

FINANCE AND ADMINISTRATION COMMITTEE 17 MARCH 2010	8
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CONSULTANCY CONTRACT 2211 - PANEL OF PROVIDERS FOR PROFESSIONAL CONSULTANCY SERVICES TO CAIRNS REGIONAL COUNCIL

Geoff Burdon 15/23/188-04: #2489379 v1

RECOMMENDATION:

That Council:

1. **Resolves in accordance with Section 487(1) (a) of the *Local Government Act 1993*, that all submissions for the Panel of Providers (PoP) be accepted.**
2. **Delegates authority to the Mayor and Chief Executive Officer in accordance with Section 472 of the *Local Government Act* to negotiate and finalise any and all matters in relation to the contract with these suppliers.**

INTRODUCTION:

The Panel of Providers (PoP) is being established for the whole of Council to use for efficient and speedy commissioning of speciality services to enable Council to fulfil its role of *"Providing for today, planning for tomorrow"*.

The services are for all areas of Council for a period of two years from the date of Letter of Acceptance from Council, with the option for a one year extension at completion of this time period.

BACKGROUND:

The Panel of Providers was originally initiated by Project Services in 2004 as an efficient way to commission pre-qualified engineering consultants and inspectors to undertake tasks and roles which facilitated the progression of Capital Works Projects for Cairns City Council. Other branches of Cairns Works & Services, such as Technical Support Services & Infrastructure Management, also used the Panel of Providers. Interest in the use of this Panel of Providers from other areas of Council, especially Cairns Water and Waste and City Assessment – Planning Strategies was such that it was decided that the next panel should encompass wider areas of expertise for work within the whole of Council.

With this information at their disposal, Project Services at the expiry of the old Panel of Providers for professional consultancy services began an extensive consultative process across Council to ascertain the need for a new panel, and for the service categories required. This process generated the twenty five (25) categories (listed in Appendix 1) that were advertised in the Cairns Post on Saturday the 23 and Wednesday the 27 of January 2010. It was advertised in the Mossman Gazette on Thursday the 28 of January 2010. It was also listed on Councils website in its open tender section from 23rd of January till the 16th of February 2010.

There were five hundred and seventy eight (578) submissions received from one hundred and eighty eight (189) suppliers, of which ninety two (92) or forty nine percent (49%) were from locally based suppliers (within boundaries of Cairns Regional Council) in relation to this tender. Two (2) submissions were deemed non-conforming due to the late timing of their responses (two weeks after tender closure) or due to lack of information in the provision of their responses. Evaluations of the submissions were undertaken by four experienced finance officers. All categories tendered for are listed in Appendix 1. All submissions have been summarised in Appendix 2 – 26 for easy reference to areas of expertise.

COMMENT:

The intent of this panel is to encourage the utilisation of local suppliers to provide expert consultancy services when and where required by Council. When local expertise is not sufficient, then other suppliers on Panel from outside the boundaries of Cairns Regional Council can then be contacted.

All suppliers on this panel will be listed on a spreadsheet made available to all Council Officers (DM #2472287) that can be filtered to provide links to all suppliers details, such as; pricing structures, insurance details, references, previous projects of significance, quality assurance, location of business, qualifications, staff resources, and organisational details.

From this information, Council Officers will be able to benchmark industry pricing structures and select a supplier whose service will be most advantageous to the needs of Council.

CONSIDERATIONS:

Corporate and Operational Plans:

The Panel of Providers assists Council Officers in obtaining the following Key Goals from the Corporate Plan

Key Goal 4. Delivering Services and Infrastructure

“To Plan, deliver and maintain the region’s infrastructure such as roads, drainage and flood mitigation and provide a sustainable high quality water supply to meet current and future needs of the community.”

Key Goal 6 Striving for Organisational Excellence

“6.2 Understand our business environment and effectively set strategy, deploy resources, monitor and report”

Statutory:

Section 487 (1) of the *Local Government Act 1993* states:

“The local government may compile a panel of names of persons suitably qualified to provide a service.

(2) A panel must be compiled by –

- (a) inviting expressions of interest from persons to be included on the panel in the way provided for inviting tenders under section 484; and
- (b) selecting persons on the basis of the principles of procurement under section 481

The process followed in the generation of this Panel of Providers meets all legislative requirements as stated in section 487 of the *Local Government Act*.

Section 141 of the proposed *Local Government (Finance, Plans and Reporting) Regulation 2009* which is planned for release July 2010, supports the continuation of this procurement activity. Only change to legislation will be that of terminology, it will no longer be called a Panel of Providers, but an Approved Contractor List.

Policy:

Procurement Policy No. 1:02:23 provides a framework for the undertaking of any procurement activities and is supported by section 5 ‘Procedure for calling for Tenders and Administering Contracts’ which governs all matters relating to the administration of contracts. Council's procurement process complies with Section 481 of the *Local Government Act 1993*.

Financial and Risk:

The financial implications of a new panel were considered during the evaluation process in accordance with General Policy 1:02:23 and the Local Government Finance Standard 2005.

All Panel of Providers Interested Providers were requested to submit hourly rates for various areas of expertise and levels of experience to enable direct hourly rate comparisons during the evaluation process. The benefit of having a range of rates available for Council Officers to utilise is that it will be easy to administer, increasing Council Officer efficiency, reducing repetitive work and provide industry benchmarking in a quick and efficient manner.

To mitigate this financial risk to Council, all respondents have acknowledged Council's right to negotiate a project rate for significant or ongoing engagements. This will be generated through the pricing of project as initiated by a scope of works document. All Interested Providers were requested to have \$10 Million Public Liability Insurance and \$5 Million Professional Indemnity Insurance, as per Council's "Procedure for Engagement & Management of Consultants". Almost half of the Interested Providers had lower levels of Professional Indemnity insurance, thus a risk assessment must be undertaken upon commissioning these Interested Providers to ensure the insurance is commensurate with the level of project risk. The level of insurance must be approved by the General Manager, in accordance with the "Purchasing Procedures – Procedure for Engagement & Management of Consultants" (p23 #619854, attached).

Sustainability:

The Panel of Providers increases Council Officer efficiency when commissioning consultancies by using pre-qualified resources for a predetermined hourly rate. The Panel of Providers is proposed to utilise locally based professional resources to allow local companies to maintain sustainable levels of work.

It is recommended that Council Officers include Council's sustainability criteria in all scope documents that are provided to consultants for quoting purposes. This will ensure that all activities engaged are consistent with Council's Corporate Sustainability Policy and related Sustainability Scorecard.

CONSULTATION:

Internal consultation was undertaken with the prospective users of the Panel of Providers from all branches and departments within Council who are responsible for the areas of expertise included in the Panel of Providers. Consultation was also undertaken internally with legal, administrative and procurement officers to ensure the Panel of Providers complies with all legislative and policy requirements.

OPTIONS:

1. Accept the formation of a new Panel of Providers for Professional Consultancy Services
2. Do not accept the Panel of Providers – ramifications are that Council Officers will need to spend considerably more time Tendering or obtaining 3 quotes for all work requiring Consultants. This will reduce Council Officer effectiveness and increase costs.

CONCLUSION:

It is recommended that Council Officers use the Panel of Providers to establish market value of any consultancy required. This will be achieved by distributing scope documentation to a suitable number of pre-qualified suppliers to ensure that the supplier selected is most advantageous to Council from both a financial and service offered basis.

The quoting or tender process may still be used at anytime but more specifically where:

1. Projects are large, complex or involve significant risk; or
2. Projects are small to medium sized but the submitted Panel of Providers hourly rates are considered too high given the proposed nature of the works involved.

The Panel of Providers hourly rates are stipulated in all tender responses and are listed for all Council Officers in document #2472287 and include all travel and other costs, except in special instances where these are anticipated to be significant. In this case, details of additional disbursements are to be agreed prior to engagement under the Panel of Providers.

It is the responsibility of each department to maintain records of Consultancies commissioned under the Panel of Providers and to keep track of the spread of work.

ATTACHMENTS:

Appendix 1 – Panel Of Providers Professional Service Categories

Appendix 2 – 26 Panel of Providers Supplier Listing by Category

Appendix 27 – Purchasing Procedures – Procedure for Engagement & Management of Consultants” extract

Juli-Ann Brozek
Manager Finance

Brett Grosser
General Manager Corporate Services

APPENDIX 1**CATEGORIES**

Drainage
Coastal Infrastructure
Roads & Transport
Sport & Recreation Facilities
Structural Design
Civil Engineering
Architectural Design
Environmental Engineering
Arborist & Tree Management Consultants
Geotechnical Engineering
Surveying
Quantity Surveying
Cultural Heritage
Development Approval (ROL/MCU)
& Operational Works Approval Assessment
Town Planning
Disaster Management
Mechanical & Hydraulic Engineering
Commercial/Industrial Refrigeration
Electrical Engineering
Building Inspectors
Landscape Design & Planning
Asset condition Assessment & Valuation
Water/Sewerage
Project Delivery Activities
Miscellaneous

APPENDIX 2

DRAINAGE

AECOM Australia Pty Ltd	Cairns
Alluvium Consulting	Townsville
AMCE Consulting T/As SandGlenn Family Trust (ATF Cenzell)	Cairns
APP Corporation Pty Limited	Cairns
Arup	Cairns
Aurecon	Cairns
Black & More	Cairns
BMD Consulting Pty Ltd	Brisbane
Briley Consulting	Cairns
Brown Consulting (QLD) Pty Ltd Brisbane	Brisbane
Cardno (QLD) Pty Ltd	Cairns
CGI Consulting Pty Ltd	Brisbane
Civil Infrastructure Service Pty Ltd	Cairns
Complete Urban Pty Ltd	Varsity Lakes
Constructive Solutions Pty Ltd	Brisbane
EnGenY Management & Resourcing	Brisbane
Engineering Testing Services Pty Ltd	Cairns
Flanagan Consulting Group	Cairns
GHD Pty Ltd	Sydney
JT Smith & Associates	Cairns
Lambert & Rehbein (North QLD) Pty Ltd	Cairns
Morrison Low Consultants Pty Ltd	Toowong
MWH Australia Pty Ltd	Melbourne
Natural Resource Assessments Pty Ltd	Cairns
PDR Engineers Pty Ltd (incorporating McPherson Maclean Wargon Chapman)	Cairns
Projex North Pty Ltd T/As PRP Planning Pty Ltd	Cairns
RECS Consulting Engineers & Building Design	Port Douglas
Robert Bird Group Pty Ltd	Brisbane
SEMF Pty Ltd	Milton
Sinclair Knight Merz	Cairns
Tenix Alliance Pty Ltd	Milton
VDM Consulting	Cairns
Waterman AHW (QLD) Pty Ltd	Milton
WorleyParsons Services Pty Ltd	Townsville
WS Perkowicz & Associates Pty Ltd	Malanda

APPENDIX 3**COASTAL INFRASTRUCTURE**

Adam Matthews Project Management Pty Ltd	Sippy Downs
Arup	Cairns
Aurecon	Cairns
Cardno (QLD) Pty Ltd	Cairns
Flanagan Consulting Group	Cairns
GHD Pty Ltd	Sydney
Goldfinch Group Pty Ltd T/As Corprev - Corrosion Engineers	Gympie
JT Smith & Associates	Cairns
PDR Engineers Pty Ltd (incorporating McPherson Maclean Wargon Chapman)	Cairns
RECS Consulting Engineers & Building Design	Port Douglas
SEMF Pty Ltd	Milton
VDM Consulting	Cairns
Vemco Group	Beenleigh
WorleyParsons Services Pty Ltd	Townsville

APPENDIX 4**ROADS AND TRANSPORT**

Adam Matthews Project Management Pty Ltd	Sippy Downs
AECOM Australia Pty Ltd	Cairns
AMCE Consulting T/As SandGlenn Family Trust (ATF Cenzell)	Cairns
APP Corporation Pty Limited	Cairns
ARRB Group Ltd	Brisbane
Arup	Cairns
Aurecon	Cairns
Black & More	Cairns
BMD Consulting Pty Ltd	Brisbane
Briley Consulting	Cairns
Brown Consulting (QLD) Pty Ltd Brisbane	Brisbane
Camplin Dive Services Pty Ltd	Cairns
Cardno (QLD) Pty Ltd	Cairns
CGI Consulting Pty Ltd	Brisbane
Civil Infrastructure Service Pty Ltd	Cairns
Complete Urban Pty Ltd	Varsity Lakes
Constructive Solutions Pty Ltd	Brisbane
Engineering Testing Services Pty Ltd	Cairns
Flanagan Consulting Group	Cairns
Fugro PMS (Australia) Pty Ltd	Seven Hills NSW
GHD Pty Ltd	Sydney
Kittelson & Associates	Brisbane
Lambert & Rehbein (North QLD) Pty Ltd	Cairns
McCormick Rankin Cagney	Milton
McIlveen Ford Consultants	Cairns
Morrison Low Consultants Pty Ltd	Toowong
MWH Australia Pty Ltd	Melbourne
NDY Management Pty Ltd T/As Norman Disney & Young	Brisbane
PDR Engineers Pty Ltd (incorporating McPherson Maclean Wargon Chapman)	Cairns
Project Services NQ Pty Ltd	Cairns
Projex North Pty Ltd T/As PRP Planning Pty Ltd	Cairns
PSA Consulting	Brisbane
PTV Asia Pacific Pty Ltd	Milton
RECS Consulting Engineers & Building Design	Port Douglas
Robert Bird Group Pty Ltd	Brisbane
SEMF Pty Ltd	Milton
Sinclair Knight Merz	Cairns
SPA Consulting Engineers (QLD) Pty Ltd	Cairns
Strategic Asset Solutions	Townsville
Tenix Alliance Pty Ltd	Milton
The Roseler Family Trust T/As Electrical Reticulation Design Services Pty Ltd	Morningside
TME Group Pty Ltd	Geraldton WA
VDM Consulting	Cairns
WorleyParsons Services Pty Ltd	Townsville
WS Perkowicz & Associates Pty Ltd	Malanda

APPENDIX 5**SPORT & RECREATION FACILITIES**

Adam Matthews Project Management Pty Ltd	Sippy Downs
AECOM Australia Pty Ltd	Cairns
APP Corporation Pty Limited	Cairns
Atomiq Design Group	Brisbane
BMD Consulting Pty Ltd	Brisbane
Complete Urban Pty Ltd	Varsity Lakes
Flanagan Consulting Group	Cairns
Gayle Plunkett Architect	Cairns
GHD Pty Ltd	Sydney
Howell Facilities Pty Ltd	Capalaba
Morrison Low Consultants Pty Ltd	Toowong
PDR Engineers Pty Ltd (incorporating McPherson Maclean Wargon Chapman)	Cairns
Robert Bird Group Pty Ltd	Brisbane
Ross Planning Pty Ltd	Manly QLD
SEMF Pty Ltd	Milton
Sports Surface Consultants Ltd	New Zealand
Strategic Leisure Group	Capalaba
The Roseler Family Trust T/As Electrical Reticulation Design Services Pty Ltd	Morningside
Total Project Group Architects	Cairns
Urbis	Brisbane
VDM Consulting	Cairns
Waterman AHW (QLD) Pty Ltd	Milton

APPENDIX 6**STRUCTURAL DESIGN**

AECOM Australia Pty Ltd	Cairns
Arup	Cairns
Aurecon	Cairns
BMD Consulting Pty Ltd	Brisbane
Brown Consulting (QLD) Pty Ltd Brisbane	Brisbane
Cardno (QLD) Pty Ltd	Cairns
Complete Urban Pty Ltd	Varsity Lakes
Flanagan Consulting Group	Cairns
GHD Pty Ltd	Sydney
Lambert & Rehbein (North QLD) Pty Ltd	Cairns
Maddocks & Associates Pty Ltd	Cairns
MWH Australia Pty Ltd	Melbourne
PDR Engineers Pty Ltd (incorporating McPherson Maclean Wargon Chapman)	Cairns
RECS Consulting Engineers & Building Design	Port Douglas
Robert Bird Group Pty Ltd	Brisbane
SEMF Pty Ltd	Milton
Tenix Alliance Pty Ltd	Milton
TME Group Pty Ltd	Geraldton WA
VDM Consulting	Cairns
Waterman AHW (QLD) Pty Ltd	Milton

APPENDIX 7**CIVIL ENGINEERING**

Adam Matthews Project Management Pty Ltd	Sippy Downs
AECOM Australia Pty Ltd	Cairns
APP Corporation Pty Limited	Cairns
Arup	Cairns
Aurecon	Cairns
Black & More	Cairns
BMD Consulting Pty Ltd	Brisbane
Briley Consulting	Cairns
Brown Consulting (QLD) Pty Ltd Brisbane	Brisbane
Camplin Dive Services Pty Ltd	Cairns
Cardno (QLD) Pty Ltd	Cairns
CGI Consulting Pty Ltd	Brisbane
Civil Infrastructure Service Pty Ltd	Cairns
Complete Urban Pty Ltd	Varsity Lakes
Constructive Solutions Pty Ltd	Brisbane
Engineering Testing Services Pty Ltd	Cairns
Flanagan Consulting Group	Cairns
Fugro PMS (Australia) Pty Ltd	Seven Hills NSW
GHD Pty Ltd	Sydney
JT Smith & Associates	Cairns
Lambert & Rehbein (North QLD) Pty Ltd	Cairns
LMB Aqua	Eagleby
Maddocks & Associates Pty Ltd	Cairns
McCormick Rankin Cagney	Milton
MWH Australia Pty Ltd	Melbourne
PDR Engineers Pty Ltd (incorporating McPherson Maclean Wargon Chapman)	Cairns
Project Services NQ Pty Ltd	Cairns
Projex North Pty Ltd T/As PRP Planning Pty Ltd	Cairns
RECS Consulting Engineers & Building Design	Port Douglas
Robert Bird Group Pty Ltd	Brisbane
SEMF Pty Ltd	Milton
Sinclair Knight Merz	Cairns
Sports Surface Consultants Ltd	New Zealand
Tenix Alliance Pty Ltd	Milton
VDM Consulting	Cairns
WS Perkowicz & Associates Pty Ltd	Malanda

APPENDIX 8**ARCHITECTURAL DESIGN**

Adam Matthews Project Management Pty Ltd	Sippy Downs
AECOM Australia Pty Ltd	Cairns
Architectus Brisbane Pty Ltd	Brisbane
Atomiq Design Group	Brisbane
Bark Design Architects	Noosa
Bennett Design Pty Ltd	Nightcliff NT
Best Overend & Associates Architects	Port Douglas
CA Architects	Cairns
Clarke and Prince Pty Ltd	Cairns
Complete Urban Pty Ltd	Varsity Lakes
Conrad Gargett Pty Ltd T/As Conrad Gargett Architecture	Brisbane
DBArch	Cairns
Fiorjo Design Pty Ltd	Nightcliff NT
Fisher & Buttrose Architects Pty Ltd	Cairns
Gayle Plunkett Architect	Cairns
GGI Cairns Pty Ltd As Trustee for GGI Cairns Trust	Cairns
GHD Pty Ltd	Sydney
HBO EMTB Architects (Queensland) Pty Ltd	Brisbane
Jon Kuskopf & Associates Pty Ltd	Townsville
McElroy Morrison Pierce Architects Pty Ltd	Cairns
Michael Ferris & Partners Pty Ltd	Cairns
Mode Design Corporation Pty Ltd	Parap NT
Modus Architects Pty Ltd	Cairns
Nomamere Pty Limited T/As Riddel Architecture	Brisbane
Peddle Thorp Architects	Cairns
RECS Consulting Engineers & Building Design	Port Douglas
Studio Mango	Cairns
Suters PGD Architects	Cairns
Synergy Pty Ltd T/As Hunt Design	Port Douglas
Tapitor Pty Ltd T/As Myriad Design	Cairns
Total Project Group Architects	Cairns
Tropman & Tropman Architects	Sydney

APPENDIX 9**ENVIRONMENTAL ENGINEERING**

Alluvium Consulting	Townsville
Arup	Cairns
Aurecon	Cairns
Black & More	Cairns
Cardno (QLD) Pty Ltd	Cairns
Complete Urban Pty Ltd	Varsity Lakes
Conics (Cairns) Pty Ltd	Cairns
Constructive Solutions Pty Ltd	Brisbane
DTS Group QLD Pty Ltd	Brisbane
Esys consulting Australasia Pty Ltd T/As the Williams Family Trust	Cairns
Flanagan Consulting Group	Cairns
Future-Plus Environmental	Buddina
GHD Pty Ltd	Sydney
Glaeba (07) Pty Ltd T/As Environmental Earth Sciences Qld	Brisbane
Golder Associates Pty Ltd	Cairns
Heggies Pty Ltd	Brookvale NSW
Lambert & Rehbein (North QLD) Pty Ltd	Cairns
MWH Australia Pty Ltd	Melbourne
Natural Resource Assessments Pty Ltd	Cairns
NDY Management Pty Ltd T/As Norman Disney & Young	Brisbane
O2 Environmental Engineering	Noosaville
Otek Australia Pty Ltd	St Kilda VIC
RECS Consulting Engineers & Building Design	Port Douglas
SEMF Pty Ltd	Milton
Simmonds & Bristow Pty Ltd	Cairns
SMEC Australia Pty Ltd	Brisbane
Sustainable Focus Pty Ltd	Kuranda
VDM Consulting	Cairns
Vemco Group	Beenleigh
Waste Solutions Australia Pty Ltd	Ashgrove
WorleyParsons Services Pty Ltd	Townsville

APPENDIX 10**ARBORIST & TREE MANAGEMENT CONSULTANTS**

A-Master Treeworks	Cairns
Homewood Consulting Pty Ltd	Nunawading VIC
R & C Lacey Pty Ltd	Cairns
R. Greenwood Consulting Pty Ltd	Sassafras VIC
Tree Management Australia Pty Ltd	Cairns
Urbis	Brisbane
Vemco Group	Beenleigh
William (Billy) Quaid Mossman & Port Douglas Treelopping	Mossman
Zen Arbor	Kuranda

APPENDIX 11**GEOTECHNICAL ENGINEERING**

Arup	Cairns
Aurecon	Cairns
Cardno (QLD) Pty Ltd	Cairns
Douglas Partners Pty Ltd	NSW
Engineering Testing Services Pty Ltd	Cairns
Golder Associates Pty Ltd	Cairns
Maddocks & Associates Pty Ltd	Cairns
McIlveen Ford Consultants	Cairns
PDR Engineers Pty Ltd (incorporating McPherson Maclean Wargon Chapman)	Cairns
RECS Consulting Engineers & Building Design	Port Douglas
SEMF Pty Ltd	Milton
Vemco Group	Beenleigh
WorleyParsons Services Pty Ltd	Townsville

APPENDIX 12**SURVEYING**

Australian Surface Testing	Boolaroo NSW
Brazier Motti Pty Ltd	Cairns
Camplin Dive Services Pty Ltd	Cairns
Conics (Cairns) Pty Ltd	Cairns
Datum Surveys Pty Ltd	Mossman
DTS Group QLD Pty Ltd	Brisbane
GT Pozzi Cadastral Surveyor	Cairns
Terra Modus Surveying Pty Ltd	Cairns
Utility Services corporation Ltd T/As Utility Asset Management	Townsville
Vemco Group	Beenleigh

APPENDIX 13**QUANTITY SURVEYING**

Beacon Consulting	Cairns
CGI Consulting Pty Ltd	Brisbane
Davis Langdon Australia Pty Ltd	Cairns
Donald Cant Watts Corke (QLD) Pty Ltd	Brisbane
Ken Spain & Associates	Cairns
Page Kirkland Queensland	Cairns
Turner & Townsend Pty Ltd	Cairns
Vemco Group	Beenleigh

APPENDIX 14**CULTURAL HERITAGE**

AECOM Australia Pty Ltd	Cairns
Alluvium Consulting	Townsville
Atomiq Design Group	Brisbane
Converge Heritage & Community	Cairns
Gayle Plunkett Architect	Cairns
GHD Pty Ltd	Sydney
Golder Associates Pty Ltd	Cairns
JNP Pawsey & Prowse	Cairns
Nicholas Roberts	Bingil Bay
Nomamere Pty Limited T/As Riddel Architecture	Brisbane
Significance Heritage & Archeology	Cairns
Tropman & Tropman Architects	Sydney
UniQuest Pty Limited	St. Lucia
Vemco Group	Beenleigh

APPENDIX 15**DEVELOPMENT APPROVAL (ROL/MCU) & OPERATIONAL WORKS APPROVAL ASSESSMENT**

Adam Matthews Project Management Pty Ltd	Sippy Downs
ADAMS Planning Pty Ltd	Buddina
AECOM Australia Pty Ltd	Cairns
Aurecon	Cairns
Beca Pty Ltd	Milton
BJT Planning Pty Ltd T/As BT Town Planning Consultancy	Cairns
Black & More	Cairns
Brazier Motti Pty Ltd	Cairns
Cardno (QLD) Pty Ltd	Cairns
DTS Group QLD Pty Ltd	Brisbane
Engineering Testing Services Pty Ltd	Cairns
Flanagan Consulting Group	Cairns
GB Consulting Services Pty Ltd	Cairns
GHD Pty Ltd	Sydney
Golder Associates Pty Ltd	Cairns
Jon Kuskopf & Associates Pty Ltd	Townsville
Lambert & Rehbein (North QLD) Pty Ltd	Cairns
LMB Aqua	Eagleby
MWH Australia Pty Ltd	Melbourne
Natural Resource Assessments Pty Ltd	Cairns
PDR Engineers Pty Ltd (incorporating McPherson Maclean Wargon Chapman)	Cairns
Planz Town Planning	Cairns
Projex North Pty Ltd T/As PRP Planning Pty Ltd	Cairns
PSA Consulting	Brisbane
RECS Consulting Engineers & Building Design	Port Douglas
TME Group Pty Ltd	Geraldton WA
Tract Consultants Pty Ltd	Brisbane
Urbis	Brisbane
WorleyParsons Services Pty Ltd	Townsville
WS Perkowicz & Associates Pty Ltd	Malanda

APPENDIX 16**TOWN PLANNING**

ADAMS Planning Pty Ltd	Buddina
AECOM Australia Pty Ltd	Cairns
Beca Pty Ltd	Milton
BJT Planning Pty Ltd T/As BT Town Planning Consultancy	Cairns
Brazier Motti Pty Ltd	Cairns
Buckley Vann Town Planning Consultants	Brisbane
Conics (Cairns) Pty Ltd	Cairns
DTS Group QLD Pty Ltd	Brisbane
Elton Consulting Pty Ltd	Bondi Junction
Flanagan Consulting Group	Cairns
GHD Pty Ltd	Sydney
Gilvear Planning Pty Ltd	Babinda
Jon Kuskopf & Associates Pty Ltd	Townsville
Ken Hicks & Associates Pty Ltd T/As KHA Development Managers	Townsville
Planz Town Planning	Cairns
Projex North Pty Ltd T/As PRP Planning Pty Ltd	Cairns
PSA Consulting	Brisbane
Tenix Alliance Pty Ltd	Milton
Tract Consultants Pty Ltd	Brisbane
Urbis	Brisbane
Victor G Feros Town Planning Consultants	Highgate Hill

APPENDIX 17**DISASTER MANAGEMENT**

Aurecon	Cairns
Briley Consulting	Cairns
Cardno (QLD) Pty Ltd	Cairns
Engineering Testing Services Pty Ltd	Cairns
Maddocks & Associates Pty Ltd	Cairns
McIlveen Ford Consultants	Cairns
Phillips Group Pty Ltd	Brisbane
Truscott Crisis Leaders	Wembley Downs WA
Vemco Group	Beenleigh

APPENDIX 18**MECHANICAL & HYDRAULIC ENGINEERING**

AECOM Australia Pty Ltd	Cairns
Arup	Cairns
EDMS Australia	Cairns
GHD Pty Ltd	Sydney
H2O Consultants	Cairns
Meinhardt (QLD) Pty Ltd	Brisbane
MGF Consultants (NQ) Pty Ltd	Cairns
MWH Australia Pty Ltd	Melbourne
NDY Management Pty Ltd T/As Norman Disney & Young	Brisbane
Property Technologies Pty Ltd	Brisbane
SEMF Pty Ltd	Milton
Tenix Alliance Pty Ltd	Milton
TME Group Pty Ltd	Geraldton WA
Waterman AHW (QLD) Pty Ltd	Milton
WorleyParsons Services Pty Ltd	Townsville
WSP Lincolne Scott	Cairns

APPENDIX 19

COMMERCIAL/INDUSTRIAL REFRIGERATION

Andrew C Bishop
GHD Pty Ltd
SEMF Pty Ltd
TME Group Pty Ltd
Waterman AHW (QLD) Pty Ltd

Cairns
Sydney
Milton
Geraldton WA
Milton

APPENDIX 20**ELECTRICAL ENGINEERING**

AECOM Australia Pty Ltd	Cairns
Arup	Cairns
Aurecon	Cairns
Evolve Energy	Cairns
GHD Pty Ltd	Sydney
McCormick Rankin Cagney	Milton
Meinhardt (QLD) Pty Ltd	Brisbane
MGF Consultants (NQ) Pty Ltd	Cairns
MWH Australia Pty Ltd	Melbourne
NDY Management Pty Ltd T/As Norman Disney & Young	Brisbane
Property Technologies Pty Ltd	Brisbane
SEMF Pty Ltd	Milton
SPA Consulting Engineers (QLD) Pty Ltd	Cairns
Tenix Alliance Pty Ltd	Milton
The Roseler Family Trust T/As Electrical Reticulation Design Services Pty Ltd	Morningside
Utility Services corporation Ltd T/As Utility Asset Management	Townsville
Vemtec Pty Ltd	Beenleigh
Waterman AHW (QLD) Pty Ltd	Milton
Welcon Technologies Pty Ltd (as trustee for the Welcon Unit Trust)	Gladstone
WorleyParsons Services Pty Ltd	Townsville
WSP Lincoln Scott	Cairns

APPENDIX 21

BUILDING INSPECTORS

Abscan Pty Ltd
RECS Consulting Engineers & Building Design
TASQ Plastering
VDM Consulting

Townsville
Port Douglas
Cairns
Cairns

APPENDIX 22**LANDSCAPE DESIGN & PLANNING**

Adam Matthews Project Management Pty Ltd	Sippy Downs
AECOM Australia Pty Ltd	Cairns
Arup	Cairns
Atomiq Design Group	Brisbane
Cardno (QLD) Pty Ltd	Cairns
Conics (Cairns) Pty Ltd	Cairns
Conics (Cairns) Pty Ltd	Cairns
Conrad Gargett Pty Ltd T/As Conrad Gargett Architecture	Brisbane
Fiorjo Design Pty Ltd	Nightcliff NT
G & D Northern Landscaping	Cairns
GGI Cairns Pty Ltd As Trustee for GGI Cairns Trust T/As	Cairns
GGI Landscape Architects	Sydney
GHD Pty Ltd	Port Douglas
Hortulus Australia Pty Ltd	Keperra
Insite EM LA Pty Ltd	Cairns
JNP Pawsey & Prowse	Cairns
Landscape & Associates - Mike Gelling	Victoria Point West
Lange Design	Newtown NSW
Oculus Landscape Architecture Urban Design Pty Ltd	Manly QLD
Ross Planning Pty Ltd	Capalaba
Strategic Leisure Group	Austinmer NSW
Taylor Brammer Landscape Architects Pty Ltd	Brisbane
Tract Consultants Pty Ltd	Brisbane
Urbis	Mitchelton
Verde Design Group Pty Ltd	

APPENDIX 23**ASSET CONDITION ASSESSMENT & VALUATION**

Abscan Pty Ltd	Townsville
ARRB Group Ltd	Brisbane
Asset Advance Pty Ltd	Cairns
Aurecon	Cairns
Australia Pacific Valuers T/As APV Valuers & Asset Management	Brisbane
Australian Surface Testing	Boolaroo NSW
Black & More	Cairns
Cardno (QLD) Pty Ltd	Cairns
CH2M Hill Australia Pty Ltd (Shane Morgan)	Milton
Constructive Solutions Pty Ltd	Brisbane
Fugro PMS (Australia) Pty Ltd	Seven Hills NSW
GHD Pty Ltd	Sydney
Goldfinch Group Pty Ltd T/As Corprev - Corrosion Engineers	Gympie
Howell Facilities Pty Ltd	Capalaba
KF Cairns Pty Ltd T/As Knight Frank (Cairns)	Cairns
LMB Aqua	Eagleby
Meinhardt (QLD) Pty Ltd	Brisbane
MWH Australia Pty Ltd	Melbourne
NDY Management Pty Ltd T/As Norman Disney & Young	Brisbane
PDR Engineers Pty Ltd (incorporating McPherson Maclean Wargon Chapman)	Cairns
Robert Bird Group Pty Ltd	Brisbane
SEMF Pty Ltd	Milton
Strategic Asset Solutions	Townsville
Taylor Byrne Valuers	Cairns
Tenix Alliance Pty Ltd	Milton
Utility Services corporation Ltd T/As Utility Asset Management	Townsville
VDM Consulting	Cairns
Waterman AHW (QLD) Pty Ltd	Milton
WS Perkowicz & Associates Pty Ltd	Malanda

APPENDIX 24**WATER/SEWERAGE**

AECOM Australia Pty Ltd	Cairns
APP Corporation Pty Limited	Cairns
Arup	Cairns
Aurecon	Cairns
AWT Australia Pty Ltd	Sydney
Beca Pty Ltd	Milton
Black & More	Cairns
BMD Consulting Pty Ltd	Brisbane
Briley Consulting	Cairns
Camplin Dive Services Pty Ltd	Cairns
Cardno (QLD) Pty Ltd	Cairns
CGI Consulting Pty Ltd	Brisbane
CH2M Hill Australia Pty Ltd (Shane Morgan)	Milton
Civil Infrastructure Service Pty Ltd	Cairns
Flanagan Consulting Group	Cairns
GHD Pty Ltd	Sydney
Goldfinch Group Pty Ltd T/As Corprev - Corrosion Engineers	Gympie
Lambert & Rehbein (North QLD) Pty Ltd	Cairns
LMB Aqua	Eagleby
Morrison Low Consultants Pty Ltd	Toowong
MWH Australia Pty Ltd	Melbourne
PDR Engineers Pty Ltd (incorporating McPherson Maclean Wargon Chapman)	Cairns
Projex North Pty Ltd T/As PRP Planning Pty Ltd	Cairns
RECS Consulting Engineers & Building Design	Port Douglas
Robert Bird Group Pty Ltd	Brisbane
SEMF Pty Ltd	Milton
Simmonds & Bristow Pty Ltd	Cairns
Sinclair Knight Merz	Cairns
SMEC Australia Pty Ltd	Brisbane
Tenix Alliance Pty Ltd	Milton
The EPCM Group	Caloundra
The Middle Way Pty Ltd	Beecroft NSW
VDM Consulting	Cairns
Waterman AHW (QLD) Pty Ltd	Milton
WorleyParsons Services Pty Ltd	Townsville
WS Perkowicz & Associates Pty Ltd	Malanda

APPENDIX 25**PROJECT DELIVERY ACTIVITIES**

Adam Matthews Project Management Pty Ltd	Sippy Downs
AECOM Australia Pty Ltd	Cairns
Anita Eggington	Cairns
APP Corporation Pty Limited	Cairns
Arup	Cairns
Aurecon	Cairns
Beca Pty Ltd	Milton
Black & More	Cairns
BMD Consulting Pty Ltd	Brisbane
Briley Consulting	Cairns
BurnsBridge Sweett Pty Ltd	Brisbane
Cardno (QLD) Pty Ltd	Cairns
CGI Consulting Pty Ltd	Brisbane
Civil Infrastructure Service Pty Ltd	Cairns
Coffey Projects	Cairns
Complete Urban Pty Ltd	Varsity Lakes
Conics (Cairns) Pty Ltd	Cairns
Constructive Solutions Pty Ltd	Brisbane
Engineering Testing Services Pty Ltd	Cairns
Flanagan Consulting Group	Cairns
GHD Pty Ltd	Sydney
Golder Associates Pty Ltd	Cairns
Ken Spain & Associates	Cairns
Meinhardt (QLD) Pty Ltd	Brisbane
Morrison Low Consultants Pty Ltd	Toowong
Mossbuilt Consulting & Construction	Cairns
MWH Australia Pty Ltd	Melbourne
Natural Resource Assessments Pty Ltd	Cairns
PDR Engineers Pty Ltd (incorporating McPherson Maclean Wargon Chapman)	Cairns
Planz Town Planning	Cairns
Point Project Management Pty Ltd	Brisbane
Project Services NQ Pty Ltd	Cairns
Projex North Pty Ltd T/As PRP Planning Pty Ltd	Cairns
Ranbury Management Group	Brisbane
RECS Consulting Engineers & Building Design	Port Douglas
Ridgemill Pty Ltd	Milton
Robert Bird Group Pty Ltd	Brisbane
SEMF Pty Ltd	Milton
Sinclair Knight Merz	Cairns
Stephen Day & Associates Pty Ltd	Cairns
Stevnita Pty Ltd	Townsville
Strategic Asset Solutions	Townsville
Tenix Alliance Pty Ltd	Milton
The Consultancy Bureau	Brisbane
Thinc Projects Australia Pty Ltd	Townsville
TME Group Pty Ltd	Geraldton WA
VDM Consulting	Cairns
Vemco Group	Beenleigh
WorleyParsons Services Pty Ltd	Townsville
WS Perkowicz & Associates Pty Ltd	Malanda

APPENDIX 26**MISCELLANEOUS**

Abscan Pty Ltd	Townsville
Adam Matthews Project Management Pty Ltd	Sippy Downs
AECOM Australia Pty Ltd	Cairns
AMCE Consulting T/As SandGlenn Family Trust (ATF Cenzell)	Cairns
Anita Eggington	Cairns
APP Corporation Pty Limited	Cairns
Arup	Cairns
Atomiq Design Group	Brisbane
Black & More	Cairns
Camplin Dive Services Pty Ltd	Cairns
Civil Infrastructure Service Pty Ltd	Cairns
Constructive Solutions Pty Ltd	Brisbane
Elton Consulting Pty Ltd	Bondi Junction
Franklin Covey Pty Ltd	Milton
Herron Todd White (Cairns) Pty Ltd	Cairns
Hot Off the Press Publicity	Cairns
JT Smith & Associates	Cairns
Karen Adams	Cairns
KF Cairns Pty Ltd T/As Knight Frank (Cairns)	Cairns
Maddocks & Associates Pty Ltd	Cairns
Morrison Low Consultants Pty Ltd	Toowong
MUS Pty Ltd T/As Mortens-Urban Solutions	Southport
Naomi Wilson	Cairns
Planz Town Planning	Cairns
Resource Co-ordination Partnership Pty Ltd	Townsville
Shaun Sims T/As Capture Advertising Marketing & Design	Cairns
Stephen Day & Associates Pty Ltd	Cairns
Strategic Leisure Group	Capalaba
Synergies Economic consulting Pty Ltd	Brisbane
TASQ Plastering	Cairns
Tenix Alliance Pty Ltd	Milton
The Consultancy Bureau	Brisbane
The Customer Connection	Mission Beach
The Middle Way Pty Ltd	Beecroft NSW
The Water and Carbon Group Pty Ltd	Brisbane
Thinc Projects Australia Pty Ltd	Townsville
TME Group Pty Ltd	Geraldton WA
VDM Consulting	Cairns
Waste Solutions Australia Pty Ltd	Ashgrove
Win Services Pty Ltd T/As Odyssey Training	Brisbane

APPENDIX 27

Attachment to
Rep Report.

C.C.C PURCHASING PROCEDURES PROCEDURE FOR ENGAGEMENT & MANAGEMENT OF CONSULTANTS – 661082	Rev No :	2
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3. THE TERMS OF REFERENCE OUTLINING THE CONSULTANCY**3.1 OBJECTIVE**

The Terms of Reference must be formulated to ensure the consultancy will achieve the goals of Council and embrace all aspects of the proposed involvement.

3.2 MATTERS TO BE ADDRESSED BY THE TERMS OF REFERENCE

The following matters need to be addressed by the Terms of Reference:

- The consultant will be required to agree to be engaged on the basis of Council's General Conditions of Contract for Consultancy Services
- extent of involvement;
- terms of engagement;
- payment of fees, costs;
- time frame;
- insurance guarantee requirements – minimum \$5 million Professional Indemnity - if appropriate approval can be sought from the General Manager to spike the PI for a specific project up or down. \$10 million Public Liability with Council to be co-insured. Guarantee – Bank Guarantee is preferable. If Personal Guarantee or Directors Guarantee – consult with GM re associated risk exposure. *
- project officer or project group;
- evaluation/selection criteria;
- lines of communications;
- reporting requirements;
- Council Officer involvement;
- submission details;
- deliverables (consider the number of copies, hard & electronic, format and types of documentation to be created or obtained)
- available information.
- Sub consultancies

Any other matter which is project specific must be included.

3.3 DETAILS TO BE INCLUDED IN THE TERMS OF REFERENCE**3.3.1 Extent of Consultants Involvement and Expected Works**

The extent and detail of the Terms of Reference shall reflect the importance, cost, risk and complexity of the project in question.

The extent of the Consultant's scope of works must be clearly identified and its relationship to Council and Council officers must be clearly stated.

The role of the Consultant may be identified by a position title such as Design Consultant, Superintendent, Project Manager, Contract Manager, etc.