

Evaluation Plan Template for Infrastructure Projects

1. Introduction

This Evaluation Plan relates to the tender processes to engage a contractor for the construction of new irrigation pump house and another tender process to select a contractor to undertake the irrigation works.

This plan details the Evaluation Team and its responsibilities, the evaluation methodology and the evaluation criteria by which offers received will be evaluated. The Request for Tender or other procurement/tender documents must include the evaluation criteria and methodology as set out herein.

The methodology for this procurement will be select tender to engage a contractor for the construction a new pump house. An open tender will be used to select a suitable irrigation contractor the irrigation works. All processes will be undertaken in accordance with the Government Procurement Act, supporting regulation and the endorsed procurement plan.

2. Evaluation Team

The evaluation team detailed below has been formed to evaluate the responses to the tender.

All members of the evaluation team are aware of their responsibilities and obligation to demonstrate impartiality and equity to all respondents.

2.1 Role

The evaluation team will be responsible for:

- a) maintaining probity;
- b) evaluating the responses in accordance with the criteria and methodology;
- c) documenting the evaluation process;
- d) preparing an evaluation report;
- e) seek Director General or Delegate approval to proceed with a contract with the preferred respondent; and
- f) debriefing unsuccessful respondents.

2.3 Members

Members of the evaluation team are personally appointed and should not be withdrawn or replaced without the approval of the Director General or Delegate.

Position	Name	Directorate
Chair	Steve Thomas	PCW
Member	Sophie Clement	UPR
Member	Natasha Leggett	UPR

2.4 Specialist Advice and Support

The evaluation team may, as required, utilise specialist advice to assist in the evaluation process.

The areas of experience may include:

- a) technical analysis, including advice from Consultants and PCW Directors/Managers;
- b) past performance, including advice from officers within ACT Government
- c) financial assessment;
- d) assessment of the Work Health and Safety System;
- e) probity and technical procurement advice, including from the ACT Government Solicitor and PCW Directors/Managers (such advice may include, but not be limited to, technical drafting advice and review of draft evaluation reports for clarity and consistency with the *Government Procurement Act 2001* (ACT) and the RFT)*; and
- f) legal issues, including advice from the ACT Government Solicitor.

3. Evaluation Process and Criteria

3.1 Evaluation Process

- a) All tenders will be assessed using the methodology outlined below. The methodology takes into consideration the process that will be used to assess value for money. Tenderers will be required to address the Evaluation Criteria listed as part of their Tender Submission and the Evaluation Team will examine each offer received.
- b) Any offer that does not comply with the Conditions of Tender in the Contract documents or is incomplete may be deemed to be non-conforming and may be excluded from further consideration. Tenders not complying with any of the Mandatory Criteria will be excluded from further consideration;
- c) Public Sector Offers: Any offers received from Government bodies (Local, State, Territory or Commonwealth) will be evaluated using the principle of 'competitive neutrality' as defined by the National Competition Policy, i.e. offers should include all commercial costs that private sector organisations would include in their offers;
- d) An Alternative tender may only be considered if it is submitted together with conforming tender. If considered, they will initially be evaluated to determine if they provide a product or service which at least equals the project objectives set out in the tender documents. Should such an offer be considered not to provide such benefit it may be excluded from further consideration;
- e) The Evaluation Team may seek in writing additional information for clarification of offers received where this information does not materially impact on the conformance of the tender nor alter the tender price. All clarifications will be fully documented and appropriately filed.

- f) The Evaluation Team may seek an independent Safety Professional's assessment of each Tenderer's submission against Assessable Criteria 5 – Work Health and Safety System. The independent Safety Professional will provide a written report supporting the score (0 – 10 range in accordance with the attached Risk Rating Table), and this score will generally be adopted by the Tender Evaluation Team.
- g) Initially the tender will be scored against the Evaluation Criteria using the scoring regime in the Risk Rating Table attached to this plan. The Evaluation Team will reach a consensus score for each response. The overall score is the cumulative total of individual weighted criteria multiplied by their respective score.
- h) Where any offer is rated a score of 3 or below, for any individual criterion, it may be excluded from further consideration where the Evaluation Team considers the offer represents an unacceptable risk to the Territory.
- i) The tenders shall then be ranked on the basis of score and may be short-listed. Tenders short-listed will be those with the highest scores. A shortlist may be made up of 2 - 3 Tenderers.
- j) The short-listed tenders may be further assessed by comparison with the lowest priced tender to test if the difference in price of the highest scored tender represents value for money for the specific project.
- k) The preferred tenderer will be the tenderer offering best value for money having regard to all relevant factors and may not necessarily be the tenderer with the highest score. These relevant factors **must** be disclosed in the RFT and must include "the level of risk to which the proposed solution exposes the interests of the ACT".
- l) If the preferred tenderer is not the tenderer with the highest score, full justification for selection of another short listed tender will be provided.
- m) The short-listed tenderers may be requested to attend an interview with the Evaluation Team. The full Evaluation Team will be present at the interview. All documentation presented and minutes of the interview will be kept for inclusion into the Contract should the tenderer be successful.
- n) The risk assessment in the approved Procurement Plan for this project may be utilised to test if reduction in identified risks justifies the selection or otherwise of the tenderer with the highest score.
- o) Once a preferred tenderer has been identified, any post offer negotiations, if required, will take place prior to entering into a Contract.
- p) Negotiations will take place solely with the preferred tenderer until such time as either: (i) a contract is formed; (ii) the preferred tenderer withdraws their offer; (iii) the capacity to negotiate is exhausted; or (iv) the Territory decides to accept no offers and may elect to recall tenders.
- q) On formation of a contract or in the event that no offers are accepted, the unsuccessful tenderers will be notified in writing and offered the opportunity to attend a debriefing session.

3.2 Evaluation Criteria

Subject to the note below on Variable Weighting, the table below shows the criteria and weighting that will be used to assess responses.

ASSESSABLE CRITERIA	WEIGHTING
<p>1. Appreciation and understanding of the scope, requirements and tasks for this project and ability to undertake the works, including:</p> <ul style="list-style-type: none"> • Project risks and project tasks identified and methodology proposed to properly manage the risks and tasks. • Project program showing key milestones and dates. • Tenderer to provide confirmation on the availability of all key personnel (internal staff and sub-consultants) nominated for the duration of the project. Include a list of any other projects or responsibilities that are being undertaken at the same time as the contract period for this project. • Confirm ability to undertake and/or comment on RFT project program dates. Provide a statement and project program to demonstrate how the tenderer can commence and complete works within the required timeframe. 	30%
<p>2. Demonstration of Past Performance</p> <ul style="list-style-type: none"> • List and briefly describe similar projects they have successfully undertaken in the last five years. Provide information on key team members (roles), project values, timeframes for project delivery and contact details of referees involved in referenced projects. <p>Tenderer is to limit each project to 1 A4 page maximum</p> <p>Note:</p> <p>The Tender Evaluation Team may also use records of performance, claims, and compliance of Codes provided by other ACT Government Agencies, Departments or Consultants engaged by the ACT Government to determine the Tenderers past performance on similar types of projects.</p>	20%
<p>3. Work Health Safety Record</p> <ul style="list-style-type: none"> • Provide and describe records of any fines or other penalties (including Prohibition Notices) issued by WorkSafe ACT in the past 5 years. • Provide example WHS&R site management plan (from a similar project) suitable for implementation on this project. 	30%

<p>4. Tender Price (Financial)</p> <ul style="list-style-type: none"> • Provide the completed Pricing Schedule and the completed Short Form Request and Contract Schedule. <p>Method of Assessment of financial offer:</p> <p>If the lowest financial offer quoted in a tender is lower than $0.8F_{avg}$ (where F_{avg} is the average financial offer of all qualifying tenders), then Financial Offer Score = $((0.8 \times F_{avg}) / \text{Tenderer's Financial Offer}) \times 10$ with the maximum Financial Offer Score capped at 10</p> <p>If the lowest financial offer quoted in a tender is higher than $0.8F_{avg}$, then Financial Offer Score = $(\text{Lowest quoted fee} / \text{Financial Offer}) \times 10$</p> <p>The financial offer score may be adjusted if the financial proposal is seen as a high risk to the Territory, e.g. very low offer, substantial departure from the average offer, or much higher than the budget.</p> <p>Note: Analysis of the financial offer, including rates in the Bill of Quantities may be undertaken by the Tender Evaluation Team to assist in determining the preferred Tenderer. This may include a sensitivity analysis of costs involving the extension of provisional quantities and/or foreseeable variations. (No additional information is required for submission by the Tenderer)</p>	20%
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Tenderers must respond to the above Evaluation Criteria and submit as part of their tender.

3.3 Late Tenders

When Tenders ACT receive and process a late tender lodgement, the Tenders ACT Support Team will advise the project officer the time and date of electronic lodgement for a particular tender.

Late Tenders and incomplete Tenders may be admitted for evaluation at the absolute discretion of the Territory, and in accordance with AS4120 Code of Tendering and Probity advice.

In deciding whether to admit a late Tender for evaluation, the Territory may take into account any factors it considers relevant, including without limitation:

- a) Whether the late Tenderer is likely to have had an opportunity to obtain some unfair advantage from late submission;
- b) How late the Tender is, the reasons given for lateness and evidence available;
- c) Whether the Tender was mishandled by the Territory, by an official postal service or by a reputable delivery service; and
- d) Evidence of unfair practices.

4. Evaluation Report & Letters of Decline/Debriefings

4.1 Evaluation Report

The evaluation team will prepare the following information for inclusion with the evaluation report.

- a) background to the process;
- b) the evaluation process, including comments (strengths and weaknesses) and scores against each criteria;
- c) the weighted score of each tender;
- d) value for money;
- e) proposed methods for management of tender specific risks;
- f) identification of any issues which should be resolved by negotiation; and
- g) recommendations to the Director General or approving delegate.

4.2 Letters of Decline / Debriefings

Letters of decline will be sent to all unsuccessful Tenderers. Letters of decline and debriefings will comply with the requirements outlined in Procurement Circular 2007/05 *Debriefing Unsuccessful Tenderers*.

Risk Rating Table for use in Tender Evaluation

Descriptor	Sample Commentary	Rating
Superior	Highly convincing and credible. Response demonstrates superior capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion..Comprehensively documented with all claims fully substantiated. Insignificant risk.	10
Outstanding	Highly convincing and credible. Response demonstrates outstanding capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Documentation provides complete details. All claims adequately demonstrated and substantiated. Insignificant risk.	9
Excellent	Response complies, is convincing and credible. Response demonstrates excellent capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Some minor lack of substantiation but the Tenderer's overall claim is supported. Low risk.	8
Very Good	Response complies, is convincing and credible. Response demonstrates very good capability, capacity and experience, relevant to, or understanding of, the requirements of the Evaluation Criterion. Minor uncertainties and shortcomings in the Tenderer's claims or documentation. Low risk.	7
Good	Response complies and is credible but not completely convincing. Response demonstrates adequate capability, capacity and experience, relevant to, or understanding of, the requirements of the Evaluation Criterion. Tenderer's claims have some gaps. Low risk.	6
Adequate	Response has minor omissions. Credible but barely convincing. Response demonstrates only a marginal capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk.	5
Reservations	Barely convincing. Response has shortcomings and deficiencies in demonstrating the Tenderer's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk.	4
Poor	Unconvincing. Response has significant flaws in demonstrating the Tenderer's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk.	3
Very Poor	Unconvincing. Response is significantly flawed and fundamental details are lacking. Minimal information has been provided to demonstrate the Tenderer's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. High risk.	2
Inadequate	Response is totally unconvincing and requirements have not been met. Response has inadequate information to demonstrate the Tenderer's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. High risk.	1
Not Acceptable	Tenderer was not evaluated as it did not provide any requested information and/or contravened nominated restrictions. High risk.	0

Clement, SophieJ

From: Clement, SophieJ
Sent: Wednesday, 18 November 2015 1:53 PM
To: Thomas, Stephen (ACTPS)
Subject: Isaacs Ridge trails - evaluatin team
Attachments: 151006-FUNC_BRIEF_Isaacs-Trail-Mgmt-Plan.docx

Hi Stephen,

The evaluation team member representatives from CWDD/ client area are:
CWDD Natasha Babich
PCS Kate Hadden

We should have some of the key details finalised this afternoon. You should have a copy of the functional brief to PCW (attached again just in case) – I will send through the statement of requirements for the brief as part of the tender to you tomorrow.

Do you need any other info to prepare the PPM?

Thanks,
Sophie

Sophie Clement | Project Officer

Phone 02 6207 4857

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*Think before you print: 1 ream of paper=6% of a tree and 5.4kg of CO₂ in the atmosphere; 3 sheets of A4 paper=1 litre of water



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FUNCTIONAL BRIEF

to Procurement Capital Works

for

**Isaacs Ridge Pine Plantation:
Mountain Bike trail network upgrade**

2015-16

September 2015

On Behalf of Client Agency

Capital Works Design & Delivery

TERRITORY AND MUNICIPAL SERVICES DIRECTORATE

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ATTACHMENTS:

Attachment A: Isaacs Ridge Mountain Bike Trail Upgrade project – Consultation Report
September 2015

Attachment B: Isaacs Ridge - Maps

1.0 BACKGROUND

Recreational use and mountain bike trails at Isaacs Pines

Isaacs Pines is an important recreational area for a number of different users groups and is located in close proximity to a residential area. The suburb of Isaacs backs on to the Pines and further to north, the suburb of O'Malley backs on to the reserve area.

It is estimated there are more than 5 kilometres of existing mountain bike trails in Isaacs Pines that have been constructed by members of the public unofficially, unprofessionally and unsafely over a number of years. This network includes technical downhill mountain biking trails which are generally designed to be ridden at high speed. The trails include jumps over fire trails and fire trail crossing points without adequate line of sight; posing significant risk to mountain bike users and other users.

Community members and groups have conducting unapproved events on this trail network for many years and would like to formally undertake sanctioned events. The ACT Parks and Conservation Service (PCS) has significant concerns with the safety of the site and presently do not have knowledge of the surety of these trails in terms of safety, stability, suitability or environmental impact.

While mountain bike riding is permitted on most formed vehicle trails within all of Canberra Nature Park reserves, single track mountain bike trails (mountain bike trails) is often built unofficially. PCS has found that providing the opportunity for construction of mountain bike trails in PCS approved areas can assist in stopping the proliferation and use of illegal trails in more sensitive ecological areas and nature reserves.

Public Consultation and Trail Management Plan

The ACT Government undertook open public consultation in August of this year to find out how the area is currently used for recreation, what issues arise between users and what members of the public would like to see happen in the area.

Refer **Attachment A**: Isaacs Ridge Mountain Bike Trail Upgrade project – Consultation Report September 2015

Anthony Burton was then commissioned to develop recommendations based on the consultation and an appropriate Trail Management Plan for the area of the pines. The plan will include a proposed trail network for mountain bike trails and other recreational users. It is to include detailed trail specifications. This report will be complete by 31 October 2015 at which time will seek Minister endorsement for the Plan.

Upon completion of the Trail Management Plan TAMS will provide PCW with the full extent of trail building work required and specifications.

2.0 PROJECT FUNCTION

To address the need for formalised downhill mountain bike trails within the Isaacs Pines to improve safety of users, better manage use and meet community needs while maintaining the area as well used recreational area for all users.

This project will construct selected priority elements of the trail infrastructure recommended by the approved *Isaacs Pines Trail Management Plan*.

3.0 SITE

The pine plantation at Isaacs Ridge is located behind the suburbs of Isaacs and O'Malley in South Canberra in the Woden Valley.

The site encompasses Block No. 159 Jerrabomberra and Block No.6; Section 593 Isaacs.

Refer **Attachment B**: Isaacs Ridge - Maps

Site context – Isaacs Ridge pine plantation

1. An area of 23 Ha of ACT Forestry commercial pine plantation
2. The commercial pine plantation is managed by ACT Foresters within Parks and Conservation Service.
3. The land is managed by the South District, Urban Reserves, Parks and Conservation Service.
4. This area is routinely used by local residents and day walkers.
5. The area is part of the commercial estate; however the proximity to urban development may dictate future management decisions.
6. The area is not currently adjusted for stock grazing.

Traditionally the management of pine plantations by the ACT Government aims to generate sufficient income from timber sales to offset land management costs while ensuring the maintenance of long-term social and environmental benefits.

The Isaacs Pines area is bordered by Isaacs Ridge Nature Reserve.

Zoning

Isaacs Ridge

- *Jerrabomberra Block No. 159: DES designated land*
DES: DESIGNATED
Pc: Nature Reserve; Pd: Special Purpose Reserve.
- *Isaacs Block No.6; Section 593*
DES: DESIGNATED; NUZ3: HILLS, RIDGES AND BUFFER AREAS
Pc: Nature Reserve; Pd: Special Purpose Reserve; Pe: Urban Open Space; PUBLAN: Public Land

Access

Access is via the PCS gate off Shepherdson Place, Isaacs. Access and access requirements are to be confirmed with the Parks and Conservation Service (PCS) South District Ranger.

The area is not to be accessed off Long Gully Road.

The contractor is to liaise with the PCS Ranger to arrange access. Contact details provided below.

4.0 PROJECT OBJECTIVES AND OUTCOMES

This project aims to deliver the recommendations of the Isaacs Pines Trail Management Plan through the construction of selected priority elements.

The Trail Management Plan makes recommendations for infrastructure and planning to:

- Improve trails for a variety of users, particularly downhill mountain biking.
- Improve standard of trails to allow government to sanction events and which will enable organisers to access insurance channels.
- Reduce inappropriate recreation within adjoining nature reserves.
- Increase amenity to a range of users
- Minimise potential user conflict between users
- Increase engagement of the community in the ongoing maintenance of the recreational facility.
- Reduce ongoing management costs from maintenance

5.0 PROJECT SCOPE

This project seeks to engage:

1. a suitably qualified and experienced **specialist trail builder** to construct trail infrastructure in accordance with this functional brief and the approved Trail Management Plan recommendations and proposed trail network. Detailed trail alignment on the ground will be required.

It is proposed the contractor be engaged using a select tender process to three suppliers.

2. a suitably experienced and qualified consultant to act as the **Client Representative** to approve trail alignments and review the contractor's work.

It is proposed the Client Representative be engaged using a single select Request for Quotation process.

Variations to Project Scope

Scope change proposals must be submitted for review and approval to the Client consistent with the Basic Brief before any changes are implemented. The procedure for variations will be confirmed at the inception meeting for this project.

Procurement and Capital Works: To undertake all activities related to procurement and to manage the contract. A collaborative approach to delivering the contract to be adopted to help achieve the key objectives in time for securing funding for capital works in future years.

5.0 CONSULTANT SCOPE OF WORK

A specialist consultant is to be engaged to act as the Client Representative to:

- a) approve trail alignments with the TAMS Project Officer, the volunteer maintenance group and the PCS Ranger.
- b) check alignments and that the work is being constructed in accordance with the Trail Management Plan and the trail specifications provided in the work brief for construction at key hold points
- c) upon completion of the work, certify the trail grading for each trail under the IMBA trail rating system

6.0 CONTRACTOR SCOPE OF WORK

A specialist mountain bike trail builder is to be engaged to construct trails and associated infrastructure in accordance with this project brief and the specifications attached.

The scope of services to be provided by the contractor are:

- a) Detailed trail alignment
- b) Construction of trails and infrastructure
- c) Trail building workshops with the volunteer group

6.1 General project requirements – construction contractor

1. Due diligence must be undertaken in relation to identifying underground services to ensure works are designed to minimise opportunities for disturbing these and for scope change during construction. Dial-before-dig must be conducted by the Contractor if applicable.
2. Conform to all requirements relating to working in a reserve area, including conditions for access, issue of keys, prohibition of dogs, fires, littering, firearms and others to be provided in writing. Refer Attached
3. Put in place management measures to ensure the work site, materials and machinery are secured and that potential public hazards are mitigated at all times during construction.
4. Ensure all materials are stored appropriately and in a way that minimises risk of contamination to the environment.
5. Identify if a Waterways Works License is required for work in drainage lines and if required, obtain the necessary approval for this work.
6. There are no known existing heritage sites, however Aboriginal artefacts have been found in the general area of works. In the instance that the contractor uncovers a potential Aboriginal artefact all work is to be stopped in the immediate area and the PCS Ranger is to be contacted. The artefact should be retained and handed over to the PCS Ranger.

6.2 Detailed trail alignment

The Trail Management Plan will define the proposed trail network at Isaacs Pines showing approximately 10 - 12 metre corridors for each proposed trail.

The Successful contractor is to propose the detailed trail alignment within the 10-12 metre corridors shown in the Trail Management Plan.

The exact location of the fire road crossings will be specified in the Trail Management Plan.

The draft detailed alignment is to be marked on site with appropriate markers/flags. The marked alignment is to be reviewed on site with PCS Ranger, Client Representative, nominated representatives from the volunteer group for approval prior to construction commencing.

Design acceptance is to be issued by PCS at this point prior to construction commencing.

6.3 Trail Construction

The successful contractor is to construct the work in accordance with:

1. the final trail alignment and infrastructure locations as approved by PCS;
2. the trail and infrastructure specifications detailed above; and
3. the IMBA standards (IMBA 2004 and IMBA Australia trail grading system (IMBA 2012)).

The contractor is responsible for engagement of any sub-consultants required to complete the works.

Construction will be regularly reviewed by the Client representative at specified hold points. PCS Ranger and the PCS Project Officer as work proceeds.

TAMS will seek a Works Approval from the National Capital Authority for the proposed works.

6.4 Construction practices

The tender submission is to specify what procedures, methods and work practices will be used for construction.

The successful contractor is to prepare a construction environment management plan including an erosion and sediment control plan that shows how the impacts of construction will be managed and any potentially adverse impacts mitigated.

6.5 Site Safety

The successful contractor will

- Demonstrate that construction will be staged in a way that minimises disturbance to nearby facilities (in particular Innabaanya Girl Guides, the AFP and the winery) and the Mount Majura Nature Reserve.
- Provide Temporary Traffic Management Plans (TTM) if applicable; plans for project site safety fencing; Construction Environment Management Plan and WHS clauses must also be included in documentation. Plans must be approved by Client and authorising agencies as relevant.

- Submit a Project Quality Plan (PQP) to PCW incorporating the activities to be undertaken during the course of the project. The PQP is to be submitted 14 days after the contract is signed.
- Develop all relevant Safe Work Method Statements (SWMS) that addresses all OHS, site access requirements and environmental aspects of the construction phase.

6.6 Site Cleanup and Remediation

The successful contractor is to undertake any site remediation work required.

The site must be left in a clean and tidy state with no material or rubbish from the works left on site.

6.7 Stakeholder Liaison

The successful contractor is required to conduct a detailed trail alignment walk with stakeholders for approval.

TAMS will be responsible for liaising with the volunteer group and coordinating their participation in the detailed trail alignment review and workshop.

6.8 All relevant administration and preparation of handover material

The successful contractor will be responsible for all aspects of the construction and administration required to complete the works.

The successful contractor will be responsible for the preparation of handover material.

6.9 Trail building workshops

The successful contractor is to hold three trail building workshops with the volunteer group. These are to be held on weekends. Duration no more than 3 hours each session.

6.10 Trail Specification

The extent of trail to be built and the specifications for the work will be developed as part of the Trail Management Plan and are to be included as an attachment to the RFT.

TAMS will provide this information upon approval of the Trail Management Plan in early November.

7.0 CRITICAL DATES

7.1 Program constraints:

- This project is Capital Upgrade Funding. All work must be complete by 31 May 2016
- Orienteering Australia are holding an internationally ranked event at Easter 2016 from 25 - 28 March. To ensure the event is not impacted by the works the following applies to the construction timing;
 - Construction of trails in south western corner of pines can commence prior to the event.
 - Construction of trails north of this area cannot commence until post event. The trail alignments in this area can be flagged out and approved. This will allow trail alignment to be agreed and approved prior to event so construction can commence as soon as possible post event.

7.2 Project program

A project program is to be submitted with the quotation that:

1. Shows significant project milestones and stage completion dates.
2. Allows adequate float for unforeseeable circumstances.

Task	Scheduled date
Trail Management Plan complete	November 2015
Report to Minister for endorsement – TBC	October 2015
Environmental, heritage, EPA, NCA works approval (TAMS)	November 2015
Construction stage	
Procurement Initiation	September 2015
Procurement Plan Minute endorsed	31 October 2015
Construction RFT release	12 November 2015
RFT close (3 weeks)	3 December 2015
Tender evaluation complete	11 December 2015
Construction contractor engaged	18 December 2015
Trail alignment agreed by PCS and volunteer group	17 February 2016
Construction commenced	22 February 2016
Easter break and Orienteering event	25 – 28 March 2016
Construction complete (10 weeks)	29 April 2016
Opening event	Sunday 15 May
Project complete	Tuesday 31 May 2016

The contractor may review this time schedule and may suggest modifications if these are expected to improve the program delivery targets outlined above.

TAMS requires early notification if a milestone is unlikely to be achieved by the due date so that suitable corrective action can be taken to avoid unnecessary or hasty work later in the project.

8.0 BUDGET AND FEES

The project is to be funded from the TAMS Capital Upgrades 2015-16 budget. All work is to be complete by 31 May 2015.

\$122,000.00 (ex GST) is available for delivery of the work outlined in this functional brief including all contingency funds.

Budget appropriation (all figures ex GST)	\$185,000.00
CWDD costs, planning consultant and signage	\$63,000.00
TOTAL Project Budget – delivery by PCW:	\$122,000.00
PCW Fees (4% total appropriation)	\$7,400.00
Construction contingency (incl. Active certification)	\$13,600.00
Specialist construction contractor	\$95,000.00
Client Representative	\$6,000.00

Fee offer

The consultant fee offer is to be a lump sum fee for the full scope of work described in the brief. The fee proposal shall include a price breakdown showing fees for each stage of the project including sub-consultant fees if required for mapping of other activities.

An hourly rate is to be provided.

The contractor fee offer is to be a lump sum fee for the full scope of work described in the project brief. The fee proposal shall include a price breakdown showing fees against each item of work (schedule of rates) and is to include all sub-consultant fees (itemised) as required.

Fee proposals must show fees including GST and excluding GST

9.0 DESIGN STANDARDS

Unless otherwise specified in the project brief, all design, documentation and construction for this project must be in accordance with the:

- a) *Trail Solutions: IMBA's Guide to Building Sweet Singletrack*, International Mountain Bicycling Association (IMBA), June 2004
- b) *Managing Mountain Biking: IMBA's Guide to providing Great Riding*, International Mountain Bicycling Association (IMBA), 2007.
- c) *IMBA – Australia Trail Difficulty Rating System, IMBA – Australia 2012*
- d) All construction work must comply with current and relevant *Australian /New Zealand Standards* which are available at www.standards.com relevant to working in a non-urban

reserve area.

- e) The construction work must also comply with standards, guidelines, Acts and Ordinances currently in force in the ACT and relevant to working in a non-urban reserve area.

- f) The consultant should refer to the relevant (to working in a non-urban reserve) environment protection measures outlined in: *Environment Protection Guidelines for Construction and Land Development in the ACT 2007*
http://www.environment.act.gov.au/environment/environment_protection_authority/business_and_industry/environment_protection_guidelines

10.0 LIAISON AND ADMINISTRATION

Close liaison shall be maintained with, and clearances received from, the Project Officer to ensure that reporting reflects the requirements of the Brief.

The Territory and Municipal Services Directorate Project Officer is:

Sophie Clement
Phone: 6207 4857
Email: Sophiej.clement@act.gov.au
Macarthur House, Wattle Street, Lyneham ACT

The Parks and Conservation Service (PCS) Ranger is:

Kate Hadden
Phone: 6207 0220
Email: Kate.Hadden@act.gov.au
Athllon Depot, Athllon Drive, Farrer ACT