



BULGARRA SPORTING PRECINCT

FLOODLIGHTING AND ELECTRICAL UPGRADE

ELECTRICAL CONSULTANCY BRIEF AND SCOPE OF SERVICES

September 2009

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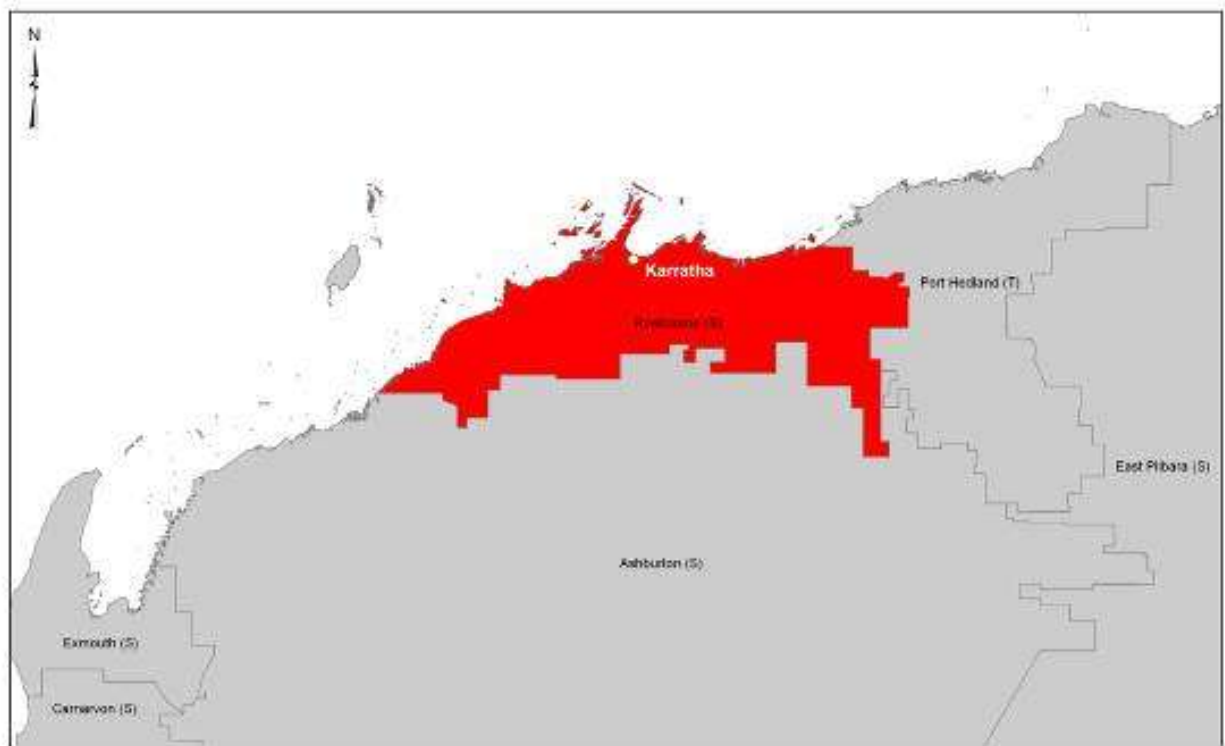


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1 INTRODUCTION

Located 1,500kms north of Perth and 15kms east of the Burrup Peninsula, Karratha is at the pointy end of the Australian resources boom. Its role as a service, housing and governance centre for the rapidly expanding resource sector has necessitated a critical review of the town's function, size and required community facilities and services.



Karratha Location Map

Recognising this, the Shire of Roebourne in partnership with the state government and industry commissioned a facilities and services plan for the township to 2020. Using a combination of demographic analyses, comparative profiling of other regional towns, one-on-one interviews, literature review and community surveys, a number of needs have been identified, costed and prioritised.

The Karratha town site was gazetted in the late 1960s to serve the expanding iron ore industry. Starting in the eastern suburb of Bularra, the town has extended to the west and now has an estimated resident population of approximately 13,000, and a further 2,000 fly-in/fly-out workers. Driven by industry expansion demand for labour, 'development ready' land banks are currently being prepared to house an additional 5,000 residents and workers north of the Karratha Hills by 2020. Growth in the region will also place additional pressure on existing town services and facilities. Including land to the south of the hills, the town is gazetted to support a population of 35,000.

2 KARRATHA 2020 VISION AND COMMUNITY PLAN (K2020)

K2020 is the driving force behind the Shire's community infrastructure development programme.

Council has supported K2020 by virtue of Resolution # 14290 18/02/08 7.1.2 Karratha 2020 Vision and Community Plan –

That Council support in-principle the development of the Karratha 2020 Vision and Community Plan and work in partnership with the project steering group to oversee the development of the Plan.

The Bulgarra Community Centre is one of the projects identified within K2020 as having a high priority for development.

2.1 Vision

Karratha will become a regional city with a diversified economic base, healthy local community and productive resource sector.

2.2 Guiding Principles

- Collaboration – partnerships and pooled resources.
- Equality – balance regional needs and local community aspirations.
- Environment-to protect and preserve and capitalise on opportunities.
- Diversity – encourage social and economic diversity.
- Flexibility – to respond to shifting social, economic and environmental circumstances.

To achieve the vision we need to:

- Attract and retain a community with skills, know-how and drive to support the region's economic sectors.
- Facilitate accessible and affordable accommodation.
- Create a strong economic base with a diverse resource sector, robust retail and hospitality businesses, and sound government and community services.
- Invest in projects that enhance the town's appeal as a place to live, work, recreate and visit.
- Include the local indigenous population in the opportunities that a diverse economy brings.

3 BULGARRA SPORTING PRECINCT MASTER PLAN

The K2020 Report, Section 4 Preliminary Needs Assessment, identified the need to upgrade facilities on the reserve.

A separate Master Plan was commissioned which highlighted the need for significant improvements the precinct as a whole and the sporting fields in particular. The Master Plan report, which forms part of this Design Brief, is available on <http://www.roebourne.wa.gov.au/k2020projects.html>

3.1 Development Programme

The Principal has resolved to undertake the upgrade of the Bulgarra Sporting Precinct in several stages first focussing on the works associated with Bulgarra Oval.

The stages of work for Bulgarra Oval are as follows:

ELEMENT	DESCRIPTION	STATUS
Bulgarra Community Centre	Design and construction of a multi purpose community centre on the Hunt Way end of the ova.	Tenders are presently being called for Consultants with a view to commencing construction in the second half of 2010.
Floodlighting and Electrical Upgrade	Investigation, design and construction of upgraded power supply and floodlighting	Subject of this Brief.
Sewer and Water Upgrade	Investigation, design and construction of additional sewer and water points for the FeNaCLng Festival.	Being undertaken "In House. May also include review of existing reticulation system.
Softball Diamonds	Relocation of softball diamonds and construction of back nets	Design being undertaken "In House"
BMX Track	Design and development of a BMX track	Will be advanced in 2010.

In terms of development all investigation and design is to be completed by the end of May 2010 to facilitate construction of the various elements to be coordinated during 2010.

3.2 Project Outline

To investigate and advise on the most cost effective means of enhancing the power supply to the Bulgarra Oval to meet the needs of the FeNaCLng Festival and other reserves users and to investigate and design the most effective means of providing floodlighting to two permanent softball diamonds.

3.3 Video Conferencing

The Principal has video conferencing facilities available and it is intended that video conferencing will be utilised as the method of choice, and where possible to communicate during the project.

The equipment provides for high definition video conferencing for up to three external sites simultaneously.

The video conference numbers are 203.45.108.166 or 91851243.

At the Project Initiation meeting a regular schedule of video conferences will be agreed upon together with formal "on site" visits. It is anticipated that the video conferencing facilities will be used extensively during the design process and will complement site visits during the construction process.

It will be a condition of appointment that the Consultant has access to compatible Video Conferencing Facilities.

3.4 The Principal

The Principal is the Shire of Roebourne who has appointed its Project Manager K2020 as Project Manager who is authorised to give instructions to the consultant.

The Project Manager (Mr Geof Whyte) is contactable on phone 9186 8526; mobile 0417 176 479 and email geof.whyte@roebourne.wa.gov.au.

All communication with the Principal shall be through the Project Manager.

4 SITE

4.1 General

The site is portion of the Bulgarra Sporting Precinct and is located on the eastern end of Karratha in the locality of Bulgarra. The Bulgarra Sporting Precinct provides sporting amenities for a variety of sports including softball, rugby, football, soccer, tennis, netball and cricket.

The built improvements on the reserve include the Karratha Entertainment Centre, a multi use indoor sports facility, a Child Care Centre, the Karratha Sportsman's Club and a large changerooms facility.

The grounds are floodlit, well grassed and also provide the venue for the annual "FeNaCLng" Festival, the major community event in the Shire conducted annually in late July.

4.2 Title Details

4.2.1 Bulgarra Sporting Precinct

The Bulgarra Sporting Precinct Title Particulars are as follows:

Lot #	Reserve #	Vesting	Reserve Purpose
1147	32335	Vested in Shire of Roebourne (SOR)	Parklands, Recreation & Drainage
48	32320	Vested in SOR & Department of Education (DET)	Recreation & Sports Grounds
1455	33518	Vested in Shire of Roebourne (SOR)	Club & Club Premises Site
500	32335	Vested in Shire of Roebourne (SOR)	Parklands, Recreation & Drainage

Please refer to the hyperlink to the associated Reserve Plan: <http://www.roebourne.wa.gov.au/k2020projects.html>.

4.3 *Boundary Rationalisation*

Investigations and surveys are presently being carried out to examine the feasibility of undertaking a rationalisation of the boundaries of the various reserves that comprise the Bulgarra Sporting Precinct.

The outcome of this consultancy will have a direct bearing on the possible boundary adjustments.

5 SCOPE OF SERVICES

5.1 *General*

The Principal is desirous of appointing a suitably qualified and experienced Electrical Consultant who shall be directly responsible to the Principal through the Project Manager to carry out the services listed below:

The engagement will be for the services as described in the Consultancy Brief.

5.2 *Philosophy*

The climatic conditions that prevail in Karratha make it imperative that there is efficient and effective floodlighting for all manner of leisure and recreational activities to be undertaken at night. The range of present uses at Bulgarra Oval is varied with sports from large ball (Australian Rules football, Rugby, Soccer) to small ball (Cricket, softball) and many community events from school sports carnivals, outdoor concerts and the annual FeNaCLng Festival. There is also a desire to take advantage of the general upgrading project to promote a wider range of community events throughout the year.

As a consequence, a number of conflicting demands are made on the existing floodlighting system which will be further tested when the relocation and permanent placement of the softball diamonds is determined. The final location of these 2 diamonds will be largely dependant upon this study and the location of the Bulgarra Community Centre.

The general electricity supply to the Bulgarra Sporting Precinct needs to be reviewed in order to determine current and future demands and to present cost effective options to satisfy those demands. In this regard the “one off” annual FeNaCLng Festival has very high demands that can possibly be met in a number of ways other than a permanent little used permanent power supply upgrade.

5.3 *Rationale*

The Principal has a considerable capital investment in the services constructed at Bulgarra Oval which it wishes to protect and seeks to optimise that investment.

In considering the provision of additional floodlighting to meet the needs of softball, it is essential that the multi use characteristics of the reserve are given a high priority and taken into account in any recommendations made.

The project will be undertaken in stages with the investigation and design stages having to be completed by May 2010 to enable consideration of the allocation of funding in the 2010/2011 budget. The construction and commissioning stages shall not take place until funding is confirmed.

5.4 Summary of Scope of Services

The Scope of Services the subject of this Brief is outlined as follows:

Stage 1 Investigation To thoroughly investigate the current situation with respect to power supply and distribution, future requirements, status of wiring in selected facilities, present and future floodlighting requirements and report on and make recommendations as to new installations and upgrades required.

Stage 2 Documentation To prepare all necessary plans, specifications and tender documentation to enable tenders to be called and prepare a fully costed pre tender report for decision.

Stage 3 Contract Administration To assist with the calling and evaluation of tenders, administer the construction contract, practical completion and defects liability period process.

5.5 Stage 1 Investigation

5.5.1 Floodlighting

5.5.1.1 Present Situation

Bulgarra Oval is currently serviced by three “rows” of floodlights primarily to provide lighting for large ball sports. However, given the climatic conditions a number of other sports are played under these lights and this is a position that will increase in the future.

The precise location of these floodlights will be clearly indicated on the survey plan to be made available.

The Consultant shall be provided with the contract package for the design and the installation of the floodlights as part of the Project Implementation meeting.

Lux readings of the present “in situ” layout have been commissioned and shall be made available to the Consultant.

Images have been taken of the current installations for illustrative purposes only and are available on <http://www.roebourne.wa.gov.au/k2020projects.html>

5.5.1.2 Current Compliance

The Consultant shall investigate the present floodlighting installation to ensure current compliance with Australian Standard AS 2560 – Sporting facilities manual – Part 1: sports lighting and the Western Australian Department of Sport and Recreation Sports Lighting Guidelines <http://www.dsr.wa.gov.au/index.php?id=1167>.

The MINIMUM standard to apply is Competition Level for multi (large and small ball) use. In the event of non compliance the Consultant is to advise of practical and cost effective options for upgrade.

The Consultant, in particular, shall investigate current supply and switchboards that are in use to determine capacity to supply additional lighting loads due to the provision of soft ball lighting. This issue is to be addressed in the context of supply to the Bulgarra Sporting Precinct as a whole as detailed later in this Scope of Works.

The Consultant shall be required to:

- Review the installed floodlighting and determine compliance with current Australian Standard AS 2560 – Sporting facilities manual – Part 1: sports lighting,
- Review electrical supply and switchboards to determine current and future capacity,
- Recommend any upgrading necessary to ensure compliance of lighting and main supply,
- Provide an estimate of costs to carry out the recommended works.

5.5.1.3 Future Situation

A key element of the Bulgarra Sporting Precinct upgrade project is to provide two permanent floodlit softball diamonds on the south eastern and north eastern boundaries of the Precinct.

The location of the diamonds shall be determined on the ground in consultation with the West Pilbara Association, Manager Community Facilities, Electrical Consultant and Project Manager.

Whilst the floodlighting will be required to meet Australian Standard AS 2560 – Sporting facilities manual – Part 1: sports lighting for softball specifically, a secondary consideration will be the use of spill light to enhance the general use of the Precinct adjacent to the diamonds.

The Consultant shall consider, in the recommended solution, partial switching, additional future capacity and multi use.

The Consultant shall be required to:

- Assist with the positioning of the two softball diamonds to optimise the use of the existing lighting,
- Assist in determining the extent of use of the diamonds i.e. senior, junior, t-ball,
- Consider the secondary usage requirements for the floodlights,
- Advise on supply issues,
- Recommend the most cost effective compliant layout of floodlighting,
- Provide indicative lighting plans,
- Provide an estimate of costs for the supply and installation of the floodlights and all associated works,
- Report on any other issues relating to the primary and secondary objectives.

5.5.2 Electrical Supply

5.5.2.1 Current Situation

There are several consumers of power on the Bulgarra Sporting Precinct which include:

- Reticulation System
- Floodlights to Bulgarra Oval and the tennis/netball courts
- Karratha Entertainment Centre
- Car park lighting
- Bulgarra Child Care Centre
- Karratha Sports and Recreation Club
- Bulgarra Oval changerooms
- West Pilbara Softball Association store shed.
- FeNaCLng Festival (KEC Oval)

The Bulgarra Sporting Precinct Master Plan calls for the removal of the Karratha Entertainment Centre and the tennis/netball courts and their relocation to the proposed Karratha Leisure & Learning Centre. As a consequence their future is very limited.

Drawings showing the present electrical distribution, floodlight location, “Mushroom” location and reticulation plan are available in <http://www.roebourne.wa.gov.au/k2020projects.html>

It is also proposed, for reasons of additional space, to relocate the FeNaCLng Festival to the Bulgarra Oval as soon as the various services are upgraded.

Planning approval has been granted for the erection of a Telstra Mobile Phone Tower on the northern boundary of the Bulgarra Sporting Precinct which will have its own dedicated power supply. The location of the tower will be clearly identified on the survey plan.

The Consultant shall be required to:

- Determine the supply needs of each of the users in the Bulgarra Sporting Precinct.
- Assess future supply needs of long term users of the Bulgarra Sporting Precinct.
- Determine the various points of supply and any works required to upgrade them
- Catalogue the current supply meters on Bulgarra Sporting Precinct,
- Advise of any works required to be done to meet current and future needs.

5.5.2.2 Bulgarra Community Centre and existing Changerooms

A concurrent project will be the design and construction of the Bulgarra Community Centre on the Hunt Way (southern) side of Bulgarra Oval adjacent to the existing changerooms. It is also intended to extend and upgrade the changerooms.

The Consultant shall be required to:

- Examine the Hunt Way changerooms as they stand and provide advice on the condition and compliance of the electrical wiring.
- Liaise with and inform the Consultant for the Bulgarra Community Centre of any works that are required to bring the electrical wiring and associated up to standard, if required.
- Liaise with the Consultant for the Bulgarra Community Centre to determine supply, metering and connection points for the proposed building.

5.5.2.3 FeNaCLng Festival

The FeNaCLng Festival is presently conducted on the KEC Oval which forms the western part of the Bulgarra Sporting Precinct. The FeNaCLng Festival is a major community event and very much a part of the Karratha's calendar.

The FeNaCLng Festival presently draws its power requirements from the use of generators and from mains supply. Power is distributed through a series of Caravan Park type power boards (referred to as Mushrooms) that have been installed by the Lions Club of Karratha who manage the FeNaCLng Festival.

The mushrooms are of two distinct types and are of various ages and condition. Refer to <http://www.roebourne.wa.gov.au/k2020projects.html> for images of typical installations.

The FeNaCLng Festival has proposed that similar types of mushrooms be permanently installed at Bulgarra Oval to provide for their expanding needs. The theoretical layout for Bulgarra Oval which caters for 169 stalls and other facilities is available in drawing FeNaCLng Festival Layout in <http://www.roebourne.wa.gov.au/k2020projects.html>. This will certainly be subject to refinement during the review of the Master Plan for Bulgarra Oval. However, it is sufficient to illustrate the magnitude of the Festival.

The Consultant shall be required to take cognisance of the fact that Bulgarra Oval is an active sports reserve used by a multitude of sporting groups. Consequently the power distribution devices that are recommended must not interfere with the primary use of Bulgarra Oval.

The Consultant is to advise on alternative methods of supply distribution to stallholders that may be available, taking into account the Special Conditions detailed in Section 6.

The supply layout and position of "Mushrooms" installed on the KEC Oval is available on <http://www.roebourne.wa.gov.au/k2020projects.html>.

With respect to the FeNaCLng Festival the Consultant shall be required to:

- Liaise with the Lions Club of Karratha and determine short, medium and long term needs for power supply.
- Consider the most effective and cost efficient manner of meeting those needs.
- Consider additional user group access to the new supply.

- Consider ramifications of the FeNaCLng Festival on the power supply to the Bulgarra Sporting Precinct as a whole.
- Liaise with Horizon Energy to determine and resolve any mains supply issues.
- Provide budget cost estimates to carry out the recommended works.

5.5.2.4 Reserve Rationalisation

The Principal is considering a rationalisation of the various reserves that make up the Bulgarra Sporting Precinct. The objective is to have one Reserve covering the Bulgarra Sporting Precinct and extinguishing the several reserves that presently exist.

The Consultant shall be required to inform the Principal, as a discrete task, of any potential ramifications this might have on the supply of energy to the Bulgarra Sporting Precinct and its permanent users.

5.5.2.5 Recommendations and Report

The Consultant shall be required to submit a report for consideration by the Principal that will enable a decision to be taken about the scope of works to be proceeded with.

The report shall include, but not be limited to, the following:

- Commentary of all the tasks outlined in this Section,
- Recommendations as to the scope of works with respect to the electrical upgrade and floodlighting,
- Minimum works to be completed to ensure compliance with standards,
- Whether or not the works should be split as two contracts i.e. electrical upgrade as one contract and floodlighting as another contract.
- Potential staging of the works over two financial years,
- Budget estimates as detailed.
- Any other relevant information.

The report shall be delivered to the Principal by no later than the 25th February 2010 in the following format:

- 1 hard bound copy in a format suitable for photocopying in Word format. Drawings are to be in .pdf format to A3 size.
- 1 copy of electronic format.

5.6 Stage 2 Design and Documentation

5.6.1 Design & Documentation

The Consultant shall be required to prepare all necessary plans, specifications and detailed cost estimates for the works approved by the Principal suitable for tendering of the approved works. Tender specification shall comply with the requirements of the Building Code of Australia, all applicable Australian Standards and this Electrical Consultancy Brief and shall be in Word format. All drawings shall be in the format outlined in Clause 6.5.

Drawings issued for the purposes of consultation during the design process shall be in electronic .pdf format capable of reproduction to A1 size.

The Consultant shall, in liaison with the Project Manager, assist with the preparation of the contract documentation utilising AS 4000 - General conditions of contract. In this regard the Principal will be advised by its legal advisers, Kott Gunning. The Superintendent will be the Principals Project Manager and the Consultant shall be nominated as Superintendents Representative.

It is intended to issue tender documents in electronic format however the Consultant shall be required to provide a hard copy of all specifications in A4 format and drawings in A1 format.

5.6.2 Recommendations and Report

The Consultant shall be required to submit a report incorporating all of the documentation outlined in Clause 5.5.1 and highlighting any variations to the approvals issued at the Investigation Stage.

The report shall be delivered to the Principal by no later than the 28th May 2010 in the following format:

- 1 hard bound copy in Word format suitable for photocopying. Drawings are to be in .pdf format to A3 size.
- 1 copy of electronic format.

5.7 Stop/Go

The report outlined in Clause 5.5.2 will be considered by Council at its meeting to be held on the 21st June 2010 when a decision will be taken to confirm the scope of works and to make preliminary budget allocations.

The Principal reserves the right to determine the contract at this stage or to defer works due to budgetary or other considerations.

5.8 Stage 3 Contract Administration

5.8.1 Contract Administration

Carry out administration services in accordance with the requirements of the Contract/s including but not limited to:-

- (a) The Principal will call tenders and upon receipt of tenders the Consultant shall prepare a report and recommendation for consideration by the Project Manager and Principal.

Note: It is proposed to issue electronic copies of documents for the tender process.

- (b) Every four weeks provide two (2) copies of a report, to the Project Manager that includes as a minimum:

- Monthly Progress Report;
- Summary of Superintendents Representative directions;
- Summary and Status of Disputes;

- Project Cost report – include tender sum, summary of variations issued, pending and anticipated including value and payments to date in liaison with the Cost Manager.
- Project Time including original approved practical completion date, revised approved practical completion date, estimated practical completion date, summary of extension of time approved and claimed;
- Program - marked up to show progress;
- Construction Cashflow Chart (Liaise with Cost Manager);
- Critical Issues - include corrective action;
- Results of the Contractors audit of its systems and procedures as defined by the Safety Management Plan and defined Safe Work Procedures,
- Interim Contractor's Performance Report.

5.8.2 Practical Completion Report

At practical completion of the building works contract provide two (2) copies of a report, to the Project Manager that includes as a minimum:

- Practical Completion Defects List;
- Practical Completion Certificate;
- Financial Statement;
- Summary and Status of Outstanding Disputes;
- Warranties Summary;
- Authorisation to reduce the contractors retention;
- Contractor's Performance Report.

5.8.3 Maintenance Management

Pursuant to the requirements of the respective Project Design Briefs, provide the Operation and Maintenance Manuals as outlined and in a format to be determined by the Principal.

5.8.4 Variations and Extensions of Time

- (1) The Consultant shall not issue any instruction to the builder which will vary the Contract Sum by more than a net addition of \$2,000.00 in any one month or issue any number of instructions in any one month whose accumulated cost for that month will cause the Contract Sum to increase by more than a net addition of \$10,000 without first seeking and receiving the written approval of the Project Manager for any such variation(s) to the Contract. The Consultant shall provide a justification statement with each and every application for variation, which will address reasons for the variation; a cost estimate and any implications on time of completion. The Principal is not bound to authorise all or any application for a variation.
- (2) Upon receiving claims from the builder in respect to extensions of time, the Consultant shall immediately inform the Project Manager of the nature and details for the claim. In addition, the Consultant shall advise the Project Manager as to his opinion in respect to the claim within 7 days of receipt of the claim.

The Consultant shall strictly adhere to the Conditions of Contract in regard to all notifications in this respect with the builder.

- (3) The Consultant is to advise the Superintendent of its recommendation in respect to extension of time claims within 14 days of receipt of claim from the Builder. At the time of agreeing contract variations, any extension of time associated with a variation must be determined at the time the variation cost is determined.

5.9 “As Constructed Drawings”

One complete set of “as constructed” auto positive plans and a complete set of all drawings including “as constructed” in AutoCAD format indicating precise location of service reticulation, fixed equipment layouts, site plan with all services to be accurately located .

These documents are to be provided within 28 days of Practical Completion by the Consultant.

5.10 Operation and Maintenance Manuals

Maintenance management will be a key element of the design process. The preparation of detailed Operation and Maintenance Manuals including preventive maintenance programming will be a mandatory element.

The request for tender for the Construction Contract shall contain a requirement that the Contract Sum must include a fixed lump sum of \$20,000, allocated to the preparation of the Operation and Maintenance Manuals and this requirement will later be incorporated in the Construction Contract itself.

Such manuals, data and drawings shall include but not be limited to the following:

- general description of installation;
- systems (with a separate description for each system);
- start and stop procedures;
- equipment suppliers/manufacturers (including names, address and telephone numbers);
- equipment details;
- maintenance requirements;
- manufacturer's handbooks;
- performance data sheets;
- wiring diagrams and the like, as applicable;
- warranties and guarantees;
- emergency service contractor;
- list of suppliers; and contact telephone numbers.
- Submit 2 copies of maintenance manuals per trade.
- Submit manuals for mechanical, electrical, plumbing, kitchen equipment, floor finishes.

These documents are to be provided to the Superintendent’s Representative by the contractor within 28 days of Practical Completion and certified as correct by the Consultant.

5.10.1.1 Preventive Maintenance Contract Specification

The Consultant shall be required to prepare the specification for a Preventive Maintenance Contract to apply to the completed works at the conclusion of the Defects Liability Period.

The specification shall, among other things, incorporate the following:

- Lamp replacement programme
- Lens cleaning programme
- Programmed Lux readings to ensure continuing compliance
- Programmed inspections of the installations
- Schedule of programmed maintenance.

5.11 Stage 4 Post Contract Services

5.11.1 Final Completion Report

At final completion provide two (2) copies of a report, signed by the Superintendents Representative, which includes as a minimum:

- Final Completion Certificate;
- Certification that all defects have been rectified.
- Authorisation to release the contractors retention, and;
- Financial Statement.

6 SPECIAL CONDITIONS

6.1 Bulgarra Oval Design Layout

The Bulgarra Sporting Precinct Master Plan has various options for the final layout of Bulgarra Oval to take into account the provision of the new permanent softball diamonds and the relocation of the FeNaCLng Festival. However, as previously outlined, these will be subject to review and refinement as an outcome of the Consultant report on floodlighting and power upgrades.

6.2 Ground Usage

The scheduling of construction works will have to be carefully coordinated to ensure that major events are not disrupted and that the impact on seasonal bookings and ground usage are minimised.

Subject to confirmation during the Design and Documentation stage, present known major bookings in the second half of 2010 are:

Lions Club of Karratha - FeNaCLng Festival
West Pilbara Softball Association North West Championships (Tee Ball)
Australian Rules Football Finals

6.3 In Ground improvements

Bulgarra Oval is reticulated using treated effluent. The current reticulation plan can be found in <http://www.roebourne.wa.gov.au/k2020projects.html>.

As a separate consideration the Principal may investigate the cost benefits of installing a sub surface irrigation system which may also impact on scheduling of electrical works.

In any event, the Consultant shall be required to minimise damage to the existing reticulation system and to allow for any such damage or relocation of parts of the system within the design specifications.

6.4 Climatic Conditions

The design shall specifically take into account the particular environmental conditions that prevail in Karratha.

The Consultant shall have regard for wind, temperature and rainfall records in order to identify the particular conditions to be considered. Orientation and materials will have to be carefully selected to ensure availability for year round use.

The proposed development is within a Storm Surge Special Control Area and the following is an extract from Councils Town Planning Scheme No. 8 which will need to be implemented in the design process:

Special Control Area for Storm Surge:

7.5 STORM SURGE RISK AREA

- 7.5.1 *When considering applications for planning approval, Council shall have regard to information about the land prone to 1 in 100 year storm surge events and may permit, with or without conditions, or refuse proposals at it's discretion.*
- 7.5.2 *When considering applications for planning approval, Council shall consult the relevant agencies regarding the most up-to-date information available about potential storm surge events which may affect the proposals subject to application.*
- 7.5.3 *Development within the Residential, Commerce or Health, Welfare and Community categories in the zoning table is not permitted within an area known to be subject to 1 in 100 year storm surge events. Council may approve other development categories subject to considering:*
 - (a) *the sensitivity of the proposal to risk,*
 - (b) *protection measures to be constructed, and*
 - (c) *social and cultural values.*

The Consultant shall have to take into account the severe corrosion effects that are experienced with respect to electrical and associated works in Karratha generally and on open reserves in particular.

6.5 Drawing Standards.

All drawings from all consultants shall be prepared in accordance with the following Shire of Roebourne standards.

Drafting Requirements

All drawings are to be supplied in an electronic format in the form of Autodesk 2004/2007 DWG files. The purpose of this section is to outline general AutoCAD practices that have been implemented to promote drafting efficiency, access, and portability of the design drawings.

- a) Use of multiple sheets in a single electronic file should be avoided.*
- b) Regarding units used to create entities in the drawing model, plan work shall be drawn in metres, and all detail work drawn in millimetres when the largest dimension involved is less than 1000mm or precision is critical.*
- c) The plan shall be positioned and orientated using the GDA94 geodetic system whenever a site survey serves as the basis for the plan.*
- d) All text shall be in a standard Autocad vertical font (not slanted). Character height will be at minimum 2.0mm and at most 5.0mm.*
- e) Hatch patterns, fonts, and linetypes used shall be the standard types available in the standard version of AutoCAD. The only exception to this shall be if the drawing files are exported from Autocad, using the integrated export function, and all files associated with the drawing are included in the export.*
- f) A logically named and comprehensive layering system will form the basis of all drawings. The system should allow for the isolation of any entity type by layer.*

When saving the electronic file, the GRID and UCIC Icon shall be off, unnecessary views and sections shall be eliminated, and any other extraneous information shall be purged.

Dimension styles and associated variables have default values. These values should not be changed or modified except for the length scale factor, which may be modified for auxiliary views and section views, depending on their scale.

Dimensioning

Application

Dimensions are applied with dimension lines or as notes with leaders. Dimension lines indicate linear distance between feature centres or surfaces directly or by the use of extension lines.

Rules

Dimensioning of parts must convey enough information to define clearly the engineering intent, so that no scaling of drawings is required, nor any assumptions need to be made. Functional dimensional values is the preferred method.

- a) Each dimension must be expressed clearly so that it will be interpreted only one way. No fractional dimensions are to be used only decimal dimension is the accepted practice.*
- b) No surface, line, or point may be located by more than one toleranced dimension in any one direction. If a dimension is repeated, it is marked REF.*
- c) Dimensions shall be selected and arranged to avoid accumulation of tolerances.*
- d) Dimensions are shown on the view that most clearly represents the form of the feature being dimensioned.*
- e) Dimensioning to hidden lines shall be avoided.*
- f) Dimensions out of scale shall be avoided.*
- g) Unidirectional dimensioning is to be used, that is, all dimensions and notes should be aligned with the bottom of the drawing.*

Electronic Drawings Files

Electronic drawing files will be submitted at the end of the project and shall adhere to the general drafting standards as specified.

The electronic files should conform to the standards listed below and the following generally accepted CAD practices.

- a) Unnecessary fragmented lines.*
- b) Improper layering as described.*
- c) Improper text size and fonts.*
- d) Scale.*
- e) Dimensioning Scale.*
- f) Unnecessary electronic files.*
- g) Pieces or blocks outside the electronic border.*
- h) Multiple blocks, lines, text inserted on top of each other, etc.*

6.6 Geotechnical Survey

A geotechnical survey and report has been commissioned and will be made available to the Consultant prior to the commencement of the design process.

6.7 Environmental Issues

The site is not subject to any Bush Forever or Native Title constraints. However, the Consultant shall be required to make themselves thoroughly conversant with local climatic conditions and cater for these in the design.

The structures will have to meet a Cyclone Region D Terrain Category 2 High Wind Area Rating Seismic Activity Acceleration Coefficient of 0.12.

7 CONSULTATION

7.1 Stakeholders

The principal external stakeholders are the Lions Club of Karratha which conducts the annual FeNaCLng Festival and the West Pilbara Softball Association.

The Consultant shall be required, through the Project Manager, to hold discussions with the stakeholders to clarify their expectations of the outcomes of the project.

Notwithstanding any discussions with the stakeholders, the Principal will determine the scope of works to be undertaken.

7.2 Electrical Maintenance Contractor

Electrical maintenance of the Bulgarra Sporting Precinct, including floodlights, is undertaken by Karratha Contracting Pty Ltd. (the Company)

The Consultant shall be required to liaise and conduct on site inspections with the Company to determine a history of maintenance on the Precinct and its improvements in order any concerns can be dealt with during the investigation and design stage. The Company will also be able to provide practical advice on electrical and building issues generally.

The Consultant is to allow for a Provisional Sum of \$20,000 for the Contractor to determine local loads, locate in ground services and provide condition reports.

7.3 *Floodlighting Installation Contractor*

The Consultant shall be required to liaise with Lightbase of 76 Beringarra Avenue Malaga WA 6090 that were responsible for the installation of the floodlights on Bulgarra Oval. The contact is Mr Bill Patrick on 0417 984 799.

7.4 *Shire of Roebourne Maintenance Staff*

The Consultant shall be required to liaise with the Shire's Manager Operations to ensure issues and concerns from the perspective of maintenance staff are fully taken into account.

7.5 *K2020 Project Reference Group*

A Project Reference Group has been established which has the general oversight of all projects being undertaken in the Bulgarra Sporting Precinct.

The Project Reference Group comprises:

- Manager Community Facilities (Chair)
- Acting Manager Community Development
- Manager Technical Services
- Project Manager K2020.

The nominated Project Director is the Executive Manager Community Services.

In addition the Consultant shall be required to liaise with the Manager Community Facilities, through the Project Manager, on issues such as:

- Ground usage and allocations
- Sporting Precinct Planning
- Future events
- Precinct management.

8 PROJECT BUDGET

The Principal has made the following provisional allocations which are expressed in Perth Costs and include all fees and charges, design and construction, site costs and service charges.

The costs do not include escalation beyond 30 June 2009 and the Karratha Regional Price Index.

- Electrical Upgrade \$450,000
- Floodlighting Upgrade. \$550,000

The Consultant is to take cognisance of these parameters in determining the final scope of works. However, the Principals Duty of Care and statutory obligations will take precedence and the report at Stage 1 will substantially determine the budget costs.

9 PROGRAMME

The Principal has nominated the following draft timetable of targeted major events which form the basis of the project timetable and the Consultant is invited to submit reasoned variations if they feel it is warranted.

EVENT	DATE
APPOINTMENT	
Close of submissions	29/10/09
Council Meeting	16/11/09
Confirmation of appointment	17/11/09
SCOPE OF SERVICES	
<i>Stage 1 Investigation</i>	
Submission of Report	25/2/10
Consideration and confirmation of scope and budgets by Council	15/3/10
<i>Stage 2 Design, Documentation and Cost Estimates</i>	
Submission of report	28/5/10
Consideration and confirmation of scope and budgets by Council	21/6/10
The tender and construction stages will be determined by Councils decision of the 21st June 2010.	

10 INFORMATION AVAILABLE

10.1 Master Plan

The Principal has commissioned the preparation of the Bulgarra Sporting Precinct Master Plan, a copy of is available for information purposes on <http://www.roebourne.wa.gov.au/k2020projects.html>

10.2 Site Survey

The Shire has commissioned a detailed features survey to be undertaken and the results will be made available to the Consultant.

10.3 Floodlighting Layout and Wiring Plan

The current floodlighting layout and wiring plan will be made available to the Consultant.

All documentation referred to is available on <http://www.roebourne.wa.gov.au/k2020projects.html>

11 GENERAL CONDITIONS OF CONTRACT

The Shire of Roebourne's General Conditions of Contract for this agreement shall be in accordance with Standards Australia AS 4122 -2000 General Conditions for engagement of consultants complete with Annexure Part A and Annexure Part B.

The Consultant is encouraged to obtain a copy of Standards Australia AS 4122-2000 (available from Standards Australia), and become familiar with the contents of the document.

Attached are copies of Annexure Part A and Part B of Standards Australia AS 4122-2000 that will form part of this Agreement.

11.1 AS4122-2000 Annexure Part A

AS 4122-2000

ANNEXURE to the Australian Standard General Conditions of Contract for the Engagement of Consultants		PART A
Item		
1	The <i>Brief</i> is comprised in the following <i>documents</i> : (Clause 1)	The Bulgarra Oval Floodlighting and Electrical Upgrade Consultancy Brief
2	(a) The Principal is (Clause 1)	Shire of Roebourne
	(b) The Principals Address is:	Welcome Road KARRATHA WA 6714 PO Box 219 KARRATHA WA 6714
3	(a) The Consultant is: (Clause 1)	
	(b) The Consultants address is	
4	The law applicable is that of the state or territory of: (Clause 1)	Western Australia
5	The Contract Documents are: (Clause 2.	1. These General Conditions of Contract
		2. The Brief being the documents stated in Item 1
		3. The Consultants Submission dated
		4. The Principals Letter of Acceptance dated
		5. The Principals Purchase order No; dated.....

6	(a) If required by Clause 3(b), the Consultant shall submit a Program for the carrying out of the services: Clause 3b	No	
	(b) If yes, the Program shall be in the following form: (Clause 3b		
	(c) If yes, The Program shall be submitted at the following time: Clause 3b		
7	Key Personnel: Clause 3 (g)	Name	Work to be carried out
8	Fees and charges to satisfy Legislative Requirements payable by the Consultant Clause 4(f)	Nil	
9	The Principals Representative is:	Geoffrey Allen Whyte Project Manager – K2020 Shire of Roebourne Phone: 0417 176 479 Email: geof.whyte@roebourne.wa.gov.au	
10	The Consultants Representative is Clause 6.2		
11	Intellectual Property Rights	Clause 8.1	
12	Alternative 2	Not applicable	
13	Additional purposes for which Contract Material may be used: Clause 8.2	General internal use	
14	The Consultants liability is limited as follows: Clause 9.1	Two Million dollars (\$2,000,000)	
15	(a) Amount of professional indemnity insurance shall not be less than Clause 10.1	Five Million dollars (\$5,000,000)	
	(b) The period for which professional indemnity insurance shall be maintained is; Clause 10.1	Until completion of Services	
16	The amount of Public Liability Insurance shall be not less than: Clause 10.2	Ten Million dollars (\$10,000,000)	
16	Claims for Payment shall be made: Clause 13.1	On completion of the following stages of work:	
		Investigation and Report	
		Design & Documentation	
		Contract Administration	
		Defects Liability Period	

18	(a) The Consultants fee shall be determined as follows: Clause 13.2	The stages for delivery of services and the fee applicable to each stage:	
		Investigation and Report	25%
		Design and Documentation	35%
		Contract Administration (payable by installments)	37.5%
		Defects Liability Period	2.5%
	(b) The expenses and disbursements to be reimbursed to the Consultant shall be: Clause 13.2	Recoup of authorised travel and accommodation expenses on a quarterly basis. Travel is to be based on economy air fares.	
19	The time and place for payment shall be: Clause 13.3	(a) No later than 28 days after the date of submission for payment.	
		(b) Place of payment shall be as nominated by the Consultant.	
20	The rate of interest on overdue payments is: Clause 13.4	Ten percent (10%) per annum	
21	The deemed frustration date if Services are not completed: Clause 14.1	Not applicable	
22	Arbitration and Expert Determination Clause 15		
	Person to nominate an arbitrator or Expert Clause 15.3	The Chairperson for the time being of the Chapter of the Institute of Arbitrators & Mediators Australia in the State of Western Australia	
	Rules for arbitration Clause 15.3	Rules 5-18 of the Rules of The Institute of Arbitrators & Mediators Australia in the State of Western Australia for the Conduct of Commercial Arbitrations	
	Rules for expert determination Clause 15.4	The Guidelines for Expert Determination of the Australian Commercial Disputes Centre.	

11.2 AS4122-2000 Annexure Part B

ANNEXURE to the Interim Australian Standard General conditions for engagement of consultants

PART B

Deletions, amendments and additions

- 1 The following Clauses or parts of Clauses have been deleted from the General Conditions of Contract AS 4122-2000:

- 2 The following Clauses have been amended and differ from the corresponding Clauses in AS 4122-2000.

3 The following Clauses have been added to those of AS 4122-2000

12 CONDITIONS OF ENGAGEMENT

12.1 Consultant

The Consultant shall nominate the person who will have the day to day management responsibility for the duration of the project and provide a detailed resume of the nominee who shall be referred to as the Nominated Consultant. All liaison with the Project Manager (Principal) shall be through the Nominated Consultant.

The Principal anticipates the Consultant shall enter into an appropriate agreement with the Nominated Consultant to ensure continuity of responsibility for the project. The Principal also reserves the right to review and approve of any change to the Nominated Consultant.

12.2 Costs of Submission

All costs associated with preparing and submitting the tender will be borne by the tenderer.

12.3 Fees and Charges

The Consultant is to submit a fee for the complete services (including those of sub consultants) required by this Project Brief. The fee for each consultant is to be shown separately. Fees shall be assessed against the Building Management & Works Pre Determined Fee Scales for the Electrical Consultant Panel with the complexity of each project being nominated as Conventional.

The fee shall be a lump sum fixed fee based on the programme provided in this brief and it is to be fully inclusive of all prints, disbursements, sundry costs and charges, profit, administration costs, overheads and all incidental costs required to carry out and complete the services required.

The fee shall be broken down into stages as outlined in Clause 12.4.

Fees and charges are to be based on Perth Construction Costs with feeable values being assessed (as at 30/6/09) as:

Electrical Upgrade	\$450,000
Floodlighting Upgrade.	\$550,000

Fees for variations valued pursuant to clause 11.4 of AS4122-2000 will not be payable on the actual cost of the varied work, deemed to have been assessed by the Contractor on the basis of the Karratha Regional Cost Index, but will be based on a discounted cost calculated using the Perth Metropolitan Area Comparative Construction Cost.

Reasonable travel, vehicle hire and accommodation costs will be reimbursed at actual cost plus 10% on a monthly basis. Air fares will only be reimbursed on the basis of economy class.

12.4 Method of Payment

The fixed lump sum fee (including those of Consultants) shall be paid on the completion and subject to satisfactory performance of all services at the completion of the following stages of service.

Investigation	25% of total fee
Design and Documentation	35% of total fee
Contract administration	37.5% of total fee
Post Contract Services	2.5% of total fee

12.5 Indemnity

The Consultant shall submit details of its current professional indemnity to the Proprietor for approval and shall keep such insurance current for the duration of the project in the minimum sum of \$5,000,000 and On Site Public Liability Insurance to the value of \$10,000,000. Similarly the Consultant shall arrange for evidence of indemnity and its currency for all consultants for approval by the Principal.

12.6 Determination

(a) Determination by Principal for Breach

Should the Consultant make default in any of its obligations or duties under this Commission, then in any such case the Principal may send to it by certified mail a written notice specifying the default and stating the intention of the Principal to determine this Commission and if the Consultant fails to remedy such default within fourteen (14) days after receipt of such notice, then the Principal, without prejudice to any other rights or remedies it may have, may within fourteen (14) days after such continuance of default on the part of the Consultant by written notice delivered by certified mail to the Consultant forthwith determine this Commission.

(b) Determination by Principal for Insolvency

Should the Consultant have an execution levied against it or a winding up order made or (except for the purposes of reconstruction), pass or attempt to pass a resolution for winding up, or being a party to the appointment of, or having an official Manager appointed, or on the appointment of a Receiver of the whole or any part of its property or undertaking, or being a party to or attempting to enter into any composition or scheme or arrangement, then the Principal may forthwith without prejudice to any other rights or remedies, by written notice delivered by certified mail to the Consultant, determine this Commission.

(c) Determination by Consultant

Should the Principal fail to make a payment due to the Consultant according to the Provisions of this Commission, or commit any other substantial breach thereof, then in any such case the Consultant may send to the Principal by certified mail a written notice specifying the particular non-payment, or the breach complained of and stating the intention of the Consultant to determine this Commission and if the Principal fails then to make the appropriate payment, or to remedy the breach within seven (7) days after receipt of such notice, then the Consultant, without prejudice to any other rights or remedies it may have, may forthwith upon expiry of that seven (7) day period determine this Commission by given written notice delivered by certified mail to the Principal.

(d) Determination by the Principal at completion on any one of the following stages of the Project:-

- (i)** Investigation
- (ii)** Design and Documentation

The Principal, without prejudice to any other rights or remedies it may have, may determine this Commission at the completion of any one of the foregoing stages by giving written notice delivered by certified mail to the Consultant.

(e) Consequence of Determination

Should this Commission be determined by either the Principal or the Consultant pursuant to Sections (c) and (d) of this Clause then the Principal shall pay to the Consultant all fees due to him under this Commission in accordance with the following :-

1. At completion of Investigation stage, 25% of the total fee.
2. At any time during Documentation or Contract Administration, the fee shall be paid in proportion to work approved and completed.
3. At any time during Documentation or Contract Administration, the fee shall be paid in proportion to work approved and completed.

12.7 Conditions of Acceptance

The Consultant in accepting this Commission acknowledges the following:-

1. The Consultant has fully acquainted with all terms and conditions of this Consultancy Brief and Scope of Services.
2. The Consultant has satisfied itself with respect to any discrepancies, ambiguities or omissions in this Consultancy Brief by seeking clarification of such in writing from the Principal.
3. All information contained in this Consultancy Brief and accompanying documentation is confidential to the Principal and shall not be used by the Consultant other than for the performance of the services required.

12.8 Standards

The Consultant shall be required to ensure all applicable standards and regulations are adhered to in the conduct of the project.

In particular, the Consultant shall take cognisance of the Western Australian Department of Sport and Recreation Sports Lighting Guidelines <http://www.dsr.wa.gov.au/index.php?id=1167> and comply with Australian Standard AS 2560 – Sporting Facilities Manual – Part 1:sports lighting.

12.9 Quality Assurance Provisions

The Quality Assurance requirements for this tender are the inspection and acceptance of the project documentation.

The tenderer is to provide documentary evidence of Quality Assurance certification on hand or to indicate the status of obtaining certification.

12.10 Selection Criteria

In assessing submissions the Principal will take into account the following factors:

Consultants ability to undertake the Scope of Services within the time frames established	30%
Consultants demonstrated previous experience in projects of this type	30%
Consultants experience in projects undertaken in the North West environment.	25%
Lump Sum Fee proposal	15%

12.11 Information Required in Proposal

The Consultant should structure their response to include the following details which may be additional to that provided in their submission.

- Completed Form of Tender,
- Name of Company,
- Contact Person who will be the Project Leader.
- Contact Details,
- Statement addressing Selection Criteria,
- Lump Sum fee proposal and completed price schedule, and
- Contact details of three Principals of contracts of a similar nature completed within the past 3 years.

12.12 Form of Agreement

The Consultant is to enter into the Form of Agreement within twenty eight (28) days of appointment without amendment.

The Consultant is to clearly articulate in their submission any requested variations to the Form of Agreement; Scope of Services or the Consultancy Brief. The Principal reserves the entire right to accept, reject or modify and requested variations to the contract documentation. Any requested variation shall not materially affect the Scope of Services or place any other tenderer at a disadvantage.

FORM OF AGREEMENT

THIS AGREEMENT is made the day of , 2009

BETWEEN

Shire of Roebourne of Welcome Road, Karratha, WA, 6714 (hereinafter called “the Principal”) of the one part,

AND

(hereinafter called “the Consultant”) of the other part.

RECITALS

- A. The Principal desired to appoint Consultants in respect of the Bulgarra Sporting Precinct and for that purpose issued a Consultancy Brief Principal Ref: N////) to the Consultant and others, inviting submissions.
- B. Upon the basis of a Submission from the Consultant (Principal Ref:) the Principal resolved to appoint the Consultant as the Consultants for the Bulgarra Sporting Precinct and issued its purchase order dated 2009 to the Consultant in confirmation of such appointment.
- C. The Principal and the Consultant agree that the Consultant shall act as the Consultants for the Bulgarra Sporting Precinct on the terms and conditions set out in this Form of Agreement.

NOW IT IS AGREED AS FOLLOWS:

1. THE AGREEMENT

The following documents evidence the entire agreement between the parties and rank in the following order of precedence in the event of any ambiguity or inconsistency:

- (a) This Form of Agreement;
- (b) The Bulgarra Sporting Precinct Electrical and Floodlighting Consultancy Brief;
- (c) The annexure to Australian Standard General Conditions of Contract for Engagement of Consultants AS4122-2000 (attached);
- (d) Australian Standard General Conditions of Contract for Engagement of Consultants A4122-2000 (not attached).

2. THE CONSULTANCY

In consideration of the payments to be made from the Principal to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Principal to perform and execute the duties of Consultants in a skilful manner in conformity in all respects with the requirements of this Agreement.

3. PAYMENT

The Principal hereby covenants to pay the Consultant, in consideration of the Consultant's undertaking to carry out the duties of Consultants in accordance with the Agreement, the sum of \$ plus GST at the times and in the manner hereinafter set out.

IN WITNESS whereof the parties have signed this Agreement.

For and on behalf of the Principal
by a duly authorised person

.....

Authorised Signatory

For and on behalf of the Consultant
by a duly authorised person

.....

Authorised Signatory

.....

Position Held

.....

Position Held

.....

Name (please print)

.....

Name (please print)

12.13 Tender

The closing date and time for the submission of consultancy tenders is 12 noon on Thursday 22 October 2009.

Tenders, ***ON THE FORM OF TENDER ATTACHED***, must be enclosed in a sealed envelope and clearly marked:

FEE SUBMISSION

Electrical Consultant

Bulgarra Sporting Precinct

Ms C Longmore
A/Chief Executive Officer
Shire of Roebourne
Welcome Road
KARRATHA WA 6714

LATE, FACSIMILE OR EMAIL TENDERS WILL NOT BE ACCEPTED.

The Shire of Roebourne reserves the right to accept or reject tenders at its total discretion.

12.14 Canvassing of Councillors

If the Tenderer, whether personally or by any agent, shall canvass any Councillor with a view to influencing the acceptance of any tender made by him (whether such canvassing does or does not in fact influence the acceptance of such tender) the Shire may, upon giving notice thereof to the Tenderer omit the tender from consideration of acceptance.

12.15 Further Information

Enquiries should be directed only to the Project Manager, Mr Geof Whyte, on 0417 176 479 or email geof.whyte@roebourne.wa.gov.au

13 FORM OF TENDER

SHIRE OF ROEBOURNE

TENDER Electrical Consultant Bulgarra Sporting Precinct

Ms C Longmore
Chief Executive Officer
Shire of Roebourne
Welcome Road
KARRATHA WA 6714

I/We the undersigned hereby offer to undertake and agree to perform the work as specified in the Consultancy Brief, General Conditions of Tender, General Conditions of Contract for the engagement of consultants and Form of Tender prepared for the purpose for:

Lump Sum: \$.....(Words) as detailed in the Schedule attached.

Name of Tenderer : _____ **ACN** _____

Address : _____

Telephone : _____ **Facsimile :** _____

Mobile : _____

Signed : _____ **Date :** _____

Title : _____

Tenderer to provide other information required within the Consultancy Brief by way of separate attachment.

FEE SCHEDULE

STAGE	SUM
Stage 1 Investigation To thoroughly investigate the current situation with respect to power supply and distribution, future requirements, status of wiring in selected facilities, present and future floodlighting requirements and report on and make recommendations as to new installations and upgrades required all as specified in Section 5.4	
Stage 2 Documentation To prepare all necessary plans, specifications and tender documentation to enable tenders to be called and prepare a fully costed pre tender report for decision all as specified in Section 5.5.	
Stage 3 Contract Administration To assist with the calling and evaluation of tenders, administer the construction contract, practical completion and defects liability period process all as specified in Section 5.7.	
TOTAL LUMP SUM	