



953 South Coast Highway, Denmark
PO Box 183, Denmark WA 6333
Ph: (08) 9848 0300
Email: enquiries@denmark.wa.gov.au
Author: Director Assets and Sustainable Development
Synergy Ref: ORFQ2011895

REQUEST FOR QUOTATION

Project: PLN.95
Date: Friday, 13th November 2020
Title: Parry Beach Reserve (Reserve 20928) Masterplan
Closes: 5pm, Friday 4 December 2020

1 REQUIREMENT

The Shire of Denmark invites applications from consultants to develop a long-term (10 year) Master Plan of the Parry Beach Reserve 20928 to guide future usage, potential growth and development and protection of the reserve.

The objectives that are to be realised through this project are:

1. To develop a long - term (10 year) Master Plan of the Parry Beach Reserve 20928
2. To provide recommendations on the long-term sustainability of Reserve 20928, with a particular focus on the future of nature-based campground and other activities which may be identified during the Master Plan process.

2 SCOPE OF WORKS

2.1 Background:

The Shire of Denmark is located on the south coast of Western Australia, approximately 50km west of Albany and 400km south of Perth. The Shire had a population of 5,845 as at 2016, and this is projected to increase to 8,250 by the year 2031. (Australian Bureau of Statistics, 2016 Census of Community Profiles & Western Australia Tomorrow Population report 2016 - 2031).

There is a management agreement between the Shire of Denmark and the Parry's Beach Voluntary Management Group Inc. for all of Reserve 20928, less two lease areas held by the Denmark Boating & Angling Club and Parry's Fishermen's. The Parry's Beach Nature Based Camp Ground is on Reserve 20928 and is vested for the purpose of recreation and camping and managed by the Parry Beach Voluntary Management Group Inc. The approximately 10 ha area consists of 45 tent/caravan sites, two toilet and shower facilities and a caretaker's cottage.

2.2 Project Structure

The Project Control Group (PGC) acts as an advisory body to the consultant, providing governance to the project, and comprises the following members:

Name	Role	Organisation
Renee Wiggins	Project Manager and Principal Representative	Manager Community Services
Helen Nash & Belinda Dufall	Advisory Group Representatives	Parry Beach Volunteer Management Group

2.1 Consultant Services

- (1) Provide the principle a project plan for approval including consultation and review points with the Principal.
- (2) Formally report to the PCG and discuss the outcome of each identified step of the project
- (3) Undertake necessary background research and community consultation including;
 - Organising meetings including venues and all costs associated
 - A consultation report to be included as part of the deliverables
- (4) Investigation and recommendations on the long-term sustainability of Reserve 20928, considering factors such as;
 - Lease arrangements,
 - Public access,
 - Beach access and use,
 - Coastal erosion,
 - Heritage value, social and cultural factors,
 - Future recreational use including trails,
 - Threatened species and ecological communities,
 - Infrastructure and service issues,
 - Fire management
- (5) Identification and assessment of potential climate risks and vulnerabilities that could undermine the reserve.
- (6) Identification of adaption measures and strategies that need to be introduced to address vulnerabilities to enable ongoing recreation and camping on the reserve.
- (7) Study the existing reserve use and identify actions that need to be taken to conserve and / or rejuvenate the environment.
- (8) Identification of the area where tourism is likely to impact negatively on the reserve.
- (9) Provide a preliminary draft report to the PCG for comment and feedback.
- (10) Formally present to Council on the findings of the Study at Final Draft stage.

2.2 Key Stakeholders

It is recognised that the consultation of the residents and ratepayers within the Shire of Denmark and key stakeholders is important to the Master Planning process. The Shire of Denmark is committed to ensuring that the consultation is transparent throughout all phases of the study and a consultation plan should be. The following table provides a list of key stakeholders for this project.

Stakeholder	Organisation	Relationship
Shire Councillors	Shire of Denmark	Approving authority
Parry's Beach Voluntary Management Group members	PBVMG	Local Community group

(PBVMG)		
Professional Fisherman	Salmon Fishing License Holders	Local business
Local Fisherman	Denmark Boating & Angling Club	Local Community Group
Beach Users	Community	Local Community
Campers	User Group	Visitors
Denmark Weed Action Group	Environmental	Local Community Group
William Bay Management Group		Local Community Group
Friends of Bibbulmun Track		Community Group
Denmark Bird Group		Community Group

2.3 Intellectual Property

The copyright and intellectual property rights of all material developed in addressing the scope of works will be the exclusive property of the Shire of Denmark.

3 EVALUATION CRITERIA

Offers will be evaluated on the below criteria and respective weightings:

Cost	20%	
Demonstrated High Levels of Corporate Social Responsibility (CSR)*	5%	
Demonstrated understanding of the process	20%	
Demonstrated experience and expertise in the field of master planning over nature-based environments and / or communities (identify the key personnel on the project)	25%	
Proposed timeline and approach	20%	
Knowledge and or experience of Parry Beach Reserve	10%	
Total	100%	

Please ensure that the above criteria are addressed in your submission.

*CSR includes supporting people with disability or special needs, or contributions to the community such as sponsorships or donations; employment strategies and programs for Indigenous people; sustainable business practices; and supplying Australian made products.

4 CONTRACT CONDITIONS

All engagements will be subject to the Shire of Denmark General Conditions of Contract for the Engagement of Consultants unless otherwise stipulated in writing. A copy of these Conditions is attached (Attachment A).

Annexures

The Contract shall be read as if these documents are inserted herein. While the Annexures will form part of the Contract, they will not be issued with the Contract documents. A copy can be obtained from the links below:

- (a) Annexure 1 - P040216 Regional Price Preference Policy
<http://www.denmark.wa.gov.au/supporting-local-business.aspx>
- (b) Annexure 2 – P100503 - Environment Policy (page 124)
https://www.denmark.wa.gov.au/Profiles/denmark/Assets/ClientData/Documents/Governance_Documents/General_Documents/Policy_Manual_-_vJun20.pdf
- (c) Annexure 3 – Shire of Denmark Disability Access and Inclusion plan 2018 – 2023
https://www.denmark.wa.gov.au/Profiles/denmark/Assets/ClientData/Documents/corporate_and_community/DAIP2018-2013-adopted.pdf

Note: Please familiarise yourself with the Regional Price Preference policy and indicate if you are claiming either the Regional Business Preference or Regional Content Preference on the response form.

5 SPECIAL CONDITIONS**Price**

Prices quoted are to be on a lump sum basis. All prices for services offered are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST). Unless otherwise indicated prices quoted must include all applicable levies, duties, taxes and charges. Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

Contract Duration

The Contract will be complete on supply of the goods and/or services as negotiated and agreed with the Shire. However, in the event of the successful Contractor failing in any manner to carry out the Contract to the Shire's satisfaction, the Shire may forthwith terminate the Contract by written notice to the contractor.

The Shire reserves the right to claim cost/time penalties should the Contract not be completed on time, if it can be shown that the Shire has made every reasonable effort to maintain the schedule agreed by both parties at the commencement of the Contract.

Recordkeeping

All manuals, drawings, computer programs or other records supplied by the Principal to the Contractor during the course of the Contract shall be returned to the Principal upon termination or completion of the Contract.

The Contractor shall ensure that all records relevant to, or created in the course of this Contract are held in a safe and secure manner, in line with industry best practices, i.e. backups completed, paper records are to be held in a fire proof environment.

The Principal will be provided access to all records held by the Contractor associated with this Contract within twenty four (24) hours of written request. Such requests will be in the support of Contract performance measuring, general information resource for the Principal, or to meet Freedom of Information legislation requirements.

Indemnity

The successful Contractor shall indemnify and keep indemnified the Shire against:

- (a) Any liability under the Workers' Compensation and Injury Management Act 1981, and its subsequent amendments.

- (b) Any other law in force or which during the term of this Contract may come into force, under which any person is entitled to claim or sue for compensation or recover any damages from the Local Government.

Warranty and Service

Contractors shall state in their quotation the period of warranty and guarantee conditions that apply against defects for the goods offered, together with any after-sales services provided.

6 RESPONSE FORM

6.1 Pricing

Lump Sum Contract

A lump sum price should be provided for the works below. A schedule of hourly rates should also be provided.

Suppliers should attach any relevant clarifications to the submission.

Fixed Price Items

ITEM	DESCRIPTION	PRICE \$ (Inc. GST)
TOTAL LUMP SUM PRICE (INC. GST)		\$

Additional Hourly Rates

ITEM	ADDITIONAL HOURLY RATES	PRICE \$ (Inc. GST)
1.		
2.		
3.		
4.		
5.		

6.2 Company Information/Authorisation

I hereby submit a quotation in accordance with the Special Conditions, and confirm that I have read and agree to comply with the Contractor Guidelines:

Company: _____

Address: _____

Phone: _____

ABN: _____

Print Name: _____

Signed: _____

Dated: / /

Claiming the Regional Business Preference:

Yes No

OR

Claiming the Regional Content Preference to the Value of

\$..... inc GST

Insurance evidence attached (i.e. Certificates of Currency)?

Yes

6.3 How to Submit

Submissions must be marked with the relevant Project Number, to the attention of the Requesting Officer and submitted through one of the following methods:

Hand delivery: 953 South Coast Hwy, Denmark WA 6333

Email: enquiries@denmark.wa.gov.au

For all electronic submissions - it is the Respondent's responsibility to allow sufficient time to ensure that their submission has been successfully transmitted and to follow up that the Shire of Denmark has received all documents. Files should be in PDF format and combined into one attachment where possible. A drop box link is also acceptable.

For all hard copy submissions - documents are not to be bound, hole-punched or stapled and must be capable of being photocopied.

Only those submissions received by the Requesting Officer at the time of closing will be considered. The Shire of Denmark will accept no responsibility for submissions not received on time.

Offers may be for all or part of the requirements and may be accepted by the Shire either wholly or in part. The Shire of Denmark is not bound to accept the lowest Quote and may reject any or all Quotes submitted.

6.4 Contact Persons

Respondents should not rely on any information provided by any person(s) other than those listed below:

Specification and Submission Enquiries

Name: **Renee Wiggins**

Email: renee.wiggins@denmark.wa.gov.au

Phone: 08 9848 0300