

### REQUEST FOR PROPOSAL AND QUOTATION

**Date: 24 December 2020**

Coonamble Shire Council is calling for quotations from a suitably qualified Supplier for the following works:

#### 1. OVERVIEW

<b>Project:</b>	<b>EXHIBITION AND DISPLAY AT THE COONAMBLE VISITOR INFORMATION CENTRE</b>
<b>Project objective:</b>	Council is accepting quotations for the design and installation of exhibition and display, including furnishings and an interpretative installation, at the new Coonamble Visitor Information Centre.
<b>Project Location:</b>	Coonamble Visitor Information Centre, 120 Castlereagh Street, Coonamble NSW 2829.
<b>Closing date:</b>	5 February 2021

Kindly note that lowest/highest or any quotation will not necessarily be accepted.

**Please provide your written quotations to the:**

General Manager  
Coonamble Shire Council  
PO Box 249 Coonamble NSW 2829

or email to [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au) by the closing date above.

Please provide all the information required by this document in your own template.

#### 2. THE CUSTOMER

<b>Name:</b>	Coonamble Shire Council ( <b>Customer</b> )
<b>Address:</b>	80 Castlereagh Street Coonamble NSW 2829
<b>Customer Project Manager:</b>	Pip Goldsmith Manager Economic Development and Growth
<b>Phone:</b>	0447 030 850
<b>Email:</b>	<a href="mailto:edo@coonambleshire.nsw.gov.au">edo@coonambleshire.nsw.gov.au</a>

Coonamble is located on the western plains of New South Wales, 570 kilometres northwest of Sydney and 165 kilometres north of Dubbo. A new Coonamble Visitor Information Centre (VIC) is currently being developed in Smith Park, located on the Castlereagh Highway on the banks of the Castlereagh River, less than one (1) kilometre from the town centre.

Coonamble Shire Council adopted a Masterplan in June 2020 which guides the management and development of Council assets over the next 20 years. The plan includes a tourism and branding review, recognising the interlinked nature of seeking to improve the economic viability of the Local Government Area (LGA) with both physical assets and marketing collateral.

Council is committed to leveraging all opportunities to increase the potential of the local tourism sector. The commission of detailed design for the new VIC and surrounds provides tourism opportunities for visitors and the community which celebrate the cultural heritage and natural assets of the LGA. The footprint of the building reflects an emu footprint, recognising the emu as a totem of local Aboriginal communities.

The construction of the VIC is currently underway and due for completion by June 2021.

The VIC site is between the Coonamble Riverside Caravan Park and the Coonamble CBD, opposite the Coonamble Water Tower which has been painted in a mural by regional artist John Murray, and Aboriginal dreamtime artwork also features on the water tank, by local artist 'Sooty' Welsh. Potential Suppliers can organise an onsite inspection prior to their submission with the Project Manager. It is recommended all Potential Suppliers visit the site.

The design concept of the VIC is a stylised emu foot as the spatial organiser and rationale. The VIC links the imagery of the various masterplan components, providing visitors with subconscious cues that help them recognise Coonamble Shire Council and its services. Detailed design for the surrounding landscaping and civil works has been completed, ready for construction and installation following completion of the build.

The construction of the VIC will support Council's efforts to refocus on the local tourism sector as a potential growth industry. There are several other complementary projects currently being undertaken in an effort to develop local tourism, and will benefit directly from the opening of the new VIC:

- Council has received funding to seal the Tooraweenah Road, essentially linking the township of Coonamble to the Warrumbungle National Park and providing access for travellers.
- A new lease agreement is in place for the Coonamble Riverside Caravan Park, which is now being operated by a management services company specialising in tourism properties Australia wide. There will be significant capital investment and operational development of this asset.
- Council is currently seeking funding for the development of another priority project as identified by the Masterplan: an artesian water experience in the style of a premium bore bath or mineral spa.
- Development of a local tourism strategy has identified public art, agri-tourism and aboriginal cultural heritage as the key opportunities for development, and initiatives are underway to encourage and support the development of products and operators.

The following references provide additional information which may be helpful in the preparation of an EOI and should be referred to during the design process for the display and exhibition installation:

1. Coonamble Shire Masterplan
2. Coonamble Visitor Information Centre design documents including site plan, floor plan and architectural specification
3. School Bus by Brian Campbell (images and dimensions)
4. Wailwan Photographic Collection
5. Coonamble Shire Council Brand Style Guide

### 3. PROPOSED SUPPLIER (to be provided in your proposal)

<b>Name:</b>	<b>(The Supplier)</b>
<b>ABN/ACN/ARBN:</b>	
<b>Address:</b>	
<b>Supplier Contract Manager:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

## 4. SCOPE OF WORKS

### 4.1. KEY EVENTS AND DATES (to be provided in your quotation)

Construction of the VIC is expected to be complete by June 2021. Civil works including carparking and concreting will should be undertaken immediately after completion of construction. Landscaping will be undertaken following the completion of construction and civil works.

Event	Date or description
Project Start Date:	
Quotation Term:	
Proposed Contract Term:	

### 4.2. THE SUPPLIES (GOODS)

Coonamble Shire Council is seeking to offer an interesting and engaging visitor experience at the Coonamble VIC. The experience should reflect the strong heritage of the Local Government Area (LGA).

Key features of this local identity include our Aboriginal cultural heritage, strong agricultural industry, and the natural environment. The community's connection to water is strong, and reliance of water for livelihood and a way of life is well recognised locally.

The floor plan of the VIC demonstrates space available. The allocation of space to various uses and displays should be suggested by your proposal, however the internal fit out of the VIC must include the following components somewhere in that space.

The Supplier will be required to undertake the works at the project location to deliver the following:

*4.2.1 Display of merchandise and local produce; and display of information and marketing materials for local sites and attractions, and neighbouring regions.* The VIC should feature a functional and appealing space for brochures to be displayed without taking up a disproportionate area. There should be opportunity to showcase and sell works of local artists, local produce and tourism branded merchandise products.

*4.2.2 Brian Campbell's School Bus sculpture.* EOI submissions should consider the placement and display of Brian Campbell's *School Bus* sculpture, which has been purchased by Coonamble Shire Council specifically for the purpose of display in this VIC.

*4.2.3 Interpretation / visitor experience.* The interpretation within the VIC will be innovative with interactive elements. The purpose of VIC is to offer a small experience but also to provide information to lead the visitors on to other attractions around the LGA. The interpretation may incorporate online elements to allow Coonamble Shire Council to capture data but also share information about local attractions, in a functional way that is easily updated.

The project should engage with the local Aboriginal community to play a role in sharing culture, history, dreamtime stories and language. The way Narrabri Shire Council share Kamilaroi stories in the Narrabri Visitor Information Centre is admired.

This project will include all research, curatorial writing, and image sourcing in the development of the interpretation. Coonamble Shire Council will assist by providing advice about the best source for information, contact details and other suggestions for consultation.

*4.2.4 Functional fit out requirements.* Included in the design are the following functional fit out requirements:

- Back office workspace including office furniture but not technology such as computer or communications.
- Front desk workspace including point of sale (POS) system, to be consistent with Council's current system, but not other technology such as computer or communications.
- Display systems for local artists and products, merchandise and marketing materials.
- Storage throughout as appropriate, including shelving, filing cabinets & storage for printed collateral.
- Furniture throughout as appropriate for the office spaces, kitchen, front desk & visitor seating, but not including whitegoods as included in the architectural specifications
- Outdoor secure furniture for outdoor terrace/sculpture garden.
- Additional VIC relevant technology as appropriate and allowed by project budget. Examples include door counters and a sound system; these are not specifications and it is encouraged that EOI submissions make recommendations.

#### **4.3. BUDGET**

Coonamble Shire Council has allocated \$200,000 excluding GST for design and installation of exhibition and display, including furnishings and an interpretative installation at the new Coonamble Visitor Information Centre. Proposals should include a detailed quotation and demonstrate how the budget will be allocated across various project components including but not limited to project management, research, development, design, equipment, furniture and fit out, installation and contingency.

#### **4.4. FUTURE PROJECT DEVELOPMENT**

Following the completion of this project, external interpretations as an extension of the internal design will be developed. There is no provision for these external interpretations in the budget for this project. This second stage of interpretation will be planned and budgeted for following the completion of this project involving the fit out and internal interpretation of the VIC. The second stage of interpretation will be installed outside the building and will likely incorporate a bore pump/shed located near the VIC. There is no current budget or timeframe for this second stage of interpretative development.

#### **4.5. THE SUPPLIES (SERVICES)**

The Supplier will be required to provide the services to deliver the goods as above at 4.2. The Supplier must attend a start-up meeting, including an onsite inspection with the Project Manager from Coonamble Shire Council no later than one (1) week following the Contract Start Date.

#### **4.6. WORK HEALTH AND SAFETY (The Supplier must provide this documentation)**

The Supplier must provide the following with their response:

Evidence of a Work Health and Safety Management Plan and/or Safe Work Method Statement

#### **4.7. INSURANCE**

The Supplier must effect and maintain for the Term, all insurances required to be effected by it by law and the following insurances in the amounts stated:

- (a) Public Liability insurance with coverage in the amount of no less than \$20 million in respect of each occurrence.
- (b) For Supplies that include services, professional indemnity insurance with coverage in the amount of no less than \$10 million in the annual aggregate.
- (c) For Supplies that include goods, product liability insurance to a value of \$10 million in the annual aggregate.
- (d) Workers Compensation Insurance to ensure against liability for death of injury to employee, including liability by statute and at common law.

The Supplier must provide evidence of the above insurances.

## 4.8. ASSESSMENT

Proposals will be assessed according to the following criteria:

- Total quoted project cost.
- Design concept
  - creative merit;
  - local relevance of interpretative concept;
  - evidence of functionality and best use of space.
- Detailed description of approach that will be taken in managing the project and demonstration of how this approach will result in successful execution, as described in the Project Brief, including description of local consultation.
- Demonstration of relevant qualification and previous experience with projects of comparable scale and outcome.
- Value for money and allocation of budget.
- Personnel qualifications, percentage of time contributing to the project and availability of staff.
- Local proponent or inclusion of local content (e.g. materials and labour).

Workplace Health and Safety (WHS) management including verified documentation of Safety Performance Systems is a mandatory evaluation criterion with a pass/fail weighting. EOI submissions which fail to demonstrate satisfactory WHS Systems will not be assessed.

**7. QUOTATION PRICE AND PAYMENT (to be filled provided in Supplier's quotation)**

**TOTAL QUOTATION PRICE**

The Quotation Price is \_\_\_\_\_ (including GST). It is payable in instalments in accordance with the following table. In this table, please list the cost of the Supplies (Goods) listed in 4.2 and any plant and equipment to undertake this work.

Payment Instalment	Milestone/Deliverable	Milestone Delivery Date	Amount of instalment (excluding GST)	Amount of installation (GST component)	Amount of Instalment (including GST)
<b>Total Quotation Price</b>					

**Specified Personnel Rates**

The Hourly Rates for Specified Personnel are:

Name	Position/Role	Qualification required to undertake task (Yes/No)	Specify Qualification, if applicable and expiry date	Hourly Rate (excluding GST)	Hourly Rate (GST component)	Hourly Rate (including GST)	Anticipated time (Days/Hours)	Total of Person (%)