



Q17/24

**TOWARDS 5000:
GILGANDRA REGION GREEN SPACE
STRATEGY**

**QUOTATION DOCUMENT &
SPECIFICATION**

Quotations close
11am on Friday, 26 July 2024

1. BACKGROUND INFORMATION

Gilgandra Shire Council ('GSC'/'Council') is committed to delivering and maintaining high quality public green spaces. Planning, designing, managing, and maintaining public green space is an essential responsibility of Council. In order to direct this, Council is developing a Gilgandra Region Green Space Strategy aligned to the broader Gilgandra Region Community Strategic Plan.

A key challenge facing Council is ensuring our green spaces are meeting the needs and expectations of our community, allowing them to Live>Enjoy>Grow>, while catering to an increasing number of visitors to the Region. Council is committed to providing high-quality, accessible and sustainable public green spaces, working with our community to protect and enhance these spaces for current and future generations.

2. STRATEGIC ALIGNMENT

The Green Space Strategy will be strategically aligned with relevant local, state and federal strategic plans, community priorities and vision for the future.

The Strategy must be developed in close consideration of the regional and state priorities along with Council's own Community Strategic Plan (CSP) and relevant documents.



The Green Space Strategy will develop a one-page strategy framework aligned to the core themes of the CSP Live, Enjoy, Grow, Lead.

3. OBJECTIVES

The Green Space Strategy requires the consultant to gain a detailed understanding of the outcomes and objectives locally and work closely with the working groups including representation of Council staff and key stakeholders.

The objectives of the Green Space Strategy are:

- Provide clear direction to Council on current and future public green space requirements to service our community and visitors to our region

- Provide green spaces that are activated, sustainable, engaging and accessible for a broad range of users
- Provide a framework for the management and delivery of green space, including priorities for investment and direction on the use of Council's resources
- Increasing the liveability of our Region
- Identifying gaps and opportunities
- Aligning strategically and assist in Towards 5000 population vision
- Attracting funding and opportunity

4. PROJECT SCOPE

The Gilgandra Region Green Space Strategy project will be a strategic assessment and opportunity analysis of the Gilgandra Region. The strategy works will outline the proposed process to engage with key stakeholders within the region. It will include strategic context, analysis of the current and future environments, key infrastructure and opportunities, actions and success measures. It will provide strategic direction for the planning, design, management and delivery of public green space in the region.

The project will map out the green spaces within Gilgandra Region including the management of them, plans for them, and who maintains them. The project will involve a quantitative and qualitative assessment of Council's green space assets and use forecast population growth data to determine where the size, quality and distribution of green spaces is adequate for the existing community and future growth. The project is to be undertaken in consultation with key stakeholders and the broader community, and be informed by community directions and aspirations.

GSC is seeking to engage a consultant to develop a complete package of work, presented in a succinct format that engages with the audience and can be used to pursue future funding, provide advocacy support as well as opportunities for public and private investment growth.

The submissions by the applicants should outline a Methodology to the project, and the development of the works may include, but is not limited by:

- **Consultation and Stakeholder Engagement** – Undertaking stakeholder and community consultation to understand community expectation of green spaces both today and in the future, and related service levels
 - **Note: An Engagement Plan is to be submitted with the Quotation**
- **Desktop Analysis, Data Gathering and Analysis** – demographic indicators and recreational trend that influence decision making around green space provision. Review of relevant National, State, Regional and Local plans.
- **Gap analysis / supply and demand assessment** – assessment of the current supply and demand of green spaces and identify gaps, opportunities and constraints.

- **Strategic Alignment – ensure alignment with the Gilgandra Region Community Strategic plan, Delivery Program/Operational Plan, Long Term Financial Plan and other GSC plans and strategies. Consideration of and alignment with relevant Regional, State, and Federal plans and strategies.**
- **Writing the Strategy –**
 - develop a community led Strategy. Based on community feedback, desktop research, and strategic alignment, draft a detailed green space strategy that includes specific initiatives, timelines, responsible parties, and budget estimates.
 - Identify opportunities/action plan and timeframe/estimates budget to align with CSP development (March 2025). Submit engagement findings by way of a report consistent with style guide of Gilgandra Shire Council and Gilgandra Region documents and branding.
 - Solicit feedback from stakeholders, and the community to refine the strategy, ensuring it resonates with the community's needs and concerns. Revise the strategy document based on feedback, incorporating necessary changes and additional insights, and create a finalised version for implementation.
 - Present the final strategy to GSC
- **Action Plan – develop an action plan that aligns with Councils Integrated Planning and reporting, and considers but is not limited to:**
 - Hierarchy of public green spaces
 - Service levels
 - Plant Species identification and suitability
 - Alignment to community expectations
 - Clarity around resourcing commitment to meet the demands of the green spaces
 - Detailed Mapping of the Gilgandra Region Green Spaces

5. TIMEFRAME FOR PROJECT

Applications will close 11am Friday, 26 July 2024.

Works should commence at the start of September 2024 with the package of works complete by the end of February 2024.

6. CONDITIONS OF QUOTATION

These conditions of Quotation will form part of the contract.

Definitions:

In these Conditions of Quotation and the Specification, the words “Council” and “Owner” and “Principal” means Gilgandra Shire Council or any of its duly authorised Officers.

"Approved" means approved by Council.



“Conforming Quotation” means a Quotation that complies with the Conditions of Quotation set out in this document.

“Contract” means the contract that will be formed between Council and the Successful consultant in accordance with the Conditions of Quotation set out in this document.

“Consultant” means the company that has been contracted by Council to carry out the Quotation works.

“Employees” means employees employed by the Consultant.

“Interested Consultant” means those Consultant interested in submitting a written quotation for the works as detailed within this Quotation Documentation and Specification.

“Non-Conforming Quotation” means a Quotation which:

- (1) Does not comply with one (1) or more of the requirements specified in the Conditions of Quotation set out in this document; or
- (2) Contains any notation, condition or other indication that the Applicant is not willing to perform the Contract in strict accordance with the terms of the Contract.

“Quotation” means a quotation lodged in response to this Quotation Document.

“Applicant” means someone who has or intends to lodge a quotation to Council in response to this Quotation Document.

“Successful Consultant” means the Consultant that has been successful with their quotation, prior to the contract being signed.

1.1 Nature of Quotation

A Lump Sum Quotation, exclusive of GST, is required for the carrying out of the works described in this Quotation Documentation.

1.2 Enquiries

All enquiries in relation to this quotation should be directed to the Tenderlink Forum. Answers to these enquiries will be posted on the Tenderlink Forum and circulated via email to all consultants.

1.3 Sufficiency of Quotation

Interested consultants shall be deemed to have satisfied themselves before submitting their Quotation as to the correctness and sufficiency of their Quotation, the nature of the contract and specification, the form and nature of the work, the materials required, the means of access, and in general shall themselves obtain all necessary information as to the risks, contingencies and other circumstances which may affect or influence their quotation.

1.4 Quotation Validity Period

The Quotation shall remain fixed, valid, and open for acceptance by Council for a period of 90 days from the Quotation closing date.

Council has no obligation to accept the lowest or any quotation.

The successful Consultant and Council may agree to extend the validity period by agreement in writing.

1.5 Submission of Quotations

Quotations must be completed on the Quotation Form and Schedules supplied and submitted via the Tenderlink website prior to the closing time of **11:00am on Friday, 26 July 2024**. Late quotations will not be accepted.

Please note that all documents must be fully submitted by this time so applicants should allow sufficient time to upload documents.

1.6 Acceptance of Quotation

Subject to Council's right to decline or accept any of the quotations received, Council will accept the Quotation which, having regard to all circumstances, appears to be the most advantageous.

The lowest or any Quotation will not necessarily be accepted. A Quotation shall not be deemed to be accepted unless and until notice of such acceptance is handed to the Contractor or is posted/emailed to them at the address appearing on their Quotation.

1.7 Non-Conforming Quotations

If an application wishes to submit a Non-Conforming Quotation, they must submit a:

- Conforming Quotation; and
- Copy of the Non-Conforming Quotation in marked up form which identifies all departures from the Conforming Quotation.

Council may, at its absolute discretion, consider a Non-Conforming Quotation however is not obliged to do so.

1.8 Contract (Agreement and Conditions)

The Contract to be entered into will be a Standard Consultancy Works Contract prepared by Gilgandra Shire Council. The successful Consultant will be notified in writing within seven (7) days of the Consortia decision. The successful Consultant shall, within fourteen (14) days of such notification, enter into and sign the Articles of Agreement included in the Contract. A copy of this draft contract will be made available on request.

In the event of no Quotation having been accepted within ninety (90) days after closing of quotations, the quoted prices shall hold only with the consent of the consultant.

Should the successful consultant fail to sign the Contract within fourteen (14) days of notice of acceptance of their Quotation and commence work on the date specified, Council may award the contract to another party.

1.9 Variations to the Contract

Gilgandra Shire Council shall have the full discretion to increase or decrease the extent of the work specified or to require the substitution of alternative materials or classes of work from those specified. The necessary adjustment (if any) to be made to the Contract price as a result of any such variation shall be determined by agreement between Gilgandra Shire Council and the Consultant, or, in the absence of such

agreement, by Gilgandra Shire Council and confirmed in writing.

1.10 Contract Administration

This Contract will be administered by Gilgandra Shire Council. For the purposes of this contract, Gilgandra Shire Council will be regarded as the “Principal”.

1.11 Referees

All interested contractors shall provide a list of three (3) referees. Referees will be contacted during business hours to verify that the contractor has completed contracts of a similar nature, to a high quality standard and in a timely manner.

1.12 Probity

GSC is committed to ensuring that competition for the provision of the goods/services is fair and open. For interested Contractors this means that:

- a) all evaluation and selection processes will be conducted in accordance with the processes set out in this Specification;
- b) assessment of quotations will be conducted consistently and objectively;
- c) each interested Contractor will have access to the same information about the quotation;
- d) information provided in a quotation submission will be secure, and all confidential information treated as such; and
- e) all actual, potential, or perceived conflicts of interest will be addressed.

1.13 Insurances

The Consultant shall be registered on ‘Vault Contractor’ – a self-service portal for contractors to add or edit their WHS, QA, Environmental and insurance details.

The “Vault Contractor” system is only for managing insurance. Council’s procurement and other policies still apply.

All registration and insurance documents to be supplied to the Vault Contractor portal prior to Consultant commencing work.

All contractors who are engaged by Gilgandra Shire Council are required to be registered with “Vault Contractor” before the commencement of any work for Council.

A link to “Vault Contractor” will be emailed to the successful consultant upon engagement

CLOSING TIME - 11AM FRIDAY, 26 JULY 2024

I/We the undersigned, submit the following quotation for Gilgandra Region Green Space Strategy.

TOTAL PRICE	\$	GST Exclusive
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Please confirm total tender amount (GST exclusive) in words:	
	dollars
	cents

Please tick:

- I/we have read, understand and agree to abide by the Tender Documentation.
- I/we would be able to complete all works by 28 February 2025 and have submitted with this quotation a methodology and timeframe, along with a budget breakdown in line with schedule 1.
- I/we confirm that I/we have read and are aware of Gilgandra Shire Council's Statement of Business Ethics contained in this Specification
- I/we confirm that I/we have noted Council's requirements and confirm that I/we have not colluded with other persons submitting quotations in preparing this proposal

Name of Consultant: (please print)	
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REFEREES: I/we provide details of three previous projects as follows:

No.	Client	Contact Number	Details of Work	Value of Work (\$)
1.				
2.				
3.				

SCHEDULE 1:

	Description	\$ (excluding GST)
1.	Community Consultation	\$
2.	Desktop Review	\$
3.	Strategic Alignment	\$
4.	Writing the Strategy - Strategy Development	\$
5.	Any other costs (please specify)	\$
	TOTAL PRICE (excluding GST)	\$

Please submit this form via the Tenderlink website: www.tenderlink.com/gilgandra

Name of Contractor: (please print)	
Trading as:	
Address:	
ABN/ACN:	
Email:	
Phone:	
Signed:	
Date:	