



REQUEST FOR WRITTEN QUOTATION

FOR

KATHERINE TOWN COUNCIL

Lot 1865 Stuart Highway Katherine NT, 0850

Phone: (08) 8972 5500

ABN 47 836 889 865

Zimin Drive Shared Pathway Design

CLOSING DATE

2PM, WEDSNEDAY 24 SEPTEMBER 2025 ACST

1. KATHERINE TOWN COUNCIL

Katherine Town is located at the heart of the 340,000km² Big Rivers Region. The Big Rivers Region consists of many rivers, with our town on the banks of the Katherine River.

We are the fourth largest town in the Northern Territory and a thriving regional centre for service delivery. The local government area of Katherine has a population of around 10,000 with 25.5% of residents identifying as Aboriginal and/or Torres Strait Islander. The council area includes four communities and homelands: Rockhole, Miali Brumby (Kalano), Binjari, and Geyulkgan (Walpiri camp).

We are also a hub for the surrounding region, so our strategic priorities have been developed on the basis that the town and our Council provides services to over 25,000 people.

Katherine is often called the crossroads of the north as we're found on the junction of the Stuart and Victoria Highways, connecting Australia from north to south and east to west, making us a vital through point for travellers, industry and local communities.

2. DESCRIPTION OF WORKS

2.1. PROJECT BACKGROUND

2.1.1. DESCRIPTION AND LOCALITY

Katherine Town Council (Council) have committed to construct a shared bicycle and pedestrian sealed pathway along Zimin Drive. The path will require new road crossings to link to the low-level pedestrian river crossing on the south-west side of the road, and to the Riverlink Trail on the north-east side of the road. This will allow the path to form a loop from the Riverlink Trail, across the low-level bridge river crossing, past/through the nature reserve, along Zimin Drive, and then along the path adjacent to Stuart Highway across the Katherine Railway Bridge to connect to the CBD and the Riverlink Trail. It will provide an alternative loop to the existing river loop track which is more suitable for speedier bicycles.

The path should be 2.4m wide to allow for bicycles and pedestrians to easily pass. It should be clearly marked to ensure the safety of shared path users.

The total length of the proposed track, allowing for some deviations to accommodate land fall and safe gradients, is approximately 5.7km.

2.1.2. SITE OF WORKS

The location of the path link is as below:

Table 1: Path Location

Address	Latitude	Longitude	Land Owner
- Zimin Drive - Stuart Highway To Low Level Bridge.			Katherine Town Council
- Low Level Bridge			NTG Crown

<ul style="list-style-type: none"> - Zimin Drive past Low Level Bridge - Shadforth Road - Low Level Nature Reserve 			<p>Katherine Town Council</p> <p>Katherine Town Council</p> <p>NTG Crown</p>
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Figure 1: Path Location

2.1.3. SCOPE OF SERVICES

The scope of this consultancy includes the following:

- Preliminary site investigation
- Engineering survey – as required in addition to information in appendix A
- Services location– as required in addition to information in appendix A
- Detailed geometric design
- Geotechnical Design
- Civil Design including
- Pavement design - Sealed
 - Drainage design
 - Structural Detailing
- Fencing, if required

- Signage and Pavement Marking
- Landscaping, concept only
- Preparation of documentation for tender and construction, including technical specification
- Schedule of quantities and cost estimate
- Road Safety Audit
- Design Report
- Safety in Design Risk Assessment
- Engineering services required during construction, as and when required to clarify and support design
- Independent verification of the design

2.1.4. COMPOSITION OF SHARED PATH

The new path is to provide a shared Pathway connection between the Stuart Highway and the Riverlink Trail as indicated in Figure 1 above.

Initial concept indicates that the path will be on the South-Eastern side of Zimin drive at the Stuart Highway - Zimin drive intersection and remain on this side of Zimin Drive until it crosses over on the Northern-Western side of Shadforth Road. The intent is to utilise the Northern Territory Government's (NTG) Nature Reserve and connect back to Zimin Drive at the NTG managed Low-Level bridge. On the South-Eastern side of the Low-level bridge the path will have to cross over Zimin drive to connect with the Riverlink trail. The design is not bound to resemble these concepts. The Consultant shall suggest suitable layouts for the path. The layout shall consider the level differences of the whole path when confirming path route, however, note that design is limited to Katherine town Council managed road and road reserve. The design shall consider the drainage requirements of the area.

The area where the path is to go is expected to facilitate overland water flow in the wet season, so this must be accounted for in the design.

Appropriate signage is to be included in this design.

All crossing facilities will need to be at a safe location that provides ample sight distances for vehicles and pedestrians to see each other to reduce risk of collision.

2.1.5. SHARED PATH DESIGN NOTES

Property boundaries must be shown on the final design drawings, labelled with what property they belong to.

All identified services must be shown on the drawings, with the treatment to deal with them noted.

Nominate trees for removal as required.

Along with Disability Discrimination Act 1992 (DDA) compliance in regards to slope gradients, new surfaces, sealed, concrete or ground, are to interface to existing surrounding surfaces, with no sharp

transitions or drops. When matching ground surfaces into the existing environment, slopes are not to exceed a 1:4 gradient, with 1:6 being preferred.

2.1.6. DESIGN COMPLIANCE

The new path is to comply with Australian Standards and Disability Standards for Accessible Public Transport 2002, where applicable. Road crossings and threshold ramps to comply with AS.1428.1 – Design for Access and Mobility, where applicable. The Consultant is to design, where possible, to these standards and the designs must reflect the outcomes from the road safety audit (RSA).

If compliance with standards / audits cannot be achieved, inform the Principal in writing prior to 50% design meeting. The Consultant is to include pertinent information on the drawings showing existing conditions and how the new design ties into the existing infrastructure.

2.1.7. SUPPORTING TECHNICAL DIRECTIVES, BRIEFS, GUIDELINES AND TEMPLATES

NTG documents and guides form part of this consultancy and are downloadable from the various internet sites under Technical standards, guidelines and specifications, should the embedded links fail. <https://dipl.nt.gov.au/industry/technical-standards-guidelines-and-specifications>

<i>Road design requirements / Road design standards / Documentation</i>
NTG Technical Drawings – Part 2 – Civil CADD Manual
Civil and Survey Drawing Profiles
<i>Road design requirements / Design and drafting tools</i>
Basis of Design
Schedule of Rates
Road Design Report
Geotechnical Design Brief
Safety in Design Checklist
Guide Notes for Completing Safety in Design
Design Review Minutes
<i>Road design requirements / Road design standards / Survey</i>
Standard Specification for Engineering Survey
<i>Road safety audits</i>
Road safety audits
<i>Technical specifications / Roads</i>
Standard Specification For Road Works
<i>Environment management</i>

Standard Specification for Environmental Management

2.1.8. SCHEDULE OF DRAWINGS INCLUDED IN THE CONTRACT

The following NTG typical details shall form part of the construction contract:

The civil design must consider and incorporate these details into their drawing set where appropriate.

DRAWING NO.	AMEND NO.	TITLE
CS3006	5	CYCLE AND PEDESTRIAN SHARED PATH TYPICAL CROSS SECTIONS AND DETAILS
CS3008	1	CYCLE AND PEDESTRIAN SHARED PATH TERMINAL WITH SPLITTER ISLAND
CS3009	1	CYCLE AND PEDESTRIAN SHARED PATH TERMINAL WITH PAINTED SPLITTER ISLAND
CS3100	0	GENERAL DRAINAGE NOTES AND APRON DETAILS
CS3101	0	INSTALLATION, BEDDING AND FILLING/BACKFILLING AGAINST/OVER CULVERTS
CS3107	2	RCBC 450mm HIGH TO 1200mm HIGH HEADWALL & WINGWALL DETAILS 0 TO 20 SKEW ANGLE
CS3109	0	RCBC AND LINK SLABS ARRANGEMENT AND INSTALLATION OF PRECAST UNITS
CS3110	0	RCBC AND LINK SLAB REINFORCED WING & HEADWALLS
CS3300	4	STANDARD KERB PROFILES
CS3302	2	TACTILE GROUND SURFACE INDICATOR (TGSi) SHEET 1 - KERB RAMP
CS3303	2	TACTILE GROUND SURFACE INDICATOR (TGSi) SHEET 2 - TRAFFIC ISLAND, BUS STOP & STAIR
CS3305	2	VEHICLE BARRIER FENCING AND HOLDING RAIL DETAILS
CS3306	1	CYCLE/SHARED PATH CULVERT CROSSING

		FENCE DETAILS
CS3307	0	PEDESTRIAN FENCE
CS3400	4	LINE MARKING

Note: There may be other relevant standard drawings to be utilised on this project. These ones are highlighted as being especially relevant to this project.

Department of Logistics and Infrastructure (the Department) civil standard drawings can be found on the Departments internet at:

<https://dipl.nt.gov.au/infrastructure/technical-standards-guidelines-and-specifications/standard-drawings>

The most recent amendments for all the standard drawings can be found at this link.

2.1.9. SCHEDULE OF ATTACHMENTS NOT INCLUDED IN CONTRACT

N/A

2.1.10. CLEARANCES

The Principal will be responsible for obtaining clearances including heritage and environmental, Aboriginal Areas Protection Authority (AAPA), and Land Council (if on Aboriginal land).

2.1.11. LAND TENURE CONSTRAINTS

All works will be contained within the existing land boundaries of the Katherine Town Council. Should the design warrant a deviation from these boundaries, then, Land tenure issues need to be identified so that Katherine Town Council can negotiate land where required. Any path deviation through Northern Territory Government owned/managed land will require close discussion with NTG. NTG agreement with the proposed is required prior to 50% project stage, and final approval from the landowner is required prior to 90% project stage.

2.1.12. UTILITY SERVICES AND LIAISON WITH RELEVANT UTILITY OWNERS

Services information should be, but not limited to the following;

- Existing services and location
- Existing or proposed projects to be completed within the vicinity of work site
- Minimum cover/clearance information
- Service connection points for powering lighting at crossings

All services locations shall be obtained through Dial Before You Dig and verified by qualified service locators using GPR.

Where existing services cannot be successfully located by GPR, the consultant must promptly advise council.

Potholing shall be undertaken for those services identified during GPR locating as potentially clashing with the proposed works in order to determine if relocation or protection works are required.

The consultant shall liaise with all relevant utility service owners whose asset interests are affected by this project and any potential issues are to be raised by the 25% review and highlighted in the design report.

Through liaison with the relevant utility service owners, the consultant shall determine the requirements and costs for relocation works and ensure all approvals are obtained from the relevant utility service owner. Physical relocation work and costs may not form part of this contract and may need to be documented accordingly

If the council road is intersected by a Northern Territory Government managed road, then approvals will need to be sought from the relevant authority.

2.1.13. SURVEY

A survey has been completed and attached to the RFQ.

The Consultant shall provide further survey as required to enable the Detailed Design of the project in accordance with the current version of the Standard Specification for Engineering Survey. The survey costs are to include the preparation and implementation of a traffic management plan for the field works.

It is the Engineering Consultant's responsibility to ensure that the requirements of the Standard Specification for Engineering Survey have been achieved and provided, including all deliverables noted in Section 13 of the Standard Specification for Engineering Survey, hence, it is paramount that they brief their surveyors of the survey requirements.

The extent of the survey shall be sufficient to provide all necessary information to undertake all design related assessments including available sight distances, enable the detailed design scope of works, and provide for adequate and accurate tie-in to the existing levels and grade lines.

2.1.14. DIAL BEFORE YOU DIG

Dial Before You Dig (DBYD) is a community service that provides information on underground pipes and cables from all underground service providers in the area. There is no cost to the user for this service; however, some asset owners reserve the right to make a modest charge for some plans.

Contact DBYD at least 2 working days before you plan to excavate and obtain the plans of the underground services before commencing excavation.

Provide a written notice to the Principal's Representative stating that the plans have been received and include the DBYD sequence number.

DBYD can be contacted at the following numbers:

Telephone: 1100 8am to 5pm weekdays, excluding public holidays.

Internet: www.1100.com.au/.

2.1.15. GEOTECHNICAL INFORMATION

2.1.16. CARRIED OUT IN ACCORDANCE WITH NT GUIDELINES PRIOR TO CONSTRUCTION. TRAFFIC MANAGEMENT FOR FIELD WORKS

Before starting any field works including survey, geotechnical investigations and services potholing, the consultant shall prepare and submit Traffic Management Plans (TMP) consistent with the “Provision of Traffic” section in the Department’s Standard Specification for Road Works.

https://dipl.nt.gov.au/__data/assets/pdf_file/0011/917363/standard-specification-roadworks-july-2020.pdf

2.1.17. STAKEHOLDER IMPACTS

All stakeholders are to be identified along with any likely impacts associated with, or by the project, by the 25% review stage. Impacts that are likely to cause issue with stakeholders are also to be raised by this stage.

2.2. ENVIRONMENTAL MANAGEMENT

Environmental management for the project shall be in line with the requirements of the Department’s Standard Specification for Environmental Management.

<https://dipl.nt.gov.au/infrastructure/technical-standards-guidelines-and-specifications/technical-specifications/environmental-management>

2.3. DESIGN PARTICULARS

2.3.1. STANDARD GUIDES AND REFERENCES

The Consultant shall undertake the design in accordance with the Department’s requirements as detailed in the latest version of standards, guidelines and directives at the time of commission which includes but not limited to:

- Relevant Austroads Guidelines
- Relevant Australian Standards and Code of Practices
- Department’s Technical Guidelines, Directives and Policies
- Department’s standard roadworks specification
- Department’s standard drawings
- Australian Rainfall and Runoff

2.3.2. DESIGN CONSIDERATIONS

The Design shall provide cost benefits relative to the project outcome, integrally with the road asset “Whole of Life Cost” through consideration of the following:

- Feasibility alternative solutions
- Minimise Construction costs
- Minimise Future maintenance costs

- Vehicular and pedestrian traffic safety
- Hydrological effects
- Geotechnical conditions
- Economic and social effects on land owners including severance
- Environmental issues - Aboriginal sites, heritage sites, soil erosion, revegetation, etc.
- Landscaping
- Road user benefits
- Project budget.

2.3.3. SHARED PATHWAYS

Ensure that cyclists and pedestrians are adequately catered for at all intersections and any connections to existing infrastructure need to be considered carefully and be fully documented to ensure that the path is safe and functional.

New road crossings are to be assessed using the Austroads “Pedestrian Tool” and the assessment findings are to be presented at the 25% review with appropriate crossing options.

Fencing along shared pathways need to be a minimum of 500mm clear of the pathway width along the edge of the pathway shoulder.

2.3.4. FENCING

Fencing is not a principal requirement, unless there is a health and Safety or another regulatory requirement. Fencing to be fully documented and designed to suit the new path. Fencing footings to be in accordance with the NTG’s standard drawings, or to manufacturer’s specifications. Fencing is to be fully documented and designed in accordance with the NTG’s standard drawings relative to the purpose of the fencing, ensuring that any fencing within the roadway clear zones are frangible and do not include spearing components that may compromise occupants of an errant vehicle.

2.3.5. LANDSCAPING

The new path and associated works are to match neatly into the existing landscape, with smooth ground transitions or retaining walls incorporated where necessary.

2.4. DESIGN STAGES

2.4.1. PROJECT AWARD/SITE INSPECTION

The site is to be fully examined prior to the commencement of the detailed design. The site inspection should include an assessment of existing conditions to get a clear understanding of the works required. A summary of the observed conditions should be included within the Design Report.

2.4.2. MEETINGS

The Principal will provide limited guidance and will arrange to undertake a design review at the nominated, 25%, 90% and final documentation stages. Allowance for design review meetings will need to be included in the submission presented, with a 2 working days review period scheduled for each stage. A complete set of paper copies of design drawings (1 x A3) and one copy of any relevant

documentation in support (or otherwise agreed electronically) shall be provided to the Principal by the Consultant to undertake each of the reviews.

A design meeting with the principal will occur at the 50% stage of design

The Consultant will provide the Principal with an agenda detailing the topics to be discussed, problems that they may be encountering and information that may be required from the Principal. The Consultant will provide a written record of the minutes for each of these meetings for the Principal's comment and/or acceptance within two working days of each meeting.

In-lieu of in person meetings, the Consultant may opt instead to send the design drawings for review to the council Project Manager. This option may be chosen where there isn't a lot to discuss regarding the design.

The design and development review process are not limited to formal reviews only. Consultants should also be aware of the need to meet with the Principal in addition to the above design stages if necessary. Liaison with the project officer of design aspects and, where possible, their immediate clarification and resolution is encouraged.

2.4.3. DESIGN CHECKING

The Consultant will be expected to fully research and consider all implications prior to submission of any design plans for review.

The Consultant shall submit all work for approval free from error. The Principal will not be carrying out a design checking function other than for general compliance with the scope of services to be provided.

The Katherine Town Council may appoint an independent consultant to review/make comments on submitted design plans at each design stage.

NOTE: It should be noted that any design variations or corrections required during construction as a result of design errors or omissions shall be the responsibility of the Consultant to amend and correct as necessary at the cost of the Consultant.

2.4.4. 25% PROJECT STAGE – CONCEPT DESIGN

At 25% of the project stage, the associated documentation shall include, but not be limited to:

- Preliminary path layout/25% complete concept design drawings.
- Cycle path/shared path alignment
- Compliance with the Design Reference Documents
- Constraints identified
- Constructability requirements
- Take into account Dial Before You Dig Information and onsite evidence of services
- Provide cost options
- Liaise with the Principal and provide updates as to the progress of the design drawings, as required

- Indicate approximate location of all existing underground and aerial services including drainage network. Details of existing services are to be shown on the plans. Raise issue if any existing services clash with the proposed design.
- Land requirement and easement plans, if necessary.

2.4.5. 50% PROJECT STAGE –DESIGN

At 50% of the project stage, the associated documentation shall include, but not be limited to:

- Draft Design Report- including technical notes and issues register as appendices
- Additional Technical Notes identified during this period of design development
- Preliminary version of the following plans:
 - Cover Sheet
 - Locality Plan
 - Preliminary site-specific plans
 - Topographic survey with Digital Terrain Model (DTM) with master services plan
 - Preliminary Engineering design plans
- A draft Schedule of Rates and a detailed cost estimate. General rates should be taken from previous projects.
- Liaison with all Service Utility Providers in relation to existing service locations and relocations/adjustments, and future service locations as applicable to this project including quotations from service utility providers for any required relocation/adjustment works
- The design and documentation shall be undertaken with a view to reducing construction costs as much as practically possible and the design of the ultimate road is to be kept within the existing land boundaries.

2.4.6. 90% PROJECT STAGE

At 90% of the project, the associated documentation is to be presented as complete and will include, but not be limited to:

- Design Report- including technical notes and issues register as appendices
- Additional Technical Notes identified during this period of design development
- 90% detailed design drawings:
 - Cover Sheet
 - Locality Plan
 - Engineering design plans including horizontal plan details, vertical profile details, drainage details and survey set out information.
 - Signage and pavement marking drawings

- Locate all existing underground and aerial services including drainage network. Details of existing services are to be shown on the detailed plans and on the drainage plans and drainage longitudinal/section plans
- Liaison with all Service Utility Providers in relation to existing service locations and relocations/adjustments, and future service locations as applicable to this project including quotations from service utility providers for any required relocation/adjustment works
- Schedule of Rates and a detailed cost estimate.

2.4.7. 100% FINAL DOCUMENTATION

The final documentation shall include, but not be limited to:

- Designs need to be revised in response to comments/ outcomes of the design reviews and amendments revised to “Contract Drawings (Rev 0)”. The drawings must be resubmitted to any entity/asset owner for final approval where third party assets are being impacted on, or where connections such as power or telecommunication are being sought for the project.
- Final Civil Design Drawings including standard drawings
- Final Design Report including Service Relocation Strategy (if needed)
- Final Schedule of Rates with cost estimate in the Departmental template format
- Design and Terrain models (3D design and survey)
- Final Scope of Works
- Safety in Design

2.5. DELIVERABLES

2.5.1. DESIGN DOCUMENTS

PROJECT CONTRACT DRAWING TYPE	SCALE @ A1	25%	50%	90%	100%
Project drawing sheet numbers				✓	
Cover Sheet – incorporating a locality plan, schedule of drawings, basis of design and site plan	N/A	✓	✓	✓	✓
General Notes and Legend and Alignment Plan	N/A	✓	✓	✓	✓
Typical Cross Section and details	As required	✓	✓	✓	✓
Plan and Longitudinal Sections, including existing services and a Legend	1:1000 Horizontal 1:100 Vertical	✓	✓	✓	✓
Set out tables and Survey Control Points	N/A			✓	✓
Master services plan including all road furniture	As required	✓	✓	✓	✓
Detailed drawings as required	As required		✓	✓	✓

PROJECT CONTRACT DRAWING TYPE	SCALE @ A1	25%	50%	90%	100%
Project drawing sheet numbers				✓	
Cover Sheet – incorporating a locality plan, schedule of drawings, basis of design and site plan	N/A	✓	✓	✓	✓
Specification				✓	✓
Design Report			✓	✓	✓

2.5.2. REQUEST FOR TENDER (RFT)/TECHNICAL SPECIFICATION - SCOPE OF WORKS AND MEASUREMENT AND PAYMENT CLAUSES

A RFT / Technical Specification template will be provided by the Principal. The successful Consultant will be required to customise the template to suit the specific requirements of this project.

All aspects of the designs must be clearly described in the document. Descriptions must be clear, concise instructions that remove all ambiguity regarding materials and how the design is to be constructed.

Particular attention to detail is required for customisation of the Measurement and Payment (M&P) Clauses. These must be consistent with the construction methodology and the SoR.

The Consultant must ensure that tasks and headings in the SoR (including the order they are presented) are consistent with the M&P clauses.

The technical specification template provided will be based on the standard roadworks specification which may not readily transfer to this scope of works. The consultant should allow for appropriate editing of the standard specification to ensure it is clear, concise and scope specific.

The Consultant must consider and address all hidden text prompts and insert any missing information.

2.5.3. SCHEDULE OF RATES

A SoR template will be provided by the Principal in Microsoft Excel format.

The Consultant will be required to customise the SoR template provided to reflect the project quantities and likely construction costs.

Each line item will require suitable description, definition of quantities, units of measurement and a cross reference to the relevant Measurement and Payment clause in the RFQ.

2.5.4. ESTIMATE

The Consultant will provide Project Cost Estimates for the 50% and 90% stages of the Design. Historical cost data may be provided by the council to develop the order of costs. The council will use internal quantity surveying to verify and update the estimate as required.

The Consultant shall prepare and submit Cost Estimates at the above-mentioned stages of the Design using following guidelines:

- Deliver base cost estimates Schedule of Rates in the NTG format using first principle estimating method.

2.5.5. DESIGN REPORT

All documentation necessary for the project, aside from stand-alone documentation required by the council, shall be consolidated by the Consultant into the Design Report. As a guide, the Design Report shall contain as a minimum, project related elements and clarification of any project issues, and the decisions made relative to those issues. The following list identifies, but is not limited to all the project elements, as required:

- Outcome of any internal reviews by the Consultant of the design
- All Client reviews and Consultant's comments/responses
- Design work undertaken
- Preparation and inclusion of the technical basis of the design documents detailing the parameters of the design and criterion not met
- Discussion of all design elements, and justification where this is at variance with design standards
- Structural design calculations
- Drainage assumptions
- Road Safety Audit
- Survey and any survey issues
- Geotechnical assumptions
- Utility / other services adjustment plans
- Property adjustment plans
- Certification for all structural designs (where required)
- Reporting on service investigations, service authority liaison and correspondence/quotations. Provide all comments, correspondence, quotations, reports, assessments, agreements reached etc. for council records
- Liaison communiques with PWC for street lighting submissions, approval and quotations where applicable; and,
- Appendices
 - RFQ scope
 - Design Drawings
 - Estimates
 - Design Element Outcomes (such as drainage, horizontal and vertical geometry, etc.)
 - RSA and findings

- Survey Report
- Minutes from review meetings
- Dial Before you dig information
- Correspondence between service providers and stakeholders
- Any correspondence with instruction

2.5.6. ROAD SAFETY AUDIT

Road Safety Audits will be undertaken by an independent, qualified team from outside the design office.

The audit team shall be made up of an IPWEA or State/Territory Road Authority Accredited Senior Road Safety Auditor, and a minimum of one IPWEA or State/Territory Road Authority Accredited Road Safety Auditor team member who have not been directly involved in the project on which a judgment is required in line with the requirements outlined in the Departments *Road Safety Audit Technical Directive and Guideline*.

The Road Safety Audit/s will be undertaken in accordance with the Departments *Road Safety Audit Technical Directive and Guideline* and *Austroads Guide to Road Safety: Parts 6: Managing Road Safety Audits* and *Guide to Road Safety PART 6A: Implementing Road Safety Audits* and include a day and night time site inspection by the audit team.

Road Safety Audit/s will be required at the following stages: 90% Detailed Design

Road Safety Audit Corrective Action Reports (CAR) shall be provided for each audit and incorporate the layout defined by the NTG's *Road Safety Audit Corrective Action Report Template*.

The Consultant shall respond to the corrective actions raised in the CAR and modify the design to address issues raised, where necessary.

2.5.7. SAFETY IN DESIGN

In accordance with the *Work Health and Safety* (National Uniform Legislation) Act, designers are required to identify and mitigate as far as reasonably practical, any potential hazards to workers, users and operators during the construction, operation and maintenance phases of any project.

The Consultant is required to produce a Safety in Design (SiD) Report which identifies potential risks and lists possible mitigation measures for the constructor and maintainer to consider/implement.

In addition, the SiD report shall address risks particularly if the design proposed is non-compliant with agreed standards or policies and propose appropriate mitigations.

This document will become the basis of the successful consultants Risk Management Plan and as such, it is highly recommended that the successful Consultant compose the report with scope to include subsequently adopted mitigation measures, consistent with the Northern Territory's Department of Logistics and Planning's Safety in Design template and checklist.

2.5.8. ELECTRONIC HANDOVER

On completion of the Consultancy and prior to final payment, the consultant shall deliver the following electronic documents/drawings/files:

- Contract Drawings in CAD format and in “pdf”
- Specification/RFQ in WORD and in “pdf”
- Estimates in EXCEL and in “pdf”
- Design Report in “pdf” with attachments and in WORD with attachments in a zipped folder
- Other project related reports in native format and in “pdf”
- Zip folder containing Design Models and Terrain Models

Council retains intellectual property rights over all deliverables received, in the formats requested.

2.5.9. POST TENDER QUERIES

It is expected that the successful Consultant shall assist with queries and advice during the tendering and construction stages of the project.

All enquiries and correspondence shall be through the Principal.

The purpose of the provision of advice during construction is to resolve, in a timely manner, documentation issues arising in the tender documents. It is also to provide interpretations and clarification of these documents during the implement phase to allow effective construction of the project.

Responses and resolution requiring additional documentation resulting from document errors, omissions, lack of detail or ambiguities, shall be carried out by the Consultant at no cost.

Any advice during the construction phase, which does not arise as a result of documentation error, ambiguity, lack of detail or omission will be paid for on an hourly basis and disbursement as evidenced.

The Consultant will advise an hourly rate for key personnel in the response schedule.

2.6. DOCUMENTATION STANDARDS

2.6.1. DRAWINGS: DRAFTING REQUIREMENTS

Unless otherwise specified, SI units must be used for all design documentation. All design levels must refer to Australian Heights Datum (AHD) and all design coordinates must refer to the Map Grid of Australia (MGA).

Final drawing standards are based on AutoCAD 2025 and shall be openable in DWG Trueview

The consultant is to provide comprehensive and legible documentation to Council. The standards, file structure and drawing presentation objectives will be defined by NTG's Civil CADD Manual and Civil and Survey Drawing Profiles.

Drafting standards shall generally conform to AS1100 Technical Drawing and AS1101 Graphical Symbols for General Engineering.

Produce final drawings suitable for reproduction at both A1 and A3 size. Adopt minimum text heights and line weights to accommodate the alternative sizes.

Draft or review documents may be submitted electronically in non-manipulative format “pdf”.

NOTE: Council email accounts can accept up to 30MB in a single email. Alternate delivery methods such as hand delivered USB or Dropbox will be required for deliverable packages larger than this.

2.7. DELIVERY TIMEFRAMES

2.7.1. NOMINAL PROJECT MILESTONES

The proposed timeframe for this project is summarised below. The Consultant shall provide a project program that is practical and achievable, commenting in their submission on the proposed following timetable:

MILESTONE	TIMEFRAME
Project Start-Up	Within 2 days of contract award
25% Submission	Week 3
50% Submission	Week 7
90% Submission	Week 10
Final Submission	Week 14

2.8. COMMERCIAL IN CONFIDENCE

The information contained within this Request for Tender, including associated reference and other documentation is considered Commercial in Confidence.

All information provided to the Consultant during the project will remain the property of the council and must be treated as confidential.

The council retains intellectual property rights to all information provided by the council to the Consultant to undertake the work, including the preparation of a submission for this tender and the associated deliverables for this project.

The Consultant shall not pass this information on to any party not involved with the delivery of this project (including the public) during or after the period of consultancy.

The consultant should not use the information / data for any other project other than the work under the Contract.

3. Work Health and Safety

3.1. PCBU

The Consultant will be the person conducting a business or undertaking (PCBU) at the Waste Management Facility, Novis Quarry Rd, in relation to this Contract.

The Consultant acknowledges it has control and management of the area of works at the Waste Management Facility for the purpose of providing the Specification in accordance with the Work Health and Safety (National Uniform Legislation) Act 2011 (the WHS Act).

The Consultant must comply with all relevant WHS regulations and standards for the management, operation and supervision of the site.

3.2. WHS SYSTEMS

The Consultant must have in place the following Workplace Health and Safety documentation as a minimum:

Annual Work Health and Safety Management Plan;

Consultant Management System (CMS);

Contract specific Safe Work Method Statements (SWMS);

Site risk assessments;

- a. Safe operating procedures relevant to work being performed;
- b. Procedures for isolation and de-energising of plant and equipment;
- c. Procedures for working at heights, identifying confined spaces and hot work with appropriate permit system; and
- d. Procedures for working with hazardous chemicals including Safety Data Sheets (SDS).

The Consultant must also:

- a. Ensure all personnel are inducted regarding the scope of works, specification and work place health and safety requirements;
- b. Review and amend Workplace Health and Safety documentation when there is any significant change in process and ensure that all persons affected by the changes are advised of the amendments and provided with the appropriate level of training and instruction to complete their work in a safe manner; and
- c. Supply requested information upon the request of a Council Representative or Workplace Health and Safety Advisor as part of the ongoing review process under the Contract.

3.3. CONSULTANT WORK HEALTH AND SAFETY MANAGEMENT PLAN

The Consultant must establish, implement and operate a Work Health and Safety Management Plan.

The Consultant warrants and represents that the Work Health and Safety Management Plan will:

- a. Ensure that any premises controlled by the Consultant, where any persons are performing work, are safe and without risks to health;

- b. Ensure that any plant or substance provided for use by any persons performing works are safe and without risks to health when properly used;
- c. Ensure that systems of work, including the working environment, are safe and without risks to health;
- d. Provide such information, instruction, training and supervision to ensure health and safety in the provision of the Specification;
- e. Provide adequate facilities for persons performing the Specification;
- f. Have work health and safety policies and procedures and will provide any persons performing work, with information, instruction, training and supervision as required as to those policies and procedures and their duties and obligations in relation to work health and safety;
- g. Provide any persons performing work, with information, instruction training and supervision in relation to changes and amendments to the work health and safety policies and procedures and their duties;
- h. Ensure that any subconsultants comply with and implement their own work health and safety management plan;
- i. Ensure that any subconsultant's work health and safety management plan is kept up to date with developments in work health and safety including Legislative requirement changes, new guidelines and codes and amendments to guidelines and codes; and
- j. Comply with any Legislative requirements.

The Work Health and Safety Management Plan must be:

- a. Submitted to Council at least two (2) months prior to the commencement of the Contract unless the parties agree otherwise;
- b. Submitted to Council after any changes are made; and
- c. Updated and the updated Work Health and Safety Management Plan submitted to Council at within one (1) month of each anniversary of the Contract commencement date.

The Consultant must consider any amendments to the Work Health and Safety Management Plan which Council may propose. The Work Health and Safety Management Plan must include, as a minimum:

- a. The Consultant's assessment of all risks, including hazard identification, arising from its performance of its obligations under this Contract;
- b. The Consultant's work health and safety risk assessment and risk management procedures;
- c. The Consultant's work health and safety policy and objectives;
- d. The Consultant's work health and safety procedures and action plans;
- e. The Consultant's organisational structure and allocation of responsibilities, accountability and resources in relation to work health and safety;
- f. Safe work methods statements;
- g. The Consultant's work health and safety information, instruction, training, supervision and induction of all persons performing the Specification;
- h. The Consultant's work health and safety auditing and inspection procedures;
- i. The Consultant's work health and safety consultation procedures;
- j. The Consultant's work health and safety Incident reporting procedures;

- k. The Consultant's work health and safety review of risk assessments and control measures and review of the Work Health and Safety Management Plan more generally;
- l. The Consultant's work health and safety performance monitoring;
- m. The Consultant's collection and analysis of work health and safety data and records; and
- n. The Consultant's emergency procedures and provision for medical and first aid treatment.

3.4. INCIDENT REPORTING

The Consultant must notify Council and the appropriate authorities of any serious incident. The Consultant must notify Council immediately and follow up in writing with a written report within 24 hours of any incident, involving:

- a. WHS issues, including any instance where water quality matters may cause harm to patrons or where access to the pools is restricted due to deterioration of water quality;
- b. Significant property damage;
- c. Damage which may cause any interruption to normal operation of the Waste Management Facility;
- d. Any incident requiring the attendance of Emergency Services (Police, Fire Service or Ambulance);
- e. Any criminal activity;
- f. Stop-work or any industrial action that may impact on the normal operations of the Waste Management Facility;
- g. Any other matter that may lead to litigation or otherwise adversely affect the interest of Council.

The written report must include the date, time and location of the incident and staff involved. The Consultant is required to notify Workplace Health and Safety Northern Territory if an incident arises out of conducting business or undertaking that results in the death, serious injury or serious illness of a person or involves a dangerous event.

3.5. WORK HEALTH AND SAFETY PERFORMANCE REPORTING

The Consultant must, when requested by Council, provide evidence of the Consultant's ongoing implementation of the Work Health and Safety Management Plan.

The Consultant must also provide the following information to Council via Skytrust, on a monthly basis:

- a. The 'lost time' frequency injury rate of the Consultant's Personnel;
- b. The number of Working Days lost due to injury;
- c. The number of 'near miss' Incidents;
- d. The current status of any injured Personnel, damaged property or environmental damage or pollution;
- e. The status of the implementation and outcomes of corrective actions undertaken as a result of work health and safety inspections and risk assessments;

The Consultant must, when requested by the Council Representative, provide reports on work health and safety inspections, audits or assessments undertaken during the Contract Term within five (5) Business Days of completion.

The Consultant must promptly notify Council of any incident which occurs during the performance of Specification and subject to any Legislative Requirements which require otherwise, it must not undertake an investigation into the incident without first consulting with Council.

The Consultant must promptly notify Council of any fines, charges or notices (including but not limited to improvement and prohibition notices) which are issued to the Consultant under work health and safety Legislative requirements, and which are issued either during the performance of Specification or as a result of the Specification. If requested by Council, the Consultant must, within three (3) Working Days after any such Incident or at any other time on request by Council, provide Council with details of or a copy of or a written report into such fines, charges or notices.

3.6. EMERGENCY PLAN

The Successful Consultant must, prior to the Specification Commencement Date, provide to Council an Emergency Plan. The Emergency Plan must be:

- a. Submitted to Council at least two (2) months prior to the Specification Commencement Date unless the parties agree otherwise; and
- b. Updated during each year of the Contract Term and the updated Emergency Plan submitted to Council within (1) year of each anniversary of the Specification Commencement Date.

The Successful Consultant must consider any amendments to the Emergency Plan, or any update of the Emergency Plan, which Council may propose. The Emergency Plan must include as a minimum:

- a. A list of events that would constitute an emergency;
- b. The name(s) of the persons who will declare an event to be an emergency;
- c. The procedures for contacting the facility and Council to specify alternate arrangements; and
- d. the procedure for communicating the effect of the event to customers if Council considers it necessary to inform customers of the event.

4. Compliance with Acts, Regulations and Laws

The Consultant must at all times in providing the Specification:

hold and maintain authority requirements and consents, certificates, licences, permits and approvals (including conditions in respect of those consents, certificates, licences, permits and approvals); and

comply, and ensure that all employees comply with all laws including Work Health and Safety laws, regulations and requirements. The Consultant must comply with, and ensure that its employees, subconsultants and agents comply with any Acts, regulations, local laws, codes of practice and Australian Standards which are in any way applicable to Work Health and Safety and the performance of the Specification under this Contract.

5. Measures and KPIs

The Consultant must fulfil their contractual agreement including:

- Timeframe requirements on delivery of each stage of the design.
- Reporting on each stage of the design. (25%, 50%, 90%.

6. CONDITIONS

1. Proposals must be submitted before the Closing Date and Time.
2. All prices must be in Australian currency and excluding GST.
3. The Request for Quotation (RFQ) is not an offer of contract by Council.
4. The lowest or any quotation will not necessarily be accepted.
5. Quotations must remain valid for a period of not less than 90 calendar days from Closing Date.

APPENDIX A
