



Southern Downs

REGIONAL COUNCIL

PART 2

SPECIFICATION

Request for Tender Title:	Condition Assessment of Reservoirs, Tanks & Pump Stations
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Closing Time:	2:00pm Wednesday, 30 September 2020
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RFT Number:	21_018
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1 PROJECT OVERVIEW

Southern Downs Regional Council (SDRC or Council) is seeking a suitably qualified and experienced contractor to critically analyse Council's reservoir, tank and pump station assets and provide a condition assessment for the assets at each site.

A high level summary of the required work under this Project is as follows:

1. Review available information;
2. Consult with Council representatives;
3. Inspect each site;
4. Undertake Level 2 and in some cases level 3 asset inspection and condition assessments;
5. Provide list of additional detailed investigations required;
6. Perform detailed investigations in accordance with schedule of rates; and
7. Provide detailed reports regarding condition assessments including recommendations.

This project is scheduled to commence with Contract award and is to be completed on or before 30 April 2021. Project reporting including draft deliverables is to be provided throughout the delivery of the project.

2 PROJECT OBJECTIVE

Southern Downs Regional Council values proactive management of assets, enabling efficient and effective planning. Comprehensive condition assessment of SDRC's Reservoirs and Tanks will provide transparency in budget and resource allocation, now and into the future.

Condition assessment of Council's Water Reservoir and Tank, Water and Wastewater Pump Station assets will ensure SDRC is able to continue to provide water and wastewater services over the long term in a cost-effective manner. This will be accomplished by collecting asset data and providing collected information in a format to allow Council to import the information into an asset management system.

The Condition Assessment will provide information enabling Council to better maintain assets and remediate, replace, or upgrade those with the greatest risk of failure. Data integration shall facilitate long term financial planning for water operations throughout the region.

Key Project outcomes include:

- Evidence based options for decision making;
- An accurate appreciation of the current condition and performance of the assets;
- Strategies to improve operation and efficiency of Council's water and wastewater assets;
- The ability for Council to plan for more robust water security;
- The ability for Council to maintain and improve required legislated quality and provision of service;
- Improved environmental due diligence;
- Improved forward planning of capital works programs;
- Improved confidence in information collected for legislative requirements;
- Improved disaster resilience;
- Short term efficiencies;
- Compliance with relevant water guidelines.

3 SERVICE DESCRIPTION AND SCOPE

Southern Downs Regional Council is seeking to engage a suitably qualified and experienced contractor to:

- undertake a formal level 2 asset inspection and condition assessment of Council's:
 - 25 Water Supply Reservoirs and Tanks;
 - 15 Water and 2 Recycled Water Pump Stations; and
 - 34 Wastewater Pump Stations.

Based on the outputs of the level 2 condition assessment the Successful Contractor is required to:

- Provide a condition assessment report analysing the condition assessment of outputs, risks, and provide operational and capital recommendations (See further at 3.2)
- Develop a 10 year forward capital works program (See further at 3.2); and
- Develop Routine Maintenance Schedule (See further 3.3)

for each asset type/ class.

Additional information and conditions for each asset type/ class are provided in Parts A to C. This specification outlines the minimum requirements. Respondents may provide information on additional inclusions or value-add services that may be available with data collected.

3.1 Condition Assessment

The Respondent is to provide a methodology statement for the inspection and condition assessment of Reservoirs and Tanks, Water and Recycled Water Pump Stations and Wastewater Pump Stations (Assets). The inspection and condition assessment of Council's assets should include, but is not limited to the following:

- Confirm and validate Council's existing asset register, including updating key attribute data, and identifying and document all additional assets and/or components found.
- Conduct a formal level 2 inspection and condition assessment of all assets/ components, including ratings for condition, performance, obsolescence, and safety;
- Provide a formal level 3 structural assessment for assets specified by Council in accordance with Part A;
- Provide a schedule of assets/ components that are recommended for a formal level 3 structural assessment and/ or alternative detail investigations and identify the scope of the required investigation/s based on outcomes of level 2 assessment;
- If approved by Council in writing, conduct formal level 3 structural assessments and other detailed investigations of individual assets/ components using appropriate methodology and technology; and
- Identify and quantify the risks of failure and remaining economic life of the assets inspected.

The asset condition assessment shall be in accordance with relevant standards and guidelines, including but not limited to:

- IPWEA Condition Assessment & Asset Performance Guidelines – Practice Note 7: Water Supply & Sewerage;
- IPWEA Asset Management and Financial Management Guidelines Practice Note 12: Useful Life of Infrastructure;
- Australian drinking water guidelines; and
- SDRC Drinking Water Quality Management Plan.

The formal asset inspection and condition assessment is to be completed by a suitably qualified contractor who will provide professional and sound judgement and recommendations in line with relevant industry standards.

3.2 Condition Assessment Report(s) & Forward Capital Works Program(s)

For each asset type/ class, the Successful Contractor is required to develop a report(s) outlining:

- A summary of the outcomes from the condition assessment(s);
- The application of the criticality and risk matrix to the assets;
- High risk scenarios and recommend immediate mitigation actions until remedial works can be undertaken;

- Recommend strategies and procedures that may be employed to provide short term and long term optimisation of operations;
- Analysis to support a staged future capital works plan including identifying where major upgrades are preferable over incremental upgrades of multiple individual assets or components, based upon the sum of costs and overall condition of the site; and
- A 10 year forward capital works program.

3.3 Maintenance Schedules

The Successful Contractor is required to develop a routine maintenance program for each asset type/ class incorporating:

- Itemised maintenance requirements for assets and/ or components in line with asset register, and
- Inspection and maintenance intervals.

Part A: Water Supply Reservoirs and Tanks

Southern Downs Regional Council has 22 reservoirs and 3 tanks. Council's Water Supply reservoir and tanks are listed in Table 1 along with the level of condition assessment required.

Table 1: Southern Downs Regional Council Water Supply Reservoir and Tank Assets

Reservoir	Date	Material	Design Capacity	Level 2 Assessment	Level 3 Assessment	Notes
Warwick Water Supply Scheme						
Leslie Dam Balance Tank	1967	Concrete	136kL	Required	If recommended, and to proceed solely at Council's discretion.	
WTP Clear Water Reservoir	1926	Concrete	3400kL	Required		Required
Kenilworth St Reservoir	1970	Concrete	3400kL	Required	Required	In ground. Defective and not in use.
Freestone Rd Reservoir	1958	Concrete	2300kL	Required	Required	In ground. In use with reduced capacity
Hawker Rd Reservoir	1936	Concrete	3400kL	Required		
Everest Rd Reservoir	1982	Concrete	456kL	Required	If recommended, and to proceed solely at Council's discretion.	
Lyndhurst La Reservoir	1984	Concrete	681kL	Required		
Kalinda Rise Reservoir 1	2005	Concrete	144kL	Required		
Kalinda Rise Reservoir 2	2005	Concrete	144kL	Required		
Balance Tank to Allora	2016	Concrete	195kL	Required		
Yangan Reservoir	1978	Bolted Panel Steel	204kL	Required		
Killarney Water Supply Scheme						
WTP Clear Water Reservoir 1	1977	Concrete	285kL	Required	Required	
WTP Clear Water Reservoir 2	1977	Concrete	285kL	Required	Required	
Hope Rd Reservoir 1	1956	Concrete	455kL	Required	If recommended, and to proceed solely at Council's discretion.	
Hope Rd Reservoir 2	1992	Concrete	455kL	Required		Required
Tecoma St Reservoir	1990	Concrete	265kL	Required	If recommended, and to proceed solely at Council's discretion.	

Reservoir	Date	Material	Design Capacity	Level 2 Assessment	Level 3 Assessment	Notes
Stanthorpe Water Supply Scheme						
WTP Clear Water Reservoir 1	1964	Concrete	2240kL	Required		
WTP Clear Water Reservoir 2	2015	Concrete	1200kL	Required	If recommended, and to proceed solely at Council's discretion.	
High St Reservoir	1979	Galvanised tank	750kL	Required		Defective and not in use.
Mayfair La Tank	2014	Poly	45kL	Required		
Jardine St Reservoir	1960	Concrete	995kL	Required	Required	
Wallangarra Water Supply Scheme						
WTP Clear Water Reservoir	1941	Concrete	379kL	Required	If recommended, and to proceed solely at Council's discretion.	
Leyburn Water Supply Scheme						
Leyburn Reservoir	1990	Concrete	136kL	Required	If recommended, and to proceed solely at Council's discretion.	
Pratten Water Supply Scheme						
Pratten Reservoir	1990	Concrete	136kL	Required	If recommended, and to proceed solely at Council's discretion.	
Pratten Elevated Tank	1990	Galvanised tank	21kL	Required		

Conditions of Inspection:

- Due to drought conditions reservoirs and tanks for all level 2 assessments cannot be emptied;
- Due to drought conditions and maintenance of customer supply reservoirs requiring level 3 assessments conducted on their structures are to be inspected minimising capacity reduction where possible, to be done with prior consultation and agreement, and
- Water quality must not be compromised.

Part B: Water and Recycled Water Pump Stations

Southern Downs Regional Council has 15 Water and 2 Recycled Water Pump Stations. Council's Water and Recycled Water Pump Stations are listed in Table 2 along with the level of condition assessment required.

Table 2: Southern Downs Regional Council Water and Recycled Water Pump Stations

Pump Station	Pumps	Level 2 Assessment	Level 3 Assessment	Notes
Churchill Drive Pump Station – Warwick	2 x 18.5kW			
Lyndhurst Lane Pump Station - Rosenthal Heights	2 x 7.5kW			
Freestone Rd to Mt Tabor Pump Station - Freestone Pump Station, Warwick	2 x 11.0kW			
Freestone to Allora Pump Station - Freestone Pump Station, Warwick	2 x 18.5kW			
Freestone Pressure Zone Pump Station - Freestone Pump Station, Warwick	2 x 5.5kW 1 x 15.0kW			
Kalinda Rise Pump Station - Sladevale	3 x 1.5kW 1 x 4.0kW			
Recycled Water Pump Station - Slade Ave, Warwick	1 x 7.5kW			
Bassell St Pump Station - Stanthorpe	1 x 2.2kW			
Plant St Pump Station - Stanthorpe	2 x 7.5kW			
Brock Park Pump Station - Stanthorpe	1 x 3.0kW 1 x 7.5kW	Required	By written agreement	
New England Highway Pump Station - Stanthorpe	2 x 5.5kW			
Mill Rd Pump Station - Stanthorpe	2 x 7.0 L/s @ 45.0 m			Duty/Standby maintains 100m pressure downstream of PS
Recycled Water Pump Station - Aerodrome Rd, Applethorpe	Grundfos CRE 32-8 A-F-A-V-EUUV Model A96078685 04243 1/1 . Max 8 litres/sec.			
The Soak Pump Station - Wallangarra	2 x 30.0kW			
Beehive Dam Pump Station - Wallangarra	2 x 15.0kW			
Offstream Storage Pump Station - Killarney	1 x 11.0kW			
Butler Lane Pump Station - Dalveen	2 x 2.2kW			

The decision to proceed with this portion will be at Council's sole discretion. Council will advise the Successful Contractor either prior to the Contract Commencement Date or during the Contract term whether this scope of work is to proceed either partially or wholly. Council reserves the right not to proceed with this portion or any part hereof under this contract, and/or may engage third parties under a separate contractual arrangement at Council's discretion.

Part C: Wastewater Pump Stations

Southern Downs Regional Council has 34 Wastewater Pump Stations. Council's Water and Recycled Water Pump Stations are listed in Table 3 along with the level of condition assessment required.

Table 3: Southern Downs Regional Council Wastewater Pump Stations

Pump Station	Pumps	Level 2 Assessment	Level 3 Assessment
PS 1-Market Square, Warwick	2 x 115.0kW		
PS 2-Percy St, Warwick	2 x 6.0kW		
PS 3-O'Leary St, Warwick	2 x 19.0kW		
PS 4-Rosehill Rd, Warwick	2 x 7.5kW		
PS 5-Oxenham St, Warwick	2 x 5.9kW		
PS 6-McEvoy St, Warwick	2 x 7.5kW		
PS 7-Churchill Dr, Warwick	1 x 2.4kW 1 x 2.6kW		
PS 8-Cleary St, Warwick	2 x 22.0kW		
PS 9-Jackie Howe Dr, Warwick	2 x 4.4kW		
PS 10-Weewondilla Rd, Warwick	2 x 11.8kW		
PS 11-Junabee Rd, Warwick	2 x 1.3kW		
PS 12-Condamine St, Warwick	2 x 22.0kW		
PS 13-Park Rd, Warwick	1 x 1.7kW 1 x 1.2kW		
PS 14-Brook St, Warwick	2 x 1.3kW		
PS 15-Depot Rd, Warwick	2 x 1.7kW	Required	By written agreement
PS 16-Ogilvie Rd, Warwick	2 x 2.4kW		
PS 17-Frees Rd, Warwick	2 x 1.7kW		
PS 18-Parker St, Warwick	2 x 11.0kW		
PS 19-Maynes St, Rosenthal Heights	2 x 7.4kW		
PS 20-Morgan Park, Morgan Park	2 x 15.0kW		
PS 1-Sullivan Dr, Stanthorpe	1 x 1.8kW 1 x 0.9kW		
PS 2-Walsh Dr, Stanthorpe	2 x 3.4kW		
PS 3-Connor St, Stanthorpe	2 x 2.6kW		
PS 4-Harris St, Stanthorpe	1 x 2.2kW 1 x 2.9kW		
PS 5-Fairway Cres, Stanthorpe	2 x 5.9kW		
PS 6-Amosfield Rd, Stanthorpe	2 x 2.6kW		
PS 7-Melaleuca Cres, Stanthorpe	2 x 2.4kW		
PS 8-Tyrel St, Stanthorpe	1 x 2.6kW 1 x 3.0kW		

Pump Station	Pumps	Level 2 Assessment	Level 3 Assessment
PS 9-Wallangarra Rd, Stanthorpe	1 x 3.0kW 1 x 2.9kW		
PS 10-New England Hwy, Stanthorpe	1 x 3.0kW 1 x 2.6kW		
PS 11-Showground Lane, Stanthorpe	2 x 4.4kW	Required	By written agreement
PS-SDRC Parks-Lions Park, Wallangarra Rd, Stanthorpe	2 x 0.9kW		
PS 1-Willow St, Killarney	1 x 17.0kW 1 x 18.5kW		
PS 2-Cypress St, Killarney	2 x 5.5kW		

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4 SDRC INFORMATION

Council will provide the following data to the Successful Contractor upon appointment:

- Existing asset listing from SDRC asset register;
- As constructed drawings (where available); and
- Criticality and Risk Matrix

Council acknowledges there are varying levels of accuracy within some data sets. Any assumptions as to the availability of additional Council data or information should be clarified as part of the tender process and clearly identified as part of Respondent's submissions.

5 PROJECT DELIVERY

5.1 Deliverables

For each separable part, the deliverables for this project include the following:

- Reporting spreadsheet(s) in Microsoft Excel format incorporating:
 - An updated Asset Register, including key attribute, condition data, risk of failure, criticality and remaining economic life;
 - Itemised maintenance requirements related to asset ID/components
 - Program schedule for routine maintenance
- GPS and asset number tagged photographs of all assets inspected.
- Condition assessment report(s) conveying the findings, inclusive of:
 - Condition inspection reports
 - Recommended risk mitigation actions
 - Operational recommendations including prioritisation, timing and costings
 - Maintenance and operational recommendations including prioritisation, timing and costings
 - A 10 year forward capital works program, including prioritisation, staged timing and costings
- A risk and criticality workshop for each asset class/ type
- A workshop for each asset class/ type to review the Condition assessment report, findings and recommendations with key Council Representatives.

Deliverables relating to asset register attribute and condition data, and maintenance schedules are to be provided in Microsoft Excel format to enable transfer of data into Council's asset information systems.

Council requires any changes to the existing asset register to be fully auditable. Where the Successful Contractor recommends existing assets to be consolidated or split, it needs to be done in a way that Council can easily identify the previous asset numbers.

GPS tagged photographs are to be provided in JPEG format.

Draft deliverables should be submitted progressively in line with the Respondent's project plan with drafts of final components of the project to be submitted no later than 30 March 2021. Finalisation of deliverables by 30 April 2021 is a material term of the contract.

Council reserves the right to revise or re-prioritise recommendations to align with Council interests and planned program of work prior to submission of the final report.

The decision to proceed with Part B: Water and Recycled Water Pump Stations and Part C: Wastewater Pump Stations will be at Council's sole discretion. Council will advise the Successful Contractor either prior to the Contract Commencement Date or during the Contract term whether this scope of work is to proceed either partially or wholly. Council reserves the right not to proceed with this portion or any part hereof under this contract, and/or may engage third parties under a separate contractual arrangement at Council's discretion.

5.2 Implementation

The contract commences on the date of award. The Successful Contractor must practically and financially complete the services on or prior to 30 April 2021. This is contract completion and a material term of the contract.

All deliverables corresponding to this project are to be delivered at the agreed timelines submitted by the consultant. The Successful Contractor will provide an updated project Gantt chart or timeline at the commencement of the contract.

Project Milestones include:

- Data collection and Condition Assessments;
- Draft reports and data delivered to SDRC;
- Final Reports and data delivered to SDRC.

At a minimum, Council expects a fortnightly progress update and a monthly written progress report throughout the delivery of the Project.

An indicative schedule of Contract Initiation is shown in the following table.

Procurement Milestone	Date
RFT Advertised	8 September 2020
Tenders Close	30 September 2020
Tender Evaluations Complete	30 October 2020
Contracted Awarded	30 October 2020
Contract Commencement	As nominated in the Letter of Acceptance
Inception Meeting (on or before)	Within 14 days of the Letter of Acceptance
Contract Completion (on or before)	30 April 2021

5.3 Invoicing

The Successful Contractor shall submit all invoices to Southern Downs Regional Council directly to accounts@sdrc.qld.au and CC the SDRC Project Officer.

6 RESPONDENT'S SUBMISSIONS

6.1 Responding to this brief

Council expects that responses will be in the form of a detailed fee proposal, prepared after careful consideration of the scope of the Project.

Each Respondent's submission must provide at a minimum (but is not limited to):

- An outline of the approach to this project to provide the deliverables listed in this brief. The proposed methodology should include but is not limited to:
 - Completion of the condition assessment
 - The application of criticality and risk matrices, and
 - Constraints, subcontractors and information required to carry out the project
- Demonstration of the capacity and ability to complete the project within the contracted timeframes through the submission of a project plan. The project plan should include:
 - Gantt chart showing project milestones, task durations and critical path activities
 - Review timeframes and hold points
 - Project reporting intervals
 - Quality management methodology; and
 - Safety management methodology.
- Demonstration of the organisation capability and experience to complete the project by summarising the details of one or more relevant projects, identifying the respondent's role in the project, identifying the specific resources common to the project and the offer, providing relevant capability statements or CVs for the resource/s, and providing relevant referees for the project and resource/s.
 - Capability statements must be provided for previous experience related to condition in the field of water reservoirs and tanks, and pump stations.
- An outline of any assumptions including the availability of information, variations and/or departures requested.

The Respondent is to confirm mandatory requirements of this specification including the provision of GPS tagged photographs in JPEG format, in their methodology statement.

6.2 Subcontractors

If subcontractors are to be employed the Respondent must specify this in the submission.

The Respondent's submission requires the provision of the same information about the subcontractor for the relevant parts/ role they perform under the contract as outlined in Part 3 Response Schedules, particularly addressing the evaluation criteria or any other relevant part of the contract.

6.3 Insurances

The Successful Contractor and any subcontractor(s) will be required to effect and maintain insurance policies in the following sums:

- (a) Public liability insurance in the sum of at least \$20,000,000 in respect of any one occurrence and for an unlimited number of claims
- (b) Workers Compensation or Personal Accident Insurance cover as required by law (whichever may apply)
- (c) Professional indemnity insurance to a minimum of \$5,000,000.

6.3 Legislative Compliance

Knowledge of risks and hazards in this environment is a necessity to investigate and assess Council assets. The Successful Contractor must have the ability to perform works in a safe and professional manner and comply with The Work Health and Safety Act 2011. The Contractor must complete an induction prior to undertaking any inspections or other activities on Council sites.

The following Local Government documents will apply to the successful Respondent and may be viewed on the Southern Downs Regional Councils Website:

- Southern Downs Regional Council Procurement Policy (PL-FS010);
- Work Health and Safety Policy (PL-HR003);
- Code of Conduct Policy (PL-HR052).

6.4 Price

This is a lump sum contract.

The decision to proceed with Part B: Water and Recycled Water Pump Stations and Part C: Wastewater Pump Stations will be at Council's sole discretion. Council will advise the Successful Contractor either prior to the Contract Commencement Date or during the Contract term whether this scope of work is to proceed either partially or wholly. Council reserves the right not to proceed with this portion or any part hereof under this contract, and/or may engage third parties under a separate contractual arrangement at Council's discretion.

The Schedule of Rates is to be used for the quotation of additional Level 3 condition assessments, other detailed investigations and/ or variations to scope.

7 MANDATORY REQUIREMENTS AND EVALUATION

Tendered prices

All prices for goods and/or services offered are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

Unless otherwise indicated, prices tendered must be all inclusive, including but not limited to travel, accommodation etc.

Prices should be tendered as an overall price lump sum, except where identified.

Contract Duration

The Project completion date is on or before 30 April 2021. This is a material term of the contract.

Canvassing of Elected Members and Council Officers

Canvassing of elected members or Council officers will automatically lead to disqualification.

COVID-19

Respondents must provide evidence of a project continuity plan to mitigate any impacts of COVID-19 including but not limited to ability and willingness to comply with current and future State and Federal Government directions, staff and sub-contractor availability and Work Health and safety plan for COVID-19 (where applicable).

The parties acknowledge that in the event the contract becomes frustrated due to COVID-19, Clause 28 of the General Conditions of Contract (Force Majeure) will apply.

Quality

The Successful Contractor is expected to have a commitment to quality. Respondents are required to have an accredited quality system in accordance with ISO 9001-2015 & ISO 14001-2015. Council will require certificates of currency for the successful respondent's quality system prior to initial engagement.

Workplace Health and Safety

The WHS management system of the Contractor must be the minimum requirement to demonstrate compliance with all duties of an employer specified under legislation. The successful respondent must submit details of the respondent's Workplace Health and Safety Management System, prior to initial engagement.

The Successful Contractor must complete an induction prior to undertaking any inspections or other activities on Council sites.

Personal Protection Equipment

All personnel working on Council infrastructure must wear and/or use personal safety equipment to the standard determined for the work site or work. The minimum requirements, to be supplied by the company/individual, are:

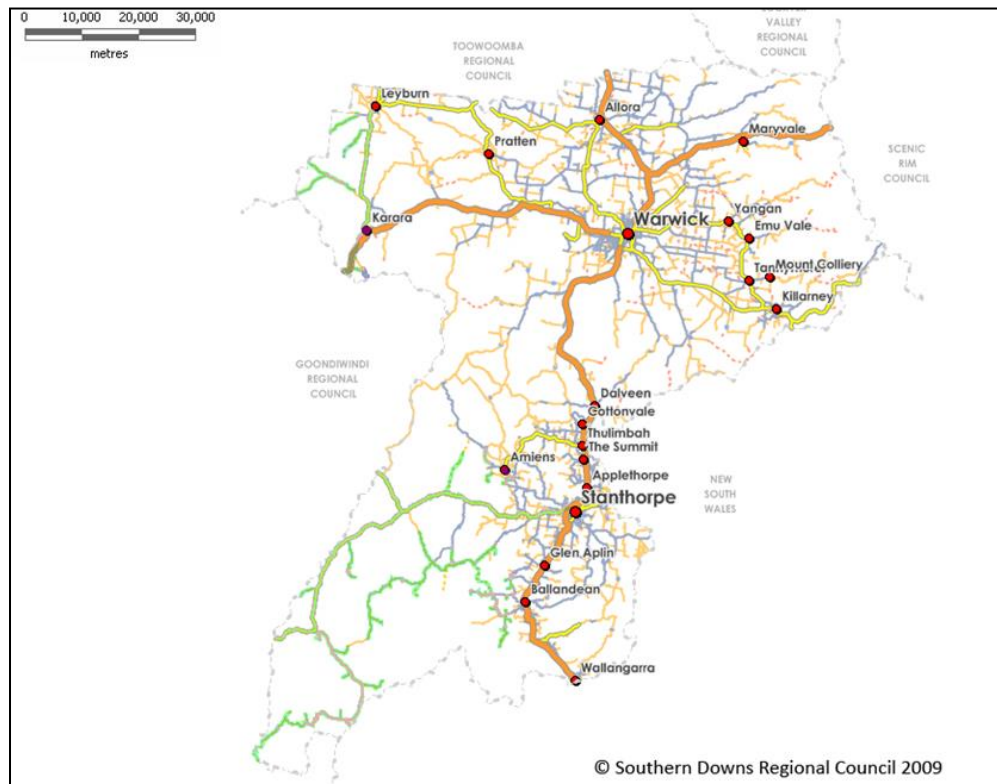
- Long Sleeves and trousers;
- Safety footwear;
- Hard hat or sun hat as appropriate;
- Eye and aural protection;
- Hand protection (gloves);
- Safety jacket/vest as specified;
- Protective high visibility clothing;
- Any other items as specified for the work site; and
- Compliance with Council OH&S Policy.

8 BACKGROUND INFORMATION

The Southern Downs region is 160 - 180 kilometres south-west of Brisbane (approximately 2 - 2.5 hours drive). The region covers 7,120 square kilometres and is bordered by the Scenic Rim Regional Council, the Lockyer Valley Regional Council, Toowoomba Regional Council, Goondiwindi Regional Council and the New South Wales border.

The Southern Downs region provides for both rural and urban lifestyles. Key townships in the Southern Downs region include Allora, Killarney, Stanthorpe, Wallangarra and Warwick (refer to Figure 1 below). Stanthorpe and Warwick accommodate the majority of the population for the region.

The region is supported by many other small communities, some of which are defined as villages under the existing planning schemes, while others are less clearly defined and are located within the rural zone.



The estimated resident population of the Southern Downs Region is 35,738 people at March 2017.