

**REQUEST FOR QUOTATION**

**RFQ 231204TW**

**COONAMBLE SHIRE COUNCIL**

**DESIGN & CONSTRUCT CAMP KITCHEN COMPLEX  
– COONAMBLE RIVERSIDE HOLIDAY PARK**

**CLOSING DATE – 5pm, Monday 4 December 2023**

**Contact Details**

Name: Tim Wark  
Position: Project Engineer  
Telephone: 0486 026 395  
Email: [Project.Engineer@coonambleshire.nsw.gov.au](mailto:Project.Engineer@coonambleshire.nsw.gov.au)

### 1. Background

Coonamble is located on the western plains of New South Wales, 570 kilometres northwest of Sydney and 165 kilometres north of Dubbo.

The Coonamble Riverside Holiday Park is situated at 138 Castlereagh Highway on the banks of the Castlereagh River, approximately one kilometre from the town centre. The Park was established in the 1950's with the most significant improvements over the past 50 years being the installation of cabins, construction of a new amenities block, dump point and upgrade to powered sites.

During 2020, a new manager's residence/office and two new cabins were constructed. Upgrades to road surfaces, existing cabins, grounds, and signage are scheduled to coincide with a newly constructed Camp Kitchen Complex.

There are future concept plans to increase the area of the Coonamble Riverside Holiday Park, allowing for increased capacity and utilisation.

It is anticipated that this area will not be available until early 2025.

The table below demonstrates maximum current and anticipated capacity and occupancy.

	Current capacity	Proposed future capacity
Cabin	2 (sleeps 6 each)	2 (sleeps 6 each) 10 (sleeps 2 each)
Villa	3 (sleeps 4 each)	3 (sleeps 4 each)
Powered site	42 (sleeps 6 each)	58 (sleeps 6 each)
Unpowered site	10 (sleeps 6 each)	20 (sleeps 6 each)
Glamping tent	5 (sleeps 2 each)	To be removed as climate does not offer solid opportunities for utilisation
Total maximum occupancy	346	512

There are currently minimal amenities available for guests for cooking and recreation. The objective of this project is to provide amenity for guests' convenience, comfort, enjoyment, and entertainment. The camp kitchen complex should encourage additional, lengthened, and repeated stays at Coonamble Riverside Holiday Park, ultimately improving the locally available accommodation and developing the local tourism sector.

## 2. Project Scope, Design and Deliverables

The design shall be within and maximise the current BBQ location (13 metres by 10.5 metres tapering with the internal loop access road on the river end) within the Coonamble Riverside Holiday Park. The design must include construction drawings, bills of quantities, service connections and construction detail (please note the proposed development is permitted without consent under SEPP 2021, division 12, definition 2.13, item 3).

The design shall include the following components:

- An interactive (multiple entry points) and weatherproof space with hard floor surfacing.
- A fire pit (with flue and associated infrastructure in a defined and restricted access area of the complex).
- BBQ(s).
- Pizza oven.
- Applicable kitchen appliances with secure storage areas.
- Paper towel dispensers.
- Television/s.
- Bluetooth speakers.
- Rubbish/recycling receival stations (bins).
- Power outlets with phone/tablet charging capability.
- Potable water drinking station.
- Sinks with associated dispensers (dishwashing liquid/hand soaps etc).
- Fridges and freezer.
- Microwave.
- Outdoor heating and cooling.
- Appropriate furniture (tables, seating etc).
- Appropriate lighting with sensor operational capability.
- Multiple stainless steel bench areas for food preparation.
- Soft landscaping (internal and external).
- CCTV.

A site visit prior to the submission of a quotation and concept design is strongly recommended and should be arranged with Councils Project Engineer.

### 3. Construction

Quotations provided shall include the full construction of the complex, plus delivery and installation of all fixed and non-fixed components.

Construction must comply with the *Disability Access Code*, relevant Australian Building Standards and *Local Government Regulations*.

The Contractor/Supplier as a part of the bank guarantee process (10% of total cost) will need to conduct periodic and post-works inspections in conjunction with the nominated representative of Council to guarantee the completed works are to the satisfaction of Coonamble Shire Council.

### 4. Project timeline

- November 2023                      RFQ released.
- December 2023                    RFQ closes, and contract awarded.
- January/February 2024        Construction commences.

Key events, milestones and dates are to be provided with the quotation, the below table representing the minimum required information:

Event	Date or description
Design for review date:	
Proposed Construction Date:	
Proposed Contract Completion Date:	

## 5. Proposed Sub-Contractors

The following details are to be provided with the quotation.

<b>Business name:</b>	
<b>ABN:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

### 6. Selection criteria

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

The Contractor/Supplier must provide a Work Health and Safety Management Plan and applicable Safe Work Method Statements with their response.

The Contractor/Supplier must affect and maintain for the Term, all insurances required to be affected by it by law and the following insurances in the amounts stated, and must provide evidence of these insurances:

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

### 7. Qualitative criteria

Quotations will be assessed by the following criteria:

- Price, the lowest/highest or any quotation will not necessarily be accepted.
- A design that is fit for purpose, demonstrates value for money and the ability to achieve the objectives of the camp kitchen complex.
- Detailed description of approach that will be taken in managing the project and demonstration of how this approach will result in a successful outcome.
- Demonstration of relevant qualifications and previous experience with projects of comparable scale and nature.
- Personnel qualifications and adequate availability of staff.
- Local proponent or inclusion of local content (e.g. materials and labour).

### 8. Clarification & request for additional information

Contact Details	
<b>Name:</b>	Tim Wark
<b>Position:</b>	Project Engineer
<b>Telephone:</b>	0486 026 395
<b>Email:</b>	Project.Engineer@coonambleshire.nsw.gov.au

### 9. Submission of proposal

Proposals must be received by Council by 5pm, Monday 4 December 2023 via

- email to [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au);
- post to PO Box 249, Coonamble NSW 2829; or
- in person to 80 Castlereagh Street, Coonamble NSW 2829.

## 10. Response Schedule

<b>Business Name:</b>	
<b>ABN:</b>	
<b>Business Address:</b>	
<b>Contact Details:</b>	
<b>Email Address:</b>	
<b>Contact Number:</b>	

## 11. Compliance criteria

	Yes	No
Workplace Health and Safety (WHS) management including verified documentation of Safety Performance Systems.		
Evidence of insurances required by law in the amounts stated.		



### 12. Qualitative criteria

Please attach a document addressing each of criteria below.

Criteria	Weighting
<p><b>Price</b></p> <p>This is a lump sum project. Please provide a total cost of the project and also provide a breakdown of the total cost by components of the Project Scope</p>	40%
<p><b>A concept design that is fit for purpose, demonstrates value for money and the ability to achieve the objective of the camp kitchen project.</b></p> <p>Please include concept drawings/plans and a full list of inclusions including specifications.</p>	25%
<p><b>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 Scope.</b></p> <p>Please include a description of the proposed process, project specific tools that will be utilised and expected outcomes of each stage of the process. Please demonstrate how the successful outcomes will be ensured.</p>	10%
<p><b>Demonstration of relevant qualification and previous experience with projects of comparable scale and outcome.</b></p> <p>Please include examples of three (3) projects you have successfully undertaken that represent experience in similar projects, including a brief outline of the scope of works. Ensure that similarities between the example projects and this project are adequately highlighted. Please include contact details for reference checks.</p>	10%
<p><b>Personnel qualifications, percentage of time contributing to the project and availability of staff.</b></p> <p>CV summarising key personnel that shall be contributing to this review (no more than 1 page per person), including the percentage contribution expected from each member of the project team, and each team member's current availability</p>	5%
<p><b>Local proponent or inclusion of local content</b></p> <p>If relevant, please quantify the allocation of project budget that will be spent in the Coonamble LGA and describe the products or services which will be sourced locally.</p>	10%
<b>Total</b>	<b>100%</b>