



# **Timaru District Council**

## **Infrastructure Approved Contractor – Land Transport 2020/21**

### **Information Pack**

# Contents

<b>1 Purpose .....</b>	<b>3</b>
<b>2 Definitions .....</b>	<b>4</b>
<b>3 Description of Work Activities .....</b>	<b>5</b>
3.1 Road Construction .....	5
3.2 Road Reinstatement .....	5
3.3 Footpath Construction .....	5
3.4 Kerb Crossings (Urban) .....	5
3.5 Vehicle Entrances (Rural) .....	5
3.6 Commercial and Industrial Crossings .....	5
3.7 Surfacing .....	5
3.8 Road Drainage .....	5
3.9 Stormwater Infrastructure .....	5
3.10 Large Culverts.....	6
3.11 Stock Underpasses.....	6
<b>4 Application Procedure .....</b>	<b>7</b>
4.1 How to Apply.....	7
4.2 Supporting Information Requirements .....	7
4.3 Evaluation .....	9
4.4 Process Communication.....	9
4.5 Register and Status .....	9
4.5.1 Company Changes .....	10
4.5.2 Infrastructure Approved Contractors Status Changes.....	10
4.5.3 Non-Compliance and Non-Conformance.....	10

# 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

<b>Approved</b>	The written approval given by Council.
<b>Authorised Work</b>	The work described and outlined in Section 3: Description of Work Activities.
<b>Connection</b>	Any physical joining of any new pipe to current Council's existing reticulated network.
<b>Council</b>	Timaru District Council
<b>Effective Date</b>	The date that the applications for infrastructure approved contractor status is approved.
<b>Infrastructure Approved Contractors</b>	The Companies / Organisations approved by Council to carry out and control authorised work on Council's current and future infrastructure (utilities and land transport).
<b>Infrastructure Approved Contractors register</b>	The register / list held by Council that records the Companies / Organisations who are authorised as Infrastructure Approved Contractors.
<b>Non-compliance</b>	The failure to adhere to an Act or its Regulations.
<b>Non-conformance</b>	The failure to comply with a requirement(s), standard(s), specification(s), or procedure(s).
<b>Owner/Agent/Applicant</b>	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.
<b>Road</b>	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.
<b>Services Consent</b>	Council's written consent for the owner to carry out specified authorised work.
<b>Site</b>	The site at which the authorised work is carried out.
<b>Standards and Specifications</b>	Council's defined Standards and Specifications.
<b>Working Day</b>	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 Land Transport for the following activities. All work is to be carried out in accordance with Council's standards and specifications for:

### 3.1 Road Construction

Includes:

- New roads
- Road widening
- Intersection improvements
- Seal extension of unsealed roads

### 3.2 Road Reinstatement

Includes:

- Carriageway pavement reinstatement
- Footpath reinstatement

### 3.3 Footpath Construction

Includes:

- Footpaths – new footpaths and renewals

### 3.4 Kerb Crossings (Urban)

Includes:

- Residential kerb crossing installations
- Pedestrian drop crossings – new crossings and renewals

### 3.5 Vehicle Entrances (Rural)

Includes:

- Vehicle crossing installation within the Timaru District (urban and rural areas)

### 3.6 Commercial and Industrial Crossings

Includes:

- Construction of commercial and industrial crossings

### 3.7 Surfacing

Includes:

- Conventional chip reseals including second coat seals
- Other approved special purpose chip seals
- Asphaltic concrete surfacing

### 3.8 Road Drainage

Includes:

- Repair and replacement of kerb and channel
- Installation of new and repair of drainage channels
- New kerb and channel

### 3.9 Stormwater Infrastructure

Includes:

- Renewal or installation of culverts with a diameter of 750mm or less

- Construction for road drainage and / or pipe works for road run-offs / stormwater and associated structures

### **3.10 Large Culverts**

Includes:

- Culverts >750mm subject to specific design and engineering approval

### **3.11 Stock Underpasses**

Includes:

- Construction and installation of stock underpasses, subject to specific design and engineering approval

## 4 Application Procedure

### 4.1 How to Apply

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 <https://www.timaru.govt.nz/approvedcontractors>.

#### 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
- Land Transport - \$400
- Individual Category (e.g. Vehicle Entrances) - \$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 e.g.:

- 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 the application process are as follows:

	Supporting Information	Prequalification Attribute Requirement
1.	Working in the Road Corridor (National Code of Practice)	Knowledge and understanding of obligations under the National Code of Practice for Utility Operators' Access to Transport Corridors, including: <ul style="list-style-type: none"><li>• The National Utilities Code : What staff on-site should know (NZIHT) or equivalent</li><li>• Compaction: A Key to Quality Road Pavements (NZIHT) or equivalent</li><li>• Reinstatement of Service Trenches (NZIHT) or equivalent.</li></ul>

	Supporting Information	Prequalification Attribute Requirement
2.	Traffic Management	Capability of meeting the Code of Practice for Temporary Traffic Management (CoPTTM). All current Level 1 to Level 3 STMS (Practicing) certificates for contractor's site supervisors and / or TTM provider.
3.	Project Management	Details of all Project Management and Supervisory staff. Systems for recording, reporting and monitoring of construction of assets. An example of your company's project management experience.
4.	Environmental Management	Example of recent (within the last three years) Environmental Management Plan (EMP) for relevant Work Activity. Details of any recent (within the last three years) Regional Council enforcement actions (i.e. abatement notices).
5.	Quality Assurance	Details of the company's Quality Assurance Process and how this is implemented for the work activities you are applying for, including relevant self auditing processes.
6.	Insurance	Copy(s) of any relevant insurance: <ul style="list-style-type: none"> <li>• Public Liability (\$5 million minimum)</li> <li>• Professional Indemnity</li> <li>• Construction Machinery</li> <li>• Motor Vehicle</li> </ul>
7.	Communication	Explain your approach to communication with the Council, neighbours and stakeholders when carrying out works on public infrastructure.
8.	Technical Skills	Technical skills will be measured by both the applicant's familiarity with Council policy, standards, and specifications, as well as their willingness to ensure their staff are skilled to NZQA or industry standards. A schedule of key supervisory / technical staff to be engaged for the Work Activities applied for, showing details such as: <ul style="list-style-type: none"> <li>• Person's involvement</li> <li>• Key Qualification(s) – Copies required</li> <li>• Skills</li> <li>• Relevant experience compatible with the Work Activities applying for, including experience with Council specifications and standards</li> </ul>
9.	Training	Provide details of any relevant staff training and qualifications being undertaken.  * All approved contractors must make staff available for up to two (2) hours Council (TDC) provided training per annum.



	Supporting Information	Prequalification Attribute Requirement
10.	Procedures	Company procedures for Compaction and Reinstatement and Compaction Testing Methodology.
11.	Relevant Experience	Recently (within the last three years) completed relevant projects to support the Work Activity contractor is 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 Land Transport 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](http://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.