



REQUEST FOR QUOTATION

RFQ 19/20 - 07

STORM WATER MANAGEMENT – VARIOUS LOCATIONS

Request for Quotation (RFQ):	RFQ 19/20 – 07 Storm Water Management – Various Locations
Deadline:	4:00 pm Friday 6 December 2019
Address for Delivery of Quotation:	Email: rfq@narrogin.wa.gov.au <u>Quotation must be received by:</u> 4:00 pm Friday 6 December 2019
RFQ Number:	RFQ 19/20 - 07

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Attachment 1. Specifications

Attachment 2. General Conditions For The Provision Of Services

Attachment 3. Gnarojin Park Master Plan

SCOPE OF WORK

1. DESCRIPTION

The Shire of Narrogin is seeking to engage suitably qualified and experienced Consultants to supply detailed reports as described in the attached specification and for the purpose of storm water management at three (3) separate sites in Narrogin.

A non-compulsory site meeting will be held for registered Consultants on Friday 15 November 2019 commencing at 1.00pm, starting at the corner of Moss and Floreat Streets Narrogin.

2. SPECIFICATIONS

See Attachment 1.

3. TIMEFRAME

The date for delivery of the reports and other information as outlined in the specifications by the successful Consultant, is to be no later than **4.00pm Friday 28 February 2020** to **emtrs@narrogin.wa.gov.au**. Unless negotiated with the Principal.

Note: Submitting Consultants must give the Principal written guarantee that they can actually deliver the requirements of the specifications on time for the Principals budgeting process time lines.

3.1 Non-Conformance of Works or Materials

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

4. PERFORMANCE

The Consultant shall perform the works under this contract in an expert, professional, efficient and courteous manner.

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

5. CONSULTANTS 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 consultants and their employees) a safe workplace and safe system of work.

It is therefore required that Consultant 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 Consultant is to download the Shire's OS & H Handbook and comply with its contents. The Consultant must also comply with the below safety points but not limited to:

- The Consultant, its employees and sub-contractors having all necessary current licences and qualifications 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.

- 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 Consultants Workers Compensation Policy and Public Liability Policy appropriately covers the Consultants employees that are engaged in working on the contract.
- Copies of all insurance certificates of currency and licences are required to be provided as part of the Consultants submission.

6. SELECTION CRITERIA

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

PRICE

70%

VALUE FOR MONEY PRICE (INCLUDING GST) Fully inclusive of all costs and expenses to produce the outcomes required in this RFQ and specifications i.e. but not limited to – consumables, travel, accommodation, multiple and all site visits as required.

PROVEN, DEMONSTRATED PAST EXPERIENCE

20%

Respondents must supply details of projects relating to similar works, Including the names of contactable referees with contact phone numbers.

If the Consultant supplies the following categories of documents they will score as follows for a maximum score of 20%.

1) Supply details of more than five projects relating to similar works.	20 %
2) Supply details of three projects relating to similar works.	10 %
3) Supply details of two projects relating to similar works.	5 %
4) Supply details of one project relating to similar works.	2 %

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

METHODOLOGY

10%

The Consultant is to outline the methodology for the delivery of the projects.

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 on request.

8. LODGEMENT/ACCEPTANCE OF RFQ

RFQ's are to be received no later than **4:00 pm Friday 6 December 2019.**

All RFQ's are to be received via rfq@narrogin.wa.gov.au

Contact person and Principals Representative is Executive Manager Technical & Rural Services – Torre Evans, who can be contacted on 0427982072 or emtrs@narrogin.wa.gov.au.

Please note: any requests for clarification on any points contained within the specifications or other, received via phone, email or other correspondence will be responded to by the Principal to all Consultants registered for this RFQ.

If you intend to make a submission for this RFQ and wish to register to receive any updates or clarifications during the RFQ period, then please send an email to the Principals Representative Torre Evans at emtrs@narrogin.wa.gov.au stating the Consultants company name, contact persons details including mobile phone number and email address.

9. CONSULTANT'S OFFER**OFFER FORM****TO:**

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

I/We

Company:**Address:****ABN/GST Status:****ACN (if any):****Telephone No:****Email:**In response to **RFQ 19/20-07 – Storm Water Management – Various Locations**

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 _____ 2019

Signature of authorised Signatory:	
Name of Authorised Signatory (Please Print):	
Position:	
Address:	

CONSULTANT'S OFFER

Price for Site 1 as per the specifications in this RFQ Excluding GST	\$
GST	\$
Total Price for Site 1 as per the specifications in this RFQ Including GST	\$

Price for Site 2 as per the specifications in this RFQ Excluding GST	\$
GST	\$
Total Price for Site 2 as per the specifications in this RFQ Including GST	\$

Price for Site 3 as per specifications in this RFQ Excluding GST	\$
GST	\$
Total Price for Site 3 as per the specifications in this RFQ Including 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 Consultants 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**".

References should be for similar consultancy works, i.e. Storm Water Management, Hydrology.

Referees must be contactable so please include the name of the referee, email address and mobile phone number.

9.1.2 Subcontractors

If you intend to subcontract any requirement of this work out, please attach details labelled "**Subcontractors**", including:

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

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.

CONSULTANT'S OFFER

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 ☐

9.1.5 Principal Optional Separate Pricing

Site 1

To identify all clearances, applications and authorisations in order for the project to commence and proceed to completion. The Consultant to provide a separate quote to facilitate this service in full:

Cost Ex GST	\$	Cost Inc GST	\$
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Site 2

To identify all clearances, applications and authorisations in order for the project to commence and proceed to completion. The Consultant to provide a separate quote to facilitate this service in full:

Cost Ex GST	\$	Cost Inc GST	\$
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Site 3

If the Water Way Improvements are possible, the Consultant is asked to submit a separate quote to provide:

- Full detailed construction designs in accordance with the conceptual designs of the Waterway Improvements contained in the Master Plan, to shovel ready stage;
- Best estimate pricing for all components of the construction designs;
- Detailed comment on a maintenance schedule for the Water Way Improvements should they be built, including what would be the weekly/monthly/annual maintenance requirements, identify and cost for materials to maintain and what would be the labour component, should the Principal wish to put the construction designs out for procurement for construction and
- Identify and facilitate all clearances, applications and authorisations in order for the project to commence and proceed to completion of the Water Way Improvements.

Cost Ex GST	\$	Cost Inc GST	\$
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9.1.6 Deliverables

The consultant is required to outline the intended outputs which must include:

- Word versions of the reports;
- Maps of sites identifying defined catchment and
- Electronic versions of all documents.