

**Department of Planning, Transport and Infrastructure**

**APPLICATION TO:**

**Professional and**

**Technical Services**

**(Pre-qualification No. 17C811)**

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| **CONTACT FOR FURTHER INFORMATION** | E-mail: [***Louisa.Frost2@sa.gov.au***](mailto:Louisa.Frost2@sa.gov.au) |
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| **APPLICATIONS MAY BE EITHER:** | **Emailed to** *Louisa.Frost2@sa.gov.au*  Note: It may be necessary to split the application into several emails to keep it to an acceptable size. |

**Services Covered by 17C811 Professional and Technical Services**

| **Category** | **Services** |
| --- | --- |
| **Asbestos Management**  **CLOSED** | - Asbestos Survey’s, Site monitoring  - Air Monitoring |
| **Contamination**  **CLOSED** | * Contamination Services |
| **Environmental**  **CLOSED** | * Environmental Planning & Impact Assessment * Environmental Auditing * Environmental Training * Noise /Vibration * Air Quality * Dilapidation |
| **Landscaping & Arboriculture**  **CLOSED** | * General Landscape Construction * Revegetation * Irrigation * Herbaceous Weed Control * Woody Weed Control * Bushcare * Landscape Maintenance * Arboriculture |
| **Landscape and Urban Design**  **CLOSED** | * Landscape Design * Urban Design * Irrigation Design |
| **Heritage**  **CLOSED** | * Indigenous Heritage * Natural Heritage * European Built Heritage |
| **Pavement Engineering**  **CLOSED** | * Pavement Design * Traffic Load Distribution * Traffic Counts/Counting * Geotechnical Testing * Consultant Design/Advice including Proof Engineering & Verification * Traffic Management * Performance Testing – Resilient Modulus, Deflectograph, Skid Resistance |
| **Rail Professional and Technical**  **CLOSED** | * Alignment & Track Infrastructure * Signalling & Communication * Electrification * Stations * Depots & Stabling Yards * Crossings * Light & Heavy Passenger Rail |
| **Rail Safety and Operational Performance**  **OPEN** | * Rail Safety System Investigations * Rail Safety Audits and Development of Safety Management Systems * Systems Safety Engineering * Human Factors Analysis * Risk Management * Safety Assurance |
| **Geospatial Surveying**  **CLOSED** | * Cadastral Survey * Engineering Survey * Construction Survey * GIS Services * Aerial Imagery & Remote Data Capture |
| **Structural Engineering**  **CLOSED** | * Structural Design * Structural Drafting * Bridge Inspections/ Safety Audits |
| **Geotechnical Services**  **CLOSED** | * Geotechnical Sampling and Insitu Testing * Foundation and Earthworks Design * Slope Stability and Retaining Investigation and Design |
| **Transport Planning & Highway Design**  **CLOSED** | * RD1 – Road Design * RD2 – Lighting Design * RD3 – Traffic Signal Design * RD4 - Traffic Modelling * RD5 – Concept Planning * RD6 – ITS (Intelligent Transport System Design) |
| **Stormwater**  **CLOSED** | * Stormwater Design and Modelling |
| **Vegetation Services**  **CLOSED** | * Ecological Survey / Assessment (Flora & Fauna) * Tree Assessments |
| **Construction Risk Assessment**  **OPEN** | * Risk Assessment during Initialisation, Proving and Pre-delivery Phase for projects within: Transport Investment; Strategic Planning; Policy & Program * Risk Assessment during Initialisation, Proving and Pre-delivery Phase for projects within: Government Building & Facilities Delivery; Information Technology Investments * Risk Assessment for Procurement Phase * Risk Assessment for Delivery Phase * Risk Assessment for Realisation Phase |
| **Disability Discrimination Act 1992 (DDA) Compliance**  **CLOSED** | * Transport DDA Compliance * Premises DDA Compliance |

**INSTRUCTIONS**

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| General  *Companies (Applicants) wishing to apply for prequalification for Professional and Technical Services with the Department of Planning, Transport and Infrastructure (DPTI)* ***must*** *contact DPTI to determine which disciplines have the capacity for more suppliers* ***before*** *completing an application.*  *Companies must then fill out this Application Form and attach the information requested.*   * *Complete the Application Form and save as a .docx or .pdf file (without these instructions).* * *save the attachments as .pdf files. Where the files are small, they should be combined so that an absolute maximum of 10 files in total are submitted. Strictly follow the numbering system in this form when preparing the attachments.*   Submitting the Application  *Applications must:*   1. *include all documentation outlined in this Application Form, together with any other supporting technical or financial information;* 2. *include file names which clearly indicate the applicable section numbers of this application that are addressed in the file; and* 3. *be submitted to* [*Louisa.Frost2@sa.gov.au*](mailto:Louisa.Frost2@sa.gov.au)*with the following subject line:*   *NEW APPLICATION – 17C811 PROFESSIONAL AND TECHNICAL SERVICES*  ***Do not*** *submit a hard copy.*  *Enquiries may be directed to* [***Louisa.Frost2@sa.gov.au***](mailto:Louisa.Frost2@sa.gov.au)*.*  Publication of Details  *Once prequalified, the contact details provided in this Application Form will be published on the following internet site:* [*http://www.dpti.sa.gov.au/documents/contractsandtenders/prequalification*](http://www.dpti.sa.gov.au/documents/contractsandtenders/prequalification)*.*  *It is the Applicant’s responsibility to ensure that the contact details provided are up to date.*  *Contractors must be registered on the SA Tenders and Contract internet site (*[*https://www.tenders.sa.gov.au*](https://www.tenders.sa.gov.au) *) to receive invitations to tender.* |

1. **APPLICATION FORM**

**Supplier Information**

|  |  |
| --- | --- |
| Trading Name | <insert name> |
| Registered Name | <insert name> |
| ACN | <insert number> |
| ABN | <insert number> |
| Address of registered office | <insert address> |
| Place of business in South Australia (if relevant) | <insert address> |
| Type of entity (e.g. company, trust, partnership, sole trader, other) | <insert entity> |
| Key Personnel (e.g. directors, chief executive officer, principal of business etc) | <insert names and positions> |
| Telephone | <insert phone number> |
| Website | <insert URL> |

**Contact Details**

|  |  |
| --- | --- |
| Contact Person | <insert name> |
| Position | <insert position> |
| Address | <insert address> |
| Postal address | <insert address, if different to the above> |
| E-mail | <insert email address> |
| Telephone | <insert phone number> |

**Conflict Of Interest**

You must provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest or potential conflict of interest, and actions to prevent or manage the conflicts of interest.

**Financial Viability**

You are required to demonstrate that You have the financial viability to deliver the Government Agency’s Requirement. The following questions apply to Your business, its parent or any associated entities or any director(s), including any consortium members and partners where relevant.

If the answer to any of the following questions is ‘yes’, provide an explanation.

|  |  |
| --- | --- |
| Are there any significant events, matters or circumstances which have arisen within the past 12 months that could significantly affect Your operations? Have there been any:   * bankruptcy and/or de-registration actions; or * insolvency proceedings (including voluntary administration, application to wind up, or other like action), either actual or threatened, against You in the past three years? If so, what (if any) remedial action has been taken? | Yes/No |
|  | |
| Are You currently in default of any agreement, contract, order or award that would or would be likely to adversely affect Your financial capacity to deliver the Government Agency’s Requirement? Are there any other factors which could adversely impact on Your financial ability to successfully perform the obligations in this Application? | Yes/No |
|  | |

**Risk Management**

Provide details of the risk management strategies and practices that You would implement in the delivery of the Government Agency’s Requirement.

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Provide details of Your Workplace Health and Safety record over the previous three years. This should include the number of accidents, number of lost time accidents, etc.

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**Value for Money**

What is Your strategy and methodology to ensure that value for money is achieved and delivered?

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**Insurances**

Provide details of each insurance policy relevant to the Government Agency’s Requirement.

|  |  |
| --- | --- |
| **Public Liability Insurance** | |
| Certificate of Currency of Public Liability Insurance attached to this response document | Yes/No |
| Value of Insurance |  |
| Validity of Insurance |  |
| **Professional Indemnity Insurance** | |
| Certificate of Currency of Professional Indemnity Insurance attached to this response document | Yes/No |
| Value of Insurance |  |
| Validity of Insurance |  |

**Prequalification Discipline(s) Being Applied For**

Please specify sub-categories where appropriate.

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| --- |
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**Compliance**

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| --- | --- |
| **Terms and Conditions** | |
| Does your offer comply with the proposed Terms and Conditions outlined in [Attachment 1](#_attachment_1). | Yes/No |
| **Specifications** | |
| Does your offer comply with the relevant specifications outlined in the Prequalification Guidelines? Please attach any relevant documentation. | Yes/No |
| **Panel Special Conditions** | |
| The following special conditions will apply to all suppliers appointed to the Professional and Technical Services pre qualification: Any supplier will be removed, if the supplier:  1. Does not respond to a request for quote for one year having been offered at least three opportunities to tender, or 2. Three consecutive non-conformances or three non-conformances within one calendar year, or 3. Fails to demonstrate their ability to meet the minimum assessment requirements for their appointed service categories due to staff changes. Suppliers are required to notify DPTI of any staff changes.  Suppliers demonstrating poor performance may also be reduced to low value/ low risk engagements of <$33 000 incl GST subject to the following methodology  1. Three suggested improvements within one calendar year, or 2. Two consecutive non-conformances or, two non-conformances within one calendar year | |
| Do You accept the Special Conditions of the pre qualification? | Yes/No |

**FOR OFFICE USE ONLY**

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| ................Application(s) opened on ............./............/2018  By: .................................................................... ...........................................................  (Signature of Authorised Officer) (Printed Name of Authorised Officer)  And: .................................................................... ...........................................................  (Signature of Authorised Officer) (Printed Name of Authorised Officer) |

1. **Requirements and TEMPLATES**

## Organisational Structure

Provide details of Your organisational structure and the business units relevant to the delivery of the Government Agency’s Requirement (including any necessary diagrams).

## Management Systems

Provide details of Your Management Systems covering quality and document control processes, non-conformance management, staff training and development, organisational development, safety systems and Safe Work Method Statements (SWMS).

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## Work history

Work History shall include a minimum of 3, and a maximum of 5 relevant project examples completed within the past 2 years per nominated service category. Include evidence, project value, details and referees.

|  |  |
| --- | --- |
| **Nominated Service Category:** <insert nominated service category as per Column B> | |
| **Capability Statement of Your company for this Service Category:** <insert capability statement for the nominated service category in no more than 150 words as per Column B> | |
| **Project Example 1:** | |
| Project Title: | <insert project title and name of client organisation> |
| Project Details: | <insert project details including scope of work, deliverables, indicate if the project was delivered on time and within budget>  <limit details to no more than 150 words> |
| Project Value | <insert project value> |
| Project Referees | <insert title, name, address, e-mail and telephone number of contact person at client organisation> |
| **Project Example 2:** | |
| Project Title: | <insert project title and name of client organisation> |
| Project Details: | <insert project details including scope of work, deliverables, indicate if the project was delivered on time and within budget>  <limit details to no more than 150 words> |
| Project Value | <insert project value> |
| Project Referees | <insert title, name, address, e-mail and telephone number of contact person at client organisation> |

<insert additional table/s for additional Work History>

## Qualifications and Experience of key staff

Detail the experience and expertise of each key staff member and their role per nominated service category:

|  |  |
| --- | --- |
| **Nominated Service Category:** <insert nominated service category as per Column B> | |
| **Name** | <insert name> |
| Qualifications | <insert qualifications> |
| Skills | <insert skills> |
| Relevant Experience | <insert relevant experience> |
| Availability for duration of contract | <insert availability> |
| Location | <insert location of resource> |
| Role in delivery of Government Agency’s Requirement | <insert role> |
| **Name** | <insert name> |
| Qualifications | <insert qualifications> |
| Skills | <insert skills> |
| Relevant Experience | <insert relevant experience> |
| Availability for duration of contract | <insert availability> |
| Role in delivery of Government Agency’s Requirement | <insert role> |

<insert additional table/s for additional Key Staff>

## Rates Cards

\*Please endeavour to match your staff to the roles outlined below. Only include a rate card to the relevant services in your response document.

\*\*Rates shall be inclusive of GST

|  | | | **Hourly Rate ($)** | | |
| --- | --- | --- | --- | --- | --- |
| **Services** | **Position/Role** | **Supplier Comment** | **0– 3 months** | **3 – 6 months** | **6+ months** |
| **Construction Risk Assessment** | Principal |  |  |  |  |
| Facilitator |  |  |  |  |
| Technical Subject Matter Expert |  |  |  |  |
| Other |  |  |  |  |
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# SCHEDULE CHECKLIST FOR APPLICATION

##### For each item please tick the box to indicate that the Schedule has been completed and included with your Application.

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| --- | --- | --- |
| 0 |  |  |
| 1 | Schedule of Rates. | □ |
| 2 | Certificate of Currency of Public Liability Insurance. | □ |
| 3 | Certificate of Currency of Professional Indemnity. | □ |
| 4 | Organisational Structure. | □ |
| 5 | Work History. | □ |
| 6 | Management Systems. | □ |
| 7 | Qualifications and Experience. | □ |
| 8 | Application Form. | □ |

# attachment 1

The terms and conditions for contract are the State Procurement Board Goods and Services Agreement and/or Australian Standard 4122-2010 General Conditions of Contract and Special Conditions for Professional Consulting Services.

For a quick link to DPTI General Conditions of Contract, please follow the following link:

<https://www.dpti.sa.gov.au/contractor_documents/dpti_general_conditions_of_contract>

**Terms and Conditions and Insurance Requirements**

| **Category** | **Services** | **Terms and Conditions** | **Insurance** |
| --- | --- | --- | --- |
| **Asbestos Management** | * Asbestos Survey’s, Site monitoring * Air Monitoring | SPB G&S | Public Liability $10m  Specialised Asbestos Removal Insurance |
| **Contamination** | * Contamination Services | SPB G&S | Public Liability $10m  Professional Indemnity $5m |
| **Environmental** | * Environmental Planning & Impact Assessment * Environmental Auditing * Environmental Training * Noise /Vibration * Air Quality * Dilapidation | AS4122-2010 | Public Liability $10m  Professional Indemnity $5m |
| **Landscaping**  **& Arboriculture** | * General Landscape Construction * Revegetation * Irrigation * Herbaceous Weed Control * Woody Weed Control * Bushcare * Landscape Maintenance * Arboriculture | SPB G&S | Public Liability $10m  Products Liability $10m |
| **Landscape and Urban Design** | * Landscape Design * Urban Design * Irrigation design | AS4122-2010 | Public Liability $10m  Professional Indemnity $5m |
| **Heritage** | * Indigenous Heritage * Non-Indigenous Built Heritage | SPB G&S | Public Liability $10m  Professional Indemnity $5m |
| **Pavement Engineering** | * Pavement Design * Traffic Load Distribution * Traffic Counts/Counting * Geotechnical Testing * Consultant Design/Advice including Proof Engineering & Verification * Traffic Management * Performance Testing – Resilient Modulus, Deflectograph, Skid Resistance | AS4122-2010 | Public Liability $10m  Professional Indemnity $5m |
| **Rail Professional and Technical** | * Alignment & Track Infrastructure * Signalling & Communication * Electrification * Stations * Depots & Stabling Yards * Crossings * Light & Heavy Passenger Rail | AS4122-2010 | Public Liability $10m  Professional Indemnity $5m |
| **Rail Safety and Operational Performance** | * Rail Safety System Investigations * Rail Safety Audits and Development of Safety Management Systems * Systems Safety Engineering * Human Factors Analysis * Risk Management * Safety Assurance | AS4122-2010 | Public Liability $10m  Professional Indemnity $5m |
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| **Geotechnical** | * Geotechnical Sampling and Insitu Testing * Foundation and Earthworks Design * Slope Stability and Retaining Investigation and Design | AS4122-2010 | Public Liability $10m  Professional Indemnity $5m |
| **Transport Planning & Highway Design** | * RD1 – Road Design * RD2 – Lighting Design * RD3 – Traffic Signal Design * RD4 - Traffic Modelling * RD5 – Concept Planning * RD6 – ITS | AS4122-2010 | Public Liability $10m  Professional Indemnity $5m |
| **Stormwater** | * Stormwater Design and Modelling | AS4122-2010 | Public Liability $10m  Professional Indemnity $5m |
| **Construction Risk Assessment** | * Risk Assessment during Initialisation, Proving and Pre-delivery Phase for projects within: Transport Investment; Strategic Planning; Policy & Program * Risk Assessment during Initialisation, Proving and Pre-delivery Phase for projects within: Government Building & Facilities Delivery; Information Technology Investments * Risk Assessment for Procurement Phase * Risk Assessment for Delivery Phase * Risk Assessment for Realisation Phase | SPB G&S | Public Liability $10m  Professional Indemnity $5m |
| **Vegetation** | * Ecological Survey / Assessment (Flora & Fauna) * Tree Assessments | SPB G&S | Public Liability $10m  Professional Indemnity $5m |
| **DDA Compliance** | * Transport DDA Compliance * Premises DDA Compliance | AS4122-2010 | Public Liability $10m  Professional Indemnity $5m |