|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Invitation for Offer | | | | | |
| ***1.1*** | ***Name and address of Offeror*** | | | | | |
| Company address | | | State | | Postcode |
| Type here | | | Type here | | Type here |
| ***1.2*** | ***Type of Invitation*** | | | | | |
| Public Invitation | | | Private Invitation | | |
| Other (e.g. Expression of Interest) | | | | | |
| ***1.3*** | ***Brief description of Consultant Services (including location)*** | | | | | |
| Describe the work required, including generic work elements (Urban, Rural, Bridge) and project location  Type here | | | | | |
| ***1.4*** | ***Offer Lodgement Details***  [Refer also to Clause 8 of *C7542 General Conditions of Offer*] | | | | | |
| Electronic Tender Lodgement | | | | | |
| Type here the requirements for electronic tender lodgement.  Type here | | | | | |
| Lodgement Box Location | | | | | |
| Type here the address of the Offer Lodgement Box.  Type here | | | | | |
| ***1.5*** | ***Closing Time / Date for Offer*** | | | | | |
| Time | Type here | Date | | Type here | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1.6*** | ***Consultant Services Required*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *1.6.1* | *Project Classification* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prequalified Consultant | | | | | | | | | | | | | | | | | Non-Prequalified Consultant | | | | | | | | | | | | | | | | | |
| 1.6.1.1 | Prequalified Consultancy  [For prequalification requirements refer to the *Manual – Consultants for Engineering Projects,* Chapter 2] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The requirements for the project are: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Categories** | | | | | | | | **Code** | | | | | | **Level** | | | | | | | | **Categories** | | | | | | | | **Code** | | | | **Level** |
| Bridge Design | | | | | | | | BD | | | | | |  | | | | | | | | Hydraulic Design | | | | | | | | HD | | | |  |
| Cost Estimating | | | | | | | | CE | | | | | |  | | | | | | | | Intelligent Transport Systems | | | | | | | | ITS | | | |  |
| Data Analysis & Insights | | | | | | | | DAI | | | | | |  | | | | | | | | Marine Engineering | | | | | | | | ME | | | |  |
| Economic Studies | | | | | | | | ES | | | | | |  | | | | | | | | Traffic Engineering | | | | | | | | TE | | | |  |
| Financial / Commercial | | | | | | | | FC | | | | | |  | | | | | | | | Transport & Land Use Modelling | | | | | | | | TLUM | | | |  |
| Geotechnical Engineering | | | | | | | | GE | | | | | |  | | | | | | | | Transport Planning | | | | | | | | TP | | | |  |
| Highway Engineering | | | | | | | | HE | | | | | |  | | | | | | | |  | | | | | | | | | | | | |
| 1.6.1.2 | Sub-consultants  [Refer to Clause 2.3.6.1 in the *Manual – Consultants for Engineering Projects*] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Offerors may nominate sub-consultants in the following categories: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type here the categories for which sub-consultants may be nominated.  Type here | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.6.1.3 | Non-Prequalified Consultancy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The requirements for the project are:  Type here | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *1.6.2* | *Project management stage deliverables* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.6.2.1 | Prequalified Consultancy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Phase Stages** | | | | **Requirements** | | | | | | | | | | | | | | | | **Phase Stages** | | | | | | | | | **Requirements** | | | | | |
| Option Analysis | | | | Type here | | | | | | | | | | | | | | | | Preliminary Design | | | | | | | | | Type here | | | | | |
| Business Case | | | | Type here | | | | | | | | | | | | | | | | Detailed Design | | | | | | | | | Type here | | | | | |
| Initial Project Review | | | | Type here | | | | | | | | | | | | | | | | Economic Analysis | | | | | | | | | Type here | | | | | |
| Other | | | | Type here | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | |
| 1.6.2.2 | Non-Prequalified Consultancy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other (description of the deliverables required)  Type here | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *1.6.3* | *Extension of Consultant Commission* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This commission may extend to a new contract to deliver additional phase(s), subject to a satisfactory Performance Report and agreed pricing.  NOTE – excluding the provision of Contract Administration services for any resulting construction. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | |
| ***1.7*** | ***List of Offer Documents*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Offers are invited for the performance of the above task(s) in accordance with the documents listed below. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *1.7.1* | *Documents to be completed and returned with your Offer* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Description** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Identification** | | | | |
| Envelope 1 – Offer for Consultant Service (Non-price Component) including Attachment D Ethical Supplier Threshold | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | C7586 | | | | |
| Envelope 2 – Offer for Consultant Service (Price Component) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | C7587 | | | | |
| *1.7.2* | *Other documents forming part of the Contract need* ***not*** *be returned with your Offer* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Description**  (for example, Functional Specification, Specific Reports, and so on) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Identification** | | | | |
| Project Proposal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| Invitation for Offer for Consultant Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | C7585 | | | | |
| General Conditions of Contract | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | C7545 | | | | |
| Supplementary Conditions of Contract | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | C7554 | | | | |
| General Conditions of Offer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | C7542 | | | | |
| Supplementary Conditions of Offer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | C7551 | | | | |
| The Brief / Functional Specification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| ***1.8*** | ***Milestones*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *1.8.1* | *Approximate Duration of Consultant Services* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From | Type here | | | | | to | | | | Type here | | | | | | | | | OR | | | | | Type here | | | | | | calendar days from the date of the Letter of Acceptance | | | | |
| *1.8.2* | *Required Times for presentation of Reports* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.8.2.1 | Prequalified Consultancy  [Refer to Clause 7 in C7554 *Supplementary Conditions of Contract*] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Option Analysis Report | | | | | | | | | | |  | | | | | Weeks  after  start date | | | | | | | | | Minimum  time  for | | | | | |  | | days | |
| Business Case Report | | | | | | | | | | |  | | | | |  | | days | |
| Initial Project Review Report | | | | | | | | | | |  | | | | |  | | days | |
| Preliminary Design Report | | | | | | | | | | |  | | | | |  | | days | |
| Detailed Design Report | | | | | | | | | | |  | | | | |  | | days | |
| Other | | | | | | | | | | |  | | | | |  | | days | |
| 1.8.2.2 | Non-Prequalified Consultancy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other requirements:  Type here | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *1.8.3* | *Progress Meetings* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Regular Progress Meetings shall be held at least every | | | | | | | | | | | | | | | | | | | | | | | | | | Type here | | | | | | days | | |
| ***1.9*** | ***Nature of Contract / Payment*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Contract | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lump Sum  Only | | | Unit Rates | | | | | | | | | | | | | Lump Sum + Unit Rates | | | | | | | | | | | | | | Percentage | | | | |
| Frequency of / times for payment claims | | | | | Type here | | | | | | | | | | | | | | | | | | Annual Rates of Interest on Overdue Payments | | | | | | | | | | | 10 |
| ***1.10*** | ***Insurance*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Professional Indemnity Insurance*  Note: Principal Arranged Insurance (PAI) applies only in specific circumstances.  Contact PMD Rise, Insurance, Scheduling & Estimating Team, PAI\_Program@tmr.qld.gov.au for guidance.  Refer Clause 3.7.5 of the *Manual – Consultants for Engineering Projects.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Consultant Arranged Insurance (CAI)  [Refer to Clause 8 of C7545 *General Conditions of Contract.*  (For additional information with respect to insurance requirements, refer to Clause 3.7.2 of the *Manual – Consultants for Engineering Projects*)] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The minimum amounts for CAI Professional Indemnity Insurance shall be as follows: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Any one claim | | | | | | | | | | | | In the aggregate | | | | | | | | | | | | | | | | | | | | | | |
| *Public Liability Insurance* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The minimum amounts for Public Liability Insurance shall be as follows: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For each occurrence | | | | | | | | | | | | Type here | | | | | | | | | | | | | | | | | | | | | | |
| ***1.11*** | ***Dispute Settlement Referral***  [Refer to Clause 11.1 and Clause 11.2 of C7545 *General Conditions of Contract]* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Stage Referral Principal Nominee | | | | | | | | | | | | Type here | | | | | | | | | | | | | | | | | | | | | | |
| Second Stage Referral Principal Nominee | | | | | | | | | | | | Type here | | | | | | | | | | | | | | | | | | | | | | |
| ***1.12*** | ***Intellectual Property Rights***  [Refer to Clause 9 of C7545 *General Conditions of Contract]* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Copyright and other Intellectual Property Rights vested in (Principal or Consultant) | | | | | | | | | | | | | | | | | | | | | | | Consultant (default option) | | | | | | | | | | | |
| **2** | **Assessment of Offers** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***2.1*** | ***Assessment Method*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The assessment of Offers will be by the following method: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Qualification Based Selection (QBS)  [Item 2.2(a) applies] | | | | | | | | | | | | | | | | | | OR | | | | | Value Based Selection (VBS)  [Item 2.2(b) applies] | | | | | | | | | | | |
| ***2.2*** | ***Weightings for Criteria***  The boxes below show the approved Standard Weightings to be used for Transport Infrastructure Projects.  (Note: If no weightings are given for this project, the standard weightings as per Supplementary Conditions of Offer apply).  All of the nominated criteria as specified in this clause apply, but the specified ‘key sub‑criteria’ as specified in Clause 3 of C7586 *Offer for Consultant Services (Non price Component)* will attract greater consideration during the assessment process. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Qualification Based Selection (QBS)** | | | | | | | | | | | | | | | | | | | | | 1. **Value Based Selection (VBS)** | | | | | | | | | | | | | |
| **QBS Offer**  **Selection Criterion** | | | | | | | **Weightings** | | | | | | | | | | | | | | **VBS Offer**  **Selection Criterion** | | | | | | | | | **Weightings** | | | | |
| **Stan'd** | | | | | | **This Project** | | | | | | | | **Stan'd** | | | | **This Project** |
| Technical skills of Key Team Members | | | | | | | 40 | | | | | |  | | | | | | | | Technical skills of Key Team Members | | | | | | | | | 40 | | | |  |
| Delivering the Service | | | | | | | 30 | | | | | |  | | | | | | | | Delivering the Service | | | | | | | | | 13 | | | |  |
| Relationship Management | | | | | | | 10 | | | | | |  | | | | | | | | Relationship Management | | | | | | | | | 9 | | | |  |
| Local Benefits | | | | | | | 10 | | | | | |  | | | | | | | | Local Benefits | | | | | | | | | 9 | | | |  |
| Quality of Deliverables | | | | | | | 10 | | | | | |  | | | | | | | | Quality of Deliverables | | | | | | | | | 9 | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | Price | | | | | | | | | 20 | | | |  |
| Total | | | | | | | 100 | | | | | | 100 | | | | | | | | Total | | | | | | | | | 100 | | | | 100 |
| **3** | **Other Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***3.1*** | ***Any queries regarding these Offer Documents should be referred to:*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | | Email Address | | | | | | | | | | | | | | | | | | Telephone No. | | | | | | | |
| Type here | | | | | | | | | Type here | | | | | | | | | | | | | | | | | | Type here | | | | | | | |
| ***3.2*** | ***The Principal Details***  [Refer to Clause 1.1 and Clause 12.5.2 of C7545 *General Conditions of Contract]* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name / Address of the Principal (Address of Service) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type here | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position / Name of Principal's Delegate | | | | | | | | | Email Address | | | | | | | | | | | | | | | | | | Telephone No. | | | | | | | |
| Type here | | | | | | | | | Type here | | | | | | | | | | | | | | | | | | Type here | | | | | | | |
| Tax Invoices to be forwarded to:  [Refer to Clause 6.2.1 of C7545 *General Conditions of Contract]* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | | Address | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type here | | | | | | | | | Type here | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***3.3*** | ***Documents*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The number of copies to be supplied | | | | | | | | | | | | | | | | | | | | | | | | | Type here | | | | | | | | | |
| ***3.4*** | ***Survey Information for Prequalified Consultancy*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Terrain / Feature Survey is current as at: | | | | | | | | | | | | | | | | | | | | | | | | | Date | | | | | | | | | |
| Type here | | | | | | | | | |
| ***3.5*** | ***Computer Software for Use on this Project*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *3.5.1* | *For Prequalified Consultancy* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Planning and Design | | A Roundabout Numerical Design Tool (ARNDT)  Culvert  Roadside Impact Severity Calculator (RISC)  OSRoad | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 2. Electronic Planning and Design Modelling Systems | | Culvert 6.0 (or higher)  Culvert is to be used for 3D modelling of culvert structures.  12D Model  Revit  TMR Revit to IFC export pack  Other 2D / 3D design authorising software  TMR 12D Customisation  The department has adopted the 12D Model Road Design Software for all road planning and design projects.  Consultants prequalified in HE1, HE2 or HE3 categories must have the capability to deliver 12D ASCII files and an Industry Foundation Class open file format of the completed design. | | | | | | | | | | | | | | | | | | | | | | | | | | | | Preferred | | | | |
| 3. Computer Aided Drafting and Documentation | | AutoCAD  AutoCAD MAP  TMR AutoCAD Customisation | | | | | | | | | | | | | | | | | | | | | | | | | | | | Preferred | | | | |
| 4. Cost Estimating | | Expert Estimation  @RISK  Other estimating software (format to be compatible with Expert Estimation) | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 5. Bridge Design | | Steel Schedule Program  SPACEGASS OR  ACES Bridge Analysis System OR  Microstran | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 6. Geotechnical Engineering | | SLOPE/W  PLAXIS 2D  HOLEBASE, or any industry accepted software compatible with Holebase, for example GINT Pro. | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 7. Hydraulic Design | | CULVERT W  CULVERT Master  HY-8  HEC-RAS  MIKE 11  PC Drain  12D Drainage  XP-EXTRAN / XP SWMM / XP UDD | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 8. 2D Hydraulic Modelling | | HEC-RAS 2D  MIKE FLOOD  TU FLOW  Other 2D / 3D model packages (specify)  COMPUTATIONAL FLUID DYNAMICS (CFD) | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
|  | 9. Hydrology | | RORB  URBS  XP RAFTS  WBNM | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 10. Traffic Analysis | | SIDRA INTERSECTION  TRARR  TRANSYT – 7F | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 11. Micro Modelling | | AIMSUN  PARAMICS  VISSIM | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 12. Traffic and Transport Modelling | | SATURN  TRANSCAD  TRIPS  EMME2  CUBE  VISSIM  OMNITrans  QRS | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 13. Roadway Lighting | | Perfect Lite for Windows  Perfect Lite AUTOCAD Interface or AGI 32 | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 14. Signs | | TraSIS  TraSiCAD | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 15. Vehicle Path Analysis | | Autoturn  Autotrack  Vehicle Path | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 16. Miscellaneous | | Folder Creation Utility  Mapinfo  SPSS | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required | | | | |
| 17. Digital Video Roads (DVR) | | DVR Viewer Licence Agreement with the Principal required prior to use of DVR software and data. Refer to Clause 12.12.4 of C7545 *General Conditions of Contract.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | Principal to specify, if required. | | | | |
| 18. Data Analysis & Insights | | Consultant to advise software and provider in Section 5.1 of C7586 Non-Price Component of Offer. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| 19. Transport & Land Use Modelling | | Consultant to advise software and provider in Section 5.2 of C7586 Non-Price Component of Offer. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| Notes:  Software other than that listed above shall not be used without prior approval of the Principal. Such approval does not absolve the Consultant from meeting departmental drawing and presentation standards, design system requirements.  Macros’ have been developed to ‘tailor’ the systems in 1, 2 and 3 above to meet the specific output requirements of the Principal. These macros are available from the Principal, or can be downloaded from the Transport and Main Roads’ website. Also, listed on the website are the software versions for which the macros are designed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *3.5.2* | *For Non-Prequalified Consultancy* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type here | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **3.6** | **Tender meeting (held in Week One of the tender period)** | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | |
| Location | | | | | | | | | | | | | | | Date | | | | | | | | | | | | | Time | | | | | | |
| Type here | | | | | | | | | | | | | | | Type here | | | | | | | | | | | | | Type here | | | | | | |
| **Pre-close of tender meeting (mandatory for commissions in excess of $2M)** | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | |
| Location | | | | | | | | | | | | | | | Date | | | | | | | | | | | | | Time | | | | | | |
| Type here | | | | | | | | | | | | | | | Type here | | | | | | | | | | | | | Type here | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Authorisation** | | |
| **For and on behalf of the Principal** | | |
| Name / Position | Signature | Date |
| Type here | Type here | Type here |