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# **BRIEFING DOCUMENT**

**RFT No. - 0800008 EOI**

## **CALL for EXPRESSIONS OF INTEREST**

**DEPARTMENT OF EDUCATION AND TRAINING  
MANAGING CONTRACTOR**

**SCIENCE FACILITIES UPGRADE PROGRAM  
SYDNEY BASIN AND HUNTER CENTRAL COAST  
HIGH SCHOOLS**

Expressions of Interest must be received not later than  
9.30am on 12 February 2008

JANUARY 2008  
**DEPARTMENT OF EDUCATION AND TRAINING**

Call for Expression of Interest

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## 1. INTRODUCTION

The New South Wales Department of Education and Training (DET) in conjunction with the New South Wales Department of Commerce (Commerce) is seeking suitably qualified organisation/s to manage and deliver upgrades to Science Facilities in 81 High Schools within the Sydney Basin and 31 High Schools within the Hunter Central Coast Region.

Note: Three trial projects within the Sydney Basin, located at Kingsgrove High School, Port Hacking High School and Greystanes High School are in construction.

This document has been prepared to invite suitably qualified organisations to express their interest in tendering for the role of Managing Contractor to manage and deliver the Science Facilities Upgrades within these High Schools.

## 2. BACKGROUND

In February 2007 the Premier of New South Wales announced the \$2 billion Building Better Schools program. Included in this program was the upgrading of 800 science laboratories at 155 schools with total funding of \$145.4 million over four years.

The New South Wales Government is focused on improving the standard of school science laboratories to give science students and teachers a clear signal that careers in this field will play an important role in building the NSW economy.

The intention is that the Science Facilities Upgrade projects will be undertaken between the 2008/09 and 2010/11 financial years and that the 2007/08 financial year will be used to plan the program of works, engage with the construction industry and establish the various contracts which will be used to deliver the projects.

Various specific science facility Design Template Plans and associated Room Data Sheets plans have been developed by DET. Refer to Appendix 1 for copies of the Design Template Plans and Room Data Sheets.

These plans and room data sheets, plus the School Facilities Specification Standards (components applying to the High School Science Facilities) will represent the functional standards for the required Science Facilities Upgrade.

### 3. PURPOSE OF THIS EXPRESSION OF INTEREST DOCUMENT (EOI)

The purpose of the EOI is:

To identify a panel of suitably qualified and interested organisations to participate in a tender for a Managing Contractor for the Science Facilities Upgrade Program.

### 4. OVERVIEW OF MANAGING CONTRACTOR CONTRACT

DET in adopting the Managing Contractor approach for the Science Facilities Upgrade Program is keen to draw on the industry's expertise and latest innovation in the delivery of multi-sites refurbishment projects. Other benefits anticipated include consistency of delivery and quality across the program and access to resources.

The following is a brief overview and as such is not complete. It is provided to facilitate a quick understanding of the envisaged Managing Contractor Contract. More details will be provided in the tender documents available to the short list of successful EOI respondents invited to tender.

This Managing Contractor Contract as envisaged has two stages, which are as follows:

#### First Stage

This stage covers the Schematic Design, and Design Development phases of the project. During this phase the Managing Contractor must:

- Manage, Co-ordinate and be responsible for Schematic Design and Design Development using Consultants engaged by the Managing Contractor.
- During Schematic Design and Design Development, prepare documentation describing the project and periodically submit with cost estimates for review by DET.
- Prepare a Guaranteed Construction Sum (GCS) based on Design Development documentation approved by DET. The GCS is the Managing Contractor's assessment of subcontract costs plus the Lump Sum Consultants Fees plus the Managing Contractor's Lump Sum Management Fees to deliver the Science Facility Upgrade Program works.
- The GCS **must be less than or equal to** the Target Construction Sum (TCS) which will be established by DET.
- Submit a program for Construction Documentation, Construction, Commissioning and Handover.

Upon receipt of the GCS the Principal may

- i) Accept the GCS
- ii) Test the market by going out to tender for the documentation and construction on the basis of the documentation prepared by the Managing Contractor. The original GCS must remain open for acceptance. The Managing Contractor may tender but such tender may not be for more than their offered GCS.

## **Second Stage**

Following acceptance of the Guaranteed Construction Sum, the Managing Contractor must:

- Manage, co-ordinate and be responsible for Construction Documentation using design consultants and other consultants that are engaged by the Managing contractor.
- Manage, co-ordinate and be responsible for Construction and Commissioning using design consultants for services during construction, other consultants engaged by the Managing Contractor and sub-contractors.
- Supply, deliver, co-ordinate and be responsible for installation of specified furniture and equipment.

Note: It is envisaged that the tender document will be framed to allow the Managing Contractor the option of ordering furniture through the existing DET Furniture Contract or through other suppliers chosen by the Managing Contractor.

The following is envisaged in regard to the operation of the Construction Phase of the proposed Managing Contract:

- Construction may start upon acceptance by the Principal of the Guaranteed Construction Sum and the Managing Contractor's program of works.
- The Guaranteed Construction Sum may be adjusted on account of Principal initiated variations and Principal initiated delays. The Managing Contractor must warrant the Principal will not pay more than the Guaranteed Construction Sum.
- The Managing Contractor will be paid actual Costs plus the tendered fees.

- The Managing Contractor will be paid an Incentive Fee, a percentage of the difference between the Actual Construction Sum and the Guaranteed Construction Sum (where the ACS is lower than the GCS). The exact percentage will be determined and detailed in the Tender document for the Managing Contractor.

## **5. PROJECT STRUCTURE**

The envisaged project structure is given at Information Schedule 1.

Commerce has been engaged as the Client Representative for the Project. Commerce will fulfil the role of Authorised Person in the Managing Contractor Contract. Commerce will engage a consultant Quantity Surveyor to undertake the role of Client Cost Advisor, including certification of the GCS, review of progress claims and auditing of the Actual Construction Sum.

## **6. LENGTH OF CONTRACTS**

It is envisaged that contract/s for the Managing Contractor/s may be awarded in June 2008. The Managing Contractor/s will be required to complete the works progressively in accordance with agreed Milestones, consisting of groups of schools, with all works in the contract package/s being handed over to DET by 30 Jun 2011.

Milestones may be related to a predetermined cashflow stream which will be advised in the Tender Documents for the Managing Contractor.

## **7. SIZE OF CONTRACTS**

The envisaged size of the contract packages (in terms of number of schools, number of Wet and Dry Labs and Preparation Rooms which are to be refurbished) is given at Information Schedule 2. Please note that the final number of laboratories and preparation rooms may vary slightly.

Separate Contracts may be established for all the Science Facilities Upgrades within the Sydney Basin and the Hunter Central Coast. Alternatively a single Contract may be established covering all the schools within both the Sydney Basin and the Hunter Central Coast.

In awarding contracts, one of the criteria to be taken into account includes the value of contract package already awarded to a particular organisation. DET reserves the right to limit the number of Contracts any one organisation may win.

## 8. PRICING STRUCTURE FOR TENDERS

Shortlisted organisations will be invited to submit prices for the provision of the services listed in Item 4 Overview of Managing Contractor Contract. Prices will be sought on a lump sum basis, and will cover the following services:

### Schematic Design Fee

- i) Managing Contractor's Management Fee
- ii) Consultants Fee/s

### Design Development Fee

- i) Managing Contractor's Management Fee
- ii) Consultants Fee/s

### Documentation Fee

- i) Managing Contractor's Management Fee
- ii) Consultants Fee/s

### Construction Fee

- i) Managing Contractor's Management Fee
- ii) Consultants Fee/s

## 9. CONTRACT IMPLEMENTATION PROCESS

There are a number of phases which are to occur as part of the process to award the Managing Contractor Science Facilities Upgrade. An indicative timetable for the process is:

- Expressions of Interest (EOI) to be called in January 2008.
- Organisations will have in the order of Four (4) weeks to lodge their EOIs.
- DET/Commerce will carry out a review and evaluation of all EOIs in February 2008.



- It is anticipated tenders will be invited from the shortlist organisations in March 2008. All relevant tender documents and information will be issued at that time.
- The shortlisted tenderers for each package will have in the order of four (4) to five (5) weeks to prepare their tender submissions.
- It is anticipated that tenders will close in April 2008.
- It is anticipated contracts will be awarded to the successful organisation/s from June 2008.

## 10. CRITERIA FOR SHORTLISTING

### 10.1 Criteria Overview

A shortlist will be established for each of the envisaged contract package/s from the organisations who make EOI submissions.

All interested organisations are required to submit an EOI with current information.

Only organisations shortlisted in accordance with the evaluation criteria in this EOI will be eligible to tender for the contract package/s.

### 10.2 Specific Criteria

In determining the shortlist of tenderers, EOI submissions will be reviewed against the criteria shown below. These criteria are not in any order of importance or weighting. Failure to include completed copies of returnable schedules in the EOI submission may result in DET/Commerce not considering the submission.

The number of proponents shortlisted will follow the Government Procurement Guidelines, however, DET/Commerce reserves the right to shortlist more organisations at their sole discretion.

Organisations shortlisted and invited to tender will need to comply with NSW Government Code of Practice for Procurement. The attention of EOI Respondents is drawn to the following key documents, available at <http://www.construction.nsw.gov.au>

- NSW Code of Practice for Procurement
- Aboriginal Participation in Construction
- Occupational Health, Safety & Rehabilitation Management
- Industrial Relations Management
- Environmental Management
- Training Management and Quality Management

Note: The Government Procurement Guidelines are not limited to the key areas noted above. EOI Respondents should refer to the Government Procurement Guidelines, available at:

[http://www.treasury.nsw.gov.au/procurement/cpfp\\_ig](http://www.treasury.nsw.gov.au/procurement/cpfp_ig)

EOI Respondents should also note that DET has implemented Child Protection Policies across all DET sites. Contractors and Consultants entering these sites need to comply with these policies.

#### **10.2.1 Quality of Personnel and Size of Workforce (Returnable Schedule 4)**

- Demonstrated capabilities and experience of personnel.
- Personnel's prior experience in managing Facilities Upgrade Programs geographically distributed over multiple sites and / or Major Maintenance Programs (having an Architectural focus and geographically distributed over multiple sites).
- Size of Workforce, including: Architects, Engineers, Quantity Surveyors, Construction Programmers, other staff.

#### **10.2.2 Previous Experience in Facility Upgrade Program / Major Maintenance Programs (having an Architectural focus, geographically distributed over multiple sites) and Cooperative Contracting (Returnable Schedules 4 and 5)**

- Degree of past experience (measured over the last 3 years) in delivering Facilities Upgrade Programs and / or Major Maintenance Programs within tight time frames and the success of that delivery as measured by references and referees.
- Degree of past experience (measured over the last 3 years) and capacity to deliver Facilities Upgrade Programs and / or Major Maintenance Programs on a scale and time frame comparable to the proposed contracts.
- History of cooperative contracting and/or experience in partnering.

#### **10.2.3 Time Management (Returnable Schedule 5)**

- Demonstrated ability to plan and achieve timelines and programs as measured by references and referees.

#### **10.2.4 Quality Management (Returnable Schedule 6)**

- Implementation status and demonstrated effectiveness of quality systems.

### **10.2.5 Standard of Work (Returnable Schedule 6)**

- Physical standard and quality of work on recently completed and current projects / works as measured by references and referees.

### **10.2.6 Financial Status (Returnable Schedule 7)**

- Demonstrated financial capacity.
- Demonstrated prior experience in projects of similar or greater turnover value.

### **10.2.7 Occupational Health, Safety and Rehabilitation (Returnable Schedule 8)**

- Implementation status and demonstrated effectiveness of systems for management of OHS.

### **10.2.8 Coordination of Sub-Consultants and Sub-Contractors (Returnable Schedule 9)**

- Demonstrated ability to effectively manage numerous consultancy teams and coordinate multiple construction contracts involving volumes of sub-contractors geographically distributed over multiple sites.

### **10.2.9 Commitment to Client Service (Returnable Schedule 10)**

- Demonstrated commitment to achieving client service including facility end users on occupied sites.

### **10.2.10 Management of Environmental Issues (Returnable Schedule 11)**

- Track record in the management of environmental issues.

### **10.2.11 Locality**

- Degree of established presence in the area where interest is expressed.
- Demonstrated ability to establish in an area where there was no previous established presence.

Each of these criteria will be used in evaluating the EOI applications.

To assist in this process it may be necessary to:

- Interview interested organisations.
- Request further or more information in respect of the EOI lodged.
- Hold discussions with key personnel of interested organisations.

- Hold discussions with clients of interested organisations.
- Hold discussions with key referees.

## 11. BRIEFING SESSION

An industry briefing session will be held during the EOI period.

Date/time: 10.30am-1.00pm Thursday 24th January 2008  
Venue: Port Hacking High School Hall  
637 Kingsway Miranda, NSW 2228

Contact person: Tamara Smallhorn - Department of Commerce  
Telephone: (02) 9372 8511  
Facsimile: (02) 9372 8566  
Email: [tamara.smallhorn@commerce.nsw.gov.au](mailto:tamara.smallhorn@commerce.nsw.gov.au)

Organisations wishing to attend the briefing session are to advise the contact person listed above by noon on the 18<sup>th</sup> January 2008 to confirm their attendance. Attendance is limited to a maximum of two people per organisation.

After assembly and registration of attendees in the hall, the briefing session will continue with a walkthrough of the existing Science lab facilities currently undergoing refurbishment at Port Hacking HS. The walkthrough will commence at 10.45am and finish at 11.15am, at which time attendees will return to hall for the remainder of the briefing session.

Prospective EOI Respondents may submit written questions prior to the session. DET/Commerce does not guarantee to answer, during the EOI briefing session, any or all of the questions posed, but may choose to respond as soon as possible, in writing, after the session, and circulate all questions and answers to all organisations who attend the session.

## 12. ENQUIRIES

Further information about this EOI may be obtained from the Contact Officer nominated below:

Angelo Petraccaro  
Program Manager  
Strategic Projects Program  
Department of Commerce

Telephone: (02) 9372 8595  
Facsimile: (02) 9372 8566  
Email: [angelo.petraccaro@commerce.nsw.gov.au](mailto:angelo.petraccaro@commerce.nsw.gov.au)

All enquiries should be directed to Contact Officer.

## 13. LODGEMENT OF EOI

EOIs shall be submitted either on the application forms provided or following the same format. Each form is to be completed in its entirety and all information requested supplied.

**One original and two printed copies of submissions shall be provided in the following format:**

- in folders;
- double sided paper in 12-point font plain English text;
- a cover letter;
- an executive summary outlining the key points presented in the EOI submission;
- no more than 25 pages addressing all listed evaluation criteria (see section 10.2 Specific Selection Criteria);
- Returnable Schedules 1 to 13;

- appendices for items (such as copies of certificates, copies of quality plans) required as supporting evidence to the evaluation criteria and returnable schedule requirements;
- presented in the order of nominated evaluation criteria (see section 10.2 Specific Selection Criteria).

Respondents shall also provide an electronic copy of all the documents submitted, in PDF format on DVD.

DET at its sole discretion may choose to only consider information presented in the required format. Any pages additional to those required may not be considered in the evaluation of the submission.

EOIs must be lodged in the tender box in a sealed envelope marked:

***Expression of Interest 0800008  
DET Managing Contractor  
Science Facilities Upgrade Program  
Sydney Basin and Hunter Central Coast Schools***

***Closing date – 12/02/2008***

The Primary tender box located at:

Department of Commerce  
Level 3 West, McKell Building  
2-24 Rawson Place, Sydney NSW 2000  
Fax: (02) 9372 8974

Alternate tender boxes for the EOIs :

Hunter and New England Region, Newcastle Office  
117 Bull Street  
Newcastle West NSW 2302  
Fax: 4908 4954

South Coast Region, Wollongong Office  
84 Crown Street  
Wollongong NSW 2500  
Fax: 4226 8534

North Coast Region, Lismore Office

Dalley Street  
Lismore NSW 2480  
Fax: 6582 0482

Riverina/Western Region, Bathurst Office  
140 William Street  
Bathurst NSW 2795  
Fax: 6339 5949

**NOTE: ALL TENDER BOXES IN ALL COMMERCE OFFICES CLOSE AT 9.30AM ON THE DAY NOMINATED FOR CLOSE OF EOIs.**

EOIs may also be lodged by facsimile to the Secretary of the Tender Board at any ONE of the above locations before 9.30AM on the day nominated for close of EOI.

Late lodgement of EOIs will be treated strictly in accordance with the NSW Government Code of Practice for Procurement. Clause 5.2 Tendering Requirements, Submission of Tenders states:

*"It is the tenderer's responsibility to submit a tender in accordance with the conditions of tendering and in a legible and uncorrupted form, particularly in the case of electronic tendering.*

*Late tenders should not be considered, except when the client is satisfied that the integrity and competitiveness of the tendering process has not been compromised."*

EOIs which are lodged in the tender box after the closing date and time will be considered for acceptance only if:

- ◆ They have been mailed through Australia Post and are postmarked no later than the day before the closing date for EOIs; or
- ◆ They have been facsimiled to the address of an approved tender box and the facsimile transmission was completed before the closing date and time for EOIs.

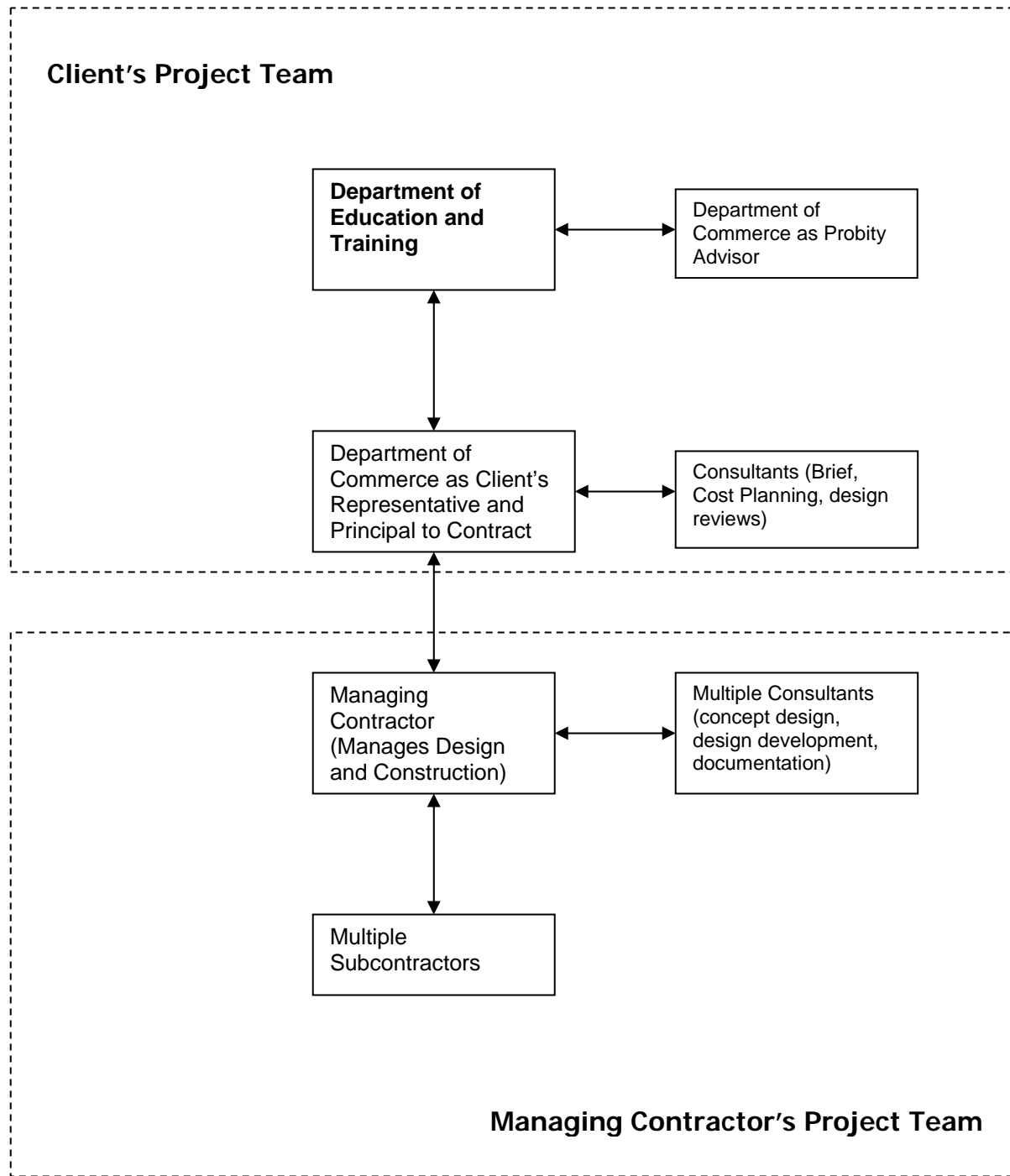
EOIs sent by facsimile which are not fully transmitted to the address of an approved tender box by the closing date and time, even if transmission is delayed due to the receiving facsimile machine being engaged, faulty or otherwise inoperative, may not be considered for acceptance.

## INFORMATION SCHEDULES



## INFORMATION SCHEDULE 1: PROJECT STRUCTURE

The envisaged project structure is:



## **INFORMATION SCHEDULE 2: CONTRACT PACKAGES AND DET DISTRICTS**

Contract packages are made up of the following DET Regions and preliminary numbers of assets.

Contract Package		DET Districts	Total High Schools	Existing No. of Labs		Proposed Wet Labs to Refurb.	Proposed Dry Labs to Refurb.	Proposed Main Prep Room to Refurb.
1.	Sydney Basin	Campbelltown, Bankstown/ Granville, Liverpool / Fairfield, Sutherland / St George, Bondi / Port Jackson, Mt Druitt / Penrith, Blacktown/ Parramatta / Windsor, Ryde, Hornsby / Northern Beaches	81	531		261	66	81
2.	Hunter / Central Coast	Newcastle / Lake Macquarie, Maitland / Muswellbrook, Central Coast	31	179		132	19	31

## RETURNABLE SCHEDULES

## **RETURNABLE SCHEDULE 1: PREFERRED PACKAGES APPLICATION**

### **APPLICATION FORM**

#### *MANAGING CONTRACTOR DET SCIENCE FACILITIES UPGRADES*

### **1. NOMINATION OF PREFERRED CONTRACT PACKAGES**

DET reserves the right to limit the number of packages any one contractor may be awarded.

In the table below please nominate the contract package/s you are interested in being shortlisted for in priority order (i.e. if more than one (1) nominated list in order (1), (2)).

If your organisation is only interested in one (1) package please put the number one (1) in the relevant box. Mark with a cross (X) those packages that you do not wish to be considered for.

<b>Name of organisation expressing interest:</b>	
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	Contract Package	DET Region	Contractor Preference
1.	Sydney Basin High Schools	Campbelltown, Bankstown / Granville, Liverpool / Fairfield, Sutherland / St George, Bondi / Port Jackson, Mt Druitt/ Penrith, Blacktown / Parramatta / Windsor, Ryde, Hornsby / Northern Beaches	
2.	Hunter Central Coast High Schools	Newcastle / Lake Macquarie, Maitland / Muswellbrook, Central Coast	

**Preferences should be filled in from 1 onwards or mark with a cross (X) those packages you do not wish to be considered for.**

## **RETURNABLE SCHEDULE 2: ORGANISATION DETAILS**

### **2. ORGANISATION DETAILS**

Name of organisation expressing interest:	
Trading as: (Only if applicable)	
Australian Business Number: (ABN)	
Business Address:	
Postal Address (if different):	
Phone No:	
Fax No:	
Date when business commenced operation:	
Contact for further information: Financial Name: Phone: Email:  Technical Name: Phone: Email:	

Commerce (on behalf of DET) contracts only with acceptable legal entities having appropriate financial assets and does not contract with entities such as a business name, trust or firm trading under a trust arrangement. Organisations expressing interest are required to provide evidence of their legal entity either by providing a copy of an official document such as Company Registration and names of office bearers issued by the Australian Securities Commission or a statement confirming the legal entity signed by a practicing solicitor.

Legal Entity of Organisation:	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership/Joint Venture <input type="checkbox"/> Company <input type="checkbox"/> Holding Company <input type="checkbox"/> Subsidiary Company
Evidence of Legal Entity Attached:  Attachment Number:	<input type="checkbox"/>

## **RETURNABLE SCHEDULE 3: COMPANY DETAILS**

### **3. COMPANY DETAILS**

#### **3.1 Related Companies**

Organisations intending to submit an EOI who are related (as defined by the Corporations Act 2001 (Commonwealth))\* to other potential tenderers or participants in the construction industry or related industries must provide sufficient information relating to their proposed probity arrangements in order that DET/Commerce is satisfied that any probity or competitiveness risks are eliminated. The information required to be provided (see below) is intended to address this issue.

Depending upon the information provided by Respondents, they may be required to:

- Clarify or improve on the information provided and/or to provide further information;
- Put certain internal governance arrangements and procedures in place to address probity and competitiveness concerns and to comply with such arrangements and procedures; and
- Provide certifications that all such arrangements and procedures have been complied with.

In determining the number and identity of Respondents to invite to submit proposals for the project, the relationships between Respondents (including the existence of Related Companies and common directors) may be taken into account.

#### **3.2 Company Details – To be completed by companies only**

Date of registration (A copy of registration documents must be submitted):	
Attachment Number:	
Is company involved in any trust relationships? If yes, give full details.	
If a subsidiary company, state name of ultimate holding company and ACNs:	

\* The Corporations Act 2001 (Commonwealth), S.50, states "Where a body corporate is: (a) a holding company of another body corporate; or (b) a subsidiary of another body corporate; or (c) a subsidiary of a holding company of another body corporate; the first-mentioned body and the other body are related to each other."

*Company details cont'd . . .*

If a holding company, state names of divisions and/or subsidiaries and ACNs:	
State Trading Names:	

### 3.3 To be completed by Sole Traders and Partnerships only

Type of Business:	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership/Joint Venture
State Names and Addresses of all members of Business:	
State Trading Names:	



## **RETURNABLE SCHEDULE 4: PERSONNEL**

### **4. ORGANISATION PERSONNEL**

#### **4.1 Employees**

Indicate the average number of permanent employees in the last twelve months.

<b>Employees</b>	<b>Number</b>	<b>Classification</b>
Management and non technical office staff, including Project Managers		
Technical Staff including: Architects, Engineers, Quantity Surveyors, Construction Programmers		
Personnel employed on facilities upgrade programs / management/ maintenance work.		
Personnel employed on estimating, drafting or technical office work		
Total Supervisors		
Total Trades Persons		
Total Apprentices		
Total Non-trades People / Labourers		
Total average permanent employees		

#### **4.2 Key Personnel**

The objective of achieving a high level of satisfaction for the client and school community is of major importance in the Science Facilities Upgrade Program. One of the critical success factors on these projects will be the effectiveness of the Managing Contractor team's ability to deploy stakeholder management and keep the schools on side and operating during the planning and construction phases.

It is acknowledged and recognised by DET that organisations may not be able to commit to specific personnel for specific contract packages at the EOI phase.

Accordingly, please indicate below personnel who might be available to undertake the role of liaising, coordinating and dealing with the Commerce Project Manager, DET Project Director and DET Facility Manager on a daily basis. Please provide a separate sheet for each individual.

Organisations may also choose to submit a draft position description listing the qualifications and experience they would expect from personnel who would be employed in these positions.

Name:	
Position in Organisation:	
Referees: - Name - Position - Phone  - Name - Position - Phone	
Brief C.V. detailing relevant experience:	

## **RETURNABLE SCHEDULE 5: CURRENT & COMPLETED CONTRACTS**

### **5. CONTRACT INFORMATION**

**Relevant Current and Completed Contracts – Facilities Upgrade Programs and/or Major Maintenance Programs having an Architectural focus, delivered across multiple geographically distributed sites.**

Please provide details of all contracts currently in hand or completed in the last 3 years for DET/Commerce and other organisations that are relevant to Facilities Upgrade Programs and/or Major Maintenance Programs having an Architectural focus which were delivered across multiple geographically distributed sites and within agreed timeframes.

Attach additional pages showing the required information if there is insufficient space.

<b>Project Name and Description</b>	<b>Contract System (CO, DD&amp;C, other)</b>	<b>Contract Sum \$</b>	<b>Expected date of completion or date completed</b>	<b>Supervising organisation with name of contact person and phone number</b>

**RETURNABLE SCHEDULE 6: QUALITY MANAGEMENT**

**6. QUALITY MANAGEMENT**

Please submit with the EOI, evidence of ability to meet any of the following Quality Assurance requirements:

A copy of the Tenderer’s certificate together with a scope, field and capability description evidencing that the Tenderer has met certification requirements to AS/NZS ISO 9001:2000 by a certifying body registered with the Joint Accreditation System – Australia and New Zealand	<u>Attachment Number</u>
--	--------------------------

## 6. QUALITY MANAGEMENT (Continued)

Supply the following as attachments to the application:

Item	Attachment Number
Copy of a Project Quality Plan on a current Facilities Upgrade Program and/or Major Maintenance Program having an Architectural focus.	
Copy of a Project Quality Plan on a current project.	
Name and phone number of Supervising organisation and external auditor from a recent project audit.	
Provide a copy of the organisation's latest external project audit.	

List below details of other projects over \$10M within the last 3 years for which Contractor quality assurance systems have been implemented.

Project Name	Contract sum \$	Supervising organisation with name of contact person and phone number

## RETURNABLE SCHEDULE 7: FINANCIAL INFORMATION

### 7. FINANCIAL INFORMATION

The interested organisation is required to submit a copy of its annual financial statements for the past two financial years. Where possible any financial statements submitted should be audited.

The interested organisation is also required to submit:

- ◆ details of any overdraft facilities available;
- ◆ details of any guarantee facilities available;
- ◆ when the interested Organisation is required by the Australian Securities Commission to submit audited accounts, a copy of the audited accounts is to be submitted;
- ◆ when the interested Organisation is a Subsidiary, the annual financial statements submitted are to be in respect of the Subsidiary and not it's Holding Company. In addition, the interested Organisation is required to submit the consolidated accounts for the whole group of companies; and
- ◆ if a Subsidiary does not have sufficient financial capability in its own right, pre qualification may be sought in the name of the Holding Company, or in the name of Holding and Subsidiary Companies, jointly and severally.

Attachment Number:	
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## RETURNABLE SCHEDULE 8: OHS

### 8. OCCUPATIONAL HEALTH, SAFETY & REHABILITATION MANAGEMENT

Do you have a NSW Government agency accredited OHS Management System in accordance with OHS Management Guidelines, 4 <sup>th</sup> edition? (Note that certification to AS4801 is not acceptable for this application). Attachment Number:	Yes / No
Do you conduct accident investigations?  If Yes, who conducts these investigations? (Title)  (Attach examples of two recent accident investigation reports) Attachment Number:	Yes / No
Do you conduct site safety inspections?  If yes, how often?  (Attach two recent inspection reports or other documentation of inspection) Attachment Number:	Yes / No
Do you have a written safety policy?  (Attach safety policy) Attachment Number:	Yes / No
Do you have a safety induction program for new employees and/or sub-contractors?  (Attach outline of induction program) Attachment Number:	Yes / No
Submit a copy of a Safety Management Plan on a current Facilities Upgrade Program and/or Major Maintenance Program having an Architectural focus. Attachment Number:	
Submit a copy of a Safety Management Plan on a current project. Attachment Number:	
Submit examples of safe work method statements on a current project. Attachment Number:	

NOTE: Refer to NSW Government Occupational Health & Safety Guidelines 4<sup>th</sup> Edition.

## RETURNABLE SCHEDULE 9: SUBCONTRACTORS

### 9. COORDINATION OF SUBCONSULTANTS & SUBCONTRACTORS

Provide details of volumes of sub-consultants and subcontractors coordinated in the last 3 years for each of the following: Architectural and Engineering Services, on a program of works which was delivered across multiple geographically distributed sites and within agreed timeframes.

Subcontractor & trade	Project name and description	Duration of the Contract	Client organisation with name of contact person and phone number
<b>ARCHITECTURAL</b>			
<b>ENGINEERING SERVICES</b>			
<b>HYRAULICS</b>			





Subcontractor & trade	Project name and description	Duration of the Contract	Client organisation with name of contact person and phone number
<b>ELECTRICAL</b>			
<b>MECHANICAL</b>			

## RETURNABLE SCHEDULE 10: CLIENT SATISFACTION

### 10. COMMITMENT TO CLIENT SATISFACTION

Please detail your organisation's development and implementation of the following:

A corporate policy for development and monitoring of progress in identifying client needs:

--

An established program for raising staff and employees' awareness of client needs:

--

An established program for discussing client needs, priorities and preferences with clients:

--

Client organisations (no more than two) with name of contact person and phone number

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## RETURNABLE SCHEDULE 11: ENVIRONMENTAL ISSUES

### 11. MANAGEMENT OF ENVIRONMENTAL ISSUES

The NSW Government is committed to the guiding principles of Ecologically Sustainable Development. This includes the protection of human health and of our natural environment. Demonstrate your understanding of these environmental issues and detail a program developed to manage these issues including:

Do you have a NSW Government agency accredited Environmental Management System in accordance with the Environmental Management Systems Guidelines, November 1998? Attachment Number:

Copy of an Environmental Management Plan from a current or recent project.

Attachment Number:

Energy Efficiency:

Water Conservation and Recycling:

Biodiversity – protection of our natural environment:

Avoidance of sensitive materials/products:

Waste avoidance and pollution reduction:

Development of a program to train staff and employees in management of environmental issues as listed above:

Development and implementation of plans to minimise waste and control the impact on the environment of construction activities:

## RETURNABLE SCHEDULE 12: COMPLIANCE & DECLARATION

### 12.1 COMPLIANCE - NSW CODE OF PRACTICE FOR PROCUREMENT

In consideration of being permitted to tender, DET will require that each shortlisted organisation promises as a fundamental condition that: it has complied with the NSW Government Code of Practice for Procurement and Tendering Guidelines.

EOI Respondents should refer to:

The NSW Government Code of Practice for Procurement available at:

[http://www.treasury.nsw.gov.au/procurement/cpfp\\_ig](http://www.treasury.nsw.gov.au/procurement/cpfp_ig)

and

NSW Government Tendering Guidelines available at:

<http://www.dpws.nsw.gov.au/Government+Procurement/Procurement+Policy+Framework/NSW+Government+Tendering+Guidelines.htm>

### 12.2 DECLARATION

I hereby declare that the particulars shown herein are true and correct in every detail and all required information has been supplied.

I declare that the financial information reflects the accounts of the applicant organisation. I agree with the above requirements (Section 12.1 Compliance) and I agree to abide by NSW Government Code of Practice for Procurement and NSW Government Tendering Guidelines.

**Date:** \_\_\_\_\_

**Signed for the Contractor by:** \_\_\_\_\_

(Authorised Officer)

**In the Office Bearer capacity of:** \_\_\_\_\_

**Name (in block letters):** \_\_\_\_\_

**EOI CLOSING: 9.30AM 12 February 2008**

## RETURNABLE SCHEDULE 13: RISK MANAGEMENT

### 13. RISK MANAGEMENT

As part of the risk assessment approach being undertaken by the DET, EOI respondents are required to participate by providing direct feedback through the EOI process on risks associated with the delivery of the Science Facilities Upgrade Program within the DET facilities.

A list of key risks identified by the EOI respondents and details of how their organisations will broadly manage these risks is a requirement; however, they will not be used as ranking criteria. These risks will be collated and used in the overall risk management process being undertaken separately by DET. Items that are raised as commercial in confidence should be highlighted as such by respondents and will not be used for any other purpose other than the internal DET risk management process.

EOI respondents should use their knowledge of the EOI document, and their previous experience in Facilities Upgrade Programs and / or Major Maintenance Programs as a basis for identifying risks that may inhibit future contractors' ability to contribute to the "delivery of the Science Facilities Upgrade Program".

Risks should be listed in priority order, such that the risk event that the respondent places as the highest priority is first on the list.

Description of risk event	Consequence if risk event occurs	Your Organisation Risk Management Strategy

## GLOSSARY of COMMON TERMS

### Commerce

The New South Wales Department of Commerce (formerly known as the Department of Public Works and Services).

### DD&C

A Design Development and Construction contract.

### DET

The New South Wales Department of Education and Training.

### GCS

The Guaranteed Construction Sum is the Managing Contractor's assessment of construction subcontract costs plus the Consultants Fees plus the Managing Contractor's management fees to deliver the Science Facility Upgrade Program works

### Managing Contractor

The agency engages a Managing contractor for concept design, design development, documentation and construction of the works in accordance with the brief. The construction contractor is free to engage consultants of its own choosing for concept design, design development and documentation.

### TCS

Target Construction Sum is DET's cost estimate to deliver the Science Facility Upgrade Program works detailed in the tender document.

## APPENDIX 1