



GLADSTONE

REGIONAL COUNCIL

ABN: 27 330 979 106

REQUEST FOR QUOTATION FOR CONSULTANCY SERVICES

**OFFER NO.: QUOTE 57/13
(LOCAL BUY CONTRACT# BUS 202-1010)
STRUCTURE PLANS FOR TOWNSHIPS OF
CALLIOPE AND AGNES WATER**

**OFFERS CLOSE: 5 PM ON
THURSDAY, 24TH JANUARY 2013**



1.0 PROJECT

Gladstone Regional Council hereby invites quotations from suitably qualified consultants to submit a proposal to provide professional services to undertake the development of structure plans for the Townships of Calliope and Agnes Water within Gladstone Regional Council local government area (LGA).

Council has resolved to commence the preparation of a new planning scheme for the whole of the Gladstone Regional Council area to replace its three existing planning schemes.

The primary objective of this project is to provide Gladstone Regional Council with extensive research and analysis for implementing separate structure plans for the Townships of (1) Calliope and (2) Agnes Water which will provide:

- An informed response to the projected population growth for these towns;
- An opportunity for the community to participate (via an enquiry-by-design forum) in the future direction for their township;
- Direction for the formulation of the Strategic Framework within Council's new planning scheme for the subject locations;
- Direction to Council for the zoning and code work to be commenced for the new planning scheme;
- An opportunity to revisit Council's existing postulations and planning controls for the locality and to reflect future needs and best planning practice.

2.0 SCOPE OF WORK

The scope of activities to be carried out under this project will include for both Calliope and Agnes Water:

- Undertake field investigations of the urban settings of each township to identify opportunities and constraints for the future sustainable development of the localities.
- Undertake and manage separate enquiry by design exercises within each township;
- Utilise existing Council material, your professional experience and best practice to formulate a comprehensive structure plan for each township;
- Identify, explain and define an appropriate future layout and extent for each township which incorporates a detailed response on the input of Council, state agencies and the community's participation.
- Provide suitable mapping for each stage of the processes.
- Identify specific urban locations which due to their attributes would be ideal as key development sites.
- Review the draft zone and use codes provided by previously commissioned consultant strategies and provide/draft recommended changes to incorporate into the findings and recommendations of this study.



3.0 STUDY METHODOLOGY

While this approach may be modified and/or refined in consultant submissions, in order to fulfil the study objective, the successful consultant shall provide, but not limited to, the following deliverables from this project:-

- Recommend through two separate structure plan processes, the strategic outcomes, elements and land use strategies for the townships of Calliope and Agnes Water for inclusion in a new planning scheme consistent with the Queensland Planning Provisions (QPP). The structure plans will include considerations on the following aspects:
 - Structure and connection of localities and neighbourhoods;
 - Residential neighbourhood density, location and dwelling type;
 - Centres' size, civic and commercial functions and location;
 - Employment generation land uses and locations;
 - Connectivity including road, cycle, pedestrian and open space connections;
 - Urban form and an urban footprint;
 - Open space (active and passive);
 - Infrastructure provision (hard and soft) and
 - Recommended spatial land use makeup within the defined limit of the township.
- Plan, undertake and manage separate enquiry by design exercises in the townships of Calliope and Agnes Water which will include the participation by the community, Council officers and State agency representatives;
- Provide separate documentation and appropriate mapping for each enquiry by design process which portrays an accurate representation of the various viewpoints considered.
- Provide advice and recommendations on any Use or General Codes which may require revision or any inclusions to support the recommendations of the study;
- Draft any urban design guidelines and planning scheme policies required as a result of recommendations of the study;
- The Consultant is to allow for the production of copies of the draft and final reports in a range of formats as set out below:
 - One (1) copy of the final report in hard copy form, bound.
 - One (1) CD-ROM copy of the draft and final reports *.pdf format capable of being read by Adobe Reader Version 9.0. The reports will be saved in the same layout as the hard copy (i.e. figures, plans maps etc) in the correct order. The table of contents will contain hyperlinks to each section of the report as well as to supporting documentation contained in the Appendices.
 - One (1) CD-ROM containing all files which make up the reports compatible with Council's version of Microsoft Office, Mapinfo formats as applicable and conforming to Council's data conventions.

Consultation with relevant stakeholders should be undertaken including, but not limited to:

- Department of State Development, Infrastructure and Planning;
- Department of Transport & Main Roads;
- Department of Environment & Heritage Protection;



- Department of Education, Training & Employment; and
- Other state agencies as determined.

The appointed Consultant will be responsible to Council's Manager Regional Strategy for the project. A senior employee from the consulting firm will be nominated as the project manager for the project on their behalf.

4.0 ADDITIONAL INFORMATION

Council will make available by loan or copy a set of all relevant information held 'in house'. The availability of digital data from Council Information Services Section will be in accordance with a Deed of Agreement to be signed by the successful consultant for this purpose.

5.0 NATURE OF CONTRACT

The consultancy shall be undertaken as a fixed price lump sum contract. The Schedule of Information attached includes provision for a lump sum to complete the project and a schedule of rates, which must be completed. This schedule shall be used to determine any variations for the Lump Sum Contract.

6.0 NEGOTIATION

Council reserves the right by negotiation to confer with any and all Consultants to reach an agreement or compromise in relation to all matters covered by the quote.

7.0 ACCEPTANCE OF QUOTATION

A quotation shall be deemed to be accepted when Council's Chief Executive Officer has notified the Consultant of this in writing.

Council is not bound to accept the lowest or any quotation, nor is it responsible for expenses or losses incurred by Consultants in preparation of quotations.

Unless and until a formal agreement is executed, the quotation together with Council's written acceptance thereof shall constitute the contract between the Council and the successful consultant. This contract shall come into force on the date Council accepts the quotation.

8.0 SUBMISSIONS

Consultants must include in their submission:-

- The proposed methodology to conduct the consultancy;
- The proposed fee and a detailed break down of the lump sum fee for all works associated with the consultancy;
- The proposed project timetable;
- The proposed project management structure for the project;



- The Quality Assurance accreditation held by the Company and a copy of the Quality Assurance certification must be supplied;
- A description of each of the key project personnel limited to half a page but containing an abridged CV and a summary of the key skills and experience relevant to the project. CV's of all nominated personnel may be included in the proposal as an attachment. No substitutions for the personnel nominated to conduct tasks will be accepted without prior written consent of the Gladstone Regional Council. Such consent will only be given if the replacement is able to provide the same level or better specialised service;
- Evidence of insurance cover required;
- A representative list of previous clients who have undertaken similar projects;
- A completed copy of the attached Schedule of Information.

Offers must be submitted by e-mail no later than:

2 PM ON THURSDAY 24th JANUARY 2013

The Gladstone Regional Council, at its discretion, may reject a submission received after the closing time specified herein, no matter what the reason for the late delivery. Firms wishing to submit alternate proposals to that outlined in this brief are encouraged to do so, but must submit a conforming tender as well.

Enquiries in relation to this brief should be directed to Gladstone Regional Council's Senior Planning Officer, Peter Orr via telephone (07) 49758485, facsimile on (07) 49758526 or via e-mail on petero@gladstonerc.qld.gov.au.

9.0 SELECTION CRITERIA

Selection criteria shall include, but not be limited to:

- Compliance with Offer Documents
- Enhancement of Local Business
- Methodology (how project is to be tackled, scope of work)
- Relevant experience / Track record (general reputation for work, competence, capacity)
- Proposed program / Availability / Delivery
- Value for Money

10.0 PROJECT TIMETABLE

Submission of consultancy proposal	Thursday 24 January 2013
Commissioning of consultant	Friday 8 February 2013
Preliminary presentation to Council	Monday 25 February 2013
Undertaking of drafting exercises	Tuesday 26 February –Friday 12 April 2013
Provision of draft report	Friday 26 April 2013
Final presentation to Council	Tuesday 28 May 2013
Provision of final report	Friday 14 June 2013



11.0 COMPLIANCE WITH LAWS

The Consultant will comply with all relevant laws and the requirements of any statutory authority in performing the Consultancy Services.

12.0 WORKPLACE HEALTH AND SAFETY (WH&S) POLICY STATEMENT

Gladstone Regional Council is committed to providing a safe and healthy working environment for our employees, contractors and visitors to the workplace. Adopting and promoting the provisions of the Work Health and Safety Act 2011 and its associated Regulations, Codes of Practice and Australian Standards is paramount. We place significant importance on consultation with our workforce, hazard identification and risk management, injury prevention strategies and a focus on continuous improvement to ensure our WH&S plans are achieved.

Our primary WH&S objective is to eliminate or reduce risk by developing proactive strategies and adopting a risk management approach to WH&S in order to provide an injury/illness free workplace. We understand that creating and maintaining a safe and healthy working environment is a major part of our overall responsibilities, and that all employees with management or supervisory responsibilities are accountable for the health and safety of employees and visitors in their respective work areas.

In conjunction with this Policy, individual Safe Work Procedures, guidelines and standards are prepared and issued in consultation with relevant employees and issued.

We expect all employees, contractors, labour hire staff and visitors to our workplaces to follow safe work practices as prescribed under the legislation and in our Policies and Safe Work Procedures, and that they will make every effort to reduce the risk of injury to themselves and others.

We will provide adequate resources to manage and maintain health and safety together with regular training on workplace health and safety, which we expect our employees to attend.

Work Health and Safety is of paramount importance and we all have an obligation to ensure that we have a safe and healthy working environment and we encourage you to actively participate so that we may achieve this goal.

13.0 WORKPLACE HEALTH AND SAFETY (WH&S)

As a condition of this Contract, Gladstone Regional Council requires that any Consultant (or Consultant's Sub-Consultant) engaged to perform a service will at all times identify and exercise all necessary precautions for Workplace Health & Safety of all persons who may be affected by the services, including random drug and alcohol testing, when carrying out work on any Gladstone Regional Council site.

The Consultant has an obligation under the WH&S Act 2011 to provide a safe place and a safe system of work so as not to place at risk the Consultant's own employees as well as other workers and the general public at the workplace. The Consultant must comply with



all relevant enactments, associated WH&S Regulation Standards, Codes of Practices and Gladstone Regional Council WH&S policies and procedures which are in any way applicable to this Contract, for the performance of the services under this Contract. The Consultant shall undertake site hazard identification to systematically identify and assess hazards and maintain records of such process.

The Consultant will comply with any reasonable direction given by the Superintendent relating to WH&S.

Smoking is not permitted in buildings or within four (4) metres of any entrance to a building occupied by the Council.

14.0 PAYMENT

Consultants must outline the following in their fee proposal:-

- Estimated total personnel hours dedicated solely to this project;
- Hourly rates for each individual involved in the project;
- A proposed schedule of progress payments (linked to the achievement of key milestones) if appropriate;
- Other incidental expenses.

15.0 MEDIA RELEASES

The Contractor shall not issue any advertisement, information, publication, document or article for publication concerning the Contract in any media without the prior written approval of Council. The Contractor shall refer to Council any media enquiries concerning the Contract.

16.0 COMPLIANCE WITH COUNCIL'S POLICIES AND PROCEDURES

The Contractor, Contractor's employees, its agents and sub-contractors shall comply with Council's policies and procedures when performing works under this contract.



APPENDIX ONE

SCHEDULE OF INFORMATION

REGISTERED BUSINESS NAME AND ADDRESS:

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PHONE NO.: FAX NO. EMAIL:.....

PERSON RESPONSIBLE (Name, Title and Phone No.):

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OTHER KEY STAFF INVOLVED IN PROJECT (Numbers):

Name	Title/Position
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PROFESSIONAL INDEMNITY (Minimum \$2 Million):

Name of Insurer:

Sum Insured:

Current to:

PUBLIC LIABILITY (Minimum \$10 Million):

Name of Insurer:

Sum Insured:

Current to:

WORKCOVER:

Work Cover Certificate Included? **Yes / No** (Please circle which is applicable)



QUALITY ASSURANCE DETAILS:

QA Certificate Included? **Yes / No** (Please circle which is applicable)

FEE PROPOSAL: LUMP SUM CONTRACT

1. LUMP SUM AMOUNT (INCLUDING GST) TO COMPLETE PROJECT

\$

In Words

Amount of GST included: \$.....

Conditions (if applicable):

2. TIME TO COMPLETE:weeks from
notice of acceptance of offer.

**3. FEE PROPOSAL: STAFF RATES FOR ADDITIONAL WORK AUTHORISED BY
COUNCIL OUTSIDE THE AGREED SCOPE OF WORK.**

SCHEDULE OF RATES - the following rates apply:

Consultant 1\$..... per hour

Consultant 2\$..... per hour

Travel and Accommodation:

Transport (vehicle) \$.....per km / per hour*

Incidental Charges

*Strike out whichever not applicable.



COMPLETE IN FULL:

A.C.N.

A.B.N.

State of Commonwealth in which the Company is registered:

Is the Company a subsidiary of another Company? **Yes / No** (please circle which is applicable)

If yes, please give details:

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.....

Signed this day of <Month>, 2013.

.....
Signature of Consultant

.....
Print Name

.....
Signature of Witness

.....
Print Name