

**Request for Quote (RFQ)**

Reference No. D0010636503

Guidelines for the Model for Urban Stormwater Improvement Conceptualisation (MUSIC) for South Australia

**Structure of Invitation**

Letter

Part A – Reference Schedule

Part B – Draft Contract

Part C – Supplier’s Response Form

Appendix 1: Declaration in relation to unlawful collusion

Appendix 2: Proposed contract

Appendix 3: Specification



**Natural Resources Centre**

205 Greenhill Road
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File ID: F0000108134

Doc. ID: D0010636503

Dear Invitee

The Adelaide and Mount Lofty Ranges Natural Resources Management Board (Purchaser) invites you to submit a quote (Your Quote) for the supply of Guidelines for the Model for Urban Stormwater Improvement Conceptualisation (MUSIC) for South Australia.

The project will be delivered in collaboration with funding partners Stormwater Management Authority and Environment Protection Authority.

To assist you in the preparation of Your Quote, please find attached a Request for Quote including a Response Form and proposed Contract.

Your Quote must be submitted using the Response Form by the Closing Date specified in the Reference Schedule and must remain valid and open for acceptance for the Quote Validity Period specified.

Your Quote will be evaluated against the Evaluation Criteria outlined in the Request for Quote. If Your Quote is accepted, Supply will be in accordance with the proposed contract.

If you have any questions please contact the specified Contact Person.

Yours sincerely

**Sam Phillips**

**SENIOR WATER PROJECTS ENGINEER**

Date: ........ / ........ / ........

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| PART A - REFERENCE SCHEDULE |

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| Reference Number | D0010636503 |
| Purchaser | Adelaide and Mount Lofty Ranges Natural Resources Management Board |
| Purchaser’s Requirements | **The Purchaser's Requirements are detailed in the specification at Appendix 3.**This procurement is for a project identified by Water Sensitive SA, South Australia’s water sensitive urban design capacity-building program. Water Sensitive SA, in operation since November 2014, is delivered under contracts with the Adelaide and Mount Lofty Ranges Natural Resources Management Board on behalf of the Water Sensitive SA funding partners.This project is to be delivered in two stages:**Stage 1 – MUSIC Guidelines for SA*** Peer reviewed report
* Consultation report
* Draft MUSIC guidelines for SA
* Final MUSIC guidelines for SA

**Stage 2 – MUSIC compliance tool for SA*** Downloadable MUSIC input files of parameters for each of the specified zones for SA
* A web-based tool to aid assessment of MUSIC models for compliance with the proposed MUSIC guidelines for South Australia
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| Closing Date and Time  | Tuesday 12 February 2019 at 2.00pm ACDT |
| Indicative date of contract commencement | Tuesday 26 February 2019 |
| Indicative date for notifying Supplier(s) of outcome | Tuesday 26 February 2019 |
| Email address for lodgement | sam.phillips@sa.gov.au |
| Other requirements | * DEW Days of Heighted Fire Danger Procedure – see specification at Appendix 3.
* DEW Contractor Safety Procedure – see specification at Appendix 3.
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| Offer Validity Period | 90 days |
| Public Authority Contact Person | Sam Phillips |
| Senior Water Projects Engineer |
| sam.phillips@sa.gov.au |
| 08 8273 9114 |
| Public Authority Contact Person’s Delegate (Contact Person may refer matters to Delegate) | Mellissa Bradley |
| Program Manager, Water Sensitive SA |
| mellissa@watersensitivesa.com |
| 0431 828 980 |
| **Evaluation Criteria** |
| Mandatory Criteria | There are no mandatory evaluation criteria. |
| Weighted Criteria | The weighted criteria include, but are not limited to, the following (in no particular order of priority):1. South Australian Industry Participation Policy Economic Contribution Test, Metropolitan (required, unweighted)
2. Demonstrated understanding of the project objectives and deliverables
3. Proposed methodology
4. Relevant experience of the personnel that constitute the project team, including the areas of:
* concept design of WSUD components of a project using MUSIC software for South Australian conditions
* preparation of technical guidelines regarding stormwater quality management
1. Demonstrated capability, by way of referee checks, to deliver projects on time and within budget
2. Price and value for money
3. Financial capability
4. Other information including current workload.
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| Conditions of Quote | 1. The Purchaser may at any time seek further information from You regarding Your Quote, (but need not make the same request of all Suppliers). This may include but is not limited to:
* requests for additional information
* presentations by, or interviews with You or Your key personnel
* other responses or additional information as required.
1. No legal relationship will exist between You and the Purchaser unless Your Quote is accepted and a legally binding contract is executed by both parties
2. You participate in this procurement process at your own risk
3. You are responsible for the cost of preparing and submitting Your Quote and all other costs arising from this procurement process
4. You may only communicate with the Contact Person about this procurement process
5. The Purchaser is not obliged to accept the lowest priced quote or any quote
6. You must identify any aspect of Your Quote that You consider should be kept confidential including reasons. The Purchaser is not obliged to treat information as confidential and in the absence of any agreement to do so, You acknowledge that the Purchaser has the right to publicly disclose the information
7. You must declare any actual or potential conflict of interest
8. You must comply with all laws in force in South Australia applicable to this RFQ Process
9. The Purchaser may in its absolute discretion:
* take into account any relevant consideration when evaluating quotes
* invite any person or entity to lodge a quote
* allow a supplier to change its quote
* consider, decline to consider, or accept (at the Purchaser’s sole discretion) a quote lodged other than in accordance with these conditions
* suspend in part or whole, vary or abandon this procurement process at any time
* make enquiries of any person or entity to obtain information about You (including but not limited to the Referees).
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| **Government Policies** |
| Employment of Ex-Government Employees | Unless an exemption has been granted by the Treasurer, the Purchaser will not accept the services of any former public sector employee, either directly or through a third party, for a period that corresponds with the number of weeks of a targeted voluntary separation package received from the South Australian Government, where such engagement may breach the conditions under which the separation package was paid to the former public sector employee. |
| Disclosure of Government Contracts | If a contract is entered into, the Purchaser may disclose that contract and/or information in relation to it in either printed or electronic form and either generally to the public or to a particular person as a result of a specific request. |
| Allocation of Risk - Liability | On 25 July 2016, the South Australian Cabinet approved a policy that for low to medium risk standard government procurement contracts, a supplier’s liability will be capped at a multiple of between 1 and 5 of the total contract value with the multiple to be based on a risk assessment conducted by the procuring government agency. For high risk government procurement contracts, the procuring government agency will conduct a risk assessment and in consultation with SAICORP and the Crown Solicitor’s Office, include appropriate clauses dealing with risk and liability based on that risk assessment. |
| State Federal Cooperation on Trade Practice Matters | You must submit with your Quote a signed declaration, in the form set out in Appendix 1 of this Invitation.If Your Quote is submitted jointly with another party or parties then each party must provide a signed declaration in the form set out in Appendix 1 of this invitation. |

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| **Agency Specific Requirements** |
| Respectful behaviours | The Purchaser requires that all contracts with suppliers of goods and services include a “White Ribbon Campaign” clause that acknowledges the Purchaser’s commitment to a policy of zero tolerance to violence against women in the workplace and the broader community and requires the Suppliers’ personnel to comply with the Purchaser’s instructions, policies, procedures and guidelines regarding acceptable workplace behaviour. |

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| PART B - CONTRACT |

A proposed Standard Goods and Services Agreement is attached as Appendix 2.

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| PART C - SUPPLIER’S RESPONSE FORM (to be completed and returned by the supplier) |

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| **SUPPLIER DETAILS** |

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| Signed for and on behalf of: | <insert name of Supplier> |
| Authorised Person Signature: |  |
| Authorised Person Name: |  |

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| Trading Name | <insert name> |
| Registered Name | <insert name> |
| ACN | <insert number> |
| ABN | <insert number> |
| Address of registered office | <insert address> |
| Place of business in South Australia (if relevant) | <insert address> |
| Type of entity (e.g. company, trust, partnership, sole trader, other) | <insert entity> |
| Key Personnel (e.g. director, chief executive officer, principal of business etc) | <insert names and positions> |
| Telephone | <insert phone number> |
| Website | <insert URL> |

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| Contact Person | <insert name> |
| Position | <insert position> |
| Address | <insert address> |
| Postal address(if different to above) | <insert address> |
| Email | <insert email address> |
| Telephone | <insert phone number> |

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| **PROCUREMENT DETAILS** |
| **Response Against Evaluation Criteria** |
| **Weighted Criteria** |
| **1. Demonstrated understanding of the project objectives and deliverables** |
| Demonstrate Your understanding related to meeting the Purchaser’s Requirements. |  |
| **2. Proposed methodology** |
| * Detail your methodology to fulfil the Purchaser’s Requirements.
* Include a breakdown for each milestone and interim deliverable.
* Include a project schedule that identifies expected timelines including expectations for client approvals.
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| **3. Relevant experience** |
| * Demonstrate the relevant experience of the personnel comprising the project team, including in (1) concept design of WSUD components using MUSIC including for South Australian conditions and (2) preparation of technical guidelines for stormwater quality management.
* Include a CV for each nominated team member.
* Detail/give examples of similar or related work completed by team members.
* If the team includes personnel from different organisations, detail previous collaborations.
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| **4. Demonstrated capability** |
| Including the nomination of referees to attest to Your ability to deliver projects on time and within budget. (See also “References” below.) |  |
| **5. Price and value for money** |
| * Detail Your pricing structure.
* Indicate costs for each milestone, including personnel contributing, number of hours, and unit rates.
* Include unit rates for any additional work.
* Detail assumptions built into the pricing structure.
* Outline any value-add.
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| **6. Financial capability** |
| Detail Your financial capability to meet the Purchaser’s Requirements. |  |
| **7. Current workload** |
| Outline Your current workload and any implications for meeting the Purchaser’s Requirements. |  |
| **8. Other information** |
| Provide any other pertinent information regarding meeting the Purchaser’s Requirements. |  |
| **9. South Australian Industry Participation Policy Economic Contribution Test** |
| The South Australian Industry Participation Policy is the high-level framework for delivery of the South Australian Government’s objectives including promoting capable businesses based in South Australia being given full, fair and reasonable opportunity to participate in government contracts | You must complete a *Metropolitan Economic Contribution Test* online.([http://www.industryandskills.sa.gov.au/industrypolicy](http://www.statedevelopment.sa.gov.au/industrypolicy)​)When you are on the Website, there are two templates You can choose from (Economic Contribution Test and Industry Participation Plan). Once you have chosen the Economic Contribution Test, you will need to select the correct region from within the template. For example, Metropolitan Adelaide or Regional South Australia etc.You must submit a copy of Your completed Economic Contribution Test with Your quote.Guidelines and templates are also available to assist You to understand the detail and information required to meet Industry Participation Policy requirements.Have you completed an Economic Contribution Test online and submitted a copy with Your Response? [ ]  Yes[ ]  No |

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| **Compliance with Government Policies** |
| Allocation of Risk – LiabilityIf there is a need to consider an alternative from the Liability position in the proposed Contract, please outline Your proposed position on limitation of liability, (including, but not limited to, whether a Scheme under the *Professional Standards Act 2004*, applies to You). |  |
| State Federal Cooperation on Trade Practice Matters | Have you attached a signed declaration with your Quote, in the form set out in Appendix 1 of this Invitation?[ ]  Yes[ ]  No |

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| **Compliance with Agency Specific Requirements** |
| Do You agree to comply with the Agency Specific Requirements?[ ]  Yes[ ]  No |

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| **Conflict of Interest** |
| Provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest or potential conflict of interest and actions to prevent or manage the conflicts of interest. |  |

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| **Risk Management** |
| Provide details of the risk management strategies and practices that You would implement in the delivery of the Purchaser’s Requirement. |  |

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| **Insurance** |
| Provide details of each insurance policy relevant to the Purchaser’s Requirement.  |  |

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| **Compliance with Proposed Contract** |
| Does Your Quote comply with all terms of the proposed Contract? | [ ]  Yes[ ]  No |
| If Your Quote does not comply with some or all of the terms of the contract You must provide reasons for the partial compliance or non-compliance for each clause below. |
| Contract Clause No. | Explanation/comment |
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| References |
| Please provide up to three references that may be contacted in relation to Your Quote. |
| Name | Contact Details |
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| APPENDIX 1: DECLARATION IN RELATION TO UNLAWFUL COLLUSION |

Re: ……………………………………………………………………………… (“the Procurement”)

[insert name of Procurement]

I , ……………………….of …………………………………………………………….

[insert name and address of declarant]

**do hereby declare as follows:**

1. I hold the position of ……………within ……….……………..Pty Ltd (“the Respondent”) and that I am authorised to provide this declaration on its behalf.

2. I confirm that the Quote submitted by the Respondent is independent and that there has not been any unlawful collusion with any other Respondent or party in connection with this Request for Quote process. This clause does not apply to any formal joint venture contractual arrangement entered into between the Respondent and any other person(s), the details of which have been provided to the Principal as part of the Quote submitted by the Respondent.

3. I confirm that the total value of the goods and/or services to be provided by sub-contractors, to the extent known at the time of making this declaration, is $................... .

4. [*where that value exceeds 25% of the total value of the Quote*] Attached hereto is a complete list of all sub-contractors, the value, and the nature of the work to be provided under each sub-contract, to the extent known at the time of making this declaration.

5. I understand that if any part of this declaration is found to be false, the Principal reserves the right (regardless of any subsequent dealings) to:

* terminate negotiations with the Respondent;
* terminate consideration of the Respondent’s Quote; and
* terminate any contract between the Respondent and the Principal in relation to the Procurement without any obligation on the Principal to make any payment to the Respondent.

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Signature Date

Note: If your Quote is submitted jointly with another party or parties then each joint respondent must provide a signed declaration in the form set out in Appendix 1.

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| APPENDIX 2: PROPOSED CONTRACT |

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| APPENDIX 3: SPECIFICATION |