

# Procurement Plan (> \$500,000)

## Pouto Wharf Physical Works

**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 \$1,700,000.
- In approving this Procurement Planning and Approval document, the delegated financial authority holder is requested to note that this is a high-level estimate based on the feasibility business case. A Procurement Recommendation will follow in due course.

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.

<b>Signed:</b>	<b>Signed:</b>
<b>Name:</b> Jody Kelly	<b>Name:</b> Mark Bell
<b>Role:</b> Project Manager	<b>Role:</b> Infrastructure Delivery Manager
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 has an approved business case and budget to cover this procurement.
<b>Date:</b>	<b>Date:</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Name:</b> Jim Sephton	<b>Name:</b> Louise Miller
<b>Role:</b> General Manager	<b>Role:</b> (DFA Holder)
Statement: I approve/recommend the CEO approve this procurement plan.	Statement: I approve this procurement plan.
<b>Date:</b>	<b>Date:</b>

## 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
Jody Kelly	Project Manager	
Mark Bell	Infrastructure Delivery Manager	
Jim Sephton	General Manager	
Louise Miller	Chief Executive	

## 2 Project Related Information

<b>2.1 Project Name</b>	Pouto Wharf Physical Works
<b>2.2 Total Project Budget</b>	1,809,000
<b>2.3 Total Estimated Procurement Cost (BC1)</b>	1,700,000
<b>2.4 Briefly describe the project this procurement relates to?</b> Head Contractor engagement to provide Design & Build services for a new wharf at Pouto Point, this includes developed and detailed design, final consent submission, supply and installation.	

## 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
<b>3.1 Head Contractor for Design &amp; Build</b>	1,700,000

As part of the approved Kaipara KickStart Provincial Growth Fund Business Case, Pouto Point will receive new transport marine facilities, this will include the supply and installation of a new wharf to allow for passenger ferry operations. There are three possible locations to erect the wharf at Pouto Point, these are currently being investigated to provide the necessary information to present the preferred location & current cost estimate in a detailed business case to MB. Preliminary design will also proceed alongside the business case, this will provide more certainty around scope which minimises anomalies and tags during the pricing process.

## 4 Procurement Stream ONE – Head Contractor for Design & Build

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

### 4.1 What is being procured?

Head Contractor for Design and Build at Pouto Wharf

### 4.2 Is this procurement subject to previously approved procurement strategy?

Yes

### 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?

Total Marine Infrastructure  
 Steve Bowling Group - GHK Piling  
 Bellingham's Marine Limited  
 United Civil  
 Downer  
 Broadspectrum  
 Wilson's Earthmoving Group

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

<b>Competitive (Open)</b>	Open Tender
<b>Competitive but closed (Closed/Selective)</b>	
<b>Non Competitive (Direct/Selective)</b>	

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

The nominated procurement approach is a Three Staged Open Tender which will be managed through Tenderlink, this includes;

1. Registration of Interest – Pass / Fail
2. Non-Price Attributes – 40%
3. Price – 60%

A three-staged tender has been selected to allow time to prepare the required design and scope deliverables that will be required for pricing. Procuring through three stages aligns with this project as there is still further investigations required before a scope can be defined for pricing, this way tenderers have more time to programme the work in and there is more price certainty. This approach should attract more submissions, and investigations and design can continue in parallel during the first two stages and shortlisting process of procurement.

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

The risks for this procurement are that there is a small window of marine infrastructure experts in the region, and there is currently a lot of work in the Far North programmed. Covid-19 also presents a risk of supply and installation from any contractors south of Northland. The mitigation is to procure through an open three staged tender, so contractors have plenty of time to prepare, programme and price. With a high demand in infrastructure and programme delivery currently it is in our best interest to work more collaboratively with contractors so all of the listed capable suppliers have been contacted by phone to advise them that this ROI coming up, all these suppliers seemed interested in responding. The programme for delivery is tight, which is another reason to work in parallel now, aiming to have scope defined and the price request out before Christmas 2020, so tender award can follow in January 2021 and works can be completed within the financial year 20/21.

#### 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?

Head contractor to show in their proposed methodology how they can work with the local community and provide employment opportunities to align with social procurement values.

Defects Liability Period and Maintenance Agreement is recommended but needs to be tested with shortlisted tenderers, as not to deter contractors from tendering.

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

### 5 Procurement Stream ONE – Head Contractor for Design & Build

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	Registration of Interest on Tenderlink	10/09/2020	24/09/2020
2	ROI Evaluation Shortlist (based on Pass/Fail)	28/09/2020	16/10/2020
4	Non-price attributes on Tenderlink to Shortlist	19/10/2020	06/11/2020
5	Evaluation Shortlist (based on weightings below)	09/11/2020	20/11/2020
6	Price request on Tenderlink to Shortlist	23/11/2020	18/12/2020
7	Price Evaluation (based on weighting below)	21/12/2020	22/01/2021
8	Contract Award	25/01/2021	31/01/2021
9	Detailed Design Start	01/02/2021	31/03/2021
10	Physical Works Start	01/04/2021	30/06/2021
11	Defects Liability Period (1 year), Maintenance Period (2 years) – To be Confirmed	01/07/2021	30/06/2022

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

Role	Name	Group
Project Manager	Jody Kelly	Infrastructure Delivery
Evaluation Team Member	Mark Bell	Infrastructure Delivery
Evaluation Team Member	Dallas Dreadon	Infrastructure Delivery

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

NON-PRICE CRITERIA	WEIGHTING
Proposed Methodology	20%
Capability	10%
Capacity	10%
<b>NON-PRICE TOTAL</b>	<b>40%</b>
Price	60%
<b>TOTAL</b>	<b>100%</b>

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

NZS3916 Design and Build

### 5.5 Where is the contract located in P: drive

### 5.6 Estimated Costs (modify to suit relevant costs)

Description	Cost
<b>Total procurement cost</b>	1,700,000

## 6 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