

# TENDER BRIEFING MEETING MINUTES



MEETING DETAILS	
<b>Description</b>	Banana Shire Council – Defence Road Betterment Tender Briefing Meeting
<b>Venue</b>	Online Video Conference via Microsoft Teams
<b>Date</b>	Wednesday, 18 December 2023
<b>Time</b>	08:00am – 09:00am
<b>Attendees</b>	
<b>Banana Shire Council (MRC) Representative</b>	
Principal Project Engineer	Leesa Millar (LM)
<b>Lonergan Project Services (LPS) Representatives</b>	
	<b>Name</b>
Project Manager	Antoine Aubin (AA)
Project Director	Chris Amos (CA)
<b>Tenderer Representatives</b>	
	<b>Name</b>
Loftus Contracting	T. Woolcock (TW), Brendan Hewitt (BH)
Dennis Earthmoving	Tanille Caruthers (TC)
Durack	James Durack (JD), Brandon Simpson (BS), Andrew Brown (AB)
VE Group	Ryan Thompson (RT), Rahul Bhoola (RB)
Cutting Edge	Sean Cutting (SC), Kellie Cutting (KC)
CMC	Brendan McGillion (BM)
CB Group	Carl
FGH Civil	Greg, Shane
MAAS Group	Lauren Coates (LC), Liam Norton (LN)
Bellequip	Brenton Bell
Cooper McCullough Group	Sam Schroter
	Errol Mellor

# TENDER BRIEFING MEETING MINUTES



## 1. Introduction

Banana Shire Council invites tenders from suitably qualified contractors to tender on the reconstruction works tranche 1 required due to the impacts from Central, Southern and Western Queensland Rainfall and Flooding, between 10 November - 3 December 2021 in more detail in "Part 5 - Banana T2425.23 Defence Road Betterment - Scope of Works". Works are expected to be completed before 30 June 2025.

## 2. Tender Documentation

*Note: This section outlines the display and discussion of documents included in the Request for Tender (RFT) on VendorPanel. Main points of discussion are noted. The order of the below documents aligns with the order in which they were discussed during the meeting.*

**Chris A: 8:04am** - *Appendix A site location. Chainages are provided in design, actual start chainage for tender is defined in BOQ & the design. Council is completing part of the works which is not part of the tender works.*

### Appendix C – Price Schedules

- Briefly displayed and explained to tenderers.
- Traffic management – tenderers are to price based on traffic control as per the current MUTCD, including the drafting and implementation of Traffic Management Plans for the works.
- Survey- relates to pegging out works and removal of pegs at completion of works. Also includes dilapidation survey and "As Constructed" survey.
- Environmental – relates to developing management plan, obtaining approvals and implementation
- Treatments – as per Appendix C – Treatment Guide (FOR REFERENCE ONLY). Tenderers to price to construct as per IFC Design, Specifications and Contract requirements.
- Tenderers are to notify if any errors are discovered within the price schedules immediately.

**Chris A: 8:06am** – *Different sections have been split up between chainages with changes in pavement width through various locations, you will have different volumes through different areas.*

**Chris A: 8:07am**– *The top of the design page show limits of the works. Tenderers need to be aware that the design is further than the chainages required to be tendered for. However, the BOQ represents the actual chainages to be tendered for. Chainage 68499 is not the extremity of the project; we are stopping short as mentioned earlier. The chainages to be tendered for are from CH36172 to CH58159.*

**Chris A: 8:08am** - *The digital design is also uploaded to VendorPanel. Request for survey data to be provided. Confirmed by Leesa to be uploaded to vendor panel by COB 18/12/24.*

**Chris A: 8:09am** – *Tenderer are to notify of any mistake in the pricing schedule immediately.*

**Question from Tenderers: 8:31am** – *About the provisional quantities of volume in the BOQ.*

**Chris A** – *Volumes will be resolved to remain as a lump sum.*

**Question from Tenderers: 8:33am** – *The unbound pavement is in linear metres. How can tenderers Interpret this to price for a uniform quantity.*

**Chris A** – *The Volumes will be provided in m3 from the designer. The digital models are also available through VendorPanel.*

**Question from Tenderers: 8:36am** - *Under the unbound pavement section, most of the listed quantities are provisional so they will not have overheads. Since there are only a handful of items that are not provisional, rates will be extremely high for the tenderers.*

**Chris A** – *We will go back with the designer and firm which ones are actually required as design volumes.*

**Leesa M** – *We will issue a new BOQ with most of the provisional items that can be replaced with a day works rate removed. All works are to be priced as per CMDG, if the tenderer wants to go beyond this it is up to them.*

**Question from Tenderers: 8:38am** – *Are there any identified or preferred water source to be utilised for water extraction? Leesa M - no water source has been identified; it is up to tenderer to specify an area. However, tenderers can request any information from council to be provided for water source information. There is no guarantee council will be able to help or that the source in question will be available.*

#### **Appendix D – Technical Specifications**

- Briefly displayed and explained to tenderers.
- Testing requirements including gravel specifications that need to be met are listed.

**Chris A: 8:10am** - *General contract run through.*

**Chris A: 8:11am** - *Technical Specification run through. Section 15 mentions the different width of some pavements. Some parts of the specification in section 14 will be hold points. The test requirements are in the tech specs.*

**Question from Tenderers: 8:11am** - *Which specification takes precedence?*

**Chris A** - *If it is included in tech specification, use that. Generally, the specification for the testing is more reflective of the works we do in this area. If there is any conflict within the specs, the contractor should put an RFI.*

**Question from Tenderers: 8:13am** – *In reference to in-situ stabilisation from the tech spec. Is there an expectation for it to be incorporated into the job as some point?*

**Chris A** – *In-situ stabilisation remains in scope to be used only if it is applicable. It's not part of the specification however it is there for consideration if a tenderer wanted to submit an alternative.*

**Question from Tenderers: 8:15am.** *What material would be best available?*

**Chris A** – *We will confirm with designer, if it is to be change to type 2.1 or 2.3.*

**Question from Tenderers: 8:17am** – *is there a dedicated area to dispose of material.*

**Leesa** – *no, the cartage needs to be factored into the pricing.*

**Question from Tenderers: 8:23am** – *Question on drainage assets?*

**Chris A** – *tenderers can leave this section 1 blank and provide a day rate as an alternative. Chris can send out typical figures following the meeting.*

**Question from Tenderers: 8:24am** – *Earthworks. What is going on with earthworks?*

**Chris A** – *The volume in the pricing schedule aims to cover those areas missing fill.*

**Question from Tenderers: 8:30am** - *is the pavement volume included or do we need to account for pavement cut?*

**Chris A** – *we have the existing pavement strength in the design which may assist.*

**Question from Tenderers: 8:35am** - *Turnouts are you expecting us to modify those?*

**Chris A** – *the contractor is responsible to nominate where the turnouts will be.*

**Question from Tenderers: 8:40am** – *What is intended program start date or finish date and expectation to receive the contract documents.*

**Leesa M** - *Completion needs to be finished by 30<sup>th</sup> June. This is locked in; the opening date of the tender is listed on the Vendor Panel website. Tenderer may apply for an extension to start later however it is not recommended. Contract will be a priority to be issued to a contractor within 2 weeks, with a letter issued within a few days. Extension past 30<sup>th</sup> of June need to be approved by QRA and are not guaranteed to be approved.*

**Chris A** – *efficiency of crews and number of crews will greatly impact the completion timeline of 30<sup>th</sup> June.*

#### **Contract – Construct Only Standard Risk**

- Briefly displayed and explained to tenderers.
- Lump sum contract, not a schedule of rates.

# TENDER BRIEFING MEETING MINUTES



- Form of Security: 5% of Contract Value retention taken out at a rate of 10% per progress payment, until the limit has been reached.
- Portable long service leave paid for by the Principal.
- Insurances are required in line with Principal Contractor requirements.
- Working days refer to Monday – Saturday(except for public holidays, special holidays or Bank Holiday at the site) and Council’s shutdown period – December/ January (not applicable)
- Liquidated Damages are noted as \$500 per day.
- Defects Liability Period is for 12 months duration
- Progress claims to be submitted by the 21st day of each month. QA documentation and testing results for claimed works required at time of Progress Claiming for that works, or 10% deducted from the line item.

**Chris A: 8:14am – Retention is 10% of payment claims up to 5% of contract value, LD is \$500/day & Liability period is 12 months duration. Quality is required to be submitted with monthly payment certificate, otherwise 10% will be retained.**

**Question from Tenderers: 8:20am - Does the council accept bank guarantees and is it possible to work a different roster to the one provided in the tender documents.**

**Leesa M – Council is open to a flexible roster provided it is requested and approved. Yes, the full form of security can be bank guarantee instead of retention.**

### 3. Key Points Based on Previous Tenders

- Tenderers urged to review the Contract and Annexures in detail to be informed of any specifics required within the shire.
- The construction program must comply with the requirements stated elsewhere in the Contract. A Program showing at a minimum the breakdown of activities within the Pricing Schedule shall be provided.

### 4. Tenderer Queries Already Answered

- 13/Dec/2024 03:41 PM
- Question:
  - Will council be considering line marking in this tender?
  - Answered on 13/Dec/2024 04:00 PM:
  - There is no line marking involved in this project.
- 16/Dec/2024 09:27 AM
- Question:
  - Are there any pre-qualification requirements for this tender?
  - Answered on 17/Dec/2024 08:53 AM:
  - There are no pre-qualifications required for this project

### 5. Tenderer Queries During Meeting

- Q Subgrade item for 1 square metre is only a provisional –  
**Chris A – it should be very little, if not any at all.**
- Q Subgrade Ch41450 looks like a waterway but there’s no culvert visible. Is there subgrade treatment missing or rock treatment.  
**Chris A – It may be a case to submit this one through a vendor panel question.**

## TENDER BRIEFING MEETING MINUTES



**Leesa A** – any bridge or causeways to not be touched, just join onto those, match levels as best as you can and skip over them.

- Q With Council doing other end is there any overlapping works? – Leesa M – there will be no overlapping or clashing as the preferred tenderer will start on the other side of the bridge. Leesa to confirmed what material type council used and where council are up to with carting their material.

*Meeting closed at (TIME) 8:55 AM*