



# FBA Preferred Supplier List

Technical Investigations

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 |
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### Disclosure Statement

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# Contents

|      |  |   |
|------|--|---|
| 1.   | Introduction .....                                     | 4 |
| 1.1. | Background.....  | 4 |
| 1.2. | Preferred Supplier List overview.....                  | 4 |
| 2.   | Glossary .....   | 5 |
| 3.   | Description of services (Technical Investigation)..... | 5 |
| 3.1. | Functional specifications .....                        | 5 |
| 3.2. | Performance specifications .....                       | 6 |
| 3.3. | Required certifications/licences .....                 | 6 |
| 4.   | Roles and responsibilities.....                        | 6 |
| 4.1. | Contractor responsibilities.....                       | 6 |
| 4.2. | FBA responsibilities .....                             | 6 |
| 5.   | Expected schedule .....                                | 6 |
| 6.   | Resourcing and key personnel.....                      | 7 |
| 7.   | Place of delivery .....                                | 7 |
| 8.   | Reporting and meeting requirements .....               | 7 |
| 9.   | Performance management and KPIs.....                   | 7 |
| 10.  | Applicable standards / legislation.....                | 8 |

# 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  |
|-------|--|
| LiDAR | Light Detection and Ranging topographical survey technique |
| RePL  | Remote Piloting Licence for drone use                      |
| CASA  | Civil Aviation Safety Authority                            |

## 3. Description of services (Technical Investigation)

The Technical Investigations category is fundamental to the effective execution of streambank and gully repair projects managed by FBA. These projects necessitate a thorough understanding of the site-specific conditions and underlying factors contributing to erosion and land degradation. The primary aim is to provide accurate and detailed technical data that informs the engineering design and implementation phases.

Services within this category include a broad range of technical assessments and investigations such as LiDAR surveys, geotechnical analysis, hydraulic assessments, erosion source and pattern identification, archaeological evaluations, and soil testing. Suppliers are expected to employ advanced methodologies and state-of-the-art equipment to conduct comprehensive investigations that meet rigorous industry standards.

### 3.1. Functional specifications

The data collected and analyses undertaken as part of the Technical Investigation will inform the engineering designs, revegetation plans, and other aspects of streambank remediation projects.

#### 3.1.1. Hydro-geomorphic investigation and assessment

The purpose of the assessment is to identify current bank condition, potential spoil locations, and gathering information to inform the geotechnical survey and revegetation plans.

This includes:

- Analysis of historic and new imagery. LiDAR and aerial imagery to assess current condition and recent changes to river and floodplain.
- Development of a two-dimensional hydraulic model through the site to assess channel and floodplain flow dynamics.

#### 3.1.2. Geotechnical investigation and assessment

The purpose of the investigation is to assess ground conditions, the erosivity of soils, the extent of any underlying bedrock, and inform the detailed design of bank stabilisation works (i.e. slope stability).

This includes:

- Drilling of boreholes beyond the depth of the watercourse bed in order to extract a full soil profile in various sections of the sites. This provide clarity on bulk soil density and fine sediment fraction. This will inform the engineering for construction design to accommodate for weaknesses in the site such as sand banks and obstacles for pile driving.
- Topographic survey (LiDAR) of the site will be carried out to help inform the earthworks design, including detailed topographic survey adjacent to the site to inform hydraulic modelling.



- Bathymetric survey as required for bank toe analysis and design.

The results of these investigations and assessments will be developed into reports and other formats of data that will be provided to engineering designers.

### 3.2. Performance specifications

The works undertaken by the contractor must meet the following specifications:

- The geotechnical analysis will be used to determine for soil density and type.
- Assessments must contain detailed information for site prioritisation and engineering design.
- Reports in a suitable format for use to inform engineering designs.

### 3.3. Required certifications/licences

Contractors are expected to adhere to all relevant state and federal legislation and regulations. This includes but is not necessarily limited to relevant staff holding RePL licencing through CASA for drone operations where required and adhering to WHS requirements for the drill rig.

Service providers are expected to adhere to all relevant state and federal legislation and regulations. This includes, but is not necessarily limited to, relevant staff holding RePL licensing through CASA for drone operations where required, adhering to WHS, ensuring that all engineering investigations are conducted by a licensed Professional Engineer (PE) or Chartered Engineer (CEng), employing licensed Surveyors for topographic and bathymetric surveys, and utilizing laboratories accredited by NATA (National Association of Testing Authorities) or an equivalent body for all necessary testing and analysis.

## 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.
- Coordination of sub-contractors where required.

### 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.
- Organisation of Cultural Heritage Assessments and the development of plans to mitigate risk to cultural heritage during works.
- Organising access to water for drill rig sample collection.

## 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 technical investigation will take place per year.

## 6. Resourcing and key personnel

Works must be undertaken by suitably qualified specialists in hydro-geomorphic and geotechnical analysis.

## 7. Place of delivery

Technical Investigation work may take place across the Fitzroy Region.

## 8. Reporting and meeting requirements

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

*Table 2 - Reporting Requirements*

| Report       | Format | Frequency  | Other requirements              |
|--------------|--------|--|---------------------------------|
| Draft report | PDF    | As requested, and agreed between the client and service provider | One of each of the assessments  |
| Final report | PDF    | End of project   | One for each of the assessments |

*Table 3 - Meeting Requirements*

| Meeting            | Attendees       | Format             | Frequency        | Location    |
|--------------------|-----------------|--------------------|------------------|-------------|
| Inception meeting  | FBA, Contractor | In person / online | Start of project | FBA Offices |
| Site visit         | FBA, Contractor | In person          | As required      | On site     |
| Completion meeting | FBA, Contractor | In person / online | End of project   | FBA Offices |

## 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   | Supplier Relationship Management and Communication | Supplier satisfaction surveys  | Quarterly                 | Maintain > 90% satisfaction |

## 10. Applicable standards / legislation

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

- Civil Aviation Safety Authority (CASA) Remote Operator’s Licence (ReOC – 6202)



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