

Contract 2019174  
SeaPath

# Statement of Interest and Ability

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**CONSULTANT QUALITY RECORD**

<b>Compiled by:</b>		15 April 2019	Richard Quinn
<b>Reviewed by:</b>		[Date]	<<Name Printed or Typed>>
<b>Released by:</b>	[Signature]	[Date]	<<Name Printed or Typed>>
<b>Document prepared by:</b>	Resolve Group Auckland		
<b>File No:</b>	J3187		
<b>Document Release No:</b>	1	<b>Document Release Date:</b>	17 April 2019
<b>Computer Ref:</b>	SeaPath SIA 15 04 2019		

**SET NO.** \_\_\_\_\_

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# 1 Introduction

## 1.1 GENERAL

- 1.1.1 Statement of Interest and Ability is invited from suitably experienced consultants interested in being short-listed as prospective tenderers for the supply of professional services for the SeaPath project.
- 1.1.2 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 Request for Tender (RFT) and will be required to be submitted with tenders for the purpose of the tender evaluation.
- 1.1.3 From the SIA submissions, up to five tenderers will be selected to submit a tender for the RFT works (second stage).

## 1.2 DESCRIPTION OF THE PROJECT

- 1.2.1 The New Zealand Transport Agency (Transport Agency) wishes to enter into a contract for the supply of consultancy services for the pre-implementation phase of SeaPath Project. Specifically, those services are detailed in section 2 below.
- 1.2.2 SeaPath is a 4km shared walking and cycling path between Northcote point and Akoranga Drive/Esmond Rd. Ultimately it will interface with the planned AHB Shared Path link across the Waitemata Harbour. Both AHB Shared Path Project and SeaPath projects have different histories, construction challenges, risks and timelines, but will need to work closely with each other to ensure consistency of user experience.
- 1.2.3 The physical works delivery model for the project will be confirmed in the Stage 2 procurement strategy, to be produced by the Consultant.
- 1.2.4 Due to the proximity of the project and the interface between the Auckland Harbour Bridge and NZTA's 'AHB Shared Path' Project, the consultant is expected to coordinate with both these teams to deliver the optimum outcomes for all projects.
- 1.2.5 A Detailed Business Case SeaPath DBC – Dec 2018 (DBC) was prepared for the Transport Agency and will be made available to short listed applicants as part of the tender process.

## 1.3 SIA AND QUESTIONNAIRE

- 1.3.1 The SIA provides interested parties with details of the project and the specific contract strategy.
- 1.3.2 Information to be provided by Applicants is set out in the Applicant's Questionnaire (Appendix C of this SIA) and will be used for evaluating the

Applicant's attributes as the basis for selection of the short-listed tenderers.

- 1.3.3 The contract details and proposed procurement information contained in this document is preliminary and will be replaced by the Tender Documents for stage two.
- 1.3.4 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.
- 1.3.5 The Principal reserves the right to withdraw from the tender process (including the SIA) 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.

## 1.4 TIMETABLE

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

TABLE 1.4: KEY SIA DATES		
DESCRIPTION	DATE	DOCUMENT REFERENCE
SIA Process Notification	Friday, 12 April 2019	
SIA Release	Wednesday, 17 April 2019	Section 3.3
SIA Submission Close	4pm, Wednesday, 15 May 2019	Section 3.5
Short-listing Tenderers	Wednesday, 5 June 2019	Section 3.8
Issue of Tender Documents	Friday, 7 June 2019	Section 4.1
Tender Close	4pm, Thursday, 27 June 2019	
Tender Evaluation Close	Mid July 2019	Section 4.5
Pre-letting Meetings	late July 2019	
Contract Award	Aug 2019	Section 4.5



## 2 Contract Details

### 2.1 LOCATION

- 2.1.1 The site is located immediately North of the Auckland Harbour Bridge. The 4m wide path is approximately 4 km long and runs from Esmond Road (Takapuna) to Northcote Point. Its location is shown below



- 2.1.2 Site access will predominantly be from local roads and areas that can be safely accessed from the motorway without causing any unnecessary traffic disruption.
- 2.1.3 No arrangements for a site visit will be made during the SIA stage of the procurement process.

### 2.2 LAND ACQUISITION

The vast majority of the project can be construed within Transport Agency designation. Some small areas of Council land will be required or occupied. Very little (if any) private will be required and this will be confirmed once detailed design is undertaken. Any affected landowners will be contacted well in advance but non have been contacted to date.

The Consultant is required to work with the Transport Agency's Property Consultants to identify and acquire any land required and to optimise the alignment so that any land take is minimised.

## 2.3 CONTRACT WORKS

2.3.1 The key components of the Contract Works will comprise:

- a) Confirm the SeaPath configuration – including an assessment of the viability of value engineering alternatives.
- b) Complete the detailed design and contract documents for the (agreed) SeaPath scheme.
- c) Obtain the necessary consents and approvals under the RMA and related legislation for the SeaPath project
- d) Engage and consult with NZTA Project partners, stakeholders and public to ensure that feedback from both informs the work in the phase.
- e) Management Surveillance and Quality Assurance (MSQA) services for the project during implementation phase (Provisional item).

## 2.4 UTILITY OPERATORS

2.4.1 There are utility services within the Consultant's work area, some of which are likely to require relocation and/or protection by either the physical works contractor or the Utility Operator in order to construct the physical works.

## 2.5 CONSENTS, DESIGNATIONS AND LICENSES

2.5.1 The Principal holds no consents for the proposed works.

2.5.2 The Consultant will be required to obtain all consents, designations, approvals or licences (or variations to existing consents, designations or licences) and the building consents required in order to proceed with the Contract. In doing so the consultant will be required to apply the NZTA's social and environmental Standard Z19 which sets out the requirements to prepare an AEE to support the consents.

### Environmental Management

2.6.1 A Project Management Plan (PMP) for SeaPath is required to be developed by the Consultant in line with all Environmental Guidelines. In addition, Site Specific Environmental Requirements will need to be developed. These are required to facilitate the design, construction and operation of SeaPath and form the basis for the environmental requirements for the project.

2.6.2 The successful tenderer will be required to prepare a Consultant's Social and Environmental Management Plan (CSEMP), as per the Transport Agency's *Minimum Standard Z/19*, the requirements for which will be defined in the tender documents (will be provided to the shortlisted parties).

## 3 SIA and Short-listing Process

### 3.1 GENERAL

- 3.1.1 The SIA, and short listing is the first stage in a two-stage procurement process.
- 3.1.2 Short-listing does not constitute pre-qualification in terms of the Transport Agency's *Procurement Manual* (the Procurement Manual). More detailed and specific attribute information will be required from tenderers for the purpose of the second stage of the procurement process.

### 3.2 COMMUNICATIONS DURING SIA PERIOD

- 3.2.1 For the purposes of this SIA, communications "During SIA Period" is from date of invitation to submit an SIA to the SIA closing date.
- 3.2.2 When applicants receive the SIA Documents, they shall notify the Transport Agency's point of contact, as per Clause 3.2.4, of the name and contact details of the person within their own organisation with whom they will direct all communications during the procurement process (the Applicant's Nominated Person).
- 3.2.3 All communications between the Principal's point of contact and Applicants must be in writing. For the purposes of this SIA, this includes e-mail communication, which may include attachments.
- 3.2.4 Communications must be clearly labelled with the Principal's assigned contract number and name. Communications not so addressed may be delayed and/or not actioned. All Applicant's queries shall be addressed to:

New Zealand Transport Agency	
Level 11, HSBC House, 1 Queen Street	
Private Bag 106602	
AUCKLAND 1143	
For the Attention of:	Jo-Ann Moses, Tender Secretary
Contract Number:	2019174
Contract Name:	SeaPath
Email:	Jo-Ann.Moses@nzta.govt.nz cc. tenders@resolvegroup.co.nz

- 3.2.5 Applicant's enquiries shall be raised with the Principal's point of contact as soon as possible, but not later than 5 working days, before the SIA 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.
- 3.2.6 It is the Applicant's responsibility to ensure that the Principal's point of contact has received any enquiry that they have raised.
- 3.2.7 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 the SIA 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, or returning the associated

Acknowledgement Receipt to the Tenders Secretary and also confirm receipt of each Notice to Applicants in the submission.

### 3.3 CONFLICT OF INTEREST, RISK OF BIAS OR COLLUSION

- 3.3.1 Applicants are required to declare, at the commencement, as soon as practicable after uplifting the SIA Documents, or as they become aware of them, any actual or potential conflicts of interest or risk of bias during the procurement process, relating to any individual or company involved in the tenderer's bid. This includes individuals and companies engaged in any sub-consultant, 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.
- 3.3.2 Applicants are required to warrant that their SIA 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 services, 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.
- 3.3.3 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, Commerce Commission 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.
- 3.3.4 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.
- 3.3.5 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.
- 3.3.6 Similarly, the Principal may refer any actual or potential conflicts of interest or any risk of bias that it becomes aware of, to the Probity Auditor, and decide the appropriate action to remove or mitigate any potential conflicts of interest or risk of bias.
- 3.3.7 The Principal reserves the right to decline the submission of any Applicant 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.

### 3.4 SIA STAGE BRIEFING

- 3.4.1 The Principal intends to hold a combined industry applicant briefing on **Friday 3 May 2019, 10am at the Grand Mercure Auckland, 8 Customs Street East**. Further details related to this briefing will be confirmed within 4days of the briefing.
- 3.4.2 No formal site visit will be arranged. The Applicant shall be deemed to have inspected the site before submitting their application. No access has been secured to private land and therefore inspections shall be confined to the road reserve. Private landowners shall not be approached regarding access. All practicable safety precautions must be taken during inspections.

### 3.5 SIA SUBMISSION

- 3.5.1 Applicants are asked to provide the information requested in the questionnaire in a clear and concise a 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 B of this SIA.
- 3.5.2 Attribute information is required for the applicant.
- 3.5.3 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 submit further tender information, including Methodology attribute information at time of tender, which will be assessed for the purposes of tender evaluation. All other non-price attribute information provided within the SIA submission may be re-assessed in the evaluation of tenders at the discretion of the ET.
- 3.5.4 Applicants who wish to submit an SIA, must electronically submit **one** copy of the completed Applicant's Questionnaire and related supporting information not later than **4pm, Wednesday, 15 May 2019**. Files must be labelled 'SeaPath 2019174, Statement of Interest and Ability', and be uploaded to the GETS eTender box. The file upload limit is **50MB**. Applicants should refer to the GETS website for instructions on uploading their submission files (<https://www.gets.govt.nz/SupplierUserTenderHelp.htm>).

### 3.6 SIA EVALUATION TEAM

- 3.6.1 The Evaluation Team (ET), formed to evaluate the SIA, will comprise the following:

Martin Leak	Managing Director, Resolve Group Limited; (Leader); (Qualified)
Rosy Kurera	Senior Project Manager, NZ Transport Agency
Rebekah Pokura Ward	Project Director, NZ Transport Agency
Deepak Rama	Principal Planner, NZ Transport Agency

- 3.6.2 Applicants will be notified in writing of any changes to the ET.
- 3.6.3 Applicants who believe there is an actual or potential conflict of interest or risk of bias with a member of the ET may write to the Probity Auditor, outlining their concerns so that the appropriate action can be taken.

### 3.7 SIA EVALUATION

- 3.7.1 Applicants shall provide information on the non-price attributes listed below.
- 3.7.2 Sufficient relevant information shall be provided for each attribute in relation to the main Consultant(s) and, proposed key sub-consultants to allow the Evaluation Team (ET) to mark the attribute for each party as provided for in the table below.

TABLE 3.7: NON-PRICE ATTRIBUTES	
ATTRIBUTE	OVERALL ATTRIBUTE WEIGHTING %
Relevant Experience	30
Track Record	20
Relevant Skills	50

- 3.7.3 ET members will read the Applicants submission and evaluate and grade the non-price attributes using the Applicant Marking Sheets in this SIA.
- 3.7.4 The ET members will individually evaluate and grade the non-price attributes provided by the Applicant. For the evaluation they will take into account:
  - a) The Principal's records of contracts the Applicants have completed;
  - b) Their personal knowledge if any of the Applicants experience;
  - c) Information from referees of other organisations the Applicants have worked for.
- 3.7.5 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.
- 3.7.6 The five highest overall scoring Applicants may be short-listed as tenderers unless the sixth highest scoring Applicant is within **one** mark of the five highest scoring Applicant, in which case the six highest scoring Applicant will be short-listed as tenderers.

### 3.8 SIA TENDERER SHORT-LISTING

- 3.8.1 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.
- 3.8.2 In the event that one or more of the short listed tenderers withdraws from the tender process, leaving less than five remaining, the Principal reserves the right to invite the next highest ranked Applicant to tender, provided that this does not

result in more than five invited tenderers proceeding through the tender process.

### **3.9 SIA INTERVIEWS**

3.9.1 Interviews will not be held during the evaluation period with individual Applicants.



## 4 Overview of Stage Two Tender Process

### 4.1 INTRODUCTION

- 4.1.1 The short-listed tenderers will be invited to produce a tender for consultancy services for pre-implementation and implementation phases of the Project. It is anticipated that the tender documents will be issued during June 2019.
- 4.1.2 The Tender Documents will be based on the Principal's contract proforma for Professional Services, with an interactive tender period of 3 weeks.
- 4.1.3 All tendering costs are to be borne by the tenderer.

### 4.2 CHANGES TO THE TENDERER'S TEAM

- 4.2.1 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

- 4.3.1 The Conditions of Contract will be Conditions of Contract for Consultancy Services (August 2009). The Consultant will be required to take full responsibility for the construction of the Contract Works.

### 4.4 QUALITY ASSURANCE

- 4.4.1 The Consultant shall undertake the Contract Works in accordance with the quality assurance requirements, which will be described in the tender documents.
- 4.4.2 Tender Evaluation Team
- 4.4.3 The stage 2 Tender Evaluation Team (TET) will be advised to tenderers in the Tender Documents.

### 4.5 TENDER EVALUATION AND CONTRACT AWARD

- 4.5.1 The detail of the evaluation of tenders will be set out in the Instructions For Tendering (IFT) documents and will be based on the Transport Agency's *Contracts Procedures Manual* (CPM).

### 4.6 PROBITY

- 4.6.1 An independent probity auditor has been appointed to overview the procurement process and to verify that the procedures set out in the procurement documents are complied with. The probity auditor is not a member of the TET. An Applicant concerned about any procedural issue has the right to contact the probity auditor and request his review. The outcome will be documented with copies to both the Applicant who raised the issue and to the Transport Agency. The name and contact details are as follows (next page)



**Shaun McHale**

Managing Director (Team Leader, Probity Services)

McHale Group

187 Featherston Street

Wellington

Mobile: 04 496 5580

Email: [shaun.mchale@mchalegroup.co.nz](mailto:shaun.mchale@mchalegroup.co.nz)

## 5 Appendices

APPENDIX REFERENCE	SUBJECT
A	Glossary of terms
B	Applicant questionnaire
C	Evaluation marking sheets

## Appendix A – Glossary of terms

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

<b>APPLICANTS</b>	The Consultants (including consortia) who uplifted the Statement of Interest and Ability document.
<b>EVALUATION TEAM (ET)</b>	The team appointed by the Transport Agency who will evaluate the SIA submissions, and select the short-listed tenderers.
<b>INSTRUCTIONS FOR TENDERING (IFT)</b>	Part of the tender documents. It provides details of the tendering process and evaluation procedure.
<b>TENDER DOCUMENTS</b>	The document prepared by the Transport Agency, which contains the information on which tenderers base their tender.
<b>TENDERERS</b>	The Consultants (including consortia) selected by the Transport Agency to tender for the construction of the contract works
<b>KEY SUBCONSULTANTS</b>	For the purposes of this SIA, key subconsultants are defined as subconsultants proposed to undertake greater than 10% of the works (by value).
<b>CSEMP</b>	Means the document developed by the Consultant under the Transport Agency's <i>Minimum Standard Z/19 – State highway Environmental and Social Responsibility Standard, State Highway Professional Services Contract Manual (SM030)</i> .

# 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). Typeface requirements applicable to all text, tables and diagrams and additional pages. 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)
- Applicant Declaration
- CVs (**two** pages for each person nominated in the submission)

Applicants must upload **one (1)** electronic zipped pdf file of their completed Questionnaire together with supporting information as required in Section 3.5 of the SIA.

## PART B1: RELEVANT EXPERIENCE & TRACK RECORD

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

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 will be considered.

Applicants shall provide the following details for each **project** nominated for Relevant Experience:

- Project name, location, and brief description of the work carried out.
- The names, company(s) and current contact telephone numbers of two persons to act as referees, for each project being:
  - The Project Client's Representative's, and/or
  - The Client's agent, andwho must have been directly responsible for supervising or overseeing the nominated projects. Providing inadequate contact information or non-applicable referees, may result in downgraded scoring.
- Contract value (professional services commission and physical works if applicable).
- The dates that the work was carried out between
- Identify which major portions of the project (i.e. greater than 10% of the contract value) were carried out by sub-consultants.
- It's relevance to this submission, and

### 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 Consultant's own directly employed labour and resources, and that undertaken by sub-consultants.

- Shared User Path (SUP) design and consideration of CPTED, urban design principles, sustainability principles and safety in design.
- Design and Consenting experience including work within areas of high cultural, ecological and community values and the coastal marine area.
- Consideration of whole of life costs.
- Design of bridges and retaining structures including temporary works requirements
- Stakeholder and community engagement experience



## PART B2: RELEVANT SKILLS

Attach CV's for each of the key positions identified below (**two** pages per CV). CV's 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 the key technical skills of each:

### POSITION

- 1 **Team Leader:** Day to day management of project including financial reporting client liaison and key point of contact for the project.
- 2 **Design Manager:** Manage development of all Detailed Design aspects. Responsible for design coordination with adjacent projects (e.g. Auckland Harbour Bridge Shared Path, Northern Connections Project, AC/AT projects in the area and any utility upgrades).
- 3 **Planning and Environmental Manager:** Responsible for all planning matters in particular those associated with high ecological, cultural, community and coastal values This includes obtaining all necessary approvals under the RMA and related legislation including hearing (if required) and leading environmental specialists and AEE to support RMA application.
- 4 **Communications and Stakeholder Manager (CSM):** Communication, consultation and engagement with partners, key stakeholders and other stakeholders (including affected parties and the wider public) and liaison with NZTA's Communication Team Representative (CTR).
- 5 **Urban and Landscape Design Lead:** responsible for all urban and landscape design solutions including integration of the project within its context, public realm, bridge aesthetics, CPTED, IPTED, Cultural values and safety.
- 6 **Walking and Cycling Specialist:** Expert in the planning and design of urban pedestrian facilities and cycleway paths, universal access, safety (ideally with experience in projects adjacent to motorways).
- 7 **Structural Engineer:** Person with overall responsibility for the structural integrity of all aspects of the design including bridges, underpasses, barriers and retaining structures.
- 8 **Engineers Representative:** Person with Transport Agency accreditation to level 3 who will be responsible in managing the MSQA phase and work seamlessly with the NZTA appointed Engineer to the Contract to execute the physical works contract.

## PART B3: 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 Submissions submitted.

I/We hereby warrant that we have no known conflicts of interest, and have not colluded with other Applicants in the preparation of this submission.

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
Track Record
Relevant Skills

RELEVANT EXPERIENCE & TRACK RECORD					FORM A		
RELEVANT EXPERIENCE (WEIGHTING 30%)				TRACK RECORD (WEIGHTING 20%)			
PROJECT	RELEVANCE (70%)		CURRENCY (20%)	SCALE (10%)	PERFORMANCE (100%)		
	35 or less: 40, 45: 50, 55: 60, 65, 70: 75, 80, 85: 90, 95, 100:	Not related Barely related related Particularly related Very related Extremely related	35 or less: 40, 45: 50, 55: 60, 65, 70: 75, 80, 85: 90, 95, 100:	5+ years or < 50% complete 4-5 years or 50-60% complete 3-4 years or 60-70% complete 2-3 years or 70-80% complete 1-2 years or 80-90% complete 0-1 years or 90-99% complete	35 or less: 40, 45: 50, 55: 60, 65, 70: 75, 80, 85: 90, 95, 100:	<35% of estimate 35-50% of Estimate 50-70% of Estimate 70-90% of Estimate 90-100% of Estimate > or = Estimate	35 or less: Unsatisfactory 36-49: Needs Improvement 50-59: Acceptable 60 to 70: Requirements fully met 71 to 85: Exceeds Requirements 86 to 100: Superlative
Project 1							
Project 2							
Project 3							
<b>Summary Rating</b>							
<b>Applicant</b>			<b>Relevant Experience Rating:</b>				
			<b>Track Record Rating:</b>				
<b>Evaluator's Comments (Continue on Separate Sheet if Necessary)</b>							
<p><b>Note to TET:</b></p> <ul style="list-style-type: none"> <li>• Relevant experience relates to company not individuals;</li> <li>• Company permanence and commonality of personnel with those nominated in RS are of greater relevance;</li> <li>• Relevant experience should include relevant experience of key sub-consultants if appropriate;</li> <li>• Recent experience is more valuable than historic experience (for uncommon or unusual projects older than 5 years, currency is to be assessed more moderately); and</li> <li>• Can the Applicant readily adapt existing experience to the type of work being tendered for?</li> <li>• Track Record relates to company, not individuals, and should include track record of key sub-consultants;</li> <li>• Where no Final PACE evaluation is in the database, a PACE form shall be used when interviewing the referees; and</li> <li>• Where the relevant phase is incomplete or more than 5 years old, the ET may consider downgrading the Project.</li> </ul> <p>The ET may factor the Final PACE score and/or interviewed PACE score, where a project nominated under Track Record is: less than relevant to the tendered contract; is not consistent with referee checks; and/or is contrary to the ET's knowledge and experience.</p>							

RELEVANT SKILLS (WEIGHTING 50%)			FORM B	
KEY PERSONNEL		PRACTICAL EXPERIENCE (60%)	QUALIFICATIONS AND TRAINING (20%)	FOCUS AND COMMITMENT (20%)
	Weighting	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	35 or less: Poor 40, 45: Below Average 50, 55: Average 60, 65, 70: Above Average 75, 80, 85: Good 90,95, 100: Excellent
Team leader	15%			
Design Manager	15%			
Planning and Environmental Manager	15%			
Communication and Stakeholder Manager	10%			
Urban and Landscape Design Lead	10%			
Walking and Cycling Specialist	10%			
Structural Engineer	10%			
Engineers Representative	15%			
<b>Summary Rating</b>				
<b>Applicant</b>		<b>Relevant Skills Rating</b>		
<b>Evaluator's Comments (Continue on Separate Sheet if Necessary)</b>				

