

# Procurement Plan (> \$500,000)

## Kaiwaka Footbridges

**This document seeks approval from Council as delegated financial authority holder to:**

- Undertake procurement processes for goods or services to an estimated value of \$600,000.

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.

<b>Signed:</b>	<b>Signed:</b>
<b>Name:</b> Tim Manning	<b>Name:</b> John Burt
<b>Role:</b> Project Manager	<b>Role:</b> 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 KDC and its customers.	Statement: This procurement plan meets all procurement policy requirements and approved procurement strategies.
<b>Date:</b>	<b>Date:</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Name:</b> Joanne	<b>Name:</b> Jim Sephton
<b>Role:</b> Reid	<b>Role:</b> 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.
<b>Date:</b>	<b>Date:</b>
<b>Signed:</b>	
<b>Name:</b> Louise Miller	
<b>Role:</b> CE (DFA Holder)	
Statement: I approve this procurement plan.	
<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
Tim Manning	Project Manager	
Joanne Reid	Programme Manager Infrastructure	
Jim Sephton	General Manager Infrastructure	

## 2 Project Related Information

<b>2.1 Project Name</b>	Kaiwaka Footbridges
<b>2.2 Total Project Budget</b>	\$750,000
<b>2.3 Total Estimated Procurement Cost (BC1)</b>	\$600,000
<b>2.4 Briefly describe the project this procurement relates to?</b>	<ul style="list-style-type: none"> <li>• Design, consent and build two footbridges approximately 23 metres each in length.</li> <li>• Design and build footpaths/boardwalks connecting the bridges to shops and/or the existing footpath network.</li> <li>• The bridges and paths provide pedestrian and cycling access across the Kaiwaka River and underneath SH1.</li> </ul>

## 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 Design and build</b>	\$600,000

## 4 Procurement Stream ONE – Design and build

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

### 4.1 What is being procured?

- Design, sourcing consent and construction of a 23.3m southern footbridge and the associated access paths and ramps. This will connect Oneriri Road to the footpath outside Eutopia Café.
- Design, sourcing consent and construction of a 22.5m northern footbridge and the associated access paths. This will connect up to outside Kaiwaka Clothing, under the SH1 bridge to connect to Gibbons Rd and across to McLean Park.

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

No

### 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?

There are approximately 6 Contractors that have a presence in Northland capable of delivering the project.

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

<b>Competitive (Open)</b>	Yes
<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?

Purchaser nominated (target) price design and build.

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

The tender asks the Tenderers to define what they can design, build and deliver for a nominated price. The Tender will highlight the order of priority of what is to be delivered from within the project scope. Then the Tenderers define what they can deliver for the nominated price.

The nominated price approach puts the risk of costs exceeding budget once detailed design, consenting process and delivery are underway onto the Tenderer.

The risks for KDC are:

1. Time – the design, consenting and building programme may vary. However, the cost risk sits with the Tender.
2. Lack of interest during a very busy construction season. There is a risk that the market may not be interested investing the time required to do sufficient preliminary design to price the design and build works. One company that specialises in such projects has expressed interest. However, an expression of interest will be advertised to confirm that there is sufficient interest in such a procurement approach.
3. Cost exceeds budget – there is a risk that with the buoyant construction market we may not find any interest from the industry to deliver the bridges and associated paths for \$600,000. This may be balanced in that the construction works are likely to be planned during the winter months, avoiding the busy construction season.

**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?**

N/A

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

### 5 Procurement Stream ONE – Design and 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	18/02/21	25/02/21
2	Tender Period	01/03/21	31/03/21
3	Evaluation	01/04/21	16/04/21
4	Award Contract	19/04/21	

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

Role	Name	Group
Project Manager	Tim Manning	Infrastructure
Evaluation Team Member	Rachael Mannion Curt Martin	NTA Infrastructure

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

NON-PRICE CRITERIA	WEIGHTING
Quality assessment criteria (to be defined)	100%

<b>NON-PRICE TOTAL</b>	100%
<b>TOTAL</b>	<b>100%</b>
<b>5.4 Identify the form of contract to be utilised for this procurement</b>	
NZS 3910:2015	
<b>5.5 Where is the contract located in P: drive</b>	
MCP shared drive: Kaipara District Council\Mangawhai Community Plan - Documents\1 Projects\Kaiwaka foot bridges	
<b>5.6 Estimated Costs (modify to suit relevant costs)</b>	
<b>Description</b>	<b>Cost</b>
<b>Total procurement cost</b>	\$10,000

## 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