



REQUEST FOR QUOTATION

SUPPLY AND CONSTRUCT A BLOCK RETAINING WALL, EARTHWORKS AND CONCRETE FOOTPATHS AT THE ROBERT FARR MEMORIAL REGIONAL LIBRARY

| | |
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| Request for Quotation (RFQ): | Supply and Construct a Block Retaining Wall, Earthworks and Concrete Footpaths at the Robert Farr Memorial Regional Library |
| Deadline: | Friday 14 December 2018, 4.00 pm. |
| Address for Delivery: | Email: rfq@narrogin.wa.gov.au Contact: Keenan Wenning Phone: 9890 0918 <u>Email must be received by:</u> Friday 14 December 2018, 4.00 pm |
| RFQ Number: | RFQ 18/19 - 11 |

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SCOPE OF WORK

1. DESCRIPTION OF WORK

The Shire of Narrogin is seeking quotations from suitably qualified and experienced contractors to provide the service of supplying and constructing a block retaining wall, earthworks and concrete footpaths at the Robert Farr Memorial Regional Library.

2. SCOPE OF WORKS

Contractors are required to attend a compulsory site meeting at the Robert Farr Memorial Regional Library, at 10.00 am on Friday 7 December 2018. Questions are to be directed to Technical Officer, Keenan Wenning, 98900918, email to@narrogin.wa.gov.au in the first instance.

Site Specific Details:

Narrogin Library

- Supply and construct a block retaining wall and concrete footpaths at the Robert Farr Memorial Library in accordance with the attached site construction plans.

General Specifications: Block Retaining Wall and Earthworks

- Earthworks for the footings and concrete footpaths are to be completed by the Contractor in accordance with the supplied site construction plans. The dirt material that is removed for the footings can be reused for backfilling once the retaining wall construction is completed. Any excess will need to be taken to the Narrogin tip. Shire to pay tip fees. ****Note****: Earthworks will need to start on a Saturday, as the library will be closed and pedestrian movement around town will be minimised.
- Cream limestone blocks are to be used. 1000 x 350 x 350mm with straight edges.
- Cream coloured cement mortar is to be used when laying the blocks to match the colour of the limestone blocks.
- Sub soil drain is to be used on the inner side of the retaining wall at the bottom of the wall, and surrounded with a gravel stone material, to remove and direct water out to a soak well.
- Bitumen based sealer is to be applied to the inner side of the wall prior to back filling with the dirt material that was removed for the footings so as to prevent moisture seeping through the blocks.
- Once the bitumen sealer has been applied to the inner side of the retaining wall and dried, the dirt material is to be back filled, compacted and levelled leaving 150mm from the top of the backfill to the top of the blocks.
- 100mm of good topsoil will be supplied by the Shire and levelled by the contractor, ready for reticulation and turf to be laid.
- ****Note****: The existing stone retaining wall is not to be disturbed as this is of historical significance.
- Any excess concrete or rubble is not to be left on site nor is any cleaning of equipment to be evident on the footpath or on the road reserve.
- Dial before you dig plans of underground services should be obtained by the contractor prior to works commencing.
- **Temporary fencing** is to be used around the construction site whilst works are underway and at the end of the day. Shade mesh will need to be attached to the steel temporary fencing so as to **minimise dust** potentially affecting library users, businesses and road users. The temporary fencing will be required until the concrete is dry to prevent damage or vandalism. This will be the contractor's responsibility.
- ****Work Method: The Shire would like to ensure that the library remains open during the project. Applicants are required to describe their work method in order to ensure the library stays open****

Concrete Footpaths

- Footpath concrete is to be 85mm @20MPa with a non-slip broom finish, where there is no requirement for a fall of 1:50.
- Footpath concrete between the new block wall and the existing brick wall will require a 100mm to 75 mm variance so as to cater for the fall of 1:50.
- Both edges of path (sides) to have a rolled finish where possible.
- Contractors are to ensure there is no splash or concrete residue left on the footpath or block wall or the adjacent brick wall.
- Rubber expansion joints to be installed along the entire length of the footpath between the footpath and the block wall and the footpath and the existing brick wall. Refer to construction plans.
- Control joints are to be placed at a distance apart that is the same width of the footpath and a bull nose edging tool to be used.
- Tactile stickers will not be required.
- Any excess concrete or rubble is not to be left on site nor is any cleaning of equipment to be evident on the footpath or on the road reserve.
- Dial before you dig plans of underground services should be obtained by the Contractor prior to works commencing.
- **Temporary fencing** is to be used around the concrete footpaths once works are completed and at the end of the day. If the works extend over several days then the temporary fencing will be required until the concrete is dry to prevent damage or vandalism. This will be the Contractor's responsibility.

3. TIMEFRAME

Start date is from Saturday 19 January 2019 and be completed by Friday 8 February 2019 or as negotiated with the Principal. Contractors are to advise when they can start.

3.1 Non-Conformance of Works or Materials

The Contractor will not be paid for non-conforming works.

3.2 Non-Conformance of Plant, Equipment and Staff

The Contractor shall ensure that all plant, equipment and staff directed to the site will be suitably qualified to carry out works under this contract.

Should the plant, equipment and/or staff be deemed non-conforming, Council reserves the right to reject the supply until such time as the non-conforming aspects are rectified.

The Contractor shall do everything necessary to ensure that plant and equipment are delivered to site in good working order so that the possibility of breakdowns are minimised. Should the Contractor knowingly supply plant or equipment, which is sub-standard, unsuitable for the specified task or faulty, Council may reject the plant or equipment as above.

All Staff used by the Contractor for the completion of the works under this contract shall be competent and fully trained in all aspects of the operation of the plant and equipment. Should it be apparent that the operator(s) of the plant or equipment are not competent then Council may call for a replacement operator or reject the operator as above.

4. PERFORMANCE

The Contractor shall perform the works under this contract in an expert, professional, efficient and courteous manner. The Contractor at all times is to avoid any conflict with the public and refer any such persons to the Shire's Representative for resolution.

The Contractor is expected to carry out the requirements of this contract with a high degree of personal and public safety at all times.

5. CONTRACTOR OH&S OBLIGATIONS

The Shire of Narrogin acknowledges that it has a Duty of Care obligation under the Occupational Safety and Health Act 1984 to provide to all its employees (including contractors and their employees) a safe workplace and safe system of work.

It is therefore required that Contractors carrying out any work for the Shire will comply with the Shire's Occupational Safety and Health Policies and Procedures. A copy of the Shire's OS & H Handbook is located on the Shire's website www.narrogin.wa.gov.au. The contractor is to download the Shire's OS & H Handbook and comply with its contents. The Contractor must also comply with the below safety points but not limited to:

- The Contractor, its employees and sub-contractors having all necessary current licences appropriate to the work being provided;
- Wearing appropriate and necessary Personal Protective Equipment (PPE) when carrying out any work duties.
- Ensuring that all plant and equipment used in carrying out those duties are regularly maintained and meet the required standards and certifications. E.g. Bobcat, concrete truck.
- All necessary plant and equipment have all the necessary guards in place and meet all the requirements of Occupational Safety and Health Regulations 1996, and any appropriate Australian Standards pertaining to the equipment used or the type of work being carried out.
- The Contractors Workers Compensation Policy and Public Liability Policy appropriately covers contractor's employees that are engaged in working on the contract.
- Copies of all insurance certificates of currency and licences are required to be provided prior to the commencement of the contract.
- The Contractors employees who are required to operate concrete footpath machinery, shall have the relevant training and current relevant certificates of competency.
- Traffic management will be the responsibility of the Contractor and will include relevant signage, safety cones etc.

6. SELECTION CRITERIA

The following criteria will be taken into consideration in determining the successful Contractor:

PRICE **80%**

VALUE FOR MONEY LUMP SUM PRICE (INCLUDING GST)

The scoring for the pricing will be determined by the total of 80% divided by the number of compliant submissions received with the highest percentage rating going to the cheapest price.

For example, there may be 8 compliant submissions so $80\% \div 8 = 10\%$. Therefore:

1. The cheapest price – best value for money will receive 80%
2. The second cheapest price - best value for money will receive 70% and so on.

****Note****: This contract will not be split amongst Contractors.

PREVIOUS EXPERIENCE **10%**

Respondents must supply details of projects relating to similar works, including contactable referees with contact numbers.

If the Contractor supplies the following categories of documents they will score as follows ONLY for a maximum score of 10%.

| | |
|---|-------|
| 1) Supply details of more than three projects relating to similar works | 10 % |
| 2) Supply details of three projects relating to similar works. | 7.5 % |
| 3) Supply details of two projects relating to similar works. | 5 % |
| 4) Supply details of one project relating to similar works. | 2.5 % |

****Note****: Failure to supply any details will result in a score of 0% and the submission be considered non-compliant.

OCCUPATIONAL SAFETY & HEALTH **10%**

Contractors must submit supporting documentation to be assessed.

The Contractor will supply:

| | |
|---|-------|
| 1) OS&H policy document or charter document for the Contractors company | 2.5 % |
| 2) Safe Working Method Statements (SWMS) or Job Safety Analysis (JSA) for all machinery used in this RFQ. i.e. Bobcat, cement mixer etc. | 2.5 % |
| 3) SWMS or JSA for all tasks performed in this RFQ ie Concrete Footpaths. | 2.5 % |
| 4) Photo copies of Construction Industry Safety Awareness Cards (or Blue/White Cards) for any contractor/employee that will be working on this RFQ. | 2.5 % |

*Each piece of supporting documentation has a value of 2.5%. If all 4 supporting documents are supplied then 10% is awarded. If 3 supporting documents are supplied the score will be 7.5% etc.

If no supporting OSH document are supplied, then 0% is awarded and this will be a **non-compliant** submission.

Please note that the Shire of Narrogin will not be submitting a price for part of this work as per the *Local Government (Functions & General Regulations) Clause 14(4) (d)*.

7. SHIRE OF NARROGIN REGIONAL PRICING POLICY

A price preference will apply to suppliers who are based in, and operate from the preference region in relation to all purchasing by the Shire for the supply of goods and services and construction (building) services, unless specifically stated otherwise, providing they are competitive in regard to specification, service, delivery and price. NOTE: The Regional Pricing Policy is in accordance with current Shire policies and is available up on request.

8. LODGEMENT/ACCEPTANCE OF RFQ

RFQ's are to be received no later than **4:00 pm on Friday 14 December 2018**.

All RFQ's are to be received by email to: rfq@narrogin.wa.gov.au

Contact person and Shire's Representative is Technical Officer, Keenan Wenning, mobile phone number: 0439 135 690. The Shire of Narrogin shall not be bound to accept the lowest or any quote. The quote is deemed to be accepted when the Shire provides written notification of such acceptance to the successful Contractor, and issues a purchase order.

9. CONTRACTOR'S OFFER

OFFER FORM

TO:

CHIEF EXECUTIVE OFFICER
SHIRE OF NARROGIN
89 EARL STREET
NARROGIN WA 6312

I/We

Name: [BLOCK LETTERS]: _____

Address: _____

ABN/GST Status: _____

ACN (if any): _____

Telephone No: _____

Email: _____

In response to **RFQ 18/19-11 – Supply and Construct Block Retaining Wall, Earthworks and Concrete Footpaths at the Robert Farr Memorial Regional Library.**

I/We agree that I am/We are bound by, and will comply with this request and its associated schedules, attachments, all in accordance with the conditions of responding contained in this request signed and completed.

The quoted price is valid up to twelve (12) months from the date of the request closing unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this quote irrespective of its outcome.

Dated this: _____ day of _____ 2018

| | |
|---|--|
| Signature of authorised Signatory: | |
| Name of Authorised Signatory | |
| Position: | |
| Address: | |

PLEASE STATE YOUR LUMP SUM PRICE HERE FOR THE SUPPLY AND CONSTRUCTION OF A BLOCK RETAINING WALL, EARTHWORKS AND CONCRETE FOOTPATHS AT THE ROBERT FARR MEMORIAL REGIONAL LIBRARY.

\$.....ex GST.....inc GST

9.1 RESPONSE

Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 9 Contractors Offer, are to be completed and returned to the Principal as they form part of your RFQ).

9.1.1 Referees

Attach details of your referees, and label it **“Referees”**.

Reference should be for similar works, ie Concrete footpaths, block laying. Also include contact details.

9.1.2 Subcontractors

If you intend to subcontract any of the requirement of this work out, please attached their details labelled **“Subcontractors”**, including:

- a) the name, address and the number of people employed; and
- b) the requirements that will be subcontracted.

9.1.3 Conflicts Of Interest

Please provide notification of any actual or potential conflict of interest which may arise during this contract which may affect your performance or your obligations under the Contract.

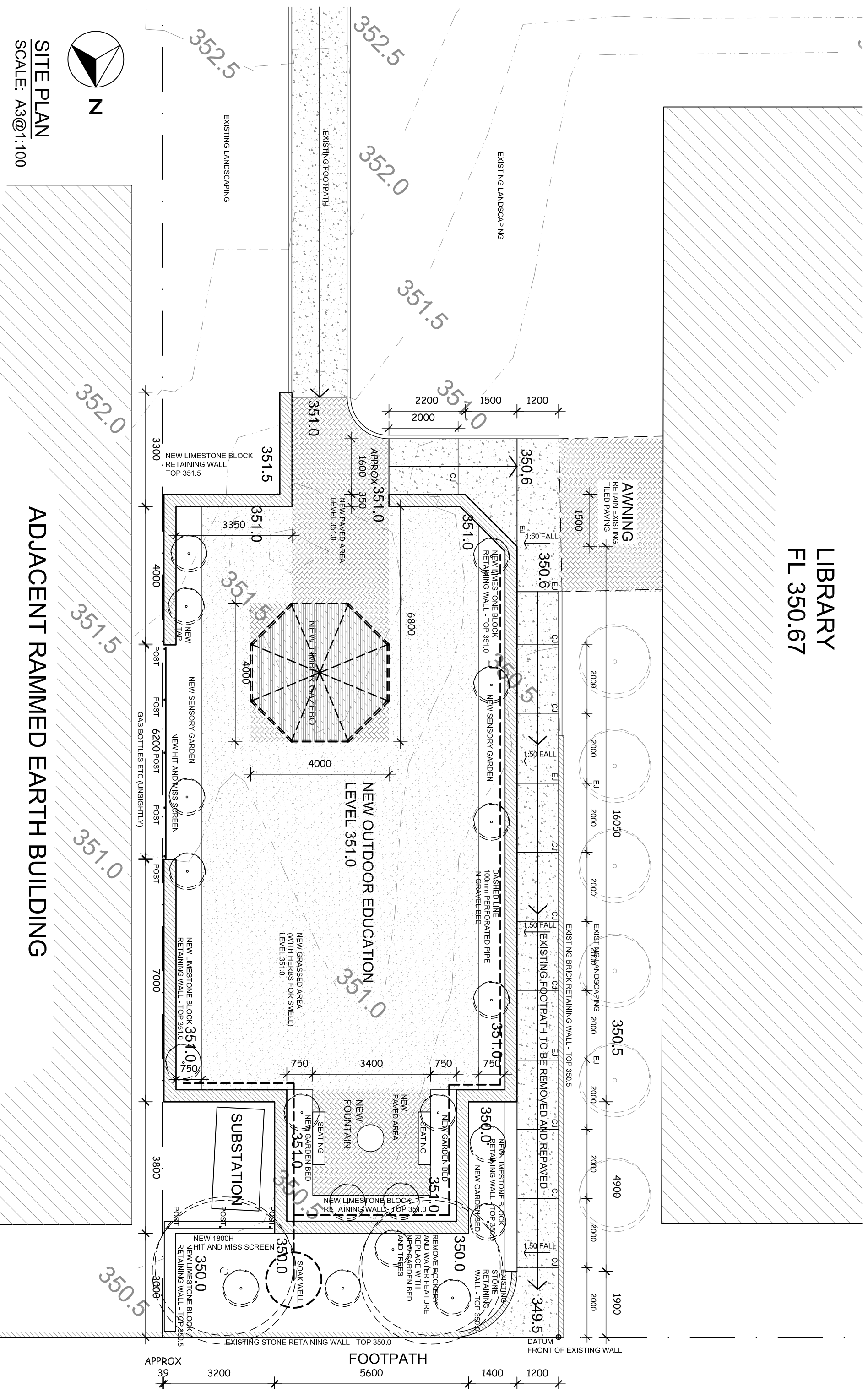
9.1.4 Insurance Coverage

Respondents are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled **“Insurance Coverage”**. A copy of the Certificate of Currency is to be provided as part of this submission.

| Type | Insurer / Broker | Policy Number | Value (\$) | Expiry Date |
|----------------------|------------------|---------------|--|-------------|
| Public Liability | | | Minimum \$10,000,000 | |
| Workers Compensation | | | As required by law at the time of contract | |

Current Policy Supplied Yes No

LIBRARY FL 350.67



SITE PLAN
SCALE: A3@1:100

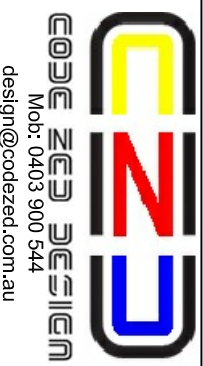
ADJACENT RAMMED EARTH BUILDING

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| REV | REVISION HISTORY | DATE |
|-----|-------------------------|------------|
| A | ISSUED FOR COMMENT | 22/02/2018 |
| B | ISSUED FOR COMMENT | 28/03/2018 |
| 0 | ISSUED FOR CONSTRUCTION | 01/06/2018 |
| 1 | FOOTPATH REVISED | 13/06/2018 |

NOTES:

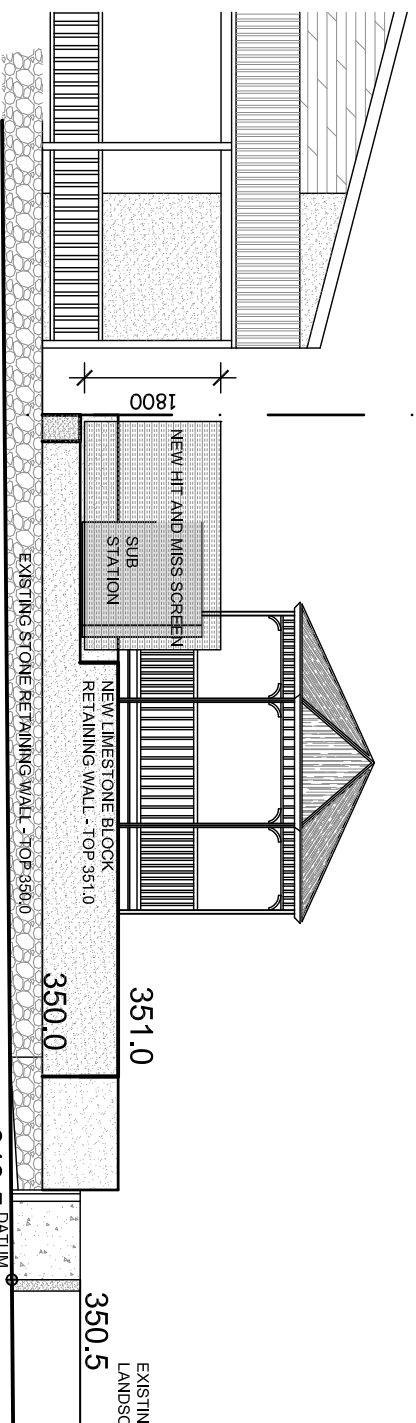
**PROPOSED
LIBRARY LANDSCAPING
REDEVELOPMENT
FOR
TOWN OF NARROGIN**



| PLANS | |
|--------------|-----------------|
| Job: 2018A | Scale: A3@1:100 |
| Designed: AG | Date: FEB 2018 |
| Drawn: AG | Rev: 1 |
| Checked: | Dwg No: A01 |

ADJACENT
RAMMED EARTH
BUILDING

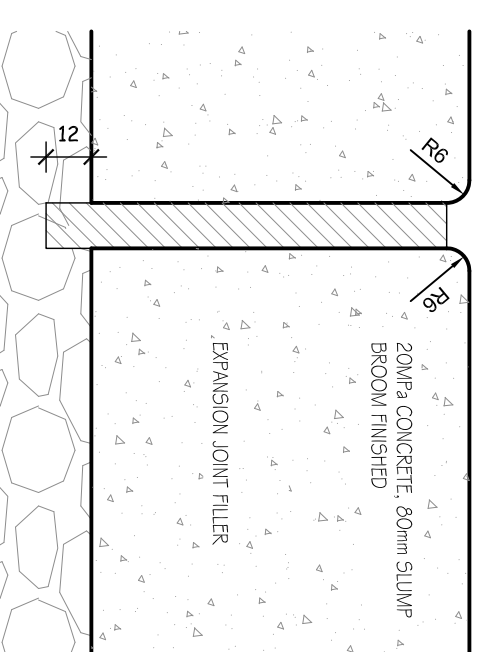
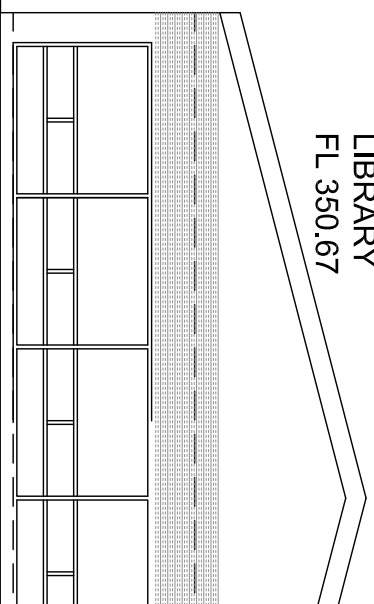
NEW TIMBER GAZEBO



STREET (NORTH) ELEVATION

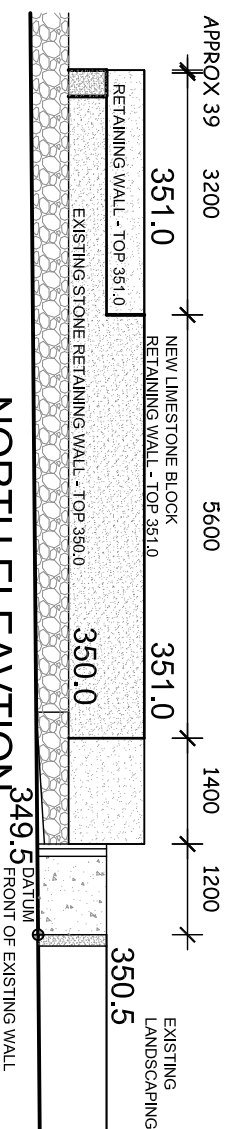
SCALE: A3@1:100

LIBRARY
FL 350.67



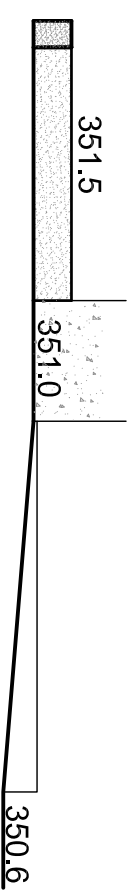
CONCRETE FOOTPATH
EXPANSION JOINT DETAIL

SCALE: A3@1:2



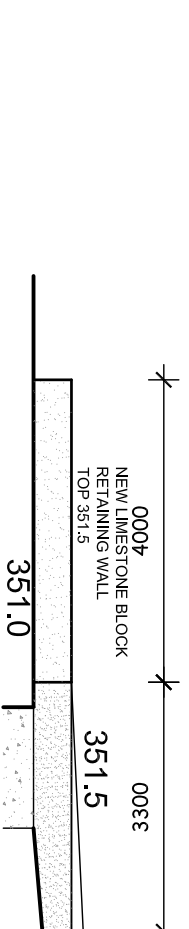
NORTH ELEVATION

SCALE: A3@1:100



NORTH (INNER) ELEVATION

SCALE: A3@1:100



WEST (INNER) ELEVATION

SCALE: A3@1:100

REMOVE ROCKERY AND WATER FEATURE
REPLACE WITH NEW GARDEN BED
AND TREES

351.0

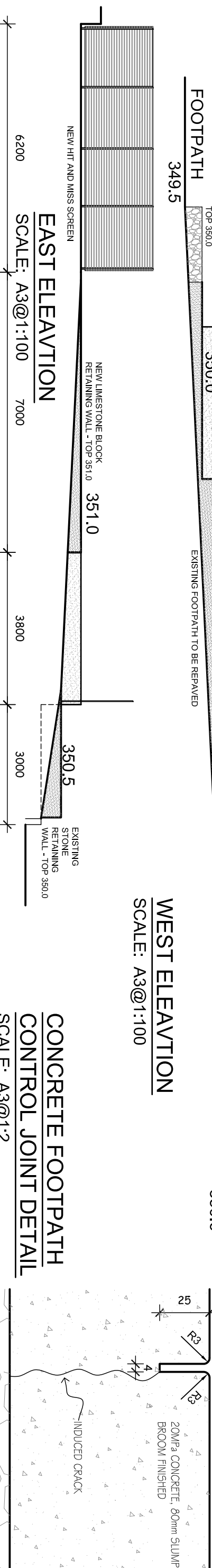
NEW LIMESTONE BLOCK
RETAINING WALL
TOP 351.0

NEW OUTDOOR
EDUCATION
LEVEL 351.0

NEW LIMESTONE BLOCK
RETAINING WALL
TOP 351.5

351.0

EXISTING LANDSCAPING
EXISTING FOOTPATH TO BE REPAVED



EAST ELEVATION

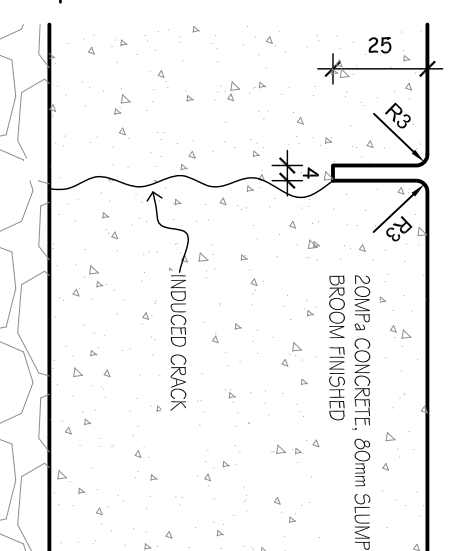
SCALE: A3@1:100

WEST ELEVATION

SCALE: A3@1:100

CONCRETE FOOTPATH
CONTROL JOINT DETAIL

SCALE: A3@1:2



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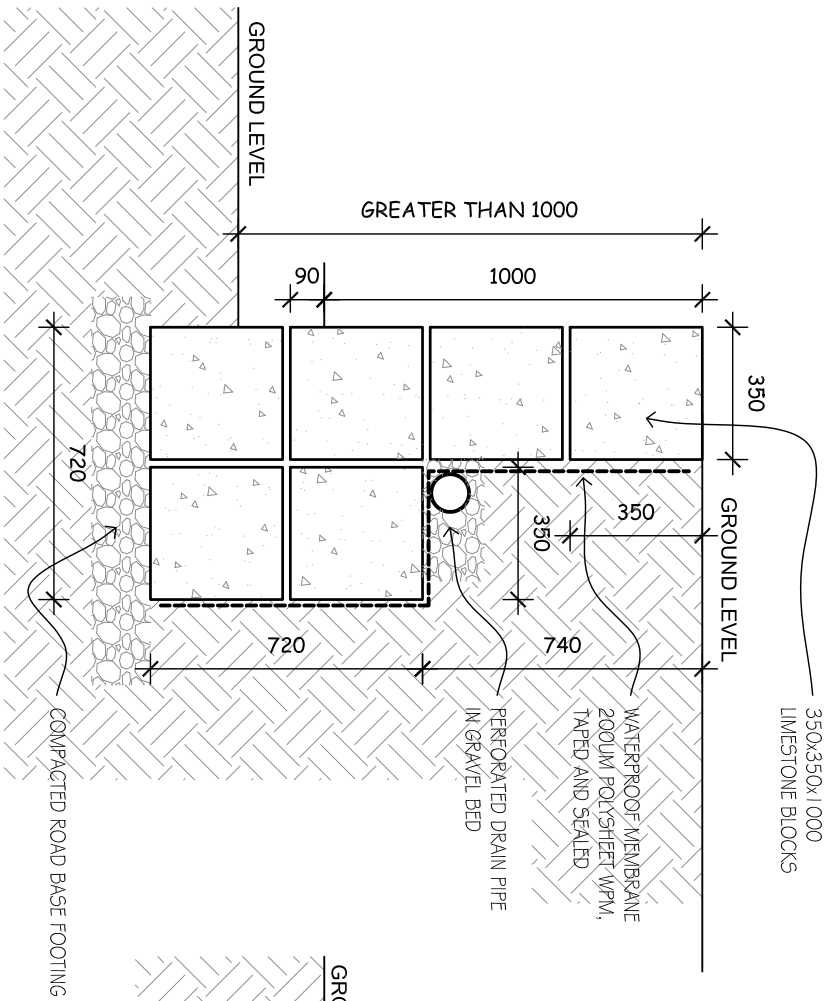
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| 1 | FOOTPATH REVISED | 13/06/2018 |

NOTES:

PROPOSED
LIBRARY LANDSCAPING
REDEVELOPMENT
FOR
TOWN OF NARROGIN

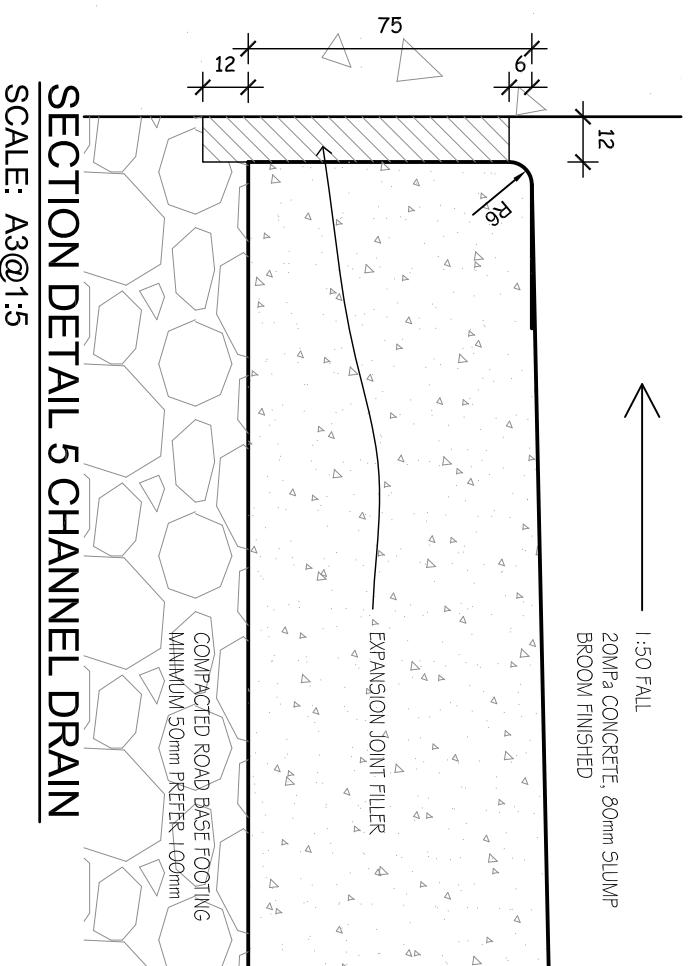


| ELEVATIONS | |
|--------------|-----------------|
| Job: 2018A | Scale: A3@1:100 |
| Designed: AG | Date: FEB 2018 |
| Drawn: AG | Checked: |
| Rev: 1 | Dwg No: A02 |

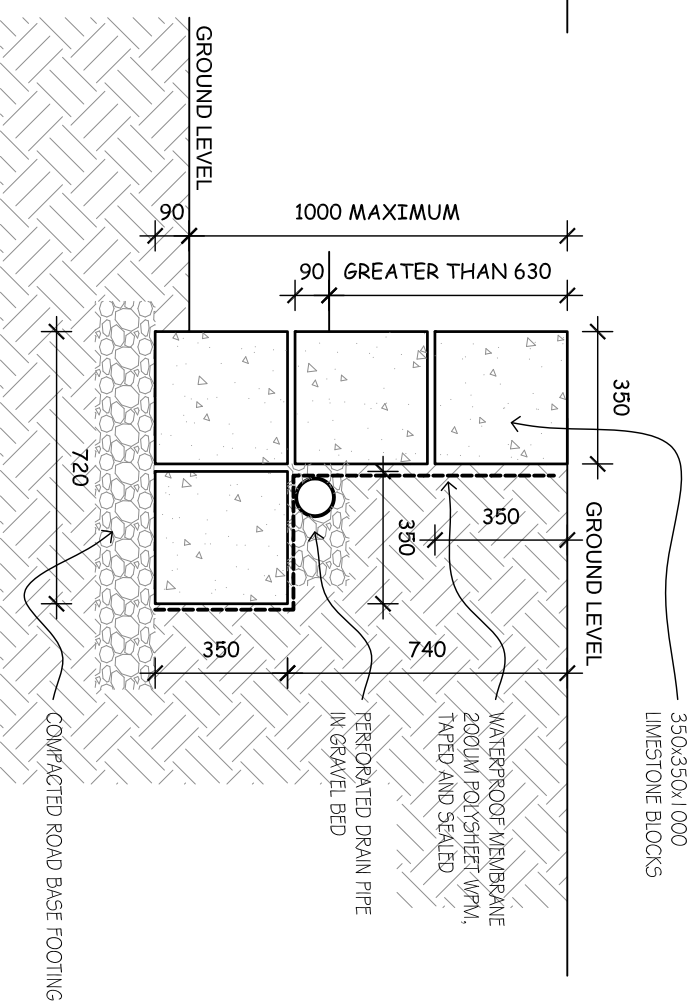


- COMPACT GROUND UNDER RETAINING WALL TO RESIST SEVEN (7) BLOWS PER 300mm (STANDARD PENETROMETER)
- SUBSTRATE TO BE ROADBASE
- PROCEED WITH BACKFILLING A MINIMUM OF SEVEN (7) DAYS AFTER COMPLETION OF WALL
- MORTAR TYPE (CEMENT:LIME:SAND) 1:1:6

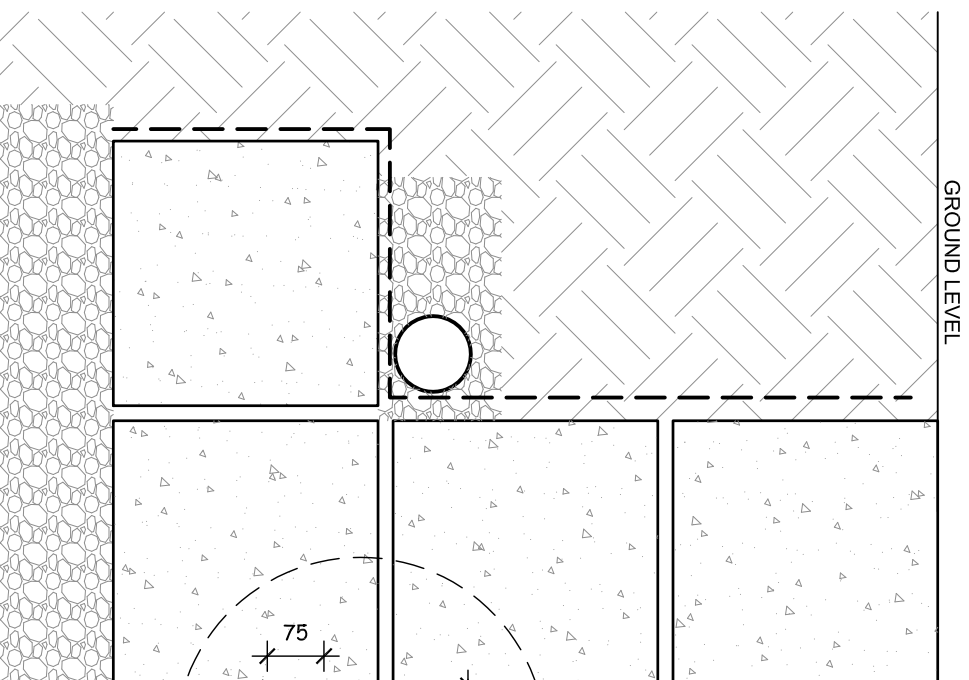
SECTION DETAIL
LIMESTONE BLOCK RETAINING WALL
GREATER THAN 1000H
SCALE: A3@1:20



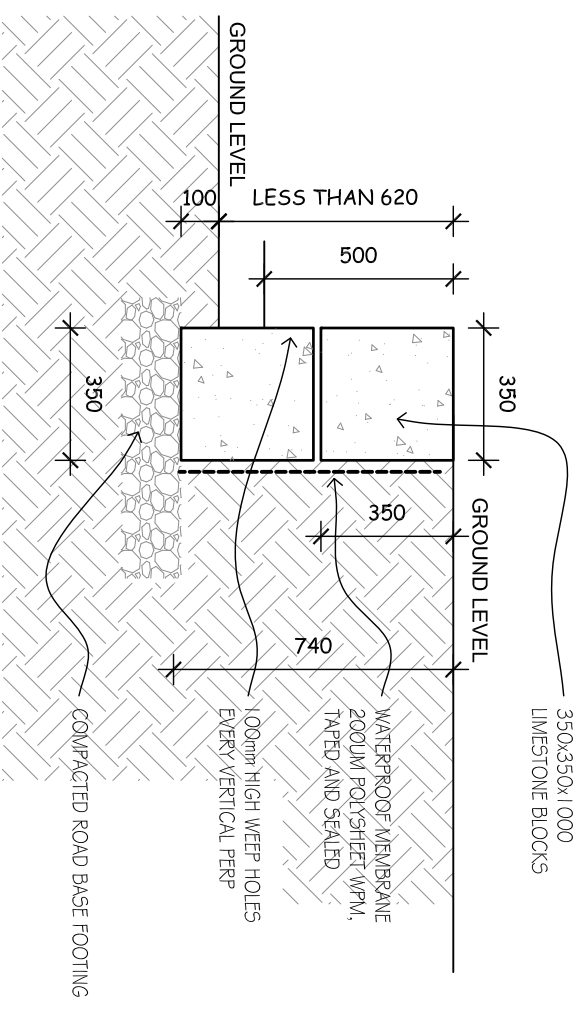
SECTION DETAIL 5 CHANNEL DRAIN
SCALE: A3@1:5



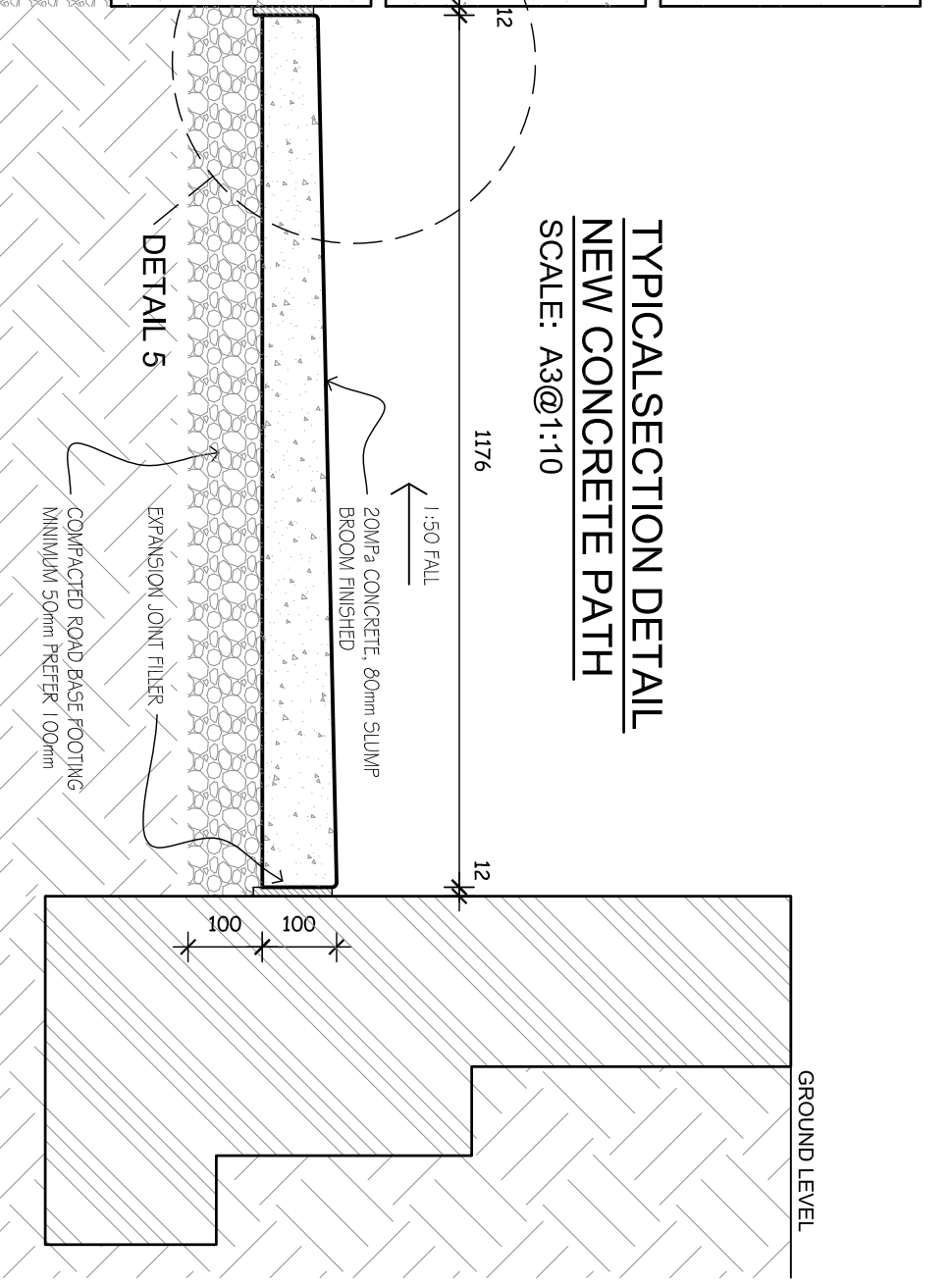
SECTION DETAIL
LIMESTONE BLOCK RETAINING WALL
GREATER THAN 630H MAX 1000H
SCALE: A3@1:20



TYPICAL SECTION DETAIL
NEW CONCRETE PATH
SCALE: A3@1:10



SECTION DETAIL
LIMESTONE BLOCK RETAINING WALL
LESS THAN 630H
SCALE: A3@1:20

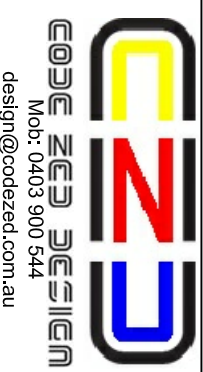


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TOWN OF NARROGIN



| DETAILS | |
|--------------|----------------|
| Job: 2018A | Scale: A3@1:20 |
| Designed: AG | Date: FEB 2018 |
| Drawn: AG | Checked: |
| Rev: 1 | Dwg No: A03 |