

SHIRE OF CARNARVON

AGENDA

SPECIAL COUNCIL MEETING
Monday 19th April 2021

Council Chambers, Stuart Street
CARNARVON, West Australia Phone: (08)
9941 0000
Fax: ((08) 9941 1099
Website – www.carnarvon.wa.gov.au

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To be noted that, in accordance with Regulation 11 of the Local Government (Administration) Regulations 1996, the minutes of the Council Meeting are a record of the decisions of the Council, any additional officers' advice, and explanatory notes as required. The minutes contain a summary of questions asked by members of the public and the answers given. The minutes are not a transcript of the proceedings of the meetings.

NOTICE OF MEETING

Notice is hereby given

Shire of Carnarvon Special Council Meeting

will be held
on Monday 19th April 2021
in the Shire Council Chambers,
Stuart Street Carnarvon, commencing at 8.30am

Andrea Selvey
CHIEF EXECUTIVE OFFICER

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AGENDA

1.0 ATTENDANCES , APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE

(The Local Government Act 1995 Section 2.25 provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. The leave cannot be granted retrospectively and an apology for non-attendance at a meeting is not an application for leave of absence.)

2.0 PUBLIC AND ELECTED MEMBER QUESTION TIME

(In accordance with Section 5.23 of the Local Government Act 1995, and Regulation 12(4) of the Local Government (Administration) Regulations 1996, public question time is made available at a Special Meeting of Council to allow members of the public the opportunity of questioning Council on matters relating to the purpose of the meeting only.

3.0 DECLARATIONS OF INTEREST

(Councillors and Staff are reminded of the requirements of Section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting or when the matter is to be discussed.)

4.0 ITEMS FOR DISCUSSION

5.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC

5.1 RFQ 06/2021 – Engineering Service Supervision & Administrative Support

6.0 CLOSURE

**SPECIAL MEETING OF COUNCIL
MEETING HELD ON MONDAY 19 APRIL 2021**

CONFIDENTIAL ITEM

**5.1 – RFQ 06/2021 - Engineering Service Supervision & Administrative Support –
DRFWA AGRN951**

RESOLUTION TO CLOSE MEETING

“Council close meeting to public in accordance with Section 5.23 (2) (c) as this items relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Date of Meeting:	19 April 2021
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author/s:	David Nielsen – Executive Manager Infrastructure Services Kate Russell - Procurement & Compliance Officer
Declaration of Interest:	Nil
Voting Requirements:	Officer Recommendation 1 - Simple Majority Officer Recommendation 2 - Simple Majority
Previous Report:	February 2021

Summary of Item:

This report details the request for quotation (RFQ) process undertaken for RFQ 06-2021 - Engineering Service Supervision & Administrative Support – DRFWA AGRN951. Council acceptance of a submission from Greenfield Technical Services to complete the scope of works is recommended.

Description of Proposal:

The Shire of Carnarvon sought an experienced project management consultant to work with the Shire, landowners, appointed contractor(s) and DFES throughout the life of a project to reinstate essential public roads infrastructure damaged during Tropical Low U12 from 28th January to 8th February 2021.

A Request for Quotation (RFQ) process was undertaken seeking provision of these services and a preferred supplier of these services has been determined and is recommended to Council.

Background:

At its ordinary meeting on 23 February 2021, Council resolved as follows:

FC 6/2/21

COUNCIL RESOLUTION & OFFICER'S RECOMMENDATION

Cr Vandeleur/Cr Skender

That the Council;

- 1. Notes the Shire has experienced significant damage as a result of severe weather event TL12U and particularly to its rural road network.*
- 2. Notes that the Shire is eligible for Disaster Recovery Funding Arrangements that must be strictly observed.*
- 3. Directs the Chief Executive Officer to commence the process for the engagement of a suitable Project Manager through the WALGA Preferred Supplier scheme to manage the Flood Damage process for the Shire and take all steps necessary to facilitate that engagement subject to the final appointment by the Council.*

CARRIED
F7/AO

A request for quotation process has been undertaken to determine an appropriate Project Manager. To assist appointment expediency, quotations were requested from three WALGA preferred suppliers noted in WALGA preferred supplier documentation to have experience with DRFWA funded projects.

Services to be delivered includes:

1. professional engineering services for the development of contract specifications and tender submission assessments;
2. onsite engineering supervision, documentation and certification of contract remediation works; and

3. administrative support for lodgement of reimbursement claims to the Department of Fire & Emergency Services (DFES) under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

All three organisations responded to the request. The RFQ process and evaluation of the submissions received is detailed in the Evaluation Report provided in **Schedule 5.1**.

Consultation:

Consultation has been undertaken with

1. Josh Kirk - Principal, Greenfield Technical Services;
2. Evaluation Panel Members.
3. Chief Executive Officer
4. Chief Executive Officer Shire of Upper Gascoyne

Statutory Environment:

Section 3.57 of the *Local Government Act, 1995* applies.

Regulation 11 (2)(b) of Division 2 of the Local Government (Functions and General) Regulations, 1996 regarding requirements for public tendering applies as follows:

(2) Tenders do **not** have to be publicly invited according to the requirements of this Division if –

(b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or

Relevant Plans and Policy:

Policy C002 – Purchasing Policy applies.

Financial Implications:

Total estimated expenditure based on the recommended submission is provided below:

Description	Hours	Greenfields	
		Rate	Total
Principals Representative	384	\$ 179.00	\$ 68,736.00
Project Manager	768	\$ 170.00	\$ 130,560.00
Admin Support	1800	\$ 67.00	\$ 120,600.00
Site supervisor x 2	5544	\$ 132.00	\$ 731,808.00
S/Total			\$ 1,051,704.00
Travel (km)	100800	\$ 2.00	\$ 201,600.00
Meals & Accommodation \$/day	504	\$ 180.00	\$ 90,720.00
S/Total			\$ 292,320.00
Total			\$ 1,344,024.00

There is no 20/21 budget allocation for this work. The limit of contribution from Carnarvon Shire to the cost of project management, emergency works, and essential public asset reconstruction (EPAR) works is limited under the DRFWA arrangements to \$179,178. This limit is deducted progressively from project claims submitted to DFES.

The financial implication likely to be of concern will be Shire's capability to maintain and manage cash flow throughout the project. Reimbursement claims must be lodged promptly and accurately by the project managers. Minimal DFES questioning of claim veracity is required to ensure least delay between outgoing payments (to contractors and project managers) and receipt of incoming claim payments to the Shire from DFES.

Risk Assessment:

There is no identified risk associated with the recommendation. Failing to promptly appoint an experienced Project Manager risks delay in the reinstatement of the road network and resumption of “back to normal” for road users and the community.

Community & Strategic Objectives:**Goal 2: Natural and built environment**

A sustainable natural and built environment that meets current and future community needs

ITEM	OUTCOMES AND STRATEGIES
2.6	Shire assets and facilities that support services and meet community need
2.6.1	Roads are appropriately managed according to their need and use

Goal 3: Social

Healthy, safe and resilient community, where everyone belongs

ITEM	OUTCOMES AND STRATEGIES
3.4	Healthy and safe community
3.4.1	Provide emergency management planning, disaster management and disaster recovery, and associated community liaison and education

Comment:

It was clear from the evaluation process that all three submissions were of a high standard. Very little separated the two highest scoring submissions.

The Shire has no experience with the DRFWA funding arrangement and as noted by Council in its February decision, strict adherence to the funding arrangements must be observed.

The panel discussed the recommendation of Greenfield to the role at length. However, the consensus reached by the panel was that Greenfield has demonstrated a higher level of experience in DRFWA funding projects than both other submitters and had the greatest familiarisation with the Shire road network.

It was due to these factors that the panel considered their appointment presented the least risk to the Shire.

OFFICER'S RECOMMENDATION 1

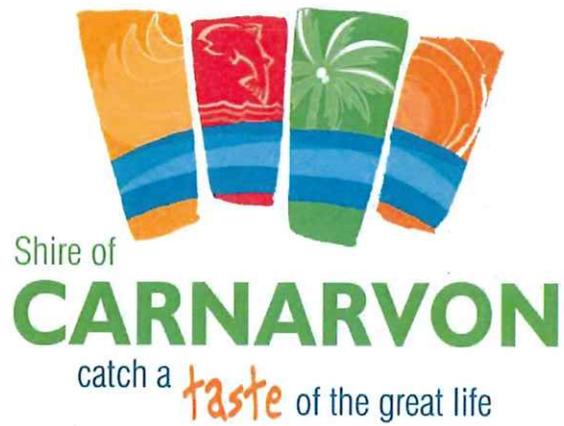
That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996, accepts the schedule of rates submission from Greenfield Technical Services for RFQ 06/2021 - Engineering Service Supervision & Administrative Support – DRFWA AGRN951.

(Simple Majority)

OFFICER'S RECOMMENDATION 2

That Council directs the CEO to make any necessary non-material amendments and finalise execution of a contract between the Shire of Carnarvon and Greenfield Technical Services for RFQ 06/2021 - Engineering Service Supervision & Administrative Support – DRFWA AGRN951

(Simple Majority Required)



REQUEST FOR QUOTE RECOMMENDATION REPORT

**RFQ 06/2021 – Engineering Service Supervision &
Administrative Support – DRFWA AGRN951**

**CONFIDENTIAL DOCUMENT
- NOT FOR PUBLIC RELEASE -**

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1 INTRODUCTION

1.1 TITLE

The Shire of Carnarvon issued a Request for Quotation RFQ 06/2021 – Engineering Service Supervision & Administrative Support – DRFWA AGRN951

1.2 SCOPE

An experienced, suitably qualified, and resourced organisation was sought to work with the Shire, landowners, appointed contractor(s) and DFES throughout the life of a project to reinstate essential public roads infrastructure damaged during Tropical Low U12 from 28th January to 8th February 2021.

The Shire of Carnarvon requires assistance to manage the recovery project process under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

Assistance required includes:

1. professional engineering services for the development of contract specifications and tender submission assessments;
2. onsite engineering supervision, documentation and certification of contract remediation works; and
3. administrative support for lodgement of reimbursement claims to the Department of Fire & Emergency Services (DFES) under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

The Shire is seeking to appoint a suitably qualified and resourced organisation to work with the Shire, landowners, the appointed contractor(s) and DFES throughout the life of the project.

Areas to be addressed by respondents include, but are not limited to, the following:

1. Organisation name, address, contact details and ABN
2. Company profile
3. Relevant previous experience
4. Nominated project staff including qualifications and experience
5. Demonstrated knowledge and experience with the Carnarvon district rural road network
6. Demonstrated capacity to carry out the works, including sourcing of road construction material and any associated native vegetation clearing permits.
7. Insurance details
8. Proposed project methodology
9. A complete schedule of rates including any disbursement costs

The successful appointee will be required to provide an onsite supervisor to any contractor awarded remediation works. That supervisor shall ensure works completed under contract meet the nominated specifications as agreed by Main Roads WA and DFES.

Liaison with landowners will be necessary. Daily work progress sheets shall be maintained to support contractor invoicing to the Shire and to support claims lodged with DFES for reimbursement to the Shire.

The successful organisation will need to provide their own vehicles and accommodation. Staff shall have the demonstrated ability to provide the necessary technical, occupation safety and health, and

job planning/scope advice to the appointed contractors. Photographic documentation of the completed works is required to support invoicing/claims as per DFES requirements.

As a part of the management process, a comparison of actual versus budget project costs and the provision of advance quarterly expenditure estimates to meet DFES requirements will be required.

Written monthly progress reports will be required for presentation to Council and if necessary, to be presented in person to enable any queries or areas on concern to be addressed.

The closing date of RFQ 06/2021 was set for Friday 26th March 2021 at 4:00 PM via the WALGA e-Quotes procurement system.

2 SUBMISSIONS

2.1 SUBMISSIONS RECEIVED

The following WALGA Preferred suppliers received the RFQ Documentation and were requested to submit a quotation.

COMPANY	
1.	Greenfields Technical Services
2.	Talis Consultants
3.	WML Consultants Pty Ltd

The Shire of Carnarvon received a submission from each supplier.

3 EVALUATION

3.1 EVALUATION PANEL

An Evaluation Panel assessed each submission. Panel members were as follows:

NAME	DIRECTORATE/COMPANY	EMAIL CONTACT
David Nielsen	Executive Manager Infrastructure	Nielsen.d@carnarvon.wa.gov.au
Wayne Sanderson	Operations Manager Infrastructure	Sanderson.w@carnarvon.wa.gov.au
Kieran Coomey	Infrastructure Coordinator Roads & Works	Coomey.k@carnarvon.wa.gov.au

Before the evaluation, each panel member was provided with a copy of each submission and the Evaluation Score sheet including the Panel Guide. Each panel member scored each submission, with the scores being averaged to determine the final score.

An averaged rating scale of zero to five (0 – 5) was used for evaluating each Submission in accordance with the Qualitative Criteria, with 0 being lowest and 5 being highest. The scoring has taken place in accordance with the RFT – Evaluation Scoring Guide and Procedural Fairness Guidelines as published by WALGA.

In determining the score given to each respondent, panel members were required to consider:

- (a) How the respondents answered the project brief;

- (b) Were any examples provided to substantiate the claims made in the response; and
- (c) Were the examples relevant to the requirements of the Request?

The Qualitative Criteria was given the following weightings:

CRITERIA		WEIGHTING
(a)	Relevant Experience	25%
(b)	Respondent's Resources	15%
(c)	Key Personnel Skills	15%
(d)	Demonstrated Understanding	25%
(e)	Pricing Performance	20%

Each Panel Member individually assessed the Qualitative Criteria responses of the submissions. Refer to Appendix B – Quotation Evaluation – Panel Members Evaluation Sheets for details and rankings of the averaged Qualitative Criteria scores and scoring comments.

3.2 COMPLIANCE CRITERIA

The compliance criteria specified for this Request were:

ITEM	COMPLIANCE CRITERIA
1	Completion of Price Schedule
2	All Qualitative Criteria Addressed
3	Insurance Requirements <ul style="list-style-type: none"> - 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 - Workers Compensation or Personal Accident Insurance cover as required by law (whichever may apply). - Vehicle and/ or plant insurance

These criteria were not point scored. Each Submission was assessed on a Yes / No basis as to whether a criterion was satisfactorily met.

An initial compliance check was conducted on Monday 29th March 2021 to identify submissions that were conforming with the immediate requirement of the RFQ.

Refer to Appendix A Quotation Evaluation – Panel Consensus Score Sheet for the Compliance check and assessment.

3.3 PRICE INFORMATION

In accordance with Policy C002 – Purchasing Policy the principal of 'Value for Money' has been applied in the Evaluation of the received submission from the Respondents.

Greenfields Technical Services provided an Estimated Project Cost with their schedule of rates fee proposal. No other respondent provided such an estimate in their submission.

A pricing comparison between the three submissions has been carried out. Refer to Annexure C – Price Evaluation Sheet. The comparison is based upon applying the Greenfield estimated total project hours to each other submission.

This comparison should be considered a guide only. The services required under any contract resulting from this RFQ will necessarily be completed under a Schedule of Rates contract arrangement. Schedule of Rates submissions are difficult to compare directly and conclusively. Organisation A may offer a lower rate for a service however their knowledge/experience may mean a longer period of time is required to carry out the service.

Regardless, the estimated total project cost difference between the three submissions was approximately \$193,000. Given the total damage repair cost is likely to be in the order of \$10M-\$12M, price between the three submissions is effectively equivalent.

3.4 QUALITATIVE CRITERIA AND EVALUATION SUMMARY

Refer to the **Appendix A Quotation Evaluation – Panel Consensus Score Sheet** for the total score detail. As a result of the Evaluation Panel assessment, respondents were ranked on the combined weighted qualitative scores as follows:

QUALITATIVE SCORES FOR EACH RESPONDENT		WEIGHTING
1.	Talis Consultants	7.75
2.	Greenfields Technical Services	7.67
3.	WML Consultants Pty Ltd	6.46

The following table places scoring in context to the scoring system employed to score each individual criteria.

Score out of 10	Description
0	No submission received.
2	The Evaluation Panel is not confident that the Respondent understands the contract requirements and / or will be able to satisfactorily meet the contract requirements.
4	The submission may be adaptable or made acceptable. The Evaluation Panel has some reservations as to whether the Respondent understands the contract requirements and / or will be able to satisfactorily complete the contract requirements.
6	The submission meets the requirements and no more. The Evaluation Panel is reasonably confident that the Respondent understands the contract requirements and / or will be able to satisfactorily complete the contract requirements to a reasonable standard.
8	The submission meets the requirements and exceeds in some aspects. The Evaluation Panel is confident that the Respondent understands the contract requirements covered by this criterion and / or will be able to satisfactorily complete the contract to a high standard.
10	The Submission exceeds the requirements. The Evaluation Panel is completely confident that the Respondent understands the contract requirements and / or will be able to satisfactorily complete the contract requirements covered to a very high standard.

Generally:

- The Greenfields submission received the highest score for relevant experience achieving a score indicating that the panel was “confident” of the experience demonstrated. This is due to familiarity with the Carnarvon Shire road network having completed a full Shire network pickup mid last year and having completed all initial damage pickup after the AGRN 951 event.

The score for Talis is marginally lower for this criterion, reflective only of their lower level of direct Carnarvon Shire road network experience. WML scored lowest in this criterion due to their lack of any Carnarvon Road network experience.

That experience factor does not necessarily mean Talis or WML are less capable to execute the required task. However, it does place them a disadvantage to an organisation with direct road network experience which the panel score reflects.

- Submissions scored equally with the panel having “reasonable confidence” each submitter has suitable resources available to undertake the project.
- The submissions from Greenfields and Talis scored equally for the Key Personnel Skills criteria. The score for the WML submission was marginally lower. Each submitter achieved a score indicating the panel had more than “reasonable confidence” in the Key Personnel Skills of each submitter.
- Demonstrated understanding was assessed on the proposed project methodology. The submission from Talis achieved the highest score for this criterion. Again, the difference to the score from Greenfield was marginal and both submissions indicate the panel having a higher than “reasonable confidence.” WML was slightly below that reasonable confidence level due to what appeared to be a more complicated methodology with the works being primarily subcontracted to a third party.
- Overall, the panel was impressed by the high quality of all the submissions received. The relatively higher than usual scoring and closeness of the scoring is reflective of that submission quality.

Despite achieving a marginally lower overall score, on balance, the panel considered the submission from Greenfield Technical Services represented the lowest risk to the Shire of Carnarvon

Again, this is largely due to the direct and very recent experience and familiarity with the Shire road network and their higher overall level of experience with DRFWA project management. With over \$150M of DRFWA management experience, Greenfield appear to have placed themselves as a market leader in the provision of these services. Greenfield completed the initial road network damage survey for the AGRN 951 event at short notice and given that this is the first DRFWA claim from the Shire of Carnarvon, the panel considered that the submission from Greenfield Technical Services represented the best overall value for money for the Shire.

4 BACKGROUND AND REFERENCE CHECK

Mr John McCleary, CEO of the Shire of Upper Gascoyne, was contacted on 9 April 2021 regarding performance of Greenfield Technical Services in provision of identical DRFWA project management services for that Shire.

Mr McCleary highly recommended and was praiseworthy of the performance of Greenfield in managing multiple and sometimes coincident DRFWA projects for the Shire of Upper Gascoyne over recent years. The following comments were noted:

- Seamless service provision – Greenfields provide and manage a complete service from the initial damage assessment, running the tender process, works supervision to briefing Council directly at monthly meetings on activities, progress, and current issues.

- Detailed knowledge and experience with the DRFWA administrative process and its requirements.
- Established administrative and management systems fully aligned to the DRFWA process.
- Detailed knowledge and experience with regional contractors who have successfully delivered DRFWA recovery projects.

It was also noted that Talis Consultants have also provided engineering consultancy services for the Shire of Upper Gascoyne though not specifically related to DRFWA projects. Mr McCleary expressed a view that of the two suppliers, he would recommend Greenfield for DRFWA reinstatement project works.

5 RECOMMENDATION

5.1 RECOMMENDATION FOR AWARD

The evaluation panel recommends that Greenfield Technical Services be awarded the works resulting from RFQ 06/2021, in accordance with the Terms and Conditions detailed within the RFQ document.

ENDORSEMENT BY EVALUATION PANEL

Name: David Nielsen

Signature: 

Date: 16/4/21

Name: Wayne Sanderson

Signature: 

Date: 16/4/21

Name: Kieran Coomey

Signature: 

Date: 16-4-21

ENDORSEMENT BY CEO

Name: Andrea Selvey

Signature: 

Date: 16/4/2021

APPENDIX A

Quotation Evaluation – Panel Consensus Score Sheet

RFQ 06/2021 - EVALUATION				
SUBMISSIONS		Greenfields	WML	Talis
Compliance Criteria				
Form of Quotation				
Is the 'Form of Quotation' completed & signed?	Yes/No			
Is the Pricing Schedule completed?		Yes	Yes	Yes
Compliance with Specification / Project brief and Special conditions				
Are the Qualitative Selection Criteria addressed in the submission	Yes/No	Yes	Yes	Yes
Insurance Details (check the validity & correct amounts) of the insurances)				
Public Liability and Products	Yes/No	Yes	Yes	Yes
Professional Indemnity Insurance (check if required)		Yes	Yes	Yes
Workers Comp		Yes	Yes	Yes
Motor Vehicle (check if required)		Yes	Yes	Yes
Scoring of Qualitative Criteria - NOTE: This is only for Infrastructure / Construction - refer to Policy C013				
A) Relevant Experience (Score out of 5)	25%	4.00	2.83	3.67
Weighted Score		2.00	1.42	1.83
B) Respondent's Resources (Score out of 5)	15%	3.00	3.00	3.00
Weighted Score		0.90	0.90	0.90
C) Key Personnel Skills (Score out of 5)	15%	3.67	3.33	3.67
Weighted Score		1.10	1.00	1.10
D) Demonstrated Understanding	25%	3.67	2.83	3.83
Weighted Score		1.83	1.42	1.92
Price Performance	20%	1.84	1.73	2.00
TOTAL WEIGHTED SCORE (Score out of 10 x Total Qualitative Weighting)	100%	7.67	6.46	7.75
Qualitative Ranking		2	3	1
SCHEDULE OF PRICES				
Schedule of prices completed?	Yes/No	Yes	Yes	Yes
PRICE SCORING				
Quoted Price (Excl. GST)	\$ 1,237,320.00	\$ 1,344,024.00	\$ 1,430,760.00	\$ 1,237,320.00
Normalised Price Score		9.21	8.65	10.00

Evaluation Panel Members:

Member 1: David Nielsen
 Member 2: Wayne Sanderson
 Member 3: Kieran Coomey

APPENDIX B

Quotation Evaluation – Panel Members Evaluation Sheets

CONFIDENTIAL

REQUEST FOR QUOTATION - David Nielsen - SCORE SHEET

RFQ 06/2021 - EVALUATION

Qualitative Criteria	David Nielsen	Greenfields	WML	Talis
This Evaluation by :	David Nielsen			
A) Relevant Experience (Score out of 5)	30%	4.00	2.50	3.00
Company Profile, Relevant Experience, Knowledge of Carnarvon Rural Road Network	Comments: Significant experience with DRFWA project management. First hand experience with Shire road network.	Limited knowledge of Carnarvon road network. WML have DRFWA project experience. Proposed subcontractor Bau Bau Consulting do not appear to have DRFWA experience.	Some knowledge of Shire road network. Have demonstrated relevant experience with DRFWA project management.	
B) Respondent's Resources (Score out of 5)	20%	3.00	3.00	3.00
Capacity to carry out the Works, inc sourcing of road construction materials and native vegetation clearing permits	Comments: Sufficient resources allocated to the scope.	Sufficient resources allocated to the scope.	Sufficient resources allocated to the scope.	Sufficient resources allocated to the scope.
C) Key Personnel Skills (Score out of 5)	20%	3.00	3.00	3.00
Project staff include qualifications & experience	Comments: Key personnel allocated have appropriate qualifications and experience.	Key personnel allocated have appropriate qualifications and experience.	Key personnel allocated have appropriate qualifications and experience.	Key personnel allocated have appropriate qualifications and experience.
D) Demonstrated Understanding (Score out of 5)	30%	4.00	2.50	3.50
Proposed Project methodology	Comments: Clearly demonstrated understanding of project methodology. Have provided cost estimate. Clear understanding of limited water and gravel resources.	Methodology developed. Concerns that subcontract project management proposal adds complexity to the project.	A well developed and thorough methodology provided.	
TOTAL WEIGHTED SCORE (Score out of 10 x Total Weighting)	100%	7.20	5.40	6.30

Score each submission in reference to the Qualitative Criteria detailed in the RFQ Document in accordance to the Scoring Guide.
Provide comments for each scoring. The comments will be used for the Recommendation Report.
 Comments should be provided by the evaluation team member substantiating the score. This information will be used for the Recommendation Report. This information might become useful to debrief the (un)-successful Supplier if required.
 The comments should be brief and in line with the scoring guide. Eg. Excellent relevant experience on projects of a similar size and nature.

Each Panels members Score will be collated and averaged on the Evaluation Sheet automatically.
DECLARATION OF CONFIDENTIALITY & INTEREST

I David Nielsen (please print your name) hereby declare that:

- a) I have no pecuniary interest in any of the potential Suppliers that have submitted a bid for the above named RFQ, and that should that situation change; I shall inform the Evaluation Panel chairperson immediately in writing.
- b) I have no conflict in this RFQ evaluation. Should any of the potential Suppliers be personally known to me I shall declare such knowledge to the other members of the RFQ Evaluation Panel prior to the evaluation process.
- c) I agree to keep all information relating to the RFQ evaluation process confidential. Under no circumstances will the details of other Submissions be discussed, disclosed or allowed to be discussed to other potential suppliers.
- d) I shall keep the results of the RFQ evaluation process confidential. No indication of the likely recommendation will be discussed, disclosed or allowed to be disclosed without written approval with any party.

SIGNATURE:  DATE: 16/04/2021

REQUEST FOR QUOTATION - Wayne Sanderson - SCORE SHEET

RFQ 06/2021 - EVALUATION

Qualitative Criteria	Wayne Sanderson	Greenfields	WML	Talis
A) Relevant Experience (Score out of 5) Company Profile, Relevant Experience, Knowledge of Carnarvon Rural Road Network	30%	4.00 Greenfields have worked within remote locations and have the experience	3.00 May understand the area of work	4.00 Talis have worked with remote locations and have the experience
B) Respondent's Resources (Score out of 5) Capacity to carry out the Works, inc sourcing of road construction materials and native vegetation clearing permits	20%	3.00 Greenfields have a proven record with the Junction Shire	3.00 Seem to have road construction capacity within smaller projects	3.00 Talis capacity to carry out the Works, inc. sourcing of road construction materials within an number of Shires
C) Key Personnel Skills (Score out of 5) Project staff include qualifications & experience	20%	4.00 Proven record with the Junction Shire and on paper	4.00 WML have the qualifications and experience with smaller projects	4.00 Well explained qualifications and experience
D) Demonstrated Understanding (Score out of 5) Proposed Project methodology	30%	4.00 Well Explained methodology	3.00 Basic Methodology explained	4.00 Well explained methodology
TOTAL WEIGHTED SCORE (Score out of 10 x Total Weighting)	100%	7.60	6.40	7.60

Score each submission in reference to the Qualitative Criteria detailed in the RFQ Document in accordance to the Scoring Guide.

Provide comments for each scoring. The comments will be used for the Recommendation Report.

Comments should be provided by the evaluation team member substantiating the score. This information will be used for the Recommendation Report. This information might become useful to debrief the (un)-successful Supplier if required.

The comments should be brief and in line with the scoring guide. Eg. Excellent relevant experience on projects of a similar size and nature.

Each Panel's members Score will be collated and averaged on the Evaluation Sheet automatically.

DECLARATION OF CONFIDENTIALITY & INTEREST

I Wayne Sanderson (please print your name) hereby declare that:

- a) I have no pecuniary interest in any of the potential Suppliers that have submitted a bid for the above named RFQ, and that should that situation change; I shall inform the Evaluation Panel chairperson immediately in writing.
- b) I have no conflict in this RFQ evaluation. Should any of the potential Suppliers be personally known to me I shall declare such knowledge to the other members of the RFQ Evaluation Panel prior to the evaluation process.
- c) I agree to keep all information relating to the RFQ evaluation process confidential. Under no circumstances will the details of other Submissions be discussed, disclosed or allowed to be discussed to other potential suppliers.
- d) I shall keep the results of the RFQ evaluation process confidential. No indication of the likely recommendation will be discussed, disclosed or allowed to be discussed without written approval with any party.

SIGNATURE:  DATE: 8/4/2021

REQUEST FOR QUOTATION - Kieran Coomey - SCORE SHEET

RFQ_06/2021 - EVALUATION

Qualitative Criteria	Kieran Coomey	Greenfields	WML	Talis
A) Relevant Experience (Score out of 5)	30%	4.00	3.00	4.00
Company Profile, Relevant Experience, Knowledge of Camaroun Rural Road Network	Comments: has done DEFS claim before, Very High knowledge of area, come highly recommended.		Has done DEFS claim before, Bunbury based, have agnoleged that they work in the SW but will use local knowledge.	Have made DEFS claim before, Have worked in the surrounding Shires, great local knowledge, very well presented tender.
B) Respondent's Resources (Score out of 5)	20%	3.00	3.00	3.00
Capacity to carry out the Works, inc sourcing of road construction materials and native vegetation clearing permits	Comments: has a lot of the remote working equipment available, has great knowledge of the challenge of scoring local material		Have also identified that scoring material and water will be difficult,	has identified that it will be had to score material and water sources, have the equipmen and expertise to do this.
C) Key Personnel Skills (Score out of 5)	20%	4.00	3.00	4.00
Project staff include qualifications & experience	Comments: many years of expertise to call from with its personal, many have worked in the midwest before.		has a lot of experience to draw form the SW but may lack a little when working with material in the midwest.	many years of expertise to call from with its personal, many have worked in the midwest before.
D) Demonstrated Understanding (Score out of 5)	30%	3.00	3.00	4.00
Proposed Project methodology	Comments: has taken the time to work out estimated costs, methodology could do with a bit more detail.		methodology is clear and to the point.	very clear and considered methodology, making clear assumptions and setting out a good plan of works
TOTAL WEIGHTED SCORE (Score out of 10 x Total Weighting)	100%	7.00	6.00	7.60

Score each submission in reference to the Qualitative Criteria detailed in the RFQ Document in accordance to the Scoring Guide.

Provide comments for each scoring. The comments will be used for the Recommendation Report.

Comments should be provided by the evaluation team member substantiating the score. This information will be used for the Recommendation Report. This information might become useful to debrief the (un)-successful Supplier if required.

The comments should be brief and in line with the scoring guide. Eg. Excellent relevant experience on projects of a similar size and nature.

Each Panels members Score will be collated and averaged on the Evaluation Sheet automatically.

DECLARATION OF CONFIDENTIALITY & INTEREST

I  (please print your name) hereby declare that:

- a) I have no pecuniary interest in any of the potential Suppliers that have submitted a bid for the above named RFQ, and that should that situation change; I shall inform the Evaluation Panel chairperson immediately in writing.
- b) I have no conflict in this RFQ evaluation. Should any of the potential Suppliers be personally known to me I shall declare such knowledge to the other members of the RFQ Evaluation Panel prior to the evaluation process.
- c) I agree to keep all information relating to the RFQ evaluation process confidential. Under no circumstances will the details of other Submissions be discussed, disclosed or allowed to be discussed to other potential suppliers.
- d) I shall keep the results of the RFQ evaluation process confidential. No indication of the likely recommendation will be discussed, disclosed or allowed to be disclosed without written approval with any party.

SIGNATURE: 

DATE: 8-4-21

APPENDIX C

Price Evaluation Sheet

Greenfields Technical Services					
Project Team - schedule of Rates & Estimated Total Costs					
Resources	Rate	Est Qty	Est total		
Pricipals Representative - Joshua Kirk	\$/hr	\$ 179	384	\$ 68,544	
Project Manager - Joshua D'Cruze	\$/hr	\$ 170	768	\$ 130,560	
Finanical management/Administration	\$/hr	\$ 67	1800	\$ 119,700	
Travel (Principals Representative/Project Manager)	\$/km	\$ 2	60000	\$ 90,000	\$ 408,804
	\$/hr				
Site Supervisor Package 1 (working)		\$ 132	2772	\$ 365,904	Package 1 Total
Travel (Site Sueprvisor Package 1)	\$/km	\$ 2	50400	\$ 75,600	
Meals & Accommodation (Site Supervisor Package 1 per working or standby day)	\$/day	\$ 180	252	\$ 45,360	\$ 486,864
Site Supervisor Package 2 (working)	\$/hr	\$ 132	2772	\$ 365,904	Package 2 Total
Travel (Site Sueprvisor Package 2)	\$/km	\$ 2	50400	\$ 75,600	
Meals & Accommodation (Site Supervisor Package 2 per working or standby day)	\$/day	\$ 180	252	\$ 45,360	\$ 486,864
				Estimated Total Price	\$1,261,572

WML Consulting Engineers			
Description	Proposed Rates		
WML support role	\$ 205.00	hour	
Project manager	\$ 185.00	hour	
Works Supervisor	\$ 145.00	hour	
Administration support	\$ 80.00	hour	
Enviromental Desktop Work	\$ 160.00	hour	
Gravel search work	\$ 120.00	hour	
Accommodation	\$ 200.00	day	
Meals & Sustenance	\$ 100.00	day	
Travel	\$ 1.10	km	
Flights	Cost +10%		
Drafting (if required)	\$ 115.00	hr	

Talis Consultants

Key Personel	Role	Hourly Rate
Colin Leek	Pavement & Draining Engineer	\$ 175.00
Tim Bailey	Site Supervisor	\$ 105.00
Simon Kelly	Site Supervisor	\$ 105.00
Peter Stocker	Site Supervisor	\$ 105.00
Cameron Leek	Field Staff, inspection	\$ 110.00
Joseph Mowat	Project engineer: Preparation of funding applicatin & PM	\$ 105.00
Paul Gauci	Procurement & PM	\$ 150.00
John King	Project Director	\$ 225.00
Wendy Sherwood	Admin Support	\$ 70.00
Debbi Allaway	Quality Assurance Office	\$ 100.00
Other staff	as per WALGA hourly rates	
Disbursments Expenses		
4WD vehciels	\$/km	\$ 1.50
Camping/accommodation	\$/day	\$ 250.00
Flights		Cost + 4%
Carnarvon Accommodation		Cost + 4%
Carnarvon Meal	\$/day	\$ 100.00
Remote Coomuncations Support	\$/month	\$ 1,000.00

Price comparison based on Greenfields estimated hours

RFQ 06/2021 - EVALUATION							
Description	Hours	Greenfields		WWL		Talis	
		Rate	Total	Rate	Total	Rate	Total
Principals Representative	384	\$ 179.00	\$ 68,736.00	\$ 205.00	\$ 78,720.00	\$ 225.00	\$ 86,400.00
Project Manager	768	\$ 170.00	\$ 130,560.00	\$ 185.00	\$ 142,080.00	\$ 150.00	\$ 115,200.00
Admin Support	1800	\$ 67.00	\$ 120,600.00	\$ 80.00	\$ 144,000.00	\$ 70.00	\$ 126,000.00
Site supervisor x 2	5544	\$ 132.00	\$ 731,808.00	\$ 145.00	\$ 803,880.00	\$ 105.00	\$ 582,120.00
S/Total			\$ 1,051,704.00	S/Total	\$ 1,168,680.00	S/Total	\$ 909,720.00
Travel (km)	100800	\$ 2.00	\$ 201,600.00	\$ 1.10	\$ 110,880.00	\$ 1.50	\$ 151,200.00
Meals & Accommodation \$/day	504	\$ 180.00	\$ 90,720.00	\$ 300.00	\$ 151,200.00	\$ 350.00	\$ 176,400.00
S/Total			\$ 292,320.00		\$ 262,080.00		\$ 327,600.00
Total			\$ 1,344,024.00		\$ 1,430,760.00		\$ 1,237,320.00