



## PROGRAMME CRITERIA AND PROPOSAL FORM

<b>Reference # (to be entered by Department)</b>		
<b>Council Name</b>		
<b>Project Name</b>		
<b>Australian Government funding sought</b>	<b>\$</b>	
<b>Total Project Cost</b>	<b>\$</b>	

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## PROGRAMME INFORMATION

The Australian Government has committed \$300 million under the Bridges Renewal Programme (BRP) for road bridge projects that contribute to productivity and/or community access.

Round two is open to local governments only, however, unincorporated areas in South Australia, New South Wales and Northern Territory are also eligible. Round two will provide up to \$100 million in funding. Please note that any state or territory government proposals received that are not part of unincorporated areas will be deemed ineligible. For the purposes of this programme, the ACT Government is considered to be a local government.

Councils can apply for either:

- a discrete single bridge project, or
- a series of bridgeworks that provide benefits along a key route.

Where projects seek to improve access for heavy vehicles, councils must provide assurances that all efforts will be made to ensure regulatory access (through the National Heavy Vehicle Regulator) is also gained.

Councils are encouraged to discuss priorities with local communities, relevant industry stakeholders, Regional Development Australia committees and state road agencies early in the process.

## PROPOSAL FORM

Projects under the BRP will be assessed as part of a competitive, merit-based process. The Department will use the information provided in this proposal form to check eligibility and assess projects against the criteria. The relevant criteria are set out within the form, followed by specific questions.

## HOW TO COMPLETE THE PROPOSAL FORM

- Councils should answer all relevant questions in the proposal form concisely.
  - There is no word limit; however, more detail would be expected for larger and more complex proposals.
- Please ensure you read all the questions first before commencing your responses.
- Some sections of the form provide Guidance, Examples and/or Tips on responding to questions and addressing the Criteria.
- Pictures, maps and other relevant material can be attached to the submission email, and should be referenced within the proposal form.
  - Such material can be used to provide context and/or to demonstrate key points made in addressing the criteria (e.g. location of services, heavy vehicle routes or detours).
- Proposals are assessed on the basis of the answers to questions in the proposal form.
  - Attachments will be considered as supporting evidence only,
  - Do NOT respond to questions with “See Attached” or “data can be provided on request”.

Detail on how to submit proposals is at page 12, including technical matters.

If you need any clarification please call the BRP programme general enquiry number: 02 6274 6758 or send an email to [bridgesrenewal@infrastructure.gov.au](mailto:bridgesrenewal@infrastructure.gov.au).

However, for probity reasons, the Department will not provide advice or guidance (i.e. it is unable to provide comments on draft proposals) that could be seen as giving an unfair advantage to one council over another.

## ELIGIBILITY

### Round two proposals must be well developed.

Proposals must demonstrate that an appropriate level of scoping, planning, costings, design and approvals are in place or underway so that, if the project is successful, construction works can commence within 12 months of agreeing to terms with the Department.

### The BRP will contribute a maximum of 50% of the total project cost.

Councils must contribute at least 50% of the total project costs if the proposal is successful.

- Councils must confirm this commitment in their proposal (within the checklist, below) and provide evidence of matching funding within 60 days following the announcement of successful projects.
- Councils can form partnerships with state/territory governments and/or industry to meet the matching funding requirement – third party funding must be identified in the proposal.
- However, councils must confirm in their proposal that they can contribute the full 50% matching funding in the event that third party funding (e.g. through state government programme) is not able to be confirmed within 60 days of announcement.

**Council contributions are cash only and in-kind contributions will NOT be considered.**

### Funding will NOT be provided for any of the following:

- bridges on the National Land Transport Network  
[www.investment.infrastructure.gov.au/whatis/network/](http://www.investment.infrastructure.gov.au/whatis/network/)
- projects where construction has already commenced\*;
- projects that have received or are receiving funding under another Australian Government programme (including Black Spot Programme, Roads to Recovery, National Stronger Regions Fund and disaster relief);
- projects that include ongoing operational and maintenance costs; or
- projects consisting solely of planning and design.

\* Councils must not commence construction until they have been notified of the outcome of their proposal and terms of the project, including payment milestones, are agreed with the Department.

### **BEFORE YOU START – COMPLETE THE ELIGIBILITY CHECKLIST**

If you answer **NO** to any question below the project is **NOT** eligible for this Round of the BRP

Are you a local government, or the ACT Government?	Yes or No
Is the bridge a publicly accessible road bridge and NOT on the National Land Transport Network?	Yes or No
Can you confirm council has arrangements in place to contribute at least 50% of the total project costs if the proposal is successful?	Yes or No
If you are seeking third party funding, will council be in a position to contribute these funds if third party funding is not available?	Yes or No
Can you confirm all costs are for the replacement and/or renewal of a bridge? (Maintenance projects and/or ongoing repairs are not eligible)	Yes or No
Can you confirm construction works will start within 12 months of agreeing to terms with the Department and that the project will be completed by 30 June 2019?	Yes or No
Can you confirm the project is NOT receiving funding under another Australian Government programme (including Black Spot Programme, Roads to Recovery, National Stronger Regions Fund or disaster relief)?	Yes or No
Can you confirm the project involves undertaking bridgeworks and not solely planning and design?	Yes or No
If successful, can you confirm you will not start construction before agreeing to terms with the Department?	Yes or No

## DETAILS

This section is intended to collect data on the council and on the project in a consistent manner to assist with assessment and management of projects.

Council data	Name of Council:	
	Contact Name:	
	Job Title:	
	Telephone:	
	Email:	
	Postal address:	
	Council Area (km <sup>2</sup> )	
	Roads (km) council is responsible for	
	Number of road bridges council is responsible for (only trafficable bridges)	
	Estimated number of those road bridges likely to require replacement in the next 10 years.	
	Gross council revenue for 2014/15	
Details of the Mayor (for official correspondence)	Title	
	First name	
	Surname	
Project Data	Project Name	<b>Example; Bridge name or number (or project name if multiple bridges in proposal), road/highway, town.</b>
	Type of Works	<b>Example: Bridge replacement or Bridge widening/strengthening</b>
	Brief Project Description (This standardised description will be used to describe your project in programme documentation and communication, so please follow the examples. You can provide more detail below and in the criteria.)	<b>Example 1 - Replace a single lane timber bridge with a two lane concrete bridge Example 2 - Strengthen a load limited bridge to provide access for heavy vehicles and emergency services.</b>
	Detailed Project Description (And if this proposal is for multiple bridge works along a route please provide comments as to how they are linked.)	
Project Location Details	Latitude <b>Tip: Use internet mapping resources, such as: <a href="http://www.gps-coordinates.net">www.gps-coordinates.net</a></b>	MUST be decimal <b>Example -35.278085</b>
	Longitude	MUST be decimal <b>Example 149.129995</b>
	If there are multiple bridges then provide Geographic Information System (GIS) locations for all bridges here.	
	Detailed location information - this will help the assessors pinpoint your bridge(s), particularly if your bridge is in a remote location or between towns. <b>Tip: Attach a Map with location/s marked.</b>	<b>Example: XX kms from name of town, or between [name of town] and [name of town], XX kms from [name of closest town].</b>

## ASSESSMENT DATA

- This section collects data in a consistent format to assist with assessment and management of projects.
- For Departmental data collection purposes, keep entries to single numbers and do not include any line breaks.
- Data entered below should be utilised and discussed in your responses to the assessment criteria.
- Any data relevant to your proposal not listed below or in different formats/units should be entered and discussed in the criteria only (e.g. freight volumes, population growth estimates).
- Assessment is based on the arguments, analysis and evidence submitted in the criteria, not solely on any particular piece of data (e.g. low heavy vehicle traffic numbers would not preclude a proposal that otherwise addresses the criteria).

Bridge Dimensions	Current bridge length	metres
	Current bridge width	metres
	Post-construction bridge width	metres
	Current number of lanes	
	Post-construction number of lanes	
Load Limits	Current (If lower limit is likely to be imposed in future – explain status and possible timing in Criterion 1)	tonnes
	Post-construction	tonnes
Traffic volumes	Current traffic volume	Annual average daily traffic (AADT)
	Expected post-construction traffic volume (if available)	AADT
Heavy Vehicles	Current heavy vehicle traffic	AADT
	Expected post-construction heavy vehicle traffic (if available)	AADT
Detour	Length of any detour that would be removed	km
High Mass Limits (HML)	Length of any additional heavy vehicle access to be opened up	km
Flooding	If project seeks to address flooding, average days per year current bridge closed	Days/year
Construction Timing	Date Construction is planned to start	(MM / YYYY)
	Construction will be completed by	(MM / YYYY)

## THE ASSESSMENT PROCESS

The Department will assess proposals against the programme criteria to develop a merit list representing best value for money and make recommendations to the Minister for Infrastructure and Regional Development who will make decisions on funding under the *National Land Transport Act 2014*. The value for money assessment and decisions by the Minister may take account of the overall mix and funding source of projects.

Proposals that were successful under round one were generally more strategic and provided quality analysis and clear evidence about the benefits of the proposal and how they relate to the programme objectives of improving community access and productivity.

## ASSESSMENT CRITERIA

### CRITERION 1 – Improved Productivity and Access

Proposals will be assessed and scored on the degree to which they are consistent with the programme objectives and the quality of the analysis and evidence provided to support the claims within the following questions.

<p>How will this project improve access for the local community?</p> <p>For example will it:</p> <ul style="list-style-type: none"> <li>• allow better emergency service access;</li> <li>• improve school bus services;</li> <li>• facilitate tourism; or</li> <li>• improve a single entry point for access to particular services?</li> </ul> <p>Please include any information here that will support your claim/s.</p>	
<p>How will this project contribute to increased productivity for heavy vehicles?</p> <p>For example, will it facilitate:</p> <ul style="list-style-type: none"> <li>• increased access for higher mass and productivity vehicles;</li> <li>• integration with key freight networks;</li> <li>• improvements to ‘last mile’ freight logistics or ‘whole of journey’ for freight in the overall supply chain?</li> </ul> <p>Would the project support particular industries, including growth in those industries?</p> <p>Please include any information here that will support your claim/s, including any links to regional or state freight strategies.</p>	
<p>What consultation has been undertaken with industry, the community and/or your Regional Development Australia committee?</p>	

**CRITERION 2 – Quantified Benefits**

Proposals will be assessed and scored on the degree to which the project provides a level of measurable benefits relative to other proposals.

Answers here should provide quantified evidence related to the claims made in criterion 1.

<p>To what extent will this project improve access for the local community?</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• How many properties are served by the bridge?</li> <li>• How many bus services would be affected?</li> <li>• What distances and time could emergency vehicles save?</li> </ul>	
<p>To what extent will this project contribute to increased productivity for heavy vehicles?</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• How many (and what type/s) of vehicles would benefit?</li> <li>• What is the length of any detour removed?</li> <li>• If a ‘pinch point’ is removed, what length of access is opened up?</li> <li>• What would be the reduction in costs and/or travel times for freight due to greater efficiency (including through fewer, larger vehicles or removing the need to decouple)?</li> <li>• Are there estimates of freight from particular industries and potential growth if the route is opened?</li> </ul>	
<p>Benefit Cost Ratio (BCR), where available:</p> <ul style="list-style-type: none"> <li>• outline the basis on which this was calculated, and attach any worked documents.</li> <li>• where possible, BCRs should focus on the programme objectives of access and productivity.</li> <li>• to ensure consistency we would prefer BCR’s to be calculated over a 30 year period.</li> </ul>	

### CRITERION 3 – State and Territory Priority/Ranking

State and territory governments will be asked to prioritise and rank ALL eligible projects within their jurisdictions. Higher ranked projects will be assessed by the Department as meeting this criterion to a higher degree.

Please note that state and territory agencies will use information provided in proposal forms to assist in prioritising projects in their jurisdiction.

### CRITERION 4 – Construction Readiness

Proposals will be assessed on the degree to which they demonstrate that the project can be delivered within the required timeframes:

- construction work can start within 12 months of agreeing to terms with the Department; and
- projects must be completed by 30 June 2019.

Larger and more complex projects will be expected to provide more detail.

<b>Timing</b>  Please also provide details on schedule and cashflows in the tables following.	<b>Planning and design</b> - What planning and/or design work has already been undertaken and when are final designs expected?	
	<b>Approvals</b> - What approvals are required and what progress has been made on them? When are all approvals expected?	
<b>Costs</b> – What is the status of project costings (preliminary, final, etc.) and how were they obtained?  Please Provide Detail on costings in the table following.		
<b>Risks</b> – Have any risks (scope, approvals, costs, delivery) been identified that would impact on timely delivery (commencement within 12 months of agreement and completion by June 2019) and how are these being mitigated?		



## Supporting Evidence for Criterion 4

### PROJECT COSTS

Project Cost Category	Cost \$*	Comments
Project management		
Design and investigation		
Insurances, fees, levies		
Acquisition costs		
Environmental costs		
Traffic management and temporary works		
Public utilities adjustments		
Bulk earthworks		
Retaining walls		
Drainage		
Bridge works		
Pavements		
Finishing works		
Traffic signage, signals and controls		
Design (if by contractor)		
Other (add lines as required)		
<b>TOTAL PROJECT BASE COST</b>		
Contingency (if applicable) as a %		
<b>TOTAL PROJECT COST</b>		
<b>*Whole thousands only – lesser amounts will be rounded down</b>		

<p>How were the project costs determined? (e.g. reference to similar projects, first principles cost estimates)</p> <p>Are costings supported by independent advice e.g. a Quantity Surveyor or other qualified personnel with previous construction experience? If so, please provide details.</p>	
<p>If a contingency of over 10% is used please specify the basis for the contingency and justify the cost estimate here.</p>	

Councils should note approved project funding will not be increased i.e. the Australian Government will contribute a maximum of 50% of the total project cost approved by the Minister. If costs rise after this point, the council must meet 100% of any increase.

**Supporting Evidence for Criterion 4 continued.**

**SCHEDULE**

Please provide information on major stages of your project below, noting that more details should be provided for larger projects.

The schedule will inform assessment of criterion 4 and may also be used for drafting payment milestones for successful projects. Milestone payments are discussed in the 'Funding Arrangements' section.

	<b>Time to complete (weeks)</b>	<b>Estimated costs for this stage</b>	<b>Completion Dates</b>	<b>Comments</b>
Preliminary work - Example - design, approvals and procurement			MM/YY	
Stages – Example - Bridge demolition and diversion of traffic  Example - Completion of the foundation, piers and abutments			MM/YY	
Completion of construction and presentation of a Post Completion Report			MM/YY	

**FUNDING PROFILE - Expenditure over Forward Years**

Funding Source	2015-16 \$000s	2016-17 \$000s	2017-18 \$000s	2018-19 \$000s	Total \$000s
Australian Government					
Council					
State / Territory Government					
Other					
Total					
Percentage of Australian Government funds					

## PROJECT ADMINISTRATION

The Department may request further information to assist with the assessment or management of a proposal at any time. The Department may impose conditions on funding.

Successful projects and payments to councils will be managed through state and territory governments under the National Partnership Agreement on Land Transport Infrastructure projects and the related Notes on Administration, available at <http://investment.infrastructure.gov.au/publications/administration/>

### FUNDING ARRANGEMENTS for successful projects

After the project has been approved for funding by the Minister, the Department will contact councils to confirm the status of projects, confirm funding and costings and agree to milestones for payment.

As outlined in the Eligibility Criteria, if construction has already commenced on a project before terms have been agreed to, the project will be deemed ineligible and will not receive funding. The status of the proposal can be checked at any time by contacting the Department.

Councils will have 60 days after the date of official advice of approval to confirm all funding contributions and accept the funding offer, after that the Australian Government reserves the right to withdraw its offer of funding.

Milestones and related payments will be proposed by the Department based on the size and complexity of projects and information provided in the proposal, particularly under 'Schedule' in Criterion 4:

- Given the large number of projects, and as project reporting and payments will be managed through state governments, the Department will seek to streamline the number of milestones and payments.
- For smaller projects that can be completed within one financial year, the default position is payment on the provision of a Post Completion Report i.e. a single payment on completion.
- Larger projects and projects with cashflows over two years may have further milestones, but these will be based on substantive work being undertaken.

Councils can either agree the proposed milestones or seek to negotiate milestones that better reflect project schedules and cashflow requirements. Payment against milestones will be made only after councils have demonstrated the milestone has been met. The Department will also identify evaluation reporting required within the post-completion report.

### CONFLICT OF INTEREST

Each council will be required to declare as part of their proposal that to the best of their knowledge there are no actual or perceived conflicts of interest that would impact on or prevent the proposal from proceeding if funding were approved under the BRP.

A conflict of interest may exist, for example, if the council or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a person who is able to influence the project appraisal process, such as a departmental officer;
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the council in carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the provision of funding under the BRP.

Should a council subsequently identify an actual, perceived or potential conflict of interest, they must inform the Department in writing immediately.

Does the council or any of its personnel have an actual, perceived or potential conflict of interest? (If yes, please provide details separately with the proposal.)	<b>Yes or No</b>
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## HOW TO SUBMIT A PROPOSAL

Complete your proposal on this form and save as a **Word document**.

(Other formats, particularly scanned copies, are more difficult for the Department to assess and manage.)

Attachments to your proposal can be in any format, but PDF is preferred.

Email your proposal to the BRP email address [bridgesrenewal@infrastructure.gov.au](mailto:bridgesrenewal@infrastructure.gov.au)

Do not post your proposals. Only emailed proposals will be assessed.

Emails are limited in size to 10MB and will not be accepted through the Department's email gateway if they exceed that size.

All proposals **MUST** be received by 11:59 pm local time on 31 August 2015. No proposals will be accepted after this time.

**Note:** no Information Technology or programme support will be available after 4.30 pm AEST on the closing date, so please ensure that you submit your proposal early to receive support if required.

Email enquiries can also be sent to [bridgesrenewal@infrastructure.gov.au](mailto:bridgesrenewal@infrastructure.gov.au) or you can contact us by phone on 02 6274 6758.

**Please note that lodgement of this proposal signifies confirmation/acceptance that all information provided is true and accurate.**