



EXPRESSION OF INTEREST – Information Document

FOR PROVISION OF

Project Management Services

Expression of Interest (EOI) – details

Release Date	30 August 2019
Closing Date	16 September 2019 by 4 pm (AEST)
Period of works	September 2019 – June 2022
Lodgement of EOI	Email EOI Submission Form by 16 September 2019 , 4 pm (AEST) to hr@corporatenature.org.au
Terrain NRM Contact details:	
ABN/ACN:	53 106 385 899
Phone:	07 4043 8000
Postal Address:	PO Box 1756
Suburb:	INNISFAIL
State:	QLD
Postcode:	4860
Point of contact for EOI enquiries	
Name:	Jen Mackenzie
Position	Sediment Reduction Program Leader
Phone:	0438 206 343
Email:	jennifer.mackenzie@terrain.org.au

Background

Established in 2003, Terrain NRM is a not-for-profit public company funded from a range of corporate, government and philanthropic sources. Terrain NRM is one of 56 natural resource management bodies around Australia working with the community to secure soil, health and biodiversity.

The project management services sought, relate to remediation work activities associated with a number of projects current being undertaken by Terrain NRM:

- Australian Government’s Reef Trust IV Gully and Grazing Program
- Qld State Government’s Natural Resources Investment Program – Upper Johnstone Integrated Project
- Qld State Government’s Natural Resources Investment Program – Mossman Integrated Project
- Australian Government and Qld State Government’s Disaster Relief Funding Program

Location of works

Works will be undertaken in a number of Wet Tropics catchment areas. These include, but are not limited to the Douglas Shire Council region (Mossman area), Johnstone River (Atherton Tablelands area) and Herbert River (Mt Garnet/Innot Hot Spings/Ingham areas).

Scope of work required

Key to the delivery of the project is the implementation of sediment reduction and catchment repair activities such as:

- Topsoil stripping, stockpiling and respreading,

- Placement of rock in accordance with engineered structure designs
- Placement of other materials in accordance with engineering designs
- Remediation related excavation activities, including shaping and battering of stream banks and gullies
- Installation of pile fields
- Completion of revegetation activities and/or other site remediation

The project will install a number of systems over the 2019 and 2020 dry season across the catchment including, wetlands, high efficiency sediment basins and riparian buffer zones.

In order to install these treatment systems, we require project management services.

Key project management skills and experience are:

- Knowledge of engineering (civil or environmental) and/or natural resource management or experience managing construction related projects.
- Significant experience managing safety in a project environment.
- Strong project delivery background.
- Consultation and negotiation skills, ability to build relationships and influence and communicate effectively.
- Ability to establish and maintain collaborative working relationships with internal and external stakeholders as required.
- Liaison with revegetation contractors.
- Ability to adhere to Biosecurity protocols when working on farms.
- Ability to read and follow engineering design drawings and document.
- Ability to operate within and surrounding farm activities.

Note that detailed design plans will be prepared and provided for all works that need to be constructed.

EOI requirements

A response to this EOI must provide Terrain NRM with the confidence that services offered will be undertaken in a professional and timely manner and that value for money will be achieved. Your response to the EOI must provide information regarding your suitability based on the following selection criteria.

Criteria	Detail
Business details and Insurance	Provide detail on business details and insurance, including; <ul style="list-style-type: none"> • ABN and GST registration • Worker’s compensation insurance • \$20M public liability insurance • \$5M professional indemnity insurance, (if earthworks advice is being offered) Note: Insurances will be mandatory prior to any engagement.
Organisational Capability	<ul style="list-style-type: none"> • Provide detail on previous experience in providing services listed in the scope of works • Provide detail on relevant experience, qualifications and/or licenses, as required by law

Rates Schedule	<ul style="list-style-type: none"> • Provide hourly and daily rates.
Health and Safety / Environment	<ul style="list-style-type: none"> • Provide detail on commitment to WHS legislation. Reference your safety management system, safe work procedures plus other relevant systems and process. • Service providers must comply with relevant environmental standards and legislation
Local Content	<ul style="list-style-type: none"> • Local suppliers are encouraged to respond.

A response to the EOI can be provided in the EOI Submission Form available for download.

Timing

Construction activities will largely be undertaken within the dry season, however, given that some works will be undertaken on working farms, there may be interruption to construction activities during harvesting and key farm operations.

Confidentiality

Information submitted in your expression of interest will be treated as commercial-in-confidence and will not be disclosed to any party outside Terrain NRM.

Terms and Conditions

A successful expression of interest will require the service provider to enter into a contract with Terrain NRM for the provision of services to be signed before engagement.

The Service provider must abide by Terrain NRM's Procurement Policy that requires a quotation in writing for all work offered and comply with relevant environmental standards and legislation.

Service providers expressing an interest in this work will not be paid any fees or reimbursement of any expenses as a consequence of their Expression of Interest application.

Lodgement

- To find out more, download the expression of interest documentation at www.terrain.org.au/employment .
- Email your Expression of Interest documentation before close of business on Monday 16 September 2019 at 4:00 PM (AEST) to hr@corporatenature.org.au
- Notification of outcome will be provided to you in the week of 16 September 2019.

Contacts

- The initial point of contact for any question or clarification on the EOI is Jen Mackenzie: email jennifer.mackenzie@terrain.com.au or phone 0438 206 343.