

NSW Cattle Underpass Scheme Round 2

Information for contractors

Planning to quote

- Discuss with the applicant if they have made the Part A application and if the road manager (Transport for NSW or the local council) has been identified.
- Contact the road manager for guidance through the process of planning and obtaining appropriate permits / approvals / certifications for construction of the underpass or installation of the warning flashing lights and signs.
- Design drawings will be required to show the underpass meets required standards and will be the basis for contractor quotes.
- Standard drawings for underpasses and the signage layout and specifications for the flashing light sign are available from the NSW Department of Primary Industries (NSW DPI) and Transport for NSW (TfNSW) websites.
- The warning flashing lights and signs must be able to be controlled remotely via a smart phone or manually operated remote control.
- As the works will occur underneath a public road or within the public road reserve, the applicant will most likely need to enter into an agreement relating to maintenance with the relevant road manager. The applicant &/or contractor should seek clarification from the road manager.
- Contact Before You Dig (<https://www.byda.com.au/>) to determine what infrastructure is in the area and what may need to be moved and the cost involved.

Quoting

- The contractor will issue a quote to the applicant showing total construction costs and an itemised breakdown of materials and labour costs for the underpass or purchase and installation cost of the flashing warning lights and signs.
- For underpasses this can include earthworks, culverts, materials, disconnection and reconnection of services, crash barriers, drainage, tracks and reasonable fencing, costs of special design drawings where standard ones do not apply, traffic management and any other works deemed necessary by the relevant authority, including costs associated with obtaining permits.
- For flashing warning lights and signs, this can include the cost of the purchase of materials and services associated with the installation of the authorised flashing warning lights and signs.

Commencing the work

- If the application for the CUPS grant is successful, a letter of offer and funding agreement will be issued to the applicant.
- Once the funding agreement is signed and returned, the CUPS Program Coordinator will contact the successful contractor by way of letter detailing the grant amount that will be paid directly to the contractor upon satisfactory completion of the works. A copy of this letter will be provided to the successful applicant.
- The letter of offer to the applicant will not be made until all permits / approvals have been received from the road manager.

Completing the work

- The applicant has 12 months from the date of the letter of offer and funding agreement to complete the approved works or provide evidence that it has commenced.
- Six monthly activity reports on the status of the project consisting of a description of progress of the works including an explanation of the cause of any delay in commencing or progressing the works, likely completion date; and photos must be provided to the CUPS Program Coordinator.
- When construction has been completed, a representative from the road manager will undertake a final inspection to verify that all conditions have been met.

Upon completion

The contractor will submit a tax invoice to **Transport for NSW** through the CUPS Program Coordinator for the amount of the grant and the GST payable, with the following paperwork attached:

- A copy of the inspection certificate/document from TfNSW or the local council to verify satisfactory completion of contracted works.
- Copy of the tax invoice issued to the applicant showing balance of project costs.
- A signed statement of claim in the form of a letter verifying total cost.

These documents are to be emailed to CUPScheme@transport.nsw.gov.au. The applicant should retain the original copies of any inspection certificates from TfNSW or the Council.

Enquiries and contact details

Enquiries about the NSW CUPS should be directed to:

CUPS Program Coordinator

Transport for NSW

E: CUPScheme@transport.nsw.gov.au

M: 0436 400 945

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