

Engineer to Contract Accreditation

APPLICATION PACK

VERSION 2.3 April 2024



Copyright information

This publication is copyright © New Zealand Transport Agency (Waka Kotahi), hereinafter referred to as NZTA. Material in it may be reproduced for personal or in-house use without formal permission or charge, provided suitable acknowledgement is made to this publication and NZTA as the source. Requests and enquiries about the reproduction of material in this publication for any other purpose should be made to:

Manager, Information
New Zealand Transport Agency (Waka Kotahi)
Private Bag 6995
Wellington 6141

The permission to reproduce material in this publication does not extend to any material for which the copyright is identified as being held by a third party. Authorisation to reproduce material belonging to a third party must be obtained from the copyright holder(s) concerned.

Disclaimer

NZTA has endeavoured to ensure material in this document is technically accurate and reflects legal requirements. However, the document does not override governing legislation. NZTA does not accept liability for any consequences arising from the use of this document. If the user of this document is unsure whether the material is correct, they should refer directly to the relevant legislation and contact NZTA.

More information is available on the New Zealand Transport Agency's website at www.nzta.govt.nz

New Zealand Transport Agency (Waka Kotahi)
Published April 2024

If you have further queries, call our contact centre on 0800 699 000 or write to us:

New Zealand Transport Agency (Waka Kotahi)
Private Bag 6995
Wellington 6141

1. GUIDELINES

1.1 Introduction

- 1.1.1 The objective of the accreditation process is to ensure that suitably skilled, competent and qualified practitioners are available now and, in the future, to support NZTA's delivery portfolio of capital projects and network outcome contracts.

1.1.2 The register has 4 levels of accreditation based on project cost/complexity.

ACCREDITATION LEVELS	
Level 1	Small projects (low value-low risk, low complexity and /or up to \$10m)
Level 2	Moderate projects (moderate complexity/ and or \$10m to \$25m)
Level 3	Large projects (moderate complexity/ and or \$25m to \$100m)
Level 4	Complex projects/programmes (more than \$100m or design & construction or ECI variants or high risk/complexity)

- 1.1.3 It is a requirement for all new construction (implementation) phase projects that the Engineer to the Contract and Engineer's Representative (ETC and ER) are accredited to at least the appropriate level (i.e. Level 2 accreditation would be suitable for segmentation Levels 1 and 2 but not for Level 3). Accreditations with varying levels will be reviewed based on the appropriate time period below.

Accreditation is valid for the time period outlined below:

- Level 1: 5 years
- Level 2: 5 years
- Level 3: 5 years
- Level 4: 5 years

1.2 Communications on applications and general application details

- 1.2.1 All communications between the NZTA and applicants must be in writing.
- 1.2.2 Upon submission of an application the applicant shall provide NZTA with the name and contact details of the person that NZTA can communicate with during the application period (the applicant's nominated person).
- 1.2.3 All application queries and applications should be emailed to ETCaccreditation@nzta.govt.nz
- 1.2.4 NZTA will endeavor to respond to all queries within 8 weeks of receiving them.

2. ASSESSMENT

2.1 Experience and competency

2.1.1 Relevant experience and contractual competency

2.1.1 For accreditation purposes demonstrable relevant technical experience and contractual competency on transport infrastructure project/programme delivery is required. This can be via either NZTA projects, or other related transport infrastructure projects. The applicant is required to demonstrate the following aspects:

Assessment criteria	
Relevant technical experience	Contractual competency
<ul style="list-style-type: none"> • Current, relevant contract management and delivery experience (years) on civil infrastructure for transport systems. • Relevant supporting experience, including transport system design and/or solutions development roles. • Demonstrated professional training and related continuing professional development. 	<ul style="list-style-type: none"> • Demonstrate current and ongoing ability to act as Principals Agent/ ER /ETC for NZTA projects. • Relevant contractual experience and demonstrated competency particularly with NZS3910/3915/3916/3917 contracts for related transport systems including: <ul style="list-style-type: none"> ○ contract site observation, inspection and assurance ○ contract administration as Engineer’s representative /assistant (ER/A) ○ Engineer’s Representative roles ○ Engineer to Contract.
<p>Demonstrated examples of up to five key projects that support the above, and clearly articulate the levels of delegation and decision making.</p>	

2.1.2 Relevant experience, within the past 10 years can be claimed for the relevant accreditation levels. For Level 2-4 applications relevant experience within the last five years will be assessed with a higher weighting. Experience greater than 10 years ago shall be assessed on its relevant applicability. Accreditation at a higher level will automatically qualify for accreditation at lower levels.

2.1.3 An ‘alternative experience’ dispensation may be requested where sufficient previous relevant related technical and contractual experience is claimed by applicants. Alternative dispensation will consider the following avenues:

- Term contracts with relevant technical applicability, with experience as the Engineer (or ER/ERA).
- Demonstrated relevant experience as the principal’s representative/agent.
- Demonstrated relevant experience as the contractor’s representative.
- Civil Engineering delivery experience with relevant technical and contractual applicability.
- Other applicable and related contract forms (such as FIDIC, NEC).

- 2.1.3 Applicants shall clearly demonstrate their tertiary qualifications, professional memberships and certification/registration/quality marks obtained.
- 2.1.4 Applicants shall also demonstrate their relevant training in contract management, commercial matters, and contract law. It is strongly recommended that applicants for level 1 ER or ETC demonstrate attendance of an EngNZ, NZIHT, NZS3910 Suite or Engineer to the Contract seminar/course. In-house courses or 'on the job' training will also be taken into consideration.

2.2 Assessment Process

- 2.2.1 The process of accreditation requires the submission of information by the intended practitioners (meeting the competency requirements of Section 2.1 above) followed by a NZTA assessment and response. The applicant must complete and provide the documents as indicated in Section 4. The applicant will be notified of the assessment result normally within six (6) weeks from the date of acceptance of all the required documents.
- 2.2.2 New applications or applications to move to a higher accreditation level may be received at any time, however, the processing of applications will generally be undertaken in monthly lots. The register (for internal use only) will only be updated quarterly (31 January, 30 April, 31 July, 31 October) for all applications received 3 months before the update cycle.
- 2.2.3 Applications will be assessed by NZTA specialists drawn from Procurement, System Design and Infrastructure Delivery, or nominees.
- 2.2.4 If the applicant is unsatisfied with the assessment result, they may request a meeting with the assessor to discuss their application. In the event of a formal appeal to the assessment outcome these will be considered by a panel of three (3) CPEng registered assessors convened by the Chief Advisor Engineering. The final decision for accreditation rests with the Chief Advisor Engineering, Transport Services.
- 2.2.5 In order to support the development of industry suppliers and encourage a more sustainable market the assessors may consider granting temporary 'provisional accreditation' on limited occasions. This may be considered at the sole discretion of NZTA where the applicant has an immediate need to work on a specific NZTA project, has proven relevant or alternative experience but perhaps does not fully meet the prerequisite specific experience to reach a higher accreditation level. Such provisional accreditation shall be subject to review upon completion of the project that was the basis of the temporary accreditation.
- 2.2.6 NZTA may elect to undertake performance reviews, or reference checks of any accredited individual working on NZTA projects and consider this in relation to their relevant technical experience and contractual competency. In the event NZTA becomes aware of issues, circumstances or performance that may affect an individual's accreditation level, NZTA reserves the right for reassessment of an individual's accreditation level at any time. Should this occur, the assessors will communicate with the individual and offer the ability to provide further information before revising the individual's accreditation level.
- 2.2.7 All new applications received after the date of publication of this document shall be subject to the updated accreditation requirements herein. For clarity, existing accreditations shall remain valid up to their respective expiration dates.

3. ACCREDITATION MINIMUM CRITERIA

3.1 Engineer’s Representative

ER’s level	Requirements
Level 1 ER	<ul style="list-style-type: none"> Minimum 3 years relevant technical and contract experience including ERA roles, applicable contract management training, a reference supporting the application from or endorsed by a NZTA Senior Project Manager Infrastructure Delivery (or local authority equivalent).
Level 2 ER	<p>In addition to Level 1 ER you must have:</p> <ul style="list-style-type: none"> successfully completed ER role on 4 or more level 1, (up to \$10m, with two greater than \$5m, and no more than 2 concurrently), a reference supporting the application from or endorsed by a NZTA Senior Project Manager Infrastructure Delivery (or local authority equivalent).
Level 3 ER	<p>In addition to Level 2 ER you must have:</p> <ul style="list-style-type: none"> successfully completed ER role on 3 or more level 2 projects (moderate complexity and/or \$10m to \$25m), with two greater than \$15m, and no more than 2 concurrently, be a Chartered Member of Engineering New Zealand (CMEngNZ) (or equivalent), a reference supporting the application from or endorsed by a NZTA Senior Project Manager Complex Infrastructure Delivery (or a local authority equivalent).
Level 4 ER	<p>In addition to Level 3 ER you must have:</p> <ul style="list-style-type: none"> successfully completed ER role on 3 or more level 3 projects (moderate complexity and/or \$25m to \$100m) and including at least 1 large project (greater than \$40m), be a Chartered Member of Engineering New Zealand (CMEngNZ) (or equivalent), a reference supporting the application from a NZTA Principal Project Manager and endorsed by a NZTA Regional Manager Infrastructure Delivery.

3.2 Engineer to Contract

ETC level	Requirements
Level 1 ETC	<ul style="list-style-type: none"> Successfully completed ER role on 3 or more Level 1 Projects (up to \$10M) (no more than 2 concurrently), greater than 5 years applicable project experience, applicable contract management training, a reference supporting the application from a NZTA Senior Project Manager Infrastructure Delivery (or Local Authority equivalent).
Level 2 ETC	<p><u>In addition to Level 1 ETC you must have:</u></p> <ul style="list-style-type: none"> Successfully completed ETC role on 3 or more Level 1 (up to \$10M) Projects and ER on at least 1 Level 2 (\$10-\$25M) project, greater than 10 years applicable project experience be a full member of Engineering New Zealand (MEngNZ) (or equivalent), a reference supporting the application from a NZTA Senior Project Manager Complex/Principal Project Manager (or Local Authority equivalent).
Level 3 ETC	<p><u>In addition to Level 2 ETC you must have:</u></p> <ul style="list-style-type: none"> Successfully completed ER role on 3 or more Level 3 projects (\$25M to \$100M), successfully completed ETC role on 2 or more Level 2 (\$10M to \$25M) projects, be a Chartered Member of Engineering New Zealand (CMEngNZ) (or equivalent), a reference supporting the application from a NZTA Principal Project Manager and endorsed by a NZTA Regional Manager Infrastructure Delivery.
Level 4 ETC	<p><u>In addition to Level 3 ETC you must have:</u></p> <ul style="list-style-type: none"> Successfully completed ER role on 3 or more Level 4 projects (Moderate complexity and/or >\$100M) and 1 Large (Greater than \$50M) project, successfully completed ETC role on 2 or more Level 3 projects (\$25M - \$100M) including 1 Large (Greater than \$50M) project, be registered as a Chartered Professional Engineer (CPEng) with Engineering New Zealand (or equivalent), a reference supporting the application from a NZTA Regional Manager, supported by the Transport Services Commercial Director, and endorsed by the National Manager Infrastructure Delivery.

4. SUBMISSION DETAILS

You are required to submit the following:

- Detailed CV clearly illustrating relevant technical experience and contractual competency (Section 2.1) and accreditation minimum criteria (Section 3), related training and qualifications.
- Application form (Appendix 1), and
- Written reference, (Appendix 2) as required in Section 3. The referee shall also include their Job title and signature.