



KATHERINE
TOWN COUNCIL

Invitation to Tender

Part B - Specification

Katherine Dog Pound

New Class 7B Animal Storage Structure

Design & Construct

T24-03

Closing Time and Date: **12pm Friday 26th April, 2024**

Method of Lodgement: Electronic Tender Response via Vendor Panel portal

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1. PURPOSE

Katherine Town Council (Council) is seeking tenders for the design and construction of a new dog pound.

Suitably qualified Tenderers with proven capability, capacity, and sound financial and technical background to deliver the Specification outlined in this *Invitation to Tender* are invited to participate in this Invitation to Tender process.

2. OBJECTIVES

The project aims to:

- a) Increase the capacity of the Katherine Municipal Depot by relocating the pound
- b) Ensure safety of staff and animals in a new pound facility
- c) Increase the single accommodation capacity of the pound
- d) Allow for the pound to be used in all seasons.

3. BACKGROUND

Katherine Town Council (Council) is seeking a newer and safer solution to impound stray dogs at a more appropriate location.

The Animal Impound is currently located at 38 Chardon Street and was constructed in 2001. The facility is co-located with Katherine Municipal Depot (depot), with a workshop and office space occupying the street frontage of the allotment, undercover parking facilities for machinery at the rear of the allotment and various storage shed and parking located around the lot. The animal impound is currently located at the center of the allotment (9.65m x 8m).

Over the 22 years the facilities have been located at the Chardon Street premises, the needs of the community, and in turn the requirements of both the municipal depot and regulatory services team have greatly increased. The current colocation arrangement poses significant obstructions to either service expanding or increasing capacity.

In addition, the existing impound is old and non-functional during hot weather. The pound is in need of a major upgrade to ensure it remains safe for animals year round. Relocating it will allow for a new facility to be built and the centre of the current site to be utilised by the depot.

4. REQUIREMENTS

4.1 Facility Specifications

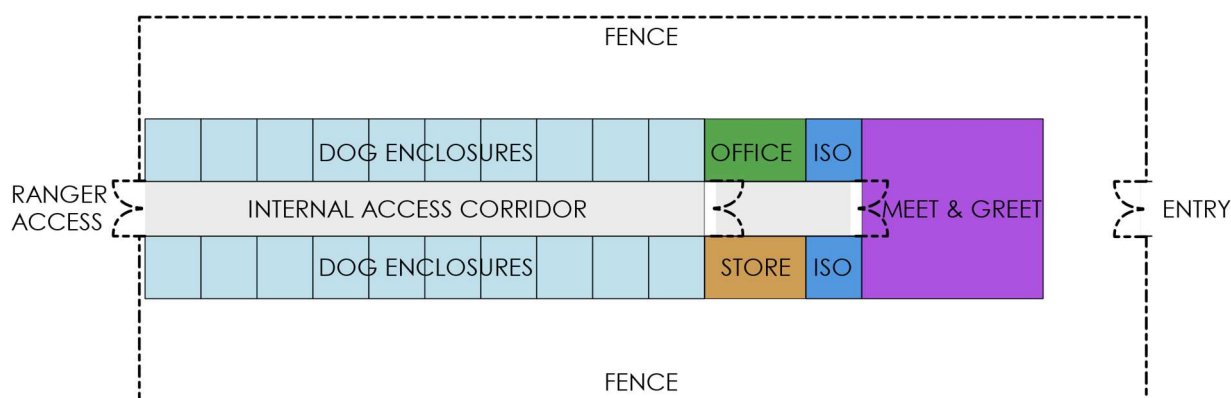
The proposed new location for the pound is on the site of the waste management facility, in close proximity to the existing tip shop. The new facility is to be designed and constructed to provide a clean, hygienic, comfortable and safe environment in order to adequately meet the behavioural, social and psychological needs of the animals.

The design must incorporate appropriate materials and functionality to ensure safety for both the animals and staff, appropriately managing the risk of disease transmission, animal stress and injury.

In consideration of current facility deficiencies and in conjunction with best practice consultation, the below specifications are requested:

Enclosed spaces Required

- Capacity for up to 20 dogs, single accommodation (min 4.5m² enclosure per dog)
- Internal access corridor
- 2 x Isolation cages (separate from general pound area) to allow for proper management of potentially diseased animals or for appropriate containment of pups/young dogs susceptible to disease.
- Dry storage area
- Informal office area – capacity to undertake impounding administrative duties on site as well as additional cold storage capacity (fridge located within room)
- Shaded and secure “Meet & Greet” Area



Other Internal Requirements

- Fans
- Misting system
- Auto-fill water bowls
- Food bowls (Auto-fill preferred)

Waste System Requirements

The enclosure must be built over an in-ground excrement waste system. This may be in the form of a septic tank or waste storage system which is to be cleaned out regularly. Tenderer to state the system proposed.

4.2 Building Design

Building orientation, roof blankets, insulation and eave design to reduce impact of solar heat on the facility.

Up to date waste management infrastructure that supports the separation of waste between primary enclosures and isolation enclosures.

Appropriate landscaping surrounding the facility to support temperature control and ventilation.

4.3 Site

The proposed site is near the Tip Shop at the Waste Management Facility.

The contractor will be responsible for fencing their work site at the waste management facility and will be responsible for all works performed on the construction site.

Waste management will allow for parking and access for the contractor.

The contractor is responsible for providing portable toilet hire for their construction site.

The contractor will be responsible for disposal of their own waste materials during construction.

4.4 Project Budget

The proposed project budget allocation is

- Design Phase \$20,000
- Construction Phase \$250,000

Tenderers to propose design and structure which adheres to the budget requirements and specifications.

4.5 Total Floor area

Contractor to propose a building floor area to match the specification and budget constraints as part of their tender submission.

Minimum total enclosed area is to be 180m². Where design requirements exceed the budget allocation, the tenderer should allow for a minimum 180m² enclosed area facility, and accommodate any remaining facility specifications within their proposed tender price for consideration by council.

4.6 Salvage

The existing dog pound facility is a standalone building currently located at the council depot. The contractor may salvage fixed materials from within this building perimeter, to form part of their new design where a compliant new class 7B Animal Storage Structure, subject to building certifier approval.

Any materials repurposed by the contractor remain the property of Katherine Town Council during dismantling, transport and construction within the new building.

5. CONTRACT TERM

Council is seeking to award the contract for a term agreed by both parties. The initial proposed contract length for design and construction is 8 months.

6. WORK HEALTH AND SAFETY

6.1 PCBU

The Contractor will be the person conducting a business or undertaking (PCBU) at the Waste Management Facility, Novis Quarry Rd, in relation to this Contract.

The Contractor acknowledges it has control and management of the area of works at the Waste Management Facility for the purpose of providing the Specification in accordance with the *Work Health and Safety (National Uniform Legislation) Act 2011 (the WHS Act)*.

The Contractor must comply with all relevant WHS regulations and standards for the management, operation and supervision of the site.

6.2 WHS Systems

The Contractor must have in place the following Workplace Health and Safety documentation as a minimum:

Annual Work Health and Safety Management Plan;

Contractor Management System (CMS);

Contract specific Safe Work Method Statements (SWMS);

Site risk assessments;

- a) Safe operating procedures relevant to work being performed;
- b) Procedures for isolation and de-energising of plant and equipment;
- c) Procedures for working at heights, identifying confined spaces and hot work with appropriate permit system; and
- d) Procedures for working with hazardous chemicals including Safety Data Sheets (SDS).

The Contractor must also:

- a) Ensure all personnel are inducted regarding the scope of works, specification and workplace health and safety requirements;
- b) Review and amend Workplace Health and Safety documentation when there is any significant change in process and ensure that all persons affected by the changes are advised of the amendments and provided with the appropriate level of training and instruction to complete their work in a safe manner; and
- c) Supply requested information upon the request of a Council Representative or Workplace Health and Safety Advisor as part of the ongoing review process under the Contract.

6.3 Contractor Work Health and Safety Management Plan

The Contractor must establish, implement and operate a Work Health and Safety Management Plan.

The Contractor warrants and represents that the Work Health and Safety Management Plan will:

- a) Ensure that any premises controlled by the Contractor, where any persons are performing work, are safe and without risks to health;
- b) Ensure that any plant or substance provided for use by any persons performing works are safe and without risks to health when properly used;

- c) Ensure that systems of work, including the working environment, are safe and without risks to health;
- d) Provide such information, instruction, training and supervision to ensure health and safety in the provision of the Specification;
- e) Provide adequate facilities for persons performing the Specification;
- f) Have work health and safety policies and procedures and will provide any persons performing work, with information, instruction, training and supervision as required as to those policies and procedures and their duties and obligations in relation to work health and safety;
- g) Provide any persons performing work, with information, instruction training and supervision in relation to changes and amendments to the work health and safety policies and procedures and their duties;
- h) Ensure that any subcontractors comply with and implement their own work health and safety management plan;
- i) Ensure that any subcontractor's work health and safety management plan is kept up to date with developments in work health and safety including Legislative requirement changes, new guidelines and codes and amendments to guidelines and codes; and
- j) Comply with any Legislative requirements.

The Work Health and Safety Management Plan must be:

- a) Submitted to Council at least two (2) months prior to the commencement of the Contract unless the parties agree otherwise;
- b) Submitted to Council after any changes are made; and
- c) Updated and the updated Work Health and Safety Management Plan submitted to Council at within one (1) month of each anniversary of the Contract commencement date.

The Contractor must consider any amendments to the Work Health and Safety Management Plan which Council may propose. The Work Health and Safety Management Plan must include, as a minimum:

- a) The Contractor's assessment of all risks, including hazard identification, arising from its performance of its obligations under this Contract;
- b) The Contractor's work health and safety risk assessment and risk management procedures;
- c) The Contractor's work health and safety policy and objectives;
- d) The Contractor's work health and safety procedures and action plans;
- e) The Contractor's organisational structure and allocation of responsibilities, accountability and resources in relation to work health and safety;
- f) Safe work methods statements;
- g) The Contractor's work health and safety information, instruction, training, supervision and induction of all persons performing the Specification;
- h) The Contractor's work health and safety auditing and inspection procedures;
- i) The Contractor's work health and safety consultation procedures;
- j) The Contractor's work health and safety Incident reporting procedures;
- k) The Contractor's work health and safety review of risk assessments and control measures and review of the Work Health and Safety Management Plan more generally;
- l) The Contractor's work health and safety performance monitoring;
- m) The Contractor's collection and analysis of work health and safety data and records; and

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- n) The Contractor's emergency procedures and provision for medical and first aid treatment.

6.4 Incident Reporting

The Contractor must notify Council and the appropriate authorities of any serious incident.

The Contractor must notify Council immediately and follow up in writing with a written report within 24 hours of any incident, involving:

- a) WHS issues, including any instance where water quality matters may cause harm to patrons or where access to the pools is restricted due to deterioration of water quality;
- b) Significant property damage;
- c) Damage which may cause any interruption to normal operation of the Waste Management Facility;
- d) Any incident requiring the attendance of Emergency Services (Police, Fire Service or Ambulance);
- e) Any criminal activity;
- f) Stop-work or any industrial action that may impact on the normal operations of the Waste Management Facility;
- g) Any other matter that may lead to litigation or otherwise adversely affect the interest of Council.

The written report must include the date, time and location of the incident and staff involved.

The Contractor is required to notify Workplace Health and Safety Northern Territory if an incident arises out of conducting business or undertaking that results in the death, serious injury or serious illness of a person or involves a dangerous event.

6.5 Work Health and Safety Performance Reporting

The Contractor must, when requested by Council, provide evidence of the Contractor's ongoing implementation of the Work Health and Safety Management Plan.

The Contractor must also provide the following information to Council via Skytrust, on a monthly basis:

- a) The 'lost time' frequency injury rate of the Contractor's Personnel;
- b) The number of Working Days lost due to injury;
- c) The number of 'near miss' Incidents;
- d) The current status of any injured Personnel, damaged property or environmental damage or pollution;
- e) The status of the implementation and outcomes of corrective actions undertaken as a result of work health and safety inspections and risk assessments;

The Contractor must, when requested by the Council Representative, provide reports on work health and safety inspections, audits or assessments undertaken during the Contract Term within five (5) Business Days of completion.

The Contractor must promptly notify Council of any incident which occurs during the performance of Specification and subject to any Legislative Requirements which require otherwise, it must not undertake an investigation into the incident without first consulting with Council.

The Contractor must promptly notify Council of any fines, charges or notices (including but not limited to improvement and prohibition notices) which are issued to the Contractor under work health and safety Legislative requirements, and which are issued either during the performance of Specification or as a result of the Specification. If requested by Council, the Contractor must,

within three (3) Working Days after any such Incident or at any other time on request by Council, provide Council with details of or a copy of or a written report into such fines, charges or notices.

6.6 Emergency Plan

The Successful Contractor must, prior to the Specification Commencement Date, provide to Council an Emergency Plan. The Emergency Plan must be:

- a) Submitted to Council at least two (2) months prior to the Specification Commencement Date unless the parties agree otherwise; and
- b) Updated during each year of the Contract Term and the updated Emergency Plan submitted to Council within (1) year of each anniversary of the Specification Commencement Date.

The Successful Contractor must consider any amendments to the Emergency Plan, or any update of the Emergency Plan, which Council may propose. The Emergency Plan must include as a minimum:

- a) A list of events that would constitute an emergency;
- b) The name(s) of the persons who will declare an event to be an emergency;
- c) The procedures for contacting the facility and Council to specify alternate arrangements; and
- d) the procedure for communicating the effect of the event to customers if Council considers it necessary to inform customers of the event.

7. QUALITY MANAGEMENT

7.1 Quality Management System

The Successful Contractor shall have a quality management system which shall monitor, control and manage the Services being undertaken under this Contract.

7.2 Quality Plan

A draft Quality Plan must be submitted to Council at least two (2) months prior to the Contract commencement date.

Council may direct that the Contractor make any amendments or additions to the Quality Plan that it considers appropriate. A final amended version of the Quality Plan is to be submitted by the Contractor prior to the Contract commencement date unless the parties agree otherwise.

The Quality Plan must identify all critical quality aspects of the Specification and establish procedures for meeting the Contractor's obligations in respect of the critical quality factors, which must include:

Quality assurance philosophies, policies and procedures;

Continuous improvement philosophies, policies and procedures;

Details of [enter related to the specific goods, services or works];

Details of how the Quality Plan will be implemented, reviewed and maintained;

Performance measures and methods used by the Contractor to monitor performance;

Details of audits to be used to ensure that the Specification are provided consistently in accordance with the Contract; and

Reporting procedures and schedule.

7.3 Review of Quality Plan

The Contractor must review the Quality Plan annually within one (1) month of each anniversary of the Services Commencement Date and submit the review including details of any amendments to Council. Any such review must be to the satisfaction of Council.

8. ENVIRONMENTAL MANAGEMENT

8.1 Preparation of Environmental Management Plan

The Successful Contractor must, prior to the commencement of the Specification under the Contract, develop an Environmental Management Plan. The Environmental Management Plan must detail the impact of the Specification delivery on the environment and measures to improve environmental performance and management including emissions from vehicles. A draft of the Contractor's Environmental Management Plan must be submitted to Council at least two (2) months prior to the Contract commencement date.

Council may direct that the Contractor make any amendments or additions to the Environmental Management Plan that it considers appropriate. A final amended version of the Environmental Management Plan is to be submitted by the Contractor prior to the Contract commencement date unless the parties agree otherwise.

8.2 Incident Notice and Prosecution Notification

If the Contractor is required by any Legislative requirement to give any notification of any environmental damage or harm occurring during the performance by the Contractor of its obligations under the Contract, the Contractor must at the same time, or as soon thereafter as possible in the circumstances, give a copy of such notification to Council.

The Contractor must promptly notify Council of any other environmental damage or harm which occurs during the performance of the Services whether or not it is required to give notification to any Authority.

The Contractor must promptly notify Council of any fine, charge or notice issued to the Contractor under any environmental Legislative requirements, and which are issued either during the performance of the Specification or as a result of the Specification. If requested by Council, the Contractor must, within three (3) working days after the imposition of any such fine, the laying of any charge or the Services of any notice or request by Council provide Council with details of or a copy of or a written report relating to such fine, charge or notice.

9. COMPLIANCE WITH ACTS, REGULATIONS AND LAWS

The Contractor must at all times in providing the Specification:

hold and maintain Authority requirements and consents, certificates, licences, permits and approvals (including conditions in respect of those consents, certificates, licences, permits and approvals); and

comply, and ensure that all employees comply with all laws including Work Health and Safety laws, regulations and requirements. The Contractor must comply with, and ensure that its employees, subcontractors and agents comply with any Acts, regulations, local laws, codes of practice and Australian Standards which are in any way applicable to Work Health and Safety and the performance of the Specification under this Contract.

10. MEASURES AND KPIS

The Contractor must fulfil their contractual agreement including:

- a) Construction must be completed by the agreed date of practical completion
- b) Defects must be rectified as soon as practicable
- c) Design and materials must be fit for purpose

11. REPORTING

Prior to project commencement The Contractor must provide to council:

- a) Agreed timeframe schedule of works (Gantt Chart preferred)
- b) Upload specified safety and insurance documents into Skytrust

During construction The Contractor must report to council:

- a) Notice of commencement of works
- b) Construction updates at times as requested by the superintendent
- c) Notice of completion of works

Upon practical completion The Contractor must provide to council:

- a) All keys
- b) Receipts for concreting showing mpa
- c) Receipts for all prime cost or provisional sum items
- d) Relevant receipts for any variations