HASTINGS DISTRICT COUNCIL

Prequalification and Performance Management for Civil Construction

Simplifying procurement, improving performance

Invitation to Qualify

Application Pack

Document Control

System Expert	Prequal Champion
System Owner	Capital Works and Development Manager - 3 Waters
Owner Department	Asset Management
Author	Rachel Landon, Design Phase Limited
Version	Draft 3.1b
Issue Date	December 2019
Review Date	December 2022

Version Control

Version	Author	Updates
3	Rachel Landon	Original Draft
3.1	Dean Ferguson	Included financial due diligence to Classification Performance Criteria and Application Evidence.
3.1a	Emile Klopper	Final Review
3.1b	Jeff Landsberg	Final Update and Review

Contents

This opportunity in a nutshell

Hastings District Council (Council) has an upcoming programme of civil construction work required to deliver the Long Term Plan for our Community. In order to simplify the procurement process, and to encourage the ongoing improvement in contractors, Council has a Prequalification and Performance Management System (Prequal) for civil construction work.

The Council would like to continuously invite Civil Contractors to apply to be included in the Prequal system. This application would be the first step in a multi-step procurement process. Once approved, the next step will involve a streamlined tender process, for qualifying work.

The Prequal system has been in place since 2009 and this Invitation to Qualify (ITQ) represents an update to the system, with changes made to the work categories available, complexity definitions and how the performance of contractors is scored.

What we need

Council need Civil Contractors, who can deliver specific types and complexities of civil construction work (see section 2.2 of this document) to join our Prequal system.

What is important to us

The Prequal system is important to Council because it simplifies the procurement process; and helps identify where improvements to performance can be made.

Why you should join

This is an opportunity for you to be included in the Prequal system for providing civil construction services to Council. Benefits for contractors joining the Prequal system include:

- Tender processes that limits submissions to only prequalified contractors;
- A greatly simplified tendering process;
- A reduction in tendering costs
- Participation in a structured performance management system.

A bit about us

The Council provides infrastructure and services for the benefit of the community. These include 3 waters services, transportation, solid waste, parks, as well as urban development projects. The construction of civil infrastructure used to deliver these services accounts for a significant proportion of the Council's operating and capital expenditure. This expenditure provides the foundations on which the Hastings District community is built. The Infrastructure Strategy, included within the Council Long Term Plan, has a high level summary of the work Council is planning to undertake in the coming years.

Roles and Responsibilities

It is important for all stakeholders to understand what their roles and responsibilities are to ensure the success of the system. The table below briefly outlines the key roles and their responsibilities.

Roles		Responsibilities
HDC Owner	**Capital Works and Development Manager - 3 Waters**	▪ Actively promotes the system and supports the HDC Champion in ensuring that the system is effectively implemented. ▪ Owns the manual and approves any amendments. ▪ Owns the database and approves any amendments.
HDC Prequal Champion	**Three Waters Project Engineer**	▪ Monitoring the implementation of the system. ▪ To promote/encourage/enforce consistency of the system implementation. ▪ Reporting to the owner and asset management staff. ▪ Undertaking reviews. ▪ Undertaking the re-registration process. ▪ Identifying and implementing improvements. ▪ Review new applications with relevant Asset Manager/s. ▪ Facilitate yearly moderation meeting with Engineers Representatives to ensure consistency of scoring. ▪ Management of Inadequate Performance process. ▪ Issue any warnings for inadequate performance and reporting same to the Engineer.
Support to Champion	**Business support services**	▪ Provide administrative support to the Champion.
Engineer to Contract	**As per contract**	▪ Determine appropriate work category and classification level in conjunction with the project manager for work to be tendered. ▪ Receive and review all monthly and final performance scores. ▪ Report any poor performance warnings to the Prequal Champion. ▪ Supports Engineers Representatives in implementing the system.
Engineers Representative	**As per contract**	▪ Undertake monthly and final scoring with the contractor. ▪ Submit completed scores to the Engineer to Contract. ▪ Attend the yearly moderation meeting.
Contractors Representative	**As per contract**	▪ Participate in the monthly and final scoring process with the Engineers Representative.

How the HDC Prequalification and Performance Management System for Civil Construction Works

	WHAT & WHY	HOW	WHEN & WHERE	WHO
THINK How do we simplify procurement and improve the performance of our Civil Contractors?	The **HDC Prequalification and Performance Management System for Civil Construction (Prequal)** is an Asset Management Group initiative aimed at simplifying the sourcing process, reducing tendering costs for our Civil Construction contractors and encouraging on-going improvement in contractor performance.	Prequal involves contractors being assessed over a range of quality criteria and then being registered for specific types and sizes of work. Regular evaluation of contractor performance during the contract then identifies how the Contractor can improve their performance.	The **HDC Prequalification and Performance Management System for Civil Construction Application Pack** details how the system works. Council's Prequalification **RFT and draft contract document** specifies the minimum prequalification level required to enable a contractor to submit a tender for each relevant contract.	The **Prequal** is: ▪ Developed by an **independent external advisor.** ▪ Championed by the **Three Waters Project Engineer**. ▪ Owned by the **Capital Works and Development Manager - 3 Waters.** ▪ Endorsed by the **Procurement Governance Group**
PLAN How do we implement the Prequalification system and how do contractors apply to join? How do we identify which projects the system is used to deliver?	Only prequalified contractors are allowed to submit tenders for contracts identified as suitable candidates for **Prequal**. **Prequal** is intended to be the preferred method of sourcing for all Civil Construction contracts. Except for specific unique, specialist, high risk or highly complex contracts.	A standing order on the GETS website invites interested parties to join the Prequalification system. The "**HDC Prequalification and Performance Management System for Civil Construction Application Pack**" documents the information that the contractor is required to supply and details how applications are assessed. The **Procurement Plan** for each contract includes an assessment of whether work will be procured using the Prequalification system.	The application data submitted by contractors is stored in **HPRM**, the Councils document management system. All Requests for Tenders (**RFT's**) for Civil Construction projects are openly advertised on **GETS.** For prequal contracts the **RFT** notes that only prequalified contractors can submit tenders. This ensures transparency of the system and encourages new contractors to become prequalified.	▪ **Project Managers** document whether a contract will use the Prequalification system within the **Procurement Plan** for individual contracts, following the requirements of the **HDC Procurement Framework**. ▪ The RFT is developed based on the approved Procurement Plan. ▪ **The Prequal Champion** manages the **Prequalification database**.
DO How do we evaluate the performance of contractors?	All civil contracts, regardless of whether the contract is being undertaken in the prequalification system, require contractor performance to be evaluated on a monthly basis, as detailed in the **NZS3910 Contract Management Manual.**	The "**HDC Prequalification and Performance Management System for Civil Construction Application Pack"** documents how evaluations are to be performed for contracts that were procured using the Prequalification system.	Monthly performance evaluations are undertaken conjointly by each **Engineer's and Contractor's Representative**, no later than the 10th of each month. The Engineer's Rep evaluates the Contractor's performance and at the same time the Contractor's Rep can provide feedback on Council's and Consultant's performance.	The Engineer's Rep evaluates the Contractor's performance and at the same time the Contractor's Rep can provide feedback on Council's and Consultant's performance. If there is dispute between the contractor and the Engineer's Rep. regarding the performance score the dispute resolution process in **HDC Prequalification and Performance Management System for Civil Construction Application Pack** should be followed.
REVIEW How do we show that the Prequal system is simplifying procurement and improving performance of our contractors?	The Prequalification system is internally audited using the AM Quality System, to ensure the system is working as intended.	A set of standardised reports are generated by the prequalification database to report on both contractor and the system performance. These reports consider how frequently the system is being used, the value of work being undertaken, whether evaluations are being completed in a timely manner. They also summarise each individual contractor's relative performance noting issues and highlighting instances of exemplary performance.	Individual Contract performance is reported to the **Contractor's Management** on a monthly basis, of the evaluation scores for all their current projects.	The **Prequal Champion** is responsible for ensuring that **Engineer's Rep** complete the monthly evaluation of projects.

Application Procedure

Step 1: Understand the system

Download this document from:
https://www.hastingsdc.govt.nz/services/roads-and-streets/contractor-prequalification/

Read and become familiar with the Prequalification and Performance Management system detailed in this document.

Step 2: Work groups

Identify which of the work groups (described in Section 2.2) your company might want to submit a tender for. The work groups are:

- Bridge Construction
- Transportation Infrastructure Construction
- Drinking Water Network Construction
- Stormwater & Wastewater Network Construction

Step 3: Classification Level

Identify which of the four classification levels (as described in Section 2.3 Classification Levels) your company meets and for which you are able to provide supporting documentation.

Step 4: Compile Application

Compile the requested supporting documentation as detailed in Section 2.4 Performance Criteria, for the work group/s and classification level/s that you wish to submit an application for.

Step 4: Submit Application

Submit the application and supporting documentation as a single file to:

prequal@hdc.govt.nz

Applications will be processed on a first-come-first-served basis.

Council aims to provide you with feedback regarding your application within one calendar month.

SECTION 1: Key information

1.1 Context

a. This is an Invitation to Qualify (ITQ) for suitable contractors to submit an application to join the Hastings District Council Prequalification and Performance Management System for Civil Construction (Prequal).
b. This ITQ is the first step in a multi-step procurement process. The first step is submitting an application for inclusion in the Prequal system. The second step involves either direct appointment or a streamlined tender process for qualifying work.

1.2 Our timeline

a. Applications to join the Prequal scheme are continuously accepted.
b. Respondents given feedback within one calendar month following application, via email.

1.3 How to contact us

a. All enquiries must be directed to our Point of Contact. We will manage all external communications through this Point of Contact.
b. Our Point of Contact **Email address:** prequal@hdc.govt.nz

1.4 Developing and submitting your Application

a. This is an open procurement process. This ITQ sets out the step-by-step process and conditions that apply.
b. Take time to read and understand the ITQ.
c. If anything is unclear or you have a question, ask us to explain. Please do so by emailing our Point of Contact.
d. In submitting your application you must use the Response Forms provided in the Appendices. These can also been provided as separate Microsoft Word documents that you can download to complete.
e. You must also complete and sign the declaration at the end of the Response Form.
f. Check you have provided all information requested, both in the format and order asked for.

1.5 Address for submitting your Application

a. **It is preferred that applications are submitted by email as a single file** to the following address: prequal@hdc.govt.nz

b. Hard copy applications will be accepted if they are delivered to our office:

   Hastings District Council
   c/o: Prequalification Champion
   207 Lyndon Road
   Hastings 4122

c. Postal applications will also be accepted via:

   Hastings District Council
   c/o: Prequalification Champion
   Private Bag 9002
   Hastings 4156

SECTION 2: Our Requirements

2.1 Background

The HDC Prequalification and Performance Management System (Prequal) is a procurement initiative aimed at:

- Simplifying the sourcing process.
- Reducing tendering costs.
- Encouraging on-going contractor performance.

The Prequal system will be the Council's preferred sourcing method for engaging supplies for civil construction activities with the exception of specific, unique, specialist, high risk or highly complex contracts.

A pre-qualified contractor is a contractor who has been approved by Council as capable of delivering specific types and complexities of works. Council uses its Prequal system to:

- Verify which contractors can deliver specific works.
- Make it easier for contractors to respond to contract opportunities by only asking for qualifying information once.
- Provide timely feedback on contractor performance, formally identifying what is working well and also where improvements can be made.

2.1.1 Progressive Procurement

Progressive Procurement is a pathway to achieving positive sustainable outcomes, these being economic, social, environmental and cultural.

Local government organisations have the ability to deliver these additional benefits to their communities & meet other strategic objectives through their supply chains, whilst maintaining competitive pricing and quality standards.

By embedding these outcomes through our procurements, it further enhances the wellbeing of our communities and public value.

While progressive procurement does not currently form part of the Prequal system, it is an integral part of the tender process. Each tender will have selected progressive procurement categories for which tenderers must provide evidence on how they achieve the key outcomes of each category. If tenderers have nothing in place for a particular category, they need to describe what they will plan to do and how they will commit to making progress to achieve these outcomes.

More information on Progressive Procurement can be read in the **supplier guide** which can be found on Council's website: https://www.hastingsdc.govt.nz/our-council/procurement/.

2.2 The Type of Work

The four physical works categories available for the HDC Prequalification and Performance Management System are:

1. Bridge Construction
2. Transportation Infrastructure Construction
3. Drinking Water Network Construction
4. Stormwater & Wastewater Network Construction

Appendix C – Prequal Work Categories details the type of work that form these categories. Contractors are not required to demonstrate capability to carry out all work identified within each work category.

There will be no limit on the number of contractors within each work category.

2.3 Classification Levels

The Prequal system is one method Council uses to match the capability of a contractor to the complexity of the project to be delivered. It does this by classifying contractors according to their capability to undertake certain work groups as defined by the risks and complexities of a project.

Each Prequal work group has four possible classification levels: A, B, C and D where A is the highest (for technically complex, highest risk work) and D is the lowest (for simple, lowest risk work). Contractors can tender for contracts at the level they have prequalified for as well as any lower levels for the relevant work group e.g. a Level A prequalified contractor can tender for all classification levels where as a Level B prequalified contractor can only tender for Levels B, C and D.

In determining a particular project's classification level both the technical complexity of the project, and the projects residual risks, are taken into account.

The Engineer to the Contract and the project team work together before the contract is tendered to recommend what classification is required for the project. The recommended classification is to be confirmed by the Prequal Champion. This assessment takes work group, project risk and complexity into account to determine a classification level, as detailed in Table 1. Only one of the factors need to be met to determine the level e.g. a project with high risks that is not technically complex will be classified as Level A.

2.3.1 Risk Assessment

Council's risk management framework[1] requires that risks are identified, analysed and evaluated. The Council risk analysis process looks at the following impacts, along with the likelihood of a risk occurring to then identify whether the risk is tolerable by comparison with the Council risk appetite:

[1] PMD-03-81-18-137

- Financial
- Service level
- Compliance
- Reputation, and
- Environmental

While the responsibility for achieving a project's outcome will always remain the responsibility of Council, some contractors are better placed than others to help Council mitigate construction related risks. For this reason, projects that have higher levels of risk can only be undertaken by Contractors whose prequalification application shows that they are capable of mitigating and managing comparable risks. Table 1 maps risk descriptors against the Prequal Classification Levels.

2.3.2 Project Complexity

Another factor addressed when determining the Prequal Classification level is the complexity of a project. Factors that can impact on project complexity might include issues like:

- the project's strategic importance to Council;
- the number of stakeholders involved in the project;
- the potential for scope change after letting the contract;
- the financial impact and public value that the project represents;
- the technical complexities involved in executing the work;
- the interfaces and relationships involved that are outside the direct control of Council;
- the range of disciplines and skills required to complete the work;
- whether Council themselves have a track record in the delivery of this type of work;
- whether the project is critical to the delivery of other projects.

The Ministry of Business, Innovation and Employment have a delivery environment complexity tool that can be used to help document the project complexity. The Engineer and Project Manager need to work together to make a judgement call as to whether the overall complexity of the project means that engaging a Contractor with experience delivering complex projects is required. This needs to be a judgement call as different factors will carry more weight in some projects than in others.

TABLE 1: DETERMINING PROJECT CLASSIFICATION

Classification Level	Residual Risk level (refer to the HDC Risk Framework)		Project Complexity
Level A	Projects that have **EXTREME** or **HIGH** risks	and/or	Project's complexity is significantly complex.
Level B	Projects that have **MEDIUM** risks	and/or	Project is reasonably complex, but not at a level where technical specialist input is required.
Level C	Projects that have **LOW** risks	and/or	Project requires an understanding of the various complexities.
Level D	Projects that have **LOW** risks	and/or	Project is simple with a routine repetitive nature.

Table 2 below shows all the possible Work Categories and Classification Levels that can be applied for.

TABLE 2: PREQUALIFICATION CATEGORY AND CLASSIFICATIONS

Classification Level	Work Category			
	Bridge Construction	**Transportation Infrastructure Construction**	**Water Networks Construction**	**Wastewater / Stormwater Networks Construction**
Level A	Bridge Level A	Transportation Infrastructure Level A	Water Level A	WW / SW Level A
Level B	Bridge Level B	Transportation Infrastructure Level B	Water Level B	WW / SW Level B
Level C	Bridge Level C	Transportation Infrastructure Level C	Water Level C	WW / SW Level C
Level D	Bridge Level D	Transportation Infrastructure Level D	Water Level D	WW / SW Level D

Table 3 below provides a description of works included in each work category. Please note that 3 Waters service connections are not covered by this prequalification system. HDC is not currently enlisting new contractors to construct service connections. Please visit the following link for more information regarding service connections: https://www.hastingsdc.govt.nz/services/water/water-service-connections

TABLE 3 DESCRIPTION OF WORK CATEGORIES

Work Categories		Description of Work Category
Bridge Construction		Bridge construction including: ▪ Replacing an existing bridge structure ▪ Widening an existing bridge ▪ Structural Strengthening of bridge ▪ Construction of a new bridge
Transportation Infrastructure Construction	**New Roads, Safety Improvements, Walking & Cycling Facility Construction**	Road construction including: ▪ New road construction ▪ Safety improvements, including: - Intersection improvements - Traffic calming measures - Pedestrian crossings - Sight improvements - Stock underpasses - New installations and repair of guardrails ▪ On road, and off-road, walkway and cycle facilities ▪ Road widening ▪ Retaining structures
	Surfacing	Road Surfacing including: ▪ Chip-seal surfacing ▪ Asphaltic surfacing
	Pavement Treatments	Area Wide Pavement Treatments (urban) Area Wide Pavement Treatments (rural) including: ▪ Rip and relay ▪ Stabilised pavement construction ▪ Unbound granular pavement construction
	Drainage Improvements	Drainage works including: ▪ New, and repair and replacement, of kerb and channel ▪ Installation of water channels, sub-soil drainage ▪ Renewal or installation of culverts, manholes, wingwalls and associated structures
Water Network Construction	**Reticulation Construction**	Construction of pressurised pipe including: ▪ Installation of valves, fittings and chambers ▪ Installation of connections ▪ Recovery of fittings ▪ Pressure testing ▪ Measures to prevent contamination (e.g. capping) ▪ Disinfection of watermains and neutralisation of disinfectant

Work Categories		Description of Work Category
Wastewater and Stormwater Network Construction	Sewer Network Construction	Construction and testing of new and live sewers and their connections including: ▪ Construction of sewer mains ▪ Construction of sewer manholes ▪ Testing of sewer mains and laterals ▪ Replacement of failed sewer connections ▪ Supply and install rodding eye fittings and access boxes ▪ Installation of liner and grouting ▪ CCTV inspection ▪ Smoke testing
	Stormwater Network Construction	Construction of stormwater networks including: ▪ Construction of stormwater manholes ▪ Construction of stormwater sump leads ▪ Construction of stormwater sumps ▪ Disconnection of existing stormwater mains ▪ CCTV inspection ▪ Construction of Stormwater treatment devices

2.4 Performance Criteria

Each classification has five associated performance criteria that is used to determine what level a contractor should be prequalified for, this is also used to monitor their performance on subsequent contracts.

All performance criteria must be met for the quality level and work category being applied for. For example, if applying for the Work Category "Bridge Construction" at Level A, the respondents needs to show that they meet all of the Level A Performance Criteria and provide evidence of these criteria for similar bridge construction projects.

The performance criteria are:

Management	• The qualification, skill levels and competence needed of management, supervisory and technical staff
Production	• The capability and resources of the company to deliver the project
Health & Safety / Environment	• Safe work practices and the ability to provide environmental management
Administration	• Level of quality assurance followed by the company

The performance criteria levels that must be met to prequalify for each of the four levels A – D are detailed in Table 4 along with the evidence required to be submitted with your application in order to qualify for that classification level.

Contractors only need to provide evidence at the highest classification level for each individual Work Category that they are applying for.

SECTION 3: Applying to Become Prequalified

Becoming prequalified for civil construction contracts is the first stage in a multi-stage procurement process. Evaluation at the prequalification stage is high-level with more detailed evaluation criteria applied at the Request for Tender (RFT) stage of a project.

3.1 Application Evidence

Table 4 details the information that the contractor needs to supply with their application for each of the Classification levels. It also notes the performance criteria expectations that will be used to asses each application.

The forms in Appendix A – Prequalification Application Response Forms should be used by the Contractor to compile their application.

TABLE 4: CLASSIFICATION PERFORMANCE CRITERIA AND APPLICATION EVIDENCE

Level		Performance Criteria	Evidence to include within Application
Level A Level A projects are critical or high risk and/or have a high level of complexity.	**Management**	The management and site supervisory staff have a minimum of **5-years' experience** and the skill level and competency required to: ▪ proactively manage high risks; ▪ work proactively in a full partnering and co-operative manner; ▪ successfully undertake projects which are technically complex and require specialist appreciation and understanding. For 3 Waters projects this will require technical staff to hold **suitable qualifications**.	▪ Organisational structure chart of the company showing the management, technical and supervisory personnel. ▪ CV's of key management and site supervisory staff. ▪ For 3 Waters applications, your application must include evidence that your company employs staff who at a minimum hold one of the following qualifications: ➔ National Certificate in Water Reticulation (Service Person) (Level 3). ➔ National Certificate in Infrastructure works (Infrastructure Pipelaying Technician) (Level 3). ➔ National Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Level 4) with strand(s) in Drinking-Water, Stormwater and Wastewater. ➔ New Zealand Certificate in Pipe Installations (Level 4) with strand in Trenched. ➔ New Zealand Certificate in Utilities Maintenance (Level 4) with strand(s) in Water, and Wastewater and Stormwater. For Water Networks Application the following additional unit standards are required: ➔ 24925: Prepare, install fittings and charge up a pipe line and check for leaks and operation **OR** 30003: Prepare, install fittings, and recommission water mains, for water reticulation. 27330: Install a thrust, anti-scour or anchor block **OR** 31449: Carry out maintenance operations on drinking-water networks.
	Production	The company has the capability, resources and experience to carry out technically complex projects which may exceed **$2M** in value. To do this they need to have: ▪ the ability to meet delivery programmes; ▪ a history of achieving specified standards.	▪ Respondent is to identify 3 recent projects (completed in the last 5 years), that involved a similar work group as the work category being applied for. The respondent needs to detail what work was undertaken for this sample project within the Prequalification Application Form 4 – Example Projects. ▪ Please note that 3 projects are required per work category being applied for.
	Health & Safety /Environment	The company follows safe work practices and can demonstrate that they have **Sitewise "Green"** certification or higher.	▪ A copy of your Sitewise Certificate.
		The company should adhere to the relevant qualifications in the Waka Kotahi / NZTA Training and Competency Model Temporary Traffic Management. Company site management staff should hold a minimum of a **Traffic Controller (TC) Qualification.** Alternatively, an **unexpired Level 1 TC or Level 1 STMS Qualification** will also be sufficient.	▪ Provide evidence of training certification for those staff who have traffic management supervising responsibilities.
		The company is capable of providing complex environmental management.	Provide either: ▪ evidence of ISO14001 accreditation; or ▪ a recent example of an Environmental Management Plan which shows that your company is capable of providing complex environmental management.
	Admin	The company uses a Quality Management system which is certified to meet the **ISO 9001** standard.	▪ Provide evidence of ISO 9001 accreditation
		The company works co-operatively and proactively with all parties involved in the project. This includes ensuring that necessary changes to a project which result in a variation to a contract are incorporated effectively and managed satisfactorily.	▪ A referee letter from either the client, or Engineer to the Contract, for each of the sample projects identified above. Refer to Appendix B – Guide for Referees and Reference Template.
Level B Level B projects are medium risk and reasonably complex.	**Management**	The management and site supervisory staff have a minimum of **5-years' experience** and the skill level and competency required to: ▪ proactively manage risks; ▪ respond in a timely manner with excellent interpersonal skills; ▪ Successfully undertake projects which are technically complex and require technical appreciation and understanding. For 3 Waters projects this will require technical staff to hold **suitable qualifications**.	▪ Organisational structure chart of the company showing the management, technical and supervisory personnel. ▪ CV's of key management and site supervisory staff. ▪ For 3 Waters applications, your application must include evidence that your company employs staff who at a minimum hold one of the following qualifications: ➔ National Certificate in Water Reticulation (Service Person) (Level 3). ➔ National Certificate in Infrastructure works (Infrastructure Pipelaying Technician) (Level 3). ➔ National Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Level 4) with strand(s) in Drinking-Water, Stormwater and Wastewater. ➔ New Zealand Certificate in Pipe Installations (Level 4) with strand in Trenched. ➔ New Zealand Certificate in Utilities Maintenance (Level 4) with strand(s) in Water, and Wastewater and Stormwater. For Water Networks Application the following additional unit standards are required: ➔ 24925: Prepare, install fittings and charge up a pipe line and check for leaks and operation **OR** 30003: Prepare, install fittings, and recommission water mains, for water reticulation. ➔ 27330: Install a thrust, anti-scour or anchor block **OR** 31449: Carry out maintenance operations on drinking-water networks.
	Production	The company has the capability, resources and experience to carry out technically complex between **$1M - $2M** in value. To do this they need to have: ▪ the ability to meet delivery programmes; ▪ a history of achieving specified standards.	▪ Respondent is to identify 3 recent projects (completed in the last 3 years), that involved a similar work group as the work category being applied for. The respondent needs to detail what work was undertaken for this sample project within the Prequalification Application Form 4 – Example Projects. ▪ Please note that 3 projects are required per work category being applied for.
	Health & Safety /Environment	The company follows safe work practices and can demonstrate that they have **Sitewise "Green"** certification or higher.	▪ A copy of your Sitewise Certificate.
		The company should adhere to the relevant qualifications in the Waka Kotahi / NZTA Training and Competency Model Temporary Traffic Management. Company site management staff should hold a minimum of a **Traffic Controller (TC) Qualification.** Alternatively, an **unexpired Level 1 TC or Level 1 STMS Qualification** will also be sufficient.	▪ Provide evidence of training certification for those staff who have traffic management supervising responsibilities.
		The company is capable of providing complex environmental management.	▪ Provide a recent example of an Environmental Management Plan which shows that your company is capable of providing complex environmental management.
	Admin	The company uses a Quality Management system which meets or having evidence of working towards **ISO 9001** accreditation.	▪ Evidence of working towards ISO 9001 accreditation. AND ▪ Provide an example of a quality management plan used on a similar scale previous project for assessment of capability.
		The company works co-operatively and proactively with all parties involved in the project. This includes ensuring that necessary changes to a project which result in a variation to a contract are incorporated effectively and managed satisfactorily.	▪ A referee letter from either the client, or Engineer to the Contract, for each of the sample projects identified above. Refer to Appendix B – Guide for Referees and Reference Template.
Level C Level C projects are low risk and require some understanding and appreciation of the project complexities.	**Management**	The management and site supervisory staff have a minimum of **3-years' experience** and the skill level and competency required to: ▪ proactively manage risks; ▪ respond in a timely manner with excellent interpersonal skills; ▪ successfully undertake projects which require some technical appreciation and understanding. For 3 Waters projects only this will require technical staff to hold **suitable qualifications**.	▪ Organisational structure chart of the company showing the management, technical and supervisory personnel. ▪ CV's of key management and site supervisory staff. ▪ For 3 Waters applications, your application must include evidence that your company employs staff who at a minimum hold one of the following qualifications: ➔ National Certificate in Water Reticulation (Service Person) (Level 3). ➔ National Certificate in Infrastructure works (Infrastructure Pipelaying Technician) (Level 3). ➔ National Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Level 4) with strand(s) in Drinking-Water, Stormwater and Wastewater. ➔ New Zealand Certificate in Pipe Installations (Level 4) with strand in Trenched. ➔ New Zealand Certificate in Utilities Maintenance (Level 4) with strand(s) in Water, and Wastewater and Stormwater. For Water Networks Application the following additional unit standards are required: ➔ 24925: Prepare, install fittings and charge up a pipe line and check for leaks and operation **OR** 30003: Prepare, install fittings, and recommission water mains, for water reticulation. ➔ 27330: Install a thrust, anti-scour or anchor block **OR** 31449: Carry out maintenance operations on drinking-water networks.
	Production	The company has the capability, resources and experience to carry out technically complex projects between **$0.5M-$1M** in value. To do this they need to have: ▪ the ability to meet delivery programmes; ▪ a history of achieving specified standards.	▪ Respondent is to identify 3 recent projects (completed in the last 3 years), that involved a similar work group as the work category being applied for. The respondent needs to detail what work was undertaken for this sample project within the Prequalification Application Form 4 – Example Projects. ▪ Please note that 3 projects are required per work category being applied for.

	Health & Safety /Environment	The company follows safe work practices and can demonstrate that they have **Sitewise "Green"** certification or higher.	▪ A copy of your Sitewise Certificate.
		The company should adhere to the relevant qualifications in the Waka Kotahi / NZTA Training and Competency Model Temporary Traffic Management. Company site management staff should hold a minimum of a **Traffic Controller (TC) Qualification.** Alternatively, an **unexpired Level 1 TC or Level 1 STMS Qualification** will also be sufficient.	▪ Provide evidence of training certification for those staff who have traffic management supervising responsibilities.
		The company is capable of simple environmental management.	▪ Provide a recent example of an Environmental Management Plan which shows that your company is capable of providing simple environmental management.
	Admin	The company uses a moderate level Quality management system.	▪ Evidence of a quality system certification. OR ▪ Provide an example of a quality management plan used on a similar scale previous project for assessment of capability.
		The company works co-operatively and proactively with all parties involved in the project. Some surveillance may be required.	▪ A referee letter from either the client, or Engineer to the Contract, for each of the sample projects identified above. Refer to Appendix B – Guide for Referees and Reference Template
Level D Level D projects are both low risk and technically simple, routine or repetitive.	Management	The management and site supervisory staff at the company need to have the skill level and competency required to: ▪ proactively manage a low level of risks; ▪ respond in a timely manner with excellent interpersonal skills; ▪ successfully undertake projects which are technically simple, routine and repetitive. For 3 Waters projects only this will require technical staff to hold **suitable qualifications.**	▪ Organisational structure chart of the company showing the management, technical and supervisory personnel. ▪ CV's of key management and site supervisory staff. ▪ For 3 Waters applications, your application must include evidence that your company employs staff who at a minimum hold one of the following qualifications: ➔ National Certificate in Water Reticulation (Service Person) (Level 3). ➔ National Certificate in Infrastructure works (Infrastructure Pipelaying Technician) (Level 3). ➔ National Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Level 4) with strand(s) in Drinking-Water, Stormwater and Wastewater. ➔ New Zealand Certificate in Pipe Installations (Level 4) with strand in Trenched. ➔ New Zealand Certificate in Utilities Maintenance (Level 4) with strand(s) in Water, and Wastewater and Stormwater. For Water Networks Application the following additional unit standards are required: ➔ 24925: Prepare, install fittings and charge up a pipe line and check for leaks and operation **OR** 30003: Prepare, install fittings, and recommission water mains, for water reticulation. ➔ 27330: Install a thrust, anti-scour or anchor block **OR** 31449: Carry out maintenance operations on drinking-water networks.
	Production	The company has the capability, resources and experience to carry out technically complex projects which may cost up to **$0.5M**. To do this they need to have: ▪ the ability to meet delivery programmes; ▪ a history of achieving specified standards.	▪ Respondent is to identify 3 recent projects (completed in the last 3 years), that involved a similar work group as the work category being applied for. The respondent needs to detail what work was undertaken for this sample project within the Prequalification Application Form 4 – Example Projects. ▪ Please note that 3 projects are required per work category being applied for.
	Health & Safety /Environment	The company follows safe work practices and can demonstrate that they have **Sitewise "Green"** certification or higher.	▪ A copy of your Sitewise Certificate.
		The company should adhere to the relevant qualifications in the Waka Kotahi / NZTA Training and Competency Model Temporary Traffic Management. Company site management staff should hold a minimum of a **Traffic Controller (TC) Qualification.** Alternatively, an **unexpired Level 1 TC or Level 1 STMS Qualification** will also be sufficient.	▪ Provide evidence of training certification for those staff who have traffic management supervising responsibilities.
		The company is capable of simple environmental management.	▪ Provide a recent example of an Environmental Management Plan which shows that your company is capable of providing simple environmental management.
	Admin	The company uses a simple level Quality control system.	▪ Provide example of a quality plan used in a previous project.
		Co-operation with the Engineer will be required in the form of surveillance and support.	▪ A referee letter from either the client, or Engineer to the Contract, for each of the sample projects identified above. Refer to Appendix B – Guide for Referees and Reference Template

3.2 Assessment Process

3.2.1 Assessment Flowchart

Contractor	• Submits application via email to prequal@hdc.govt.nz
The Prequalification Champion	•Reviews and verifies submitted information. •Financial due diligence to be conducted concurrently. •Request any clarifications or additional information if required.
The Prequalification Evaluation Team	•Reviews the application and either approves / rejects / downgrades the application. The team includes the Prequal Champion and the relevant Asset Manager for the work category being assessed.
The Prequalification Champion	•Informs the contractor of the decision. •Supplies successful contractor with log-in to the Prequal Monitoring database.
Capital Works and Development Manager - 3 Waters	•Reviews decisions and appeals in relation to the rejection / downgrading of applications.

3.2.2 Evaluation Model

A simple evaluation model will be used to assess applications, that is where all criteria are of equal importance and respondents will be deemed to have either passed or failed the performance criteria.

Council reserves the right, following inspection of your application, to engage further with you about material you have submitted.

3.2.3 Performance Criteria

Each application must show how the company meets all of the performance criteria identified in Table 4 for the classification level being applied for.

Applications which fail to meet one or more of the performance criteria for the level being applied for will be assessed for their suitability for a lower level. If the application fails to meet the criteria for the lower level the application will then be eliminated from further consideration.

Respondents who are unable to meet all pre-conditions should conclude that they will not benefit from submitting an application.

3.2.4 Evaluation Criteria

Applications (which meet all performance criteria) will be evaluated to verify that the information contained meets the requirements of the classification applied for, as detailed in Table 4.

Respondents must meet or exceed the Classification Level Input Requirements for all of the performance criteria for the work category applied for. References will be checked, and information reviewed to ensure it is consistent with the Council's knowledge of the contractor.

Council reserves the right to request copies of supporting documents and/or relevant management plans for audit purposes.

3.2.5 Processing Timeframes

Council will endeavour to complete the assessment process within one calendar month from the date of receipt of the application, subject to the information provided being complete and accurate. An incomplete application may cause delays beyond this timeframe.

3.2.6 Appealing Prequalification Application Decisions

Within 14 days of notification from the Prequalification Champion on whether to downgrade or reject a Prequalification application the Contractor may submit a Letter of Appeal (with supporting documents) for the consideration of the:

Capital Works and Development Manager – 3 Waters
Hastings District Council
Private Bag 9002
Hastings 4156

3.2.7 Publication of the Prequalification Register

As part of wider reporting requirements, the Council is required to publish the business name of the contractors on our Prequalification Register. This will happen at both a work category and classification level.

Without exception, applying to join the register conveys approval for Council to publish your business name.

SECTION 4: What happens once we're Prequalified?

4.1 Procurement Processes

Prequalification is the first step in the Hastings District Council's procurement processes for civil construction contracts that are to be let via the Prequalification system.

Under prequalification, requests for civil construction tenders would be openly advertised on GETS (www.gets.govt.nz), but submissions would be restricted to those who have prequalified for the applicable type and complexity of the proposed work. Tenders received from contractors who are not prequalified will be considered non-conforming.

The prequalification system helps to simplify procurement by reducing the amount of information requested in tender documents, this in turn makes it faster for Council to assess tenders from Prequalified Contractors.

4.2 How are multi-work group contracts approached?

The prequalification requirements for a contract will be based on the main work category and will therefore apply to the main contractor. However, in some instances, for example where a significant portion of the contract falls under a separate work category, a second prequalification level may also be requested. In this case if the contractor does not hold the relevant prequalification level in this work category, a suitably qualified sub-contractor should be nominated. It is also possible that Hastings District Council may nominate a sub-contractor for a contract, in which case it will be at Hastings District Council's discretion as to whether they choose for that sub-contractor to be prequalified or not.

For tender submissions where subcontractors are proposed, each subcontractor would need be prequalified for the type of work that each company is undertaking if a prequalification category exists for the work group in question.

Please note that nothing in the prequalification process, or supporting documentation, will preclude the Hastings District Council from establishing other forms of contractor arrangements e.g. supplier panels or framework contracts for specific programmes of work (e.g. minor safety works).

4.3 How are Health and Safety issues addressed?

In order to successfully qualify for Prequal your company needs to:

- be signed up to the Sitewise system;
- complete annual Health & Safety Assessments achieving, and maintaining, "Sitewise Green" status.

Table 5 describes how Health and Safety requirements will be addressed at each stage of a project that is procured using the Prequal system.

Maintaining Sitewise Green status is a mandatory requirement of Prequal.

Failure to do so will result in the rescinding of a Contractors registration.

TABLE 5: HEALTH & SAFETY

Stage	Requirement	Reason
Prequalification Application - Sitewise Green	To become prequalified, contractors are required to have "Sitewise Green" status.	The annual assessment gives Council confidence that the contractor has appropriate H&S systems in place.
Prequalification Application - Qualifications and Training	To become prequalified, contractors are also required to prove to Council that they employ individuals with suitable qualifications.	Qualifications and training relate to individuals, rather than the company. Some certifications e.g. traffic management and confined spaces are only valid for a certain time period, therefore Council needs to know that the Contractor employs such individuals and in addition will also need to be updated on their status through the tender and Site Specific Safety Plan approval processes.
At Tender stage	At tender stage the Contractor confirms that they understand the identified hazards for each particular project and also confirm that the appropriately trained and qualified staff will be working on the contract in question.	
Successful Tenderer - Site Specific Safety Plan (SSSP)	The SSSP developed by the successful tenderer will cover in detail how health and safety will be managed to the site	The SSSP acts as a step-by-step guide to ensure the following occurs: ▪ hazards are identified and managed; ▪ accidents and incidents are reported; ▪ training or supervising of employees occurs; ▪ emergency preparation has been planned e.g. first aid and rescue plans; ▪ employees have been provided with an opportunity to be involved in safety procedures.
Engineer / Engineer's Representative	The Engineer approves the SSSP and monitors its implementation.	The Engineer (& their representatives) monitor construction and confirm that the Contractor is following the approved Site Specific Safety Plan.

4.4 How is contract performance monitored?

Monthly scoring of performance is MANDATORY

The Prequal system uses a monthly "interim" performance evaluation and a "final" evaluation at Practical Completion in order to:

- provide a means of systematically monitoring performance of our contractors;
- enable continuous dialogue with contractors around our expectations;
- building up sufficient scores in the Prequal database in order to work towards the aspirational goal of being able to use the Prequal database scores in future tender evaluations.

It is expected that the Engineer's Representative and the Contractor's Representative should discuss both interim and final scores at face-to-face meetings. Monthly scores are due before the 10th of each calendar month to coincide with payment claims, with the final score due at Practical Completion.

The scoring process ensures that appropriate and timely feedback is provided to the Contractor regarding their performance. The contractor is required to confirm that they have received the score by either accepting or disputing the score. At this stage the contractor can also add a comment to the database on the performance of the Engineer and/or the Client Representatives.

4.4.1 Interim Evaluations

Interim evaluations are undertaken to provide feedback on a contractor's performance during the contract period, with the objective of improving performance during the contract. They should be used to facilitate a performance related discussion that identifies performance issues or barriers to improving performance, gives objective and real time feedback, and aids the resolution of differences. As such, they may vary significantly month to month, depending on a contractor's performance in that period and represents only the performance of the contractor in the period since the last evaluation. They are also used as an input into the final evaluation. If a contractor's rates as "Needs Improvement", "Unsatisfactory" or as "Superlative" specific details are required to be entered in the overall comment box to support the evaluation rating.

4.4.2 Final Evaluations

Final evaluations are the final performance evaluation for a contract. The final evaluations for a particular contract assess the overall performance by that contractor using the interim evaluations during the contract as the basis for the final decision, rather than by averaging all interim ratings during the contract. All final evaluations require comments to be entered into every comments box. Such comments shall amplify features of the contractor's performance, and any significant issues that arose during the contract period. It is expected that the final evaluation will be completed at the time of issuing the Practical Completion of the contract.

For contracts with a Defect Notification Period or where a major incident occurs after the final evaluation is completed, the final evaluation may be revisited. Examples include where the number of, or attention to, defects has had a material positive or negative effect on the overall assessment of the contractor's performance.

4.4.3 Performance Evaluation Criteria

Table 6 outlines the Performance Criteria that the evaluations are to be assessed against, while the Performance Monitoring Flow Diagram in section 4.4.7 shows how the process works.

4.4.4 Moderation of Scores

It is important to the integrity of the Prequal system that the assessments are moderated to provide confidence in the scoring. Moderation ensures that the judgements of each Engineer and Engineers Representative are consistent across the team and increases the dependability of the Prequal system, it improves decisions at one point in time as well as over time.

The Prequal Champion will review the scores on a regular basis to ensure that the assessments are consistent and fair across the system. This moderation review will determine if there needs to be a recalibration of the scoring process. This is not about normalising scores (e.g. removing outliers) but about revealing, through discussion with the Engineer to Contract, their Representatives and others as required whether or not they have applied a consistent rationale to the scoring process.

4.4.5 Prequal Database

The Prequal database records all contractor performance evaluations on a central register. Access to the database is provided for, amongst others:

- Prequal Champion
- Project Managers
- Engineer to the Contract
- Engineer's Representative
- Contractor's Representative
- Contractor's Management

Access for Contractors is limited to their own records.

4.4.6 Use of Prequal Performance Information in Future Tender Evaluations

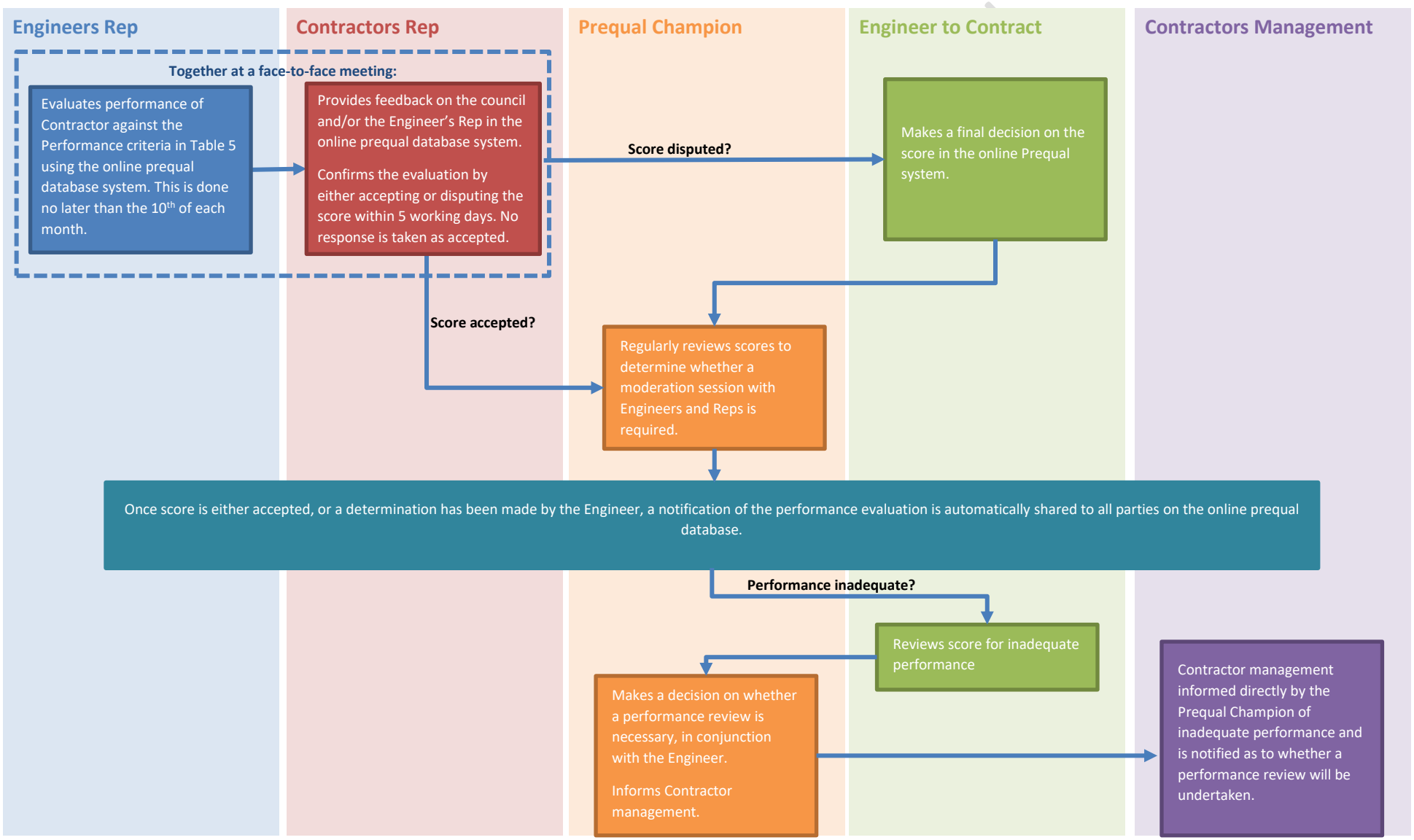
Council will be using the Prequal database scores as an input to future tender evaluations under the Track Record non-price attribute.

TABLE 6: PERFORMANCE CRITERIA TABLE

Performance Criteria	Measure	Consider	Unsatisfactory (0 – 35%)	Needs Improvement (36 – 49%)	Acceptable (50 – 59%)	Requirements Fully Met (60 – 70%)	Exceeds Requirements (71 – 85%)	Superlative (86 – 100%)
Management								
Skill Level & Competency	Competency of management team to effectively manage the project and its progress.	▪ Technical skills. ▪ Interpersonal skills and management skills.	▪ Significant skills or competency issues noted in the management team, requiring immediate attention. Key personnel being used are inferior to those originally nominated.	▪ Some deficiencies noted in the skills and competencies of management, or areas where improvement are needed.	▪ Overall have demonstrated the required skills and competencies in management, or are working well to develop in some areas to the required standard	▪ Have demonstrated the required skills and competencies in management at all levels.	▪ Easily meets all the skills and competency requirements in management for the contract, and exceeds at some levels	▪ Skills and competencies in management demonstrated well in excess of the requirements, at all levels.
Risk Management	Effort, focus and proactive management of risks on the project.	▪ Number of new risks identified, quantified and planned for. ▪ Accurate identification of risk consequence and outcomes. ▪ Proactive risk management and mitigating measures. ▪ Speedy mitigation or management of high risks. ▪ Communication with Community is relevant to project requirements (requirements may be varied).	▪ Irresponsible risk management adversely affecting the project and the Client's reputation. ▪ Known events have not been reported and no measures initiated to address the cause of the event. ▪ No communication prior and during works.	▪ Several key risks not identified or appropriately managed, adversely affecting the project. ▪ Known events have not been reported. ▪ Minimal communication prior and during works.	▪ Most key risks are identified and managed appropriately with minor effects on the project. ▪ Events have been reported to the client. ▪ Sporadic communication prior and during works. Limited information provided.	▪ All key risks are identified and managed appropriately. ▪ Events have been reported to the client and process has been followed to close off the event. ▪ Ongoing communication prior and during works. Information provided is limited.	▪ All key risks are efficiently managed improving the project quality. ▪ Events have been reported to the client and process has been followed to close off the event. A number of opportunities proactively identified to the benefit of the project. Ongoing communication prior and during works, clear and concise updates	▪ Superior risk management processes developed and managed, improving the project quality, and raising the bar in terms of the risk management standards. Events have been reported to the client and process has been followed to close off the event. ▪ Great efforts taken to identify and progress opportunities to the benefit of the project. ▪ Exceptional Communication with stakeholders and continued engagement with community.
Responsiveness	Provides efficient and timely responses and reporting.	▪ Turnaround of queries and completeness of responses. ▪ Achieving documentation and reporting deliverable dates. Weekly reports, Monthly reports, Programme updates, QA delivery etc.	▪ Response and deliverables more than five days late.	▪ Response and deliverables two to five days late.	▪ Majority of responses and deliverables on time.	▪ All responses and deliverables on time.	▪ Response and deliverables between two days early and on time.	▪ All Response and deliverables more than two days early.
Production								
Ability to meet Programme	Effort and proactive management of the programme together with accuracy in relation to on site production.	▪ Programme preparation completeness. ▪ Progress in relation to programme. ▪ Current completion date with that originally forecast (Measure against Baseline Programme). ▪ Resources made available as required. ▪ Flexibility in resourcing. ▪ Quantum and number of changes from last review.	▪ Delivery significantly behind target completion date. ▪ Programme delivered late, incomplete, and at a standard well below than expected.	▪ Delivery behind target completion date. ▪ Programme generally delivered late, and at a standard lower than expected.	▪ Delivery on target completion date with some minor exceptions. ▪ Programme generally delivered on time, to the required standard. Implemented generally as planned.	▪ Delivery on target completion date. ▪ Delivered on time and to the required standard. Implemented generally as planned	▪ Delivery ahead of target completion date. ▪ Programme delivered on time and to a high standard. Implemented as planned.	▪ Delivery significantly ahead of target completion date. ▪ Programme always delivered on or ahead of time, and to a very high standard. ▪ Implemented as planned.
Achieves the Specified Standard	Standard and quality of output in relation to contractual requirements.	▪ Quality of output in relation to requirements. ▪ Adhere to Inspection and Test plan, including hold points. ▪ Test results to prove quality of outputs. ▪ Number of "Notices to Contractor" (NTC's) issued relating to quality of completed work not being of an acceptable standard. ▪ Supervision with emphasis on quality. ▪ Training of staff. ▪ Certification of materials corresponding with requirements. ▪ Experience and qualifications of staff.	▪ Products disfigured and/or in a poor state of operation. No housekeeping, overall site presents a safety hazard. ▪ No test results issued prior to use of materials. ▪ Test results unavailable after use of some materials, or materials fail testing that are already incorporated into the works. Inexperienced staff with no guidance. ▪ Hold points are not being adhered to. ▪ Testing not carried out.	▪ Products in poor state and/or potential to be blamed for operational issues. Poor housekeeping, overall site untidy, and has potential for safety issues to arise. ▪ No test results issued prior to use of some materials. Inexperienced staff with limited guidance. ▪ Few hold points are being adhered to.	▪ Defects to products or operational requirements not hard to find. Some housekeeping, overall site tidy. ▪ Test results issued late for some materials – but in advance of the materials being able to be removed. ▪ Competent staff with appropriate guidance. ▪ Most hold points are being adhered to.	▪ Occasional defect to products and/or isolated operational problems corrected in timely fashion. Good housekeeping. Site very tidy. ▪ Test results issued prior to use of materials. ▪ Experienced staff with appropriate guidance. ▪ Most hold points are being adhered to. Hold points not observed are notified to Engineer in advance and are agreed to.	▪ No defects to products and/or isolated operational problems. Excellent Housekeeping. Site very tidy. ▪ Test results issued prior to use of materials. ▪ Experienced staff with appropriate guidance, helping to train others. ▪ All hold points are being adhered to.	▪ Products exceed standard specified and in excellent operational condition. Housekeeping immaculate, site clean, tidy and ordered. ▪ Test results issued prior to use of materials. Opportunities to enhance quality sought by Contractor. ▪ All experienced staff that require little guidance. ▪ All hold points adhered to, with Contractor proactive in advising Engineer of inspection needs.
Defect Management System	Ability to identify and rectify non-compliances.	▪ Number of Non-conformances and number not rectified. ▪ Self-monitoring and ability to identify non-conformances. ▪ Early detection of non- conformances. ▪ Number of non-conformances originally identified externally. ▪ Speedy rectification of errors.	▪ Non-conformances known but were not reported. ▪ Non-conformances identified by external party disputed without investigation.	▪ Non-conformances reported poorly. ▪ Non-conformances identified by external party not investigated by Contractor.	▪ Non-conformances reported. ▪ Non-conformances identified by external party investigated by Contractor.	▪ Non-conformances reported and actively managed. ▪ Non-conformances identified by external party investigated by Contractor and actively managed.	▪ Non-conformances reported and pro-actively managed. ▪ Non-conformances identified by external party investigated by Contractor and pro-actively managed.	▪ Pro-active Defect Management System ensuring all standards exceed specification. ▪ Ability to foresee potential future non-conformances and manage them pro-actively.

Performance Criteria	Measure	Consider	Unsatisfactory (0 – 35%)	Needs Improvement (36 – 49%)	Acceptable (50 – 59%)	Requirements Fully Met (60 – 70%)	Exceeds Requirements (71 – 85%)	Superlative (86 – 100%)
Health and Safety / Environment								
Safe Work Practices & Environmental	Effort focus and proactive management of safety on site.	▪ Reporting and action on incidents. ▪ Work practices agreeing with Health and Safety (Worksafe) requirements, including protection of, and/or relocation of services. ▪ Number of lost time Injuries (LTI's) during the month. ▪ Number of repeated near miss incidents or LTI's. ▪ Company Safety Plan. ▪ Site Safety Plan. ▪ Environmental Management Plan. ▪ Number of near misses identified.	▪ Significant deficiencies from the Contractor's site safety and environmental management plans and the required standard, untidy site with numerous potential hazards, multiple manageable incidents.	▪ A number of deficiencies from the Contractor's site safety and environmental management plans, and required standard, untidy site, some incidents.	▪ A number of deficiencies from the Contractor's site safety and environmental management plans, and required standard, untidy site, some incidents.	▪ Evidence of good implementation of Contractor's site safety and environmental management plans.	▪ Evidence of full implementation of Contractor's site safety and environmental management plans including recording and corrective action for all incidents and near misses.	▪ In addition to meeting the required standard significant enhancements have been deployed.
Traffic Management Control	Effort and Proactive management of traffic flows and public safety.	▪ Disruption to traffic flows. ▪ Public safety. ▪ Public perception. ▪ Complaints. ▪ Traffic Management Plan: Development and updating. ▪ Traffic Management Plan: Implementation. ▪ Responsiveness to change to site requirements. ▪ Delivery of minimum standard vs going the extra mile.	**Development of Site Specific Traffic Management Plan (TMP):**					
			▪ TMPs completed and implemented without any prior consultation with outside parties. ▪ Justified complaints received from affected parties not resolved by Contractor	▪ TMPs completed and implemented with minimal prior consultation with outside parties. ▪ Justified complaints received from affected parties.	▪ TMPs completed and implemented with minimal prior consultation with outside parties. ▪ Justified complaints received from affected parties.	▪ Majority of TMPs completed and implemented with prior consultation with outside parties. ▪ Complaints received from affected parties effectively resolved by Contractor.	▪ Majority of TMPs completed and implemented with full and proper consultation with outside parties. ▪ No complaints received from public.	▪ All TMPs proactively completed well in advance and implemented with full and proper consultation with outside parties and addressing any comments, STMS has copy of TMP. ▪ No complaints received from public. ▪ Many positive comments received from external parties.
			Implementation of Site Specific Traffic Management Plans (TMP):					
			▪ Dangerous. Poor level of traffic control set-out. ▪ Average Audit score greater than or equal to 51, OR repeated non-compliance of TMP's.	▪ Needs Improvement. Inadequate level of traffic control set-out. ▪ Average Audit score 26-50.	▪ Needs Improvement. Inadequate level of traffic control set-out. ▪ Average Audit score 26-50.	▪ Acceptable level of traffic control set-out on majority of sites. ▪ Average Audit score 11-25.	▪ Acceptable level of traffic control set-out on all sites, with some evidence of higher standard sites. ▪ Average Audit score 5-10.	▪ High Standard of traffic control set-out on all sites. ▪ Average Audit score 0.
Administration								
QA Documentation	Level of proactive effort applied to the quality system, including weekly/monthly reporting.	▪ Level of innovation and management of the system. ▪ Paper trail functional and accessible through the system. ▪ ITP is appropriate, completed and signed. ▪ Availability of test results. ▪ Availability of material certificates. ▪ Include quality of Weekly reports, Monthly reports, Programme updates, QA delivery etc.	▪ Significant deficiencies from required standard. ▪ Reports/documents not issued.	▪ A number of deficiencies from the required standard. Reports/ documents are poor quality and are not containing required information.	▪ Minimal deficiencies from the required standard. Reports/ documents contain the minimal information required.	▪ No deficiencies from the required standard and some enhancements noted. Reports/documents are fully compliant.	▪ A number of enhancements above the required standard. Reports/documents contain some opportunities for project enhancement.	▪ A significant number of enhancements to the required standard.
Financial	Effort and proactive management of the project budget, cashflow and its accuracy.	▪ Variations between forecast for the month and financial year based on original forecast and current forecast. ▪ Accuracy of invoicing. ▪ Change in final forecast cost from last month.	▪ Delivery significantly above target budget and limited financial information provided in required reports. ▪ Claim has major errors.	▪ Delivery above target budget and incomplete or inaccurate financial information provided in required reports. ▪ Claim has minor errors and/or errors are repeating.	▪ Slight variance from target budget and reasonable financial information provided in reports. ▪ Minor errors in claim that do not have effect on processing.	▪ Delivery on target budget and good financial information provided in reports. ▪ No errors in claim.	▪ Delivery below target budget, and excellent financial information provided in reports. ▪ No errors in claim.	▪ Delivery significantly below target budget, and first class financial information consistently provided. ▪ No errors in claim.
Handling of Variations	Necessary changes being incorporated effectively and managed satisfactorily.	▪ Keeping up with contract changes. ▪ Awareness of current documents. ▪ Documents and drawings kept up to date. ▪ Time and cost effective solutions to variations giving the Client good value for money. ▪ Advanced warning of potential variations.	▪ Approach to pricing and signalling variations lacks pro-activeness, with limited if any forward visibility of pending claims. Dispute about handling and/or pricing of variation(s) requiring Client intervention to resolve.	▪ Approach to pricing and signalling variations lacks pro-activeness. Dispute about handling and/or pricing of variation(s) requiring Client intervention to resolve.	▪ Variations priced, approved and recorded in a reasonably timely fashion.	▪ Variations efficiently priced, approved and recorded in timely fashion and remain within forecast. All parties kept informed and generally working collaboratively.	▪ Variations efficiently and proactively priced, approved and recorded in timely fashion. All parties kept well informed throughout and working collaboratively to reduce Client costs.	▪ Variations highly efficiently and proactively priced, approved and recorded in timely fashion. Significant proactive steps taken to avoid variations. All parties kept well informed throughout and working collaboratively to reduce Client costs.

4.4.7Performance Monitoring Flow Diagram



4.5 Inadequate Performance and Dispute Resolution

Inadequate performance (Any performance criteria in Table 5 is under 50%) will trigger the Engineer to the Contract, in discussion with the Prequal Champion, to make a decision on whether a performance review is necessary.

A performance review will be triggered when either of the following are true:

- Three or more of the performance criteria in Table 6 are assessed as falling into the "Needs Improvement" or "Unsatisfactory" categories; or
- Two or more performance criteria in Table 6, within a single area of concern (Management, Production, Health & Safety / Environment or Administration) are assessed as being with the "Needs Improvement" or "Unsatisfactory" categories.

Performance is considered grossly inadequate if the total category score in a Prequal evaluation (interim or final) for any of the 4 main categories (Management, Production, Health & Safety / Environment, Administration falls into the "Needs Improvement" or "Unsatisfactory" category (i.e. below 50%). This will trigger a performance review and a Warning will be issued as a minimum.

Note that inadequate performance of subcontractors may trigger review of the main contractors' prequalification.

4.5.1 Penalties for inadequate performance

Penalties for inadequate performance can involve any of the following:

Warning	• Any recurrence may lead to automatic suspension or improvement required within a specified timeframe
Downgrading	•Supplier downgraded and required to resubmit application to reverse downgrading
Suspension	•Prequalification withdrawn for a set period
Rescinding of Registration	•Prequalification withdrawn for a set period and a new application must be re-submitted.
Evidence	•Contractors may be asked to demonstrate the remedial actions taken to improve in the specific area of inadequate performance

It is the responsibility of the Prequal Champion to:

- Agree with the Council Management and Prequal Owner on the duration of Suspension or Rescinding of Registration.
- Issue penalties to the contractor.

4.6 Renewal of Prequalification Registration

Prequalification registration is intended to last for a duration of **3 years**, before Contractors will be required to re-qualify. The re-qualification process is intended to be a simple process for those contractors who have regularly undertaken work for Hastings District Council and is intended to reconfirm their continued suitability for inclusion in the system.

It is important to note that the prequalification system will be subject to continuous review and the Hastings District Council reserves the right to make changes as it deems necessary. The first review of the prequalification system is planned for December 2024, however, should any significant issues arise prior to this date, an earlier review may be undertaken.

4.6.1 Renewal of Registration Process

Twelve weeks before a contractor's registration in the Prequalification system is set to end, Council will issue a notice (via the Prequal system) to invite the contractor to renew their registration based on their current status of classification.

The re-qualification process is intended to be a simple process for those contractors who have regularly undertaken work for Hastings District Council and is intended to reconfirm basic details about the Prequalified Contractor and in most circumstances will not require a new Prequalification Application to be submitted.

4.6.2 Changes to Classification Levels

Where a request is received to change the category and / or classification from a Contractor, the Prequalification Champion will advise the contractor of what additional documentation inputs will be required on a case-by-case basis.

Appendices

Appendix A – Prequalification Application Response Forms

Suggested instructions for Respondents

- Please use this Response Form in responding to our Invitation to Qualify (ITQ). It is important that you do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
- Before starting to complete this form please make sure that you have read the call for Invitation to Qualify (ITQ) in full and understand our Requirements. If anything is unclear or you have any questions please get in touch with our Point of Contact
- We have included supplier tip boxes to help you understand what is required. The areas highlighted in yellow indicate where you are to write your response. The yellow highlight will automatically be removed when you add your response.
- Remember to delete the supplier tip boxes answers before sending us your response – they are for your use only

	To remove highlight from text: select the text you want to remove the highlight from. In the 'Home' tab in the 'Font' group select the arrow at the right of the 'Text highlight colour' and select 'no colour'.

[insert your organisation name and logo or branding].

Prequal Application Form

In response to the call for Invitation to Qualify

by: Hastings District Council

for: Prequalification and Performance Management System for Civil Construction

Date of this Application: [insert date of this document]

Prequalification Application Form 1 – Supporting Information Checklist

Task		Tick
1. Complete all sections of the Response Form		☐
2. Delete all "supplier tip" boxes from the Response Form		☐
3. Update the Referees guide to identify yourself and the projects you require a reference for		☐
4. Request reference, and collate responses, from Referees		☐
5. Make sure you that your email attachments are no greater than 8MB		☐
6. Arrange for the declaration to be signed		☐
7. Prepare your Registration for delivery to prequal@hdc.govt.nz		☐
Please attach ALL of the following information to this form in order to be eligible for prequalification		
Management	Form 2 – About the Respondent	☐
	Organisational structure chart	☐
	List of current resources including all plant and staff	☐
	CVs of key management and supervisory staff	☐
	Evidence of qualifications (required for 3 waters work categories only)	☐
Production	Form 3 - Work category and classification being applied for	☐
	Form 4 - 3 nominated exemplar projects	☐
	3 x Referee Letters – 1 x reference is required for each nominated project	☐
Health & Safety / Environment	Sitewise "Green" Certification	☐
	Evidence of training certification for staff with traffic management responsibilities	☐
	Evidence of ISO 14001 accreditation OR a recent example of an Environmental Management Plan	☐
Administration	Evidence of quality system accreditation or certification (Level A, B and C)	☐
	Example of a quality plan used in a previous project (Level D)	☐
	Form 5 – Respondents declaration	☐

Prequalification Registration Form 2 – About the Respondent

Supplier tips

- All fields in this section are compulsory, if you leave any of the fields incomplete your application may be made non-conforming.
- The section gives the Council basic information about your organisation and identifies your Point of Contact for the duration of the ITQ process.
- If an item is not applicable e.g. you do not have a registered office complete the box by stating 'not applicable'.
- If you are submitting a joint or consortium Registration complete an 'Our profile' table for each Respondent. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium Registration.

This is an application by Click or tap here to enter the name that your company does business under (the Respondent) to join the Prequal System.

Trading Name	
Click or tap here to enter the name that your company does business under	
NZ Business Number	
Click or tap here to enter the NZ Business Number of your company.	
Full legal name (if different)	
Click or tap here to enter the name full legal name if different from above	
Company Addresses	
Physical Address	Click or tap here to enter physical address
Postal Address	Click or tap here to enter postal address
Business Website	Click or tap here to enter url
1st Contact Person – our contact person for day to day enquiries	
Name	Click or tap here to enter name of main contact person
Position	Click or tap here to position
Phone	Click or tap here to enter contact phone number
Email	Click or tap here to enter email
2nd Contact Person – Person with authority	
Name	Click or tap here to enter name of 2nd Contact Person
Position	Click or tap here to position
Phone	Click or tap here to enter contact phone number
Email	Click or tap here to enter email

Prequalification Application Form 3 – Work Categories and Classifications

Please select each work category and classification level you wish to Prequalify for	
Work Category/ies	**Classification Level(s)**
Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.

Prequalification Application Form 4 – Example Projects

In order to confirm that you company has the capability, resources and experience to carry out projects to the level of complexity being applied for please identify 3 projects for similar types of work. Each project will also need a reference completed by a referee.

Please note that 3 example projects are required per work category being applied for.

Multidisciplinary example projects can count for more than one of work categories provided that the individual project scope of each category meets the relevant classification level requirements (Risk, complexity and contract value).

Project Data	
Project #1	
Project Name	Click or tap here to enter Project Name
Project Description	Click or tap here to enter a description of what work was undertaken by the Respondent on this project, identifying how it is relevant to the project classification and complexity being applied for.
Level of involvement	Our involvement on this project was as Choose an item
Project Start Date	Click or tap to enter project start date
Project End Date	Click or tap to enter project end date
Contract Value	Click or tap here to enter the total value of the contract
Referee	Click or tap here to name of the person providing you with a reference for this project
Project #2	
Project Name	Click or tap here to enter Project Name
Project Description	Click or tap here to enter a description of what work was undertaken by the Respondent on this project, identifying how it is relevant to the project classification and complexity being applied for.
Level of involvement	Our involvement on this project was as Choose an item
Project Start Date	Click or tap to enter project start date
Project End Date	Click or tap to enter project end date
Contract Value	Click or tap here to enter the total value of the contract
Referee	Click or tap here to name of the person providing you with a reference for this project
Project #3	
Project Name	Click or tap here to enter Project Name
Project Description	Click or tap here to enter a description of what work was undertaken by the Respondent on this project, identifying how it is relevant to the project classification and complexity being applied for.
Level of involvement	Our involvement on this project was as Choose an item

Project Start Date	Click or tap to enter project start date
Project End Date	Click or tap to enter project end date
Contract Value	Click or tap here to enter the total value of the contract
Referee	Click or tap here to name of the person providing you with a reference for this project

Prequalification Application Form 5 – Our declaration

Supplier tips

- Here you must answer questions in making a formal declaration.
- Remember to select 'agree' or 'disagree' at the end of each row. If you don't you will be deemed to have agreed.
- Remember to get the declaration signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g. chief executive or a senior manager.
- If you are submitting a joint or consortium Registration each Respondent (supplier involved in the joint bid or consortium) must complete a separate declaration.

Respondent's declaration		
Topic	**Declaration**	**Respondent's declaration**
ITQ Process, Terms and Conditions:	I/we have read and fully understand the ITQ.	Choose an item.
Collection of further information:	The Respondent/s authorises the Council to: a. Collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client. b. Use such information in the evaluation of this Application. The Respondent/s agrees that all such information will be confidential to the Council.	Choose an item.
Requirements:	I/we have read and fully understand the nature and extent of the Council's Requirements. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.	Choose an item.
Conflict of Interest declaration:	The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Application. Where a Conflict of Interest arises during the Prequalification process the Respondent will report it immediately to the Council's Point of Contact.	Choose an item.
Details of Conflict of Interest: Respondent to click or tap here if you think you may have a Conflict of Interest. Briefly describe the conflict and how you propose to manage it. If no conflict exists write 'not applicable'.		
DECLARATION		

I/we declare that in submitting the Application and this declaration:

a. **The information provided is true, accurate and complete and not misleading in any material respect.**

b. **The Application does not contain Intellectual Property that will breach a third party's rights.**

c. **I/we have secured all appropriate authorisations to submit this Application, to make the statements and to provide the information in the Application.**

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Application Registration may result in elimination from further participation in the ITQ process.

By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.

Signature:	
Full name:	Click or tap to enter your full name
Title / position:	Click or tap here to enter you job title / position
Name of organisation:	Click or tap here to enter your company's trading name.
Date:	Click or tap to enter a date.

Appendix B – Guide for Referees and Reference Template

Referees can be local or national and from the public or private sector. They should have observed the contractor performance on contracts within the last 3 years. It is preferred that the referee's role was Engineer's Representative to the contract. If this is not achievable then the Engineer to Contract or Client's Representative will be sufficient as referees. References from Hastings District Council officers or professional advisors to the Council are not considered a conflict of interest, unless other specific circumstances suggest otherwise, and can be used as a referee if desired.

The following "Hastings District Council Prequalification and Performance Management - Guide for Referees" to your referees has been created for Respondents to provide to their referees. Respondents will need to modify the guide to include their name and the name of the projects that they are requesting the reference for.

A blank copy of this template is available to download in Word format from the GETS website for this ITQ in order to assist Respondents in obtaining a reference.

Hastings District Council Prequalification

Guide for Referees

You have been asked to provide a reference for Respondent to click or tap here to insert their trading name regarding their involvement on the following projects(s):

- Respondent to click or tap here to enter name of project you are requesting reference for
- Respondent to click or tap here to enter name of project you are requesting reference for
- Respondent to click or tap here to enter name of project you are requesting reference for

They would like to apply for prequalification for Hastings District Council civil construction contracts and to join this system they require a reference from you. Without prequalification they will not be eligible to bid for civil construction work, which is tendered via the Prequal system, for the Hastings District Council.

Prequalification involves contractors being assessed over a range of quality criteria and then being registered for specific types and sizes of work.

Your reference will be used, along with other measures, to determine an overall prequalification level for each work category that they are applying for.

You will need to consider their performance in areas relating to:

- management skills
- technical capabilities
- safe work practices
- environmental management
- co-operative work practices

You will need to consider which type of work is covered by the project(s) noted above. There are 4 work categories that contractors can prequalify for that are described in Appendix C – Prequal Work Categories.

Please return the completed reference directly to the contractor so that they may submit all documentation as one package to the Hastings District Council.

Your reference **MUST** be provided using the attached template. A separate letter must be completed for **EACH** project that you have been asked to provide a reference for.

[Referee to click or tap to insert your organisation name and logo or branding]

The Prequalification Champion

Hastings District Council

Private Bag 9002

Hastings 4156

Click or tap to enter a date.

Reference Letter for Click or tap here to enter contractors name Application to join the HDC Prequalification and Performance Management System for Civil Construction

I have been asked to provide a reference for Click or tap here to enter contractors name to include with their application to join the Hastings District Council Prequalification and Performance Management System for Civil Construction.

My reference relates to this contractor's performance on the following project:

Project Data	
Project Name	Click or tap here to enter Project Name
Project Description	Click or tap here to enter a description of what work was involved by the contractor e.g. the construction of a new pedestrian footbridge

I observed the performance of the contractor on the above contract while fulfilling my role of Click or tap here to enter your role e.g. client representative while I was employed by Click or tap here to insert the name of your employer.

The scope of the contractor's involvement in project covered the following work categories (refer to the HDC Prequalification Appendix C – Prequal Work Categories for definition of work categories)

Work Category	Tick applicable category/ies
Bridge Construction	☐
Transportation Infrastructure Construction	☐
Water Network Construction	☐
Wastewater / Stormwater Network Construction	☐

Does the Contractor:		Yes / No / N/A	Comment
Management Activities	Have the required skills and competencies to manage Civil Construction projects?	Choose an item.	Click or tap here to comment about the skills and competencies of the Contractors management team.
	Employ staff with adequate interpersonal and management skills?	Choose an item.	Click or tap here to enter comment about the interpersonal and management skills of the Contractors staff.
	Proactively manage high risks?	Choose an item.	Click or tap here to enter comment about how the Contractor managed risks on your project.
	Respond in a timely manner?	Choose an item.	Click or tap here to enter comment about the Contractors responsiveness.
	Work in a co-operative manner?	Choose an item.	Click or tap here to enter comment about how co-opertaive you found the Contractors staff.
Production	Meet delivery programmes?	Choose an item.	Click or tap here to enter comment about whether delivery timeframes and programmes were met.
	Achieve specified standards?	Choose an item.	Click or tap here to enter comment about whether the contractors work always meets the specified standard.
	Adhere to hold points and inspection plans?	Choose an item.	Click or tap here to enter comment about the contractors approach to hold points and inspection plans.
Health and Safety / Environment Environmental	Provide clear plans for the management of workplace health and safety and adhere to these plans?	Choose an item.	Click or tap here to enter comment about the quality of the contractors health and safety management, their site specific safety plans and their ability to adhere to these plans.
	Provide clear plans for management of environmental aspects and impacts of work and follow these plans?	Choose an item.	Click or tap here to enter comment about the quality of the contractors environmental management, their ability to foresee environment issues in their planning documents and their ability to reduce their impact on the environment by adhering to environmental management plans.
	Provide Site Specific Traffic Management Plans (SSTMPs) in advance and with consultation with outside parties?	Choose an item.	Click or tap here to enter comment about the quality of their site specific traffic management plans.
	Deliver traffic control set out on sites in accordance with the SSTMP?	Choose an item.	Click or tap here to enter comment about the quality of traffic control that occurs on site and whether it always adhered to the SSTMP.
Administration	Proactively manage the quality system and any defects that were discovered	Choose an item.	Click or tap here to enter comment about the contractors approach to managing quality including test results and any defects that are discovered
	Deal with incidents openly and constructively?	Choose an item.	Click or tap here to enter comment about the approach of the contractor to dealing with any adverse incidents.
	Proactively manage variations and contract change?	Choose an item.	Click or tap here to enter comment about whether the contractor offered time and cost effective solutions to variations.
	Provide accurate invoices?	Choose an item.	Click or tap here to enter comment about the accuracy of their invoices.
	Require surveillance and support?	Choose an item.	Click or tap here to enter comment about the level of surveillance and support the contractor required to complete your project.

I confirm that I am happy for an Officer at Hastings District Council to contact me to discuss this reference further should any clarifications be necessary.

I also confirm that I have, or have had, no financial associations or interests with this contractor and in my opinion no conflict of interest exists.

Yours faithfully,

Click or tap here to enter name

Click or tap here to enter title of supervisory authority

Address: Click or tap here to enter postal address
Contact Telephone no: Click or tap here to enter contact telephone number
Email: Click or tap here to enter email

Appendix C – Prequal Work Categories

Work Categories		Description of Work Category
Bridge Construction		Bridge construction including: ▪ Replacing an existing bridge structure ▪ Widening an existing bridge ▪ Structural Strengthening of bridge ▪ Construction of a new bridge
Transportation Infrastructure Construction	**New Roads, Safety Improvements, Walking & Cycling Facility Construction**	Road construction including: ▪ New road construction ▪ Safety improvements, including: - Intersection improvements - Traffic calming measures - Pedestrian crossings - Sight improvements - Stock underpasses - New installations and repair of guardrails ▪ On road, and off-road, walkway and cycle facilities ▪ Road widening ▪ Retaining structures
	Surfacing	Road Surfacing including: ▪ Chip-seal surfacing ▪ Asphaltic surfacing
	Pavement Treatments	Area Wide Pavement Treatments (urban) Area Wide Pavement Treatments (rural) including: ▪ Rip and relay ▪ Stabilised pavement construction ▪ Unbound granular pavement construction
	Drainage Improvements	Drainage works including: ▪ New, and repair and replacement, of kerb and channel ▪ Installation of water channels, sub-soil drainage ▪ Renewal or installation of culverts, manholes, wingwalls and associated structures
Water Network Construction	**Reticulation Construction**	Construction of pressurised pipe including: ▪ Installation of valves, fittings and chambers ▪ Installation of connections ▪ Recovery of fittings ▪ Pressure testing ▪ Measures to prevent contamination (e.g. capping) ▪ Disinfection of watermains and neutralisation of disinfectant

Work Categories		Work group
Wastewater and Stormwater Network Construction	Sewer Construction	Construction and testing of new and live sewers and their connections including: ▪ Construction of sewer mains ▪ Construction of live sewer connections ▪ Construction of sewer manholes ▪ Testing of sewer mains and laterals ▪ Replacement of failed sewer connections ▪ Supply and install rodding eye fittings and access boxes ▪ Installation of liner and grouting ▪ CCTV inspection ▪ Smoke testing
	Stormwater Network Construction	Construction of stormwater networks including: ▪ Construction of stormwater manholes ▪ Construction of stormwater sump leads ▪ Construction of stormwater sumps ▪ Disconnection of existing stormwater mains ▪ Stormwater connections from boundary to kerb and boundary to main ▪ CCTV inspection ▪ Construction of Stormwater treatment devices

HASTINGS
DISTRICT COUNCIL