



Procurement Plan (> \$500,000)

969 Alamar Cres Boat Ramp Car Park Construction

This document seeks approval from Louise Miller, as delegated financial authority holder to:

- Undertake procurement processes for goods or services to an estimated value of \$932,000.

Once fully approved the project manager or business owner may procure goods and services according to the plan. Any material deviations from the plan must be reapproved by those who have endorsed and approved the plan.

Signed:	Signed:
Name: Tim Manning	Name: John Burt
Role: Project Manager	Role: Head of Procurement
Statement: This procurement plan has incorporated objectives of the business owner and is designed to deliver best "whole of life" cost solution for TP and its customers.	Statement: This procurement plan meets all procurement policy requirements and approved procurement strategies.
Date:	Date:
Signed: 	Signed:
Name: Matt Williams	Name: Jim Sephton
Role: Infrastructure Project Manager	Role: General Manager
Statement: This procurement plan has an approved business case and budget to cover this procurement.	Statement: I approve/recommend the CEO approve this procurement plan.
Date:	Date:
Signed:	Signed: 
Name: Louise Miller	Name: Mark Bell
Role: (DFA Holder)	Role: Infrastructure Delivery Manager
Statement: I approve this procurement plan.	Statement: I approve this procurement plan.


Date:	Date:
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1 No Conflict of Interest Declaration

If you feel that you may have a conflict of interest then please email a Procurement representative immediately to formalise your declaration.

By signing below I hereby declare that to the best of my knowledge I do not have:

- any financial (shareholding or pecuniary) or other related interest in the supply of goods and services for the project named below;
- any relatives or friends with a financial interest in the goods and services to be supplied for the project named below; or,
- any personal obligation which would in any way affect my decisions in relation to the process I have been asked to undertake for Kaipara District Council.

Name	Role	Signature
Tim Manning	Mangawhai Programme Delivery Manager	
John Burt	Property, Procurement and Commercial Manager	
Matt Williams	Infrastructure Project Manager	
Louise Miller	CEO	
Mark Bell	Infrastructure Delivery Manager	
Jim Sephton	GM Infrastructure	

2 Project Related Information

2.1 Project Name	969 Alamar Cres Boat Ramp Parking Construction
2.2 Total Project Budget	\$900,000
2.3 Total Estimated Procurement Cost (BC1)	\$2000
2.4 Briefly describe the project this procurement relates to? <p>The Alamar boat ramp parking sealing project involves sealing the entire existing car park to achieve the following</p> <ul style="list-style-type: none"> • Provide a road surface able to be line marked to allow for a painted parking layout. • Improve the quality of surface water runoff into the estuary • Fix storm water flooding issues as part of the sealing project • Improve safety in the busy parking and boat ramp area • Make better and more efficient use of the parking space and allow for car and boat trailer parking and manoeuvring. • Provide a surface that is low maintenance 	

3 Procurement Streams

A procurement stream is an individual procurement. For example, a project may involve the procurement of an asset and the installation of that asset. This would typically involve two streams; one for the procurement of the asset and one for the procurement of the installation services. (Insert new rows for additional streams if necessary)

Name	Estimated Procurement Cost
3.1 Detailed design of the car park	\$30,000
3.2 Internal costs of procurement	\$2,000
3.3 Physical works	\$868,000

4 Procurement Stream ONE – 969 Alamar Cres Boat Ramp Car Park Construction

If your project has multiple procurement streams replicate this section for each stream

4.1 What is being procured?

We are procuring a detailed design for the car park for purposes of procuring the physical works

4.2 Is this procurement subject to previously approved procurement strategy?

Yes, as per the adopted procurement strategy

4.3 Is there an established panel of suppliers that can be used for this procurement?

Yes, the professional services panel

4.4 What suppliers are capable of providing the goods or services required for this procurement stream?

Stellar Projects, WSP, Isthmus

4.5 What type of tender is being recommended? (if applicable)

Competitive (Open)	No
Competitive but closed (Closed/Selective)	No
Non-Competitive (Direct/Selective)	Yes

4.6 What is the nominated procurement approach and why this is the best procurement approach?

Direct appoint to Stellar Projects. Due to low cost and familiarity with adjacent and current projects

4.7 What are the procurement/logistics risks related to this procurement stream, proposed mitigation measures and/or risk allowances?

Low risk

4.8 What is the Procurement Policy exemption being proposed (if an Open Tender (Competitive) is not being utilised) and what is the justification for this exemption?

N/A

4.9 Are there any specific contract terms applying to this procurement?

No

5 Procurement Stream Two – 969 Alamar Cres Boat Ramp Car Park Construction

If your project has multiple procurement streams replicate this section for each stream

4.1 What is being procured?

We are procuring the physical works of the car park construction

4.2 Is this procurement subject to previously approved procurement strategy?

Yes, as per the adopted procurement strategy

4.3 Is there an established panel of suppliers that can be used for this procurement?

No

4.4 What suppliers are capable of providing the goods or services required for this procurement stream?

The works are within the capability of a number of providers including (but not limited to) Wilson Earth Moving, Ventia (BRS), Downer Construction, MDL, United Civil, Fulton Hogan, Robinsons Asphalts, Hubands Contracting.

4.5 What type of tender is being recommended? (if applicable)

Competitive (Open)	Yes
Competitive but closed (Closed/Selective)	No
Non-Competitive (Direct/Selective)	No

4.6 What is the nominated procurement approach and why this is the best procurement approach?

Open public Tender posted via Tenderlink.

A PQM approach is recommended with the package including one project which is designed and will form the basis of the price component. A set of rates will be established, and these will form part of the contract.

4.7 What are the procurement/logistics risks related to this procurement stream, proposed mitigation measures and/or risk allowances?

-Risk of programme timing clashing with the busy summer period when demand on the boat ramp is high

-Mitigation for this is:

(a) Writing into the tender documents no construction between the December and February

- There is risk that for the public safety during the works and that the public may have some negative feedback to the disruptions to state highway traffic movements.

- *Mitigation for this is:*

(a) *Detailed safety plan to be developed for whole area*

(b) *Involve the communications and customer services team aware of the project, including. social media;*

Key objectives for this procurement are to secure a supplier:

- who can maintain delivery momentum
- who can minimise risks to public safety and impacts of disruption
- who can make best use of local supply of goods and services.

- Risk to the coastal marine environment

- *Mitigation for this is:*

(a) Require a detailed environmental plan to be submitted

4.8 What is the Procurement Policy exemption being proposed (if an Open Tender (Competitive) is not being utilised) and what is the justification for this exemption?

N/A

4.9 Are there any specific contract terms applying to this procurement?

No

APPENDIX A – Tendering, Contracting and Cost Details for Each Procurement Stream

6 Procurement Stream ONE and TWO – 969 Alamar Boat Ramp Car Park Construction

If your project has multiple procurement streams replicate this section for each stream

5.1 Procurement Timelines

Include high-level activities for the procurement stream. This should consider the tender activities. Refer to the Procurement Guidelines for examples.

	Milestone Name	Start Date	End Date
1	Design Engagement	18/09/2020	9/10/2020
2	Complete design and load onto Tenderlink	28/09/2020	23/10/2020
3	Tenders for physical works closing	23/10/2020	20/11/2020
4	Evaluate and award tender	23/11/2020	16/12/2020
5	Physical construction works	1/03/2021	26/03/2021

5.2 Evaluation Team (for both tenders and non-competitive procurement)

Role	Name	Group
Project Manager	Tim Manning	Infrastructure
Evaluation Team Member	Matt Williams Mark Bell	Infrastructure

5.3 Evaluation Criteria and Scoring (See Guidelines for an example)

NON-PRICE CRITERIA	WEIGHTING
Track record including safety	10%
Technical skills, Management Skills, Resources	15%
Methodology/Programme	15%
NON-PRICE TOTAL	40%
Price	60%
TOTAL	100%

5.4 Identify the form of contract to be utilised for this procurement

CCCS for design and NZS3910 for construction

5.5 Where is the contract located in P: drive

P drive 4107.969

5.6 Estimated Costs (modify to suit relevant costs)

Description	Cost
Total procurement cost	\$900,000

7 Relevant Reference Documentation

Provide the document name and hyperlink to the document. Documents may also be attached as an appendix to this plan.

Source Name	Brief Description	Hyperlink/Location
Tim to insert reference of paper to council		