



# FBA Preferred Supplier List

Engineering Design and Signoff

Scope of Works





FBA works for our central Queensland community to grow a sustainable, productive and profitable Fitzroy Region.

FBA acknowledges the First Nations of the lands and waters within the Fitzroy Region where we learn and live, and pay our respects to them, their culture and Elders past and present.

### Version Control

Version	Date	Author	Changes
3.0	4/9/24	Ben Reimers	

### Disclosure Statement

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This document has been prepared with due care and diligence using the best available information at the time of publication. FBA holds no responsibility for any errors or omissions and decisions made by other parties based on this publication.



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# I. Introduction

## I.1. Background

FBA has an outstanding reputation locally, across Queensland and nationally for developing and delivering effective and efficient programs that work with local community, stakeholders, and investors to protect our region’s natural assets. FBA is uniquely placed geographically, strategically, and operationally to deliver priority environmental and agricultural outcomes.

FBA is the organisation that can bridge the gap between knowledge and action, and bring projects that combine environmental awareness, increased profitability, and improved production to life.

We are the experts of our region. We translate complex information by explaining legislation, new technologies and changes in best practice in a way that becomes tangible, practical actions that land managers, and the community can apply. We work with all parts of our community to implement evidence-based, accessible solutions that are relevant to our region.

FBA is proud to be one of Queensland’s leading natural resource management organisations. When it comes to the environment, landholders and our local community, FBA is well placed to lead and support projects that protect the future prosperity and resilience of our land and sea.

## I.2. Preferred Supplier List overview

The purpose of establishing the preferred supplier list is to enhance efficiency and support sourcing and contracting for future projects. By pre-qualifying a list of trusted suppliers, FBA aims to ensure a high standard of service delivery across various initiatives, thereby facilitating efficient program implementation in collaboration with local communities, stakeholders, and investors. FBA’s strategic geographic and operational positioning uniquely equips it to achieve priority environmental and agricultural outcomes.

The preferred supplier list is intended to foster long-term partnerships and maintain flexibility in responding to the dynamic demands of FBA's diverse project portfolio. This initiative reflects FBA's commitment to operational excellence and continuous improvement in procurement practices.



Figure 1 - FBA office locations

## 2. Glossary

Key terms and acronyms used throughout the Scope of Work document are defined in Table I below.

Table I - Glossary

Term	Description
RPEQ	Registered Professional Engineers Queensland
TAG	Technical Assurance Group
GRRMG	The Queensland River Rehabilitation Management Guideline
RePL	Remote Pilot Licence

## 3. Description of services (Engineering Design and Signoff)

The Engineering Design and Signoffs category is critical to the success of streambank and gully stabilisation projects undertaken by FBA. These projects require specialised engineering expertise to ensure sustainable and effective solutions that address erosion, enhance water quality, and restore natural habitats. The primary objective is to develop comprehensive design plans that mitigate the impacts of erosion while promoting the stability and resilience of streambanks and gullies.

Services within this category encompass the full spectrum of engineering activities, from conceptual planning to detailed design and construction support and sign off. Designs need to meet the relevant regulatory standards. Suppliers are expected to deliver innovative and practical engineering solutions that adhere to best practices and meet all relevant environmental and safety standards. This includes the preparation of engineering drawings, specifications, and reports necessary for obtaining RPEQ sign offs.

### 3.1. Functional specifications

Engineering design and RPEQ sign off occurs post the site technical investigation and before construction begins. The design phase typically falls into three phases:

1. Concept design.
2. Detailed design.
3. RPEQ construction support and sign off.

#### 3.1.1. Concept design

The concept design phase involves the collection of information and other activities:

Table 2 – Concept Design

Activity	Description
Data collection	Collecting all relevant information including historical documentation or other information available about the project site.
Site visit	A site visit with FBA staff to determine: <ul style="list-style-type: none"> <li>• Approximate bulk density of soil.</li> <li>• Measure gully or streambank heights and lengths.</li> </ul>

Activity	Description
<b>Desktop review</b>	Determine: <ul style="list-style-type: none"> <li>• Historical erosion rates.</li> <li>• Flood history.</li> <li>• Other relevant factors.</li> </ul>
<b>Feasibility</b>	Determine the feasibility of the site for rehabilitation.
<b>Concept design report</b>	Develop a brief concept design report and draft design drawing

### 3.1.2. Detailed designs

Detailed design of streambank rehabilitation projects involves the development of technical documentation and design drawings to be used for civil construction of the project.

Table 3 – Detailed Designs

Activity	Description
<b>Analysis review</b>	Review of the technical investigations reports for hydro-geomorphic, geotechnical analyses and the revegetation plan.
<b>Detailed design</b>	Development of detailed designs of the site.
<b>Design report development</b>	Development of a design report including all relevant information for an experienced construction company to follow.
<b>RPEQ signoff</b>	Sign off of the designs by an RPEQ certified engineer.
<b>Construction support</b>	Ongoing support during the construction period.

Table 4 – Construction support and RPEQ Sign off

Activity	Description
<b>Construction support</b>	Ongoing support during the construction period.
<b>RPEQ signoff</b>	Sign off of the construction work by an RPEQ certified engineer. The RPEQ engineer will request relevant information as supporting evidence to inform the sign off of the construction works.

## 3.2. Performance specifications

Contracted works must meet the following standards.

- Determination of site feasibility should be based on initial investigation according to P2R Projector Tool (3<sup>rd</sup> Edition of Gully and Streambank Toolbox).
- Designs must consider to Land Manager requirements.
- Designs must be practical implementable.
- Designs must meet the requirements of the FBA Steering Committee
  - Tier 1 sites (small to medium): FBA approval.
  - Tier 2 sites (large): TAG approval.



- The design takes into consideration the cost effectiveness of construction compared to anticipated sediment saving.
- Construction works are signed off by an RPEQ certified engineer.
- Designs meet all legal and regulatory requirements.

### 3.3. Required certifications/licences

The following licenses are required:

- Remote Pilot Licence (RePL) for personnel undertaking drone activities in site surveys.
- The engineer completing the design must be a member of Engineers Australia and be certified as a Registered Professional Engineer of Queensland (RPEQ).

## 4. Roles and responsibilities

### 4.1. Contractor responsibilities

The contractor is responsible for the following:

- Understanding relevant standards and legislation and applying them to their design.
- Understanding and considering the provided technical investigation documentation.
- Adhering to biosecurity and other requirements as stipulated by land access agreements when performing site visits.
- Consider standards, legislation, technical requirements, and cost effectiveness of the expected construction phase in design production.
- Considering FBA and landholder feedback on relevant aspects of the design.
- Arranging RPEQ sign off and adjusting designs as necessary.
- Ongoing support as required during the construction phase of the project.

### 4.2. FBA responsibilities

FBA will be responsible for the following activities:

- Providing access to the technical investigation reports and other required information.
- Engaging with the Land Manager to arrange site access.
- Providing feedback on the draft report where necessary.
- Arranging for TAG review and design approval.

## 5. Expected schedule

The major funding associated with this work will continue until June 2030 with the possibility that work will continue after this date. It is anticipated that multiple projects requiring engineering design and sign off will take place each year.

## 6. Resourcing and key personnel

Contractor is to outline the proposed qualified engineer(s) who will complete the designs and are to include their Curriculum Vitae (CVs) as part of their ITT response.



## 7. Delivery location

This service is anticipated to be delivered across the Fitzroy Region.

## 8. Reporting and meeting requirements

Contractors are required to adhere the following reporting and meeting requirements to ensure effective project management and communication.

Table 5 - Reporting Requirements

Report	Format	Frequency
Draft design report	Word Document	At least 2 weeks before completion
Final design report	PDF Document	End of design works
REPQ signoff	PDF Document	End of construction works

Table 6 - Meeting Requirements

Meeting	Attendees	Format	Frequency	Location
<b>Concept Design Phase</b>				
Project concept overview	FBA, Contractor, RPEQ Certified Engineer	In person / online	Beginning of Concept Design	Online
Site visit (Design)	FBA, Contractor, RPEQ Certified Engineer	In person	Within 3 weeks	On site
<b>Detailed Design Phase</b>				
Design Meeting	FBA, Contractor, RPEQ Certified Engineer	In person / online	Beginning of Detailed design	Online
Design Meeting (Changes)	FBA, Contractor, RPEQ Certified Engineer	In person / online	2 weeks after draft detailed design	
<b>RPEQ construction support and sign off Phase</b>				
Site visit (RPEQ) initial	FBA, RPEQ Certified Engineer, Civil Contractor	In person	Start of construction	On site
Site visit (RPEQ) progress	FBA, RPEQ Certified Engineer, Civil Contractor	In person	As required	On site
Site visit (RPEQ) Final signoff	FBA, RPEQ Certified Engineer, Civil Contractor	In person	End of construction	Onsite

## 9. Performance management and KPIs

The following KPIs may be used to assess and monitor Contractor’s performance throughout the term of the preferred supplier list arrangement.

Table 7 - Key Performance Indicators

No.	KPI	How Measured	When Measured	Service Level
1	On-Time Completion	Comparison of actual completion dates to planned completion dates	Monthly	95% of milestones are met on or before the scheduled date.
2	Quality of Completed Work/Service	Number of defects or reworks needed	At the end of the project	< 5% defects/ reworks
3	Response Time to Inquiries/Issues	Time it takes for the supplier to respond to inquiries or issues logged by FBA	Monthly	Within 24 hours
4	Compliance with WHS Regulatory Requirements	Count of items found to be compliant or non-compliant during site visits or inspections	Monthly/ as required according to regulations or legislation	100% compliance
5	Compliance with Environmental Regulations	Count of items found to be compliant or non-compliant during site visits or inspections	Monthly/ as required according to regulations or legislation.	100% compliance
6	Supplier Relationship Management and Communication	Supplier satisfaction surveys	Quarterly	Maintain > 90% satisfaction

## 10. Applicable standards / legislation

Contractors are expected to adhere to the following standards and legislation throughout the term of the preferred supplier list arrangement.

- The Queensland River Rehabilitation Management Guideline (QRRMG).
- Aquatic Ecosystem Rehabilitation Process (Rehabilitation Process).



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