

[insert your organisation name and logo or branding]

# ROI RESPONSE FORM

## Registration of Interest

[Insert Project Name]

[insert contract number]

Applicant name: [insert the name of your organisation]

Date of this ROI Response: [insert date of this document]

### 1. OUR DECLARATION

Topic	Declaration	Applicant's declaration
<b>ROI process and ROI Terms:</b>	I/we have read and fully understand this ROI, including the ROI Terms. I/we confirm that the Respondent/s agree to be bound by them.	[agree / disagree]
<b>Collection of further information:</b>	The Respondent/s authorises NZTA to: <ol style="list-style-type: none"><li>collect any information about the Respondent, from any relevant third party, including a referee, or previous or existing client</li><li>use such information in the evaluation of this ROI Response.</li></ol>	[agree / disagree]
<b>Requirements:</b>	I/we have read and fully understand the nature and extent of NZTA's requirements as described in Section 2.	[agree / disagree]
<b>Relevant Experience &amp; Track Record</b>	I/we hereby give consent to NZTA to discuss and verify the stated Relevant Experience and Track Record with all the parties associated with that Relevant Experience and Track Record.	[agree / disagree]
<b>Confidentiality</b>	I/We hereby agree to waive any claim to confidentiality in relation to the works and/or projects listed as Relevant Experience and Track Record in the questionnaire, on the basis that NZTA will only use such information for the purposes of evaluation for short listing Respondents for the RFT.	[agree / disagree]
<b>Ethics:</b>	In submitting this ROI Response the Respondent/s warrants that it: <ol style="list-style-type: none"><li>has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor</li><li>has not directly or indirectly approached any representative of NZTA (other than the Point of</li></ol>	[agree / disagree]

	<p>Contact) to lobby or solicit information in relation to the ROI</p> <p>c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of NZTA.</p>	
<b>Conflict of Interest declaration:</b>	<p>The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this ROI Response.</p> <p>Where a Conflict of Interest arises during the ROI process the Respondent/s will report it immediately to NZTA's Point of Contact.</p>	<b>[agree / disagree]</b>

**Details of conflict of interest:**

[if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write 'not applicable'].

**DECLARATION**

I/we declare that in submitting the ROI Response and this declaration:

- a. the information provided is true, accurate and complete and not misleading in any material respect
- b. the Respondent does not contain intellectual property that will breach a third party's rights
- c. I/we have secured all appropriate authorisations to submit this ROI Response, to make the statements and to provide the information in the ROI Response and I/we am/are not aware of any impediments to enter into a Contract.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the ROI Response may result in the ROI Response being eliminated from further participation in the ROI process or subsequent RFT process.

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.

<b>Signature:</b>	
<b>Full name:</b>	
<b>Title / position:</b>	
<b>Name of organisation:</b>	
<b>Date:</b>	

## 2. OUR RESPONSE

### PART A1: RELEVANT EXPERIENCE CONTRACTOR

The following information should be provided for **[three]** roading/bridging projects under construction or completed within the last five years, which the applicant considers most relevant to this project.

All projects must be the same as nominated for track record <<guidance note: insert this text if Track Record selected>>

For Joint Ventures and Consortia, the number of projects to be submitted shall apply to the joint venture and/or consortia and not separately to the individual companies making up same, the parties must decide how many each member nominates.

Should nominations be less than the required number of projects this will be taken as a deficiency in the attributes for Relevant Experience **and Track Record**, and will be scored accordingly. Where more than the required number of projects are submitted, only the first nominated projects for Relevant Experience **and Track Record** will be considered.

Applicants shall provide the following details for each **project** nominated for Relevant Experience:

- Project name, location, contract value (scale: the value of the work carried out, or the value of the work completed so far if still under construction) and when the project was completed (currency: when the work was carried out, or the % completed so far if still incomplete); and
- The Engineers (or Contract Administrator's) name, company and contact telephone number(s).

A separate table must be included for each **factor**. Each table shall include the following information:

- A description of the work carried out;
- Its relevance to this submission, and
- Details of % of work carried out by the applicant's own resources, and % undertaken by subcontractors.

#### RELEVANCE:

Provide details of your relevant experience relating to the following **factors** from your nominated projects. For each **factor** provide detail of the % value of work carried out by the contractor's own directly employed labour and resources, and that undertaken by subcontract

<<Guidance Note, These are examples only. Nominate factors relevant to the project. Factors should be limited to the key 3-6 issues critical to the successful outcome of the project. For projects >\$5M factors must be the same as Relevant Experience Contractor Marking Sheet >>

- [Earthworks
- Structures
- Pavement and Surfacing
- Traffic Safety
- Environmental management (including details of previous environmental compliance breaches)
- Drainage
- Maintenance including Pavement and Resurfacing
- [Others – state]

<<Guidance Note: Include for D&C or ECI Agreements>>

## PART A2: RELEVANT EXPERIENCE DESIGNER

The following information shall be provided for **[two]** roading/bridging projects currently being designed, under construction, or completed within the last five years, which the Applicant considers most relevant to this project.

All projects must be the same as nominated for track record. <<guidance note: insert this text if Track Record selected>>

Should nominations be less than the required number of projects this will be taken as a deficiency in the attributes for Relevant Experience and Track Record, and will be scored accordingly. Where more than the required number of projects are submitted, only the first nominated projects for Relevant Experience and Track Record will be considered.

Applicants shall provide the following details for each **project** nominated for Relevant Experience:

- Project name, location, contract value (scale: the value of the work carried out (professional services and physical works), or the value of the work completed so far if still under construction) and when the project was completed (currency: when the work was carried out, or the % completed so far if still incomplete); and
- The Client's Representative name, company and contact telephone number(s).

A separate table must be included for each factor. Each table shall include the following information:

- A description of the work carried out; and
- Its relevance to this submission.

### RELEVANCE:

Provide details of your relevant experience relating to the following factors from your nominated projects. For each **factor** provide detail of the % value of work carried out by the designer, and that undertaken by sub-consultant

<<Guidance Note, These are examples only. Nominate factors relevant to the project. Factors should be limited to the key 3-6 issues critical to the successful outcome of the project. For projects >\$5M, factors must be the same as Relevant Experience Designer Marking Sheet >>

<ul style="list-style-type: none"><li>• [Geotechnical Design</li><li>• Structural Design</li><li>• Pavement and Surfacing Design</li><li>• Traffic Safety Engineering</li></ul>	<ul style="list-style-type: none"><li>• Environmental management (including details of previous environmental compliance breaches)</li><li>• Drainage</li><li>• Cooperative Environment</li><li>• Asset Management</li><li>• [Others – state]</li></ul>
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<<Guidance Note: Optional>>

## PART B1: TRACK RECORD CONTRACTOR

The following information shall be provided for **[three]** projects under construction or completed within the last five years, which the Applicant considers most relevant to this project.

All projects must be the same as nominated for relevant experience.

A separate form must be included for each project.

For Joint Ventures and Consortia, the number of projects to be submitted shall apply to the joint venture and/or consortia and not separately to the individual companies making up same, the parties must decide how many each member nominates.

### GENERAL INFORMATION:

Provide the following details for each **project** nominated for track record (any information provided for in Relevant Experience does not have to be duplicated for Track Record):

- Project name, location, contract value and when the project was completed.
- Description of nominated work package
- The Principal's name, company and contact telephone number(s)
- The Engineer's (or Contract Administrator's) name, company and contact telephone number(s)
- Referee's name, company and contact telephone number(s): ***Note it is essential that nominated referees had direct involvement with the Applicant for the nominated work package and that current contact details be provided.***

**Joint Venture:** Identify which of your nominated project were joint ventures, identify the JV partner(s) and the proportion and nature of the work undertaken by the Contractor's company

<<Guidance Note: Include for D&C or ECI Agreements where the Track Record attribute has been selected -  
Optional>>

## PART B2: TRACK RECORD DESIGNER

The following information should be provided for **[two]** projects currently being designed, under construction, or completed within the last five years, which the Applicant considers most relevant to this project.

All projects must be the same as nominated for relevant experience.

A separate form must be included for each project.

### GENERAL INFORMATION:

Provide the following details for each **project** nominated for track record (any information provided for in Relevant Experience does not have to be duplicated for Track Record):

- Project name, location, contract value (professional services) and when the project was completed.
- Description of nominated work package
- The Principal's name, company and contact telephone number(s)
- The Contractor's name, company and contact telephone number(s)
- Referee's name, company and contact telephone number(s): ***Note it is essential that nominated referees had direct involvement with the Applicant for the nominated work package and that current contact details be provided.***

**Joint Venture:** Identify which of your nominated projects were joint ventures, identify the JV partner(s) and the proportion and nature of the work undertaken by the designer's own company

## PART C1: RELEVANT SKILLS CONTRACTOR

Attach CV's for each of the key positions identified below (**two** pages per CV). CV's need to demonstrate specific experience relevant to the position and should differentiate between technical and managerial skills where relevant to the position.

**<<Guidance Note: the following clause may be included if required>>**

The Applicant shall supply names and current contact telephone numbers of at least **[one]** person to act as referee, who has direct knowledge of the nominated person. Inadequate contact information or provision of non-applicable referees may result in downgraded scoring.

The Applicant must nominate the following personnel and state the key technical skills of each:

### POSITION

Health, Safety and Wellbeing Manager

Contract Director

Contractor's Representative

Programmer

Senior Site Supervisor (Earthworks)

Senior Site Supervisor (Structures)

Senior Site Supervisor (Pavement & Surfacing)

Senior Site Supervisor (Maintenance)

Senior Field Supervisor(s) (Earthworks)

Senior Field Supervisor(s) (Structures)

Senior Field Supervisor(s) (Pavement & Surfacing)

Senior Field Supervisor(s) (Maintenance)

Quality Manager (responsible for preparing, implementing and managing CQP)

Environmental and Consent Compliance Manager

Traffic Control Personnel

Bridging Personnel

Communications and Engagement Personnel

[Others]

**<<Guidance Notes:**

- This list is not exhaustive. Ensure that the personnel listed are appropriate for the project. Personnel should be limited to 4-8 of the contractor's key personnel involved with the project and must be the same as Relevant Skills Marking Sheet.
- Contract Director: Senior representative from the Applicant's organisation, and typically not site based responsible for the Contract Works' overall implementation and management
- For each role, a description of the key responsibilities should be provided, together with the qualifications and minimum number of years' experience >>

<<Guidance Note: Include for D&C or ECI contracts.>>

## PART C2: RELEVANT SKILLS DESIGNER

Attach CV's for each of the key positions identified below (two pages per CV). CV's need to demonstrate specific experience relevant to the position and should differentiate between technical and managerial skills where relevant to the position.

<<Guidance Note: the following clause may be included if required>>

The Applicant shall supply names and current contact telephone numbers of at least [one] person to act as referee, who has direct knowledge of the nominated person. Inadequate contact information or provision of non-applicable referees may result in downgraded scoring.

The Applicant must nominate the following personnel and state the key technical skills of each:

POSITION
Contract Director
Designer's Team Leader
Designer's Deputy Team Leader
Design Manager
Designers
Planning Personnel
Bridging / Culvert Designer
Geotechnical Engineer
Designers Site Representative
[Other]

<<Guidance Notes:

- This list is not exhaustive. Ensure that the personnel listed are appropriate for the project. Personnel should be limited to 4-8 of the contractor's key personnel involved with the project and must be the same as Relevant Skills Marking Sheet.
- Contract Director: Senior representative from the Applicant's organisation, and typically not site based responsible for the Contract Works' overall implementation and management
- For each role, a description of the key responsibilities should be provided, together with the qualifications and minimum number of years' experience >>