



FBA Supplier Preferred List

Fish Passage Design and Installation

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
DAF	Department of Agriculture and Fisheries

3. Description of services (Fish Passage Design and Installation)

The Fish Passage Design and Installation category is crucial for FBA projects involving water barriers such as dams, weirs, roads, and other obstructions. These structures can impede the natural movement of fish, disrupting migration patterns and affecting the health of aquatic ecosystems. Effective fish passage design ensures that fish can navigate these barriers, maintaining ecological connectivity and supporting biodiversity.

Services within this category include the development of fish passage solutions that facilitate the free movement of fish across various types of obstructions. This encompasses everything from initial site assessments and conceptual design to detailed engineering and obtaining necessary permits and approvals. Suppliers are expected to provide innovative and scientifically sound designs that comply with environmental regulations and industry standards.

The final phase, installation, is crucial in fish passage projects, ensuring that the designed fishways are implemented effectively to facilitate the safe and efficient movement of aquatic species. Suppliers applying for a tender are expected to demonstrate expertise in precise construction methods, site-specific problem-solving, and adherence to environmental standards to ensure the successful execution and long-term functionality of the fish passage solution.

3.1. Functional specifications

Fish passage design and installation covers all aspects of the investigation, design, and construction of fishways. These include but are not necessarily limited to the following areas.

3.1.1. Development of ecological and hydrological objectives

The ecological and hydrological objectives will guide the development of detailed conceptual models of native fish life habits and history to identify critical migration flows, ecological functional standards, species and size objectives and will aid in the identification of potential design opportunities.

That may include:

- Reviewing fish migration ecology in the project area.
- Development of the performance criteria for the potential fishway.
- Development of functional specifications.

3.1.2. Options assessment and concept development

This phase involves the identification and development of possible options for fish passages in the project area and may include:

- Undertaking site surveys that will potentially include 3D photogrammetry.
- Development of options for a fishway matching the performance criteria and functional specifications.
- Identification of the options that meet the cost-effectiveness criteria.

3.1.3. Development of detail fish passage design



Once the preferred option has been selected, the contractor will then develop a detailed design and implementation plan, this will require:

- Development of the detailed fishway design drawings.
- Engagement with FBA and the Land Manager/s.
- Organising the appropriate approvals and signoffs with regulatory bodies.

3.1.4. Construction organisation and supervision

The contractor will also be responsible for organising the construction of the fish passage according to the design and other specifications. This will include:

- Ensuring all required permissions and signoffs have taken place prior to construction.
- Engagement with Land Managers for site access.
- Purchasing the materials and ensuring delivery to site.
- Organising and coordinating sub-contractors and/or machinery.
- Supervision and quality assurance of the construction.

3.2. Performance specifications

Contracted works must meet the following standards:

- Fishway design options and final design must meet the specifications as provided by FBA.
- Only approved materials must be used during construction.
- Designs and construction must meet all relevant regulatory requirements (e.g. development applications submitted and approved).

3.3. Required certifications/licences

Contractors must demonstrate appropriate experience in fishway design, construction and installation.

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.
- Submission to and obtaining approval from the Department of Agriculture and Fisheries (DAF).
- Submission and obtaining approval of any relevant development application.
- Quality assurance of the fish passage construction.

4.2. FBA responsibilities

FBA will be responsible for the following activities:

- 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.
- Assessing and providing feedback on the fishway options.
- Arranging Cultural Heritage Assessments of project sites where necessary.

5. Expected schedule

The major funding associated with this work has been approved until June 2026 with the possibility that work will continue after this date. Current fish passage projects are in the preliminary planning phase.



6. Resourcing and key personnel

Contractors should demonstrate they are suitably qualified for the development, design and installation of fish passages.

7. Delivery location

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

8. Reporting and meeting requirements

The Contractor is required to adhere to the following reporting and meeting requirements to ensure effective project management and communication.

Table 2 - Reporting Requirements

Report	Format	Frequency
Options assessments	PDF	As required in contract
Topographic map and photometry	PDF, JPG, Shape files	Before designs commence
Design report	PDF	Before project site works commence
Final report	PDF	At completion of work

Table 3 - Meeting Requirements

Meeting	Attendees	Format	Frequency	Other requirements
Inception	FBA, Contractor	In person	Start of project	FBA Offices
Site visits	FBA, Contractor	In person	Fortnightly	On site
Progress updates	FBA, Contractor	In person / phone	Weekly	On site / FBA Offices
Completion	FBA, Contractor	In person	End of project	On site

9. Performance management and KPIs

The following KPIs may be used to assess and monitor Contractor 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.

No.	KPI	How Measured	When Measured	Service Level
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 Fisheries Act 1994 (Qld).
- Aboriginal Cultural Heritage Act 2003 (Qld).
- Environment Protection and Biodiversity Conservation Act 1999 (Cth).
- Planning Act 2016 (Qld).
- Environmental Protection Act 1994 (Qld).



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