



Government
of South Australia

Department of Planning, Transport and Infrastructure

**Application Guidelines:
Professional and
Technical Services
(Pre-qualification No. 17C811)**

**CONTACT FOR FURTHER
INFORMATION**

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Services Covered by 17C811 Professional and Technical Services

Category	Services
Asbestos Management	<ul style="list-style-type: none"> - AR1: Asbestos Removal Simple - AR2: Asbestos Removal Complex - AR3: Survey's, Site Monitoring - AR4: Air Monitoring
Contamination	<ul style="list-style-type: none"> - Contamination Services
Environmental	<ul style="list-style-type: none"> - Environmental Planning & Impact Assessment - Environmental Auditing - Environmental Training - Noise /Vibration - Air Quality - Dilapidation
Landscaping & Arboriculture	<ul style="list-style-type: none"> - General Landscape Construction - Revegetation - Irrigation - Herbaceous Weed Control - Woody Weed Control - Bushcare - Landscape Maintenance - Arboriculture
Landscape and Urban Design	<ul style="list-style-type: none"> - Landscape Design - Urban Design - Irrigation Design
Heritage	<ul style="list-style-type: none"> - Indigenous Heritage - Non-Indigenous Built Heritage
Pavement Engineering	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Alignment & Track Infrastructure - Signalling & Communication - Electrification - Stations - Depots & Stabling Yards - Crossings - Light & Heavy Passenger Rail
Geospatial Surveying	<ul style="list-style-type: none"> - Cadastral Survey - Engineering Survey - Construction Survey - GIS Services - Aerial Imagery & Remote Data Capture
Structural Engineering	<ul style="list-style-type: none"> - Structural Design - Structural Drafting - Bridge Inspections/ Safety Audits
Geotechnical Services	<ul style="list-style-type: none"> - Geotechnical Sampling - Foundation design

Category	Services
Transport Planning & Highway Design	<ul style="list-style-type: none"> - RD1 – Road Design - RD2 – Lighting Design - RD3 – Traffic Signal Design - RD4 - Traffic Modelling - RD5 – Concept Planning - RD6 - ITS
Stormwater	<ul style="list-style-type: none"> - Stormwater Design and Modelling
Vegetation Services	<ul style="list-style-type: none"> - Ecological Survey / Assessment (Flora & Fauna) - Tree Assessments
Disability Discrimination Act 1992 (DDA) Compliance	<ul style="list-style-type: none"> - Transport DDA Compliance - Premises DDA Compliance

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1 INTRODUCTION

1.1 Government Agency's Requirements

Companies wishing to be pre-qualified for 17C811 are invited to submit an application in accordance with these Guidelines. To be pre-qualified, Applicants must be able to demonstrate that they have the appropriate skills, management systems and experience in the relevant categories. The submission must contain all of the information requested in Section 2.2.

A company may submit an application at any time, however, the number of companies appointed to each discipline will be largely determined by DPTI's anticipated workload for each category.

Any future work sought under 17C811 will be in accordance with State Procurement Board Goods and Services Agreement and/or Australian Standard 4122-2010 General Conditions of Contract and Special Conditions for Professional Consulting Services and will not be negotiable.

1.2 Additions and Amendments

The Government Agency may amend or add to the information in these Guidelines or the Specifications at any time.

1.3 Accuracy of Guidelines

The Government Agency makes no promise or representation that any factual information supplied in or in connection with this Procurement Process or Guidelines are accurate.

Information is provided in good faith and the Government Agency will not be liable for any omission from these Guidelines.

1.4 Your Use of Guidelines

Without the express prior written consent of the Government Agency, you must not re-produce, re-advertise and/or in any way use the contents of these Guidelines either in whole or in part, other than for the purpose of preparing and lodging an Application.

1.5 Procurement Process does not create a contract

Your Application is at Your sole risk.

Nothing in these Guidelines, or Your Application must be construed as creating any binding contract or other legal relationship (express or implied) between You and the Government Agency.

2 YOUR APPLICATION

2.1 Format of Application

Your Application must:

- a) be in English
- b) be endorsed by an appropriately authorised officer with any alterations or prices clearly and legibly stated and any alterations initialled

- c) quote prices in Australian Dollars that are GST inclusive and, in relation to GST, must state where the GST is applicable and show that amount separately
- d) stipulate fixed prices (unless otherwise specifically required or indicated)
- e) observe word limits where specified as the Government Agency reserves the right to disregard any part(s) of Your Application that exceed any specified word limit
- f) be concise and only provide what is sufficient to present a complete and effective response.

The Government Agency may disregard any content in an Application that is illegible.

2.2 Application

Before completing an application you must contact DPTI regarding the capacity of the Prequalification list and which disciplines are expected to have sufficient work for additional suppliers.

Your application must include the following:

- a) Schedule of rates
- b) Public Liability Insurance of \$10 million
- c) Professional Indemnity Insurance of \$5 million
- d) Organisational Structure
- e) Management Systems
- f) Work History (complete separately for each discipline for which You are applying)
- g) Qualifications and experience of key staff (complete separately for each discipline for which You are applying)
- h) Agreement to the relevant standard contract(s), State Procurement Board Goods and Services Agreement and/or Australian Standard 4122-2010 General Conditions of Contract and Special Conditions for Professional Consulting Services.

2.3 Cost of Preparing Your Application

You are responsible for the cost of preparing and submitting Your Application (s) and all other costs arising from Your participation in the Procurement Process.

2.4 Validity

By lodging an Application You agree that the Application will remain open for acceptance by the Government Agency for the validity period specified.

2.5 Government Agency's Use of Your Application Materials

Upon lodgement, all of Your Application Materials will become the property of the Government Agency.

Intellectual Property owned by You or any third parties forming part of the Application Materials will not pass to the Government Agency with the physical property comprising the Application Materials. However, You acknowledge and agree that You have the authority to grant to the Government Agency an irrevocable, royalty free licence to use, reproduce and circulate any copyright material contained in the Application to the extent necessary to conduct the Evaluation and in the preparation of any resultant contract.

3 SCOPE AND REQUIREMENTS

3.1 Requirements

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
Asbestos Management				
Asbestos Removal	<p>Simple: Small scale, straightforward removal. Total cost of removal and reinstatement is typically less than \$100,000.</p> <ul style="list-style-type: none"> - Small scale of work. - Low technical risk / complexity. - May require some coordination / management of other building trades to reinstate the building once the asbestos has been removed. <p>Complex: Medium to large scale work, moderate to high risk & complexity, such as commercial and multistorey buildings. Typically total cost of removal and reinstatement in excess of \$100,000.</p> <ul style="list-style-type: none"> - Medium to large scale of work. - May be of moderate to high technical risk / complexity (e.g. multistorey office blocks, commercial building, operating facilities) - Usually will require significant 	<p>Asbestos removal contractor must be 'competent' person, under regulation 473 of the <i>Work, Health and Safety Regulations 2012</i>. They must hold:</p> <p>(i) a certification in relation to the specified VET course for asbestos assessor work; or</p> <p>(ii) a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health;</p> <p>(g) for any other case—a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task. The asbestos removal company. The asbestos removal company must have a relevant current asbestos removal license with SafeWork SA. That is Class A for removal of friable (powdery) or non-bonded asbestos containing material (ACM) or Class B for removal of bonded ACM. (Class A licence holders can remove both friable and bonded ACM. Class B</p>	<ul style="list-style-type: none"> - Asbestos removal/inspections/auditing must be conducted by a 'competent' person as detailed under regulation 473 of the <i>Work, Health and Safety Regulations 2012</i>; - Asbestos removal work must be conducted in a safe manner and in accordance with How to Safely Remove Asbestos, Code of Practice, 2011 - Asbestos removal/inspection/auditing - Asbestos removal/inspections/auditing must be conducted by a 'competent' person as detailed under regulation 473 of the <i>Work, Health and Safety Regulations 2012</i>; - Asbestos removal work must be conducted in a safe manner and in accordance with How to Safely Remove Asbestos, Code of Practice, 2011 	<p>The company is required to scope the asbestos removal project and develop an asbestos removal control plan to demonstrate how to mitigate potential exposure and health risk to site occupants, contractors and the general public, prior to the commencement of the removal.</p>

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
<p data-bbox="125 453 293 480">Air Monitoring</p> <p data-bbox="125 979 282 1007">Survey's site</p>	<p data-bbox="398 293 786 411">coordination / management of other building trades to reinstate the building once the asbestos has been removed.</p> <p data-bbox="349 466 792 831">Safework SA licensed asbestos assessors should be engaged to conduct air monitoring and clearance inspections. Air monitoring involves sampling airborne asbestos fibres to assist in assessing exposure to asbestos and the effectiveness of implemented control measures. It must be conducted in accordance with the Guidance Note on the Membrane Filter Method for Estimating Airborne</p> <p data-bbox="349 995 786 1235">The inspector is required to have some competency training/qualifications to be able identify asbestos containing material (ACM), assess exposure risk and develop relevant asbestos management strategies (ie remove, further monitor etc).</p>	<p data-bbox="824 293 1211 347">holders can only remove bonded ACM).</p> <p data-bbox="824 443 1267 900">Asbestos Dust, 2nd Edition [NOHSC: 3003 (2005)]. These assessors have been assessed by Safework SA on their capabilities to conduct air monitoring during and at the completion of the asbestos removal work, to ensure air monitoring levels comply with the national exposure standard (NES) of 0.01 fibres/ml of air. Furthermore the license assessor conducts a clearance inspection after the removal to ensure that all asbestos containing material including debris has been removed and the site is safe for re-occupation.</p>		

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
Contamination Services				
Contamination Services	<p>Soil and groundwater assessments:</p> <ul style="list-style-type: none"> - Preliminary Site Investigations - Detailed Site Investigations - Detailed Risk Assessments - Waste Classification - Remediation and Environmental Management Plans - Soil and Groundwater Remediation Design and Implementation - Underground Storage Tank Investigations, Exhumations and Remediation - Human Health and Environmental Risk Assessments - Groundwater Monitoring, Management and Remediation Plans - Groundwater and Contaminant Transport Modelling - Groundwater Vapour Risk Modelling - Soil Vapour Assessment (Monitoring and Management Plans) - Soil Vapour Risk Modelling 	<ul style="list-style-type: none"> - Certified Practitioner: Site Assessment and Management (CP SAM) – certified by Site Contamination Practitioners Australia (SCPA) - A relevant tertiary degree or post graduate qualification (junior staff to operate under the direct supervision of CP SAM) 	<ul style="list-style-type: none"> - National Environment Protection (Assessment of Site Contamination) Measure - ASC NEPM (1999 as amended 2013). - Environment Protection (Water Quality) Policy 2015 (in addition to SA Environment Protection Authority (EPA) (2003) - SA EPA, Guidelines for Regulatory Monitoring and testing – Groundwater Sampling (June 2007), - enHealth (2012) Guidelines for Assessing Human Health Risks from Environmental Hazards - SA EPA Current Criteria for the Classification of waste – including Industrial and Commercial Waste (Listed) and Waste Soil (March 2010) 	<ul style="list-style-type: none"> - Investigation reports - Management Plans
Environmental Services				
Environmental Impact Assessment	Documentation and coordination of environmental investigations, technical papers, data analysis, and	<ul style="list-style-type: none"> - A relevant tertiary environmental degree or post graduate qualification; Minimum 3 years 	Refer: https://www.dpti.sa.gov.au/standards/environment	<ul style="list-style-type: none"> - Environmental Impact Assessment Report - Environmental approval

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
	interpretation of project designs in order to cover all facets of environmental management. Preparing and obtaining environmental approvals. Preparation and review of Environmental Management Plans and procedures	relevant experience (graduates to operate under the direct supervision of senior qualified staff)	<ul style="list-style-type: none"> - Contractor's Environmental Management Plan Guidelines - Environmental Approval Procedures Environmental Instruction 21.1 	<ul style="list-style-type: none"> - documentation - Environmental Investigation Reports
Environmental Auditing	Preparation of an audit plan, coordination and undertaking of on-site audits of construction projects (environmental systems and environmental management) and documenting findings and recommendations in an Audit report	<ul style="list-style-type: none"> - A relevant tertiary environmental degree or post graduate qualification; minimum of 5 years environmental auditing experience; Environmental auditor qualifications. 	Refer: https://www.dpti.sa.gov.au/standards/environment <ul style="list-style-type: none"> - Environmental Audit Guidelines for Construction (Road, Bridge and Marine Facilities) 	<ul style="list-style-type: none"> - Environmental Audit Plan - Environmental Audit Report
Environmental Training	Preparation and delivery of an environmental training plan, training literature and presentations	<ul style="list-style-type: none"> - A relevant tertiary environmental degree or post graduate qualification; Train the trainer qualifications 		<ul style="list-style-type: none"> - Environmental training plan - Environmental training handbooks - Environmental presentations/slides
Noise and Vibration	Undertaking detailed noise and vibration assessments, preparation of Noise and Vibration models, undertaking field measurements/monitoring, preparing reports and recommendations for mitigation measures	<ul style="list-style-type: none"> - Acoustic engineer (defined as a Member of the Australian Institute of Engineers and eligible for membership in the Australian Acoustical Society) 	Refer: https://www.dpti.sa.gov.au/standards/environment <ul style="list-style-type: none"> - DPTI Road Traffic Noise Guidelines - EPA Guidelines for the Assessment of Noise from Rail Infrastructure - Management of Noise and Vibration: Construction and Maintenance Activities 	<ul style="list-style-type: none"> - Noise and Vibration Assessment Reports - Noise and Vibration Monitoring Reports - Noise and Vibration Assessment Management Plans - Noise monitoring data - Noise models and data - Construction Noise and Vibration Management Plans

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
			Environmental Instruction 21.7 - Australian Standard AS 1055.2 "Acoustics – Description and Measurement of Environmental Noise" - Australian Standard AS 2702 "Acoustics – Methods for the Measurement of Road Traffic Noise"	
Air Quality	Undertaking detailed air quality assessments, preparation of air quality models, undertaking field measurements/monitoring, preparing reports and recommendations for mitigation measures	<ul style="list-style-type: none"> - Specialist or engineer defined as a Member of Clean Air Society of Australia and New Zealand 	<ul style="list-style-type: none"> - National Environment Protection (Ambient Air Quality) Measure - National Environment Protection (Air Toxics) Measure 	<ul style="list-style-type: none"> - Air quality assessment reports - Air quality monitoring data - Air quality models and data
Dilapidation	Undertaking dilapidation survey, including coordination of property access, to accurately record the internal and external condition of selected buildings/structures (in particular prior to construction activities commencing). The dilapidation reports may be used to objectively assess compensation claims should owners / residents believe their properties were adversely affected by construction activities.	<ul style="list-style-type: none"> - A relevant qualification e.g. Associate Diploma in Building; Degree in Architecture; Degree in Structural/Civil Engineering. Minimum 5 years relevant experience in dilapidation surveys (graduates to operate under the direct supervision of senior qualified staff) 		Dilapidation report including photos and video evidence of existing building/structure condition
Landscaping & Arboriculture				

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
Landscape Services	<p>General Landscape Construction:</p> <p>The implementation of landscape projects that contain a range and/or a combination of landscape activities as part of the total project. These activities could include tubestock planting, advanced tree planting, weed control, direct seeding, irrigation, paving, grassing etc. Most of these projects are expected to be located within urbanised areas.</p> <p>Revegetation:</p> <p>The implementation of revegetation projects where a combination of activities may be used including direct seeding, weed control, seed collection, tubestock planting etc. Most of these projects are expected to be located outside urbanised areas.</p> <p>Irrigation:</p> <p>The design and/or installation of irrigation systems where irrigation is the only or major component of the project.</p> <p>Herbaceous Weed Control:</p> <p>The chemical (mainly) control of herbaceous weeds (annual, biennial</p>	<ul style="list-style-type: none"> - Senior managers have at least 5 years' experience in the industry or similar. - Senior supervisors have at least 3 years' experience in the industry or similar. - All supervisors to have a minimum of Level 3 certificate in horticulture, Level 3 certificate in irrigation (Irrigation prequalification only), or relevant industry qualification for the categories being applied for. - All Supervisors to have Work Zone Traffic Management qualification. - 25% of staff to have successfully completed white card training. - To be invited to tender for work within a rail corridor: - 10% of staff to have successfully completed DPTI Passenger Transport Services Track Awareness Training (including risk management and medical). - Field staff has adequate experience relevant to the categories being applied for. 	N/A	

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
	<p>& perennial) on DPTI roads and other assets where herbaceous weed control is the only or the major component of the project.</p> <p>Woody Weed Control:</p> <p>The control of trees and shrubs, in particular proclaimed and environmental weed species, on DPTI roads and other assets where woody weed control is the only or major component of the project. Main activities may include cut only, cut and swab, stem injection, foliar spraying stump removal and disposal of vegetative material.</p> <p>Bushcare:</p> <p>Bushcare is a minimal disturbance weed control technique used in areas of indigenous vegetation. Main activities may include tree removal, cut and swab, stem injection, spot spraying, hand pulling, stump removal and disposal of vegetative material. It is both essential and critical that there be an avoidance of disturbance to the soil and to indigenous plants when undertaking bushcare activities.</p> <p>Landscape Maintenance:</p>			

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
	<p>The maintenance of established landscaped areas. Main activities may include mowing, slashing, weed control, minor vegetation trimming, watering and irrigation system maintenance.</p>			
Arboriculture	<p>Tree Removal</p> <ul style="list-style-type: none"> - Small/Medium sized trees - Single/Multiple large trees >12 metres height - Confined and/or hazardous area - close to power lines, road verges, buildings etc - Removals adjacent to or likely to impact native vegetation - Stump removals <p>Maintenance Pruning</p> <ul style="list-style-type: none"> - Envelope pruning - Pruning for set back (roads/signage/infrastructure) - All formative pruning - Maintenance pruning to provide sight distance at intersections etc. - Side pruning/Side grooming (pruning) to provide clear zone requirements <i>Acacia longifolia sophrae</i> only (refer DPTI Master Part 540 3.4(b)) <p>Safety Pruning</p>	<ul style="list-style-type: none"> - Senior managers have at least 5 years' experience in the industry or similar. - Senior supervisors have at least 3 years' experience in the industry or similar. - All supervisors to have a minimum of level 3 certificate in arboriculture or equivalent. - All Supervisors to have Work Zone Traffic Management qualification. - 25% of staff to have successfully completed white card training - All field staff have completed training in operation of chippers and chainsaws. - 25% of all field staff to have successfully completed 1st aid training. - 10% of field staff to have successfully completed Elevated Work Platform Training. 		

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
	<ul style="list-style-type: none"> - Thinning: selective removal of secondary branches but retaining main structural branches - Deadwooding: removal of dead wood - Selective: removal of branches identified as causing a specific problem - Reduction: reducing size of crown either in height or spread - Remedial: removal of damaged, diseased or lopped branches to undamaged/healthy tissue <p>Significant Tree Pruning</p> <ul style="list-style-type: none"> - All pruning works 			
Landscape and Urban Design				
Landscape and Urban Design	<ul style="list-style-type: none"> - Landscape Design - Urban Design - including contextual analysis, the preparation of an urban design framework, design objectives and principles, and detailed design of places and structures that integrate the transport infrastructure with its surrounds - Irrigation Systems Design. 	Tertiary level qualification in related disciplines	<p>The Contractor shall:</p> <ul style="list-style-type: none"> (a) comply with the DPTI Environment Documents; (b) where applicable, comply with the DPTI Master Specification; (c) comply with Service Authority standards and regulations, if applicable to a specific project package; (d) notify the Principal's Representative immediately of any significant change to its financial or technical capacity (ie changes in staff nominated for the Pre-qualification), ownership or holding, and any convictions or 	<p>For each project package, the Contractor may be requested to provide, including and not limited to:</p> <ul style="list-style-type: none"> (a) a project methodology plan; (b) team resources to be allocated, including key personnel, backup staff and resources and capacity to undertake the package of work in the specified time; (c) a Program of work; and (d) a Safe Work Method Statement

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
			<p>prohibition notices under WHS Regulations or environmental legislation; and</p> <p>(e) if requested, supply environmental data in an electronic spatial data format (refer Appendix B).</p> <p>The Contractor must comply with the following Parts of the DPTI Master Specification (available from: https://www.dpti.sa.gov.au/contractor_documents/specifications)</p> <ul style="list-style-type: none"> - Part CH20M Traffic Provisions - Minor Construction; - Part G30 Work Health & Safety SWMS. <p>If the services are carried out in a railway corridor, the Contractor must comply with the following Parts of the DPTI Master Specification (refer: https://www.dpti.sa.gov.au/contractor_documents/division_rw_railways)</p> <ul style="list-style-type: none"> - Part G40 Rail Safety Provisions; - Part CH75 Track Access: External Rail Transport Operators. 	
Heritage				

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
Indigenous Heritage	<ul style="list-style-type: none"> - Aboriginal heritage risk assessments - Aboriginal heritage surveys - Engagement and negotiation with Aboriginal representatives/groups - Development of Cultural Heritage Management Plans - Preparation of approval documentation 	<ul style="list-style-type: none"> - A relevant tertiary degree or post graduate qualification 	<p>Refer (Cultural heritage): https://www.dpti.sa.gov.au/standards/environment</p>	<ul style="list-style-type: none"> - Risk assessments - Survey reports - Cultural Heritage Management Plans - Section 23 applications
Non-Indigenous Heritage	<ul style="list-style-type: none"> - Conservation Management Plans - Asset Management Plans - Heritage Impact Statements - Statements of Significance - Feasibility Studies - Dilapidation Surveys - Dilapidation Surveys – Prioritised and Costed Works - Asset Surveys - Compliance Risk Assessments - Contract Documentation and Administration, including preparation of drawings and specifications 	<ul style="list-style-type: none"> - Relevant experience commensurate to the project (minimum 5 years) - Appropriate tertiary education - ICOMOS member, or subscribes to its philosophical doctrine - Registered Architect (for building conservation work) 	<ul style="list-style-type: none"> - The International Council on Monuments and Sites (ICOMOS) 1) Burra Charter, 2) Practice Notes, 3) Code on the Ethics of Co-existence - Kerr, J. S, The Conservation Plan, 7th ed, 2013 	<ul style="list-style-type: none"> - Conservation Management Plans - Asset Management Plans - Heritage Impact Statements - Statements of Significance - Feasibility Studies - Dilapidation Surveys - Dilapidation Surveys – Prioritised and Costed Works - Asset Surveys - Compliance Risk Assessments - Contract Documentation and Administration, including preparation of drawings and specifications
Pavement Engineering			<p>Refer: http://www.dpti.sa.gov.au/standards</p>	
Pavement Engineering	<ul style="list-style-type: none"> - Pavement Design - Traffic Load Distribution - Traffic Counts/Counting - Geotechnical Testing - Consultant Design/Advice including Proof Engineering - Traffic Management 	<ul style="list-style-type: none"> - Minimum 5+ years' experience in Pavement Design with a minimum experience in design of projects of similar value - Relevant qualifications in Civil Engineering and interfacing with relevant disciplines 	<p>Familiarity with current Austroads and DPTI Standards and Supplements including and not limited to:</p> <p>1. DPTI - Pavement Design: "Supplement to the Austroads</p>	

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	<ul style="list-style-type: none"> - Performance Testing – Resilient Modulus, Deflectograph, Skid Resistance 	<ul style="list-style-type: none"> - Conversant with the geotechnical subgrade conditions and their consequences for pavement design performance. - Are capable of integrating DPTI and RMS design and construction requirements; - Experienced in applying DPTI & RMS joint detailing design guidelines if preparing joint detailing design. 	<p>Guide to Pavement Technology Part 2: Pavement Structural Design" ("DPTI Design Supplement")</p> <p>2. DPTI - Pavement Rehabilitation: "Supplement to the Austroads Guide to Pavement Technology Part 5: Pavement Evaluation and Treatment Design" ("DPTI Rehabilitation Supplement")</p> <p>3. DPTI – Guide to Bikeway design, Construction and Maintenance for South Australia;</p> <p>4. Austroads Guide to Pavement Technology Part 2: Pavement Structural Design, ("AGPT-2");</p> <p>5. Austroads Guide to Pavement Technology Part 5: Pavement Evaluation and Treatment Design, ("AGPT-5");</p> <p>6. Austroads Guide to Pavement Technology Part 10: Subsurface Drainage ("AGPT-10");</p> <p>7. CIRCLY Version 5 or later;</p> <p>8. RMS: Concrete Pavement – Construction (Standard Details);</p> <p>9. RMS: Concrete Pavement – Maintenance;</p> <p>10. RMS: Guide to the Design & Construction of Concrete Roundabout Pavements;</p>	

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
			11. RMS: Concrete Pavement Manual – Design and Construction, Edition 2; and 12. RMS: “Supplement to Austroads Guide to Structural Design of Road Pavements” Chapter 9.	
Rail Professional and Technical Services				
Rail Professional and Technical Services	<ul style="list-style-type: none"> - Lighting and Ducting Design. - Traffic Signal Design and Ducting. - Safety Audits. - Rail Design which includes; <ul style="list-style-type: none"> o Alignment and Track Infrastructure o Signalling o Electrification o Stations o Depots and Stabling Yards o Crossings o Light and Heavy Passenger Rail - Concept Planning - 3D Visualisations 	Qualifications relevant to the category of service being applicationed, licences and other relevant training.	<ul style="list-style-type: none"> - Comply with the current DPTI Technical Standards and Guidelines, available at http://www.dtei.sa.gov.au/standards - Comply with all DPTI, TransAdelaide and Australian Rail Track Corporation (ARTC) corridor access requirements if applicable; and - Comply with all DPTI TransAdelaide and ARTC specification requirements and Service Authority standards and regulations if applicable. 	<ul style="list-style-type: none"> - A project methodology plan. - Team resources to be allocated, including key personnel, backup staff and resources and capacity to undertake the package of work in the specified time. - A program of work. - Safety Plan and/or Hazard Management Plan located at http://www.dtei.sa.gov.au/documents/contractsandtenders/occupational_health_safety_and_welfare_ohs_and_w_i_n_contracts .
Geospatial Surveying			Refer: https://www.dpti.sa.gov.au/standards/survey	

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
Engineering Survey	<p>Engineering Survey is required to facilitate Planning & Design Investigations. Engineering survey may include the provision of work in Road, Rail and Marine environments. Demonstrated experience in detail topographic surveying of road and rail corridors is key to this category.</p> <p>Under the Pre-qualification agreement individual packages of work will be issued for tender by the principal. Project specific scopes will be detailed as the work is requested.</p> <p>DPTI Engineering surveys often require the location and surveying of underground services and occasionally depthing of cables. This work will be managed and subcontracted by survey contractor. The deliverables, quality and timeliness of subcontractors shall be the responsibility of the survey contractor to manage.</p> <p>Individual engagements may be applicationed as either a tendered sum or upper limiting fee with a schedule of rates.</p>	<p>The Contractor must engage a person "Surveyor" who:</p> <p>(a) is eligible for the grade of Member of the Surveying & Spatial Sciences Institute, Australia.</p> <p>(b) is accredited by completion of a Work Zone Traffic Management course with a trainer approved by DPTI</p> <p>(c) has a minimum of 3 years relevant project experience to conduct work as a Survey party leader. (Graduates & assistants must operate under direct supervision of a suitably experienced party leader)</p> <p>(D) has completed white card safety accreditation</p>	SUR-CT003 - DPTI ENGINEERING SURVEY STANDARDS	<p>The Contractor shall be able to provide any or all of the following services as requested:</p> <p>Engineering Surveys:</p> <ul style="list-style-type: none"> • Undertake topographical surveys for design and construction; • Monitoring of structures; • Establishment of primary and secondary control; • Control levelling; • Location and depthing of underground service utilities; • Digital terrain modelling; • Asset data capture. <p>Contract Deliverables shall include a project report and the digital survey files in either 12d or MX GENIO format with an accompanying .xml file for the surveyed surface.</p>
Construction Survey	<p>Construction Survey services will support construction activities including but not limited to Road Construction, Rail Construction, Services Relocations and As-built pick-ups. Works will frequently include setting out of design</p>	As above	SUR-CP001 - DPTI CONSTRUCTION SURVEY STANDARDS	<p>The Contractor shall be able to provide any or all of the following services as requested:</p> <p>Construction Surveys:</p> <ul style="list-style-type: none"> • Setting out road works; • Setting out of structures;

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
	<p>information and pavement layer conformance. Interpretation of design models and the designing of offset strings for construction purposes will be required.</p> <p>Site specific inductions and night or weekend works will often be required to undertake the work.</p> <p>Under the Pre-qualification agreement individual packages of work will be issued for tender by the principal. Project specific scopes will be detailed as the work is requested.</p> <p>Individual engagements may be applicationed as either a tendered sum or upper limiting fee with a schedule of rates.</p>			<ul style="list-style-type: none"> • Quality Assurance verification of pavement layers; and • Stockpile volume calculations; <p>Contract Deliverables shall include a project report including set out reports and the digital survey files in either 12d or MX GENIO format of the as set out information</p>
Cadastral Surveying	<p>Cadastral Surveying services under this pre-qualification will often relate to the modification of road or rail corridor land parcels. Demonstrated experience with Road opening & closing processes, Road widening, land divisions/ acquisitions and creation of easements including stratum allotments are key to this category.</p> <p>Under the Pre-qualification agreement individual packages of work will be issued for tender by the principal. Project specific scopes will be detailed as the work is requested.</p> <p>Individual engagements may be applicationed as either a tendered</p>	<p>In addition to Engineering Survey requirements above:</p> <p>(E) Must be a registered licensed surveyor for the state of South Australia.</p>	<p>SUR-PS001 - DPTI CADASTRAL SURVEY STANDARDS Including; Survey Act 1992, Survey Act Regulations 2007, Surveyor General's Directions - (CSG) Cadastral Survey Guidelines &(PPG) Plan Presentation Guidelines</p>	<p>The Contractor shall be able to provide any or all of the following services as requested:</p> <p>Property Surveys:</p> <ul style="list-style-type: none"> • Acquisition and disposal; • Division of land; • Control of access; and • Identification of boundaries. <p>Contract Deliverables shall include a project report including digital copies of all plans & related pegging reports. Digital survey files shall be provided in either 12d or MX GENIO format for boundary & survey data</p>

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
	sum upper limiting fee with a schedule of rates.			
Aerial Imagery and remote data capture	<p>The Aerial Imagery and remote data capture category covers a diverse range of services that depart from traditional survey techniques for data capture. The provision of Aerial Imagery can include capture from either drone or traditional aircraft and will typically relate to a specific infrastructure project area.</p> <p>Remote data capture may include but is not limited to airborne data capture such as LIDAR and stereo imagery products or laser scanning including both mobile and terrestrial capture methods.</p> <p>Demonstrated experience should relate to application of this technology on road and rail infrastructure projects.</p> <p>Under the Pre-qualification agreement individual packages of work will be issued for tender by the principal. Project specific scopes will be detailed as the work is requested.</p> <p>Individual engagements may be applicationed as either a tendered sum or upper limiting fee with a schedule of rates.</p>	<p>The Contractor must engage a person spatial professional who:</p> <p>(a) Has a recognised tertiary qualification in Surveying, GIS or related spatial discipline</p> <p>(b) is eligible for the grade of Member of the Surveying & Spatial Sciences Institute, Australia.</p> <p>(c) has a minimum of 3 years relevant project experience to conduct work as a technical lead. (Graduates & assistants must operate under direct supervision of a suitably experienced technical lead)</p>	ARD-CT001, Aerial and remote data capture standard	<p>The Contractor shall be able to provide any or all of the following services as requested:</p> <p>Aerial & Remote Data capture</p> <ul style="list-style-type: none"> • Ortho Aerial photography; • Remote Sensing & Airborne data capture including Lidar • Terrestrial & mobile laser scanning <p>Contract Deliverables shall include a project report and the digital survey or image files as set out in the standard.</p>
GIS Services	GIS Services work under this pre-qualification will be intended to support the delivery of infrastructure projects and will often involve spatial	The Contractor must engage a person spatial professional who:	GIS-CT001 DPTI, GIS Services standard	The Contractor shall be able to provide any or all of the following services as requested:

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
	<p>data manipulation, spatial data consolidation and cleaning as well as the delivery of traditional and digital mapping products.</p> <p>Application of GIS services to the delivery of Road and Rail Infrastructure projects is preferable.</p> <p>Under the Pre-qualification agreement individual packages of work will be issued for tender by the principal. Project specific scopes will be detailed as the work is requested.</p> <p>Individual engagements may be applicationed as either a tendered sum or upper limiting fee with a schedule of rates.</p>	<p>(a) Recognised tertiary qualification in Surveying, GIS or related spatial discipline</p> <p>(b) is eligible for the grade of Member of the Surveying & Spatial Sciences Institute, Australia.</p> <p>(c) has a minimum of 3 years relevant project experience to conduct work as a technical lead. (Graduates & assistants must operate under direct supervision of a suitably experienced technical lead)</p>		<p>Geographic Information Services</p> <ul style="list-style-type: none"> • Map production • Digital map & web based GIS Service production • Spatial analysis & modelling • Spatial dataset manipulation <p>Contract Deliverables shall include a project report and the digital data files as set out in the standard.</p>
Structural Engineering				
Structural Engineering	<ul style="list-style-type: none"> - Bridge and structural design - Proof engineering - Bridge and road-infrastructure inspection - Structural drafting 	<p>Bridge and/or Structural Design, and Proof Engineering:</p> <ul style="list-style-type: none"> - a Professional Engineer as defined by AS5100.1 (2017) - demonstrated experience and capability in bridge and/or structural design <p>Bridge Inspections:</p> <ul style="list-style-type: none"> - a Professional Engineer as defined by AS5100.1 (2017) - demonstrated experience and capability in bridge inspection, preferably with ARRB Level 2 Bridge Inspection accreditation 	<p>Design and/or Proof Engineering:</p> <ul style="list-style-type: none"> - AS5100 (2017) Bridge Design - DPTI specification Part D35 Design Structural - DPTI Design Standard: Structural <p>Bridge Inspections:</p> <ul style="list-style-type: none"> - DPTI BIS standards <p>Structural Drafting:</p> <ul style="list-style-type: none"> - DPTI Design Standard: Structural - (DPTI) Structures Drafting Guidelines for Consultants 	<ul style="list-style-type: none"> - Structural drawings in digital dwf, dwg, and pdf format - Structural calculations in digital format - Proof Engineering certificate - Safety-in-design report in digital pdf format - Design report in digital pdf format - Bridge inspection field advice reports - Risk assessment reports in digital excel format

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
		Structural Drafting: - demonstrated experience and capability in bridge and structural drafting		
Geotechnical Services				
Geotechnical Services	Provision of a geotechnical engineer/geologist with relevant experience and training to undertake site investigations, slope stability, earthworks and retaining designs.	Bachelor of Engineering practising in the field of Geotechnical or Bachelor of Geology/Engineering Geology	DPTI, Austroads and Australian Standards	Geotechnical Reports in .pdf format, borehole logs in gINT format, all survey data in MGA in excel format, groundwater monitoring data in excel format
Transport Planning & Highway Design				
Transport Planning & Highway Design	<ul style="list-style-type: none"> - Amend existing technical drawings including technical standards (Drafting) - Concept planning including turn path analysis - Preliminary and Final geometric detail design - Lighting design & Isolux profiling - Traffic Signal Design - Traffic Modelling - tasks such as site visits, attendance at project meetings, communication with stakeholders, assistance with contract management/ administration, and the development of reports, contract documents and other documents may be required as requested by 	<ul style="list-style-type: none"> - Appropriate Engineering degree/diploma - Shall be delivered by suitably qualified and experienced drafting/design professional(s) with a minimum of 3 years demonstrated experience related to the planning, design and construction of infrastructure projects. The personnel shall be capable of working independently to assist and advise on a range of planning and design disciplines based on Austroads standards, departmental policies and guidelines, and other necessary requirements. 	DPTI, Austroads and Australian Standards	<ul style="list-style-type: none"> - Final and amended drawings checked and verified as correct - supplied in .dwg and .pdf format - Design Model in the form of a GENIO file. - Geometric Details Report. - Cross Section Report. - Land acquisition supplementary drawing. - Traffic Impact Statement. - Earthwork volumes. - Supporting evidence of any drainage design including flow diagrams and calculations. - Drainage cost sharing. - Isolux contour drawings. - Estimating requirements as

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
	the principle			<p>per Design Output for Estimate document.</p> <ul style="list-style-type: none"> - Design surface DTM. - Cad Matrix Excel file with coordinate information. - Evidence that a model check has been completed including, but not limited to: <ul style="list-style-type: none"> o Null levels; o Single point strings; o Intersecting strings; and o Flat spots. <p>The following completed forms available at: http://www.dpti.sa.gov.au/standards/roads-all#roaddesignoutputs</p> <ul style="list-style-type: none"> - Design Certificate (Level 1) forwarded with final design drawings, certifying that the Contractor's design satisfies all requirements outlined in this Statement of Requirements. - Completed Presentation Review Checklist – 2 when submitting the final drawings for approval, verifying compliance with the department's minimum requirements. - Completed Design to Survey Compliance Checklist when

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
ITS (Intelligent Transport System)	Provide concept initiation, analysis, assessment, review and recommendations to Intelligent Transport System (ITS) design and construct to maximise the value and delivery of the infrastructure and assets over their whole of life, including ITS, Electrical and Mechanical control, communication and tunnel engineering areas.			submitting the genio file of the design model, verifying compliance with departmental requirements. - Design Report. Provide design verification/auditing services and on-site verification surveillance services to verify works are compliant against the relevant standards and Contract Scope and Technical Requirements
Stormwater				
	There are a broad range of stormwater and hydrology related tasks that may be required. These include Urban Drainage Design including Road Drainage, Aquaplaning and cost share calculations between DPTI and councils, Water Sensitive Road Design, Rural hydrology including Bridge, Culvert and Floodway Waterway Determinations, and 2D Flood Modelling Stormwater design requires specialist knowledge and skills in water quality	Must be an Engineer who is eligible for the grade of Member of the Institution of Engineers, Australia with a recognised tertiary qualification in Civil Engineering (or variations such as Civil and Environmental Engineering or Civil and Water Engineering etc.). Senior staff have more than 10 years' specific stormwater engineering experience in South Australia. Eligible stormwater experience includes preparing stormwater management plans for catchments, regions or subdivisions larger than 100 lots, detailed design of	a) Austroads Guide to Road Design – Drainage - Parts 5, 5A and 5B.. This is the primary reference / guideline document. b) Australian Rainfall and Runoff (ARR), various editions as quoted. c) Austroads Waterway Design Guide (1994). d) Austroads Guide to Pavement Technology Part 10: Subsurface Drainage. e) Environmental Protection Authority "Stormwater Pollution	Deliverables include stormwater design reports, DRAINS, 12D, Tuflow, MUSIC, XP model files, deliverables as specified in DD300, and other specific deliverables as outlined by the contract manager as required.

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
	<p>modelling, water reuse project planning and design, 2D hydraulic modelling, and floodplain management.</p> <p>A comprehensive knowledge and understanding of Austroads Guide to Road Design in general and specifically Drainage 5, 5A, and 5B, and DPTI Road Design Standard & Guide to Stormwater Design DD 300 will be essential to undertake this work.</p>	<p>stormwater engineering works associated with such plans, and stormwater engineering associated with road design.</p> <p>All staff have a demonstrated understanding of urban and rural hydrology, open channel, culvert and bridge hydraulics. Senior staff have a minimum of three years' experience with the use of urban and rural hydrology software, one dimensional open channel hydraulics software, and 2D flood modelling software such as Tuflow, Mike21 or equivalent.</p> <p>All staff have demonstrated understanding of water sensitive urban design. Senior staff have a minimum of three years' experience with the use of urban hydrology software including DRAINS, 12d drainage, XPstorm and MUSIC or equivalent.</p> <p>Note that suitably qualified graduates may also be engaged on such work but must operate under the direct supervision of a suitably qualified and experienced engineer as specified above.</p>	<p>Prevention – Code of Practice for Local, State and Federal Government".</p> <p>f) DPTI Protecting Waterways Manual.</p> <p>g) DPTI Stormwater Treatment Infrastructure Manual.</p> <p>h) EPA Environment Protection Water Quality Policy.</p> <p>i) Australian Runoff Quality, A Guide to Water Sensitive Urban Design, Engineers Australia.</p> <p>j) DPTI - Easements Across Departmental Land Instructions to Engineers – Amendment No. 13</p> <p>k) DPTI – Care, Control and Management of Roads (Highways) by the Commissioner of Highways (Section 26 of the Highways Act) – Operational Instruction 20.1.</p> <p>l) DPTI – Instruction to Engineers SAI 24 – DD302 (DPTI Policies on Assistance to Councils for Stormwater Drainage).</p> <p>m) ARRB Unsealed Road Manual Guidelines to Good Practice 2000.</p>	

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
			Other reference documents for design guidance specified in DD300, Materials specified must be in accordance with standards outlined in DD300 Designs must use stormwater infrastructure and DPTI standard drawings identified in DD300	
Vegetation Services				
Vegetation Services	<ul style="list-style-type: none"> - Vegetation Surveys / Assessments - Fauna Survey / Assessments - Tree Assessment / Reports - Vegetation Clearance Approval Documentation 	<ul style="list-style-type: none"> - AQF Level 5 Qualified Arborist (Tree Assessments/Reports) - Accredited Consultant under Native Vegetation Council (for Native Vegetation) - Relevant tertiary qualifications 	Refer (Vegetation/Fauna): https://www.dpti.sa.gov.au/standards/environment <ul style="list-style-type: none"> - AS 4970-2009 Protection of trees on development sites 	<ul style="list-style-type: none"> - Vegetation Survey reports - Vegetation survey data sheets - Tree Assessment Reports - Development Applications - Native Vegetation Clearance Applications - DPTI Vegetation Clearance Approvals
DDA Compliance				
DDA Compliance	Access Audit report	5 years of Industry experience	Disability Discrimination Act 1992 Disability Standards for Accessible Public Transport 2004 and Disability Standards for Accessible Public Transport Guidelines 2004 (No.3) Disability (Access to Premises - Buildings) Standards 2010 and Australian Human Rights Commission (AHRC) guidelines on the application	Access Audit report in required format, including, but not limited to, photos, Industry best practice, compliance with standards and/or legislation.

Category	General/Summary Description	Minimum qualifications	Standards	Deliverables (including digital format)
			<p>Current exemptions issued by the AHRC to the Australasian Rail Association</p> <p>Australian Design Rule 58/00</p> <p>Australian Design Rule 43/04</p> <p>AS1428 suite - Design for access and mobility</p> <p>AS1735.12 Lifts, escalators and moving walks</p> <p>AS/NZS 1158.0 Lighting for roads and public spaces</p> <p>AS/NZS 2890.6 Off-street parking for people with disabilities</p> <p>AS1742.7 Manual and uniform traffic control devices</p> <p>DPTI Station Specifications, Station Standards and Drawings relating to Public Transport</p>	

3.2 Timeframes

The pre-qualification is to run for 18 months, commencing on 1 April 2018.

3.3 Performance

Removal of suppliers from the pre-qualification will be effected using the following methodology:

1. If any supplier 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 1 calendar year, or
3. Failure to maintain a demonstrated ability to meet the minimum assessment requirements for the relevant disciplines due to staff changes.

Suppliers demonstrating poor performance may also be reduced to low value/ low risk engagements of <\$33 000 inc 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.

3.4 Contract Sites/Delivery Locations

Packages of work may be tendered as individual projects or bundles of multiple or multi discipline contracts. Locations will be both local and rural covering the state of South Australia. Work may be required across a range of environments including Road, Rail and Marine some of which may require specific conditions of entry such as rail corridors, traditional owned lands (e.g. APY Lands) and active construction sites. The contractor is obligated to comply with all site entry pre requisites.

4 CONSORTIA AND SUB-CONTRACTING

4.1 Consortia

If You are a member of a consortium then your Application must stipulate which part(s) of the Government Agency's Requirements that each entity comprising the consortium would provide and how the entities would relate with each other to ensure full provision of the Government Agency's Requirements. All consortium members that are not natural persons are to provide details relating to their legal nature and any relevant corporate structure.

The Government Agency will treat You as the preferred contact person for any consortium Application.

4.2 Sub-contracting

If Your Application relies on a sub-contracting arrangement, then You must stipulate in Your Application the tasks that the proposed sub-contractor(s) would undertake. You remain legally responsible for meeting the Government Agency Requirements.

5 PROCUREMENT PROCESS CONDUCT

5.1 Your Conduct

You must:

- a) ensure all communications are undertaken via the Contact Person
- b) declare any actual or potential conflict of interest
- c) not employ or engage the services of any person who has a duty to the Government Agency as an adviser, consultant or employee (or former adviser, consultant or employee)
- d) not apply any incentive to, or otherwise attempt to influence, any employee of the Government Agency or any member of an evaluation team at any time
- e) not engage in any collusive or anti-competitive conduct with any Supplier
- f) comply with all laws in force in South Australia applicable to this Procurement Process
- g) disclose whether You are acting as agent, nominee or jointly with another person(s) and disclose the identity of the other person(s)
- h) not issue any news releases or responses to media enquiries and questions regarding these guidelines without the Government Agency's written approval.

If You act contrary to the expectations outlined above, the Government Agency reserves the right (regardless of any subsequent dealings) to exclude Your Application from further consideration.

5.2 Government Agency Conduct

The Government Agency will:

- a) preserve the confidentiality of any information marked as confidential (subject to conditions concerning confidentiality)
- b) give Suppliers the opportunity to compete fairly.

5.3 Confidentiality

You must identify any aspect of Your Application that You consider should be kept confidential including reasons. The Government Agency is not obliged to treat information as confidential and in the absence of any agreement to do so, You acknowledge that the Government Agency has the right to publicly disclose the information.

Any condition in Your Application that seeks to prohibit or restrict the Government Agency's right to disclose will not be accepted.

Notwithstanding any undertaking regarding confidentiality, by submitting an Application, You agree that the Government Agency may forward information relating to You or Your Application to the Australian Competition and Consumer Commission (ACCC) if the Government Agency reasonably suspects, or is notified by the ACCC that it reasonably suspects, that there is cartel conduct or unlawful collusion in relation to this Procurement Process (whether or not the suspicion relates to Your Application).

Information supplied by or on behalf of the Government Agency is confidential to the Government Agency and You are obliged to maintain its confidentiality. You may disclose

confidential information to any person that has a need to know the information for the purposes of submitting Your Application.

6 EVALUATION PROCESS

6.1 Evaluation

In evaluating Applications the Government Agency will consider:

- a) the Evaluation Criteria
- b) the overall value for money of the Application
- c) compliance with applicable Government Policies
- d) any other information that the Government Agency considers relevant.

Where mandatory criteria are specified in the Reference Schedule and Your Application does not comply with these criteria the Government Agency may choose not to further evaluate Your Application.

The Government Agency may in its absolute discretion:

- a) take into account any relevant consideration when evaluating Applications
- b) invite any person or entity to lodge an Application
- c) allow a Supplier to change its Application
- d) consider, decline to consider, or accept (at the Government Agency's sole discretion) an Application lodged other than in accordance with these guidelines.
- e) seek further information from You regarding Your Application including but not limited to requests for additional information or presentations by, or interviews with You or Your key personnel
- f) seek and evaluate relevant financial viability data concerning any Suppliers' business and related entities including seeking any assistance from third party providers
- g) make enquiries of any person or entity to obtain information about any Supplier and its Application (including but not limited to the referees)
- h) visit facilities operated by any Supplier, proposed subcontractors of any Supplier and/or by their customers in order to assess their capabilities and performance (at a mutually convenient time).

6.2 Schedule of Rates

The Schedule of Rates submitted with this Pre-qualification will apply for a period of 18 months after the Execution Date. The cost for all equipment shall be included in the rates.

The Schedule of Rates will be used:

- (a) For estimating projects; and
- (b) As the maximum Rates charged by the Contractor.

6.3 Performance Evaluation

The Principal's Representative will provide performance evaluation feedback to the Contractor on the following criteria at the completion of a contract by completing a "Contract Review Form":

- (a) Quality of documentation, including clear objectives and scope, complete, concise, accurate and realistic description of requirements, issues and risks addressed.
- (b) Contract management performance including timeliness and adequacy of response to requests, practicality and reasonableness of specification interpretations, cooperation and communication.

The Contractor may provide comment on this evaluation and provide performance evaluation feedback to the Principal's Representative on the following criteria:

- (a) Project Deliverables/Requirements, including technical capacity, methodology and communication, compliance with relevant standards, guidelines and procedures, standard of deliverables.
- (b) Timeliness, including milestone dates achieved and service completed on time, timeliness in communicating issues and concerns, timely and adequate response to additional client requirements.

The results will be taken into consideration when allocating future work packages.

The Principal's Representative may evaluate and review Contractor performance and quality of work at any stage during the course of the Pre-qualification.

6.4 Negotiation

The Government Agency may choose to:

- a) enter into negotiations with You or any Supplier (including parallel negotiations with more than one Supplier) in order to vary its Application on grounds of capability / capacity, technical issues, cost, effectiveness, to finalise agreement on the terms of the contract, or any other matters
- b) re-evaluate Applications generally after any negotiation
- c) suspend, discontinue or terminate at any time negotiations with You or any Supplier or any other person or organisation
- d) negotiate with You or any Supplier for the provision of any part of the Government Agency's Requirement and negotiate with any other Supplier with respect to the same or other parts of the Government Agency Requirement and to enter into one or more contracts for part or parts of the Government Agency's Requirement
- e) negotiate at any time with any organisation that is not a Supplier and enter into a contract in relation to the Government Agency Requirement or any part of the Government Agency's Requirement with that organisation on such terms as the Government Agency, at its absolute discretion, considers appropriate
- f) seek best and final applications from all or some of the Suppliers. Irrespective of the Government Agency's right to negotiate and/or seek a best and final application, You are bound by Your Application, and if selected, You must be willing to enter into a contract on the basis of Your Application.

7 GOVERNMENT POLICIES

South Australian Government policies apply to all South Australian Government purchasing and related activities.

7.1 Employment of Ex-Government Employees

Unless an exemption has been granted by the Treasurer, the Government Agency will not accept the services of any former public sector employee, either directly or through a third party, for a period that corresponds with the number of weeks of a targeted voluntary separation package received from the South Australian Government, where such engagement may breach the conditions under which the separation package was paid to the former public sector employee.

7.2 Disclosure of Government Contracts

If a contract is entered into, the Government Agency may disclose that contract and/or information in relation to it in either printed or electronic form and either generally to the public or to a particular person as a result of a specific request.

7.3 Allocation of Risk - Liability

On 25 July 2016 the South Australian Cabinet approved a policy that for low to medium risk standard government procurement contracts, a supplier's liability will be capped at a multiple of between 1 and 5 of the total contract value with the multiple to be based on a risk assessment conducted by the procuring government agency.

For high risk government procurement contracts, the procuring government agency will conduct a risk assessment and in consultation with SAICORP and the Crown Solicitor's Office, include appropriate clauses dealing with risk and liability based on that risk assessment.