.4.9 Confidentiality ................................................................................... 10
    1.4.10 Protection of Privacy ....................................................................... 10

SECTION 2. SCOPE OF WORKS ..................................................................... 11
  2.1 Abbreviations .......................................................................................... 11
  2.2 Project Overview ...................................................................................... 12
  2.3 Background .............................................................................................. 12
  2.4 Existing Pump Station Details .................................................................. 13
  2.5 Specification of Works to be carried out ................................................. 13
    2.5.1 Existing Services ............................................................................... 14
  2.6 Equipment and Pipework ......................................................................... 14
  2.7 General ...................................................................................................... 14
    2.7.1 Wetted steelwork ............................................................................... 14
    2.7.2 Labelling of Assets ........................................................................... 14
    2.7.3 Signage ............................................................................................. 15
    2.7.4 Grouting of Mechanical Equipment ............................................... 15
  2.8 Pipework and Valves ................................................................................. 15
    2.8.1 Polyethylene (PE) Pipes .................................................................... 15
    2.8.2 Ductile Iron Pipework and Fittings .................................................... 15
    2.8.3 Fasteners ........................................................................................... 15
    2.8.4 Gibault Joints .................................................................................... 16
    2.8.5 Wet Well Sprinkler .......................................................................... 16
    2.8.6 Storage and Handling ....................................................................... 16
    2.8.7 Installation ........................................................................................ 16
  2.9 Wet Well Concrete Repair and Coating ................................................... 16
    2.9.1 Surface Preparation .......................................................................... 16
    2.9.2 Removal of Existing Coating ............................................................ 16
    2.9.3 Concrete Surface Repair ................................................................... 17
    2.9.4 Polymer Coating ............................................................................... 17
  2.10 Aluminium Access Covers ....................................................................... 17
  2.11 Wet Well Inlet Valve ............................................................................... 17

Commercial in Confidence
Release date: Saturday 29 February 2020
2.12 Submersible Pumps and Benching .......................................................... 18
2.13 Flow Meter .................................................................................................. 18
2.14 Telemetry ..................................................................................................... 18
2.15 Emergency Generator .................................................................................. 18
2.16 Switchboard and Emergency Generator Platforms .................................... 18
2.17 Design Documentation Deliverables ......................................................... 18
2.18 Electrical, Instrumentation and Control System Design Documentation ..... 19
2.19 Electrical, Instrumentation and Control Works .......................................... 19
2.20 Interface with Existing Plant and Proposed Shutdown Requirements ........ 20
2.21 Connections to Existing Infrastructure ....................................................... 21
2.22 Testing and Commissioning ......................................................................... 21
   2.22.1 Vendor Verification ................................................................................ 21
   2.22.2 Pre-Commissioning .............................................................................. 22
   2.22.3 Site Acceptance Testing and Performance Proving ............................ 22
2.23 Practical Completion .................................................................................. 22
2.24 Deliverables ............................................................................................... 22
   2.24.1 Commissioning Plan ............................................................................ 23
   2.24.2 Operation and Maintenance Manual .................................................. 23
   2.24.3 Submission of Documentation ............................................................ 24
   2.24.4 Review and Acceptance ...................................................................... 24
   2.24.5 Revisions Markings ............................................................................ 24
   2.24.6 Design Verification ............................................................................. 25
   2.24.7 “As-Constructed” Documentation .................................................... 25
   2.24.8 Additional Documentation .................................................................. 25
   2.24.8.1 General ......................................................................................... 26
   2.24.8.2 Construction ................................................................................ 26
   2.24.8.3 Commissioning ............................................................................ 26
   2.24.8.4 Warranty and Handover Phase ....................................................... 26
   2.24.8.5 PDF ............................................................................................. 26
   2.24.9 Electrical, Instrumentation and Control Documents ........................... 26
   2.24.10 Flow Control Plan ............................................................................. 27
   2.24.11 Inspection and Test Plans .................................................................. 27
2.25 Technical Requirements ........................................................................... 28
   2.25.1 Codes of Practice & Guidelines ............................................................ 28
   2.25.2 Standard Drawings ............................................................................. 28
   2.25.3 Australian Standards ......................................................................... 28
   2.25.4 Equipment and Workmanship ............................................................ 29
   2.25.5 General Standards ............................................................................. 29
   2.25.6 Specifications of Goods to be supplied .............................................. 30
   2.25.7 Approved Products ............................................................................ 30

Site Possession Deliverables ........................................................................... 30
2.26 Working Hours ........................................................................................... 30
2.27 Delivery Period (Timeframe) ........................................................................ 30
2.28 Work Location ............................................................................................ 31
   2.28.1 Site Areas and Site Facilities ............................................................... 31
2.29 Work Health & Safety Requirements .......................................................... 31
   2.29.1 Principal’s Safety Induction ................................................................. 32
   2.29.2 Contractor’s Representative and Site Access ...................................... 32
   2.29.3 Site Work Requirements ................................................................... 33
   2.29.4 Labelling ........................................................................................... 33
   2.29.5 Personnel Protective Equipment ....................................................... 33
   2.29.6 Confined Space .................................................................................. 33
   2.29.7 Working at Heights ............................................................................ 33
2.30 Environmental Requirements ..................................................................... 33
2.31 Project Management Plan .......................................................................... 34
2.32 Quality Assurance System ......................................................................... 35
2.33 Reporting Requirements ............................................................................ 35
   2.33.1 Weekly Reports .................................................................................. 35
   2.33.2 Project Risk Register ......................................................................... 36
   2.33.3 Safety In Design ................................................................................ 36
   2.33.4 Safety or Environmental Incident Report ......................................... 36
2.34 Site Meeting Requirements ........................................................................ 36
   2.34.1 Progress Meetings ............................................................................. 36

Commercial in Confidence Release date: Saturday 29 February 2020
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.34.2</td>
<td>Safety in Design</td>
<td>36</td>
</tr>
<tr>
<td>2.35</td>
<td>Post Completion Support</td>
<td>37</td>
</tr>
<tr>
<td>2.35.1</td>
<td>Site Functional Testing</td>
<td>37</td>
</tr>
<tr>
<td>2.36</td>
<td>Key Performance Indicators</td>
<td>37</td>
</tr>
<tr>
<td>2.37</td>
<td>Attachments</td>
<td>38</td>
</tr>
<tr>
<td>SECTION 3.</td>
<td>CONDITIONS OF CONTRACT</td>
<td>39</td>
</tr>
<tr>
<td>3.1</td>
<td>Contract Form</td>
<td>39</td>
</tr>
<tr>
<td>3.2</td>
<td>Attachments</td>
<td>39</td>
</tr>
<tr>
<td>SECTION 4.</td>
<td>TENDERER’S OFFER</td>
<td>40</td>
</tr>
<tr>
<td>4.1</td>
<td>Tenderers Checklist and Authorisation</td>
<td>40</td>
</tr>
<tr>
<td>4.1.1</td>
<td>Important Submission Information</td>
<td>40</td>
</tr>
<tr>
<td>4.1.2</td>
<td>Conformance of Offer</td>
<td>40</td>
</tr>
<tr>
<td>4.1.3</td>
<td>Checklist</td>
<td>40</td>
</tr>
<tr>
<td>4.1.4</td>
<td>Tenderer’s Acknowledgements</td>
<td>40</td>
</tr>
<tr>
<td>4.2</td>
<td>Tenderer’s Acknowledgement</td>
<td>42</td>
</tr>
<tr>
<td>4.3</td>
<td>Tenderer’s Declaration of Financial Viability</td>
<td>42</td>
</tr>
<tr>
<td>4.4</td>
<td>Business Information</td>
<td>43</td>
</tr>
<tr>
<td>4.4.1</td>
<td>Contracting Entity Information</td>
<td>43</td>
</tr>
<tr>
<td>4.5</td>
<td>Local Content</td>
<td>43</td>
</tr>
<tr>
<td>4.6</td>
<td>Third Party Accreditations</td>
<td>44</td>
</tr>
<tr>
<td>4.7</td>
<td>Tenderer Financial Information</td>
<td>44</td>
</tr>
<tr>
<td>4.8</td>
<td>Insurances</td>
<td>45</td>
</tr>
<tr>
<td>4.9</td>
<td>Proposed Project Methodology</td>
<td>46</td>
</tr>
<tr>
<td>4.10</td>
<td>Program (Timeline)</td>
<td>46</td>
</tr>
<tr>
<td>4.11</td>
<td>Whole-of-Life Costing</td>
<td>47</td>
</tr>
<tr>
<td>4.12</td>
<td>Work Health, Safety and Environment</td>
<td>47</td>
</tr>
<tr>
<td>4.12.1</td>
<td>Questionnaire</td>
<td>47</td>
</tr>
<tr>
<td>4.12.2</td>
<td>Licences</td>
<td>48</td>
</tr>
<tr>
<td>4.12.3</td>
<td>Supporting documents required</td>
<td>48</td>
</tr>
<tr>
<td>4.13</td>
<td>Work Health &amp; Safety: Demonstration of Understanding</td>
<td>49</td>
</tr>
<tr>
<td>4.13.1</td>
<td>Key Safety Risks Identified</td>
<td>49</td>
</tr>
<tr>
<td>4.13.2</td>
<td>Safe Work Method Statements</td>
<td>49</td>
</tr>
<tr>
<td>4.13.3</td>
<td>Risk Assessments</td>
<td>49</td>
</tr>
<tr>
<td>4.13.4</td>
<td>Work Health and Safety Systems in the Business</td>
<td>50</td>
</tr>
<tr>
<td>4.13.5</td>
<td>Other</td>
<td>50</td>
</tr>
<tr>
<td>4.14</td>
<td>Environment</td>
<td>50</td>
</tr>
<tr>
<td>4.15</td>
<td>Environment: Demonstration of Understanding</td>
<td>51</td>
</tr>
<tr>
<td>4.15.1</td>
<td>Key Environmental Risks Identified</td>
<td>51</td>
</tr>
<tr>
<td>4.15.2</td>
<td>Risk Assessments</td>
<td>51</td>
</tr>
<tr>
<td>4.15.3</td>
<td>Environmental Management Systems in the Business</td>
<td>51</td>
</tr>
<tr>
<td>4.15.4</td>
<td>Environmental Management Training</td>
<td>52</td>
</tr>
<tr>
<td>4.15.5</td>
<td>Other</td>
<td>52</td>
</tr>
<tr>
<td>4.16</td>
<td>Proposed Departures from ITT Section 2: Scope of Works</td>
<td>53</td>
</tr>
<tr>
<td>4.17</td>
<td>Proposed Departures from ITT Section 3: Conditions of Contract</td>
<td>53</td>
</tr>
<tr>
<td>4.18</td>
<td>Relative Experience and Past Performance</td>
<td>54</td>
</tr>
<tr>
<td>4.19</td>
<td>Tenderer’s Key Personnel</td>
<td>57</td>
</tr>
<tr>
<td>4.19.1</td>
<td>Environment Personnel</td>
<td>59</td>
</tr>
<tr>
<td>4.20</td>
<td>Tenderer’s Proposed Subcontractors</td>
<td>59</td>
</tr>
<tr>
<td>4.21</td>
<td>Fee Proposal</td>
<td>59</td>
</tr>
<tr>
<td>4.22</td>
<td>Procurement Plan</td>
<td>60</td>
</tr>
</tbody>
</table>
SECTION 1. Invitation to Tender

1.1 Overview

1.1.1 Introduction to Gladstone Regional Council
Gladstone Regional Council (GRC) is a Queensland Local Government. The Gladstone Region, located in Central Queensland, is about 550 kilometres north of Brisbane, and covers 10,506 square kilometres with a population of about 62,000 people.


1.2 Description of Works

1.2.1 Brief Description of Works
GRC is seeking a suitably qualified Contractor to design and construct a refurbishment of A06 Sewerage Pump Station with like for like capacity, in order to upgrade the asset to meet minimum legislative and safety requirements while maintaining current operational status and asset performance requirements.

1.2.2 Scope of Works
The Scope of Works is as set out in Section 2.

1.2.3 Pricing
Pricing will be based on a lump sum with additional provisional Schedule of Rates.

1.2.4 Subcontracting
Subcontracting is permitted subject to approval of GRC. All subcontracting will be in accordance with the contract conditions.

Details of intended subcontractors, sub-contracted work and details of proposed subcontract agreements must be included in ‘Attachment 4.1 – Procurement Plan.xlsx’ as part of the Tenderer’s Offer.

1.2.5 Term
Contract term is approximately nine (9) months with commencement in April 2020

1.3 Invitation Process

1.3.1 Closing Date and Time
Offers must be lodged by no later than:

Time: 2pm Australian Eastern Standard Time
Date: 31 March 2020

Should GRC decide to extend the closing date, it shall do so by public notice via LG Tender Box.

Tenders submitted after this time and date will not be considered.

1.3.2 How Offers are to be Submitted
Offers must be lodged electronically via LG Tender Box at www.lgtenderbox.com.au by closing date and time. Tenderers should allow enough time for tender lodgement including any time that may be required for problem analysis and resolution before the closing time.
No tender received by post, delivery, facsimile or email will be considered.

1.3.3 Tender Documents

The Tender Documents comprise:
1) This Invitation to Tender – Section 1;
2) Scope of Works and attachments – Section 2;
3) Contract including General Conditions (refer clause 1.3.7) – Section 3.
4) Tenderer’s Offer Documents in the form of Section 4 together with supporting annexures;
5) Copies of notices to tenderers or addenda issued by GRC during the invitation period; and
6) The LG Tender Box Forum.

1.3.4 Tenderer to Inform Itself

Prior to submitting a tender, the Tenderer must inform itself of all conditions relating to the Works by:
1) examining all information made available by GRC in the Tender Documents;
2) conducting its own investigations into the risks, contingencies and other circumstances which could affect the tender; and
3) submitting questions to GRC.

Failure by the Tenderer to do any or all of the things required to be done under this clause will not relieve the Tenderer of its liability to perform all of its obligations under any contract made as a result of this Invitation to Tender.

Any enquiries by a Tenderer must be directed in writing via LG Tender Box Forum or by email to contracts@gladstone.qld.gov.au.

No questions will be accepted after 4pm on the Thursday before the Closing Date.

Any questions submitted by the Tenderer are submitted on the basis that GRC may circulate the questions and GRC’s answers to all tenderers to ensure all tenderers have the same information.

1.3.5 Inspection of Site/s During Tender Period

Site is freely accessible to the public. If access is required within the gates of A06 Pump Station, the Contractor must get approval from the GRC Representative. This can be made through LG Tenderbox indicating a day and time.

Otherwise, Tenderer’s shall carry out their own inspection of the site/s during the tender period.

1.3.6 Form of Offer

The Offer shall be submitted by completing all parts of Section 4 and attaching any required supporting material. Information transferred into another format or document shall be deemed non-conforming.

Tenderers should ensure submissions demonstrate capabilities and competitiveness of the Tenderer, supported by clear and concise examples.

The Offer must be signed by a duly authorised signatory of the Tenderer.

1.3.7 General Conditions of Contract

The Tenderer’s Offer must allow for and be based on the provisions of Australian Standard Conditions of Contract for General conditions of contract for design and construct AS 4902-2000 together with the completed Parts A & E.

A copy of the general conditions is not attached but is deemed to constitute part of the Tender Documents. Copies are available from SAI Global https://infostore.saiglobal.com/.

1.3.8 Offer Validity Period

Offers must remain open and capable of being accepted by GRC for a minimum period of 90 days.
1.3.9 Indicative Timetable

The following indicative timetable is provided for information purposes only. Dates are indicative only and may be subject to change. GRC reserves the right to depart from the indicative timetable, including but not limited to altering dates or deleting or adding steps.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Invitation issued</td>
<td>29 February 2020</td>
</tr>
<tr>
<td>Closing date and time for offers</td>
<td>31 March 2020</td>
</tr>
<tr>
<td>Evaluation of offers completed</td>
<td>7 April 2020</td>
</tr>
<tr>
<td>Negotiations with Tenderers and/or clarification of offers</td>
<td>10 April 2020</td>
</tr>
<tr>
<td>Intended notification dates</td>
<td>26 April 2020</td>
</tr>
<tr>
<td>Intended contract start date</td>
<td>May 2020</td>
</tr>
<tr>
<td>Intended Site Possession date</td>
<td>May 2020</td>
</tr>
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</table>

1.3.10 Evaluation Criteria

GRC will carry out the tender assessment using information obtained from:

1) the Tender submission;
2) financial information provided by the Tenderer on request of GRC, and credit reference checks conducted by or on behalf of GRC;
3) knowledge relating to the Tenderer’s past performance;
4) reference checks; and
5) other sources as decided by GRC in its absolute discretion.

The criteria against which each offer will be evaluated, and the weighting attached to each is as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Submitted Program</td>
<td></td>
<td>15%</td>
</tr>
<tr>
<td>Schedule Suitability</td>
<td>Proposed program meets GRC requirements.</td>
<td></td>
</tr>
<tr>
<td>Program detail</td>
<td>The submitted program displays a suitable level of detail and includes all activities to be completed, including the required timeframes, milestones and critical paths.</td>
<td></td>
</tr>
<tr>
<td>Project Understanding &amp; Methodology</td>
<td></td>
<td>25%</td>
</tr>
<tr>
<td>Understanding of Scope of Works</td>
<td>The project construction methodology displays a high level of project understanding with planning to include specific details to support an understanding of the Scope of Works, risks and opportunities present.</td>
<td></td>
</tr>
<tr>
<td>Subcontractors/Suppliers</td>
<td>Project Procurement Plan and supporting information proposed is sufficiently detailed and demonstrates an adequate understanding of requirements detailing an explicit list of proposed suppliers and subcontractors.</td>
<td></td>
</tr>
<tr>
<td>Major Machinery and equipment</td>
<td>Provision of a detailed list of project specific plant and equipment intended for use. Listed items are sufficient for completion of the works.</td>
<td></td>
</tr>
<tr>
<td>Previous experience</td>
<td></td>
<td>30%</td>
</tr>
<tr>
<td>Past performance/Project history</td>
<td>Completion of a number of projects within the last five years, which are of a similar scale and nature.</td>
<td></td>
</tr>
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</table>
1.3.11 Conformity of Tender and Alternative Tenders

To be a conforming tender the tender must:
1) be received by the Closing Date;
2) be received in the format and by the method prescribed in this Invitation to Tender;
3) satisfy the requirements of clause 1.3.7;
4) be open for not less than the period required under clause 1.3.9;
5) satisfy all mandatory requirements; and
6) respond to all parts of Section 4 in full and include all required supporting documentation.

A tenderer may submit alternative (non-conforming) proposals for consideration, but only in addition to a Conforming Tender.

1.3.12 Opening of Tenders

The opening of tenders will not be public. Tender lists will not be published, and all tenderers will be notified of the outcome following agreement being reached for appointment of a preferred tenderer.

1.4 Further Invitation to Tender Conditions

1.4.1 Definitions

“Closing Date” means the date and time specified in clause 1.3.1 of this Invitation to Tender or such later date as may be notified by GRC under clause 1.3.1;

“Conforming Tender” means a tender meeting the requirements of clause 1.3.11;

“Contract” means a contract to be formed with the successful tenderer as detailed in Section 3;

“Tenderer” means a company, partnership or person who submits an offer to GRC in response to this Invitation to Tender;

“Works” means the goods, services and deliverables referred to in section 2;

1.4.2 Tenderer acceptance

By submitting an offer, the Tenderer:
1) accepts the terms and conditions in this Invitation to Tender;
2) offers to enter into a contract with GRC to provide the goods, services and/or deliverables referred to in section 2 on the terms of the Contract and GRC may, in its discretion, choose whether to accept the offer during the validity period.

1.4.3 GRC Discretion

GRC may make any changes to the invitation process in its absolute discretion, by notifying Tenderers via LG Tender Box. Without limitation, GRC may:

1) add or change requirements;
2) amend dates including extend the closing date or time;
3) accept non-conforming tenders, alternative or innovative offers, offers in part or multiple offers;
4) reject any or all offers;
5) exercise discretion in evaluating any subjective evaluation criteria;
6) interview, negotiate or hold discussions with any Tenderer; and/or
7) cancel the invitation process.

1.4.4 Tenderer’s acknowledgement and warranty

The Tenderer acknowledges and agrees that the Tenderer:

1) is responsible for making its own investigation and assessment about all matters relevant to the Invitation to Offer and the Tenderer’s offer, including but not limited to risk, cost and contingency;
2) has not relied on any express or implied statement, warranty or representation made by GRC, its officers, employees, agents or advisers other than as expressly contained in the Tender Documents; and
3) is responsible for all costs and expenses related to the preparation and lodgement of its tender and GRC is not required to pay any compensation to the Tenderer in relation to the invitation process.

The Tenderer warrants that all information provided as part of its offer will be complete, accurate, current and not misleading.

1.4.5 Subject to Contract

No contract will be formed between the parties until both parties have signed a contract document in the form contained in Section 3 subject to any variations which may be agreed between GRC and the Tenderer.

Upon being notified of acceptance as preferred tenderer, the Tenderer must sign and return the Contract and any documentation required under the Contract within 10 business days.

1.4.6 Anti-competitive Conduct

The Tenderer warrants that neither the Tenderer nor its personnel have engaged in any collusive, anti-competitive or similar conduct in connection with the invitation process.

1.4.7 Disqualifying Conduct

A tenderer must not directly or indirectly seek to canvas support from any GRC Councillor or GRC employee. Any tenderer who seeks to do so shall be disqualified from further participating in the tender process and that tenderer’s tender will be rejected.

A tenderer found to have accessed or attempted to access within the gates any time without prior coordination with GRC during the tendering period shall be disqualified from further participating in the tender process and that tenderer’s tender will be rejected.

1.4.8 Conflict of Interest

The Tenderer warrants that the Tenderer and its personnel do not have any conflict of interest and will not place themselves into a position that may give rise to a conflict of interest, with the Tenderer’s obligations under this Invitation to Tender or the proposed contract.
The Tenderer agrees to immediately notify GRC if any conflict of interest arises after the Tenderer’s offer.

### 1.4.9 Confidentiality

All tenders become the property of GRC on submission.

The Tenderer should clearly label any information contained within the Tenderer’s Offer which the Tenderer claims is confidential or commercial-in-confidence.

GRC will use its best endeavours to keep confidential all confidential information supplied by the Tenderer but may disclose confidential information:

1. to GRC personnel and Councillors and professional advisers and auditors for the purposes of the invitation, evaluation and contracting processes;
2. as required under the *Right to Information Act 2009*; and
3. as otherwise required by Law.

The Tenderer acknowledges that:

1. GRC is obliged to state in minutes of Council meeting the details of award of tenders, including naming the successful tenderer and contract price; and
2. under section 237 of the *Local Government Regulation 2012* GRC is required to publish on its website and a notice within GRC’s offices relevant details of contracts awarded with a price of $200,000 (ex GST) or more; and
3. the Tenderer’s details will be published if the Tenderer is successful.

### 1.4.10 Protection of Privacy

The Tenderer warrants in respect of any personal information provided in its tender or any contract arising from the tender that the information is accurate, up to date and complete and that the individuals to which personal information refers authorise its collection and are aware that it is contained within the tender.
### SECTION 2. Scope of Works

#### 2.1 Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>AC</td>
<td>Asbestos Cement</td>
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<tr>
<td>AHD</td>
<td>Australian Height Datum</td>
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<td>AS</td>
<td>Australian Standard</td>
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<tr>
<td>BWL</td>
<td>Bottom Water Level</td>
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<tr>
<td>CEMP</td>
<td>Construction and Environmental Management Plan</td>
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<tr>
<td>DICL</td>
<td>Ductile Iron Cement Lined</td>
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<td>DIFBC</td>
<td>Ductile Iron Fusion Bonded Coating</td>
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<td>DN</td>
<td>Nominal Diameter</td>
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<tr>
<td>FAT</td>
<td>Factory Acceptance Testing</td>
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<td>CMDG</td>
<td>Capricorn Municipal Development Guidelines</td>
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<td>GRC</td>
<td>Gladstone Regional Council</td>
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<tr>
<td>ITP</td>
<td>Inspection and Test Plan</td>
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<tr>
<td>O&amp;M</td>
<td>Operation and Maintenance</td>
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<tr>
<td>PE</td>
<td>Polyethylene</td>
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<tr>
<td>PPE</td>
<td>Personnel Protective Coating</td>
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<tr>
<td>PVC</td>
<td>Polyvinyl Chloride</td>
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<tr>
<td>RPEQ</td>
<td>Registered Professional Engineer of Queensland</td>
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<tr>
<td>RTU</td>
<td>Remote Terminal Unit</td>
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<td>SAT</td>
<td>Site Acceptance Testing</td>
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<td>SCADA</td>
<td>Supervisory Control and Data Acquisition</td>
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<tr>
<td>SID</td>
<td>Safety in Design</td>
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<td>SPS</td>
<td>Sewage Pump Station</td>
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<td>SWMS</td>
<td>Safe Work Method Statement</td>
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<td>SRM</td>
<td>Sewer Rising Main</td>
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<tr>
<td>TWL</td>
<td>Top Water Level</td>
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<tr>
<td>VSD</td>
<td>Variable Speed Drive</td>
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<td>WSAA</td>
<td>Water Services Association of Australia</td>
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</table>
2.2 Project Overview
Gladstone Regional Council (GRC) requires suitably qualified Contractor to design and construct the refurbishment of A06 Sewerage Pump Station (SPS) with like for like capacity, in order to upgrade the asset to meet minimum legislative and safety requirements while maintaining current operational status and asset performance requirements.

2.3 Background
SPS A06 is owned and operated by GRC having been commissioned in 1971 and still operating with the two (2) original shaft driven dry well pumps. Performance of the pumps has diminished, and safety aspects must be addressed with the proposed upgrade.

The existing wet well access does not provide satisfactory confined space entry and all the wet well internals will be demolished and hole cut in the internal dividing wall to provide a single wet well. The existing dry well internals will be removed and the control building demolished. Bypass pumping can be achieved without difficulty after valve pit modification to accommodate the bypass pumping connection onto the rising main.

Concept design has been completed showing the GRC preferred design intent for the upgrade, however tenderers have opportunity to propose modifications to the concept design where alternative opportunity is found.
2.4 Existing Pump Station Details

The existing SPS A06 pump station comprises a wet well and dry well 6000mm internal diameter reinforced concrete shaft approximately 7.76m deep located on a fenced GRC block at the end of Friend Street. The wet well has DN375 gravity inlet into raked screen and splitter channel which are no longer used for their intended purpose due to confined access requirements. Dry well has two shaft driven duty/standby pumps discharging into DN200 riser pipework and DN300 rising main and valves within a valve pit. Control building above the pump station contains switchboard, gantry, ventilation fan and pump motors. The pump station overflow is provided from upstream gravity manhole from which the overflow outlets into the drainage canal at the rear of the compound.

2.5 Specification of Works to be carried out

Recent assessments of the aging facility have identified the need to replace the existing failing SPS and increase the available emergency storage capacity.

GRC has identified that the pump design flow capacity requirement for SPS A06 upgrade is 68L/s PWWF for the 2041 planning horizon and duty/standby pump arrangement will be installed on VSDs to reduce power costs. Hydraulic analysis for the DN300 rising main length 470m with 13m static head has been completed showing total head 17.3m at the design flow.

The existing split dry/wet well is to be converted into a full wet well by opening the partition wall and lining the existing concrete well to seal it. These works will include but not limited to removing existing dry pumps, controls and above ground building in order to replace with new submerged pumps, stainless piping & control systems with an open exposed all weather facility.

The Contractor shall be required to but not limited to:

- Site investigation, survey, geotechnical and condition assessments where necessary to inform detailed design;
- Detailed design for structural, mechanical and electrical refurbishment/upgrade generally in accordance with the concept design drawings and technical specifications shall be submitted for GRC review and approval;
- Implementation of flow control and bypass pumping (in conformance with the Contractors approved Flow Control Plan, which shall be approved by GRC) as required to allow the pump station to be taken offline for the upgrade works;
- Installation of new pipework, bypass pumping connection and fittings in the valve pit and connection to the existing rising main and scour;
- Demolition of the existing control building including all internal fittings, switchboards, gantry, ventilation and existing pump motors;
- Demolition and removal of all access stairs, ladders, platforms and handrails above and within the existing pump station;
- Decommissioning and removal of existing pumps, pipework, support structures, level instruments and fittings within the wet well and dry well;
- Demolition and disposal of concrete walls, splitter channel within wet well and cut hole in dividing wall;
- Refurbishment of the wet well and dry well concrete surfaces, new benching, new penetrations and polymer coating of all the internal concrete surfaces of the new enlarged well wet;
- Supply and installation of new duty/standby and mixing pumps, pedestals, guide rails and brackets in accordance with the concept design drawings and technical specifications;
- Supply and installation of new discharge pipework, valves, flowmeter and fittings and new underground connection with the existing valve pit and DN300 AC rising main;
• Supply and installation of one permanent fixed cover to the existing dry well stairs access opening;
• Supply and installation of three new McBerns access covers with 4-side fall protection to WSSA standard detail;
• Supply and installation of inlet isolation knife gate or wedge gate valve with extension spindle to wet well roof;
• Supply and installation of new structural steel or concrete raised platform for switchboard and emergency generator;
• Supply and installation of new switchboard, controls and wet well level instrumentation generally in accordance with the concept design drawings and technical specification;
• Supply and installation of new emergency generator generally in accordance with the concept design drawings and technical specification;
• Supply and installation of new odour extract ventilation fan and stack to replace the existing wet well and dry well ventilation systems (to be confirmed by GRC);
• Supply and installation of new overflow manhole and tidal flap on the overflow outlet pipe and removal of the existing screen in the overflow gravity sewer manhole;
• Provisional items for structural refurbishment of three incoming gravity sewer manholes and pipes (to be confirmed with condition assessment and shall be agreed with GRC);
• Supply of any other ancillary items required to complete the works; and
• Testing and commissioning.

2.5.1 Existing Services
The Contractor shall be solely responsible for the location and protection of all existing services or obstructions during the excavation works.

The Contractor shall take all necessary precautions to protect existing infrastructure and avoid disturbing structures during excavation and construction. Where excavation and construction is adjacent existing structures the Contractor shall survey the levels of adjacent structures and monitor the levels for any change in excess of five (5) mm of the duration of the construction. If there is a change of level to the existing structure in excess of five (5) mm the Contractor is to cease excavation and advise the Principal. Excavation works shall not recommence until a remediation plan has been approved.

The Contractor shall not excavate by machine within one (1) meter of any existing live underground services.

2.6 Equipment and Pipework

2.7 General
All equipment supplied under this specification shall be designed and constructed in accordance with the requirements as set out in this document. The Contractor shall supply all special tools and personnel access necessary to maintain the plant. Special tools are any tools not readily available at a standard retail tool outlet in Australia. Equipment shall be designed to be maintained with minimal disruptions to the operation of the facility.

2.7.1 Wetted steelwork
All pipework, steelwork, fasteners and anchors within the pump station wet well is to be grade 316 stainless steel.

2.7.2 Labelling of Assets
All equipment shall be permanently labelled with a grade 316 stainless steel label to indicate the equipment name, size and contents and the corresponding P&ID tag number. All equipment shall have
the identification number as shown on the P&IDs permanently affixed to the equipment to facilitate easy identification for operation and maintenance purposes. Any submerged equipment shall have a duplicate label supplied and affixed to the platform adjacent to the equipment for ease of viewing.

All pipelines shall be labelled in accordance with AS1345.

2.7.3 Signage

All equipment will be provided with the relevant signage as required by current legislation. These signs shall include but not limited to the following:

- Site Personal Protective Equipment (PPE) requirements;
- Eye protection must be worn;
- Caution – moving machinery;
- Danger - high voltage;
- No smoking; and
- Confined space.

2.7.4 Grouting of Mechanical Equipment

All mechanical equipment supported on concrete or the like shall be set and aligned utilising jacking screws, levelling bolts or steel packing. After equipment has been aligned by primary method the base shall be grouted into position.

50MPa non-shrink grout shall be utilised for grouting equipment and pipe stands into place.

2.8 Pipework and Valves

Stainless Steel Pipes

All stainless steel pipes and fittings shall, unless noted otherwise, be of stainless steel Grade 316 schedule 10 pipe. The pipes and flanges shall be rated to a minimum of PN16.

2.8.1 Polyethylene (PE) Pipes

- PE pipes shall, unless noted otherwise, comply with WSA PS-207;
- PE pressure pipes, unless noted otherwise, shall be of grade PE100 series 1 to pressure rating PN16 complying with AS4130;
- PE fittings shall, unless noted otherwise, comply with WSA PS-208; and
- PE pressure fittings, unless noted otherwise, shall be of grade PE100 series 1 to pressure rating PN16 complying with AS4129.

2.8.2 Ductile Iron Pipework and Fittings

Ductile Iron pipework and fittings installed within the valve pit shall be coated using fusion bonded epoxy (DIFBE). Ductile Iron pipe work installed in the ground shall be DICL with PE wrap. Where flanges are direct buried in ground the joints shall be packed with Denso Mastic and wrapped with Denso PVC tape for the full length of the joint and bolts.

2.8.3 Fasteners

All bolts, and washers used in the assembly of flanged pipes, joints, valves and fittings shall be of Grade 316 stainless steel. Nuts shall be manufactured from stainless steel Grade 304. Nickel based anti-seize lubricant shall be applied for treatment of all stainless steel bolts, nuts and washers. Stainless steel bolts and nut shall comply with the metric standards AS1111 and AS1112.

All fasteners are to be tensioned in accordance with the specific equipment manufacturers recommendations.
All bolt lengths shall be selected to ensure between 5mm and 10mm bolt length is exposed after installation of washers, nut and tightening.

2.8.4 Gibault Joints

Gibault joints and other mechanical couplings shall comply with WSA PS-311 and shall be the elongated type with Grade 316 stainless steel bolts and Grade 304 stainless steel nuts. Where direct buried in ground the joints shall be packed with Denso Mastic and wrapped with Denso PVC tape for the full length of the joint and bolts.

2.8.5 Wet Well Sprinkler

Wet well sprinkler included in the concept design as part of future provision. Such scenarios shall be clarified with GRC.

2.8.6 Storage and Handling

The ends of all pipes shall be covered to prevent the ingress of debris, wildlife and internal contamination. Flanged and threaded ends of pipe shall be protected to prevent damage to threads and flange faces during transport.

All pipe shall be packaged in such a manner to prevent damage to external coating and lining including strapping to prevent chaffing during transport, unloading and storage at site.

Storage of piping shall be on dunnage or pallets not in direct contact with the ground.

Rubber and plastic piping and fittings shall be protected from weather and direct ultraviolet light.

2.8.7 Installation

Installation of piping and valves shall be completed utilising temporary supports to ensure no undue stresses are applied to equipment, piping or valves during the installation process. Alignment of all piping and equipment shall be confirmed prior to tensioning of fasteners. Alignment shall be checked during the tensioning process to ensure equipment is not pulled out of alignment.

Valves shall be installed with the operator nominally vertically upward or aligned between horizontal and vertically up. The angle of the operator is determined based on safe access and operability. Valve operators should never be orientated vertically down.

2.9 Wet Well Concrete Repair and Coating

2.9.1 Surface Preparation

Surface preparation is required to expose solid clean grey concrete surface to accept the new polymer coating. Concrete wet well internal surfaces must be prepared for coating and repairs using (as a minimum) high pressure water blast not less than 5000psi pressure to remove grease, adhesions, laitance, loose concrete and mould. Thereafter acid wash is required using phosphoric acid diluted to 30% solution or sulfamic acid diluted to 120g/L solution.

Muriatic or hydrochloric acid diluted to 8%-10% solution can be used, however working in confined space will require stringent precautions. The wet well surface must be wetted with the acid and then brushed to ensure complete wetting and removal of loose material.

Finally, water blast and vacuum extraction must be repeated to remove loose surface and remaining unreacted acid. Where heavy grease deposit is present on the wet well concrete surfaces the surface preparation described in item 3.3.2 will be required.

2.9.2 Removal of Existing Coating

Where existing polymer or paint coating has been applied to the wet well concrete walls this must be entirely removed prior to application of nominated polymer coating. Abrasive grit blast to CSP 5 surface is required to remove the existing coating and expose solid clean grey concrete surface to accept the
new polymer coating. Where abrasive grit blasting is required water blasting and acid wash may not be required.

2.9.3 **Concrete Surface Repair**

Concrete wet well surfaces have been degraded by acid attack from sewage gasses. Where the loss of concrete mortar or aggregate is greater than 10mm, repair is required to reinstate the original steel reinforcement cover depth. Repair mortars suitable for repairs from 10mm to 50mm thickness include Xpex Megamix II and Fosroc Renderoc HB-70 with minimum compressive strength 50MPa and minimum concrete bond strength 2.0MPa.

2.9.4 **Polymer Coating**

Suitable materials for raw sewage environment which can be applied to a damp substrate include Ombran MHP-SP3000 (hybrid silicate), Ultracoat S301-14 (epoxy), ENCAP6-970 (vinyl ester), Sprayroq Spraywall (polyurethane) and similar polymer resin coating systems with 50 years design service life. Application thickness required is 6mm average to all internal surfaces in the wet well including the benching but excluding the pump pedestal base area (to be grouted). Approved alternative will need to satisfy these performance criteria in addition to application ability onto a damp substrate and ability to fully cure in high humidity environment:

- Flexural Strength >10,000 psi or >70MPa;
- Flexural Modulus >450,000psi or >3,000MPa;
- Flexural Elongation at Break >4%; and
- Pull-off Test Strength greater than 500psi or 3.5MPa (3 tests required with minimum 500psi result)

2.10 **Aluminium Access Covers**

The new hinged aluminium access covers are to be designed and supplied by McBerns Engineering or approved equivalent. Maximum allowable lifting weight of each part of the access covers shall not exceed 20kg.

The design drawings show the proposed dimensions of the covers to fit inside existing concrete openings in the wet well and above/outside the existing Gatic frame. Dimensional relationships to the pumps and guiderails may be impacted by the detailed design of the wet well covers and the Contractor is responsible for ensuring that the detailed design of the covers satisfies the following:

- The pump guide rails attachment beneath the covers is in conformance with the pump supplier requirements and allows easy and safe installation and removal of the pumps;
- Minimum clearance 100mm is provided between the outside of the pumps and the access covers when opened to allow installation and removal of the pumps.

The shop drawings must clearly dimension the minimum clearance between the proposed pumps and the opened covers and shop drawings must be submitted to the Principal for approval prior to commencing fabrication of the lids.

The Contractor shall ensure that the designer/fabricator undertakes site measurements to confirm fitment of the new access covers to the existing wet well concrete roof slabs.

2.11 **Wet Well Inlet Valve**

The existing DN375 AC wet well inlet pipe requires isolation knife gate or wedge gate valve fitted. The valve shall be fixed into the concrete wet well wall using stainless steel chemical anchors suitable for the flange drilling. Extension spindle with brackets shall be installed to terminate in a cored hole in the cover slab with spindle cover.
2.12 Submersible Pumps and Benching
New Submersible Pumps with pedestals, guide rails, brackets and lifting chains will be fitted into the existing dry well compartment which will require new benching to suit the pump manufacturer requirements. Benching within the existing wet well compartment shall be retained if suitable for the revised pump station layout as a single combined wet well.

2.13 Flow Meter
Magnetic flow meter ABB Magmaster or similar approved DN300 shall be installed as shown on the discharge pipe and wired back to the switchboard for termination in the control panel and RTU. The Contractor shall provide all necessary connections within the control panel to provide output to the SCADA system and instantaneous readout in the control panel.

2.14 Telemetry
The GRC SCADA system will provide remote access to monitor and control SPS via the radio link with the RTU. GRC preferred SCADA Remote Telemetry Unit is SCADAPACK 357 RTU as shown on the Concept Design Drawings or similar approved for installation in the new switchboard.

2.15 Emergency Generator
Emergency diesel standby generator requirement is 90kVA 3 phase such as 90kVA Cummins Diesel Generator - New (C90D5) or similar to be approved by GRC.
Disconnector Plug should be installed in the marshaling box such that portable emergency generator can be connected and disconnected in the failure of grid supply or in the absence of permanent emergency generator in place. Additional cable duct shall require inside the marshalling box to wire to disconnector plug. For permanent emergency generator connections, shall provide an isolating switch for disconnector plug. Such scenario shall be clarified with GRC.

2.16 Switchboard and Emergency Generator Platforms
Raised platform at RL 5.7m AHD is required for the switchboard and emergency generator to provide more than 150mm freeboard above the predicted Q100 flood level for the SPS A06 site. These structures can be constructed from structural steel or concrete with handrails and stairs to provide compliant access for operation and maintenance., is subject to GRC approval.
In providing the detail design for the switchboard and emergency generator, the contractor shall coordinate and liaise with the Principle and other stakeholders as applicable to:
Consider any safety, access and environmental constraints to the site to ensure that the equipment can be delivered and installed in the final location.
Ensure equipment maintenance space and generator refueling space requirements in the detailed design.

2.17 Design Documentation Deliverables
The Contractor shall provide detailed layout and sectional plans for the components of the pump station upgrade showing construction details, location of all equipment, electrical switchboards and cable trays, pipework and controls and all other details. Drawings at an appropriate scale shall be provided so that the full details of the upgrade are depicted and can be clearly understood.
The Contractor shall provide equipment schedules for mechanical equipment and all ancillary items supplied under the Contract.
The Contractor shall prepare and submit as minimum the following in electronic format in the latest version of AutoCAD and PDF checked and signed by a Registered Professional Engineer of Queensland (RPEQ):
- Design Report including Safety in Design risk assessment;
• Equipment, Instrumentation, PLC I/O List and Valve Schedules;
• IFC drawings including detailed process and instrumentation diagram(s);
• General layout and sectional plans of the proposed works within the existing underground structure;
• Engineering calculations including capacity analysis, structural calculations, mechanical calculations and electrical and control calculations;
• Electrical, instrumentation and control system documentation; and
• Technical submissions covering major equipment items including manufacturer’s data describing the item, ratings, dimensions and technical features.

2.18 Electrical, Instrumentation and Control System Design Documentation

The Contractor shall provide electrical, instrumentation and control system documentation in accordance with the following Gladstone Regional Council standards:

- 15-062 - GRC STD 22-160kW Dual Pump Station Switchboard - 18 Apr 2017

The Contractor shall submit documentation for approval to describe the electrical, instrumentation and control system including but not limited to the following:

• General arrangement drawings for all switchboards, switchgear and control gear assemblies, enclosures, panels and equipment showing both internal and external layout and mounting details of equipment and construction details;
• Single Line Diagrams showing all equipment connected;
• Individual motor starter schematics and termination drawings;
• Instrument schedules listing each item of instrumentation and including tag number; purpose; accuracy; input details such as signal type, range, etc.; output details such as signal type, range, etc.; operating range; calibration details; maximum working pressure; flange/mounting details (process connection); and manufacturer/model/make;
• Analogue Instrument and PLC analogue Input/Output Loop Diagrams;
• Full Digital Schematics including connections to instruments and others, line numbering, wire numbering, terminal numbering, cross referencing, cable numbering, etc.;
• Cable Schedules listing each power, communications, instrumentation and control system cable including cable number; origin; destination; type of cable; size of conductor; number of cores; and installation details such as cable route;
• Equipment layout and cable route drawings including installation details;
• Operator Interface mimic diagrams showing general arrangement of both static and dynamic information with sufficient supporting information to enable an adequate review. These shall be made available in electronic format with supporting software to enable viewing of the mimic diagrams on a computer screen;
• Detailed functional specification detailing all plant operation, sequencing, alarming, set points, inputs and outputs and PLC and Operator interface software prior to commencing configuration work; and
• Drives list and Power calculations.

2.19 Electrical, Instrumentation and Control Works

The following works are included in this contract for SPS A06 which requires detail design and installation of external switchboard and emergency generator mounted on a raised steel platform:
• Produce Single Line Diagram (SLD) and schematics.
• Produce drawing(s) detailing the cable routes.
• Further detailed the concept level power system study and issue a report containing electrical load list, load flow, voltage drop analysis, fault current calculation, protection co-ordination, arc flash analysis, harmonic studies.
• Perform an earthing study.
• Lightning and surge protection.
• Produce a Functional Description detail control interface, metering requirements, generator interface, start and change over. Function description shall prepare in the conjunction with GRC standard SPS Functional specifications and shall be submitted for GRC approval.
• Detailing interfacing to switchgear and metering equipment, whilst maintaining required spare capacity; such scenarios shall be clarified with GRC.
• Produce fully dimensional and detailed working drawings of switchboard, generator, conduits, pits and to cover all aspects of the works.
• Supply and installation of external switchboard incorporating Control Panel, power metering, Automatic Transfer Switch (ATS), VSDs for main pumps 1&2, DOL for pump 3, RTU and Ergon Energy metering compartment as shown on the concept design drawings;
• Supply and installation of emergency diesel generator;
• Supply, installation and calibration of hydrostatic type level transmitter and Multitrode type discrete level probes for pump station emergency pumping and overflow alarming into the wet well as shown on the concept design drawings;
• Installation, connection and testing of new submersible pumps into the new switchboard;
• Installation, connection and testing of new flow meter into new switchboard and RTU;
• Detailed design and as-constructed documentation; and
• Testing and Defect Rectification.

2.20 Interface with Existing Plant and Proposed Shutdown Requirements

The Contractor shall liaise with the Superintendent and Principal’s operations staff to ensure that the work under the Contract is planned, scheduled and undertaken in such manner as does not put at risk the Principal’s continuous and convenient operation of SPS A06.

The Contractor shall, in so far as is practicable, prevent causing disruption to the normal operation of the existing pump station. Where disruption is unavoidable in order to complete the Works in accordance with the Contract, the Contractor shall take all reasonable measures to mitigate the impact and duration of such disruption.

The Contractor shall prepare a schedule of interfaces with existing plant and equipment. The schedule shall correlate to the Contractor’s program and shall outline:

• The existing plant items affected;
• The corresponding methodologies for managing the interface within the Contractor’s commissioning plan; and
• The anticipated periods and durations.

Prior to undertaking any works posing the risk of plant disruption such as connections to existing operating infrastructure, the Contractor shall obtain the Superintendent’s approval to proceed. The Contractor shall provide the Superintendent no less than four (4) weeks written notice of any existing plant requiring shutdown to undertake construction or commissioning works. The Superintendent’s approval will not be unreasonably withheld but will be conditional on prevailing conditions being favourable and the Contractor
having complied with the requirements of this subclause. Matters to be considered by the Superintendent would typically include:

- whether the Contractor can complete the work without the proposed plant disruption;
- whether the Contractor’s proposed work methodology minimises the duration of any plant disruption;
- inflows to the plant being confirmed as normal dry weather flows;
- the Bureau of Meteorology’s weather forecast predicting fine weather conditions prevailing over the plant catchment area for the duration of the proposed disruption;
- the plant being in suitable condition to accommodate the disruption without undue risk at the time proposed; and
- the adequacy of the Contractor’s risk assessments, safe work method statements, proposed work methodology, available backup resources and planned contingency measures.

Should the Superintendent withhold approval, the Contractor shall delay the works until favourable conditions prevail and/or the Contractor’s risk management controls, work methodology and backup contingency measures are amended to become acceptable to the Superintendent.

Notwithstanding that the Superintendent may have given approval for the works to proceed, in the event that conditions change to the extent that, in the opinion of the Superintendent, there arises a significant risk to the convenient and continuous operation of the plant, the Contractor shall at the direction of the Superintendent, suspend works immediately and provide all assistance to the Principal necessary to enable the plant to be returned into full service without delay.

2.21 Connections to Existing Infrastructure

The locations of various existing mains and underground works are indicated on the existing plant drawings. Information regarding these mains is tentative only with respect to both details of mains shown and the existence of other services. Neither the Principal nor the Superintendent warrants the correctness of the information given. The Contractor shall as a minimum:

- Verify the position of each underground main before commencing excavation. During the construction and maintenance of the Works, take every precaution necessary for the protection of all existing services;
- Without delay repair any damage caused to such underground mains to the satisfaction of the Superintendent. In the event of any damage occurring to such facilities;
- Immediately report any damage caused to existing infrastructure to the Superintendent; and
- Supply all materials and undertake connections to existing mains and pay all costs associated with the connection.

2.22 Testing and Commissioning

2.22.1 Vendor Verification

During the Vendor Verification phase, the Contractor shall verify that all supplied equipment is fit for purpose and functioning as per specifications and that Vendor Verification has been completed minimum two (2) weeks prior to pre-commissioning for:

- Verification of adequate Factory Acceptance Testing to demonstrate that the system design and manufacturing meets the Contract requirement;
- Verifying that all required calibration certificates and test certificates have been received and meet requirements (e.g. pump and motor test certificates); and
- Vendor Manuals (Equipment Operation and Maintenance Manuals) shall be made available for Vendor Verification.
2.22.2 Pre-Commissioning
The Pre-Commissioning phase involves ensuring that all equipment and systems supplied under the Contract are installed properly and can operate safely in accordance with the Contract requirements prior to operation of the pump station under service conditions.

All functionality which can be confirmed in ‘Dry’ conditions (without water) shall be tested. The plant shall be fully prepared to ensure that it is in safe and proper condition and ready for Site Acceptance Testing (SAT). Pre-Commissioning includes all aspects of plant operation such as safety, electrical and mechanical equipment and instrumentation. The Contractor shall ensure that all labour, materials, plant and equipment required for testing are available on the designated date of commencing Pre-Commissioning testing.

2.22.3 Site Acceptance Testing and Performance Proving
Following completion of pre-commissioning, the Contractor shall demonstrate to the Superintendent that the pump station is performing as per the requirements of the Contract and that it satisfies all Statutory Regulations. During this Site Acceptance Testing phase, the Superintendent’s Representative and SPS Operators will be in attendance to witness and to gain familiarity with the proper operation and maintenance of the pump station.

Site Acceptance Testing and Performance Proving shall include all tests necessary to verify that the equipment achieves the performance guaranteed by the Contractor in the Tender Schedule of Equipment Guaranteed Performance.

2.23 Practical Completion
Practical Completion date will be taken as the day on which the Site Acceptance Testing and Performance Proving is approved by the Superintendent as having satisfied the Performance Criteria.

2.24 Deliverables
The Contractor shall provide a complete Manufactures Data Report (MDR) containing all ‘As Constructed’ information as described below to the GRC CAD drafting standards and certified by a Registered Professional Engineer of Queensland (RPEQ).

The full Manufactures Data Report (MDR) must include but is not be limited to:

- All Material and Equipment Certificates;
- Safety in design report and risk register;
- Design details including:
  - Native files for
    - Calculation;
    - Reports;
    - Drawings; and
    - Data;
- Issued for construction detailed in native files including:
  - Fabrication and installation drawings;
  - Bills of Quantities;
  - Scope of Works and Documentation
- Training and equipment maintenance manuals;
- Inspection and Test Plans;
- Full structural & piping traceability including
2.24.1 Commissioning Plan

The Contractor shall be responsible for developing a Commissioning Plan for all mechanical, electrical and controls equipment for review by the Principal. The Contractor shall develop commissioning procedures and Safe Work Methods Statements (SWMS) for each commissioning activity and include in the Commissioning Plan.

The Commissioning Plan shall cover the following topics as a minimum:

- Overview of the pre-commissioning and commissioning phases;
- Roles and Responsibilities;
- Programming and execution strategy;
- All required tests/checks per phase;
  - ITP;
  - Factory Acceptance Testing (FAT);
  - Site Acceptance Testing (SAT);
- FAT and SAT Results Record Sheets
- Any temporary works and services required for Commissioning;
- Change over procedures;
- Proof of Performance testing; and
- Procedures/SWMS.

2.24.2 Operation and Maintenance Manual

The Contractor shall supply an Operation and Maintenance Manual (Manual) as a compilation of the design, construction, commissioning, operating and maintenance information relating to the SPS A06 upgrade. In addition to providing information on operation and maintenance, the Manual shall provide a...
reference inventory for any future augmentations or operational modifications. The following information shall be provided in the Manual:

- Pumping equipment manufacturer specification, drawings, operating set points and adjustments and periodic maintenance and refurbishment requirements;
- Pumping equipment spare parts and replacement parts list relevant to each periodic maintenance or refurbishment activity;
- Flowmeter equipment manufacturer specification, drawings, operating set points and adjustments and periodic maintenance and calibration requirements;
- Electrical equipment spare parts and replacement parts list relevant to each periodic maintenance or calibration activity; and
- Operational set points derived from detailed design and commissioning adjustments made to arrive at the final set points, alarm signal settings and performance data.

The Manual shall be submitted ten (10) days prior to commissioning (in draft format) and shall be approved by the Superintendent before Practical Completion will be granted.

The Contractor shall prepare a Project Management Plan (PMP) within two (2) weeks of the date of acceptance of tender.

2.24.3 Submission of Documentation

Drawings and documents are to be submitted by the Contractor according to the Programme of Works developed and agreed with the Principal at Contract commencement. Documents must be submitted in full and complete sets at each stage of design development being:

- “Preliminary Design”;
- “Detail Design”; and
- “Issued for Construction”.

Submitted drawings and documentation must be clearly marked with the design stage and state the relevant issue date and revision number.

2.24.4 Review and Acceptance

The Superintendent’s review of the Contractor’s design and drawings will be limited to general compliance with the requirements of the Contract. The Contractor shall remain responsible for the adequacy of the drawings for construction and for the correct operation, performance, safety and design of the facilities. Documents submitted to the Superintendent will be kept by the Superintendent. Marked-up copies with comments will be returned to the Contractor generally within 10 business days of receipt of documents. The Contractor shall make allowance for a design review and HAZOP workshop to be held at the Principal’s offices.

The Superintendent may require revision of drawings/documents if they are deemed unsuitable at the scale and level of detail submitted. Construction shall not proceed unless the relevant set of drawings has been accepted and the Superintendent has provided written approval. No manufacture or construction work shall be undertaken until the Superintendent has accepted the design drawings and documents, unless otherwise advised in writing by the Superintendent.

Acceptance of a particular document shall not relieve the Contractor of responsibility for the engineering and drafting correctness. Acceptance of the submissions shall not imply acceptance of any variation from the Contract documents contained thereon. Variations must be identified and the explicit agreement of the Superintendent obtained.

2.24.5 Revisions Markings

Drawings or documents at any stage of the projects shall have revision markings and history depending on the state of the drawing or document.
General requirements that apply to revisions:

- First official revision shall NOT contain any revision clouds/markers/highlight. This applies to all new drawings and documents;
- Subsequent official revisions shall contain revisions and revision markers highlighting all changes between the current and previous official revision. This applies to revisions where there is an existing official revision of the drawing or document;
- All revision clouds and revision markers/triangles shall be placed on a unique layer/level in the drawing;
- Revision markings shall be made so that they do not obstruct other objects, e.g. text and symbols in the drawings; and
- Revision history shall be included with reason of add/delete/modification.

### 2.24.6 Design Verification

All items which are designed shall be design checked, peer reviewed and verified by a Registered Professional Engineer of Queensland (RPEQ) in the category appropriate to the item being design checked or verified prior to any works commencing.

All project design drawings shall be amended by the Contractor to show in detail the work “As Constructed” and provided in native CAD format. The Contractor shall ensure where necessary that all “As Constructed” survey work including plan preparation is performed by a licensed surveyor. The Contractor shall submit written confirmation from each of the key equipment suppliers verifying that the final “as-commissioned” installation is compliant in full within the requirements of the equipment manufacturer.

### 2.24.7 “As-Constructed” Documentation

The Contractor will be responsible for revision of all design drawings to “As-Constructed” in AutoCAD format in conformance with the Gladstone Regional Council requirements for As-Constructed drawings.

Redline as-built mark-ups shall be submitted by the Contractor to the Principal for approval prior to Practical Completion being awarded.

Any drawings that were notated as to be located, sized or confirmed during construction shall have the actual dimensions or item to be confirmed detailed on the “As-Constructed” drawings.

The Contractor shall be responsible for surveying the constructed pump station and confirming all levels and locations are as per the Contract drawings. All underground pipework shall be surveyed at all bends and connections and at a maximum separation of 2m prior to backfilling. Where levels and or locations have changed, these are to be amended on the redline as-built mark-ups and revised in the as-constructed drawings.

Where amendments to a drawing affect another drawing in the series the amendments shall be carried through to all affected drawings.

Refer to Section 2.24 for further details relating to handover documentation.

Safety in Design Risk Register shall be updated to As-constructed version and submitted to the Principal for use during operations and maintenance.

### 2.24.8 Additional Documentation

The Contractor is required to submit documentation throughout the life of the Contract. Below are the minimum documentation requirements and do not override the remainder of documentation requirements listed elsewhere in this specification.

Documentation shall be delivered in electronic format in both native file format and in *PDF format. All native drawing files submitted shall be bound in an e-transmittal with supporting files.

Multisheet drawings shall include an index sheet listing all sheets within the drawing with their respective sheet number, title and revisions. And for documents shall include table of contents.
2.24.8.1 General
- Detailed Design Drawings, Documents, Plans, Procedures, Calculations and Reports,
- Minutes for meetings.

2.24.8.2 Construction
- ITPs;
- SWMS;
- Job Safety Analysis.

2.24.8.3 Commissioning
- Completed SATs;
- Completed ITPs; and,
- Competed Commissioning Plan.

2.24.8.4 Warranty and Handover Phase
- Electrical Certificate of Compliance;
- Practical Completion Notification;
- Vendor O&M Manuals for pumps and electrical equipment (PDF and Word); and
- As-constructed documentation as per Section 2.24.7.

2.24.8.5 PDF
- PDF Text shall be searchable (except for documents where the original is a paper copy)
- PDF files shall be printed directly from the original (native) file, i.e. not scanned.
- PDF files shall be completely unlocked with no password, certificate or encryption security settings that prevent reading, printing, selecting, copying, annotation or similar functionality to be used. Links/URL’s may only be used if they will function when the document is stored in GRC’s technical information system.

2.24.9 Electrical, Instrumentation and Control Documents
The Contractor shall supply the following:
- Program, including delivery, changeover strategy, commissioning schedule.
- Work Method Statements.
- Contract Management Plan supplied for approval by Representative of the Principal.
- Inductions proof prior to on site work being commenced.
- The Contractor shall supply the following on completion of site works commissioning:
- Completed and signed commissioning procedure for the site installation works.
- As-Constructed documentation as per section 2.13.5;
- These drawings shall have the following information clearly marked on each sheet.
  - Company Name
  - Company Electrical Licence No.
  - Electricians Name
  - Electricians Signature & Date
  - Electrician License No.
• O&M Manuals for all new equipment (2 Hard Copies and 1 Soft Copy on DVD)
• Certificate of compliance for all electrical equipment.
• Certificate of compliance for the electrical installation.

Contractor shall use Electrical Concept Design Drawings and develop full detailed design drawings, issue for GRC’s review and acceptance and then update to Issue for Construction (IFC) version for switchboard manufacture and site construction works.

Drawings and/or Documents to be submitted which describe the electrical, instrumentation and control system shall include but not limited to the following:

• SLD showing all equipment connected;
• Schematic diagrams showing individual wire and cable numbering and all equipment connected, including individual motor starter schematics, Power Meter, generator control module, SCADA pack, lighting control system, emergency lighting and earthing;
• Telemetry schematics;
• Switchboard and generator layout drawings, including plan view and section views for all switchgear and control gear assemblies, enclosures, panels and equipment showing layout and mounting details of equipment and construction details;
• SCADA/RTU connection diagram, input and output diagrams;
• Bill of materials of instrument listing each item of instrument and including, tag number, purpose, accuracy, input and output details such as signal type, range, etc, operating range, calibration details, maximum working pressure, flange/mounting details, supplier/model, part number;
• Cable Schedules listing each power, instrument and control system;
• Cable route drawings and installation details;
• Coordinated arrangement drawings of all conduits, light fittings, socket outlets, cable pits, switchboard, generator etc., including all penetrations through walls and/or underground;
• Bill of materials for all electrical components, the quantity required, ratings, supplier, model, part number, etc.
• Typical termination arrangement and labelling.

2.24.10 Flow Control Plan

The Contractor is responsible for obtaining all relevant information and producing a flow control plan. The flow control plan shall clearly describe the Contractors proposed flow control methodology, equipment, timing/durations, responsibilities of all parties involved and contingency measures. The flow control plan must be approved by the Principal prior to flow control works commencing.

2.24.11 Inspection and Test Plans

The Contractor shall prepare Inspection and Test Plans (ITPs) including any additional checklists and QA documentation to complete the works. ITPs are to include any “Hold” and “Witness Points” as required by this specification and where Principal approval is required or inspection by a Statutory Authority.

Contractor shall give enough notice (at least two weeks) to all parties, so that the inspections may be made of the complete equipment set and associated systems.

All ITPs require Principal approval a minimum of one (1) week prior to commencing works covered by the particular ITP.

All ITPs are to be signed by the Contractors nominated authorised personnel to ensure quality of work is maintained and inspected and/or tested as specified.
2.25 Technical Requirements

All materials and the detailed design and construction documentation phases shall comply with the latest revisions of the relevant codes of practice and standards set out herein and within the relevant discipline Specifications or in their absence the latest editions of Australian Standards or Water Services Association of Australia (WSAA) codes of practice and guidelines.

2.25.1 Codes of Practice & Guidelines

The following codes of practice and guidelines shall be adhered to:

- Capricorn Municipal Development Guidelines (CMDG) and electrical engineering standards;
- GRC Standards and Specifications; and
- Water Services Association of Australia (WSAA).

2.25.2 Standard Drawings

The following standard drawings and specifications are referenced and are to be complied with unless specified otherwise:

- WSA 04-2005 Sewage Pumping Station Code and Standard Specifications and Standard Drawings

2.25.3 Australian Standards

In addition to statutory requirements, all goods supplied shall as a minimum, meet all the requirements of the latest issue of appropriate Australian Standards as at date of award of Contract for the specified item type with respect to design, manufacture, assembly, testing, and supply.

- AS/NZS 2566.1:1998 Buried flexible pipelines - Structural design;
- AS 3000: Electrical installations (known as the Australian/New Zealand Wiring Rules);
- AS 1111 ISO metric hexagon Commercial Bolts and Screws;
- AS 1112 ISO metric hexagon nuts including thin nuts, slotted nuts and castle nuts;
- AS 1214 Hot Dip Galvanised Coatings on threaded fasteners (ISO metric course thread series);
- AS/NZ 2312 Guide to protection of Structural Steel by the Use of Protective Coatings;
- AS 2417 Rotodynamic pumps - Hydraulic performance acceptance tests - Grades 1 and 2;
- AS 1580:408-5 Adhesion – Pull-off Test;
- AS 1580:408-4 Adhesion Cross Cut;
- AS/NZ 3894-all Protective Coatings;
- AS 4100-1998 Steel Structures;
- AS 4024.1-2006 Safety of Machinery;
- AS 4041 – 2006 Pressure Piping or ASME B31 equivalent;
- AS 1345-1995 Identification of the contents of pipes, conduits and ducts;
- AS1657-2013 Fixed platforms, walkways, stairways and ladders - Design, construction and installation;
- AS/NZS 2312:2002 Guide to the protection of structural steel against atmospheric corrosion by the use of protective coatings;
- Welding to conform to AS1554-2007 structural steel welding set;
- AS 4087-2004 Metallic flanges for waterworks purposes or ANSI equivalent;
2.25.4 Equipment and Workmanship

All equipment and workmanship shall conform with the most recent requirements of the relevant statutory Local, State and Commonwealth Authorities and current applicable Australian Standards. Alternatively, where no Australian Standard exists, work shall conform to the most current and applicable British standard.

Where conflict exists between different Codes, Standards or Regulations, the higher requirement shall apply. The Contractor shall not deviate from the provisions of the relevant standard without first obtaining agreement in writing from the Principal.

At least the latest version of the following standards, acts, regulations and standards shall apply to this contract:

- GRC ES008 Electrical and Valve Equipment Identification Labels;
- GRC-ES001 Electrical Work;
- GRC-ES002 Preferred Electrical Components;
- GRC-ES004 Motor Control Centres;
- GRC-ES007 Control Systems;
- AS 3000 Electrical installations;
- AS 3008 Electrical installations - Selection of cables;
- AS 1680 Interior lighting - Safe movement;
- AS 1768 Lightning Protection;
- AS 2293 Emergency lighting and exit signs;
- AS 4282 Control of the obtrusive effects of outdoor lighting;
- Queensland Electrical Safety Act and all its latest amendments;
- Electricity Legislation Amendment and Repeal Act;
- Queensland Workplace Health and Safety Act; and
- Queensland Workplace Health and Safety Regulation.

2.25.5 General Standards

Other general standards which should be considered as part of the local government works include:

- AS1428 Design for access and mobility
- AS 1345 Identification of the contents of pipes, conduits and ducts
- Crime Preventive through Environmental Design (CPTED)

Where an appropriate Australian Standard does not exist, the Equipment shall meet the requirements of an appropriate ISO Standard. Where an appropriate Australian or ISO Standard does not exist, the Equipment shall meet the requirements of other standards nominated and be submitted for GRC review and approval prior to use.

The Contractor shall provide to the Principal for review and approval as applicable, details of any Standard currently used for their Equipment that they believe is better suited to the application than the Standards nominated in this Specification. In the event of a conflict between applicable Acts, Regulations, Codes or Standards, the requirements of the highest level of jurisdiction in the particular application shall apply.

In the event of a conflict between this specification and any applicable Act, Regulation, Code or Standards, the relevant Act, Regulation, Code or Standard shall take precedence. The Contractor shall immediately advise the Principal of any such conflict.
2.25.6 Specifications of Goods to be supplied
Details of the required hydraulic system curve is provided in Appendix A and proposed new duty/standby and mixing pumps are as follows and proposed pump data sheets are provided in Appendix B:

- 2 x Flygt NP 3202 MT 3~ 640 with 30kW motors; and
- 1 x Flygt NP 3102 LT 3~ Adaptive 421 with 3.1kW motor and hydrojector nozzle.

2.25.7 Approved Products
Unless approved otherwise, all products and materials shall comply with the GRC ES-002-Preferred Electrical Components.

Site Possession Deliverables
Site possession is contingent on the following items being provided by the Contractor and approved by the Principal:

- Evidence of the required insurances being held:
  - Public Liability
  - Workers Compensation
  - Contract Works Insurance
  - Vehicle and Plant Insurance
- Project Management Plan including detailed execution methodology, to confirm full understanding of the scope of works and how the existing pump station will remain in use while the upgrade is completed from design through to final commissioning.
- Project specific Health, Safety, Security, Environmental Management Plan (HSSEMP) with complete risk assessments
- Quality Management Plan and supporting documentation;
- Updated Project Program/Works Schedule;
- Contractor’s Security; and
- Safety Management Plan.

2.26 Working Hours
Works on site should be completed during the below hours:

- Monday to Saturday 6:30am – 6:30pm

Prohibited working hours are:

- at any time on a Sunday or public holiday in Gladstone; and
- before 6.30am or after 6.30pm on any other day.

2.27 Delivery Period (Timeframe)
Below are the indicative timeframes and key milestones for completion of works:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target commencement of design</td>
<td>May 2020</td>
</tr>
<tr>
<td>Review of draft design</td>
<td>May 2020</td>
</tr>
<tr>
<td>Final review of draft design</td>
<td>May / June 2020</td>
</tr>
<tr>
<td>Site Possession Deliverables received by GRC</td>
<td>May 2020</td>
</tr>
<tr>
<td>Site Possession Deliverables reviewed by GRC</td>
<td>May 2020</td>
</tr>
<tr>
<td>Target Site Possession Date</td>
<td>May / June 2020</td>
</tr>
</tbody>
</table>
2.28  Work Location

Work location is Cotton Street, Barney Point, Gladstone (Lot 11 on CP848669)

SPS A06 is located at the end of Friend Street, Barney Point within a fenced compound on Council land.

2.28.1 Site Areas and Site Facilities

The Contractor shall provide all statutory and necessary amenities and sanitary facilities for workers and other persons lawfully on the site for the duration of the construction works.

The Contractor shall be responsible for nominating an appropriate location for storage of all equipment and materials and laydown areas during the works.

The Contractor shall make all necessary arrangements, pay all required fees and obtain all necessary approvals for installation of site facilities, compounds, temporary services and materials storage areas as required to complete the works.

The Contractor is required to submit details of the proposed site establishment (locality, layout etc.) to the Principal for approval prior to establishing on site.

2.29  Work Health & Safety Requirements

The Contractor shall document and implement a WHS Management Plan and shall comply with the requirements of the Work Health and Safety Act 2011 and Regulation. The Contractor will be responsible for the safety, health and welfare of all personnel on site and who or entering or leaving the site.
The Contractor will be responsible for site inductions in accordance with the Project Management Plan. The Contractor is responsible for preparing Safe Work Method Statements (SWMS) inclusive of a risk assessment. Works must have a Task-Specific Work Method Statement when the residual risk exceeds a “medium” risk rating. The hierarchy of control will be used to mitigate any risks that are identified:

- Elimination;
- Substitution;
- Engineering Controls;
- Administrative controls; and,
- PPE.

Prior to Site Possession/commencement of the works, the Contractor shall be required to provide an Safety Management Plan to GRC. The Safety Management Plan shall, at a minimum, include the following components:

- Work Health and Safety Policy;
- PPE Policy/explanation;
- Risk or Hazard Management Process explanation;
- Incident Reporting and Investigation Process explanation;
- Copies of licences, qualifications and tickets for work to be performed by all personnel;
- Risk Assessment templates for all work to be completed and/or Take 5 or approved equivalent;
- Safe Work Method Statements (SWMS) for any High Risk Work to be completed;
- Subcontractor and/or Labour Hire Personnel Safety Management Process;
- Worker Communication/Consultation Process explanation (for work, health and safety matters);
- Asbestos Health Monitoring Program/Process;
- Fit Testing for Respiratory Testing Equipment;
- Asbestos Removal Control Plan;
- Confined Space Entry Equipment Management Process;
- Confined Space Rescue Plan;
- Immunisation records for site personnel working in proximity to effluent (Hepatitis A, Hepatitis B and Q Fever).
- Electrical Isolation Procedure;
- Maintenance Records for Plant & Equipment;
- Pre-start Checklists for Plant & Equipment;
- Validity of competency (VOC) for plant & equipment operators

The Contractor will also be expected to operate the plant using Standard Operation Procedures (SOP’s).

2.29.1 Principal’s Safety Induction

The Contractor’s site personnel including those of any subcontractor(s) shall undertake the Principal’s site safety induction prior to commencing works on site. The Contractor shall liaise with the Superintendent to arrange for induction of its site personnel at a time to suit its program requirements.

2.29.2 Contractor’s Representative and Site Access

The Contractor shall provide all necessary supervision for the duration of the Contract to the satisfaction of the Superintendent. The Contractor shall have a competent representative on site at all working times whose name shall be notified to the Superintendent in writing and who shall be authorised to receive on behalf of the Contractor any instructions from the Superintendent.
The Contractor shall be responsible for providing and maintaining all temporary storage and laydown areas on the site and remove them on completion of work. The location of the Contractor's site facilities shall be submitted two weeks prior to site establishment and shall be to the approval of the Superintendent.

2.29.3 Site Work Requirements

Site work shall only be carried out based on "IFC drawings" that have been formally approved.

A comprehensive commissioning plan (reference to make section 2.3.10) shall be prepared by the Contractor and submitted for GRC review and approval before the commissioning process goes ahead. Contractor shall submit the Principle has accepted the FAT results and approved delivery, prior to install the equipment on site.

2.29.4 Labelling

Cable, conduits, pits, switchgear and control gear assemblies, enclosures, panels, light, socket, etc. labelling shall prepare and install in the conjunction of AS 1345 and Section 2.7.2. Cable should be label -

- at one side of the pit and/or penetration (side easiest accessible after project completion).
- Outside cabinets with gland entries.
- Clearly visible after cleating and strapping.
- Indelible and non-corrosive material, indicating the cable number,

2.29.5 Personnel Protective Equipment

The Contractor, its employees, agents, subcontractors or contractors must whilst attending or working at the site adhere to statutory HSE and Personal Protective Equipment (PPE) requirements including the following:

- High visibility shirt, long pants, safety boots and hard hat;
- Safety eyewear and gloves (where manual handling is required); and
- All other PPE requirements will be as per the risk assessment and or safe work method statement/s.

2.29.6 Confined Space

All works undertaken within confined spaces including pump station wet well and valve pit must comply with the requirements of AS 2865 – Safe Working in Confined Spaces. Any personnel working within a confined space must be trained and deemed competent in accordance with AS 2865 and the Queensland Work Health and Safety Act. The Contractor must provide proof of current confined space competencies for all personnel nominated to work in the confined space areas prior to works commencing onsite.

2.29.7 Working at Heights

All works at heights must comply with the requirements of the National Code of Practice - Managing the Risk of Falls at Workplaces. Any personnel working at heights must be trained and deemed competent in accordance with National Code of Practice - Managing the Risk of Falls at Workplaces, and, the Queensland Work Health and Safety Act. The Contractor must provide proof of current working at heights competencies for all personnel nominated to work at heights prior to works commencing onsite.

2.30 Environmental Requirements

Prior to Site Possession/commencement of the works, the Contractor shall be required to provide an Environmental Management Plan (EMP) to GRC. The EMP shall, at a minimum, include the following components:

- Erosion and sediment control;
- Flora, Fauna and Environmentally Relevant Activities;
- Hydrology;
- Noise and vibration;
- Air Quality;
- Waste Management;
- Sewage and Chemical spills; and
- Disposal of Contaminated Water.

### 2.31 Project Management Plan

The Contractor shall prepare a Project Management Plan covering all aspects of the Contract. The Contractor shall not commence any site works prior the Superintendent reviewing the Project Management Plan. The Project Management Plan shall as a minimum incorporate the following:

- Key personnel and Contractor details;
- Organisational chart and sub-contractors;
- Construction Methodology shall include the following but not limited to:
  - Proposed construction activities;
  - Sequencing;
  - Timing/durations and required co-ordination between involved parties;
  - The construction methodology must also identify potential risks and mitigation measures.
- A Construction Program, broken into:
  - Major work fronts;
  - Complete with resourcing,
  - Lead times; and
  - Delivery of major equipment;
- Project Risk Register derived from the concept design SiD register;
- Traffic Management Plan;
- Flow Control Plan shall include but not limited to:
  - Proposed flow control methodology;
  - Equipment;
  - Timing/durations;
  - Responsibilities of all parties involved and contingency measures.
- Communication Plan;
- Quality Plan;
- Electrical Testing & Tagging Register;
- RCD (Safety Switch) Protection and Certification of Devices;
- Site Induction Plan;
- Management process for height safety equipment;
- Demolition Plan;
- Calibration and Inspection of Gas Test Monitors Evidence;
- Shoring Inspection Records;
- Permit Systems/Procedures (for High Risk Works);
- Subcontractor and/or Labour Hire Personnel Safety Management Process; and
- Commissioning Plan.
The Contractor must comply with the plans that form part of the Project Management Plan. It shall be acknowledged that approvals issued after the Contract commencement date may impact on the plans included in the Project Management Plan. If a plan/section of a plan is not accepted and requires amendment the Contractor shall amend the plan and resubmit.

The Contractor shall provide to the Principal copies of any notices, correspondence or directions of whatsoever nature issued by any relevant Government Authority or a regulating workplace health and safety requirement within 24 hours of the dispatch and/or receipt of such notice, correspondence or direction and shall immediately ensure that its employees, Contractors and subcontractors comply with it.

2.32 Quality Assurance System

The Contractor shall submit a Quality Management Plan for review and approval by the Superintendent. The Quality Management Plan must include Hold Points to be released by the Superintendent when the specified tests and performance criteria have been achieved. This will include all work under the Contract, including work by subcontractors, plan, establish, implement and maintain a quality system which satisfies the requirements of AS/NZS ISO 9001:2000.

Prepare and submit a project Quality Plan covering the work under the Contract to the Principal for review. In the Quality Plan include a description of the Contractor’s management structure for control of the work (including details of responsibilities and authorities) and provide an index of the quality procedures and proposed Inspection and Test Plans (with associated checklists). Update and maintain the Quality Plan during the course of the Contract.

The Superintendent, the Superintendent’s representative or their nominee shall be free to make inspections at any manufacturer’s or supplier’s works at any stage of the Contract. Should the Superintendent have any doubts about the effective implementation or maintenance of the Contractor’s quality system, the Superintendent shall advise the Contractor in writing setting out the concerns. Should the Contractor fail to provide a reply with seven (7) days which satisfies the Superintendent’s concerns, the Superintendent may require an independent audit of the quality system. The cost of such an audit shall be to the Contractor’s expense.

The Superintendent may carry out quality surveillance and audits to ensure that the Contractor is complying to the requirements of the Contract. These will involve system element audits, product and service audits, and process and technical procedure audits.

The cost of all testing, surveying, reports and associated quality documentation shall be borne by the Contractor and deemed to be included in the contract sum.

2.33 Reporting Requirements

2.33.1 Weekly Reports

The Contractor shall provide the Principal with a report on a weekly basis, in such form and on such matters as the Principal requires and which, without limitation, must include, as a minimum requirement:

- Status against program, outlining Contractor’s position in reaching date for Practical Completion;
- Percentage works complete (during the reporting period);
- Weather Forecast – preceding week (any rain recorded) and succeeding;
- Risk Register or list of Key Risks Identified;
- Health and safety reports;
- Environmental reports;
- Quality reports;
- Activities forecast for completion in the upcoming period;
- List of subcontractors engaged during last reporting period and forecast for upcoming period.
- Schedule of Requests for Information (RFI) issued, including status of those open or closed
- Any relevant Industrial Relations matters;
- Variations submitted and status;
- Progress payment or invoicing status;
- Progress Photos; and
- Safety observations & Take 5’s performed.

2.33.2 Project Risk Register

The Project Risk Register shall be prepared by the Contractor including all required risk mitigation measures. The concept design Safety in Design risk register is the starting point for developing the Project Risk Register.

The Project Risk Register and the Safety in Design risk register shall be updated and maintained throughout the Contract by the Contractor and requires GRC approval prior to action of proposed control measures.

2.33.3 Safety In Design

A Safety in Design (SiD) risk assessment has been undertaken during the concept design and the mitigation measures specified to reduce safety risk to acceptable levels. The Contractor shall update the SiD report during preparation of the detailed design and during construction and submit the As-Constructed SiD report at completion of the contract for GRC review and approval.

The Contractor shall consider all risks listed in the detailed design SiD report during preparation of the Contractor’s Safety Management Plan and Project Risk Register.

2.33.4 Safety or Environmental Incident Report

Within three (3) days of any safety or environmental incident or near miss, the Contractor must provide a report to Council. Such report must include, as a minimum, the following information:

- Complete details of the incident (including a map/plan/diagram);
- Actions taken;
- Details of incident investigation; and
- Recommendations or strategies implemented to prevent future incidents.

2.34 Site Meeting Requirements

Throughout completion of the works, the Contractor must attend site meetings with GRC weekly or as scheduled by the Project Manager. The meetings are to include a tour of the site with the Contractor’s representative and/or Site Supervisor. Site Meeting attendance is mandatory for the below Contractor Personnel:

- Contractor’s Representative (as appointed by the Contractor in writing); and
- Site Supervisor.

2.34.1 Progress Meetings

Progress Meetings shall be held at regular intervals to be determined at the pre-start meeting. Minutes of the meetings will be recorded and distributed by the Superintendent and shall be confirmed at the commencement of each successive meeting and after confirmation, the minutes will be the only recognized record of the progress meeting.

2.34.2 Safety in Design

Safety in Design risk register provided (refer to Attachment 2.8 - SGC4065 - GRC SPS A06 Safety In Design Risk Register Rev C) shall be updated during the detailed design stage to reflect the additional or modified risks identified and this shall be included with the detailed design submission.
2.35 Post Completion Support

The Contractor shall be required to complete the following:

- The Contractor should allow for single session of minimum 2-hour duration each for operator and maintenance training. The training session shall involve theoretical and practical training for the site operations and maintenance personnel. The training shall cover all routine operations and maintenance activities; and
- Spare part requirements.

The Contractor may be required during the Defects Liability Period be called upon to further amend the “As Constructed” drawings should it be found necessary for the Superintendent to order modifications to the Work. These works will be on an Ad Hoc basis.

2.35.1 Site Functional Testing

The Contractor shall also provide full assistance to the Principal’s staff in conducting the Site Functional Testing. These tests shall include but are not limited to:

- All new equipment, including switchboard and emergency generator, has been installed and has been connected to the power supply (if feasible).
- Testing of all field devices from the field through to the GRC control room;
- Functionality testing of the submersible pumps, level controls and flow meter; and
- Functionality testing of alarms back to the Control Room.

2.36 Key Performance Indicators

The performance of the Contractor throughout execution of the works, and upon completion, will be measured against the below key performance indicators.

<table>
<thead>
<tr>
<th>KPIs</th>
<th>Description</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety</td>
<td>Incident notification from contractor received by contracts officer in accordance with GRC escalation policy</td>
<td>100% Compliance</td>
</tr>
<tr>
<td>Safety - PPE</td>
<td>Full sun smart PPE to be worn &amp; used by all site personnel</td>
<td>100% Compliance</td>
</tr>
<tr>
<td>Safety - Reporting</td>
<td>Incident or near miss report received by GRC Representative within three (3) days</td>
<td>100% Compliance</td>
</tr>
<tr>
<td>Environmental - Reporting</td>
<td>Incident or near miss report received by GRC Representative within three (3) days</td>
<td></td>
</tr>
<tr>
<td>Safety – Observation / interactions</td>
<td>Safety observation interaction</td>
<td>Minimum one (1) written report per week</td>
</tr>
<tr>
<td>Safety – TAKE 5</td>
<td>TAKE 5 or equivalent Copies submitted with weekly report</td>
<td>Minimum one (1) per day</td>
</tr>
<tr>
<td>Quality</td>
<td>Quality level of goods and services delivered</td>
<td>98% compliance</td>
</tr>
</tbody>
</table>
### Productivity
- **Submit weekly project report with progress tracker including all labour, supervision & equipment & subcontract hours spent on works, progress complete against agreed scope line items & status of any identified variations**
- **One (1) per week**

### Cost
- **Cost in accordance with contract**
- **100% Compliance**

### Cost – variations
- **Variations identified and submitted for approval**
- **24 hours from being identified**

### Cost – variations
- **Agreed variations fully costed prior to approval to proceed**
- **72 hours from approval**

### Responsiveness
- **Lead time to respond to requests**
- **24 hours**

## 2.37 Attachments
The following attachments form part of the Scope of Works:

- Attachment 2.1 - SGC4065 - GRC SPS A06 DWG-GEN-001_D.pdf
- Attachment 2.2 - SGC4065 - GRC SPS A06 DWG-GEN-002_D.pdf
- Attachment 2.3 - SGC4065 - GRC SPS A06 DWG Electrical Set revC 12-12-19.pdf
- Attachment 2.4 - SGC4065 - GRC SPS A06 DWG-GEN-003_C.pdf
- Attachment 2.5 - SGC4065 - GRC SPS A06 DWG-GEN-004_A.pdf; and
- Attachment 2.6 - SGC4065 - GRC SPS A06 DWG-SK-001_A.pdf
- Attachment 2.8 - SGC4065 - GRC SPS A06 Safety In Design Risk Register Rev C.xlsx

## 2.38 GRC Policies
The Contractor must comply with the following GRC Policies in the completion of the works:

- Anti-Discrimination Policy;
- Anti-Harassment Policy;
- Code of Conduct;
- Cultural Diversity Policy;
- Drug and Alcohol Policy;
- Corporate Environmental Policy;
- Fitness for Work Policy;
- Procurement Policy;
- Work Health and Safety Policy; and
- Asset Management Policy

Complete copies of these policies are available to the public on the GRC website at the following address: [https://www.gladstone.qld.gov.au/downloads/download/20/policies](https://www.gladstone.qld.gov.au/downloads/download/20/policies)
SECTION 3. Conditions of Contract

3.1 Contract Form

The engagement of Contractors for contract will be as per Australian Standard Conditions of Contract for AS4902-2000 General conditions of contract for design and construct, including attachments listed in Section 3.2.

A copy of the general conditions is not attached but is deemed to constitute part of the Tender Documents. Copies are available from SAI Global https://infostore.saiglobal.com/.

3.2 Attachments

The following attachments form part of the conditions of contract:

- Formal Instrument of Agreement;
- Part A Australian Standard Conditions of Contract for AS4902-2000 General conditions of contract for design and construct;
- Part E Australian Standard Conditions of Contract for Design and Construct AS 4902-2000; and
- Bank Guarantee Requirements Attachment to Contract.
SECTION 4. Tenderer’s Offer

4.1 Tenderers Checklist and Authorisation

4.1.1 Important Submission Information

1) Checkboxes below must be marked to acknowledge/confirm agreement/inclusion.
2) Please refer to ‘Attachment 4.1 – ITT Offer File Structure Example.jpg’ for example structure.
3) Preference is for ONE zip file to be submitted, structured as per the example provided.
4) Files must be submitted in pdf format unless specified otherwise.
5) DO NOT submit folders or sub-folders with multiple documents (refer to Attachment 4.1).
6) DO NOT submit entire WHS Policies/documents – ONLY submit files listed in Section 4.12.

A submission will be non-conforming if it fails to meet the requirements listed in 4.1.1

4.1.2 Conformance of Offer

Mark the applicable checkbox:
☐ This is a conforming offer as defined in Section 1.3.12 of the Invitation to Tender.
☐ This is a non-conforming offer, with proposed departures detailed in Section 4.15.

4.1.3 Checklist

Conforming Tender Submissions must include the following mandatory requirements (check boxes):
☐ Invitation to Tender Section 4 (this document) completed in full and signed below by an authorised representative of the Tenderer. Where information such as ‘refer to attachment X’ in entered, the submission will be deemed non-conforming.
☐ Attachment 1: Procurement Plan (‘Attachment 4.2 – Procurement Plan.xlsx’) completed in full and attached in excel file format
☐ Attachment 2: ASIC Company Extract
☐ Attachment 3 Third Party Accreditation Certificates (as per Section 4.6)
☐ Attachment 4: Financial Statements (as per Section 4.7)
☐ Attachment 5: Insurance Certificates of Currency (CoC) (as per Section 4.8)
☐ Attachment 6: Project Methodology (as per Section 4.9)
☐ Attachment 7: Plant & Equipment List (as per Section 4.9)
☐ Attachment 8: Proposed Site Construction Map (as per Section 4.9)
☐ Attachment 9: Proposed Program (as per Section 4.10)
☐ Attachment 10: Whole of Life Costing (as per Section 4.11)
☐ Attachment 11: Workplace Health & Safety (WHS) Documentation (as per Section 4.12)
☐ Attachment 12: Business Licences (as per Sections 4.12)
☐ Attachment 13: Qualifications / Resumes (as per Sections 4.19)
☐ Attachment 14: Proposed Schedule of Rates (‘Attachment 4.3 – Schedule of Rates.xlsx’)

Tender Submissions that do not include all of the above documents, completed in full, will be deemed non-conforming.

4.1.4 Tenderer’s Acknowledgements

Confirm by marking the checkbox:
☐ The Tenderer acknowledges and agrees to Section 4.2 on the following page.
☐ The Tenderer declares their financial viability as per Section 4.3 on the following page.
☐ The Tenderer has completed a detailed inspection of the site during the Tender period.
☐ The individual submitting this Tender warrants that he or she is duly authorised to bind the party for whom he or she signs this Tender.

The Offer must be signed by a duly authorised signatory of the Tenderer. An unsigned Offer shall be deemed non-conforming.
<table>
<thead>
<tr>
<th><strong>Authorised by</strong> <em>(Name &amp; Position)</em></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature &amp; date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Witness</strong> <em>(Name)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Witness Signature &amp; date</strong></td>
<td></td>
</tr>
</tbody>
</table>
4.2 Tenderer’s Acknowledgement

The Tenderer acknowledges and agrees that this Tender:

1) is for the price as set out in the Schedules;
2) is accurate, valid and remains open for acceptance by Gladstone Regional Council until the end of the Validity Period; and
3) has been compiled in accordance with the Conditions of Tender contained herein.

The Tenderer acknowledges and agrees that:

1) It has fully examined the Invitation to Tender and any other documents referenced or referred therein, and any other information made available by Gladstone Regional Council to Tenderers for the purposes of submitting a Tender;
2) It has made its own interpretations, deductions and conclusions from the information made available to it and accepts full responsibility for such;
3) It has considered all information relevant to the risks, contingencies and other circumstances having an influence on the responses in its Tender and which is obtainable by the making of reasonable inquiries;
4) It sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances having effect on its Tender;
5) It has read, taken appropriate advice on and fully understood this Invitation to Tender and its requirements, including the terms of contract detailed in Section 3;
6) In lodging its Tender, it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of Gladstone Regional Council, or its officers, employees, agents or advisers other than any statement, warranty or representation contained in this Invitation to Tender;
7) It satisfied itself as to the correctness and sufficiency of its Tender;
8) It is responsible for all costs and expenses related to:
   a) the preparation and lodgement of its Tender;
   b) any subsequent negotiation/interview;
   c) any other action or response in relation to this Invitation to Tender.
9) It is not aware of any circumstances or relationships that constitute a conflict or potential conflict of interest in respect of this Invitation to Tender or the Tenderer’s obligations if is selected. The Tenderer must state any circumstances or relationships which constitute a conflict or potential conflict of interest in respect of this Invitation to Tender;
10) It grants authority to Gladstone Regional Council to conduct such investigations of the financial standing of the Tenderer as Gladstone Regional Council deems necessary and reasonable for the purposes of conducting its evaluation of this Tender; and
11) In submitting its offer, the Tenderer agrees to be bound by the Conditions of the Invitation to Tender.

4.3 Tenderer’s Declaration of Financial Viability

The Tenderer affirms that:

1) It is financially viable, solvent and can pay its debts as and when they become due;
2) They have sufficient financial resources to deliver the goods or services described in the Invitation to Tender (including fulfilling any guarantees or warranty claims);
3) They are not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial viability of the Tenderer or the delivery of the goods or services; and
4) They have in place (or will have in place) insurance cover for the purposes of, and at the levels required, for the procurement.
4.4 Business Information

4.4.1 Contracting Entity Information

<table>
<thead>
<tr>
<th><strong>Business Name</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>As it would appear on the contract</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ABN</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>As it would appear on the contract</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ACN</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>As it would appear on the contract</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Director/s of Company</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>As listed on ASIC Company Extract</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Person to execute contract</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If not a Director, provide evidence of authorised contracting delegation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Nominated Contact Person</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For contractual correspondence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Nominated Contact Person</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Postal Address</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For contractual correspondence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Phone Number/s</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For contractual correspondence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>email Address</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For contractual correspondence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Subsidiary/Holding Company/Parent Company/related entities</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Include ABN and/or ACN for each as well as any supporting information to explain the company/business structure</td>
<td></td>
</tr>
</tbody>
</table>

4.5 Local Content

<table>
<thead>
<tr>
<th><strong>Head Office address:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>This is the address listed on your ASIC Company Extract.</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Branch office/workshop address:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>If this is a residential address, please provide an explanation</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>How long has the business been established in the GRC area?</strong></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Number of Employees residing in the Gladstone Regional Council area</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Employees NOT residing in the Gladstone Regional Council area</strong></td>
<td></td>
</tr>
</tbody>
</table>
**4.6 Third Party Accreditations**

In accordance with GRC’s commitment to Quality Assurance, the Contractor is required to have the following in place and shall maintain this accreditation throughout the duration of the consultancy.

| Does the Organisation have AS/NZS 4801 or ISO45001 Safety Standard Certification? | ☐ No | ☐ Yes |
| Does the Company have ISO14001 Environmental Management Certification? | ☐ No | ☐ Yes |

If Yes, provide a copy of the certification/s in Attachment 3

| Does the Company have ISO9001 Quality Management Certification? | ☐ No | ☐ Yes |

**4.7 Tenderer Financial Information**

The Tenderer must supply Financial Statements (audited if possible) for the previous three financial years.

Financial Statements include:
- Profit/Loss Statement; and
- Balance Sheet

Financial Statements may be submitted in the form of an Annual Report if available.

For newly established companies that are unable to provide Financial Statements, the below documentation is required:
- Business Plan/s;
- Bank Statements for current liquidity;
- Any parent company or investor guarantee/s; and
- Financial statements of parent company or investor/s.

Submissions that do not include the required Tenderer Financial Information will be deemed non-conforming.

| 1) Is the Tenderer presently able to pay all its debts in full as and when they fall due? | ☐ No | ☐ Yes |
| 2) Is the Tenderer and/or its subService Providers / suppliers currently engaged, pending or threatened in litigation, arbitration, mediation, conciliation or other adjudication proceedings? | ☐ No | ☐ Yes |
| Include as Attachment 4 |
| 3) Has the Tenderer in the past 3 years been involved in a dispute that has required litigation, arbitration, mediation, conciliation or other adjudication proceedings? | ☐ No | ☐ Yes |
| Include as Attachment 4 |
If yes is given to either b) i) or ii) above, provide details outlining defendant, plaintiff, actions, monetary amounts, dates, outcomes and other relevant details.

| 4) If the Tenderer is awarded the Contract, will it be able to fulfil the obligations of the Service Provider under the Contract from its own resources or from resources readily available to it and remain able to pay all of its debts in full as and when they fall due? |
|---|---|
| ☐ No | ☐ Yes |

### 4.8 Insurances

**Professional Indemnity Insurance (Minimum $5 Million per claim)**

<table>
<thead>
<tr>
<th>Insurer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum Insured</td>
<td></td>
</tr>
<tr>
<td>Policy Expiry</td>
<td></td>
</tr>
</tbody>
</table>

**Public Liability Insurance (Minimum $20 Million per claim)**

<table>
<thead>
<tr>
<th>Insurer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum Insured</td>
<td></td>
</tr>
<tr>
<td>Policy Expiry</td>
<td></td>
</tr>
</tbody>
</table>

**Contract Insurance**

<table>
<thead>
<tr>
<th>Insurer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum/Vehicles Insured</td>
<td></td>
</tr>
<tr>
<td>Policy Expiry</td>
<td></td>
</tr>
</tbody>
</table>

**Plant & Equipment Insurance**

<table>
<thead>
<tr>
<th>Insurer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum/Vehicles Insured</td>
<td></td>
</tr>
<tr>
<td>Policy Expiry</td>
<td></td>
</tr>
</tbody>
</table>
Submissions that do not include the required Insurance Information and corresponding Certificates of Currency will be deemed non-conforming.

4.9 Proposed Project Methodology

The tenderer shall detail *(as an attachment titled Attachment 6 – Project Methodology’)* the ‘Proposed Project Methodology’. This must address, at a minimum:

- What is the proposed staging of the project?
- Detail any early procurement activities to be undertaken.
- All equipment supplied by the Contractor shall be provided by reputable vendors. The Contractor shall demonstrate that proposed equipment suppliers have:
  - Local experience in the Australian market with same or similar product history in service in Australia or similar climatic conditions;
  - After sales maintenance and technical support based in Australia and commitment to carry spares and provide servicing for the life of the product;
  - Able to provide compliance test certificates or type test certificates for the proposed equipment from an accredited independent test laboratory; and
  - All equipment proposed sourced from local OEM (Original Equipment Manufacturers) Authorised Distributors within Australia.

- Provide details around the number of personnel that will be onsite for each stage.
- Detail how safe access to and operation of the site will be maintained during the works?
- General and critical activities including any long lead-times for supplies/equipment.
- Detail engagement/staging of proposed subcontracted works.
- What approach will be taken for traffic management?
- What contingency measures or back up resourcing are available in respect to personnel, plant and equipment?
- Provide *(as an attachment titled Attachment 7 – Plant and Equipment List)* a list of plant and equipment to be utilised for specific tasks. Is this equipment owned or to be hired?
- Provide *(as an attachment titled Attachment 8 – Site Construction Map)* a proposed Site Construction Map, showing:
  - Perimeter hoarding;
  - Construction access routes or traffic management plan;
  - Site amenities (office, ablutions, crib, first aid etc);
  - Unloading and storage zone;
  - Stockpiling areas;
  - Vehicle parking for workers; and
  - Other applicable items.

Submissions that do not include a Proposed Project Methodology will be deemed non-conforming.

4.10 Program (Timeline)

A Proposed Program (e.g. Gantt Timeline) must be included *(as an attachment titled Attachment 9 – Proposed Program)* to the Tenderer’s Offer.
The Proposed Program must show a timeline for ordering and delivery of all items included in the Scope of Works (i.e. detail the timeline from issue of Purchase Order to delivery of goods).

The Proposed Program must show the dates by which, or the times within which, the various stages of the Works under the Contract are to be carried out or completed.

The Proposed Project Program must include, but is not limited to:
- Commencement and completion date;
- Project duration/term;
- Preparation/mobilisation activities;
- Construction activities;
- Personnel on site;
- Significant procurement activity;
- Critical path;
- Completion activities; and
- Date or timeframe for Practical Completion.

Submissions that do not include a Program will be deemed non-conforming.

4.11 Whole-of-Life Costing

The Tenderer shall include in the submission a whole of life costing estimate for the Acquisition, Operation and Maintenance of the asset that could be incurred over its useful life.

4.12 Work Health, Safety and Environment

4.12.1 Questionnaire

These questions refer to the obligations of the company and individuals under the Work Health and Safety Act 2011 as well as the Mining and Quarrying Safety and Health Act 1999.

<table>
<thead>
<tr>
<th>1. Has the company ever been issued:</th>
<th>□ No</th>
<th>□ Yes</th>
<th>If Yes, provide details of the subsequent action/s taken to improve.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• an improvement notice;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• a prohibition notice;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• a directive; or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• an instruction to complete an incident investigation?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Has the company ever been charged or convicted of an offence under the above legislation?</th>
<th>□ No</th>
<th>□ Yes</th>
<th>If Yes, provide details of the notice as well as subsequent action taken to improve.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. Have any of the Key Personnel nominated in this offer, or any company Directors, ever been involved with:</th>
<th>□ No</th>
<th>□ Yes</th>
<th>If Yes, provide details of the subsequent action/s taken to improve.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• an improvement notice;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• a prohibition notice;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Does the company have all relevant licences, qualifications and tickets to perform the Scope of Works?

NOTE: An Aqua Card is required if work is to be completed on or around GRC water or waste water assets. For more information visit: https://watertraining.com.au/

5. Will Traffic Management works be subcontracted?

6. What is the current Lost Time Injury (LTI) Rate for the Business?

### 4.12.2 Licences

Provide a list of any relevant Licences held by the Business relating to these works

Provide a list of Licences and Permits that employees and/or subcontractors will require for the completion of the works

NOTE: Contractors and subcontractors are required to hold an Aqua Card if work is to be completed on or around GRC water or wastewater assets

### 4.12.3 Supporting documents required

As evidence of the implementation of a Safety Management System within the organisation, please provide as attachments copies of the below documents:
Completed risk assessments (max. three) for comparable works completed in the past 12 months (completed and signed by employees carrying out the task); and

Completed Safe Work Method Statements (max. three) for comparable works completed in the past 12 months (completed and signed by employees carrying out the task).

Submissions that do not include copies of the WHS supporting documents (completed and signed by employees carrying out the task) will be deemed non-conforming.

4.13 Work Health & Safety: Demonstration of Understanding

The tenderer shall complete the below ‘Demonstration of Understanding’ in relation to their work health, safety and environment obligations relating to the Scope of Works.

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.

### 4.13.1 Key Safety Risks Identified

*Add rows as required to address the key safety risks identified*

<table>
<thead>
<tr>
<th>Risk Identified</th>
<th>Proposed Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.13.2 Safe Work Method Statements

Provide a list of the SWMS that will be implemented for the works

### 4.13.3 Risk Assessments

Provide a list of the safety Risk Assessment standards that will be utilised by employees on site in completion of the works
### 4.13.4 Work Health and Safety Systems in the Business

Provide a list of other Business WHS policies, procedures, documents and/or registers that will be referred to by Supervisors and Site Personnel in the completion of the works.

### 4.13.5 Other

Detail any other information that demonstrates a commitment to work health and safety.

### 4.14 Environment

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.

1. Has the Company been associated with any notifiable environmental incidents in the past 5 years?
   - □ No
   - □ Yes
   - If Yes, provide details of the incident/s as well as subsequent action taken to improve.

2. Has the Company been issued any warning or breach notices by the Department of Environment and Heritage Protection in the past 5 years?
   - □ No
   - □ Yes
   - If Yes, provide details of the notice as well as subsequent action taken to improve.

3. Detail the practices and processes in place within the company in relation to environmental...
### 4.15 Environment: Demonstration of Understanding

The tenderer shall complete the below ‘Demonstration of Understanding’ in relation to their environmental obligations relating to the Scope of Works.

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.

#### 4.15.1 Key Environmental Risks Identified

*Add rows as required to address the key safety risks identified*

<table>
<thead>
<tr>
<th>Risk Identified</th>
<th>Proposed Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 4.15.2 Risk Assessments

Provide a list of the environmental Risk Assessment standards that will be utilised by employees on site in completion of the works

#### 4.15.3 Environmental Management Systems in the Business

Provide a list of Environmental Management policies, procedures, documents and/or registers that will be referred to by Supervisors and Site
Personnel in the completion of the works.

<table>
<thead>
<tr>
<th>4.15.4 Environmental Management Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>What Environmental management training is provided or has been undertaken by Employees?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.15.5 Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail any other information that demonstrates a commitment to understanding the obligations of the Company in relation to managing environmental impacts.</td>
</tr>
</tbody>
</table>
4.16  Proposed Departures from ITT Section 2: Scope of Works

☐ Not Applicable
☐ Proposed Departures listed: this is a non-conforming offer

A non-conforming offer may be submitted in addition to a conforming offer (ie. two separate Section 4 documents must be submitted). A non-conforming submission will not be evaluated unless accompanied by a confirming submission.

<table>
<thead>
<tr>
<th>Scope of Work Item#</th>
<th>Proposed Departure</th>
<th>Rationale for Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.17  Proposed Departures from ITT Section 3: Conditions of Contract

☐ Not Applicable
☐ Proposed Departures listed. Departures may result in the offer being found non-conforming.

<table>
<thead>
<tr>
<th>Contract Section</th>
<th>Proposed Departure</th>
<th>Rationale for Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Detail all proposed departures below
Add rows as required
### 4.18 Relative Experience and Past Performance

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with 'refer to attachment X' or similar will be found non-conforming.

<table>
<thead>
<tr>
<th>Core Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a description of your Core Business, services provided, as well as information relating to your organisation’s experience with similar Contracts/Projects.</td>
</tr>
</tbody>
</table>

Provide three (3) previous past performance with similar projects within the last five (5) years including the contact details of the company's representative is required to be included in the submission.

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with 'refer to attachment X' or similar will be found non-conforming.

Note: GRC can be used as a reference

<table>
<thead>
<tr>
<th>Demonstrated Past Performance and Reference #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
</tr>
<tr>
<td>Project Description</td>
</tr>
<tr>
<td>Project Address</td>
</tr>
<tr>
<td>Dates of Performance</td>
</tr>
<tr>
<td>Cost/Budget $</td>
</tr>
<tr>
<td>Company Contact Person</td>
</tr>
<tr>
<td>Contact Person Role</td>
</tr>
<tr>
<td>Contact Phone &amp; email</td>
</tr>
<tr>
<td>Details of Scope Performed relevant to this Tender submission</td>
</tr>
<tr>
<td>(Skills required and lessons learned relevant to this Scope of Works)</td>
</tr>
<tr>
<td>Nominated Key Personnel who worked on this project</td>
</tr>
</tbody>
</table>
Where possible, list personnel who will be working on this project

<table>
<thead>
<tr>
<th>Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description</td>
<td></td>
</tr>
<tr>
<td>Project Address</td>
<td></td>
</tr>
<tr>
<td>Dates of Performance</td>
<td></td>
</tr>
<tr>
<td>Cost/Budget</td>
<td>$</td>
</tr>
<tr>
<td>Company Contact Person</td>
<td></td>
</tr>
<tr>
<td>Contact Person Role</td>
<td></td>
</tr>
<tr>
<td>Contact Phone &amp; email</td>
<td></td>
</tr>
</tbody>
</table>

**Details of Scope Performed relevant to this Tender submission**
*(Skills required and lessons learned relevant to this Scope of Works)*

<table>
<thead>
<tr>
<th>Nominated Key Personnel who worked on this project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where possible, list personnel who will be working on this project</td>
</tr>
</tbody>
</table>
### Demonstrated Past Performance and Reference #3

<table>
<thead>
<tr>
<th>Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description</td>
<td></td>
</tr>
<tr>
<td>Project Address</td>
<td></td>
</tr>
<tr>
<td>Dates of Performance</td>
<td></td>
</tr>
<tr>
<td>Cost/Budget</td>
<td>$</td>
</tr>
<tr>
<td>Company Contact Person</td>
<td></td>
</tr>
<tr>
<td>Contact Person Role</td>
<td></td>
</tr>
<tr>
<td>Contact Phone &amp; email</td>
<td></td>
</tr>
</tbody>
</table>

**Details of Scope Performed relevant to this Tender submission**

*Skills required and lessons learned relevant to this Scope of Works*

<table>
<thead>
<tr>
<th>Nominated Key Personnel who worked on this project</th>
</tr>
</thead>
</table>

*Where possible, list personnel who will be working on this project*
4.19 Tenderer’s Key Personnel

The Tenderer must complete one table for each of the Key Personnel who will be allocated to this Project.

The key personnel identified for this Project include:

- Project Manager;
- Work Health & Safety Representative;
- Site Supervisor; and
- Registered Professional Engineer of Queensland (RPEQ).

Failure to complete the below personnel details shall render the Tender Submission non-conforming (i.e. Do not write ‘see resume/CV’ and attach separate documents).

The Tenderer may add extra tables as required to demonstrate allocation of appropriately qualified resources for other roles considered of importance in execution of the Works.

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.

<table>
<thead>
<tr>
<th>Tenderer’s Key Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Allocation to this Project (%) or hrs</td>
</tr>
<tr>
<td>Location during Project</td>
</tr>
<tr>
<td>Qualifications (provide copies)</td>
</tr>
<tr>
<td>Years’ experience (specific to this Project)</td>
</tr>
<tr>
<td>Experience specific to this Tender</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tenderer’s Key Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Name</td>
</tr>
</tbody>
</table>
### Tenderer’s Key Personnel

<table>
<thead>
<tr>
<th>Position</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allocation to this Project (%) or hrs</td>
<td>% Full time equivalent and/or hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location during Project</td>
<td>% On Site</td>
<td></td>
<td>% Off Site</td>
</tr>
<tr>
<td>Qualifications (provide copies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Years’ experience (specific to this Project)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience specific to this Tender</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.19.1 Environment Personnel

List Environment related personnel who will be allocated to this project. Include: Name, Position, % allocation to the works and hours to be spent on site.

4.20 Tenderer’s Proposed Subcontractors

The Tenderer must complete one table for each of the major subcontractors who will be engaged (i.e. where a subcontractor is providing specialist services, the below tables should be used to demonstrate their suitability for the work).

The Tenderer may add extra tables as required to demonstrate allocation of appropriately qualified resources for execution of the Works.

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.

<table>
<thead>
<tr>
<th>Subcontractor 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Name</strong></td>
</tr>
<tr>
<td><strong>Works to be subcontracted</strong></td>
</tr>
<tr>
<td><strong>Experience specific to this Tender</strong></td>
</tr>
<tr>
<td><strong>Subcontractor Key Personnel (if applicable)</strong></td>
</tr>
</tbody>
</table>

4.21 Fee Proposal

The Tenderer acknowledges and agrees that:

1) Price details must not be included anywhere else in the Tender unless stated below; and
2) All prices quoted by the Tenderer must exclude GST payable unless otherwise stated.

Submissions that do not have the following tables completed in full will be deemed non-conforming. Tables completed with ‘refer to attachment X’ or similar will be found non-conforming.
SCHEDULE OF RATES
The Tenderer’s Offer must include ‘Attachment 4.3 – Schedule of Rates.xlsx’ completed in full, returned in native file format.

4.22 Procurement Plan
The Tenderer’s offer must include the completed ‘Attachment 4.2 – Procurement Plan.xlsx’. The Procurement Plan must be submitted as an attachment in excel file format.