

**Prequalification of CCC Roading Contractors**

**Information Pack**

Information Pack for Roading Contractor Prequalification for Authorised Christchurch City Council Roading and Roading Related Structures Work.

|  |  |
| --- | --- |
| Please send prequalification applications to: |  |
| *Chairperson Prequalification Evaluation Team**Technical Services and Design Unit**Christchurch City Council**PO Box 73011**Christchurch 8154**Attention: Head of, Technical Services and Design**Phone: (03) 941 6255* |  |
|  | Date of Issue: 31 October 2023 |

[1. DEFINITIONS 3](#_Toc136006885)

[2. INTRODUCTION 3](#_Toc136006886)

[2.1 Purpose of Prequalification 3](#_Toc136006887)

[2.2 Eligibility to Prequalify 4](#_Toc136006888)

[2.3 List of Prequalified Roading and Structures Contractors 4](#_Toc136006889)

[2.4 Information Pack Availability 4](#_Toc136006890)

[2.5/2.6 Health & Safety Prequalification (Totika) 4](#_Toc136006891)

2.7 Commitment to Sustainability 4

[3. LEVELS OF WORK AND DESCRIPTION OF WORK CATEGORY 5](#_Toc136006892)

[3.1 Levels of Work 5](#_Toc136006893)

[3.2 Description of Work Type 6](#_Toc136006894)

[4. WORK CLASSIFICATION LEVEL COMPLIANCE REQUIREMENTS 8](#_Toc136006895)

[5. PREQUALIFICATION APPLICATIONS 14](#_Toc136006896)

[5.1 How to Apply 14](#_Toc136006897)

[5.2 Checklist of Input Information Required 15](#_Toc136006898)

[5.3 Evaluation of Applications 15](#_Toc136006899)

[5.4 Decision 15](#_Toc136006900)

[5.5 Processing of Applications 16](#_Toc136006901)

[6. APPLICANT NOTIFICATION AND DURATION 16](#_Toc136006902)

[6.1 Notification to Applicant 16](#_Toc136006903)

[6.2 List of Approved Prequalified Contractors 16](#_Toc136006904)

[6.3 Duration of Prequalification 16](#_Toc136006905)

[6.4 Duty to Notify 16](#_Toc136006906)

[6.5 Enquiries 17](#_Toc136006907)

[6.6 Reclassification 17](#_Toc136006908)

[6.6.1 Application for Prequalification in an additional/multiple Work Categories 17](#_Toc136006909)

[6.7 Decertification of a Contractor from Council Prequalification List 17](#_Toc136006910)

[7. SPECIFIC CONTRACT WORKS SPECIFICATIONS AND CONDITIONS 18](#_Toc136006911)

[7.1 Tailored Contracts 18](#_Toc136006912)

[7.2 No Legal Obligation 18](#_Toc136006913)

[8. TENDER EVALUATION 18](#_Toc136006914)

[8.1 Tender Evaluation Method 18](#_Toc136006915)

[8.2 Pre-letting Meeting 18](#_Toc136006916)

# DEFINITIONS

**Council** means Christchurch City Council

**Applicant** means the person or entity that submits,or expresses an interest in submitting an application to be prequalified in accordance with the Manual.

**Prequalification** means eligibility to tender for Council Roading or Structures work which will be established by qualifying to an approved Council list of Prequalified Roading and Structures Contractors

**Manual** means this Information Pack for Roading and Structures Contractor Prequalification.

**Work Category** means the two (2) different areas of expertise as described in Section 3

**Work Classification Level** means the four (4) different levels representative of work of varying degrees of complexity and cost as described in Section 4

**EMP** means Environmental Management Plan

**CV** means Curriculum Vitae

**QA** means Quality Assurance

**QP** means Quality Plan

**STMS** means Site Traffic Management Supervisor

**TTM** means Temporary Traffic Management

**Registered Master Landscapers New Zealand** previously known as Landscaping Industries Association New Zealand (LIANZ). Is the national organisation for landscaping professionals.

# INTRODUCTION

## Purpose of Prequalification

The purpose of the Council’s prequalification system for roading and structures contractors is to streamline the tendering system whereby work will be classified by its estimated value into four levels. Contractors will be permitted to tender for work in the value classification(s) for which they have prequalified and no higher. They may also tender for work in lower value levels. The targeted outcome of this initiative is:

* Simplification and improved consistency for the Council’s tendering system
* Reduction of costs for Contractors and the Council
* Enhancement of Contractor performance

It is to be noted that this Manual does not define the Council’s methods for tender evaluation which are outlined in another Council document.

## Eligibility to Prequalify

The Council is not in the business of acting as a trial agent for start-up Contractors. Therefore, Contractors wishing to apply for prequalification must be established and experienced roading and/or structures contractors. The level for which a Contractor prequalifies depends on the extent and degree to which it satisfies the required attributes for any particular level as defined in this Information Pack.

## List of Prequalified Roading and Structures Contractors

A list of Prequalified Roading and Structures Contractors will be published on the Council website and kept updated at regular intervals. It must be noted that prequalification does not automatically entitle a Contractor to tender for each and every roading or structures project in its prequalified range, because certain work will, from time to time, be restricted to tendering shortlists and other appropriate procurement methodology.

## Information Pack Availability

This Information Pack is available on the Council’s website at the following link:

[Prequalified roading contractors : Christchurch City Council (ccc.govt.nz)](https://ccc.govt.nz/consents-and-licences/construction-requirements/approved-contractors/roading-construction/)

Its currency is shown by the date of issue on the cover page. Hard copies are not available direct from the Council and these should be printed off the weblink.

## Health & Safety Prequalification (Tōtika)

The Council have partnered with not-for-profit Tōtika Scheme administered through Construction Health & Safety New Zealand (CHASNZ). Tōtika is a single framework that brings all health and safety prequalification’s together under one umbrella. Its aim is to create one standard against which a contractor must prequalify one time and eliminate contractor duplication of effort.

All prequalified roading and structures contractors will be required to join Tōtika to complete their prequalification and be eligible to tender for Council contracts.

## If your organisation is new to Tōtika you may need to complete an assessment via a third-party certifying company. Refer to [www.totika.org](http://www.totika.org) for more information. If your organisation is already subscribed to Tōtika, there is no further action required.

## Commitment to Sustainability

The Council are committed to:

* being an inclusive and equitable city which puts people at the centre of developing our city and district, prioritising wellbeing, accessibility and connection; and
* a reduction in emissions, investing in adaptation and resilience, while protecting our indigenous biodiversity, waterbodies and tree canopy.

The Council are seeking contractors who align to these strategic priorities.

# LEVELS OF WORK AND DESCRIPTION OF WORK CATEGORY

## Levels of Work

The Council’s prequalification system classifies Contractors according to the Council’s evaluation of their ability to meet certain levels in the attributes specified in this Information Pack. The Council has four (4) levels of work level classification as defined below.

|  |  |
| --- | --- |
|  | **Classification Level** |
| **Work Categories** | **A** | **B** | **C** | **D** |
| 1. Roading | 1A | 1B | 1C | 1D |
| 2. Structures | 2A | 2B | 2C | 2D |
| **Level A** | * Prequalification typically for high value Capital Works and Maintenance of Roading Related Structures.
* Capable resources and experience to carry out projects estimated above $5Million (indicative only)
* Directly responsible for the delivery of activities or have experience as a Main Contractor responsible for the delivery of activities included in this work category
* Are considered high risk projects.
* Needs the highest Quality Management System to ISO9001: 2015
* Technically complex requiring specialist appreciation and understanding
* Involves full partnering and co-operation with all parties. Includes regular and concise communications with all effected stakeholders.
* Level 1, 2 and 3 Traffic Management
* Complex and sensitive Environmental Management issues
 |
| **Level B** | * Prequalification typically for medium to high value Capital Works and Maintenance of Roading Related Structures.
* Capable resources and experience to carry out projects estimated between $1Million and $5Million (indicative only)
* Are considered medium to high risk projects.
* Quality Management System having evidence of working towards ISO9001: 2015 certification
* Technically complex requiring technical appreciation and understanding
* Limited surveillance required, and the Contractor adheres to the principles of partnering and includes regular and concise communications with all effected stakeholders.
* Level 1, 2 and 3 Traffic Management
* Complex Environmental Management issues
 |
| **Level C** | * Prequalification typically for low to medium value Capital Works and Maintenance of Roading Related Structures.
* Capable resources and experience to carry out projects estimated between $0.1Million and $1Million (indicative only)
* Are considered low to medium risk projects.
* Need a moderate level of quality control
* Not technically complex but requiring technical appreciation and understanding
* Minimum surveillance on co-operation and pro-active partnering
* Level 1 and 2 Traffic Management
* Simple Environmental Management issues
 |
| **Level D** | * Prequalification classification typically for the Low Cost / Low Risk, Minor Works, Safety Programs and Maintenance of Roading Related Structures.
* Capable resources and experience to carry out projects usually less than $0.1Million (indicative only)
* Are considered low risk projects.
* Need a simple level of quality control
* Technically simple, routine or repetitive
* Minor level of surveillance and support
* Level 1 Traffic Management
* Does not involve sensitive Environmental Management issues
 |

## Description of Work Type

The various work classification levels may contain the following work activities in the scope of work to be completed:

|  |
| --- |
| **1. Roading** |
| **Roading Construction** | * Kerbs and channels
* Roading related pipe works (stormwater, sanitary sewer, water) and associated structures
* Intersections/Traffic signals
* Carriageway and/or road shoulder reconstruction
* Traffic restraints/islands
* Paving, Landscaping, Street Furniture, Lighting
* Carparks and access roads
* Paths, cycleways and vehicle crossings
* Installation of ducting/cabling
* Road marking and signage
* Roadside barriers
* Small structures (fencing, retaining walls < 1.0m high, culverts <3.4m2 in area, etc)
 |
| **2. Structures** |
| **Structures Construction** | * Bridges carrying road and/or pedestrian/cyclist traffic
* Pedestrian and cyclist subways and boardwalks
* Underpasses
* All culverts or multiple culverts with a total waterway area equal to or exceeding 3.4m2 (major culverts)
* Culverts with waterway area less than 3.4m2 (minor culverts)
* Retaining wall systems including gravity walls, mechanically stabilized earth walls and anchored walls
* Overhead sign support structures
* Intelligent Transport System (ITS) equipment support structures
* Noise walls/barriers
* Earthworks (natural slopes, embankments and cuttings) associated with structures within this category
 |
| **Structures Maintenance** | * Repair of bridge retaining walls
* Replacement of damaged or deteriorated structural members
* Repair of spalled/deteriorated concrete
* Sand blasting and painting of structural members
* Foundation protection
* Repair to scour or degradation threatening bridges or other road related structures which has accumulated over time
* Vegetation control
* Removal or/protection from graffiti
 |

# WORK CLASSIFICATION LEVEL COMPLIANCE REQUIREMENTS

| **Attribute** | **Work Classification Level** | **Prequalification Attribute Requirement** | **Prequalification Input Requirement** |
| --- | --- | --- | --- |
| 1 | Experience and Resources | All LevelsA to D | Recently completed projects relevant to the work level classification | Confirming letter from supervising authority for two (2) recently completed relevant projects\*List of resources\*Refer Appendix 1 for template letter |
| 2 | Traffic Management | Levels A and B | Capable of meeting Level 1, 2 and 3 of Code of Practice for Temporary Traffic Management (COPTTM) together with CCC Traffic Management Team requirements | Current Level 1,2 and 3 STMS A, B, C(Practicing) certificates for contractor’s site supervisors and/or TTM providerRefer Appendix 2 for template letter |
| Level C | Capable of meeting Level 1 and 2 of Code of Practice for Temporary Traffic Management (COPTTM) together with CCC Traffic Management Team requirements | Current Level 1 and 2 STMS A, B (Practicing) certificates for contractor’s site supervisors and/or TTM providerRefer Appendix 2 for template letter |
| Level D | Capable of meeting Level 1 of Code of Practice for Temporary Traffic Management (COPTTM) together with CCC Traffic Management Team requirements | Current Level 1 STMS A, B (Practicing) certificates for contractor’s site supervisors and/or TTM providerRefer Appendix 2 for template letter |
| 3 | Environmental Management | Levels A, B and C | Capable of determining and implementing complex environmental controlsUses an ISO14001:2015 standard Quality Management System, certified by a JAZ-ANZ accredited industry provider. Dedicated Environmental Advisors within the company and/or equivalent expertise from approved external providers | Confirming letter from supervising authority for two (2) recently completed relevant projects including certified EMP and any compliance reports for each project submittedSubmission of any Regional Council enforcement actions (i.e. abatement notices) within the last three (3) yearsRefer Appendix 3 for template letter*Levels A, B and C to:*Provide current certification evidence to ISO14001:2015 by a JAZ-ANZ accredited industry provider.  |
| Level D | Capable of determining and implementing environmental controls in-house with support from external providers if required |
| 4 | Sustainability | Levels A and B | Complex environmental, social and economic sustainability capability including the ability to report and measure sustainable outcomesDedicated Sustainability Advisors within the company and/or equivalent expertise from approved external providers | Provision of relevant information as per Appendix 4 |
| Level C | Intermediate environmental, social and economic sustainability capability in-house with support from external providers if required including the ability to report and measure sustainable outcomes | Provision of relevant information as per Appendix 4. |
| Level D | Simple environmental, social and economic sustainability capability in-house with support from external providers if required with the ability to provide simple data on sustainable outcomes |
| 5 | Project Management | Levels A, B and C | Technically complex requiring specialist appreciation and understanding. Project Management experience including:* + Sub-Contractor Management / Communications
	+ Utility service relocations/renewals
	+ Traffic Signal and Lighting Installations
	+ Drainage, Landscaping and Road Surfacing operations
	+ Design and Construction of Temporary Works or Design/Build Contracts
* In addition, for Structures Contractors:
	+ Piling operations
	+ Supply of and installation of pre-fabricated structural elements
 | Confirming letter from supervising authority for two (2) recently completed relevant projects. Two (2) page CV’s of all Project Management and Supervisory staff (including one CPEng Engineer either residing within the company or supplied by external consultant). All must have minimum five (5) years relevant experienceDetailed Organisational Structure\* to be suppliedRefer Appendix 5 for template letter |
| Level D | Work nature routine and repetitive, not technically demanding | Confirming letter from supervising authority for two (2) recently completed relevant projects. CV’s of all key supervisory staff with relevant project management experienceOrganisational Structure\* to be suppliedRefer Appendix 5 for template letter |
| 6 | Co-operation and Partnering | Levels A and B | Very limited surveillance requiredExperienced in the establishment and practice of a full partnering charter and co-operates fully with all partiesImplements positive consultation with all stakeholders during construction by the way of onsite interaction, public meetings, newsletters, monthly reportingHas a dedicated staff resource to liaise with stakeholders and keep them updated of progress and manage/accommodate stakeholder requests | Confirming letter from supervising authority for recently completed relevant projectExamples of newsletters, stakeholder communications and monthly reportingCV’s of dedicated staff members carrying out stakeholder engagement. Refer Appendix 6 for template letter |
| Level C | Only limited surveillance required, adheres to the principles of partnering and co-operates with all partiesImplements positive consultation with all stakeholders during construction by the way of onsite interaction, public meetings, newsletters, monthly reporting | Confirming letter from supervising authority for recently completed relevant project.Examples of newsletters, stakeholder communications and monthly reportingRefer Appendix 6 for template letter |
| Level D | Surveillance required and co-operates with all parties | Confirming letter from supervising authority for recently completed relevant projectRefer Appendix 6 for template letter |
| 7 | Quality Assurance | Levels A and B | Uses an ISO 9001: 2015 standard quality management system certified by a JAS-ANZ accredited industry provider | Confirming letter from supervising authority for two (2) recently completed relevant projects.Provide current certification evidence to ISO 9001: 2015 by a JAS-ANZ accredited industry providerExample of Quality Plan for recently completed relevant projectRefer Appendix 7 for template letter |
| Levels C and D | Uses a Quality Control System that meets NZTA: Z/1:2021 and Z/8:2022 Specifications | Confirming letter from supervising authority for two (2) recently completed relevant projects.Provide current certification to NZTA:Z/1:2021 and Z/8:2022Example of Quality Plan for recently completed relevant projectRefer Appendix 7 for template letter |
| 8 | Financial Due Diligence | All LevelsA to D | Provide a letter from the Applicant’s Bank or Chartered Accountants to establish the Applicant’s current financial status and viability. | Completed Appendix 8 |
| 9 | Health & Safety(with/without Tōtika) | Levels A and B | Submit via TōtikaMust fully comply with the relevant sections of the *Health and Safety at Work Act 2015* and have a documented Health and Safety Management System in operation. | Achieve a Tōtika assessment score of 95% or above |
| Levels C and D | Submit via TōtikaMust fully comply with the relevant sections of the *Health and Safety at Work Act 2015* and have a documented Health and Safety Management System in operation. | Achieve a Tōtika assessment score of 75% or above |
| 10 | Insurance | All Levels A to D | Either hold or have the ability to obtain the following insurances:* Contract Works (to the value of the work classification level)
* Public Liability
* Contractor’s Construction Machinery
* Contractor’s Motor Vehicle
* Contractor’s Professional Indemnity
 | Completed Appendix 10 |

**\*Note:**

**Recently Completed Projects** – Projects completed within the last three (3) years.

**Organisational Structure** – Provide a chart detailing all management, key personnel and teams within the organisation including their roles and responsibilities.

**List of Resources** – List all relevant plant (with year of manufacture), total staff employed, and details and certificates for Christchurch City Council approved drainlayers, Christchurch City Council approved Water Supply Installers and Landscape Staff with LIANZ or equivalent horticultural qualifications.

# PREQUALIFICATION APPLICATIONS

## How to Apply

Contractors wishing to apply for prequalification shall forward their applications on Appendix B in an envelope marked ‘Application for Prequalified Contractor’ addressed/delivered to:

*Chairperson Prequalification Evaluation Team*

*Technical Services and Design Unit*

*Christchurch City Council*

*PO Box 73011*

*Christchurch 8154*

*Attention: Head of, Technical Services and Design*

*Phone: (03) 941 6255*

Note that the applications must be accompanied by ALL of the required supporting material listed in this document and verified on a submitted checklist (i.e. Appendix A).

## Checklist of Input Information Required

Information/documentation/fees that must be submitted with Prequalification applications as follows:

* Appendix A: Checklist
* Appendix B: Application Form
* Appendix 1: Experience and Resources verification letter
* Appendix 2: Traffic Management verification letter
* Appendix 3: Environmental Management verification letter
* Appendix 4: Sustainability Management verification letter
* Appendix 5: Project Management verification letter
* Appendix 6: Co-operation and Partnering verification letter
* Appendix 7: Quality Assurance verification letter
* Appendix 8: Financial Due-Diligence verification form
* Appendix 9: Health & Safety verification form
* Appendix 10: Insurance Confirmation form

An application fee of $500.00 (including GST) will be invoiced to the applicant on receipt of the application. Any approved pre-qualification status will not be assigned to the applicant until the application fee has been paid in full.

## Evaluation of Applications

Applications for prequalification will be evaluated by a Prequalification Evaluation Team generally (but not always) consisting of two senior staff (predominantly from the Technical Services and Design Team) of the Council, all with appropriate relevant specialist knowledge. The Council reserves the right to make enquiries regarding the applicant and to consider relevant information obtained from any source in the evaluation of the application.

The Contractor will co-operate with any evaluation and will arrange access to any third-party information relied upon by the Evaluation Team.

The 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.

## Decision

The Council reserves the right, at its sole discretion, to accept none or any of the applications for prequalification. The Council further reserves the right, at its sole discretion, to qualify a Contractor to a certain work classification level based on the attributes being submitted by the Contractor.

The decision of the Prequalification Evaluation Team concerning all applications will be final. Recourse for aggrieved applicants will be to resubmit their application once they have implemented the required improvements notified to them by the Council. See 6.1 Notification to Applicant below.

## Processing of Applications

The Council will make best efforts to process applications and respond within two weeks of receiving the application. This is not a guarantee however that the Council will be able to meet this timeframe in all cases.

The Council reserves the right to seek further information from the applicant via email and any responses to these emails will be treated as additional information to their application.

# APPLICANT NOTIFICATION AND DURATION

## Notification to Applicant

Applicants will receive notification that their application has been received by an Application Notification Form (i.e. letter), refer Appendix C or by email to the stated contact person.

Once the application has been evaluated by the Council, applicants will be notified of the outcome by a Prequalification Notification Form (i.e. letter), refer Appendix D. If successful, the applicant will be added to the approved Prequalified Contractor list (for the relevant Work Category and Classification Level) published on the Council’s website. If unsuccessful the applicant will be given the reasons why, so it can make the necessary improvements and reapply if it so desires.

## List of Approved Prequalified Contractors

The approved Prequalified Contractor list (for all Work Category and Classification Levels) will be published on the Council’s website and updated on a regular basis.

## Duration of Prequalification

Prequalification certification shall automatically expire after three years of Council approval to the web list. At that time Contractors will be required to reapply for recertification. It will be the Contractors’ entire responsibility to reapply at least three months before the expiry date.

## Duty to Notify

Contractors with prequalification certification must, during the period of certification, notify the Council of any material event which, in its reasonable opinion, may affect their prequalification certification status. Such material event may include, but not limited to, a key success or failure, a change in key personnel or Totika score. The Council will hold this information in confidence and will only use it for the purpose of prequalification evaluation.

## Enquiries

The Council reserves the right, at any time and at its sole discretion, to make enquiries regarding a Contractor with prequalification certification and to consider relevant information obtained from any source in relation to that Contractor’s prequalification status.

## Reclassification

The Council reserves the right, at any time and at its sole discretion, to reclassify Contractors with prequalification certification. This will be notified to the Contractor concerned with the reasoning and justification for the reclassification. If there have been changes to the contractors submitted attributes or the Contractor wishes to register for a different Work Classification Level they will need to complete and submit a full new application.

This can be done at any time.

### Application for Prequalification in an additional/multiple Work Category.

Any contractor with an existing CCC Prequalified Roading Contractor certification at the time of issue of this revised manual (31st October 2023) will be automatically re-classified as a Work Classification Level 1A through to 1D (Roading) as relevant to their existing prequalification certification.

Any contractor with an existing prequalification (with no expiry date prior to 30th April 2024) can apply to gain an additional prequalification certification in the Roading Related Structures Work Category without incurring any additional application fee. The following evidential requirements for certification in the Structures Work Category are required to evaluate suitability and classification level.

* 1 – Experience & resources relevant to the Structures Work Category noting this includes structures maintenance as well as new construction.
* 3 – Environmental Management – relevant to the Structures Work Category.
* 5 – Project management for projects relevant to the Structures Work Category applied for.

***Note:*** Expiry date for the CCC Pre-Qualified Roading Related Structures Work Category will align with the current expiry date for the Roading Construction Category.

Contractors who will have their current pre-qualification status expiring prior to 30th April 2024 and wishing to register in multiple Work Categories *at different Classification Levels* will need to complete and submit a full new application. This will incur the standard application fee of $500 (incl. GST).

## Decertification of a Contractor from Council Prequalification List

The Council reserves the right, at any time and at its sole discretion, to give warning, downgrade, suspend or decertify a Contractor from its prequalification list. The Council may elect to give warning, downgrade, suspend or decertify a Contractor for a reason such as, but not limited to, sub-standard performance by that Contractor which has been captured on one or more Contractor Performance Evaluations and not rectified by the Contractor.

# SPECIFIC CONTRACT WORKS SPECIFICATIONS AND CONDITIONS

## Tailored Contracts

In some instances, it will be impractical to use prequalification for tendering and the Council may choose open tendering with full attributes being required.

## No Legal Obligation

No legal or other obligation shall arise between either an applicant or a Contractor with prequalification certification and the Council in relation to the conduct or outcome of the prequalification process. The Council does not undertake to enter into any contractual relationship with, or guarantee any work to, either an applicant or a Contractor with prequalification certification.

# TENDER EVALUATION

## Tender Evaluation Method

Four tender evaluation methods will be used with prequalification:

* Expedited procedures (Negotiation or Selected Invitation to Tender)
* Lowest Price Conforming – with project specific attribute information as below (if required):
	+ Relevant Experience
	+ Relevant Skills
	+ Methodology (including Construction Programme).
* Weighted Attribute (not used for Waka Kotahi funded projects)
* PQM
* Modified Evaluation Method – for other specific attributes.

In most instances Contractors chosen to undertake work will be chosen from the list of prequalified contractors under the appropriate work classification level.

In some instances, it will be impractical to use prequalification for tendering. For example where the work is of a highly specialized nature, resulting in insufficient prequalified contractors being able to undertake the work resulting in a lack of competition. In this situation the Council may choose open tendering with non-price attributes being submitted.

The tender evaluation methodology used for each tender will be that specified by the Tender Documents.

## Pre-letting Meeting

In the event that a Tender Evaluation Team considers that a tenderer who is prequalified does not have the required skill to complete the project, a pre-letting meeting will be held to address any outstanding concerns. If these concerns cannot be suitably resolved that tenderer will be rejected and the tender evaluation continued with the next highest ranked tenderer.

**APPENDIX A — CHECKLIST FORM**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*to be submitted with prequalification application*)

FROM: (Name of Contractor)

|  |  |
| --- | --- |
| Item | Tick Space |
| Appendix B: Application Form |  |
| Appendix 1: Experience and Resources Letters (2) |  |
| Appendix 2: Traffic Management Letter |  |
| Appendix 3: Environmental Management Letters (2) |  |
| Appendix 4: Sustainability Management Letter |  |
| Appendix 5: Project Management Letters (2) |  |
| Appendix 6: Co-operation and Partnering Letter |  |
| Appendix 7: Quality Assurance Letters (2) |  |
| Appendix 8: Financial Due Diligence Verification Form |  |
| Appendix 9: Health and Safety Verification Form |  |
| Appendix 10: Insurance Verification Form |  |

I, the undersigned, confirm that the above information has been provided with this prequalification application. I confirm that I am the authorised signatory for this matter.

Signed: Date:

Name and Company Position:

**APPENDIX B — APPLICATION FORM**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*to be submitted with prequalification application*)

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Company: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Fax: |  |

|  |  |
| --- | --- |
| Contact Person:*(if different from above)* |  |
| Company: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Fax: |  |

|  |  |
| --- | --- |
|  | **Classification Level** |
| **Work Categories** | **A** | **B** | **C** | **D** |
| 1. Roading | 1A | 1B | 1C | 1D |
| 2. Structures | 2A | 2B | 2C | 2D |

Please circle what categories & classification levels you wish to apply for.

**APPENDIX C — APPLICATION NOTIFICATION FORM**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*sample letter only*)

Date

Contractor Name

Address 1

Address 2

City Postcode

Dear Sir/Madam

**RE: Roading / Structures** (Delete one as required) **Prequalification Application**

Your application for the above has been received. You will be notified of the result of the Council’s evaluation in due course.

Yours faithfully,

First Name Last Name

Title/Position

Unit

Group

**APPENDIX D — PREQUALIFICATION NOTIFICATION FORM**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*sample letter only*)

Date

Contractor Name

Address 1

Address 2

City Postcode

Dear Sir/Madam

**RE: Application for Roading / Structures** (Delete one as required) **Prequalification**

Your application has been processed by the Council’s Roading and Structures Prequalification Team.

**OPTION 1:**

Your Company has been evaluated as Prequalifying for the following Work Category and Classification Level(s): *<insert category and level(s)>*.

Accordingly, your Company name will be either added or expiry date updated on the Council’s Roading Contractor Prequalification list, published on the Council website. The link to this website being:

[**https://ccc.govt.nz/consents-and-licences/construction-requirements/approved-contractors/roading-construction/**](https://ccc.govt.nz/consents-and-licences/construction-requirements/approved-contractors/roading-construction/)

The council contracts will be advertised through the New Zealand Government Electronic Tenders Service (GETS) and will require your company to register online to receive these tenders.

Please use the link below to register:

[**https://www.gets.govt.nz/RegisterUser.htm**](https://www.gets.govt.nz/RegisterUser.htm)

Note this Prequalification is valid for a three-year period from the date of this letter unless you are notified of decertification prior to that date. To recertify for Prequalification, it is necessary to reapply at least three months prior to the expiry date of 01 May 2026.

**OPTION 2:**

Your Company has failed to prequalify for any Work Classification Levels for the following reasons:

|  |  |  |
| --- | --- | --- |
|  | Attribute | Deficiency |
| 1 | Experience and Resources |  |
| 2 | Traffic Management |  |
| 3 | Environmental Management |  |
| 4 | Sustainability Management |  |
| 5 | Project Management |  |
| 6 | Co-operation and Partnering |  |
| 7 | Quality Assurance |  |
| 8 | Financial Due Diligence |  |
| 9 | Health and Safety |  |
| 10 | Insurance |  |

You can reapply for prequalification when your company has corrected the evaluated deficiencies detailed above. A new fully documented application must be submitted for any reapplication. A new application fee of $500 (Inclusive of GST) will be invoiced.

Yours faithfully,

First Name Last Name

Title/Position

Unit

Group

**APPENDIX 1 — EXPERIENCE AND RESOURCES VERIFICATION LETTER**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*template letter only*)

Date

Manager, Technical Services and Design

Technical Services and Design Unit

Christchurch City Council

PO Box 73011

Christchurch 8154

Dear Sir/Madam

**RE: Roading / Structures** (Delete one as required) **Prequalification Experience & Resources Verification**

In relation to the Christchurch City Council Roading and Structures Contractor Prequalification process I have been asked to confirm that in my opinion (*name of Contractor*) has satisfactorily completed (*name of projects*) to the value of (*value*). In my view \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of Contractor*) has the experience and resources to carry out projects in the Work Classification Level below (*strike out all but one level*) for the Roading / Structures Work Category (*strike out one*):

|  |  |
| --- | --- |
| **Level A** | * Prequalification typically for high value Capital Works and Maintenance of Roading Related Structures.
* Capable resources and experience to carry out projects estimated above $5Million (indicative only)
* Directly responsible for the delivery of activities or have experience as a Main Contractor responsible for the delivery of activities included in this work category
* Are considered high risk projects.
* Needs the highest Quality Management System to ISO9001: 2015
* Technically complex requiring specialist appreciation and understanding
* Involves full partnering and co-operation with all parties
* Level 1, 2 and 3 Traffic Management
* Complex and sensitive Environmental Management issues
 |
| **Level B** | * Prequalification typically for medium to high value Capital Works and Maintenance of Roading Related Structures.
* Capable resources and experience to carry out projects estimated between $1Million and $5Million (indicative only)
* Are considered medium to high risk projects.
* Quality Management System having evidence of working towards ISO9001: 2015 certification
* Technically complex requiring technical appreciation and understanding
* Limited surveillance required, and the Contractor adheres to the principles of partnering
* Level 1, 2 and 3 Traffic Management
* Complex Environmental Management issues
 |
| **Level C** | * Prequalification typically for low to medium value Capital Works and Maintenance of Roading Related Structures.
* Capable resources and experience to carry out projects estimated between $0.1Million and $1Million (indicative only)
* Are considered low to medium risk projects.
* Need a moderate level of quality control
* Not technically complex but requiring technical appreciation and understanding
* Minimum surveillance on co-operation and pro-active partnering
* Level 1 and 2 Traffic Management
* Simple Environmental Management issues
 |
| **Level D** | * Prequalification classification typically for the Low Cost / Low Risk, Minor Works, Safety Programs and Maintenance of small Roading Related Structures.
* Capable resources and experience to carry out projects usually less than $0.1Million (indicative only)
* Are considered low risk
* Need a simple level of quality control
* Technically simple, routine or repetitive
* Minor level of surveillance and support
* Level 1 Traffic Management
* Does not involve sensitive Environmental Management issues
 |

I confirm I have had no financial association with this Contractor and in my opinion no conflict of interest exists.

Signed: Date:

Position in Supervising Authority:

*(Engineer to Contract/Project Manager)*

Address:

Contact Number: Email Address:

**APPENDIX 2 — TRAFFIC MANAGEMENT VERIFICATION LETTER**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*template letter only*)

Date

Team Leader

Temporary Traffic Management Team

Christchurch City Council

PO Box 73014

Christchurch 8154

Dear Sir/Madam

**RE: Roading / Structures** (Delete one as required) **Prequalification Traffic Management Verification**

In relation to the Christchurch City Council Roading / Structures Contractor Prequalification process I have been asked to confirm that in my opinion (*name of Contractor and/or TTM provider*) has carried primary responsibility/accountability for Traffic Management on the following projects:

|  |  |  |
| --- | --- | --- |
| Project Name | TTM Provider | Highest Road Level |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Based on these examples the above Contractor and/or TTM provider has applied for prequalification of traffic management capability for the following road levels (*strike out any non-applicable*):

* Level 1 and LV
* Level 2
* Level 3

I understand that current Level 1 STMS (A, B), Level 2 STMS (A, B) and/or Level 3 Practicing and Non-practicing STMS (A, B, C) certificates for key Traffic Management staff will be supplied to the Council as part of this application for Roading / Structures Contractor Prequalification (*strike out any non-applicable*).

I confirm that the above contractor and/or TTM provider has carried primary responsibility/accountability for Traffic Management performance on the above projects and is expected to be capable of meeting the performance standard for works on the road level(s) nominated.

Please note the comments below in relation to the previous performance of the above contractor and/or TTM Provider:

Previous 12 months Notices of Non-conformance (NNC) or Warnings issued for the organisation:

Date range (*dd/mm/yyyy to dd/mm/yyyy*):

|  |  |
| --- | --- |
| **DATE** | **LOCATION/PROJECT** |
|  |  |

Any other Notices of Non-conformance for the projects listed:

|  |  |
| --- | --- |
| **DATE** | **LOCATION/PROJECT** |
|  |  |

The applicant is not currently within a formal Performance Improvement Phase with the Temporary Traffic Management Team.

The Temporary Traffic Management Team understands that (name of Contractor and/or TTM Provider) have appropriately qualified staff and appropriate equipment to work on all roads within the CCC boundaries, and are expected to be capable of meeting the performance standards for works on the road level(s) nominated.

I confirm I have had no financial association with this Contractor and/or TTM provider and in my opinion no conflict of interest exists.

Signed: Date:

Name:

*(Traffic Management Co-ordinator (TMC) acting under delegated RCA Authority)*

Address:

Contact Number: Email Address:

**APPENDIX 3 — ENVIRONMENTAL MANAGEMENT VERIFICATION LETTER**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*template letter only*)

Date

Manager, Technical Services and Design

Technical Services and Design Unit

Christchurch City Council

PO Box 73011

Christchurch 8154

Dear Sir/Madam

**RE: Roading / Structures** (Delete one as required) **Prequalification Environmental Management Verification**

In relation to the Christchurch City Council Roading and Structures Contractor Prequalification process I have been asked to confirm that in my opinion (*name of Contractor*) has satisfactorily completed (*name of projects*) to the value of (*value*). In my view (*name of Contractor*) is capable of providing (*strike out the option that does not apply*):

* Complex (Level A, B and C) environmental management
* Simple (Level D) environmental management

An adequate Contractor’s Environmental Management Plan has been provided for the roading / structures project and compliance with all conditions was achieved (*strike out if not appropriate*).

This company has a dedicated Environmental Advisor or approved external provider for the level of prequalification being sought.

Details of any enforcement action taken against this company by the appropriate Regional Council over the last 3 years is summarized as below:

Signed: Date:

Position in Contracting Company:

Address:

Contact Number: Email Address:

**APPENDIX 4 — SUSTAINABILITY MANAGEMENT VERIFICATION LETTER**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*template letter only*)

Date

Manager, Technical Services and Design

Technical Services and Design Unit

Christchurch City Council

PO Box 73011

Christchurch 8154

Dear Sir/Madam

**RE: Roading / Structures** (Delete one as required) **Prequalification Sustainability Management Verification**

To help you answer the questions for our Sustainability Outcomes: Guide for Suppliers; can be found at:

<https://ccc.govt.nz/assets/Documents/The-Council/Working-with-the-Council/Sustainable-Outcomes-Supplier-Guide.pdf>

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Does your organisation have the following: 1. Energy Efficiency Management Plan (ENV)
2. Greenhouse Gas Emission Reduction Plan (ENV)
3. Solid Waste Reduction Plan (ENV)
4. Water Use Reduction Plan (ENV)
5. Diversity or Equal Employment Opportunity Policy (SOC)
6. Business Continuity Plan (ECO)

How to respond to Column 3: *If YES:  We require the plan to be attached to your submission.  Where a plan may cover more than one item above, please provide a page reference within the Plan.**If NO:  Where a plan is not included, please provide a dialogue of if you are intending to adopt a similar policy and what that might entail.*  |

|  |  |  |
| --- | --- | --- |
| **Plan** | **Yes/No***(If yes, please attach)* | **If YES, provide Plan name and Page Reference (where applicable).** **If NO, provide commentary on if/when you will have a plan in place and what it may include.** |
| (a) Energy Efficiency Management Plan |  |  |
| (b) Greenhouse Gas Emission Reduction Plan |  |  |
| (c)Solid Waste Reduction Plan |  |  |
| (d) Water Use Reduction Plan |  |  |
| (e) Diversity or Equal Employment Plan |  |  |
| (f) Business Continuity Plan |  |  |

 |

Signed: Date:

Position in Contracting Company .:

Address:

Contact Number: Email Address:

**APPENDIX 5 — PROJECT MANAGEMENT VERIFICATION LETTER**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*template letter only*)

Date

Manager, Technical Services and Design

Technical Services and Design Unit

Christchurch City Council

PO Box 73011

Christchurch 8154

Dear Sir/Madam

**RE: Roading / Structures** (Delete one as required) **Prequalification Project Management Verification**

In relation to the Christchurch City Council Roading and Structures Contractor Prequalification process I have been asked to confirm that in my opinion (*name of Contractor*) has satisfactorily completed (*name of projects*) to the value of (*value*). In my view (*name of Contractor*) is capable of providing (*strike out the options that do not apply*):

* Technically Complex (Level A, B and C) project management
* Level D management

And meets all the attribute requirements for the above level as described in Section 4 of the Manual for Roading and Structures Contractor Prequalification for Authorised Christchurch City Council Roading and Structures Work.

I understand that staff CV’s will be supplied to the Council as part of this application for Contractor Prequalification.

I confirm I have had no financial association with this Contractor and in my opinion no conflict of interest exists.

Signed: Date:

Position in Supervising Authority:

*(Engineer to Contract/Project Manager)*

Address:

Contact Number: Email Address:

**APPENDIX 6 — CO-OPERATION AND PARTNERING VERIFICATION LETTER**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*template letter only*)

Date

Manager, Technical Services and Design

Technical Services and Design Unit

Christchurch City Council

PO Box 73011

Christchurch 8154

Dear Sir/Madam

**RE: Roading / Structures** (Delete one as required) **Prequalification Co-operation and Partnering Verification**

In relation to the Christchurch City Council Roading and Structures Contractor Prequalification process I have been asked to confirm that in my opinion (*name of Contractor*) has satisfactorily completed (*name of projects*) to the value of (*value*). In my view (*name of Contractor*) is capable of providing (*strike out the options that do not apply*):

* Co-operation and pro-active partnering in that they are capable of establishing and practicing under a full Partnering Charter and cooperating with all parties (Level A and B)
* Co-operation and pro-active partnering in that they require a small amount of surveillance and adhere to the principles of partnering (Level C)
* Co-operation and pro-active partnering in that they require a large amount of surveillance and adhere to the principles of partnering (Level D)

And meets all the attribute requirements for the above level as described in Section 4 of the Manual for Roading and Structures Contractor Prequalification for Authorised Christchurch City Council Roading and Structures Work.

I confirm I have had no financial association with this Contractor and in my opinion no conflict of interest exists.

Signed: Date:

Position in Supervising Authority:

*(Engineer to Contract/Project Manager)*

Address:

Contact Number: Email Address:

**APPENDIX 7 — QUALITY ASSURANCE VERIFICATION LETTER**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*template letter only*)

Date

Manager, Technical Services and Design

Technical Services and Design Unit

Christchurch City Council

PO Box 73011

Christchurch 8154

Dear Sir/Madam

**RE: Roading / Structures** (Delete one as required) **Prequalification Co-operation and Partnering Verification**

In relation to the Christchurch City Council Roading and Structures Contractor Prequalification process I have been asked to confirm that in my opinion (*name of Contractor*) has satisfactorily completed (*name of projects*) to the value of (*value*). In my view (*name of Contractor*) is capable of providing (*strike out the options that do not apply*):

* Quality Assurance to Level A and B – Certified to ISO9001:2015 standard by a JAS-ANZ accredited industry provider
* Quality Assurance to Level C and D – Certified to.NZTA:Z/1:2021 and Z/8:2022.

I understand that specified quality certification evidence will be supplied to the Council as part of this application for Contractor Prequalification together with an example of a Quality Plan for a recently completed relevant project.

I confirm I have had no financial association with this Contractor and in my opinion no conflict of interest exists.

Signed: Date:

Position in Supervising Authority:

*(Engineer to Contract/Project Manager)*

Address:

Contact Number: Email Address:

**APPENDIX 8 — FINANCIAL DUE-DILIGENCE VERIFICATION FORM**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*template letter only*)

Manager, Technical Services and Design

Technical Services and Design Unit

Christchurch City Council

PO Box 73011

Christchurch 8154

Dear Sir/Madam

**RE: Roading / Structures** (Delete one as required) **Prequalification Co-operation and Partnering Verification**

In my opinion the Applicant would, on the appointment of liquidators pursuant to section 241(2)(a) of the Companies Act 1993 be able to pay its present debts on the grounds that the Applicant’s present assets will realise more than the Applicant’s total present indebtedness.

I confirm I have had no financial association with this Contractor and in my opinion no conflict of interest exists.

Signed: Date:

(Chartered Accountant / Bank’s contact person):

Address:

Contact Number: Email Address:

**APPENDIX 9 – HEALTH AND SAFETY VERIFICATION FORM**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*template letter only*)

Date

Manager, Technical Services and Design

Technical Services and Design Unit

Christchurch City Council

PO Box 73011

Christchurch 8154

Dear Sir/Madam

We confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Contractor)

has applied to Totika for a company assessment of their Health and Safety Procedures, Documents and Plans as per the Health and Safety at Work Act 2015 and have a documented Health and Safety Management System in operation.

This Contractor has gained a score of\_\_\_\_\_\_\_% which is current until \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_ when another review will be required by Totika to renew their assessment.

I confirm I have had no financial association with this Contractor and in my opinion no conflict of interest exists.

Signed: Date:

(Totika contact person):

Address:

Contact Number: Email Address:

**APPENDIX 10 — INSURANCE VERIFICATION FORM**

ROADING / STRUCTURES CONTRACTOR PREQUALIFICATION (*template letter only*)

FROM: (Name of Contractor)

We confirm that this Company holds, or is able to obtain, the following insurances and will be able to submit for approval information as to these insurances in the form required prior to the commencement of work.

1. Information as to Construction Insurance (using the form in Seventh Schedule to General Conditions of Contract NZS3910:2013).
2. Information as to Contractor Plant Insurance (using the form in Eighth Schedule to General Conditions of Contract NZS3910:2013).
3. Information as to Contractor’s Public Liability Insurance (using the form in Ninth Schedule to General Conditions of Contract NZS3910:2013).
4. Information as to Contractor’s Motor Vehicle Insurance (using the form in Tenth Schedule to General Conditions of Contract NZS3910:2013).
5. Information as to Contractor’s Professional Indemnity Insurance (using the form in Eleventh Schedule to General Conditions of Contract NZS3910:2013).

I confirm I have had no financial association with this Contractor and in my opinion no conflict of interest exists.

I the undersigned confirm that the above information is true and factual. I confirm that I am the authorised signatory for this matter.

Authorised Signatory: Date:

Insurance Company or Broker Name and Company Position:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_