



FBA Preferred Supplier List

Soil Conservation Design

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 1 below.

Table 1 - Glossary

Term	Description
RAMWADE	Rational Method of Waterway Design
TAG	Technical Assurance Group

3. Description of services (Soil Conservation Design)

The Soil Conservation Design category is vital for the successful implementation of streambank, gully repair and other projects managed by FBA. These projects aim to combat soil erosion, enhance land productivity, and promote environmental sustainability. Effective soil conservation design is essential to stabilise soil, reduce sedimentation, and prevent further degradation of affected areas.

Services within this category involve the creation of detailed soil conservation plans that incorporate a variety of technique. Suppliers are expected to develop innovative and site-specific solutions that adhere to best practices in soil conservation and comply with relevant environmental standards.

3.1. Functional specifications

Soil conservation design activities may include:

- Desktop review of the site to review the topography, hillslope, etc.
- A visit to the site with FBA for the following:
 - Measurement of the gully height and length
 - Review of the catchment and soil conditions
 - Determine historical erosion activity from contextual information
- Consolidation into a report detailing scale and design of intervention required

3.2. Performance specifications

Contracted works must meet the following standards:

- Adherence to RAMWADE or similar specifications
- Design must adhere to Land Manager requirements (e.g. access)
- Designs must be able to be practically implemented
- Designs meet the requirements of the FBA Steering Committee
- Cost effectiveness of construction compared to anticipated sediment saving has been considered in the design
- Designs meet all regulatory requirements

3.3. Required certifications/licences

Suitable level of soil conservation experience demonstrated.



4. Roles and responsibilities

4.1. Contractor responsibilities

The contractor will be responsible for the following activities:

- Complying with all contract conditions, including Land Manager engagement and WHS requirements.
- Providing FBA, the raw data used for intervention determination.
- Understand relevant standards and legislation applicable to gully remediation.
- Understand and consider technical documentation provided by FBA.
- Adhere to biosecurity and other requirements as stipulated by land access agreements.
- Producing a design considering technical requirements, and cost effectiveness.

4.2. FBA responsibilities

- Engaging with the Land Manager to negotiate access to the site, including notification of access, bio-security measures to be undertaken, or other conditions in relation to the work.
- Providing any historical or current information regarding the site, including technical investigations.

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 soil conservation design works will take place per year.

6. Resourcing and key personnel

Contractors should be suitably experienced in soil conservation design.

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 2 - Reporting Requirements

Report	Format	Frequency	Other requirements
Draft report	Word document	- 2 week	
Final report	PDF	End of contract	

Table 3 - Meeting Requirements

Meeting	Attendees	Format	Frequency	Other requirements
Site visit	FBA, Contractor	In person	Start of project	On site
Completion	FBA, Contractor	In person / phone	End of project	

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 4 - 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



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