



Request for Quotation & Project Brief

PROVISION OF CONSULTANCY SERVICES FOR DEVELOPMENT OF AN EAST GIPPSLAND RAIL TRAIL STRATEGIC BUSINESS CASE

Closes: 8am Wednesday 22nd August 2018

Contact Details:

East Gippsland Shire

Stephen Kleinitz, Senior Economic Development Coordinator

Telephone (03) 5153 9500



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PURPOSE

To set the strategic direction of the East Gippsland Rail Trail and to create a business case of future opportunities.

BACKGROUND

The East Gippsland Rail Trail starts at Howitt Park on the east bank of the Mitchell River at Bairnsdale, it then runs past farmland for 10 km to Nicholson (rough sealed surface), across the Nicholson River's spectacular bridge, then 22 km on to Bruthen and across the Tambo River up into the Colquhoun forest en-route to Nowa Nowa and the top of Lake Tyers.

At the 59km mark, the longest section is east from Nowa Nowa to its destination at Orbost on the iconic Snowy River. This completes almost 100 km of rail trail.

The Rail Trail has been in existence since around 2000 (with the train line closing in 1984) and since then several strategies and documents have been developed providing direction and advice on the operation of the trail.

Various aspects of the Rail Trail visitor experience are managed by different authorities, and the user experience is impacted by the delivery and management of the different groups.

The Rail Trail Committee of Management manage most of the Trail, however areas such as around the townships of Bruthen and Nowa Nowa are managed by the East Gippsland Shire Council. Some significant infrastructure such as The Stoney Creek Trestle Bridge and the Via-Duct at Orbost are managed by DELWP. At times trail users travel along or cross roads managed by VicRoads and other authorities.

There are also community groups such as the Friends of the Rail Trail, local Landcare's, CFA's and others that also engage in various ways with the Rail Trail impacting the user experience.

There are also currently several other projects looking at aspects of the Rail Trail experience which are out of scope for this report. These projects include:

- Rail Trail Signage. The Rail Trail Committee of Management have been successful in securing a grant from the State Government to implement signage improvements;
- Orbost Via Duct. There is an interest group taking actions to reinstate (to some degree) the Orbost/Snowy River Via Duct; and
- Discovery Trail Linkage project. East Gippsland Shire Council are undertaking a project to design the linkage from the Discovery Trail southern end into Lake Entrance. (The Northern end links into the Rail Trail)

Over the years the Rail Trail Committee of Management has struggled with resources to deliver on the plans developed, and limited support has been forthcoming from local stakeholders.

The Rail Trail's physical infrastructure is constantly being improved with minor infrastructure upgrades, however with no current strategic direction these actions are ad-hoc and opportunistic, and often delivered by people with a specific interest. Due to this, other sections of the trail are left with less servicing.

This project will develop a strategic future direction for the Rail Trail and will include a review of the current operational context of trail management.



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PROJECT OBJECTIVES

We expect the consultant to deliver the following objectives;

1. Undertake a review of current situation, including:
 - Roles and responsibilities of management and maintenance of the trail;
 - Funding arrangements for management and maintenance;
 - Rail Trail offering. Gain an understanding of all party's use, experience and perception of the Trail including i.e. local community and residents, visitors, tour operators, tourism businesses, educators, neighbours, nature based groups, local community groups, etc;
 - Understand broader issues impacting the trail i.e. physical, perception and use; and
 - Understand the strategic context of the trail to Government various agencies and relevant authorities.
2. Develop a Strategic Direction Plan that includes:
 - Researching opportunities for the future of the Rail Trail;
 - Identify a shared Vision of the Trail, for different users (groups indicated earlier);
 - Documents recommendations and actions that can be justified on specific opportunities including:
 - Infrastructure. Resourcing of development and maintenance projects;
 - Committee structure;
 - Committee resourcing;
 - DELWP and EGSC Support, roles and responsibilities;
 - Education and training opportunities; and
 - Indigenous cultural opportunities with GLAWaC and other organisations.
 - For recommendations and actions include quantifiable impacts, such as:
 - direct impact on individual health, society, community wellbeing, and/or other areas over the next 5 to 10 years; and/or
 - the potential economic value and the growth in use of the trail over the next 5-10 years.

METHODOLOGY

In undertaking the report, the consultant is expected to undertake the following steps:

1. Project initiation meeting with the Steering Committee
2. Research and review several existing information plans, resources on hand, including but not limited to:
 - The EGSC Council Plan and other EGSC Plans including Community, Health and Wellbeing, Positive Aging, and Economic Development Plans (amongst others);
 - East Gippsland Marketing Annual Marketing Plan and Business Plan;
 - Destination Gippsland Inc. plans;
 - Other Victorian Rail Trail operating structures, governance models, plans and relevant reports;
 - State Government Plans, including Health and Wellbeing, Community and Tourism Plans; and
 - Other relevant plans.
3. Consult with stakeholders to gain a clear understanding of the current use and values of the Rail Trail and potential use and values, including but not limited to:
 - Rail Trail Committee of Management;



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- Other Land managers, including DELWP, EGSC;
- Residents & Neighbours, and other engaged groups;
- Visitor users, tour operators, tourism businesses;
- Educators and other local groups including nature based groups, local community and business groups, including GLAWaC etc;
- Other regional Rail Trails (similar) and document their governance.

During stages 2 & 3, it is expected that feedback will also be sought on the future of the Rail Trail i.e. SWOT categories or similar concept, to understand/frame the future.

4. Develop a Strategic Direction Plan that includes:
 - Research that looks at the various opportunities for the future of the Rail Trail;
 - A shared and justified Vision and offering of the Trail, for different users, including residents, visitors, tour operators, tourism businesses, neighbours, community groups, etc;
 - Recommendations that can be justified on specific opportunities including:
 - Options for management responsibilities for the Trail;
 - Infrastructure – resourcing of development and maintenance;
 - Most appropriate Committee of Management Structure;
 - Committee resourcing;
 - DELWP and EGSC support, roles and responsibilities;
 - Education and training opportunities; and
 - Indigenous cultural opportunities.
 - That includes quantifiable impacts, such as:
 - the potential economic value and the growth in use of the trail over the next 5-10 years, including who the users are; and
 - the direct impact on health, community wellbeing, and/or jobs, or other areas over the next 5 to 10 years.
5. Draft a report for the Steering Committee and Major Partners, review feedback
6. Provide Final Report.

Related Documents:

- EGRT Management Plan, 2009 to 2014 (*available upon request*);
- Operational Works Plan: East Gippsland Rail Trail, 2013 (*available upon request*);

DELIVERABLES

East Gippsland Shire requires clear demonstration of delivery of all aspects outlined in the Objectives.

FUNDING

Applicants are invited to quote on the project as outlined in Submission details below.

Similar projects delivered around Australia indicate the project costs of around \$20,000.

Following completion of this Plan, Council and DELWP will work together with the Rail Trail Committee of Management to deliver priority aspects of the Plan.



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REPORTING

The project will be managed by East Gippsland Shire Council and delivered in partnership with a Steering Committee. The project Steering committee includes representatives from:

- East Gippsland Rail Trail Committee of Management;
- Department of Environment, Land, Water and Planning;
- East Gippsland Shire Council; and
- Regional Development Victoria.

Through the duration of the project Council's Senior Economic Development Officer will be the day-to day contact, however this brief, the draft report and final report will be approved by the Committee.

TIMELINE

It is anticipated that the project will commence in early September and be completed by early 2019.

SUBMISSIONS

All submissions must include:

- Company name(s), address, Principal / Directors, ABN, Contact details
- Staff proposed to undertake the project including a schedule of hourly rates
- Previous experience with similar designs will be highly regarded
- Current commitments and details
- Demonstrated understanding of the consultancy brief
- Outline of proposed approach and methodology in addressing the project's objectives and scope and the expertise available to deal with the issues involved.
- A proposed timetable for the project, including key points for meetings with the key stakeholders and provision for appropriate time for these groups to respond to draft material
- Lump sum fee (exclusive of GST) to undertake the project, including consumables, disbursements and outgoings



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PRICING and COMPLETION TIMEFRAME

The Lump Sum Fee is: \$..... (Fee excluding GST)

The Lump Sum Fee:

- Must include all costs, disbursements and outgoings.
- Is not subject to rise and fall in the cost of labour, materials, or any other items and is subject to variation only in accordance with the Contract.
- Must provide a breakdown of tasks and fees that together describe how the Lump Sum Fee was derived to a detail that allows Council to clearly evaluate how a Respondent calculated the final Lump Sum Fee.

INSURANCE

Proof of insurance cover of \$20 million for Public Liability and \$5 million for Professional Indemnity will be required from the selected consultant.

SELECTION CRITERIA

The underlying principle behind any selection process is seeking the best 'Value for Money'. 'Value for money' will be assessed based on the combined outcomes of the assessments of the qualitative criteria and price quotation listed below. In assessing 'value for money' major factors to be considered include; the quality of the proposed service, the cost and risk profile of the consultant in terms of their demonstrated experience and capability to undertake the task as described. It is possible that the lowest price may not be the successful offer.

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| CAPACITY: Availability and experience of key personnel and current Commitments | 30% |
| CAPABILITY: Understanding of project requirements and outcomes to be delivered; including staging and technical requirements, and/or challenges and opportunities to be addressed Ability and previous experience to complete similar projects to required standard Ability to meet with project timelines and milestones | 30.0% |
| FINANCIAL: Quote price and / or schedule of rates (if applicable) | 40.0% |

The contact throughout the submission period is Stephen Kleinitz at East Gippsland Shire Council, (03) 5153 9500, stephenk@egipps.vic.gov.au

Final submissions are to be sent to economic.development@egipps.vic.gov.au