

# DIT Procurement & Contracting

## Contractor Prequalification Scheme

### The Provision of Workzone Traffic Management – Guidelines and Conditions

#### INTRODUCTION

Companies wishing to:

- tender for the provision of workzone traffic management for the Department for Infrastructure and Transport (DIT), or
- work as a workzone traffic management subcontractor on DIT major roadworks contracts,

must first have workzone traffic management prequalification with DIT.

This system is primarily aimed at companies who specialise in the provision of workzone traffic management. Companies who are prequalified with DIT for the construction of roadworks, bridgeworks and / or bituminous works and self-perform workzone traffic management at their own worksites do not need to be prequalified under this system.

**Workzone Traffic Management prequalification is for a notional 3 year period.** However, if a company is subject to adverse performance reports, undergoes a restructure or its competency is materially reduced, DIT may request a new application. At any time, DIT may seek confirmation that the information submitted with an application remains relevant or request an update of the information.

DIT will monitor and assess the ongoing performance of each prequalified company. A company's ongoing prequalification is subject to it maintaining a satisfactory level of performance in its delivery of contracts. A failure to comply with the requirements for maintenance of prequalification may result in the prequalification being withdrawn or downgraded.

The purpose of the prequalification scheme is to minimise risks to DIT and to reduce the effort of individual companies at the time of tender. The scheme aims to facilitate, but not replace, tender assessment for individual projects.

Companies are invited to apply for prequalification by completing the application form (available from [https://www.dit.sa.gov.au/contractor\\_documents/prequalification](https://www.dit.sa.gov.au/contractor_documents/prequalification)) and attaching the information described in Part 2 "Information to be Submitted and Assessment Criteria".

The Application Form and Attachments must be submitted in accordance with the instructions on the Application Form.

Enquiries may be directed to:

[DIT.Prequal@sa.gov.au](mailto:DIT.Prequal@sa.gov.au)

Phone (08) 7133 1263

DIT Prequalification

Department for Infrastructure and Transport

Level 8, 83 Pirie Street ADELAIDE SA 5000

Applicants and prequalified contractors are required to comply with the DIT Conditions of Prequalification, available from:

[http://www.dit.sa.gov.au/contractor\\_documents/prequalification](http://www.dit.sa.gov.au/contractor_documents/prequalification)

Details of the review and appeal process are also included in the above document.



Please provide the information listed in the column “INFORMATION TO BE SUBMITTED BY APPLICANT” in the following table:

		<i>These columns for DIT use only</i>	
SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENTS	Meets Requirement (Yes / No)
<b>1. COMPANY STRUCTURE</b>	1. Outline of company structure and ownership.  2. Organisational Chart showing key personnel, including Company Directors, managers, professional staff, site supervisors and field personnel.	For information.  For information.	
<b>2. INSURANCE</b>	Evidence of Insurance Policies and certificates of currency.	\$10,000,000 Public Liability insurance.	
<b>3. COMPANY EXPERIENCE &amp; TRACK RECORD</b>	Details of completed and relevant contracts in the last 12 months, including: <ul style="list-style-type: none"> <li>Contract name and client (include contact details).</li> <li>Detailed description of work (including night work).</li> <li>Duration of contract.</li> <li>Contract sum.</li> <li>Any subcontractors or suppliers.</li> <li>Date.</li> <li>Any other referees.</li> </ul>	1. Successful completion of contracts to the client's time, cost and quality requirements. 2. Contracts must demonstrate: <ul style="list-style-type: none"> <li>Technical competency.</li> <li>Ability to undertake complex work on major infrastructure (i.e. DIT roads) or work of a minimum 2 months duration.</li> <li>Strict compliance with WHS requirements.</li> <li>Sound relationship with clients.</li> <li>Meeting completion dates &amp; budget.</li> </ul> 3. Referee reports provide evidence of above.	

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SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENTS	Meets Requirement (Yes / No)
<b>4. COMPANY PERSONNEL AND COMPETENCY</b>	<p>Job and Personal specifications for all staff.</p> <p>CV's for all management staff and field based Team Leaders, clearly setting out levels of experience in workzone traffic management including:</p> <ul style="list-style-type: none"> <li>• Role / job title within company and associated responsibilities.</li> <li>• Levels of experience (including start date with the company).</li> <li>• Relevant skills.</li> <li>• Copies of qualifications achieved (qualifications must be relevant to the work being offered).</li> <li>• Copy of licences (in date).</li> <li>• Knowledge and history of working with DPTI specifications, briefs and/or guidelines.</li> </ul>	<p>Job and Personal specifications available and appropriate for activities undertaken by Managers and Supervisors.</p> <ol style="list-style-type: none"> <li>1. The company's management team have sufficient resources and experience with traffic control to manage the field teams. As a guide the team should have at least one person with 5 years experience and at least one person with more than 3 years experience for every 10 field teams.</li> <li>2. Staff are fully certified to undertake workzone traffic management in South Australia.</li> </ol>	
<b>5. INDUSTRY ORGANISATIONS</b>	<ol style="list-style-type: none"> <li>1. Evidence of affiliation, membership or prequalification with industry organisations, associations or Government departments.</li> <li>2. If not a member of the Traffic Management Association of Australia SA Division (TMAA of SA), evidence of ability to keep up to date with traffic control technical requirements and keep informed of technical developments.</li> </ol>	<p>Affiliation or memberships not required for assessment (for information only).</p> <p>Demonstrated ability to keep up to date with industry developments.</p>	

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SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENTS	Meets Requirement (Yes / No)
<b>6. RESOURCES AND EQUIPMENT</b>	<ol style="list-style-type: none"> <li>Number of fully equipped traffic control units/vehicles owned by the company and a list of all traffic control equipment available (traffic control equipment <u>must</u> meet DIT and Australian Standards): <ul style="list-style-type: none"> <li>Traffic Control Devices.</li> <li>Other traffic management equipment.</li> </ul> </li> <li>Policy / program from procurement / replacement of equipment.</li> <li>Fully detailed description of plant maintenance program for fully equipped traffic control units/vehicles, including evidence and records of maintenance and repairs conducted in the past 12 months.</li> </ol>	<ol style="list-style-type: none"> <li>Information for all plant and equipment is submitted and meets required standards.</li> <li>Equipment must be suitable and sufficient to meet the minimum requirements specified in Part 7.</li> </ol> <p>Replacement program to ensure that old / non-compliant equipment is not used.</p> <p>Provide 12 months of evidence that plant is maintained in accordance with manufacture's recommendation.</p>	
<b>7. COMPANY CAPACITY</b>	<ol style="list-style-type: none"> <li>Outline and show evidence of the company's capacity, particularly its ability to undertake multiple projects using multiple work groups. Including: <ul style="list-style-type: none"> <li>The number of available work crews.</li> <li>Evidence that each work group can be led by a Team Leader with a minimum 3 years' experience working on DIT or similar interstate arterial roads.</li> <li>Evidence that the company can undertake multiple complex jobs at the one time.</li> </ul> </li> <li>Evidence of the company's ability to supply work zone traffic management</li> </ol>	<ol style="list-style-type: none"> <li>Company has the capacity to service at least two separate and complex worksites continuously and the capacity to cover absent staff with suitably qualified replacements.</li> <li>There is an adequate number and proportion of experienced traffic controllers to demonstrate that each team working on DIT roads has a leader with at least 3 years' experience.</li> </ol> <p>Evidence of compliant WZTM Plans.</p>	

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SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENTS	Meets Requirement (Yes / No)
	plans (submit example plan).		
<b>8. MANAGEMENT SYSTEMS</b>	<p>1. Details of the company's Management Systems and associated procedures for:</p> <ul style="list-style-type: none"> <li>• Quality.</li> <li>• Managerial.</li> <li>• Organisational (including review processes and an annual check of up-to-date Workzone Traffic Management tickets for all staff).</li> <li>• Work Health &amp; Safety (including the supply and wearing of personal protective equipment in accordance with DIT guidelines, job safety analysis, site auditing processes, daily recording sheets and fatigue management).</li> <li>• Employee payments.</li> </ul> <p>2. Evidence of systems/procedures to ensure compliance with DIT Guidelines.</p>	<p>1. Evidence of a system to record, store and retrieve traffic control site records.</p> <p>2. Evidence of a process to manage WZTM accreditation for all operators.</p> <p>3. Evidence of a process to notify stakeholders (including the DIT Traffic Control Centre, Norwood) of site works.</p> <p>4. WHS System (evidence of):</p> <ul style="list-style-type: none"> <li>• Job Safety Analysis.</li> <li>• Company Policy.</li> <li>• Induction procedure.</li> <li>• Company WHS representative (i.e. who is responsible for the WHS system?).</li> </ul> <p>5. Evidence of a site auditing and fatigue management process.</p> <p>6. Evidence that as a minimum employee remuneration is made in accordance with an appropriate award</p> <p>7. Systems and procedures to ensure compliance with WZTM legal requirements, including but not limited to</p> <ul style="list-style-type: none"> <li>• AS 1742.3 "Manual of Uniform Traffic Control Devices" ;</li> <li>• DPTI: The Manual of Legal Responsibilities and</li> </ul>	

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SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENTS	Meets Requirement (Yes / No)
		<p>Technical Requirements for Traffic Control Devices:</p> <ul style="list-style-type: none"> <li>○ Part 1 – The Notice from the Commissioner of Highways for the Temporary Use of Traffic Control Devices by personnel other than Road Authorities;</li> <li>○ Part 2 – Code of Technical Requirements for the Legal Use of Traffic Control Devices; specifically Section 4 – Speed Control.”; and</li> <li>• DIT: Field Guide, “Traffic Control Devices for Workzone Traffic Management”.</li> </ul> <p>8. Evidence of understanding and commitment to quality management principles, preferably including reference to ISO 9000 series.</p> <p>9. Evidence of understanding and commitment to risk management principles and guidelines, preferably including reference to AS/NZS ISO 31000: 2009, and of risk management being applied in practice DIT publications are available from:  <a href="http://www.dit.sa.gov.au/standards/tass">http://www.dit.sa.gov.au/standards/tass</a></p>	