



CABONNE COUNCIL

CONTRACT No. 998453

REQUEST FOR QUOTATION

FOR

REVIEW AND UPDATE OF CABONNE COUNCIL'S BIKE PLAN

**PREPARED BY:
COUNCIL'S DEPARTMENT OF ENGINEERING
& TECHNICAL SERVICES SECTION
DATE: March 2019**

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GENERAL

Cabonne Council seeks submissions from suitably qualified consultants to review and update the existing BikePlan (2014) for the Cabonne Local Government Area.

This brief outlines the methodology and timetable required by Cabonne Council.

1. PROJECT INFORMATION

The Cabonne Council LGA covers an area of approximately 6,000 km², surrounding Orange, comprising of several Villages and approximately 13,000 residents.

Bicyclists are vulnerable road users and comprise a significant portion of the road toll, accounting for one in eight fatalities each year in NSW. The Bike Plan aims to develop a bicycle path system for the townships of Molong, Cudal, Yeoval, Cargo, Cumnock, Manildra, Canowindra and Eugowra and also to provide linkages between some of the towns and tourist attractions in Cabonne. The Plan aims to provide strategies to encourage safer cycling for the community through the development of designated bicycle areas together with the promotion of community awareness and safe cycling.

Improving the cycling facilities with Cabonne will have many community benefits including:

- Meeting the needs of local cyclists and bicycle user groups
- Improving safety for cyclists
- Improving social interaction within communities
- Enhancing quality of life through promoting a healthy and active community

2. PROJECT OBJECTIVES

1. Identify the needs of the community for the provision of bicycle facilities.
2. Identify existing bicycle facilities and routes with Cabonne LGA.
3. Develop a clear and achievable plan to provide new bicycle facilities, which can be implemented over a five-year period.

3. STUDY AREA

The study area comprises the villages of Molong, Canowindra, Cargo, Cudal, Eugowra, Manildra, Mullion Creek, Cumnock & Yeoval.

The study should also consider areas of future development and recommend procedures to ensure inclusion of the Bike Plan process in planning instruments covering developing areas.

4 PROJECT DELIVERABLES AND TIMEFRAME

The Bike Plan is to be undertaken in accordance with the current RMS document 'How to Prepare a Bike Plan'. However, proposals that incorporate new or different approaches which meet the objectives of the Bike Plan are welcome.

Council envisages the following stages, in accordance with the project timetable:

1. Data collection
 - a. Surveys
 - b. Existing routes
2. Prepare Draft Bike Plan
 - a. Identify proposed routes
 - b. Map the network of the routes
 - c. Identify required bicycle facilities
 - d. Develop action plan and priorities
3. Public Exhibition of Draft Bike Plan
4. Prepare Final Bike Plan

The consultant should specify in the submission any difficulty complying with this timetable.

Milestones	Due Date
Contract Advertised	Monday, 11 March 2019
Submissions Close	Wednesday, 03 April 2019 at 12:00pm
Report to Council – Appointment of Successful Consultant	Tuesday, 23 April 2019
Study Commences	Monday, 06 May 2019
Draft PAMP to Council for comment by Project Manager	Friday, 02 August 2019
Final Draft PAMP to Council for exhibition	Friday, 09 August 2019
Report to Council	Tuesday, 27 August 2019
PAMP exhibition period	Monday, 02 September 2019 to Friday, 27 September 2019
Council to send exhibition comments to Consultant	Friday, 04 October 2019
Draft Final PAMP to Council for comment by Project Manager	Friday, 18 October 2019
Final PAMP to be submitted to Council	Friday, 25 October 2019
Report to Council	Tuesday, 26 November 2019

Council requires eleven (12) bound copies of the draft report, from which Council will retain one (1) copy for consideration, eight (9) copies for exhibition and forward two (2) copies to the RMS for comment.

The final report is to be suitably bound and shall clearly indicate the findings and recommendations from the Bike Plan, with supporting details and documentation. An executive summary of the Bike Plan shall be provided at the beginning of the report.

The number of copies shall be as follows:

1. Two (2) bound and one (1) unbound colour copies of the final report and PAMP.
2. Computer discs of the text of the final report in Microsoft Word and PDF formats.
3. An internet version of the report and maps.
4. GIS maps if available in MapInfo format.

5 MANAGEMENT OF PROJECT

Council's Project Manager is Mr Jeeva San, Project Engineer.

The consultant shall submit weekly progress reports, via email to the Project Manager outlining progress of the project to date.

6 INFORMATION PROVIDED BY COUNCIL

The following resources may be utilised during the development of the Bike Plan. Resources available to Council may be made available to the Consultant upon appointment:

- Cabonne Council Pedestrian Access and Mobility Plan (2014)
- Cabonne Council Bike Plan (2014)
- Council's Aerial photos subject to the availability
- Cycling Aspects of Austroads Guides
- NSW Bicycle Guidelines

7 FEES

Method of payment for this Contract shall be Lump Sum.

A cost estimate is to be included in the proposal along with the activities/milestones, designated hourly rates for the nominated project team members and estimated time inputs for and specific responsibilities for each member of the project team and support staff.

Additionally, cost estimates for report preparation and printing, plan preparation and printing and travel will be required. The design cost for all exhibition materials such as leaflets, posters and handouts must be included within the quotation.

There will be no additional payments, other than as agreed prior to the commencement of the study.

8 STANDARDS

All works shall be in accordance with the current relevant Australian Standards and/or current relevant Industry Standards.

9 QUALITY OF WORK

As part of this engagement Council expects a high quality of work in accordance with the contractors Quality Assurance System.

10 INSURANCE

A Professional Indemnity limit of \$1,000,000.00 and a Public Liability Limit of \$20,000,000.00 shall be applicable for this project.

11 SITE INSPECTION

Consultants are advised to visit the site in order to submit a quotation.

12 SUBMISSION OF PROPOSAL

It is required that submissions provide the following information to assist Council assessing the suitability of consultancies to undertake this project:

- Appreciation of the brief
- Project method
- Curricula vitae of the study team
- Relevant experience
- Project cost
- Project timeline, identifying key milestones and payment

13 QUOTATION VALIDITY PERIOD

Quotations shall be valid for a period of 60 days from the submission closing date. In the event of the withdrawal of the quotation prior to the expiration of this period, the Contractor shall be liable for all costs, losses or damages suffered by the Principal by reason of that withdrawal.

14 QUOTATION LODGEMENT REQUIREMENTS

Quotations are to be submitted by the closing date and time and are to be enclosed in a sealed envelope and the envelope marked legibly as follows:

Contract No. **998453**

Quotation for **Review and Update of Cabonne Council's Bike Plan**

and either:

delivered by hand or by courier and placed in the:

Tender Box
Cabonne Council
97 Bank Street
MOLONG NSW 2866

or

mailed to the Tender Box addressed as follows, and marked:

"Contract 998453 – Review and Update of Cabonne Council's Bike Plan"

Tender Box
Cabonne Council
PO BOX 17
MOLONG NSW 2866

or

submitted electronically on

www.tenderlink.com/cabonne

so as to be received **before the closing time and date for submissions.**

Time: 12:00 noon

Date: Wednesday, 03 April 2019

15 QUOTATION EVALUATION AND SELECTION

The evaluation criteria shall be:

- Lump sum quotation amount
- Evidence of technical capability and experience
- Industry reputation

- Quality Management System

The Principal is not bound to accept the lowest, or any quotation.

16 COST OF QUOTATION

All costs associated with quotation preparation and submission shall be borne by the Contractor.

17 CONTRACT COMMENCEMENT DATE

The commencement of the Contract is nominated as the date of dispatch of the letter of acceptance of quotation to the successful Contractor. There shall be no Contract prior to the issue of a letter of acceptance.

18 COUNCIL'S CONTACT PERSON

Enquiries regarding this quotation may be directed to:

Name: **Jeeva San** Phone: **02 6390 7100**

Position: **Project Engineer**