



CAPABILITY STATEMENT

FOR

TENDERING

NEW CONSTRUCTION

DESIGN AND CONSTRUCT

REFURBISHMENT AND FITOUT WORK

MEDICAL AND SHOPFITTING



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QBSA LICENCE No 727859 ACN 092 437 520

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INTRODUCTION

David Long Queensland Pty Ltd have been in the building construction industry for approximately 30 years. During this time we have gained an enviable reputation of excellence in construction.

The company is made up of personnel who have a wealth of knowledge and experience in the industry.

This office is affiliated with offices in Victoria:- Long Constructions And Kola Developments, Builders - NSW
With our associate companies in other States, we have the capacity to provide a range of services for our National Clients.

COMPANY STRUCTURE

Please find below a brief outline of our Company structure.

(QLD) COMPANY STRUCTURE

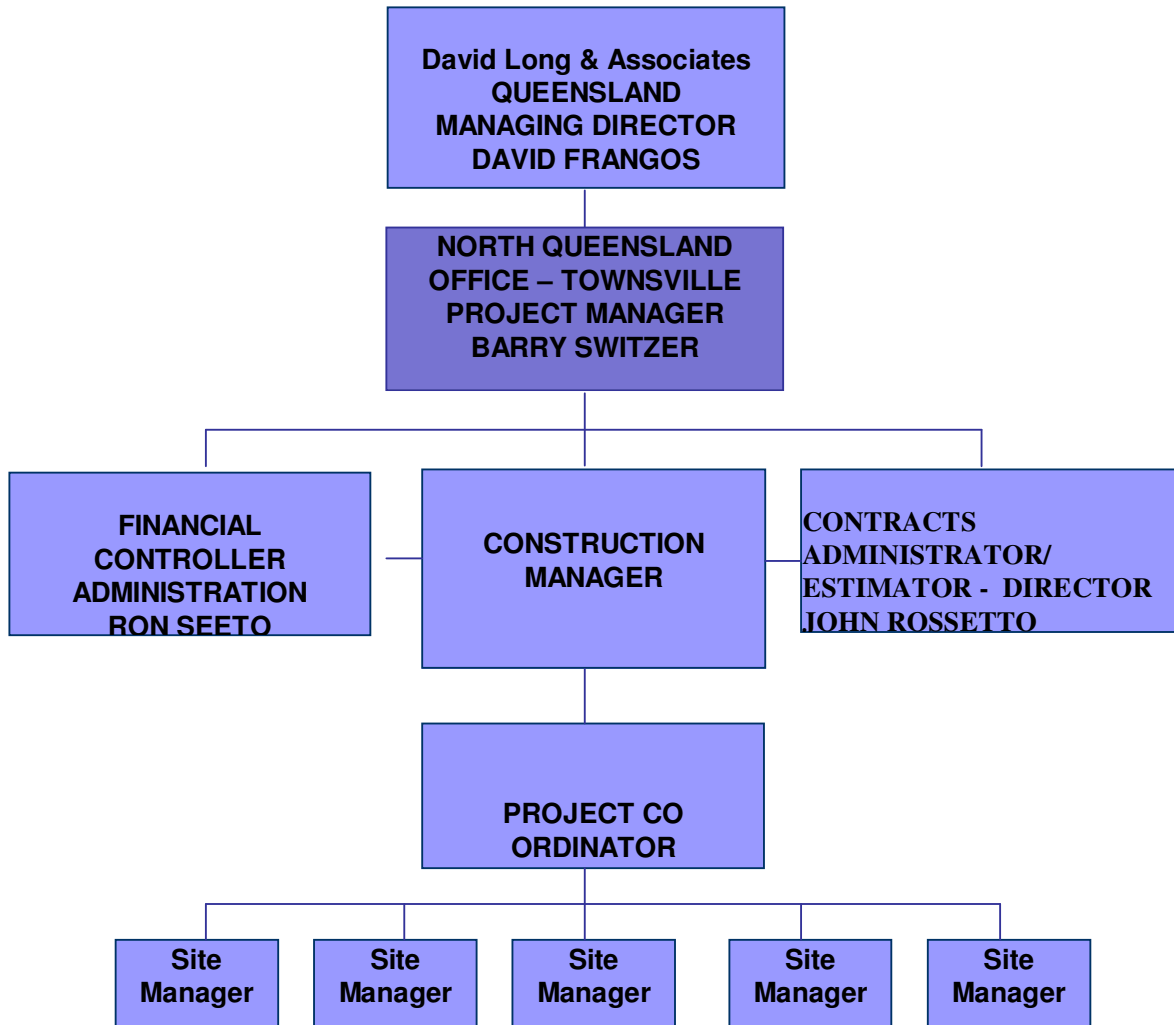
David Frangos	- Managing Director
John Rossetto	- Director/Estimator/Contracts Administrator
Ron Seeto	- Accountant
Jean Keagan	- Office Administrator
Barry Switzer	- Project Manager (NQ) (Consultant)
Dan Hobbs	- Site Manager
Ken Spain	- Site Manager
Steve Joyce	- Site Manager
Leading Hand and Carpenters	– 6 (six)
Apprentice Carpenter Joiners	– 3 (Three)
Labourers	- As required
Plant Operators	- 3 (Three)
Core of Sub Contractors in all Trades	

DLQ JOINERY AND SHOPFITTING

Manager	- Ted Cullen
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DAVID LONG QUEENSLAND PTY LTD

Trading as David Long & Associates



CONSTRUCTION PERSONNEL

David Frangos - Managing Director / Construction Manager

David has over 47 years in the Construction Industry. His experience ranges over a broad spectrum commencing from a trade background to construction management and construction business management. He has a broad knowledge of a number of aspects of construction which include Civil Works, Domestic, Commercial, Industrial, Shopping Centre Redevelopment, Supermarket Refurbishment, Heritage building refurbishment and Retail outlet and Office fit outs. In addition, David also has a Military back ground with service in the Army Reserves and as a Regular Serviceman with overseas service.

John Rossetto – Estimator/Contracts Administrator (Director)

John has been employed in the construction industry for over 28 years commencing with a trade background and qualifying in Quantity Surveying, Estimating and Contracts Administration. In addition to estimating, his role includes budget estimates for Clients, job programming, cost control and cost monitoring.

Barry Switzer – Consulting Project Manager (NQ)

Barry has 35 years experience in this Industry, together with his extensive list of qualifications including Project Safety Officer and Quality Assurance. His role in our Townsville office includes Project Management, Contract Documentation/ Administration, Contract Supervision, Property Development and Management, Construction Management, cost control and monitoring of projects. Barry also has accreditation in the AIP Work Clearance System.

TASK APPRECIATION AND METHODOLOGY

David Long & Associates is responsible for the efficient and effective management to successfully complete all projects within budget and on time.

Our team have the skills, experience and attitude to successfully compliment each other to provide maximum benefits to our clients.

The size and complexity of each specific project will determine resourcing requirements for site and supporting office staff, machinery and equipment.

WORKPLACE HEALTH AND SAFETY

David Long & Associates place a high significance on Workplace Health and Safety on our sites.

At all projects carried out by David Long & Associates we will protect the Health and Safety of employees, contractors and the community while paying proper regard to the environment.

The following procedures are in place to achieve the above requirements: -

- Provide and maintain clean, healthy and safe work areas and equipment.
- Keep reviewing work areas, maintain equipment and works methods, to further improve health and safety, in the belief that all injuries and occupational illnesses can be prevented.
- Provide workplace health, safety and environmental training for all employees.
- Sub-contractors who attain the same workplace health, safety and environment standards as David Long & Associates and;
- Instil a work conduct and attitude by all employees and sub-contractors in the work area, which ensures that the safety of everyone on the site be the first priority at all times, and approached in a way that will not harm the environment.

Site staff and a number of off-site staff are recognised Safety Officers, and have completed the required safety courses and refresher courses as laid down by the Workplace Health & Safety Act 1995 and Regulations 1997.

DLA Senior Staff are also accredited in the AIP work clearance system

All DLA construction sites are regularly audited by a Qualified Independent Safety Auditor.

QUALITY ASSURANCE

Our Quality Management System would ensure we achieve the firm's objectives of maintaining consistent quality of products in order to give our clients assurance that we are reliable in the provision of our services.

David Long & Associates are committed to providing quality assured services to our clients and would apply a Quality Management System based on the Australian Standard AS3901 and AS3905.2 (AS/NZS ISO 9001:2000).

Whilst these procedures indicate the management control that is required by our company to maintain its quality system, they also comply with the requirements of the AS3901, the Australian Standard for quality management, and incorporate both the construction culture of AS2990 category B, and AS3905.2 guide to construction in the use of AS3901, 3902, and 3903.

We believe for all our projects the most important factors for ensuring construction quality under our management strategy are as follows;

- **Sub-contractor selection**
- **Review and monitoring of construction control procedures**
- **Planning and implementation of inspections and testing**

Inspection Test Plans are described in the Project Quality Plan, which shall be tailored for each specific project.

Inspection Test Plans provide a complete checklist of inspections to be carried out during the construction process as well as providing inspection status of site operations. These are updated regularly to ensure that David Long & Associates can respond quickly and responsibly to our client's requirements.

David Long and Associates are not accredited at this point.

INDUSTRIAL RELATIONS

David Long & Associates follow the requirements of the National Code of Practice for the Construction Industry and what is required for all projects and undertakes the following:-

That the Code and Industry Guidelines are to extend to all sub contractors, and suppliers who may be engaged by David Long & Associates.

David Long & Associates shall comply with the obligations arising from legislation, such as the Industrial Relations Act (the Act) and all other relevant laws governing employment conditions such as holidays, long service leave, workers, compensation etc.

David Long & Associates acknowledges that it is up to each employer to negotiate with their employees (and their employees' representative, where that is the employees' wish) on what form of workplace arrangement, if any, should apply. Whilst David Long & Associates has a Certified Agreement (CA) in place we note it is up to the employers and their employees to decide whether to have a CA, AWAs' enterprise agreement, or to work under the terms of the relevant award.

We acknowledge payments to industry superannuation, redundancy and sick leave funds, which provide for contributions in excess of award and legislative requirements are matters to be decided by each employer.

David Long & Associates shall not permit employers or unions from taking 'protected' industrial action in accordance with the applicable legislation pursuant to new workplace arrangements.

David Long & Associates shall ensure membership of all organisations is voluntary, and that compulsory unionism, 'no ticket no start' is not acceptable and is unlawful.

We shall not pay employees for time spent engaged in industrial action.

As part of our fortnightly site meeting or when necessary David Long & Associates shall advise clients of any Industrial Relations or WH&S matters which might have an impact on the construction programme, the principal contract, or other related contracts of the project.

During the site induction we shall ensure WH&S & IR obligations are actively addressed by all industry participants. David Long & Associates provides unequivocal commitment to WH&S & IR management and shall regularly update and monitor all matters throughout the project.

David Long & Associates shall ensure the highest priority is given to improving the management of Workplace Health & Safety and Industrial Relations on all Projects.

COST CONTROL

David Long & Associates shall facilitate cost control for the project via two systems and their interface. The first is a cost estimating system where project costs are established and the second is the cost control system to monitor expenditure. Both are operated via computer interfaced programmes.

The estimate of cost for the project will be produced with the aid of Estplan, estimating package. This information is analysed and to produce the projects trade packages materials and labour budgets. Each budget is identified by a cost code. This process allows David Long & Associates to provide effective cost planning for the project and monitor the cost of the project from initial concept stage to completion.

Upon commencement of the project, the budgets are then initialised with these cost codes on our Project Tracking System (Excel/MYOB) Our management can then monitor and analyse current expenditure and forecasting of costs from a selection of reports available. Payment of Consultants and Trade Contractors/Suppliers is facilitated through job tracking.

Costs for the project will be controlled on an individual contractor/supplier & direct labour level to allow reconciliation against specific trades. An overall project cost summary report will also be available upon request.

TIME CONTROL

Time and program control is implemented and managed through a dual process system, which includes the Main Program and the Micro/ Site program (a more specific sub-program of the main program).

In the first instance, deadlines and milestones dates/activities are identified with predecessor and successor activities sequenced to produce a time and cost effective collated and sequenced project programme using Microsoft Project software. This software will produce the programme in Gantt chart format, highlighting critical path and activity relationships for ease of interpretation. This programme is issued as a Controlled Document in terms of our Quality Assurance System.

The initial project program formulation and subsequent review is carried out by the Project Manager, Construction Manager and Site Manager. This process includes advice from consultants and trade contractors alike. The Project Manager manages the master program with reviews fortnightly and amended as required to reflect changes.

Micro/On-site programming is carried out and managed by the Construction Manager and Site Manager. This is effected through a weekly schedule, and ensures the projects main program milestones are achieved.

The Project Manager and Site Manager will regularly review both programs with the Construction Manger to ensure they meet the current requirements of the project. Review will also assist in identifying potential delays and the like at early stages. These delays can then be avoided through re-structuring of the program.

Our program shall include client's specific requirements and milestones.

WASTE MANAGEMENT

ACTIVITY	RESPONSIBILITY	FREQUENCY
Waste disposal containers shall be provided for the collection of all industrial and domestic waste generated on site.	Project Manager Site Manager	As required
Waste shall be disposed of at approved sites.		
No rubbish shall be disposed of on site and all rubbish shall be stored in industrial bins for collection and removal.		
All liquid wastes shall be contained and disposed of following consultation with the EPA.	Project Manager	As required
Any material/s, which is considered contaminated or becomes contaminated shall be removed and disposed of in accordance with EPA requirements.	Project Manager	As required
Vehicles and plant that drain to sumps shall be maintained and cleaned. All waste derived from such activities shall be disposed of in a manner approved by the EPA.	Site Manager	As required
Concrete washings from any concrete trucks shall be in designated areas only.	Site Manager	As required

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August 2011

Calculation of materials required shall be accurate.	Construction Manager Site Manager	Prior to ordering
Facilities, (clearly labelled containers) for the collection of recyclable material shall be installed on site. Recycle material shall be collected from site.	Construction Manager	Monthly
All litter to be cleaned up.	Site Manager	Daily
The names and telephone numbers of current recyclers to be kept at the site office.	Construction Manager	At start
Quantities of waste generated and shipped shall be documented.	Construction Manager	Weekly

COMPUTER SYSTEMS

Controlling time, cost and general project administration, our office operates a fully integrated computer project management system. All Managers and Administrators are familiar with the use of these systems in monitoring and controlling projects. In addition, all relevant personnel have been trained in the following application used for project management.

Software packages we use include:-

- Project Planning Microsoft Project
- Estimating & Cost Control Internally Developed System
MBA Soft
- Project Cost Control Internally Developed System
(Excel/MYOB)
- Reporting and Forecasting Microsoft Excel
- Data Base Application Microsoft Access
- General correspondence E-mail, Facsimile and Phone

For general administration we use Microsoft Word and Microsoft Publisher

All David Long and Associates Managers and Administrators have individual computer workstations and e-mail addresses to ensure maximum output, accessibility and productivity with respect to project management.

PROJECT REPORTS & PROCEDURES

The following is a summary of our project systems to be applied to all major Projects. They have been extracted from our base manual and include a short description of the procedure and relevant document development anticipated to suit the specific requirements of the project.

PRE CONSTRUCTION

Preliminary Master Program

Preliminary programs shall be produced for the project noting early stages of the project milestones.

Budget

A cost plan for the project would be initiated and evaluated and rescheduled into subcontract letting format.

Our Managers would identify solutions to problems related to construction and make appropriate provisions.

Letting Schedule

The Project Manager would put together a schedule of subcontracts for the purpose of obtaining quotations to undertake sections of the work.

Project Report

This report summarises the result of subcontract packages let.

These reports show the trend from ballpark values to let values during the construction process over the period of several months and the net movement on budget total is recorded for project forecasting.

Package Status Report

Practical information on the status of subcontracts regarding contracts that are let and subcontracts that are outstanding.

Special Conditions

Each project has particular conditions that relate specifically to the project. These are taken into consideration and applied into the project via subcontract special conditions of engagement and general pro-forma etc on the site by the Site Manager.

Letter of Invitation

Covering letter issued to selected subcontractors tendering on trade packages.

Scope of Works

Scope of works documented for each subcontract is issued in addition to the drawings and specification for tender purposes.

Subcontract Registration Sheets

Subcontractors who we are not familiar with could be required to fill out registration sheets and the information is summarised and evaluated.

Register of Subcontractor Quotations

Record of subcontractors invited and documents issued including addendum's etc.

Addendum

It may be necessary to issue addendum's during the subcontract tendering process to ensure that subcontract packages include all work required for the completion of the project.

Schedule of Quotes Received

When subcontract quotes are received and opened these are recorded.

Post Quotation Interview

It is usually necessary to conduct post quotation interviews to clarify aspects of the subcontract and ensure that the subcontractor has made all allowances.

Quotation Evaluation and Commitment Requisition

When quotations are evaluated a report is completed recommending the acceptance of a subcontractor.

Letter of Acceptance

Prior to formal contract documents being issued a Letter of Acceptance is sent to the successful subcontractor so that work can commence.

Letter to Unsuccessful Contractors

As a matter of courtesy unsuccessful subcontractors are informed of their position.

CONSTRUCTION

Construction/ Project Manager's Report/Forecast

These reports are submitted on a monthly basis to our Managing Director and report on activities completed, programming issues and the status of all subcontracts, etc.

Progress Claim

The monthly subcontract claims are collected with relevant certification authorisation and processed. The project claim is then completed and issued prior to the end of the month.

RFI/CI Form

Request for Information and Confirmation of Instruction forms, are used by the Corporate Project Manager to administer changes to the project.

Site Instruction

Site Instruction forms record site instructions issued by David Long & Associates to the subcontractors.

Commitment Requisition – Form

All adjustment to trade contractors is completed via the commitment requisition form specifically tailored for the project.

Drawing Issue/Sample register

It is the Construction Manager's responsibility to maintain a complete drawing list noting dates of issue of revisions and ensuring that project documents are recorded accurately. Similar samples are registered and stored for consultation during the project.

CM/RFI Register

Request for information and Site Instructions are numbered and allocated against the subcontracts, and the main contract in order to keep a track of variations or other alterations to the project.

SI Register

As above Site Instructions are numbered and allocated to subcontracts in order to control alterations to the subcontracts.

Practical Completion

Consent is obtained from consultants and if applicable, prior to issue of Practical Completion certificates to subcontractors. Sub Contract reconciliation's are completed with certificate of release of final payment forms being completed. Contractual prerequisite for practical completion are completed and issued.

Defects Liability, Inspection, Notification

Prior to practical completion detailed inspection reports are completed for action by sub contractors and monitoring by David Long & Associates with the intention to leave the site DEFECT FREE.

FINANCIAL CAPACITY

David Long Queensland Pty Ltd has been operating profitably since 1997. Annual turnover this year will be approximately \$12m.

Accountants: Mr. Ron Seeto B Bus. CPA : Phone: 3277 1099

PROJECTS COMPLETED

PROJECT	VALU E	LOCATION	PROJECT MGMT
GREEN FIELD SITES			
Tilt Slab Industrial Building	M\$1.2	Geebung	Willis Greenhalgh Architects Simon Greenhalgh 3216 0555
Oxenford Shopping Centre – Tilt Slab Const	m\$7.9	Oxenford	Thomson Adsett Architects Tony Houston 3840 9900
Ipswich Medical Centre & Day Hospital – Tilt Slab &Block- suspended slab Const	M\$7.5	Ipswich	Willis Greenhalgh Architects Peter/Simon 3216 0555
Winston Glades Shopping Centre Stage1 Steel Frame/Block Const	m\$1.9	Ash Street Flinders View, Ipswich	Stephen Brown Architects 0417 768 727
1836 Sandgate Road Office Works/ Ford – Tilt Slab Const.	M\$2.7	1836 Sandgate Road, Virginia.	Willis Greenhalgh Architects.Peter Willis 3216 0555
Hertz Depot	\$850k	Coolangatta Airport	Jeff Tribe Eng.03 9645 6805
Hertz Wash bays & car park	\$450k	Brisbane Airport	Jeff Tribe Engineers 03 9645 6805
Gladstone Valley Shopping Centre Stage 2 Inc ud. Civil	m\$2.9	Gladstone	Thomson Adsett Architects 3840 9900

Nth Mackay 40 Bed Aged Care Facility	m\$1.3	North Mackay	Jim Barber Project Management
Woolworths/Caltex Service Stations AIP Certified	\$500k – m\$1.3	Cairns, Kingaroy, Booval, Beenleigh, Browns Plains, Alexander Hills, Rockhampton, Nambour, Karalae, Tweed Heads, Helensvale	Petroleum Design & Management. Alan London 0412 971 271
Reece Australia Tilt Slab Const.	m\$1.4	Maryborough, Noosaville, Jimboomba, Carol Park	Ben Jewell 0488 641 726
RETAIL – New Const			
Woolworths Supermarkets		Gladstone Valley Supermarket and Spec. Shops Oxenford Shopping Centre and Spec. Shops	Thomson Adsett
Coles Supermarket		Mt Sheridan, Cairns.	FKP Property Development.
Table Eight Outlet		Robina	Thomson Adsett Greg Thrum 3840 9900
Bakers Delight		Mt Sheradon, Pinelands,	Bakers Delight

		Graceville	
RETAIL REFURBISHMENT			
Woolworths Supermarkets		Cleveland, Ascott, Nathan, Willows, Mt Isa, Cloncurry, Brookside, Paddington, Kawana Waters, South Port Park, Ascot, Biloela	Thomson Adsett Tony Houston 3840 9900
Coles Supermarkets		Mt Sheridan, Loganholm	PKF – Fab Cannizaro
IGA Supermarkets		Noosa, Caloundra and Winston Glades	TRG Architects – Rod Rose 3335 1600
INDUSTRIAL WAREHOUSING			
St Pauls Plaza Dev		58 Rosanna Street, Gladstone 60 Rosanna Street, Gladstone	Willis Greenhalgh Peter Willis 3216 0555
OBSERVER NEWS PAPER BUILDING		Gladstone	Peter Willis 32160555
WAREHOUSE/ SHOWROOM UPGRADES		Reece Aust. – Qld and Northern NSW Cairns, Townsvi	Ben Jewell – 0488 641 726

		Ile,S'shine,Brisbane Coast,Gold Coast,Lismore,Ballan a. Armidale and Tamworth	
REECE PLUMBING Greenfield sites		Kingaroy,Yamanto/Biggera Waters	Willis Greenhalgh Architects – Tim Franks – 07 32160555
MEDICAL CENTERS			
Total Health/Skin Alert D & C Contract	M1.2 – m\$1.7	Browns Plains,Hervey Bay, Kalangar, Clontarf & Tweed Heads, Rockhampton, Cairns	Willis Greenhalgh Peter Willis 3216 0555
Tri Roshen Day Hospital	m\$1.2	Ipswich	Willis Greenhalgh Peter Willis
Ipswich Medical Centre	m\$5.7	Church St. Ipswich	
Apsley Medical and Specialist Centre		Robinson Road, Aspley	Project Manager Peter Johnson 0412 835 094
Nth Mackay 40 Bed Aged Care	M\$1.4	Nth Mackay	Jim Barber Project Management
HOSPITALITY			

Gloria Jeans		Cairns Central	Gloria Jeans Dev Branch
Bakers Delight		Cairns Mt Sheradon, Graceville, Sunnybank Hills	Bakers Delight Dev Branch.
Yabbies Restaurant		Cotton Tree	
Urban Espresso		Kallangar, Clontarf, Tweed Heads, Hervey Bay, Browns Plains	Willis Greenhalgh Architects
Magnolia Coffee Shop		Church St Ipswich	Willis Greenhalgh Architects

REFERREES:

ARCHITECTS:

Simon Greenhalgh – WGA Architects

07 3216 0555

Peter Willis - WGA Architects.

0412 986 617

Rod Rose - TRG Architects

07 3335 1600

David Pond

07 32160555

ENGINEERS:

Michael Henry - DEQ Saunders

07 3367 0211

Anthony Snyders - Cardno Grogan Richards

0403 472 242

Neil Jessop Opus – Gladstone

07 4972 6515

**PLEASE REFER TO OUR WED SITE FOR UP TO DATE
PHOTOGRAPHS OF RECENT AND PAST PROJECTS**

www.dlq.com.au