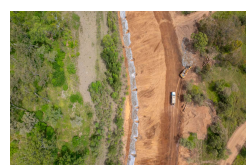




# FBA Preferred Supplier List

Civil Earthworks

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

## 3. Description of services (Civil Earthworks)

The Civil Earthworks category is essential for the successful execution of streambank and gully repair projects managed by FBA. These projects require significant earthmoving and land reshaping activities to stabilise eroded areas, prevent further land degradation, and restore natural landscapes. Effective civil earthworks are foundational to enhancing soil stability, improving water quality, and promoting long-term environmental sustainability.

Services within this category involve a wide range of earthmoving tasks such as battering, constructing pile fields, building rock groynes and chutes, and performing soil amelioration. Suppliers are expected to deliver comprehensive earthworks solutions that adhere to best practices in civil engineering and environmental management. This includes the application of techniques designed to control erosion, manage sediment, and support the successful establishment of vegetation.

### 3.1. Functional specifications

All civil earthworks projects require following pre-developed For-Construction designs to be provided by FBA. The types of earthworks required fit into four (4) general categories:

- Streambank rehabilitation.
- Rock chutes for gully remediation.
- Diversion/ Contour banks.
- Stock dams

While each project is specific to the site, the general requirements for each type are outlined below.

#### 3.1.1. Streambank rehabilitation

Streambank rehabilitation works involve earthworks and other types of activities to reduce erosion. This work occurs after the technical investigation and engineering design categories of work have been completed, all necessary advice and approvals have been sought, and any coordinating aspects have been finalised.

Projects involving streambank rehabilitation may involve the following works:

Table 2 - Streambank Rehabilitation

Activity	Description
<b>Mobilisation/ Demobilisation</b>	Mobilisation involves bringing machinery and equipment to the site at the project's start. Demobilisation is the removal of all equipment and restoration of the site upon project completion.
<b>Biosecurity measures</b>	To prevent the spread of weeds or other pest species a Biosecurity Plan will be in place, including washing down machinery before entry to the site.
<b>Construction of creek crossings</b>	Streambank rehabilitation may require the construction of temporary crossings over small water courses such as creeks. This must be completed in line with the project design and relevant legislation.
<b>Pre-construction site set out survey</b>	On-ground survey and mapping of the site to the design plans.
<b>Species management</b>	Projects may have a Species Management Plan in place that outlines mitigating measures. All work must be carried out in a manner that reduces or eliminates the impact on protected species.
<b>Clearing of woody vegetation</b>	Removal and/or mulching of trees and other vegetation according to the project plan. This may involve storage of mulch for later use.
<b>Access track construction/ renovation, maintenance and restoration</b>	<p>The construction or renovation of access tracks to site. The location to be determined on project design and consultation with the contractor and land manager. This may involve using spoil material from site.</p> <p>Keep access tracks in good condition throughout construction to ensure safe and efficient site access.</p> <p>Restore access tracks after construction by leveling the surface.</p>
<b>Batter cut and fill</b>	Projects may require the “batter cut and fill” technique to reshape the landscape. It involves cutting into a slope (batter) to remove material, which is then can be used to fill other areas.
<b>Spoil landscaping or dumping</b>	Using spoil material for landscaping or dumping in an approved location according to the project design.
<b>Topsoil stockpiling</b>	Retaining and stockpiling topsoil from site for later use in the project.
<b>Pile field installation</b>	If required by the project design, supply and installation of pile fields.
<b>Rock beaching</b>	Where required, excavation of area and supply and install of rock beaching.
<b>Respreding topsoil</b>	Respreding retained topsoil over the project area.
<b>Soil Amelioration</b>	Rip or scarify the subsoil, followed by watering, and then supply and place soil ameliorants such as compost, gypsum, fertilizer, and ground cover seed to improve soil structure and promote vegetation growth.
<b>Coir matting</b>	Supply and install of coir matting to retain topsoil during revegetation.
<b>Post-construction survey</b>	Completion of an As-Constructed survey after construction to be used for comparison to the For-Construction designs provided to the contractor.

Activity	Description
<b>RPEQ signoff</b>	Sign off of the As-Constructed survey by an RPEQ certified engineer.
<b>Spreading of woody mulch</b>	Where required, spreading of mulch obtained from the clearing of woody vegetation after construction.
<b>Poly-trenching for creek irrigation</b>	According to the project design, trenching from a watercourse for irrigation of the revegetation.

### 3.1.2. Rock Chutes for Gully Remediation

Rock chute installation involves constructing stable, rock-lined channels to safely convey water down steep or eroding sections of gullies. This work is carried out following the completion of technical investigations, engineering designs, and after obtaining all necessary advice, approvals, and coordinating requirements.

Projects involving the installation of rock chutes may include the following activities:

*Table 3 Rock Chute for Gully Remediation*

Activity	Description
<b>Mobilisation/ Demobilisation</b>	Mobilisation involves bringing machinery and equipment to the site at the project's start. Demobilisation is the removal of all equipment and restoration of the site upon project completion.
<b>Biosecurity measures</b>	To prevent the spread of weeds or other pest species a Biosecurity Plan will be in place, including washing down machinery before entry to the site.
<b>Pre-construction site set out survey</b>	On-ground survey and mapping of the site to the design plans.
<b>Species management</b>	Projects may have a Species Management Plan in place that outlines mitigating measures. All work must be carried out in a manner that reduces or eliminates the impact on protected species.
<b>Clear and grub design footprint</b>	Removal of debris and/or mulching of trees and other vegetation within the designated project area, with the option to store mulch for later use.
<b>Access track construction/renovation, maintenance and restoration</b>	The construction or renovation of access tracks to site. The location to be determined on project design and consultation with the contractor and land manager. This may involve using spoil material from site.  Keep access tracks in good condition throughout construction to ensure safe and efficient site access.  Restore access tracks after construction by leveling the surface.
<b>Topsoil stockpiling</b>	Retaining and stockpiling topsoil from site for later use in the project.
<b>Excavation to foundation design profile and cart to spoil</b>	Excavate the gully to the specified design depth and transport the excavated material to a spoil location.

Activity	Description
<b>Foundation preparation for placement of fill</b>	Prepare the foundation by leveling and compacting the area to ensure it is ready for fill placement.
<b>Reshaping works (cut)</b>	Remove material to reshape the gully as per design requirements.
<b>Reshaping works (fill)</b>	Add material to reshape the gully to the desired profile as per design requirements.
<b>Supply and place geotextile</b>	Install geotextile fabric to provide a stable base and prevent erosion beneath fill materials.
<b>Supply and place granular filter material</b>	Lay down a granular filter layer to ensure proper drainage and filter water flow.
<b>Supply and place rock beaching</b>	Place large rocks to protect the gully from erosion and stabilize the slopes.
<b>Placement of topsoil on upper batters</b>	Spread topsoil on the upper slopes of the gully to support vegetation growth and prevent erosion.
<b>Construction of Overland Flow Diversion Bunds</b>	Construct overland flow diversion bunds using suitable excavated material, compacting in layers. After bund formation, place topsoil to make a rough, free-draining surface.
<b>Post-construction survey</b>	Completion of an As-Constructed survey after construction to be used for comparison to the For-Construction designs provided to the contractor.
<b>RPEQ signoff</b>	Sign off of the As-Constructed survey by an RPEQ certified engineer.
<b>Spreading of woody mulch</b>	Where required, spreading of mulch obtained from the clearing of woody vegetation after construction.

### 3.1.3. Diversion/contour banks

Diversion and contour bank construction involves creating earth structures designed to divert water away from erosion-prone areas and improve water infiltration on grazing or pasture lands. This work is carried out following the completion of technical investigations, detailed design, and after obtaining all necessary advice, approvals, and coordinating requirements.

Projects involving the construction of diversion and contour banks may include the following activities:

Table 4 Diversion/ contour banks

Activity	Description
<b>Mobilisation/ Demobilisation</b>	Mobilisation involves bringing machinery and equipment to the site at the project's start. Demobilisation is the removal of all equipment and restoration of the site upon project completion.
<b>Biosecurity measures</b>	To prevent the spread of weeds or other pest species a Biosecurity Plan will be in place, including washing down machinery before entry to the site.



Activity	Description
<b>Pre-construction site set out survey</b>	On-ground survey and mapping of the site to the design plans.
<b>Access track construction/renovation, maintenance and restoration</b>	<p>The construction or renovation of access tracks to site. The location to be determined on project design and consultation with the contractor and land manager. This may involve using spoil material from site.</p> <p>Keep access tracks in good condition throughout construction to ensure safe and efficient site access.</p> <p>Restore access tracks after construction by leveling the surface.</p>
<b>Topsoil stockpiling</b>	Carefully remove and stockpile topsoil from the construction area before building the bank.
<b>Build diversion/contour bank</b>	Construct the diversion bank.
<b>Reinstate Topsoil</b>	After constructing the diversion bank, replace the stockpiled topsoil over the finished bank to promote quick and complete revegetation with grass cover.

### 3.2. Performance specifications

Contracted works must meet the following standards:

- Construction works must follow the design specifications as provided by FBA.
- Streambank As-Constructed designs must meet RPEQ sign off requirements and have evidence showing sign off by an RPEQ certified engineer.
- Only approved materials are to be used during construction in accordance with the project specifications.
- Contractors must adhere to FBA's WHS Plan and all relevant Work Health and Safety (WHS) legislation and regulations.
- All works must be undertaken in a way to minimise the impact to environment.

### 3.3. Required certifications/licences

Contractors are expected to adhere to all relevant state and federal legislation and regulations. For civil construction works this includes, but is not necessarily limited to:

- Plant and equipment operator licenses.
- Qualified first aiders on-site at all times.
- Arborist tickets for tree removal.

## 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.
- Development of As-Constructed reporting for comparison against the issued For-Construction documentation.



- Pre and post construction surveys to show conformance to design and construction drawings.
- Obtaining RPEQ certified engineer signoff of As-Constructed drawings.

## 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, and any other conditions in relation to the work.
- Issuing relevant technical surveys and construction drawings.
- Frequent site visits to verify construction progress and compliance.
- Obtaining relevant approvals and meeting overall project compliance.

## 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 civil earthworks will take place each year.

## 6. Resourcing and key personnel

Contractors should outline the key personnel for the following roles:

- Dedicated site supervisor with demonstrated experience in civil earthworks supervision.
- Quantity surveyor capable of interpreting the bill of quantities for accurate quoting.
- An RPEQ certified engineer for As-Constructed drawing sign off.

If appointed to the preferred supplier list, contractors are required to inform FBA on any changes to the above positions.

## 7. Delivery location

This service is anticipated to be delivered 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 5 Reporting Requirements*

Report	Format	Frequency	Other requirements
Project Management Plan	PDF	Contract deliverable	
Quality Management Plan	PDF	Contract deliverable	
Environmental Management Plan	PDF	Contract deliverable	

Workplace Health and Safety Plan	PDF	Contract deliverable	
Project Schedule	PDF	Contract deliverable	

Table 6 - Meeting Requirements

Meeting	Attendees	Format	Frequency	Location
Initiation meeting	Contractor / FBA	In person	Start of project	FBA Offices
Land manager engagement	Contractor / land manager	In person / phone	Ongoing	On site
Site visits	Contractor / FBA	In person	Fortnightly	On site
Performance meetings	Contractor / FBA	In person	Monthly	On site / FBA Offices
RPEQ meetings	Contractor / FBA / RPEQ Certified Engineer	In person	As required	On site
Final meeting	Contractor / FBA	In person	End of project	FBA Offices

## 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

No.	KPI	How Measured	When Measured	Service Level
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 required to adhere to the following standards and legislation throughout the term of the preferred supplier list arrangement.

- Workplace Health and Safety Act 2011;
- Workplace Health and Safety Regulation 2011;
- Water Act 2000;
- Water Regulation 2002;
- Water Supply (Safety and Reliability) Act 2008;
- Queensland Land Protection (Pest and Stock Route Management) Act 2002;
- Biosecurity Act 2016;
- Environmental Protection Act 1994;
- Environmental Protection Regulation 2008;
- DERM WAP/2011/4766 – Guidelines for Activities in a Watercourse or Lake;
- Fisheries Act 1994;
- Sustainable Planning Act 2009;
- Planning Act 2016
- Other relevant legislation;
- Any relevant codes of practice; and
- FBA's Business Ethics Statement.



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