



Timaru District Council

Infrastructure Approved Contractor – Three Waters 2020/21

Information Pack

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1 Purpose

The purpose of having a register of Infrastructure Approved Contractors is to:

- Ensure work carried out on Council assets is to Council standards with good workmanship
- Meet mutual obligations under the Health and Safety at Work Act 2015
- Provide land owners and developers with a choice of service providers when arranging the provision of connection to Council's current assets and / or construction of Council's future assets.

Council requires all physical work done on Council-owned infrastructure including future infrastructure that will be vested to Council, to be conducted by Timaru District Council (TDC) Infrastructure Approved Contractors.

Contractors intending to apply for Infrastructure Approved Contractor status must be experienced infrastructure contractors with appropriate knowledge of Council Standards and Specifications, training, and safety systems. The Infrastructure Approved Contractors process involves contractors being evaluated and assessed over a range of quality criteria. Approved Contractor status may be altered on the basis of inadequate performance.

A list of all Infrastructure Approved Contractors will be published on the Council website and kept updated at regular intervals. A full term appointment to the Infrastructure Approved Contractors register will be reviewed biennially or earlier/later at Council discretion. Any new Contractors wishing to be added to the register can apply at any time. The applicant must acknowledge that at all times they shall comply with all relevant legislation, regulations, specifications, and codes of practice.

Please note that being on the Council's register of Infrastructure Approved Contractors does not guarantee continuation or volume of work, nor will Council provide preference of one contractor over another. It also does not mean that as an Approved Contractor you will be selected to provide physical work.

2 Definitions

Approved	The written approval given by Council.
Authorised Work	The work described and outlined in Section 3: Description of Work Activities.
Connection	Any physical joining of any new pipe to current Council's existing reticulated network.
Council	Timaru District Council
Effective Date	The date that the applications for infrastructure approved contractor status is approved.
Infrastructure Approved Contractors	The Companies / Organisations approved by Council to carry out and control authorised work on Council's current and future infrastructure (utilities and land transport).
Infrastructure Approved Contractors register	The register / list held by Council that records the Companies / Organisations who are authorised as Infrastructure Approved Contractors.
Non-compliance	The failure to adhere to an Act or its Regulations.
Non-conformance	The failure to comply with a requirement(s), standard(s), specification(s), or procedure(s).
Owner/Agent/Applicant	The person applying to the Council for consent to carry out the authorised work, and extends to include any person acting on behalf of the owner or agent.
Road	All land within the legal boundaries of a road and includes road as defined in the Local Government Act 2002 and reserves for roading purposes under the Reserves Act 2002.
Services Consent	Council's written consent for the owner to carry out specified authorised work.
Site	The site at which the authorised work is carried out.
Standards and Specifications	Council's defined Standards and Specifications.
Working Day	A calendar day other than any Saturday, Sunday, public holidays, or any day falling within the period from 24 December to 5 January both inclusive, irrespective of the days on which work is carried out. – As defined in NZS3910.

3 Description of Work Activities

Council will consider applications for Infrastructure Approved Contractors for Three Waters for the following activities. All work is to be carried out in accordance with Council's standards and specifications for:

3.1 Water

3.1.1 Urban Water Supply Connections

This work provides for construction of connections to public water supplies to the boundary of existing properties. This includes metered and backflows supplies.

3.1.2 Mains to Mains Water Connections

This work provides for the construction of a connection to Council's water main from a subdivision or a connection to a Council water main that will supply two or more premises / properties.

3.1.3 New Public Water Mains (to be vested to Council)

This work provides for construction of all new water supply mains and service lines in a new subdivision and the connection of these to Council's existing water network.

3.1.4 Rural Water Supply Connections

This work provides for construction of mains and service lines, relocating private water supply tanks and reconnecting and connection to existing rural water scheme mains.

3.1.5 Council Water Race Diversion / Alteration

This work provides for the alteration or diversion of Council's water races.

3.2 Sewer

3.2.1 Public Gravity Sewer Connections

This work provides for construction of a connection point on an existing public drain, to which a service line is to be connected. Where there is no connection, the work provides for the construction point either an inserted Y-Junction, or a stub pipe and dropper (if required from a manhole) on a public drain.

This work may be on private property or in road reserve.

3.2.2 Mains to Mains Sewer Connections

This work provides for the construction of a connection to Council's sewer main from a subdivision or a connection to a Council sewer main that will supply two or more premises / properties.

3.2.3 New Public Sewer Mains (to be vested to Council)

This work provides for the construction of new drains, manholes and service connections as part of a subdivision or new reticulation. Once all testing and certifications of the drains has been completed the drains will be vested with Council.

3.2.4 Public Pressurised Sewer Connections (incl. Arowhenua)

This work provides for construction of the connection, service line pipework and boundary kit (non-return valve and isolating valve) for a pressurised sewer connection to a Council sewer main.

This work may be on private property or in road reserve.

3.3 Stormwater

3.3.1 Public Stormwater Connections

This work provides for construction of a connection point on an existing public drain, to which a service line is to be connected. Where there is no connection, the work provides for the construction point either an inserted Y-Junction, or a stub pipe on a public drain.

This work may be on private property or in road reserve.

3.3.2 Mains to Mains Stormwater Connections

This work provides for the construction of a connection to Council's stormwater main from a subdivision or a connection to a Council stormwater main that will supply two or more premises / properties.

3.3.3 New Public Stormwater Mains (to be vested to Council)

This work provides for the construction of new drains, manholes and service connections as part of a subdivision or new reticulation. Once all testing and certifications of the drains has been completed the drains will be vested in Council.

4 Application Procedure

4.1 How to Apply

Application Form

Contractors wishing to apply and register as Timaru District Council's Infrastructure Approved Contractors must use the application form on the Timaru District Council website.

Supporting Information and Fee

Contractors making an application are required to provide the relevant supporting information and pay the appropriate application processing fee to Council. Once this has been received, then your application will be processed. An invoice for the required fee will be sent following receipt of your application.

Fees (including GST) are as follows:

- Three Waters and Land Transport (All categories) - \$800
- Three Waters (All Categories) - \$600
- Land Transport - \$400
- Individual Services (Water, Sewer, Stormwater) - \$400
- Individual Category (e.g. Urban Water Connection, Public Stormwater Connection etc.) - \$100

Health and Safety prequalification

Timaru District Council's Health and Safety Approved Contractor (PBCU) approved status is required before any application will be processed. You will also need to provide details of other relevant Health and Safety qualifications. For example:

- Confined Space Training
- Construct Safe
- Dangerous Goods (including Asbestos)
- First Aid Certificates
- Hazardous substances
- Site Safe
- Working at Heights
- Other relevant qualifications

4.2 Supporting Information Requirements

The requirements for supporting information are as follows:

	Supporting Information	Prequalification Attribute Requirement
Part A		
1.	Working in the Road Corridor (National Code of Practice)	<p>Knowledge and understanding of obligations under the National Code of Practice for Utility Operators' Access to Transport Corridors, including:</p> <ul style="list-style-type: none"> • The National Utilities Code - What staff on-site should know (NZIHT) or equivalent • Compaction - A Key to Quality Road Pavements (NZIHT) or equivalent • Reinstatement of Service Trenches (NZIHT) or equivalent.
2.	Traffic Management	<p>Capability of meeting the Code of Practice for Temporary Traffic Management (CoPTTM).</p> <p>All current Level 1 to Level 3 STMS (Practicing) certificates for contractor's site supervisors and / or TTM provider.</p>
3.	Project Management	<p>Details of all Project Management and Supervisory staff. Systems for recording, reporting and monitoring of construction of assets.</p> <p>An example of your company's project management experience.</p>
4.	Environmental Management	<p>Example of recent (within the last three years) Environmental Management Plan (EMP) for relevant Work Activity.</p> <p>Details of any recent (within the last three years) Regional Council enforcement actions (i.e. abatement notices).</p>
5.	Quality Assurance	<p>Details of the company's Quality Assurance Process and details of how these processes are implemented (Quality Plan). This includes and is not limited to processes such as:</p> <ul style="list-style-type: none"> • To maintain water quality during works • Compaction, reinstatement and maintenance of reinstatement over the maintenance period for the Work Activities applying for.
6.	Insurance	<p>Copy(s) of any relevant insurance:</p> <ul style="list-style-type: none"> • Public Liability (\$5 million minimum) • Professional Indemnity • Construction Machinery • Motor Vehicle.
7.	Training	<p>Details of any relevant training and qualifications that are currently being undertaken.</p> <p>* All approved contractor must make staff available for up to two (2) hours Council (TDC) provided training per annum.</p>
8.	Communication	<p>Explain your approach to communication with the Council, neighbours and stakeholders when carrying out works on public infrastructure.</p>
9.	Procedures	<p>Copies of your company procedures for Compaction and Reinstatement and Compaction Testing.</p>

	Supporting Information	Prequalification Attribute Requirement
Part B – Required for each Work Activity i.e. water, sewer or stormwater		
1.	Technical Skills	Details of key supervisory and technical staff, including name and role.
2.	Qualifications	Attach certificates to demonstrate that a minimum of one person per work team shall hold relevant qualifications: Water – <i>NZ Certificate in Utilities Maintenance with Water Strand (level 4), or equivalent, Water and Environmental Sampling – Opus or equivalent.</i> Sewer - <i>NZ Certificate in Utilities Maintenance (Pipeline Construction and Maintenance), Wastewater and Stormwater Strands (level 4), or equivalent.</i> Stormwater - <i>NZ Certificate in Utilities Maintenance (Pipeline Construction and Maintenance), Waterwater and Stormwater Strands (level 4), or equivalent.</i>
3.	Resources	List of specialist resources e.g. <ul style="list-style-type: none"> • Plant • Equipment • Other machinery Note: List of trucks, utes and excavators are not required.
4.	Procedures	Attach copies of procedures, including self auditing processes, relevant to the Work Activity (as listed on the application form).
5.	Relevant Experience	Recently completed relevant projects (completed within the last three years) to support the Work Activity you are applying for.

4.3 Evaluation

The Infrastructure Approved Contractors Applications will be evaluated by a panel, generally made up of specialised staff from Council’s Drainage and Water Unit. The Group Manager – Infrastructure, will oversee the Infrastructure Approved Contractors process and make the final decision.

Council reserves the right to make enquiries regarding the applicant and to consider relevant supporting information obtained from any source, and their personal views about the suitability of the applicant’s resources, best practice, and the appropriate methodology to carry out the identified work activity(s) in the evaluation of the application. The Contractor will cooperate with any evaluation and will arrange for any third party information required by the evaluating panel.

Council will receive and hold the information supplied by the Contractor in confidence and shall not disclose this to a third party unless required by law.

Council reserves the right, at its sole discretion:

- To accept none or any of the applications for evaluation,

- To qualify (approve) a Contractor for a specific work activity.

4.4 Process Communication

The communication process following evaluation of an application will be as follows:

- If successful, the applicant will be advised via a status letter and the Contractor will be added to the Infrastructure Approved Contractors Register.
- If unsuccessful, the applicant will be advised of the status. Council is not bound to provide reasons for its decision, but if any reasons are provided, the necessary improvements could be made and a reapplication could be made if chosen by the Contractor.
- If further information is required, the applicant will be advised the additional information that Council requires. The applicant will be provided with a timeframe to submit this information.

4.5 Contractor Register and Status

Council will maintain a register of Infrastructure Approved Contractors, which will outline the permitted activity for each Infrastructure Approved Contractor. The status received is valid for two years (or less). A full application will be required every two years.

This register will be available from the Council offices, any service centre, and online at www.timaru.govt.nz. The list of Infrastructure Approved Contractors will be provided to members of the public when a Services Consent application is made.

A Contractor's Infrastructure Approved Contractors' status is not officially recognised until Council has completed the evaluation and advises the Contractor's status (via letter and update of register). Contractors are entitled to reapply for registration on condition that they are able to provide the required supporting information to support the conditions and circumstances change sufficiently, to reconsider the application.

Once registered as an Infrastructure Approved Contractor, the applicant must commit to use Council approved quality materials and fittings at all times, and follow Council's standards and specifications.

4.5.1 Company Changes

In order to retain status as an Infrastructure Approved Contractor, Council should be advised of any changes within the Company, including changes to ownership, core business focus, key personnel or key qualifications.

This may require a revised application to be submitted.

4.5.2 Infrastructure Approved Contractors Status Changes

Approved contractors' performance will be monitored. If performance is considered inadequate, Council reserves the right, at any time and its sole discretion, to give warning, downgrade, suspend or cancel a Contractor from its Infrastructure Approved Contractors status for a reason such as, but is not limited to, one or more occurrence of:

- Sub-standard performance by the Contractor
- Non-conformance by the Contractor

- Non-compliance by the Contractor
- Rectification notice not followed through by the Contractor on a sub-standard issue.

4.5.3 Non-compliance and Non-conformance

Non-compliance is the failure to adhere to an Act or Regulations, whereas a non-conformance where it is the failure to comply with requirement(s), standard(s), specification(s), or procedure(s).

If an Infrastructure Approved Contractor is in breach of any of their obligations when working on a Council asset related project / work, then the Contractor may be issued with a written notice by Council. The Contractor is required to take action to resolve the cause of the breach. Should the non-compliance / non-conformance notice not be acted on within five working days then the Council may suspend the Contractor's approval to undertake the authorised work. If a remedy has not occurred within 20 working days of the issue of the non-compliance / non-conformance notice, Council may cancel the Contractor's Infrastructure Approved Contractors status.

If a Contractor's status as an Infrastructure Approved Contractor has been suspended or cancelled, the Council may at its discretion have the works completed by another Infrastructure Approved Contractor and all costs associated with this will be met by the non-complying / non-conforming Contractor whose approved status has been suspended / cancelled.

Suspension of Infrastructure Approved Contractor status will be immediate should the Contractor's public liability insurance cover expire without an updated cover note being supplied to Council.

4.5.4 Extensions of Approved Contractor status

After a contractor has completed one year as an Infrastructure Approved Contractor, Timaru District Council will have the ability to extend their status for one year, and then a further year (1+1+1). Extensions will only be granted where the contractor passes a Timaru District Council audit. Any contractor not meeting the audit requirements will be required to make a new application.