



**Lithgow City Council**

**EVALUATION PLAN**

**EXPRESSION OF INTEREST**

**FOR**

**CONSTRUCTION OF PORTLAND  
WASTEWATER TREATMENT PLANT**

**EOI No. 1500430**

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## 1.0 General

The objective of this Evaluation Plan is to set out the method to be used to evaluate application responses to the Expression of Interest for the purpose of establishing a panel of Prequalified Contractors who will be invited to tender for construction works for the Portland Wastewater Treatment Plant.

The Plan addresses the following:

- Background
- Composition of the Evaluation Committee
- Time
- Procedure
- Evaluation Criteria
- Acceptance of the Contractor panel
- Evaluation / Selection Report
- Recommendations

## 2.0 Background

The primary aim of the project is to meet NSW EPA requirements for continued discharge of treated effluent into Limestone Creek. Additionally, plant augmentation will ensure that:

- odour and noise from the WwTP are appropriately controlled and managed to minimise their impact on neighbouring development;
- visual impact of the plant on neighbouring development is low; and,
- plant capacity is adequate for a projected load of 3000 EP

Construction of the main works is due to commence in January 2016 with completion expected in March 2017. The existing Trickling Filter Plant will remain operational throughout the construction of the main works. At least a six week decommissioning phase will be required to effectively decommission the existing Trickling Filter Beds prior to construction commencing on Sludge Management Facilities and completion of all roadworks. Construction staging is likely to comprise:

- A. Site establishment including demolition of existing shed in location of new works;
- B. Construction of all works with the exception of sludge management and some parts of the proposed new roads within the STP site.
- C. Commissioning of new STP – changeover from Trickling Filter to new plant (at least a 6 week period to decommission existing Trickling Filter Plant);
- D. Construction of sludge management facilities and finalising roadworks.

The construction works include:

- Stand-by generator;
- Inlet works incorporating mechanical fine screening and a grit removal systems;
- an IDEA reactor for secondary treatment either with mechanical surface aerators ;
- effluent balance tank for attenuation of high intermittent IDEA decant flows;
- a chemical (alum) dosing system for phosphorus removal;
- a chemical (caustic) dosing system for pH correction;
- a chlorination system for the on-site reuse of effluent;
- a UV system for disinfection of effluent prior to discharge into Limestone Creek;
- a sludge management system based on sludge storage tanks and a dewatering hardstand for mobile dewatering facilities;
- wastewater return sewage pump station;
- a new amenities building to include office, store room, laboratory, laundry and shower/toilet facilities;

- a telemetry system to be connected to Council's existing water/sewerage telemetry system;
- electrical services including power supply transformer, switchroom, pits and conduits
- site services including road works, car parking area, area lighting, drainage fencing, and potable water; and
- site pipework and pits.

The successful Contractor will also need to:

- work in close liaison with the PLC/SCADA Consultant to support the development of the system for plant operational monitoring and control;

Key site constraints and considerations include::

- Maintaining operation of the existing Trickle Filter Plant throughout construction, and working with existing Lithgow City Council Operators to ensure minimal disruption to their operation.
- A six week decommissioning phase is required for the existing Trickle Filter Plants.
- Portland is subject to extreme cold weather in winter months, regular sub-Zero temperatures reaching to -7.0 degrees Celsius. Design has generally taken extreme weather conditions into account with regard to choice of materials, shelter, etc. However it is expected construction will need to be robust, and the successful Contractor will need to consider extreme weather conditions.
- The site topography is quite steep with an approximately grade of 1 in 6. Geotechnical investigations have revealed that rock is encountered from 0.65 metres below the ground surface.
- There is a residential property immediately to the south of the site

NSW Public Works is currently completing detailed design.

In order to engage a construction contractor for the works, Lithgow City Council has issued an open Expression of Interest with no restrictions as to those organisations that may respond.

### **Risk, Confidentiality and Probity**

Risk, confidentiality and probity during the evaluation process will be managed as follows:

- Applications close electronically in the NSW Government *eTendering* website at 9.30am, 3<sup>rd</sup> September 2015.
- Contact with the applicants during the evaluation period will be documented and confirmed in writing;
- Applications will be evaluated by the Evaluation Committee in a secure room and the applications will be stored securely at all other times; and
- Applicants' intellectual property and other confidential information will not be disclosed to other applicants.

### **3.0 Composition of Evaluation Committee**

The Evaluation Committee comprises the following members:

<b>Evaluation Committee</b>		
<b>Name</b>	<b>Role</b>	<b>Agency / Section / Position</b>
Rhys Brownlow	Chairperson	Works Coordinator, Water & Wastewater Lithgow City Council
Maddison Bailey	Member	Acting Water & Wastewater Manager Lithgow City Council

Kristian Miller	Secretary	Project Manager NSW Public Works
Leonie Freeth	Member	Project Manager NSW Public Works

The Secretary of the Evaluation Committee, Leonie Freeth, will provide support for the Evaluation Committee but will have no determining rights in the selection of a Tenderer Panel.

By signing this Evaluation Plan, the Evaluation Committee is aware of the requirement to keep all matters relating to the applications confidential and to report any conflict of interest to and seek instructions from the Chairperson. Where considered necessary by the Evaluation Committee, assistance may be sought from others in relation to technical, legal, insurance and financial matters.

## 4.0 Time

The evaluation meeting will be held on 14<sup>th</sup> September 2015 at the offices of Lithgow City Council, commencing at 10.00 am.

## 5.0 Procedure

The Evaluation Committee has agreed that the procedures below will apply to evaluate all applications received and to prepare a recommendation for acceptance:

1. Prior to the close of the Request for EOI:
  - (a) weighting of the assessment criteria and scoring methodology have been determined;
  - (b) the minimum / maximum number of applicants to be pre-registered, together with the number of next ranked applicants to be included as reserves, have been determined.
2. NSW Public Works will receive the applications through the eTenders system.
3. The Evaluation Committee will meet to evaluate jointly and agree on scoring of applications against the previously agreed criteria.
4. Evaluation Committee members will be required to disclose any current or past associations with any of the applicants or their companies or any other circumstance that could lead to a conflict of interest. The Chairperson of the Evaluation Committee will determine if a conflict of interest exists and arrange for a replacement member if necessary. The Secretary will ensure that Evaluation Committee members sign the Department's/Agency's Code of Conduct for the evaluation process before the Evaluation Committee proceeds with the assessment process.
5. The Evaluation Committee members will individually read the applications and evaluate the information submitted by each applicant and score each evaluation criterion using Section 6 below.
6. The Evaluation Committee will assess and score all applicants according to information received in the applications.
7. Following completion of assessment of all applicants, the overall score of each applicant will be checked to confirm the rankings.
8. All communication with the applicants shall be via the Chairperson and will be in writing.

9. The Chairperson will prepare the final Evaluation Report for consideration and endorsement by the Evaluation Committee. The final Report will be forwarded to Lithgow City Council for approval.

## 6.0 Evaluation Criteria

Applications will be evaluated based on the criteria set out in the Expression of Interest.

It is a mandatory requirement that all EOI applicants attend a mandatory site meeting scheduled for 17<sup>th</sup> August, failure to attend this meeting will result in passing over of the EOI application.

### 6.1 Evaluation Criteria

The Applicants must satisfy the following criteria:

#### 6.1.1 Scoring Criteria - Table 1

<b>Serial</b>	<b>Criterion</b>	<b>Weighting (%)</b>
1	Applicants experience and performance	40
2	Proposed Personnel	35
4	Understanding of Project Requirements	25
	<b>Total</b>	<b>100</b>

For each criterion, scores will be awarded on a descending scale, i.e. the most merit attracting the highest score, lesser merit attracting a lesser score and equal merit attracting an equal score.

#### 6.1.2 Details of the scoring for the various listed criteria.

##### 6.1.2.1 Applicants experience and performance

<b>Assessment Criteria</b>	<b>Weighting (out of 40%)</b>
• Completion of project similar in size, type, value and complexity	20
• Contractor Performance Reports and/or Referee Reports	20

##### 6.1.2.2 Organisational Management and Proposed Personnel and/or Consultants

<b>Assessment Criteria</b>	<b>Weighting (out of 35%)</b>
• Organisational Management	10
• Personnel experience, skills and qualifications, their availability and appropriateness of assigned role/responsibility and (if applicable) proposed Consultants, their involvement, demonstrated competencies and demonstrated recent experience.	25

#### 6.1.2.4 Understanding of Project Requirements

<b>Assessment Criteria</b>	<b>Weighting (out of 25%)</b>
• Key construction risks identified	5
• Innovation	5
• Relationship Management and communications	5
• Construction Methodology and Construction Program	10

#### **Notes:**

- A. Please refer to Appendix C for the Full guide to Scoring the Expression of Interest
- B. Applications failing to respond to any one of the criteria may receive a zero ("0") rating for that criterion and the application may be passed over without further evaluation.
- C. To ascertain the performance of each applicant against each of the predetermined selection criteria, an individual rating value between 0 and 100 will be assigned. It will then be multiplied by the weighting. The resulting individual score will represent the performance of each application against each criterion.

#### **7.2 Total Score**

The scores for each applicant will be determined by consensus of the members of the Evaluation Committee.

The final scoring for all Evaluation Criteria will be established by a consensus decision of the Evaluation Committee. Final scores will be ranked highest to lowest.

The highest ranked EOI application will be numbered 1, the next rated 2, and so forth. This will form the basis on which the Evaluation Committee selects the applicants to be pre-registered including reserves.

The aim of the Evaluation Committee will be to select up to 5 applicants. The inclusion of an additional 2 applicant(s) will be considered as a reserve(s) to allow for possible withdrawal / non-performance of the selected applicants.

#### **7.3 Equal Score**

In the event of equal scoring for any applications, the final ranking will take account of contractor performance data from the Department of Finance and Services Contractor & Consultant Management System (CCMS), Agency Clients own performance management system and/or formal performance reports from the applicant's clients. The applicant with the higher level of performance will receive the higher ranking.

## **7.0 Selected Applicants Evaluation Report**

At the end of this process up to 5 preferred applicants plus up to 2 reserves will be selected.

The Evaluation Report and recommendation will follow the format presented in Attachment 1.

## **8.0 Recommendation**

It is recommended that this procedure for the evaluation of applications for the engagement be approved by the Evaluation Committee.

The Evaluation Committee concurs with the Evaluation Plan and agrees to sign the Code of Conduct for the evaluation process:

Recommended by:

Chairperson Rhys Brownlow

Member Maddison Bailey

Member Leonie Freeth

Member Kristian Miller



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## Attachment 1: Evaluation Report

### Background

Project name:	»Expression of Interest for tender panel selection for	
Engagement number:	Contract No. » EOI	
Description of services:	<eg Construction Contractor>	
Client agency:	<Insert details>	
Estimate:	\$X.XM (if known)	
Application method:	Selective EOI / Open EOI	
Application closing date:	<Insert date>	
Application closing office:	<insert details>	
Contact person:	<insert name>	Telephone: (02) <insert no>

### Details of Work

<Insert summary of Background and Scope of Work>

### Pre-Evaluation Actions

(From Evaluation Plan)

### Evaluation of Applications

(From Evaluation Committee review and meeting)

### Selection of applicants for potential tenderers

(List of successful applicants)

### Commentary on successful applicants

### Supporting documents

Documents supporting the evaluation report and recommendation are:

Attachment 1	Contractor Evaluation Plan
Attachment 2	Evaluation Criteria Scores
Attachment 3	Score Calculation Sheet

### Recommendation

It is recommended that:

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**(1 of X): Evaluation Criteria Scores**

Applicant's Name:	
Project name:	<b>INSERT AGENCY AND PROJECT NAME</b> » <b>INSERT PROJECT NAME</b> Expression of Interest for »
Contract number:	<b>INSERT NO</b> Contract No. » EOI
Description of work:	<b>INSERT DETAILS SUCH AS CONSTRUCTION CONTRACTOR</b> »

<b>Evaluation Criteria</b>	<b>Score</b> (out of 100)	<b>Comment</b>
Applicants experience and performance		
Proposed Personnel		
Understanding of Project Requirements		

Evaluation Committee  
signatures:

Chairperson

Member

Member

Member

Date:

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**(2 of X): Evaluation Criteria Scores**

Applicant's Name:	
Project name:	<b>INSERT AGENCY AND PROJECT NAME</b> » <b>INSERT PROJECT NAME</b> Expression of Interest for »
Contract number:	<b>INSERT NO</b> Contract No. » EOI
Description of work:	<b>INSERT DETAILS SUCH AS CONSTRUCTION CONTRACTOR</b> »

<b>Evaluation Criteria</b>	<b>Score</b> (out of 100)	<b>Comment</b>
Applicants experience and performance		
Proposed Personnel		
Understanding of Project Requirements		

Evaluation Committee  
signatures:

Chairperson

Member

Member

Member

Date:

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### (3 of X): Evaluation Criteria Scores

Applicant's Name:	
Project name:	<b>INSERT AGENCY AND PROJECT NAME</b> » <b>INSERT PROJECT NAME</b> Expression of Interest for »
Contract number:	<b>INSERT NO</b> Contract No. » EOI
Description of work:	<b>INSERT DETAILS SUCH AS CONSTRUCTION CONTRACTOR</b> »

<b>Evaluation Criteria</b>	<b>Score</b> <small>(out of 100)</small>	<b>Comment</b>
Applicants experience and performance		
Proposed Personnel		
Understanding of Project Requirements		

Evaluation Committee  
signatures:

Chairperson

Member

Member

Member

Date:

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## Attachment 2: Score Calculation Sheet

Evaluation Criteria	Max Score	Weighting	Applicant's Names										
			(Applicant 1)		(Applicant 2)		(Applicant 3)		(Applicant 4)		(Applicant 5)		
			Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	
<b>1. Applicants experience and performance:</b>													
• Completion of project similar in size, type, value and complexity	100	20											
• Contractor Performance Reports and/or Referee Reports	100	20											
<b>Total for 1.</b>		<b>40</b>											
<b>2. Proposed Personnel</b>													
• Organisational Management	100	10											
• Personnel experience, skills and qualifications their availability and appropriateness of assigned role/responsibility and if applicable, Consultant involvement, experience and personnel	100	25											
<b>Total for 2.</b>		<b>35</b>											
<b>4. Understanding of Project Requirements</b>													

Evaluation Criteria	Max Score	Weighting	Applicant's Names										
			(Applicant 1)		(Applicant 2)		(Applicant 3)		(Applicant 4)		(Applicant 5)		
			Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	
• Key risks	100	5											
• Innovation	100	5											
• Relationship Management and communications	100	5											
• Construction Methodology and Construction Program	100	10											
<b>Total for 4.</b>		<b>25</b>											
<b>Total Score</b>		<b>100</b>											

Evaluation Committee  
signatures:

Chairperson

Member

Member

Member

### Attachment 3: Guide to Scoring Expression of Interest

(a) Non-price criteria	(b) Meets all requirements of an ideal tender	(c) Meets most requirements of an ideal tender	(d) Meets many requirements of an ideal tender	(e) Meets a number of requirements of an ideal tender	(f) Meets minimum requirements but is only just satisfactory for this criterion	(g) Fails to meet the minimum requirements. May pass over this tender.
Score ranges	100		80		60	Less than 60
<b>Applicants experience and performance (35%)</b>						
Completion of a project similar in size, type, value and complexity in the last 5 years (20%)	Successful completion of 3 projects of similar size, type, value and complexity with no issues impacting the project.		Successful completion of last 3 projects with no major issues impacting the project.		Successful completion of last 3 projects with no more than 1 major issue impacting the project.	Completion of last 3 projects with more than 1 major issue impacting the project.
Contractor Performance Reports and/or referee reports (20%)	Achieved a <b>Superior</b> report rating for the past 12 months  And/or Project completed in a professional, co-operative manner with excellent quality product outcome'		Achieved a <b>Good</b> report rating for the past 12 months  And/or Project completed in a professional, co-operative manner with <b>good quality</b> product outcome		Achieved a <b>Acceptable to Marginal</b> report rating for the past 12 months  And/or Project completed in a professional, co-operative manner with <b>reasonable quality</b> product outcome	Achieved an <b>Unacceptable</b> report rating for the past 12 months  And/or Project completed with a <b>poor quality</b> product outcome
<b>Organisational Management &amp; Proposed personnel (35%)</b>						

Organisational management (10%)	Nominates an organisational structure <b>with extensive experience</b> that can support construction and all the required disciplines.		Nominates an organisational structure with <b>some experience</b> that provides some support to construction and all the required disciplines		Nominates an organisational structure with <b>limited experience</b> that provides limited support construction and all the required disciplines	<b>Fails</b> to nominate an organisational structure with experience and that provides any support construction and all the required disciplines
Personnel experience, skills and qualifications and if applicable consultant involvement, experience & personnel (25%)	Nominates key personnel <b>with availability experience, skills and qualifications</b> appropriate to their role/responsibilities required in all disciplines		Nominates key personnel <b>with some experience, skills and qualifications</b> appropriate to their role/responsibilities required in all disciplines		Nominates key personnel with <b>limited experience, skills and qualifications</b> against their nominated role/responsibility, with limited availability.	<b>Fails</b> to nominate personal with experience, skills and qualifications required in all disciplines
<b>Understanding of Project Requirements (25%)</b>						
Key risks (5%)	Submits a preliminary risk management plan that <b>thoroughly identifies</b> project risks and <b>nominates effective</b> management strategies		Submits a preliminary risk management plan that <b>identifies</b> project risks and <b>nominates</b> management strategies		Submits a preliminary risk management plan that <b>identifies some</b> project risks and <b>nominates basic</b> management strategies	<b>Fails</b> to submit a preliminary risk management plan
Innovation (5%)	Nominates innovations that represent <b>value for money</b> and/or <b>significantly</b> improved buildability and design		Nominates innovations with <b>some</b> value and/or <b>improvements</b> to buildability and design		Nominates innovations with <b>little/no</b> value and <b>improvements</b> to buildability and design Or States that they have <b>no</b> innovations	<b>Fails</b> to nominate innovations



<p>Relationship management and communications (5%)</p>	<p>Submits an <b>extensive description</b> of a strategy to maintain the contractual relationship with the Principal</p> <p>Submits details of an <b>effective method</b> of managing consultation and communication with stakeholders</p>		<p>Submits a <b>description</b> of a strategy to maintain the contractual relationship with the Principal</p> <p>Submits details of a <b>method</b> of managing consultation and communication with stakeholders</p>		<p>Submits a <b>basic description</b> of a strategy to maintain the contractual relationship with the Principal</p> <p>Submits details of a <b>basic method</b> of managing consultation and communication with stakeholders</p>	<p><b>Fails</b> to submit a strategy to maintain the contractual relationship with the Principal</p> <p><b>Fails</b> to Submits details of a method of managing consultation and communication with stakeholders</p>
<p>Construction Methodology and Construction Program (10%)</p>	<p>Submits an <b>extensive construction methodology</b> that addresses <b>all</b> of the elements in the EOI schedule</p> <p>Submits a <b>construction program</b> that encompasses all activities &amp; milestones &amp; interdependencies, with reasonable durations and allowances for external factors</p>		<p>Submits a <b>construction methodology</b> that addresses <b>most</b> of the elements in the EOI schedule</p> <p>Submits a <b>construction program</b> that covers most activities, with reasonable durations and allowance for statutory approvals</p>		<p>Submits a <b>basic construction methodology</b> that addresses <b>some</b> of the elements in the EOI schedule.</p> <p>Submits a <b>construction program</b> that covers some major activities, with little detail bit no allowances for external factors.</p>	<p><b>Fails</b> to submit a construction methodology.</p> <p>Construction Program shows only a few activities but no relationships and with unrealistic durations</p>

## Attachment 4: Non-price Criteria Scoresheet

	Tenderer 1	Score:	Tenderer 2	Score:	Tenderer 3	Score:	Tenderer 4	Score:
<b>Demonstrated experience and performance (40%)</b>								
Completion of a project similar in scale, size and nature								
Projects - similar in scale and nature. Contractor Performance Reports and Referee reports And/or Referee Reports								
<b>Organisational Management &amp; Proposed Personnel (35%)</b>								
Organisational Management								
Personnel experience, skills and qualifications, their availability and appropriateness of assigned role/responsibility and if applicable consultant experience & personnel								
<b>Understanding of Project Requirements (25%)</b>								
Key Risks								
Innovation								
Relationship Management & Communications								
Construction Methodology & Construction Program								

