

Army Aviation Program of Works

Working with us – Procurement and tender readiness



Overview

CPB Contractors is delivering the Australian Government's Army Aviation Program of Works (AAPoW) (The Project) at the Royal Australian Air Force (RAAF) Base in Townsville, Queensland.

In line with the objectives of the Defence Strategic Review, works will include the upgrade or rebuild of infrastructure and facilities to support the relocation of both the 1st Aviation Regiment from Robertson Barracks and the 16th Aviation Brigade from Gallipoli Barracks to RAAF Base Townsville, Queensland.

The Project will also construct a new attack helicopter Forward Arming and Refueling Point at the Townsville Field Training Area, new or refurbished staff working areas, aircraft storage, maintenance and refueling facilities, explosive ordnance areas, and the supporting civil and services infrastructure. The project scope includes construction of new facilities and upgrades to existing infrastructure, including:

- **Command Management facilities:** construction of a new four storey combined headquarters facility, a new logistics management facility and refurbishment of multiple existing working accommodation facilities to enable the effective management of aviation, logistics and maintenance operations.
- **Training facilities:** refurbishment of existing simulator halls and construction of new classroom facilities to enable effective training of aviation staff and supporting personnel.
- **Maintenance facilities:** construction of new multi-purpose facility to provide a two-bay deep maintenance hangar, Special Repair Activity workshop and Repair Parts Store (warehouse), refurbishment of four hangar bays for deep maintenance, construction of a two bay hangar extension, refurbishment of all 19 hangar bays, construction of wash bay extension and refurbishment to provide working accommodation for the Systems Program Office.
- **Logistics facilities:** construction of a bulk fuel tanker parking area and warehousing for parts and equipment storage.
- **Services upgrades:** new multi-storey carpark and a new on-grade carpark, remediation of contamination, enhancement of existing electrical, ICT, fire and potable water infrastructure.
- **Airfield infrastructure:** enhancement of existing ordnance loading aprons at RAAF Base Townsville. Additionally, constructing ordnance loading aprons and enhancing existing airfield infrastructure to support the increased activity at the Townsville Field Training Area (TFTA).

Positive partnerships with our subcontractors and suppliers deliver reciprocal benefits – often starting with shared behaviours, values and objectives so that we have the right frameworks for them to flourish.

As a trusted major project partner, CPB Contractors prioritises sustainability in all supply chain and procurement activities. We recognise and embrace our responsibility to provide positive social, economic and environmental outcomes for the suppliers we work alongside. More information on CPB Contractor's collaborative approach to procurement can be found here: [Supply chain and procurement](#)

Included in the following is key information that can assist the potential subcontractors/vendors to get tender ready for the upcoming project packages:

Procurement

Overview

Our procurement objectives:

1. Achieve Value for Money (VFM) for the Commonwealth in the procurement process
2. Ensure the timely procurement of high-quality construction services for the Program
3. Ensure that the procurement process is conducted in a transparent and fair manner, in accordance with the Commonwealth Procurement Rules [insert URL for the CPP here]
4. Identify opportunities that will maximise local industry involvement (LICP) and Indigenous participation (IPP)
5. Encourage participation from a diverse range of subcontractors, including Small Medium Size Enterprises (SME's) and Indigenous businesses.

Early Works procurement has been undertaken with further procurement to commence for the balance of the project works.

Our procurement approach involves broadening the spectrum of participating businesses through a combination of Trade Packages and combining smaller Trade Packages into Works Packages, which will then be offered to mid-tier builders that have shown interest in participating in the project.

Forms of Subcontract

We will use the forms of Defence standard subcontracts outlined here

<https://www.defence.gov.au/business-industry/procurement/contracting-templates/suite-facilities-contracts/managing-contractor-contract-templates>.

These include:

- Major Works Subcontract (MASC)
- Medium Works Subcontract (MESC)
- Micro Works Subcontract (Amended Version of Micro Works Contract)

Procurement Methods

Packages will be released to the market for the balance of the projects works where:

- **Packages > \$7.5M** (incl GST) will generally be procured through a Multi-Stage Open Tender process via an industry procurement platform (Felix).
- **Packages < \$7.5M** (incl GST) will generally be procured through a Single Stage Open Tender process via an industry procurement platform (Felix).

CPB Contractors uses an industry procurement platform Felix. A Help Guide for the platform is available here: <https://enterprise.help.felix.net/support/solutions/35000136720>

Single Stage Open Tender Process (generally packages < \$7.5M)

Steps as follows:

- Potential supplier/vendors to register and confirm packages of interest through Felix as follows:
 - ⊖ **Suppliers/Vendors not currently in Felix** by scanning the QR Code or URL Link below to create a free account and select the packages of interest. Help Guide is available here: [How to register/express interest \(Vendors not registered in Felix\)](#)
 - ⊖ **Suppliers/Vendors currently on Felix** are not required to use the QR Code or URL Link and are to email felix.procurement@cpbcon.com.au and provide the email address associated with the supplier/vendors email account. CPB will then provide access to the AAPOW Felix procurement site to allow the supplier/vendor to complete the registration process.
- Tenders will be issued to registered suppliers/vendors via Felix including all tender documents, site inspection details and closing date.
- All Tender addendums and tender clarifications will be issued via Felix and all Tender RFIs are to be submitted through Felix.
- Suppliers/vendors submit Tender via Felix.
- All post tender clarifications are issued and responded to in Felix.
- Confirmation of award and unsuccessful tenderers via Felix following successful execution of subcontract.
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Multi-Stage Open Tender Process (generally packages > \$7.5M)

Steps as follows:

- Potential supplier/vendors to register, confirm packages of interest and complete Expression of Interest (EOI) questionnaire through Felix as follows:
 - ⇒ **Supplier / Vendors not currently in Felix** by scanning the QR Code or URL Link below to create a free account and select the packages of interest. Help Guide is available here: [How to register/express interest \(Vendors not registered in Felix\)](#)
 - ⇒ **Supplier / Vendors currently in Felix** are not to use the QR Code or URL Link below but are to email felix.procurement@cpbcon.com.au and provide the email address associated with the supplier/vendors email account. CPB will then provide access to the AAPoW Felix procurement site to allow the supplier/vendor to complete the register, confirm packages of interest and complete Expression of Interest (EOI) questionnaire.
- Confirmation of successful and unsuccessful shortlisting based on the EOI questionnaire submission, including tender open and close, via Felix.
- Tenders issued to shortlisted applicants via Felix including all tender documents, site inspection details and closing date.
- All tender addendums and tender clarifications will be issued via Felix and all tender RFIs are to be submitted through Felix.
- Shortlisted applicants will submit their tender via Felix.
- All post tender clarifications are issued and responded to in Felix.
- Confirmation of award and unsuccessful tenderers via Felix following successful execution of subcontract.



Felix Registration URL Link here: https://cpbcon.felix.net/panel_registration/AAPoW_eoi

Tendering minimum requirements:

The minimum tender requirements are as follows:

- Public Liability & Workcover Insurances
- Construction Risk Insurance and, where required, Professional Indemnity Insurance
- QBCC Licence (as applicable for scope)
- Statement of Tax Record (STR) for any packages > \$4M (incl. GST)
- Confirm acceptance of Form of Subcontract

- Plans – Safety, Quality, Environment, Indigenous and Local Participation including Training
- Proposed Teams including level of commitment, experience and availability
- Methodology and Programs to demonstrate understanding of works and ability to meet program
- Demonstrated experience with similar types of construction in operational environments.

Safety and Health

Safety Essentials Overview

The Safety Essentials set out the minimum requirements for all CPB Contractors' people to manage critical safety risks on the project. They are the seven areas that give rise to serious injury if they are not clearly understood and managed.

The Safety Essentials apply to contractors, subcontractors and their employees.

The Safety Essentials support and reinforce CPB's systems and processes. Importantly, they do not represent every risk that potentially exists on a project. Nothing substitutes the need for everyone to proactively manage risk every day, and in every task they undertake.

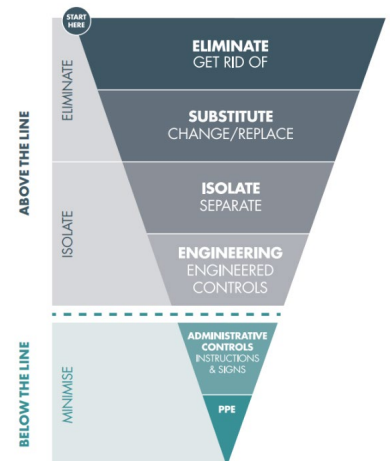
Safety Essential consist of:

- Work at Heights.
- Working Near Live Traffic.
- Working with Live Services.
- Mobile Cranes and Lifting Operations.
- Electrical Work.
- Working in and Around Mobile Plant.
- Working with Temporary Works.

An overview of the above Safety Essentials can be found here: [Safety Essentials](#)

Hierarchy of control

Every effort must be made to eliminate the need to perform a task involving one of the Safety Essentials – commencing from the safety in design processes to managing the Safety Essentials risk. Where a task involving one of the Safety Essentials cannot be eliminated, all options to use one or more identified Safety Essentials control(s) – 'Above the Line' controls – must be exhausted before relying on a 'Below the Line' control as the primary control. Use of Above the Line controls within each of the Safety Essentials is expected as they eliminate, substitute, isolate or engineer out the risk from causing harm.



Exceptions to the Safety Essentials

In circumstances where an Above the Line solution cannot be implemented as a primary control for the task, a Safety Essentials Exception must be approved by the relevant Business Unit General Manager before the activity commences. Where a Safety Essentials Exception is granted, increased supervision must also be given to the task while it is being performed.

Mandatory requirements

The Safety Essentials have a series of mandatory requirements – controls or actions that must be in place or present throughout any work involving one of the Safety Essentials. All mandatory requirements must be managed through the project Safety & Health Management Plan and the SHE Risk Register.

Quality principles

Much like our Safety Essentials, these Principles serve as the cornerstone of our approach to delivering high-quality projects to our clients.

Our construction sectors consist of individuals with diverse responsibilities and skill sets.

Guided by our six Quality Principles and supported by our subcontractors, we, as a team, are dedicated to delivering high-quality work and continuously striving for improvement.

It's everyone's responsibility to create a great Quality Culture by demonstrating the following behaviours:

- Pride - be proud of you & your teams' workmanship
- Accountable - do what you say & hold others to that standard
- Collaborative - work together to get the best outcome
- Communication - provide clear, direct and be open & honest
- Respect - understand and actively listen to other's point of view

More information on CPB's Quality Principles can be found here: [Quality Principles](#)



Plant registration

The AAPoW Project uses a Digital Plant System – ChekRite to ensure all plant and equipment used on our site meets our compliance requirements.

ChekRite manage plant and equipment inspections, compliance, and safety for CPB subcontractors and provides online Portal Access and apps for use on mobile devices.

The ChekRite system enables the subcontractor to:

- Complete Asset Onboarding/ Off Hiring (Full process from collation to inspection and approval)
- Track Plant & Equipment

The online registration is to be completed and submitted once a subcontract has been executed on the AAPoW project.

Once a company has registered and received log in credentials the URL link below to the 'CPB Supplier Help Guide' will guide the subcontractor through the steps involved in the digital asset onboarding process.

[CPB Supplier Guide - ChekRite Help Guides & Documentation](#)

Completion of the 'Submitting an Asset to a Project' section of this guide will enable you to get your assets approved for a project. The 'Supplier Video Guide' is a comprehensive overview of the system and processes, and it also included a 'Quick Start Video Guide'. There is also a tutorial available in the ChekRite Portal that should be completed before doing anything else:

It is a project requirement that only plant approved by the project via ChekRite is permitted on site therefore subcontractors must allow adequate time for the required review of documentation and inspections of plant and assets.

Processing of plant and equipment registration will not commence until asset has been submitted to the project, via the mobile ChekRite app. subcontractors should allow a minimum of 2-3 days per asset for full processing, including review of documentation and allow time for a physical verification inspection to be performed by a CPB authorised 3rd Party Plant Representative, engaged by the subcontractor, before they are required on site. The subcontractor's administrator will be notified by email once an asset is approved for use on site.



Site Access requirements

Defence Common Access Card (DCAC)

There is a 28-visit limit and if a person is required on the base regularly they will need to be issued a DCAC. If they are only attending on an ad-hoc basis, they will be escorted with a visitor pass, or temporary access pass lasting a maximum of 14 days.

Each subcontractor employee will require a DCAC pass to access base should they likely exceed the 28-visit limit. The following information will be required to be sent to the CPB to allow DCAC Applications to be authorised:

- "Australia National Police Check" completed within the last 30 days.
- Drivers License
- Proof of nationality if not listed on police check
- MyGovID email address
- Mobile phone number
- Role on the project

CPB Contractors currently use the below link for Australia National Police Checks, however the Subcontractor is welcome to use other companies for this service if preferred:

[Background Checks for Employment in Australia | CVCCheck](#)

Inductions

CPB Contractors utilises an Enterprise Protection Platform (EPP) 'Damstra' to effectively manage and electronically record subcontractor workforce compliance by:

- Ensuring the workforce are appropriately trained and capable of carrying out their work safely and efficiently.
- Providing a one stop shop for tracking employee competencies, qualifications and compliance with site rules and requirements.
- Managing Companies, People, Access, from the one integrated platform
- Providing the ability to see all employee and company details in the one platform.
- Including the ability to carry competency information, induction completion, license fee and employee profile information in one place.

All subcontractors will be required to engage Damstra to enable them to register to be compliant. Once a company has registered and received log in credentials the URL link below to the 'Damstra Help Guide' will guide the subcontractor through the steps involved in the electronic record subcontractor workforce compliance process.

[Home Page - Damstra Technology](#)