

GUIDELINES FOR APPLICANTS

Subsidence Advisory NSW Independent Assessment Scheme

SCHEME NO. SCM4721

2018-2023

MAY 2020



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<https://buy.nsw.gov.au/schemes>

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1. INTRODUCTION

This document provides guidance for service providers seeking prequalification under the *Subsidence Advisory NSW Independent Assessment Scheme SCM4721* ("the scheme").

In October 2017, Subsidence Advisory NSW (SA NSW) established the scheme to improve the efficiency of procuring mine subsidence claim determination, and other services related to properties possibly damaged by coal mine subsidence.

The application process is entirely online, offering a simple, streamlined solution.

Applicants have the ability to apply for regions and categories that match their area of expertise, providing opportunities for small to medium size businesses particularly in regional areas to qualify for the scheme.

The scheme is open for the duration of the term; therefore service providers can apply when it suits them and can update their capabilities as their experience grows.

Prequalified service providers must demonstrate a sound business structure, financial capability, management capability, available resources, management systems, relevant experience and good performance history.

Scheme Timeline

Application acceptance	Prior to and during the life of the Scheme
Scheme commences	1 January 2018
Scheme concludes	31 December 2023
Scheme extension	Subject to SA NSW's requirements
Scheme content update	Subject to SA NSW's requirements

2. WORK CATEGORIES AND REQUIREMENTS

Applicants are to identify the work categories for which they seek prequalification based on their demonstrated relevant experience and capabilities.

Category	Summary Description of Services and Work Specific Requirements
Building Inspector and Estimator	<p>Pre-mining inspections and documentation of existing damage to all buildings and other improvements on a property, including the taking of levels.</p> <p>Prepare and draft Scope of Works for repair method</p> <p>Prepare a written inspection record of the building work inspected</p> <p>Provide cost estimates for repair works</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> i. Have extensive knowledge of the Building Code of Australia, Home Building Act and Regulations NSW, and relevant international construction standards. ii. Appropriate equipment to take levels of internal and external dwellings and undertake penetrometer tests of foundation material. iii. Current NSW Fair Trading Building Licence. iv. Minimum 10 years' experience in building.
Civil Engineering	<p>Design and documentation of civil structures such as bridges, dams, retaining walls, reservoirs, car parks, underground assets and services and roads.</p> <p>Investigation, testing and reporting on fibre-optic telecommunication lines.</p> <p>Design of repair methods.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> i. Engineers must hold a 4 year engineering qualification and be eligible for full membership of Engineers Australia. ii. Qualifications: Key staff with qualifications appropriate for the delivery of engineering services to civil remediation projects. iii. Experience: key staff with minimum 5 years' experience on engineering projects specific to the work category.
Environmental Studies	<p>Assessment, analysis, evaluation and reporting of environmental issues or identified degradation, interference or conflicts, relevant to natural habitats, built environments or proposed developments including environmental impact assessment and major review of environmental factors including the formulation of appropriate action to be taken.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> i. Engineers must hold a 4 year engineering qualification and be eligible for full membership of Engineers Australia and/or hold a Bachelor's degree in Science and appropriate experience. ii. Qualifications: Key staff with qualifications appropriate for the delivery of engineering services to environmental remediation projects. iii. Experience: key staff with minimum 5 years' experience on engineering projects specific to the work category.

Category	Summary Description of Services and Work Specific Requirements
Geotechnical Engineering	<p>Investigation and detailed assessment of subsurface conditions with experience in determining cause/s of ground movement and distress/damage to structures such as mine subsidence, reactive soils, soft soils etc. Experience in providing concept and detailed design options for ground and structural remediation such as underpinning, expansive polyurethane injection, mine void grouting and other foundation treatments.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> i. Engineers/Engineering Geologists must hold a 4 year engineering qualification and be eligible for full membership of Engineers Australia and/or hold a Bachelor's degree in Science majoring in Geology and appropriate experience. ii. Qualifications: Key staff with qualifications appropriate for the delivery of engineering services to geotechnical remediation projects. iii. Experience: key staff with minimum 5 years' experience on engineering projects specific to the work category. iv. Applicants will be required to enter into a Confidentiality Deed with the NSW Resources Regulator in order to access geospatial information relevant to mine subsidence investigations.
Property Valuer	<p>Undertake residential market valuations of properties.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> i. Minimum 10 years' experience in residential property valuations ii. Membership with the Australian Valuers Institute (other than associate or student membership), or iii. Membership with the Australian Property Institute (other than student or provisional membership), acquired in connection with his or her occupation as a valuer, or iv. Membership with the Royal Institution of Chartered Surveyors as a chartered valuer.
Quantity Surveying	<p>Cost planning and estimation of construction works.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> i. Qualifications suitable for eligibility for corporate membership of the Australian Institute of Quantity Surveyors (including continuing professional development). ii. Experience: minimum 2 years' experience specific to the work category.
Rail Engineers	<p>Design and documentation of rail structures and services such as track and civil design, embankments, structures and systems.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> i. Engineers must hold a 4 year engineering qualification and be eligible for full membership of Engineers Australia. ii. Qualifications: Key staff with qualifications appropriate for the delivery of engineering services to rail projects. iii. Experience: key staff with minimum 5 years' experience on engineering projects specific to the work category.

Category	Summary Description of Services and Work Specific Requirements
Structural Engineering	<p>Design and documentation of the structural components of buildings, such as footings, beams, floors, roof structure, walls and, columns and roadworks, hydraulic & storm water designs associated with buildings. Specific experience in structural remediation design options for structures subject to ground movement. Provide inspections, advice and reports on dwellings and improvements on properties affected by mine subsidence.</p> <p>Carry out a thorough assessment of a building and advise as to whether the property or specific areas of the building/structure damage is a result of mine subsidence or other causes.</p> <p>Prepare and draft Scope of Works for repair method.</p> <p>Prepare a written inspection record of the building work inspected.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> i. Engineers must hold a 4 year engineering qualification and be eligible for full membership of Engineers Australia. ii. Qualifications: Key staff with qualifications appropriate for the delivery of engineering services to structural remediation projects. iii. Experience: key staff with minimum 5 years' experience on engineering projects specific to the work category. iv. Applicants will be required to enter into a Confidentiality Deed with the NSW Resources Regulator in order to access geospatial information relevant to mine subsidence investigations.
Surveyor	<p>Able to set up monitoring programs, install and measure monitoring points, and report results on an ongoing basis.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> i. Qualifications: Minimum requirement diploma in Surveying. ii. Experience: minimum 2 years' experience specific to the work category.
Utility and Asset Locating Consultant	<p>Asset identification and marking of public utility mains and private connections that is underground.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> i. Minimum 10 years' experience in the utility industry or communications; or ii. Membership National Utility Locating Contractors Association (other than associate).

3. PREQUALIFICATION ELIGIBILITY CHECKLIST

The Prequalification Eligibility Checklist (Table 1) should be completed by the service provider before submitting an application for prequalification. The checklist provides an indication whether the service provider may be eligible for prequalification. A positive outcome does not guarantee that the service provider will be successful in its application for prequalification. A negative outcome in any criterion will indicate areas where a service provider may not meet prequalification requirements. Where the service provider is not eligible, they may then implement actions to address eligibility before applying for prequalification.

Note that DCS may consider further additional information where relevant, to minimise risk to NSW government and its clients.

Table 1: Prequalification Eligibility Checklist

#	Eligibility Criteria	Compliant: YES / NO
1.	Legal Entity: The service provider constitutes an acceptable business entity to SA NSW including: <ul style="list-style-type: none"> The service provider must not be a business name, trust or entity under external Administration. Where the service provider operates under a business name only, they must apply in their own name (as an individual). 	
2.	Code of Practice for Procurement: The applicant agrees to comply with the requirements of the NSW Government Code of Practice for Procurement.	
3.	Ethics Statement: The applicant agrees to comply with the requirements of the DCS Business Ethics Statement.	
4.	Financial Capacity: The applicant agrees to provide recent financial statements should this be requested by SA NSW.	
5.	Professional Indemnity Insurance: Applicants are to be insured for Professional Indemnity, where and when required.	
6.	Public Liability Insurance: Applicants are to be insured for Public Liability not less than \$20M. Generally, an annual policy held by the consultant, which provides appropriate cover suitable for the engagement and which covers the Principal in general terms (not necessarily naming the Principal), is satisfactory.	
7.	Workers Compensation: If the service provider is not a sole trader, insurance covering Workers' Compensation and related liability in accordance with the requirements of the Workers' Compensation Act 1987 (NSW); and if the service provider is unable to obtain workers' compensation insurance because the service provider is a sole trader or partnership, the service provider must hold appropriate personal accident insurance.	
8.	WHS Management System: required where the service provider is employed as the principal contractor as defined by the <i>Work Health and Safety Act 2011</i> .	
9.	Work Specific Requirements: The service provider must be able to demonstrate meeting the Work Specific Experience defined for the Work Categories for which prequalification is sought.	
10.	Experience: The service provider must be able to provide a summary of relevant projects currently in progress, or completed domestically (within Australia) within the previous two (2) years including Government and Private Sector contracts.	
11.	Rate Card: Rates to be held for 24 months from Application date by Capability by Skill and/or Qualification to be provided.	
12.	Any Legal Proceedings: Disclosure of any legal proceedings that may, or could be expected to influence the performance of the service provider in its engagement by SA NSW.	
13.	Applicant Statement: Applicants must be willing to become a signatory to a statement regarding the truthfulness and accuracy of the information provided in the service provider's application and the service provider's agreement to comply with NSW government requirements.	
14.	Confidentiality Deed: The applicant agrees to enter into a confidentiality deed with the NSW Resources Regulator where required.	
15.	Conflict of Interest: The applicant must confirm that at the date of the Agreement, no conflict of interest exists or is likely to arise in the performance of the Services.	

4. THE APPLICATION PROCESS

The actions required by a service provider seeking Prequalification are provided in Table 2 to assist the service provider in progressing its application. The response by DCS is also indicated to enable the service provider to understand the issues to be addressed.

Table 2: The Application Process

	Action by the service provider	Response by DCS
1	The service provider may check eligibility to be considered for Prequalification by completing the Prequalification Eligibility Checklist (Refer Table 1). Where not eligible, the service provider takes the necessary actions required to become eligible.	
2	The service provider submits an Application for Prequalification to eTendering.	Assessment body may request additional information provided that the quality of the service provider's initial application indicates significant potential for meeting the requirements.
3	The service provider submits a response to DCS's request for additional information including taking action to meet prequalification requirements (where applicable).	Assessment body will: <ul style="list-style-type: none"> • assess the response to requests for additional information; • determine whether the service provider has met requirements; • advise the service provider as to the outcome of its application.