



NATIONAL CAPITAL DISTRICT COMMISSION NEW ZEALAND AID PROGRAMME

EXPRESSION OF INTEREST

REDEVELOPMENT OF GORDONS MARKET



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1. INTRODUCTION

1.1 GENERAL

An Expression of Interest (Eoi) is invited from suitably experienced contractors interested in being short-listed as prospective tenderers for the design and construction of the Gordons Market Redevelopment located in Port Moresby, Papua New Guinea. The Principal for the Project is the National Capital District Commission (NCDC), with the Ministry of Foreign Affairs and Trade (NZ Government) (MFAT) being a funding partner.

This short listing is the first stage in a two-stage procurement process. More detailed and specific attribute information will be requested in the second stage and will be required to be submitted with tenders for the purpose of the tender evaluation.

From the Eoi submissions, up to three tenderers will be selected to submit a tender for the Contract Works (second stage).

1.2 FRAUD AND CORRUPTION

If the Employer/Principal determines that the Contractor has engaged in corrupt, fraudulent, collusive or coercive practices, in competing for or in executing the Contract, then the Employer/Principal may, after giving 14 days' notice to the Contractor, terminate the Contractor's employment under the Contract, or if within the tender or evaluation period, exclude the Contractor from further involvement in the project.

(a) For the purposes of this Sub-Clause:

(i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

Should any employee of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the purchase of the Goods, then that employee shall be removed.

1.3 DESCRIPTION OF THE PROJECT

The current Gordons Market provides livelihood opportunities for approximately 2,000 vendors and several hundred wholesalers. However, the dilapidated market infrastructure, clogged stormwater drains and inadequate waste management result in an unsanitary environment in the market for both shoppers and vendors, especially in the wake of heavy rains. Moreover, due to insufficient space and facility to accommodate them, several hundred vendors are conducting their trade outside the market fences, operating illegally. These vendors do not have access to the basic facilities within the market, and are often harassed by thugs and police. Finally, crowding in the market vicinity due to siting of public buses and taxis exacerbate threats of

criminal activities, such as theft, robbery and gender-based violence. As such, there is a need to redevelop Gordons Market to address these problems.

It is envisioned that the new Gordons Market will be a modern facility, with space for a wide variety of vendors and accessible to people with disabilities. The design of the entire development is to be guided by the principles of Universal Design. The complex will utilise natural lighting and ventilation while providing shelter, shade and a safe and secure environment for users. It will be constructed from durable and robust materials such as steel and concrete, and will have an iconic design, reflecting the diverse culture of the PNG people. The materials and spaces will be easy to maintain and clean, and where practical, incorporate environmental considerations.

It is hoped that the new Gordons market can also provide an arena for social and cultural activities, while supporting economic empowerment of the people from throughout PNG. Through the design and construction process, stakeholder groups should be involved so as to foster a sense of ownership of the facility among all users.

The development will consist of roofed market areas with facilities for vendors (benches, storage etc) with adequate aisle space for safe circulation. Simple auxiliary buildings will house market support functions - administration and security; police; and toilets.

The new market will:

-) be bright and airy; maximising natural light and ventilation.
-) encourage passive surveillance and avoid entrapment areas (where people can hide) through efficient design and space management.
-) provide safe ingress/egress such that areas recessed from the street have clear two way view of the route, or surrounding area.
-) provide lighting to a level that reduces the opportunities for crime to occur and increases the perception of personal safety of an area.
-) be compliant with local fire and building codes and international best practice.

1.4 EoI AND QUESTIONNAIRE

This EoI provides interested parties with an outline of the project and the specific contract strategy.

Information to be provided by Applicants is set out in the Applicant's Questionnaire (Appendix C of this EoI) and will be used for evaluating the Applicant's attributes as the basis for selection of the short-listed tenderers.

The contract details and proposed procurement information contained in this document is preliminary and will be replaced by the Tender Documents for stage two.

The information is given in good faith for the guidance of Applicants. No warranty or representation is given as to the accuracy or completeness of such information and the Principal, under the contract, shall not be liable for any errors or omissions.

The Principal reserves the right to withdraw from the tender process (including the EoI) at any time without notice before entering into the contract. If the Principal withdraws from the tender process then no Applicant or tenderer shall have any claim for compensation or otherwise against the Principal.

1.5 TIMETABLE

The following is a summary of the key dates in the tender process for this contract. The information and detail contained elsewhere within the EoI documents shall take precedence if there is any ambiguity or conflict with the following table. The timetable is provisional and therefore is subject to change:

Table 1-1

Description	Date	Document Reference
EoI Submissions Close	3 pm 29 June 2016	Section 3.6
Short-listing tenderers	16 July 2016	Section 3.9
Issue of RfT Documents	1 August 2016	Section 4.1
Tender Close	3 October 2016	-

1.6 NCDC ADVISORS

In preparation for the Gordons Market Redevelopment, the Principal has engaged a number of advisors to support the Principal and the Design and Construction process, including

Table 1-2 Principals Advisors

Organisation	Role
GHD Limited	Project Management and Procurement Advisor for the Tender Documentation preparation and process.

2. CONTRACT DETAILS

2.1 LOCATION

The site is located off Lapwing Drive, Port.Morsbey.

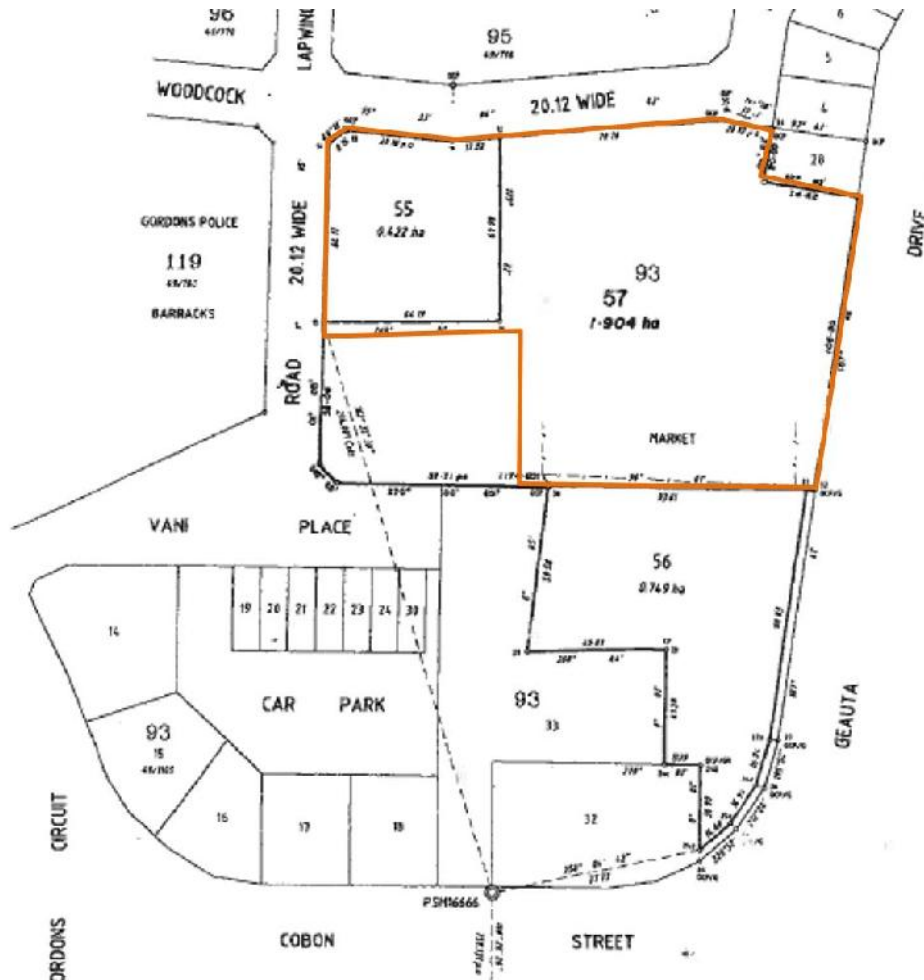


Figure 1 Map of proposed site for the redevelopment of Gordons Market

2.2 REFERENCE DESIGN

The Principals Requirements and a Reference Design for the Gordons Market Redevelopment are being prepared by the Principal and its agents, to be issued to shortlisted tenderers with the tender documents.

The Reference Design drawings will be developed to various partial levels of completion and are not intended to form, and will not comprise, a complete design of the works. It will be prepared on behalf of the Principal to assist in the promotion of the scheme and completion of the project scoping and scheme estimates.

A tenderer may use any part of the Reference Design within their Tender Design as developed during the tender phase. In such circumstances the tenderer will be held to have satisfied themselves, as to the sufficiency and adequacy of the part of the Reference Design used within the Tender Design to ensure that the Reference Design will be capable of being developed to meet all the requirements of the RFP, and in particular the Principals Requirements.

2.3 LUMP SUM

The Principal intends this to be a Lump Sum contract.

2.4 CONTRACT WORKS

The key components of the Contract Works will comprise:

-) Site Preparation – demolitions, earthworks for building platforms;
-) Site Development – security fencing, stormwater channels;
-) Market Building - construction and fittings;
-) Auxiliary Buildings – construction and fit out;
-) Services – water supply and disposal, electrical and security;

2.5 UTILITY OPERATORS

There are power, telephone, water, and sewer services within the contractor's work area, which will require relocation and/or protection by either the Contractor or the Utility Operator.

2.6 CONSENTS, DESIGNATIONS AND LICENSES

The Contractor will be required to obtain any consents or licences (or variations to existing consents or licences) to proceed with the Contract. The Contractor shall obtain the approval of the Principal's Project Manager before acquiring any new consents (or modifications to existing consents).

Information on required consents will be provided to tenderers as part of the tender documents.

The construction of the Contract Works will be required to comply with the conditions contained in all licenses and tender documents.

2.7 PROJECT MANAGEMENT

The Principal will engage a Consultant to provide Contract Administration services and the Engineer to the Contract for the Gordons Market Redevelopment contract.

The successful tenderer will be required to liaise with this Consultant for Gordons Market Redevelopment, NCDC Engineering Department; NCDC Markets Operators Department, the police, utility providers and other key stakeholders..

2.8 SUPPORTING DOCUMENTATION

Supporting documentation will be provided to shortlisted tenderers via memory sticks or in electronic download format.

3. EOI AND SHORTLISTING PROCESS

3.1 GENERAL

The Eoi, and short listing is the first stage in a two-stage procurement process.

Short-listing does not constitute pre-qualification in terms of the Principals procurement requirements. More detailed and specific attribute information will be required from tenderers for the purpose of the second stage of the procurement process.

3.2 APPLICANT STRUCTURE

Applicants shall consist of a consortium of constituent organisations who can collectively provide the following core competencies:

- a) Project Management, including Design Management and Construction Management
- b) Management of a significant workforce in the Papua New Guinea industrial relations and Health and Safety environment.
- c) Architectural design and construction
- d) Civil design and construction
- e) Structural design and construction
- f) Mechanical and Electrical design and construction, including CCTV and security systems
- g) Geotechnical design
- h) Management of consents and mitigation of environmental effects
- i) Stakeholder engagement and management.

All consultants undertaking, or providing certification, shall be registered under the appropriate Papua New Guinea legislations.

3.3 COMMUNICATIONS DURING EOI PERIOD

For the purposes of these Instructions For Tendering (IFT), communications “During Eoi Period” is from date of invitation to submit an Eoi to Eoi closing date.

When applicants receive the Eoi Documents, they shall notify the Consultant's Nominated Person, Andrew Whaley of GHD Ltd, of the name and contact details of the person within their own organisation with whom they will direct all communications during the tender period (the Applicant's Nominated Person).

All communications between the Consultant's Nominated Person and applicants must be in writing. The tenderer must only contact the Consultant's Nominated Person with questions associated with this project. For the purposes of this IFT, this includes facsimile and e-mail communication, which may include attachments.

Communications must be clearly labelled with the Principal's assigned contract name. Communications not so addressed may be delayed and/or not actioned. All applicants queries shall be addressed to:

GHD Ltd, PO Box 13468, Christchurch 8141, New Zealand

For the Attention of: Andrew Whaley

Contract Name: Gordons Market Redevelopment

Email: gordons.market.tender@ghd.com

Applicant's enquiries shall be raised with the Consultant's Nominated Person as soon as possible, but not later than 5 working days, before the EoI closing date. Where the Principal considers it necessary and/or appropriate, they will endeavour to respond to all queries within 48 hours of receiving them.

It is the applicant's responsibility to ensure that the Consultant's Nominated Person has received any enquiry that they have raised.

Where the Principal considers it necessary and/or appropriate, the answers to any questions will be made in writing, by way of Notice to Applicants, to all who have uplifted EOI documents and will subsequently be annexed to, and form part of, the Contract Documents. All applicants shall acknowledge receipt of each Notice to Applicants by emailing, faxing, or returning the associated Acknowledgement Receipt to the Tenders Secretary and confirm receipt of each Notice to Applicants in the tender submission.

3.4 CONFLICT OF INTEREST, RISK OF BIAS OR COLLUSION

Applicants are required to declare, at the commencement, as soon as practicable after uplifting the EoI Documents, or as they become aware of them, any actual or potential conflicts of interest or risk of bias during the EoI process, relating to any individual or company involved in the applicant's bid. This includes individuals and companies engaged in any subconsultant, subcontractor or other supply arrangement. The Applicant must advise the Principal of the means that they intend to use to remove or mitigate such conflicts of interest or risk of bias.

Applicants are required to warrant that their submission has not been prepared with any consultation, communication, contract, arrangement or understanding with any competitor, other than where:

-) Joint venture arrangements exist between the Applicant and a competitor;
-) The Applicant has communicated with a competitor for the purpose of subcontracting a portion of the tender, and where the communication with the competitor is limited to the information required to facilitate that particular subcontract; and/or
-) The Applicant and a competitor have an agreement that has been authorised by the Commerce Commission.

Any Applicant that is uncertain as to what would be considered by the Principal to be collusive or anti-competitive behaviour is encouraged to proactively discuss potential or perceived collusive behaviour with the nominated Probity Auditor, and/or the Principal, in advance to preparing their submission. In such circumstances, the Applicant may be required to disclose to the Principal the name of the competitor and the extent of any arrangements or agreements with them.

The independent Probity Auditor is:

Jonathon Roylance
Associate Director, Specialist Audit and Assurance Services
Audit New Zealand
PO Box 99
100 Molesworth St
Thorndon
WELLINGTON 6140
New Zealand
Tel: +64 4 496 3099
Mobile: +64 (0) 21 222 8629
Email: Jonathon.roylance@auditnz.govt.nz

In the event that no such disclosure is made, the Applicant warrants that their submission has not been prepared with any consultation, communication, contact, arrangement or understanding with any competitor.

The Principal reserves the right, at its discretion, to report suspected collusive or anti-competitive conduct by Applicants to the Probity Auditor and/or other appropriate authority(s), and to provide them with any relevant information, including their Submission.

Similarly, the Principal may refer any actual or potential conflicts of interest or any risk of bias that it becomes aware of, and decide the appropriate action to remove or mitigate any potential conflicts of interest or risk of bias.

The Principal reserves the right to decline the submission of any tenderer that

-) Has been found to contravene their warrant, and / or
-) Cannot satisfactorily remove or mitigate a conflict of interest or risk of bias that, in the opinion of the Principal, creates an unfair advantage or impropriety in the tender process.

3.5 EoI STAGE SITE VISIT

No site visit has been arranged and applicants are assumed to have made themselves sufficiently familiar with the site to complete their EoI submission.

3.6 EoI SUBMISSION

Applicants are asked to provide the information requested in the questionnaire in a clear and concise manner, and in the format specified. Where limits on the extent of individual responses are stated in the questionnaire, the portion of any response in excess of the limit will be disregarded. For details of the questionnaire, and page limits refer to Appendix C of this EoI.

Submissions will be accepted in hard copy and accompanied by an electronic copy on disc / USB pen.

Attribute information is required for the applicant.

Attribute information is required for proposed key subcontractors.

The attribute evaluation scores will be used solely for the purposes of short listing applicants and the successful Applicants (the tenderers) will be required to resubmit attribute information at time of tender, which will be re-assessed for the purposes of tender evaluation.

Applicants who wish to register their interest, must submit four copies of the completed Applicant's Questionnaire and related supporting information not later than 3 pm 29 June 2016. Submissions must be marked on the outside 'Gordons Market Redevelopment, Expression of Interest', and be deposited in the tenders box addressed to:

The Tenders Secretary
National Capital District Commission
NCDC Engineering Depot at 4 Mile

3.7 EoI EVALUATION TEAM

The Evaluation Team (ET), formed to evaluate the EoI, will comprise representatives from NCDC, the New Zealand Ministry of Foreign Affairs and Trade and GHD Ltd.

Applicants who believe there is an actual or potential conflict of interest or risk of bias with a potential member of the ET may write to the Principal, outlining their concerns so that the appropriate action can be taken.

3.8 EoI EVALUATION

Applicants shall provide information on the non-price attributes listed below.

Sufficient relevant information shall be provided for each attribute in relation to the main contractor(s) and, proposed key subcontractors to allow the Evaluation Team (ET) to mark the attribute for each party as provided for in the table below.

Table 3-1 Non-Price Attributes

Attribute	Overall Weighting
Relevant Experience (Contractor)	20%
Relevant Experience (Designer)	10%
Track Record (Contractor)	12%
Track Record (Designer)	8%
Relevant Skills	50%

ET members will read the Applicants submission and evaluate and grade the non-price attributes using the Applicant Marking Sheets in this EoI.

The ET members will individually evaluate and grade the non-price attributes provided by the Applicant. For the evaluation they will take into account:

-) The Principal's records of contracts the Applicants have completed;
-) Their personal knowledge if any of the Applicants experience;
-) Information from referees of other organisations the Applicants have worked for.

The ET will meet to agree each Applicant's non-price attribute scores and overall grade. The ET will evaluate the proposals based on a direct comparison of each submission, and rank each Applicant in order based on the markings gained in the evaluation. If the ET cannot reach a consensus, the ET Leader will consider the teams' attribute scores and decide the final attribute score.

The three highest overall scoring Applicants will be short-listed as tenderers, unless the fourth highest scoring Applicant is within one mark of the third highest scoring Applicant, in which case the four highest scoring Applicants will be short-listed as tenderers.

3.9 EoI TENDERER SHORT-LISTING

On completion of the evaluation Applicants will be advised only whether or not they have been short listed, with no other evaluation information being given.

In the event that one or more of the short listed tenderers withdraws from the tender process, leaving less than three remaining, the Principal reserves the right to invite the next highest ranked Applicant to tender, provided that this does not result in more than three invited tenderers proceeding through the tender process.

3.10 EoI INTERVIEWS

Interviews may be held during the evaluation period with individual Applicants should any further clarification be required regarding the Applicant's submission.

4. OVERVIEW OF STAGE TWO TENDER PROCESS

4.1 INTRODUCTION

The short-listed tenderers will be invited to produce a tender for the design and construction of the Contract Works. It is anticipated that the tender documents will be issued during late July / early August 2016.

The Tender Documents for the contract works will be based on the a Lump Sum Design and Construction procurement, which provides for an interactive tender period of 9 weeks.

Each applicant will independently prepare a developed design throughout the RfP phase. At the end of the RfP phase, each applicant will submit their proposal which is expected to consist of the following as a minimum:

- a) Organisational Structure (including roles and responsibilities of key sub-consultants and key subcontractors;
- b) Plant and Resources Schedule;
- c) Developed Design;
- d) Proposed Safety in Design, Design Check and Validation Processes;
- e) Baseline Risk Register and Mitigation Plan;
- f) Constructability Statements(s);
- g) Site Safety Plan;
- h) Proposed Preconstruction Activities;
- i) Method Statements and Inspection Test Plans;
- j) Programme (including both design finalisation and construction sequencing);
- k) Non-price Attributes; and
- l) Price and projects cash flow analysis for the project.

The above list is provisional and is subject to change. The final requirements for proposals will be advised in the RfP

All tendering costs are to be borne by the tenderer.

4.2 CHANGES TO THE TENDERER'S TEAM

Short-listed tenderers should not change their team from that nominated in the Applicant's Questionnaire. The Principal may allow the use of a different team if the tenderer can demonstrate good reason for the change and can offer an equal or better alternative, and the change is approved in writing by the Principal.

4.3 CONDITIONS OF CONTRACT

The Conditions of Contract will be NZS 3916:2013 with Special Conditions that will amend some provisions. The Contractor will be required to take full responsibility for the construction of the Contract Works.

4.4 DESIGN STANDARDS

The project is to be designed in accordance with the Principal's guidelines and requirements and other recognised industry standards applicable to the nature of the work being proposed.

The 'Principals Requirements and 'Reference Design' will describe the scope and provide sufficient information to allow the Contractor to document and construct the Contract Works.

4.5 QUALITY ASSURANCE

The Contractor shall undertake the Contract Works in accordance with the quality assurance requirements, which will be described in the tender documents.

This requires contractors to supply evidence at the time of tender of certification to an acceptable standard. NZS ISO 9001: 2000 is considered a minimum standard, against which alternatives will be compared.

4.6 INTERACTIVE TENDER PROCESS

An inception meeting will be held with all tenderers to provide an introduction to the project and background on the residual opportunities and risks.

During the tender period, meetings will take place between the Principal, the Consultant and individual tenderers. The process is expected to comprise two meetings of approximately 2 hours duration each.

Matters to be discussed between the Principal and Tenderers during the interactive tender process shall include, but not be limited to:

- a) The Principal's Requirements of the contract
- b) Impact on statutory procedures;
- c) Safety, durability and maintainability issues relating to the Contract Works;
- d) Environmental and social issues;
- e) Whole of life cost issues;
- f) Work phasing, construction programming and contract period;
- g) Site Safety and Security;
- h) Proposed supervision of the Contract Works by the Contractor;
- i) Scheme aesthetics;
- j) Category of structural and other design check requirements;
- k) Consultation with third party project stakeholders;
- l) Tender Documentation;
- m) Risk assessment associated with the Tenderers proposals;
- n) Alternative Tender proposals;
- o) Maintenance responsibilities.

4.7 TENDER EVALUATION TEAM

The Stage 2 Tender Evaluation Team (TET) will be advised to tenderers in the Tender Documents.

4.8 TENDER EVALUATION AND CONTRACT AWARD

The detail for the evaluation of tenders will be set out in the Instructions For Tendering (IFT) documents.

5. APPENDICES

Appendix Reference	Subject
A	Glossary of Terms
B	Applicant Questionnaire
C	Evaluation Marking Sheets

Appendices

Appendix A – Glossary of terms

Terms used in this EoI that may be new to Applicants are described below:

Term	Definition
Applicants	The contractors (including consortia) who uplifted the Expression of Interest document.
Reference Design	The preliminary design prepared by the Principal's advisors and consultants, which is issued to tenderers for information only. It was prepared for the purpose of promoting the project and supporting funding requirements. It is not sufficiently developed to meet the Minimum Requirements
Evaluation Team (ET)	The team appointed by the Principal who will evaluate the EoI submissions, and select the short-listed tenderers.
Key Subcontractors	For the purposes of this EoI, key subcontractors are defined as subcontractors proposed to undertake greater than 10% of the works (by value).
Key Sub-consultants	For the purposes of this EoI, key sub-consultants are defined as sub-consultants proposed to undertake greater than 10% of the design (by professional fee value).
Instructions for Tendering (IFT)	Part of the tender documents. It provides details of the tendering process and evaluation procedure.
MFAT	The Ministry of Foreign Affairs and Trade (NZ Government) is a funding partner for the project. They are not a signatory to the Contract.
Principal	The Principal with respect to the Contract is the National Capital District Commission.
Principals Requirements	Part of the tender documents. It defines the scope of the Contract Works, design criteria, testing and certification requirements, and provides site related information.

Appendix B – Applicant questionnaire

The Applicant's submission must include answers to all the questions contained in this questionnaire.

The attribute submission must not exceed 20 single sided A4 pages ordinary type (12 point Times Roman or similar typeface), excluding the additional pages provided for below. A3 size paper shall be deemed to be two A4 pages and shall be numbered accordingly.

For Joint Ventures and Consortia, the number of projects to be submitted in Relevant Experience and Track Record questionnaires shall apply to the joint venture and/or consortia and not separately to the individual companies making up same, the parties must decide how many each member nominates.

Applicants shall number the pages. For submissions that exceed the page limit, only the first 20 pages, excluding the additional pages provided for below, will be considered during this evaluation.

Additional pages may be included as follows:

-) Title Page (one page)
-) Covering letter (one page)
-) Index (one page)
-) Project Organisational and Operational Structure Chart (1 A4 page)
-) Applicant Declaration
-) CVs (two pages for each person nominated in the submission)

Tenderers must provide four (4) identical copies of their completed Questionnaire which together with supporting information must be submitted as required in Section 3.5 of the EoI. One copy must be marked original and the others marked copy.

PART A: RELEVANT EXPERIENCE (CONTRACTOR)

The following information should be provided for three public building projects under construction or completed within the last five years, which the applicant considers most relevant to this project.

All projects must be the same as nominated for track record.

Should nominations be less than the required number of projects this will be taken as a deficiency in the attributes for Relevant Experience and Track Record, and will be scored accordingly. Where more than the required number of projects is submitted, only the first nominated projects for Relevant Experience and Track Record will be considered.

A separate table must be included for each project. Each table shall include the following information:

-) A description of the work carried out
-) It's relevance to this submission,
-) Details of % of work carried out by the applicants own resources, and % undertaken by subcontractors
-) Currency
-) Scale.

GENERAL INFORMATION

Provide the following details for each project nominated for Relevant Experience:

-) Project name, location, contract value and when the project was completed.
-) The Engineers name, company and contact telephone number(s)

RELEVANCE

Provide details of your relevant experience relating to the following factors from your nominated projects. For each factor provide detail of the % value of work carried out by the contractor's own directly employed labour and resources, and that undertaken by subcontract.

-) Relevance of the form and or/operation of the project to Gordons Market
-) Integrated Design and Construction
-) Health and Safety management through Design and Construction
-) Environmental
-) Stakeholder engagement and management
-) Earthworks and 3 Waters
-) Building Construction
-) Mechanical and Electrical, including Security and CCTV

PART B: RELEVANT EXPERIENCE (DESIGNER)

The following information should be provided for three public building projects under construction or completed within the last five years, which the applicant considers most relevant to this project.

All projects must be the same as nominated for track record.

Should nominations be less than the required number of projects this will be taken as a deficiency in the attributes for Relevant Experience and Track Record, and will be scored accordingly. Where more than the required number of projects are submitted, only the first nominated projects for Relevant Experience and Track Record will be considered.

A separate table must be included for each factor. Each table shall include the following information:

-) A description of the work carried out
-) It's relevance to this submission,
-) Details of % of work carried out by the applicants own resources, and % undertaken by subcontractors
-) Currency
-) Scale.

GENERAL INFORMATION

Provide the following details for each project nominated for Relevant Experience:

-) Project name, location, contract value and when the project was completed.
-) The Engineers name, company and contact telephone number(s)

RELEVANCE

Provide details of your relevant experience relating to the following factors from your nominated projects. For each factor provide detail of the % value of work carried out by the designer's own directly employed labour and resources, and that undertaken by subconsultant.

-) Relevance of the form and or/operation of the project to Gordons Market
-) Integrated Design and Construction
-) Health and Safety, including Safety in Design
-) Environmental
-) Geotechnical and Pavements
-) Stormwater, Wastewater and Water Reticulation
-) Architecture and Structural Engineering
-) Mechanical and Electrical, including Security and CCTV

PART C: TRACK RECORD (CONTRACTOR)

Provide the following details for each project nominated for track record (any information provided for in Relevant Experience does not have to be duplicated for Track Record):

-) Project name, location, contract value and when the project was completed.
-) Description of nominated work package
-) The Principal's name, company and contact telephone number(s)
-) The Engineer's name, company and contact telephone number(s)
-) Referee's name, company and contact telephone number(s): Note it is essential that nominated referees had direct involvement with the Applicant for the nominated work package and that current contact details be provided.)

)
Joint Venture: Identify which of your nominated project were joint ventures, identify the JV partner(s) and the proportion and nature of the work undertaken by the Applicant's company

PART D: TRACK RECORD (DESIGNER)

Provide the following details for each project nominated for track record (any information provided for in Relevant Experience does not have to be duplicated for Track Record):

-) Project name, location, contract value and when the project was completed.
-) Description of nominated work package
-) The Principal's name, company and contact telephone number(s)
-) The Engineer's name, company and contact telephone number(s)
-) Referee's name, company and contact telephone number(s): Note it is essential that nominated referees had direct involvement with the Applicant for the nominated work package and that current contact details be provided.)

)
Joint Venture: Identify which of your nominated project were joint ventures, identify the JV partner(s) and the proportion and nature of the work undertaken by the Applicant's company

PART E: RELEVANT SKILLS

Attach CVs for each of the key positions identified below (two pages per CV). CVs need to demonstrate specific experience relevant to the position and should differentiate between technical and managerial skills where relevant to the position.

The Applicant must nominate the following personnel and state (in no more than half a page per person) the key technical skills of each:

-) Project Manager (One person maximum)
-) Design Manager / Coordinator (Two people maximum)
-) Construction Manager (One people maximum)
-) Lead Architect (One person maximum)
-) Structures Personnel (Two people maximum)
-) Mechanical and Electrical Personnel (Three people maximum)
-) Geotechnical and Earthworks (Two people maximum)
-) Drainage Personnel (Two people maximum)
-) Environmental/Planning/Stakeholder Engagement (Two people maximum)

PART D1: DECLARATION

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the Applicant Questionnaire.

I/We understand that false information could result in my/our exclusion/removal from the Principal's Short List of tenderers for this Contract, and invalidate any Tenders submitted.

I/We hereby undertake to notify the Principal immediately of any material changes of information and/or circumstances including changes of address, occurring at any time subsequent to the date of this application.

I/we hereby give consent to the Principal to discuss and verify the stated Relevant Experience and Track Record with all the parties associated with that Relevant Experience and Track Record.

I/We hereby agree to waiver any claim to confidentiality in relation to the works and/or projects listed as Relevant Experience and Track Record in the questionnaire, on the basis that the Principal will only use such information for the purposes of evaluation for short listing Tenderers for this contract.

I/We hereby acknowledge that the Principal reserves the right to withdraw from the tender process (including the Statement of Interest and Ability) at any time without notice before entry into the contract. If the Principal withdraws from the tender process then no Applicant or tenderer shall have any claim for compensation or otherwise against the Principal.

Signed:	
Name (Printed):	
For and on behalf of:	
Date:	
This declaration must be signed by a Director or Authorised Representative in her/his own name and on behalf of the Applicant.	

Appendix C – Evaluation marking sheets

Description
Relevant Experience Contractor
Relevant Experience Designer
Track Record
Relevant Skills

RELEVANT EXPERIENCE CONTRACTOR (WEIGHTING 20%)

FORM A

Factors		Relevance 70%	Currency 20% (Years ago or % complete if under construction)	Scale 10% (% of Estimate)
	Weighting	35 or less: not related 40, 45: barely related 50, 55: related 60, 65, 70: particularly related 75, 80, 85: very related 90, 95, 100: extremely related	35 or less: 5+ years or < 50% complete 40, 45: 4-5 years or 50-60% complete 50, 55: 3-4 years or 60-70% complete 60, 65, 70: 2-3 years or 70-80% complete 75, 80, 85: 1-2 years or 80-90% complete 90, 95, 100: 0-1 years or 90-99% complete	35 or less: <35% of estimate 40, 45: 5-50% of Estimate 50, 55: 50-70% of Estimate 60, 65, 70: 70-90% of Estimate 75, 80, 85: 90-100% of Estimate 90, 95, 100: > or = Estimate
Relevance to the form and/or operation	10		Note: Provide Summary Rating Only	Note: Provide Summary Rating Only
Integrated Design and Construction	10			
Health and Safety management through Design and Construction	15			
Environmental	10			
Stakeholder engagement and management	15			
Earthworks and 3 Waters	10			
Building Construction	15			
Mechanical and Electrical, including Security and CCTV	15			
Summary Rating				

Applicant

Relevant Experience Rating

Evaluator's Comments (Continue to Separate Sheet if Necessary)

ET Note: relevant experience relates to the company, not individuals, and should include relevant experience of key subcontractors, if appropriate.

RELEVANT EXPERIENCE DESIGNER (WEIGHTING 10%)				FORM B
Factors		Relevance 70%	Currency 20% (Years ago or % complete if under construction)	Scale 10% (% of Estimate)
	Weighting	35 or less: not related 40, 45: barely related 50, 55: related 60, 65, 70: particularly related 75, 80, 85: very related 90, 95, 100: extremely related	35 or less: 5+ years or < 50% complete 40, 45: 4-5 years or 50-60% complete 50, 55: 3-4 years or 60-70% complete 60, 65, 70: 2-3 years or 70-80% complete 75, 80, 85: 1-2 years or 80-90% complete 90, 95, 100: 0-1 years or 90-99% complete	35 or less: <35% of estimate 40, 45: 5-50% of Estimate 50, 55: 50-70% of Estimate 60, 65, 70: 70-90% of Estimate 75, 80, 85: 90-100% of Estimate 90, 95, 100: > or = Estimate
Relevance to the form and/or operation	15		Note: Provide Summary Rating Only	Note: Provide Summary Rating Only
Integrated Design and Construction	10			
Health and Safety, including Safety in Design	10			
Environmental	10			
Geotechnical and Pavements	10			
Stormwater, Wastewater and Water Reticulation	15			
Architecture and Structural Engineering	15			
Mechanical and Electrical, including Security and CCTV	15			
Summary Rating				
Applicant			Relevant Experience Rating	
Evaluator's Comments (Continue to Separate Sheet if Necessary)				
ET Note: relevant experience relates to the company, not individuals, and should include relevant experience of key subcontractors, if appropriate.				

TRACK RECORD CONTRACTOR (WEIGHTING 12%)

FORM C

Project	PERFORMANCE (100%) =35%: Unsatisfactory 36% to 49%: Needs improvement 50% to 59%: Acceptable 60% to 70%: Requirements fully met 71% to 85%: Exceeds requirements 86% to 100%: Superlative
Summary Rating	

Applicant		Track Record Rating	
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Evaluator's Comments (Continue to Separate Sheet if Necessary)

ET Note: track record relates to the company, not individuals, and should include relevant experience of key subcontractors, if appropriate.

Where a project nominated under Track record is less than relevant to the tendered contract the ET may factor the score accordingly.

Project**PERFORMANCE (100%)**

=35%: Unsatisfactory
 36% to 49%: Needs improvement
 50% to 59%: Acceptable
 60% to 70%: Requirements fully met
 71% to 85%: Exceeds requirements
 86% to 100%: Superlative

Summary Rating**Applicant****Track Record Rating****Evaluator's Comments (Continue to Separate Sheet if Necessary)**

ET Note: track record relates to the company, not individuals, and should include relevant experience of key subcontractors, if appropriate.

Where a project nominated under Track record is less than relevant to the tendered contract the ET may factor the score accordingly.

RELEVANT SKILL (WEIGHTING 50%)			FORM E	
KEY PERSONNEL		PRACTICAL EXPERIENCE 80%	QUALIFICATIONS AND TRAINING 20%	
	Weighting		(Formal Qualifications & Training)	
		35 or less: Poor 40, 45: Below Average 50, 55: Average 60, 65, 70: Above Average 75, 80, 85: Good 90, 95, 100: Excellent	35 or less: Barely adequate 40, 45: Adequate 50, 55: Meets requirements 60, 65, 70: Related 75, 80, 85: Very Related 90, 95, 100: Directly Applicable	
Project Manager (One person maximum)	20			
Design Manager / Coordinator (Two people maximum)	16			
Construction Manager (One people maximum)	16			
Lead Architect (One person maximum)	8			
Structures Personnel (Two people maximum)	8			
Mechanical and Electrical Personnel (Three people maximum)	8			
Geotechnical and Earthworks (Two people maximum)	8			
Drainage Personnel (Two people maximum)	8			
Environmental/Planning/Stakeholder Engagement (Two people maximum)	8			
Summary Rating				
Applicant		Track Record Rating		
Evaluator's Comments (Continue to Separate Sheet if Necessary) ET Note: Relevant Skills relates to individuals, not the company, and should include relevant skills of key subcontractors if the positions listed are to be filled by subcontractors.				

GHD

OfficeAddressLine1

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Document Status

Revision	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
Rev 0	Andrew Whalley	Ian Hay				

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