



REQUEST FOR Quotation:

Cabonne Council Local Government Area

RFQ No. 1099099 - Masterplan Development Shire Swimming Pools



PREPARED BY:
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DATE:
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1. Introduction

Offers of service are sought from suitably qualified and experienced consultancy that specialises in aquatic facility planning development and management to develop an overarching masterplan for the Swimming pool facilities across the Local Government area of Cabonne.

2. Background

Cabonne is a 3.5 hour drive from both Sydney and Canberra and is known as Australia's Food Basket.

Cabonne offers a diverse range of attractions, some of the best food and wine in regional Australia, a rich history and heritage and clean crisp environment. Cabonne Country extends from Eugowra in the west to Ophir in the east, Canowindra in the south and Yeoval in the north. Between are the quaint towns and villages of Molong, Cumnock, Cargo, Mullion Creek, Cudal, Manildra and Borenore. The administrative centre is located at Molong. As at the 2016 census, the population of the Shire was estimated to be 13,860.

Some of the attractions of Cabonne are the Historical Museums, bush walking, panning for gold at the Ophir Reserve, or bike riding along quiet country lanes and many talented local artists at many art galleries.

3. Principle Objectives

Public swimming pools are highly valued by the community; however they are also high cost assets to operate, maintain and build. The Cabonne Council has seven (7) public outdoor only swimming pools built over the last 60 years.

These pools are situated in several villages throughout Cabonne Shire being:

- Canowindra – recently upgraded (2016) with a 25m main pool plus a separate toddler and program pool
- Manildra – 25m main pool plus a toddler pool
- Cumnock – 25m main pool plus a toddler pool
- Molong – 33m plus a toddler pool
- Yeoval – 25m main pool plus a toddler pool
- Cudal – 25m main pool plus a toddler pool
- Eugowra – 25m main pool plus a toddler pool

The pools run on a mixture of gas chlorine or liquid sodium hypochlorite.

With these facilities ageing, both from a social utility perspective as well as an asset condition perspective Council has some major decisions to make around the future use and maintenance of these facilities.

Council has determined that a swimming pools masterplan is required that takes into account changing needs, standards, facility trends as well as ageing infrastructure, whilst also predicting what will be important in the future.

4. Masterplan Key Components and priorities

The masterplan should address key components and priorities including recommendations and actions that are aspirational but realistic.

Review Background reports

- Canowindra Pool Long Term Strategy, Lantz Marshall August 2011
- IXOM Audit of Chlorine facilities 2020
- Delivery Program 2019-2020
- Operational Plan 2019-2020
- Disability Inclusion Plan
- Cabonne 2025 - Community Strategic Plan
- Cabonne Council, Swimming Pool Operations Manual, October 2019
- Royal Life Saving Society Audit – Canowindra 2018
- Royal Life Saving Society Audit – Cudal 2018
- Royal Life Saving Society Audit – Cumnock 2018

- Royal Life Saving Society Audit – Eugowra 2018
- Royal Life Saving Society Audit – Manildra 2018
- Royal Life Saving Society Audit – Molong 2018
- Royal Life Saving Society Audit – Yeoval 2018
- Cabonne Council – Swimming Pool Audits, 2016

Overview of Existing Pools

Current

- use / users
- management and compliance
- Facilities
- Asset condition assessment (only to the level to assist in informing upgrades and enhancements)
- Risk assessment
 - Public
 - WHS
 - Environmental
 - Economic
- Disability inclusion
- Aged care
- Historic and current performance

Consultation

- Stage 1
 - The development of a comprehensive community and engagement plan will be required to ensure that the community and all relevant stakeholders including swim clubs, schools, health care / aged care providers, staff, pool operators and Council Management are provided with an opportunity to contribute.
 - Feedback on current arrangements
 - Community needs / desires
- Stage 2
 - Prior to development of final report with same stakeholder groups
 - Feedback on proposed outcomes of final report

Development of Strategic Direction for each pool

- Innovative upgrades within the capacity of a small regional council to reasonably deliver which enhance the design and functionality of the facilities and encourage multi-use activities, which may enhance broader utilisation
- Upgrades and enhancements required to meet
 - Ageing asset condition
 - Standards
 - Health
 - WHS including
 - chemical handling
 - manual handling
 - Public Risk
 - Community / User needs

- Improved utilisation
- Consider and promote innovative environmentally friendly practices for swimming pool management
- Options costed based on current industry benchmarks including whole of life

5. Submission Detail

The submission to this RFQ will include as a minimum the following considerations

- Demonstrated experience in a similar environment i.e. rural council with several small pools at remote locations in small communities
- CV of key staff
- Study Approach
- Milestones
 - As a Minimum
 - Background research
 - Stakeholder consultation
 - Preliminary options report
 - Financial analysis
 - Business planning
 - Final report
- Cost breakdown based on completion of the following
 - Preliminary options 20%
 - Draft final report 40%
 - Final report 40%

6. Conditions for Participation

Council is not obliged to accept any or all quotations received

Council expects all Consultants and Contractors to Council to conduct their business with Council in an ethical manner and be aware that they may be subject to public scrutiny by such bodies as the Independent Commission Against Corruption (ICAC).

Canvassing of Councillors and Council staff (other than Council's nominated contact staff member/s) at any stage up to and including the acceptance of Tender may automatically disqualify the applicant.

Council shall provide all information that it considers necessary for the preparation of a Tender. Verbal advice given by any Councillor or Officer of the Council shall not be considered in the preparation of a Tender.

7. Company Status

It is mandatory that a company submitting a proposal:

- Is a legal entity; and

- has a registered Australian Business Number (ABN) and
- Is registered for the Goods and Services Tax with the Australian Taxation Office.
- Has public liability (\$20 million), professional indemnity (\$20m) and workers compensation insurance

8. Work Health and Safety

Any contractor to Council is subject to the requirements of the NSW Work Health and Safety Act 2011, as well as Cabonne Councils Work Health and Safety System. Contractors must hold their own workers compensation insurance cover and are not deemed employees of council and therefore not covered by council insurances.

9. Council's Code of Conduct

Council has adopted a 'Code of Conduct' (Code) policy with the aim of ensuring that functions are undertaken efficiently, impartially and with integrity. A copy of the Code is available at Council's web site or on request by contacting the Nominated Contact.

In addition to the terms of the Code, a service provider must not engage in any unethical or uncompetitive activity or attempt to improperly influence the evaluation of proposals including the canvassing of Councillors or staff of the Council by Vendors or their representatives.

10. Invoicing and Payment

Council shall be granted a thirty (30) day account.

The Consultant shall be responsible for providing the official council purchase order reference number on each tax invoice. Payment by Council is subject to a valid tax invoice made out to Cabonne Council.

11. Termination of Agreement by Council

Council reserves the right to terminate whole or part of the Agreement should:

- The Consultant services prove to be of an unacceptable quality, as defined by Council.
- The Consultant fails to adhere to relevant Council policies and plans, or to obey reasonable directions from Cabonne Council.
- The Consultant fails to deliver services according to specifications in the Request for Offer of Service and within scope, timelines and budget of projects.

The Consultants only entitlement to payment shall be the amount of the costs covering services received up to the date of termination notice less any previous payments.

If the Consultant becomes bankrupt, insolvent or enters into a scheme or arrangement with its creditors, Council may terminate this Agreement by written termination notice addressed to the Consultant.

12. Termination by the Consultant

If the Consultant becomes insolvent or enters into a scheme of arrangement with its creditors, the Consultant should forthwith terminate this Agreement by written notice addressed to Council.

The Consultant may terminate the Agreement by written termination notice addressed to the General Manager, should Council:

- Fail to pay the Consultant in accordance with the Agreement; or
- Commits a substantial breach of the Agreement.

13. Timeframes and Submission Details

Submissions will be received up until 4pm Wednesday 25 March 2020.

Responses to this request for quotation, including all supporting documentation, should be forwarded to ray.graham@cabonne.nsw.gov.au, and marked attention to the General Manager.

Any questions please contact Ray Graham on 63907149, mobile 0411 635 520 or email ray.graham@cabonne.nsw.gov.au