C7512 – Application Form

Consultants for Engineering Projects

January 2024

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**This application is for the prequalification of a consultant organisation with a local delivery capability.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Application** | New |  | Renewal |  | Upgrade |  |
| **Legal Entity Name of Applicant** | Type here | | | | | |
| **Business Name of Applicant** | Type here | | | | | |
| **ABN** | Type here | | | | | |
| **ACN or ARBN or RBN** | Type here | | | | | |
| **Postal Address** | Type here | | | | | |
| **Street Address** | Type here | | | | | |
| **Telephone No.** | Type here | | **Mobile No.** | Type here | | |
| **Email** | Type here | | | | | |
| **Website address** | Type here | | | | | |
| **Prequalification Contact name** | Type here | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prequalification categories and levels being applied for | | | | | |
| BD1 |  | BD2 |  | BD3 |  |
| CE1 |  | CE2 |  | CE3 |  |
| DAI1 |  | DAI2 |  | DAI3 |  |
| ES1 |  | ES2 |  | ES3 |  |
| FC1 |  | FC2 |  | FC3 |  |
| GE1 |  | GE2 |  | GE3 |  |
| HE1 |  | HE2 |  | HE3 |  |
| HD1 |  | HD2 |  | HD3 |  |
| ITS1 |  | ITS2 |  | ITS3 |  |
| ME1 |  | ME2 |  | ME3 |  |
| TE1 |  | TE2 |  | TE3 |  |
| TLUM1 |  | TLUM2 |  | TLUM3 |  |
| TP1 |  | TP2 |  | TP3 |  |

Applications are to be submitted electronically to:

[consultantprequal@tmr.qld.gov.au](mailto:consultantprequal@tmr.qld.gov.au)

**Applicants should use the Checklist below to ensure all relevant sections of the application have been addressed.**

|  |  |  |
| --- | --- | --- |
| Section | Checklist Title | Tick |
| A | Organisation details |  |
| B | RPEQ details |  |
| C | Organisation experience and current technical resources |  |
| D | Current projects |  |
| E | Past experience |  |
| F | Technical experience of personnel |  |
| G | Geographic area(s) of operation |  |
| H | Engineering software |  |
| I | Organisational history |  |
| J | Insurances |  |
| K | Quality system details |  |
| L | Consultant certification signing |  |
| Attach A | Current projects |  |
| Attach B | Relevant projects completed in the last (3) years |  |
| Attach C | Bridge planning and design expertise - personnel |  |
| Attach D | Cost estimating expertise - personnel |  |
| Attach E | Data Analysis & Insights expertise – personnel |  |
| Attach F | Economic studies expertise - personnel |  |
| Attach G | Financial / commercial expertise - personnel |  |
| Attach H | Geotechnical expertise - personnel |  |
| Attach I | Highway engineering expertise - personnel |  |
| Attach J | Hydraulic design expertise – personnel |  |
| Attach K | Intelligent Transport Systems expertise - personnel |  |
| Attach L | Marine Engineering expertise – personnel |  |
| Attach M | Traffic Engineering expertise - personnel |  |
| Attach N | Transport & Land Use Modelling expertise – personnel |  |
| Attach O | Transport Planning expertise - personnel |  |
| Attach P | QMS Controlled Self Assessment option (acceptable as per Clause 2.2.3 of the Consultants for Engineering Projects Manual (CFEP)) |  |

# A. Organisation details (please select from the drop down box)

Select Organisation

|  |
| --- |
| If Other: |

Address of registered office

|  |
| --- |
| Type here |

Provide a brief description of the present organisation structure, including names of Principals etc. Include an organisational chart in the application documentation.

|  |
| --- |
| Type here |

# B. Registered Professional Engineer of Queensland (RPEQ) details

Provide details of how the requirements of Clause 3.4 Registered Professional Engineers (form C7511 Information Brochure) will be addressed.

|  |
| --- |
| **Guide notes:**  BD applicants – engineers / RPEQ supervisors who undertake designs shall be different to the engineers / RPEQ supervisors who check the designs. BD3 design checks require the work to be completed in a separate office to that of the designer.  Use of RPEQ sub-consultants – if nominated, provide details (company details, ABN).  If overseas personnel are nominated, consultants are required to advise how the organisation would manage the RPEQ requirements as outlined in Clause 3.4 (Form C7511 *Information Brochure*). |

|  |
| --- |
| Type here |

Full name, address (of office where individual is employed), RPEQ number and discipline of each nominated person.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Address / office | RPEQ number | Discipline | Employee or subconsultant? |
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# C. Organisation experience and current technical resources

|  |  |  |  |
| --- | --- | --- | --- |
| Discipline | Years of experience as a consultancy | Size of current workforce (Technicians, Analysts and Engineers) | Local delivery capability location and capacity |
| Bridge Design |  |  |  |
| Cost Estimating |  |  |  |
| Data Analysis & Insights |  |  |  |
| Economic Studies |  |  |  |
| Financial / Commercial |  |  |  |
| Geotechnical Engineering |  |  |  |
| Highway Engineering |  |  |  |
| Hydraulic Design |  |  |  |
| Intelligent Transport Systems |  |  |  |
| Marine Engineering |  |  |  |
| Traffic Engineering |  |  |  |
| Transport & Land Use Modelling |  |  |  |
| Transport Planning |  |  |  |

# D. Current projects for this organisation

Please list on Attachment A the projects your organisation is presently undertaking. Provide supporting evidence relating to these projects – see Section 4.2.1 in *Information Brochure* (Form C7511) for suggested list of evidence.

# E. Past experience of this organisation

Please list on Attachment B, projects completed since the last application (if applying for renewal or upgrade of your prequalification status), or in the last three years (if applying for a new prequalification status). Provide supporting evidence relating to these projects - see Section 4.2.1 in *Information Brochure* (Form C7511) for suggested list of evidence.

# F. Technical experience of personnel in this organisation

Please set out on Attachments C to O, as relevant, the experience of the nominated members of your organisation, including detailed evidence of work done by each nominated member.

Please include CVs of personnel (employees and subconsultants). Use the departmental CV template (Form C7513).

# G. Geographic area(s) of operation

In which areas of the state does this organisation wish to provide engineering consultant services?

|  |
| --- |
| Note: to be successful you will need to demonstrate your understanding and experience of local conditions and the department's local requirements for each centre nominated by attaching supporting evidence. However, local suppliers will be given preference in line with Queensland Procurement Policy Guidelines. |

|  |  |  |
| --- | --- | --- |
| Transport and Main Roads office | Yes | No |
| Central West - Barcaldine |  |  |
| Darling Downs - Toowoomba |  |  |
| Far North - Cairns |  |  |
| Fitzroy - Rockhampton |  |  |
| Mackay / Whitsunday - Mackay |  |  |
| Metropolitan - Brisbane |  |  |
| North Coast - Maroochydore |  |  |
| North West - Cloncurry |  |  |
| Northern - Townsville |  |  |
| South Coast - Nerang |  |  |
| South West - Roma |  |  |
| Wide Bay / Burnett - Bundaberg |  |  |

# H. Engineering software

Please indicate the software and version number in use by your organisation.

**Planning and Design**

| Software description | Indication box | Version no. |
| --- | --- | --- |
| A Roundabout Numerical Design Tool (ARNDT) (required for HE2, HE3) |  |  |
| Culvert \*+ |  |  |
| TMR 12D Customisation \*+ |  |  |
| 12D Model \*+ |  |  |
| Revit |  |  |
| TMR Revit to IFC export pack |  |  |
| Other 2D / 3D design authoring software (please specify)  ……………………………………………………………… |  |  |
| Roadside Impact Severity Calculator (RISC) (required for HE2, HE3) |  |  |
| OSRoad |  |  |
| AutoCAD\* |  |  |
| AutoCAD MAP\* |  |  |
| TMR AutoCAD Customisation\* |  |  |
| Autoturn – vehicle swept path analysis |  |  |
| Autotrack – vehicle swept path analysis |  |  |
| Vehicle Path (VPath) – vehicle swept path analysis |  |  |
| Building Information Modelling (BIM) Software |  |  |

\* Preferred software required for departmental projects includes:

* 12D Model with TMR 12D Customisation and Culvert+
* AutoCAD or AutoCAD Map with TMR AutoCAD Customisation.

+ The department has adopted the 12D Model Road Design Software for all road planning and design projects. Culvert is to be used for 3D modelling of culvert structures. Consultants prequalified in HE1, HE2 or HE3 must have the capability to deliver 12d ascii files and an Industry Foundation Class open file format of a completed design.

Specific approval on a project-by-project basis is required to use alternative software.

**Cost Estimating**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| Expert Estimation |  |  |
| @ RISK |  |  |
| Other simulation software |  |  |
| Other estimating software (format to be compatible with Expert Estimation) |  |  |

**Bridge Design**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| ACES Bridge Analysis System |  |  |
| SpaceGASS |  |  |
| Microstran |  |  |
| Steel Schedule Program |  |  |

**Geotechnical Engineering**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| SLOPE / W (for Levels 1, 2 and 3) |  |  |
| PLAXIS-2D (for Levels 2 and 3) |  |  |
| Holebase (for Levels 2 and 3)  or any industry accepted software compatible with Holebase, for example GINT Pro (for Levels 2 and 3).  For software other than GINT, applicant must demonstrate that the software is compatible with Holebase. |  |  |

**Hydraulic Design**

| Software description | Indication box | Version no. |
| --- | --- | --- |
| PC Drain |  |  |
| HEC-RAS |  |  |
| MIKE 11 |  |  |
| CULVERT W |  |  |
| CULVERT Master |  |  |
| HY-8 |  |  |
| DRAINS |  |  |
| 12D Drainage |  |  |
| XP-EXTRAN / XP-SWMM / XP-UDD |  |  |
| Other hydraulic or culvert packages (please specify)  ……………………………………………………… |  |  |

**2D** / **3D Hydraulic Design**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| TUFLOW |  |  |
| MIKEFLOOD |  |  |
| HEC-RAS 2D |  |  |
| Other 2D / 3D model packages (please specify)  ………………………………………………….. |  |  |
| List of Computational fluid dynamics (CFD) modelling software (if used)  ………………………………………………….. |  |  |

**Hydrology**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| RORB |  |  |
| URBS |  |  |
| XP-RAFTS |  |  |
| WBNM |  |  |

**Marine Engineering**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| TUFLOW |  | Indicate modules and versions |
| MIKE 21/3 |  | Indicate modules and versions |
| DELFT 3D |  |  |
| SWAM |  |  |
| Other 1D/2D / 3D model packages (please specify)  ………………………………………………….. |  |  |
| List of Finite Element Models (FEM) modelling software (if used)  ………………………………………………….. |  |  |

**Traffic Analysis**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| SIDRA Intersection |  |  |
| TRARR |  |  |
| TRANSYT – 7F |  |  |

**Micro Modelling**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| AIMSUN |  |  |
| PARAMICS |  |  |
| VISSIM |  |  |

**Traffic Network Modelling**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| CUBE |  |  |
| VISSIM |  |  |
| OMNITrans |  |  |
| SATURN |  |  |
| TRIPS |  |  |
| EMME |  |  |
| QRS |  |  |
| TRANSCAD |  |  |

**Data Analysis & Insights**

|  |  |  |
| --- | --- | --- |
| Software description | Software & Provider | Version no. |
| Data / Computer software |  |  |
| Storage |  |  |
| Security software |  |  |
| ETL software |  |  |

**Transport & Land Use Modelling**

|  |  |  |
| --- | --- | --- |
| Software description | Software & Provider | Version no. |
| Transport modelling software |  |  |
| Land-use, demographic, geospatial analysis software |  |  |
| Visualisation software |  |  |
| Programming software |  |  |
| ETL software |  |  |

**Roadway Lighting**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| Perfect Lite (required for ITS2, ITS3) |  |  |
| Perfect Lite AutoCAD Interface or AGI 32 (required for ITS2, ITS3) |  |  |

**Signs**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| TraSiS |  |  |
| TraSiCAD |  |  |

**Miscellaneous**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
| Folder Creation Utility |  |  |
| MapInfo |  |  |
| SPSS |  |  |

**Please indicate any additional software not listed**

|  |  |  |
| --- | --- | --- |
| Software description | Indication box | Version no. |
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# I. Organisational history

Has your organisation ever had an engineering-related contract terminated or taken over?

Select Yes or No

If yes, give details:

|  |
| --- |
|  |

Have you, your business organisation or your company been declared bankrupt, entered into receivership, management, agreement, scheme or composition pursuant to the Bankruptcy Act or the Companies Code? If so, give details.

|  |
| --- |
|  |

Does your organisation currently have any demerits or sanctions being investigated under the Ethical Supplier Mandate? If so, give details.

|  |
| --- |
|  |

# J. Insurance

The applicant must provide the following information in relation to its current insurance under the following headings:

## J.1 Workers Compensation

|  |  |
| --- | --- |
| Insurer |  |
| Policy number |  |
| Expiry date |  |

Such insurance must comply with Clause 8.1 – *General Conditions of Contract Consultants for Engineering Projects*.

## J.2 Public liability

|  |  |
| --- | --- |
| Insurer |  |
| Policy number |  |
| Expiry date |  |
| Amount not less than $20 Million for each occurrence | $ |
| Deductible amount (excess) | $ |

The Applicant may be required to provide a copy of any Public Liability insurance policy to the department on request. It is important that such policy/ies comply with Clauses 8.3 and 8.4 – *General Conditions of Contract - Consultants for Engineering Projects*.

## J.3 Professional indemnity (PI)

The Applicant’s current PI insurance must comply with Clauses 8.2 – *General Conditions of Contract Consultants for Engineering Projects* unless otherwise agreed in writing with Transport and Main Roads.

The Applicant must provide the following information:

|  |  |
| --- | --- |
| Insurer |  |
| Policy number |  |
| Expiry date |  |
| Rating |  |
| Amount for any one claim / aggregate amount (minimum $1 M / claim and $2 M in the aggregate) |  |
| Deductible amount (excess) |  |
| Jurisdictional and territorial limits |  |

The Applicant must include with the submission of this application:

* a "Certificate of Currency" that the consultants insurance policy meets the requirements of the *General Conditions of Contract* (Form 7545).

The Applicant, if successful in its application and subsequently being contracted to provide consultant services, will be required by the department to give an undertaking that it will continue its PI insurance for seven years (unless otherwise specified) after practical completion of any resulting transport infrastructure.

# K. Quality system details

Bridge Design, Geotechnical Engineering, Highway Engineering, Hydraulic Design, Marine Engineering (except Level 1 subcategories of ME1.b Numerical modelling and ME1.c Finite element modelling), Traffic Engineering

* shall hold current third party certification to the relevant Australian Standard from a JAS-ANZ accredited organisation. Self-assessed systems are not acceptable. The scope of the certification must reference the services relevant to the categories of prequalification, or
* where an applicant can demonstrate that the organisation has no employees other than the individual providing the service, Controlled Self Assessment in conjunction with the department is acceptable.

Cost Estimating

* For CE1 and CE2 – Controlled Self Assessment is an option. Attachment P in this application is to be completed, for review and acceptance by Transport and Main Roads.
* For CE3 – shall hold current third party certification to the relevant Australian Standard from a JAS-ANZ accredited organisation.

Economic Studies, Financial / Commercial

* For all levels of Economic Studies and Financial / Commercial, third party certification to the relevant Australian Standard from a JAS-ANZ accredited organisation is preferable.
* Controlled Self Assessment is an alternative option. Attachment P in this application is to be completed, for review and acceptance by Transport and Main Roads.

Intelligent Transport Systems

* For ITS1 and ITS2 – Controlled Self Assessment is an option. Attachment P in this application document is to be completed, for review and acceptance by Transport and Main Roads.
* For ITS3 – shall hold current third party certification to the relevant Australian Standard from a JAS-ANZ accredited organisation.

Marine Engineering (Level 1 subcategories of ME1.b Numerical modelling and ME1.c Finite element modelling)

* shall preferably hold third party certification to the relevant Australian Standard from a JAS-ANZ accredited organisation,

OR

* where third part certification is not undertaken, Controlled Self-Assessment in conjunction with the department is acceptable. The department will require comprehensive documentation of the Consultant's quality system as part of the assessment process. Refer to Attachment P in the application document (Form C7512).

Data Analysis & Insights, Transport & Land Use Modelling

* shall preferably hold third party certification to the relevant Australian Standard from a JAS-ANZ accredited organisation, or

OR

* where third part certification is not undertaken, Controlled Self-Assessment in conjunction with the department is acceptable. The department will require comprehensive documentation of the Consultant's quality system as part of the assessment process. Refer to Attachment P in the application document (Form C7512).

Transport Planning

* For TP1 and TP2 – Controlled Self Assessment is an option. Attachment P in this application document is to be completed, for review and acceptance by Transport and Main Roads.
* For TP3 – shall hold current third party certification to the relevant Australian Standard from a JAS-ANZ accredited organisation.

|  |
| --- |
| Applications for multiple categories:   * For applicants who already hold third party certification, all categories applied for shall be covered by the certification – in this circumstance, Controlled Self Assessment is NOT acceptable |

|  |  |
| --- | --- |
| Please confirm with an ‘X’ in the box and complete particulars. | |
|  | Third Party certification from a JAS-ANZ accredited organisation has been granted.   * JAS-ANZ organisation: * Certificate numbers: * Expiry Date:   *Please include a full copy of the Certificate and Schedule with this application.* |
|  | Controlled Self Assessment  Acceptable for:   * Cost Estimating (levels 1, 2) * Data Analysis & Insights (all levels) * Economic Studies (all levels) * Financial / Commercial (all levels) * Intelligent Transport Systems (levels 1, 2) * Marine Engineering (level 1 – subcategories of ME1.b Numerical modelling and ME1.c Finite element modelling only) * Transport & Land Use Modelling (all levels) * Transport Planning (levels 1, 2)   *Please include completed Attachment P and supporting documentation with this application.* |

# L. Consultant certification

I hereby certify that I have made all reasonable endeavours to ensure that the information provided is correct.

|  |
| --- |
| Name |
| Signed |
| Date |
| On behalf of |

|  |
| --- |
| The Department of Transport and Main Roads collects personal information on this form so that you may authorise the application for and on behalf of the Applicant. The information on this form is accessible by authorised internal Transport and Main Roads officers only who are engaged to assess the applications. Consultant organisational details will be made available on the department's website in accordance with Clause 5 of the *Information Brochure* for the Prequalification of Consultants for Engineering Projects. |

# Attachment A – CURRENT PROJECTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name | Prequalification level of project | Brief Description of Work  (including Estimated Construction Cost) | Cost of Consultant Service | Estimated Date of Completion | Client  (including contact name and phone / mobile / email) |
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# Attachment B – COMPLETED PROJECTS

**For *renewal / upgrade* applications - projects completed since last application.**

**For *new* applications- projects completed in last three years.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name | Prequalification level of project | Brief Description of Work  (including Estimated Construction Cost) | Cost of Consultant Service | Estimated Date of Completion | Client  (including contact name and phone / mobile / email) |
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# Attachment C – BRIDGE DESIGN. Technical experience of personnel (matched to the qualification levels for Bridge Design)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment D – COST ESTIMATING. Technical experience of personnel (matched to the qualification levels for Cost Estimating)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment E – DATA ANALYSIS & INSIGHTS. Technical experience of personnel (matched to the qualification levels for Data Analysis & Insights)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment F – ECONOMIC STUDIES. Technical experience of personnel (matched to the qualification levels for Economic Studies)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment G – FINANCIAL / COMMERCIAL. Technical experience of personnel (matched to the qualification levels for Financial / Commercial)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment H – GEOTECHNICAL ENGINEERING. Technical experience of personnel (matched to the qualification levels for Geotechnical Engineering)

**Note – levels GE2 and GE3 require an experienced engineering geologist.**

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment I – HIGHWAY ENGINEERING. Technical experience of personnel (matched to the qualification levels for Highway Engineering)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment J – HYDRAULIC DESIGN. Technical experience of personnel (matched to the qualification levels for Hydraulic Design)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment K – INTELLIGENT TRANSPORT SYSTEMS. Technical experience of personnel (matched to the qualification levels for Intelligent Transport Systems)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment L – MARINE ENGINEERING. Technical experience of personnel (matched to the qualification levels for Marine Engineering)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment M – TRAFFIC ENGINEERING. Technical experience of personnel (matched to the qualification levels for Traffic Engineering)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment N – TRANSPORT & LAND USE MODELLING. Technical experience of personnel (matched to the qualification levels for Transport & Land Use Modelling)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment O – TRANSPORT PLANNING. Technical experience of personnel (matched to the qualification levels for Transport Planning)

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| Name | Technical qualifications | Present position in organisation | Employee or Subconsultant? | Office location in organisation | Relevant expertise and experience  (Description of Individuals Key Skills matched to the relevant Qualification Levels i.e. Class of Work Descriptions) | Client  (including contact name and phone / mobile / email) |
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# Attachment P – Quality Management System – Controlled Self Assessment (CSA) option

Note – for applicants who hold third party certification, all categories applied for shall be covered by the certification – in this circumstance, controlled self assessment is NOT acceptable.

|  |  |
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| CSA for Cost Estimating (Level 1, 2) |  |
| CSA for Economic Studies (all levels) |  |
| CSA for Data Analysis & Insights (all levels) |  |
| CSA for Financial / Commercial (all levels) |  |
| CSA for Intelligent Transport Systems (Level 1, 2) |  |
| CSA for Marine Engineering (Level 1 – subcategories of ME1.b Numerical modelling and ME1.c Finite element modelling only) |  |
| CSA for Transport & Land Use Modelling (all levels) |  |
| CSA for Transport Planning (Level 1, 2) |  |
| **Instructions:**  This Attachment P has been designed to provide the department prequalification assessors with the information necessary to evaluate the internal control and project management systems of applicant organisations as part of the prequalification assessment process.  Applicants should indicate if the Requirement is present in the organisation, providing written evidence in the Response column. Attach supporting documentation as required. | |

Note: The checklist has been adapted from the Australian / New Zealand Standard, Quality Management System – Requirements (AS/NZS ISO 9001:2016). The reference has been provided for information purposes only.

All the requirements of this International Standard are generic and are intended to be applicable to any organization, regardless of its type or size, or the products or services it provides.

**For below checklist:**

* Y = Yes
* N = No  
  (If No, what alternative / complementary approach exists to cover the relevant Requirement?)
* N/A = Not Applicable.

| Item # | CSA Requirements | Y / N / N/A | Response |
| --- | --- | --- | --- |
| 1. | **Quality management system**  What is the structure of the QMS?  *For example, scope of QMS; documented procedures.*  Is there documented statements of compliance with relevant guidance material for Economic and/or Financial-Commercial evaluation techniques used by the organisation? |  |  |
| 2. | Is there a procedure for the **Control of Documents** / **Models** (scheduled or regimented)?  How does the organisation demonstrate sound document management and administration systems?  *For example, electronic storage of records; backup procedures.*  Are there reviews of methodologies and parameters to ensure relevant updates are made to models? |  |  |
| 3. | **Human Resources**  How does the organisation ensure that suitably qualified / experienced personnel perform the work relating to the service?  *For example, only personnel explicitly nominated in prequalification application are used to conduct the relevant work.*  What organisational policies or procedures support this? |  |  |
| 4. | **Design and Development**  Does the organisation plan, control and document the development of a product / service by determining:   * the stages and key project milestones * the appropriate review, verification and validation of input data (sometimes provided by the customer) and outputs of the relevant model or evaluation process * compliance with applicable statutory and regulatory requirements (such as OnQ, PAF, IA, BQ, Treasury frameworks and industry guidelines).   the responsibilities and authorities of the involved consultants, including responsibility for internal review and sign-off. |  |  |
| 5. | **Customer-related Processes**  How does the organisation demonstrate effective consultation and group facilitation during the delivery of the advisory service?  *For example, management of client communication (including product* / *service amendments) such as: phone* / *emails* / *meetings* / *workshops, using records such as minutes, action lists and database systems.*  How are customer concerns dealt with? |  |  |
| 6. | **Planning and product realisation**  What methodology is used to meet key project milestones / deliverables?  Is a quality plan prepared for each specific and unique project, detailing the processes and document reviews?  *For example and as appropriate: the verification, validation and review of deliverables against the criteria for product* / *service acceptance*. |  |  |
| 7. | **Purchasing**  Does the organisation evaluate and select suppliers on their ability to meet the organisation’s requirements in relation to the advisory service?  Does the organisation ensure that a purchased product / service conforms to specified requirements?  *For example, attainment of relevant prequalification by any sub-contracted organisation.* |  |  |
| 8. | **Customer Satisfaction**  What methods are used to effectively monitor performance of projects?  *For example, use of electronic packages (such as MS Project Tracker); review* / *signoff protocols; management involvement in projects.* |  |  |
| **Notes:** | | | |
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