

PROCUREMENT PLAN

CHRISTCHURCH

EARTHQUAKE CLAIMS PANEL

SECOND PROCESS

May 2019



engineering
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BACKGROUND

CHRISTCHURCH EARTHQUAKE CLAIMS RESOLUTION PANEL

The Government has developed two key initiatives to resolve the outstanding insurance claims related to the Canterbury earthquake sequence; the Greater Canterbury Claims Resolution Service, and the Canterbury Earthquakes Insurance Tribunal.

Engineering disputes sit at the heart of many of the complex and currently unresolved insurance claims in the greater Christchurch area. To support the work of the GCCRS and the Tribunal, Engineering New Zealand is establishing the **Christchurch Earthquake Claims Engineering Panel** as an independent expert panel the GCCRS and the Tribunal can draw on for technical and expert advice and facilitation services.

The Panel is made up of engineers appointed by Engineering New Zealand for their experience and credibility across stakeholder groups, as either a Technical Advisor or Facilitator. The Panel is administered by Engineering New Zealand and is independent of the GCCRS, the Tribunal, insurers and homeowners.

The Panel has been operational since December 2018 and is in high demand.

October process

In October 2018, Engineering New Zealand ran a procurement process approved by All of Government Procurement and 63 people applied for the Panel. In November 2018, after evaluating the applications, Engineering New Zealand appointed 19 panel members (the October Process).

Due to demand, Engineering New Zealand requires additional panel members, specifically structural technical members. Engineering New Zealand will run a similar procurement process as the October Process, as set out below.

THE ROLES OF THE PANEL MEMBERS

Technical Member

GCCRS or Tribunal requests for technical or expert advice or input on a claim are received by Engineering New Zealand and assigned to a Technical Advisor from the Panel. Technical advisors are senior engineers with recent experience in earthquake assessments and repair recommendations in Canterbury.

The Technical Advisor may be engaged to provide:

- initial process appraisals of properties,
- peer reviews,
- engineering assessments of earthquake damage and reinstatement recommendations,
- explanations about engineering assessments, or
- expert advice to the Internal Dispute Resolution Service of the GCCRS or the Tribunal

Engineering New Zealand needs additional structural technical members for the Panel.

TENDER PROCESS

MARKET ENGAGEMENT

The positions will be advertised by email to members of Structural Engineering Society New Zealand, New Zealand Geotechnical Society, New Zealand Society for Earthquake Engineering and Canterbury members of Engineering New Zealand.

We will also advertise the position on our website which is available to the public and all members of Engineering New Zealand.

We will send targeted emails as well as advertise on our website because these positions require experience in Christchurch earthquake engineering. We consider the best way to get the applicants with relevant experience is to advertise directly to these groups. However, in the interests of fairness and transparency, we chose to also advertise publicly on our website.

The advertisements of the positions on our website and in the targeted emails include comprehensive role descriptions and instructions on how to apply.

Those applicants who were unsuccessful in the October Process will be invited to indicate whether they are still interested in being appointed and, if they remain interested, their October application will be re-evaluated against the evaluation criteria set out on page three.

EVALUATION METHODOLOGY

EVALUATION METHOD

An evaluation team was appointed for the October Process consisting of engineers, homeowner representatives, legal representatives and the two Chairs of the Engineering Advisory Group. The Evaluation Team will be reconvened to evaluate the applications during this procurement process.

The Evaluation Team will review all the applications and run a robust and fair evaluation process. They will agree on the recommended members of the Expert Panel, as well as whether they will be Technical Advisors, Facilitators or both.

Once the Evaluation Team has agreed on their recommended panellists, they will make their recommendation to the Governing Board of Engineering New Zealand. The Governing Board will decide whether they accept the Evaluation Team's recommendations. If the Governing Board do not accept the Evaluation Team's recommendations, they must give reasons for this. If a recommended applicant is denied by the Board, the Evaluation Panel will make a new recommendation.

Once the Governing Board has approved the Expert Panel Engineering New Zealand will contact each of the expert panel members to confirm their appointment and discuss timeframes for induction and/or training.

EVALUATION TEAM

Role	Name
Chairs of the Engineering Advisory Group	Helen Davidson (Chair)
Chairs of the Engineering Advisory Group	Tania Williams

Lawyer	
Lawyer	
Engineer	
Engineer	
Engineer	
Homeowner representative	
Insurer representative	
Insurer representative	

EVALUATION CRITERIA AND WEIGHTING

Criterion	Weighting
Technical experience	30%
A CPEng or senior engineer	
Recent and extensive experience in post-earthquake building assessments and reinstatement (structural engineering)	
Strong understanding of NZ building regulatory environment	
Experience providing advice in dispute resolution processes	
Ability to produce engineering work of a high standard	
Personal characteristics	15%
Professional and personable manner	
Excellent communicator who can listen, reflect and respond to concerns and communicate ideas	
Work effectively with others	25%
Ethical behavior	
Will act impartially and objectively and not as an advocate for either party	
Understands and respects the Code of Ethical Conduct	30%
Relationships	
Has established relationships of trust and confidence with stakeholders	
Is acceptable to all stakeholders	
Has experience working for homeowners or insurers	
Total Weightings	100%

The panel will use the following rating scale to evaluate applicants' bids against the criteria. This will be based on their application form, cover letter, CV, and referees.

Description	Definition	Rating
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Excellent	Exceeds the criteria. Exceptional demonstration by the applicant of the relevant ability, understanding, experience, and skills required to provide the services. Response identifies factors that will offer potential added value, with supporting evidence.	9 – 10
Good	Satisfies the criteria with minor additional benefits. Above average demonstration by the applicant of the relevant ability, understanding, experience, and skills required to provide the services. Response identifies factors that will offer potential added value, with supporting evidence.	7-8
Acceptable	Satisfies the criteria. Demonstration by the applicant of the relevant ability, understanding, experience and skills required to provide the services, with supporting evidence.	5-6
Minor reservations	Satisfies the criteria with minor reservations. Some minor reservations of the applicant's relevant ability, understanding, experience, and skills to provide the services, with little or no supporting evidence.	3-4
Serious reservations	Satisfies the criteria with major reservations. Considerable reservations of the applicant's relevant ability, understanding, experience, and skills to provide the services with little or no supporting evidence.	1-2
Unacceptable	Does not meet the criteria. Does not comply and/or insufficient information was provided to demonstrate that the applicant has the ability, understanding, experience, and skills required to provide the services, with little or no supporting evidence.	0

PROBITY MANAGEMENT

It is essential that Engineering New Zealand and the Evaluation Team demonstrate ethics and integrity in the procurement. This means:

- acting fairly, impartially, and with integrity
- being accountable and transparent
- being trustworthy
- managing conflicts of interest
- protecting the applicants' commercially sensitive and confidential information

Probity in this procurement process will be managed by:

- ensuring everyone involved in the process signs a confidentiality agreement and declares any actual, potential or perceived conflict of interest
- identifying and effectively managing any conflicts of interest
- treating all applicants equally and fairly
- applying the weighting and criteria set out in this plan
- debriefing each applicant at the end of the process

- publicizing the tender to ensure everyone who is interested can apply
- appointing an independent Evaluation Team with cross stakeholder membership
- two-tiered approach to appointment: recommendation from Evaluation Team and approval by the Governing Board.