Quote 1314-008

TERMS OF REFERENCE

FOR

CASSOWARY COAST REGIONAL COUNCIL

COASTAL MANAGEMENT PLAN - GREATER MISSION BEACH AREA

Project No - 215

Council Address: Cassowary Coast Regional Council
PO Box 887,
INNISFAIL QLD 4860

Telephone: (07) 4043 8837

Contact Person: Gerhard Visser

Request for Quotation (RFQ) Coastal Management Plan - Greater Mission Beach Area (Garners Beach to South Mission Beach)

Closing Time: CLOSING 3:00pm
Wednesday 30 October 2013

RFQ Number: 1314-008
Background

Project Name and No

Development of Coastal Management Plan (CMP) for the Greater Mission Beach Area (Garners Beach to South Mission Beach)

"Coastal Management Plan" Project No-215:

Background to project

The coastal fringe in the Cassowary Coast Region (CCR) is managed using various interlinked documents (approved or drafts) and applicable legislation.

The current variety of documents can lead to confusion and misinterpretation of works to be undertaken in the coastal fringe.

The coastal fringe is interpreted as the beach areas, areas immediate adjacent to the beach and landward approximately to the nearest formed road boundaries. The configuration of land tenure varies across the project area but for the greater part the project focus is to be within 100-200m of the beach proper.

The public as well as Councillors and Council staff are in need of a single coordinated document that can act as a guideline for the management of the coastal fringe within the CCR.

CMP Product

This document is to provide a visual, mapping based product as well as written guidelines for the future management of the coastal fringe within the Cassowary Coast Region.

The CMP should be specific to the Greater Mission Beach Area but with a generic content that would be applicable to any of the coastal areas within the Cassowary Coast.

The project can be delivered as a whole package or in separate parts with an executive summary section.

The product must include;

- At least two areas (areas to be discussed and approved by the PMG) of detailed design to illustrate the general principles of the CMP Product; or

- A number of (to be discussed and approved by the PMG) detailed drawings to illustrate specific principles of the CMP Product. (e.g. specific access onto beach drawing with indicative locations of such beach accesses depicted on a plan)
The project does not include public consultation. This does not preclude the contact of groups or individuals to obtain information and knowledge and expectations.

NOTE: Parts of the study area have been planned or developed e.g. Bingil Bay, Kennedy Walking Track etc. Do not replan or redesign these areas. Taking into consideration the existing planning and development proposals for specific areas slight amendments or changes can be made.

Existing documentation and studies

The following documentation and studies that could have an impact or influence on the content and outcome of this study are available and should be taken into account.

CCRC

- Caravan & Camping investigation 2013
- Sport & Recreation investigation 2013
- Walking Track investigation 2013
- Commercial Use of CCRC Public Reserves investigation 2013
- Wongaling Rotary Park Master Plan 2013
- Coastal Reconstruction Project Implementation Plan 2012
- Priority Infrastructure Plan (PIP) 2013
- Reserve Management Plans – various drafts
- Mission Beach Bikeway and Cycle Strategy
- Bingil Bay Foreshore Reserve Management Plan (draft)
- South Mission Beach shoreline erosion investigations and options 2001

Other

- Mission Beach Information Centre redevelopment 2013
- Wet Tropics Coastal Management Plan
- Littoral Rainforest Recovery Plan (draft)
- Mission Beach Habitat Network Action Plan
Legislation & Management Guidelines

- CCRC local laws, LGAQ, TMR, Vegetation Management Act, EPBC Act, Marine Park Zoning maps and all should be considered in report
- Draft Coastal Management Plan, Department of Environment and Heritage Protection Qld.

Objectives

The objective of the report/s is to:

Provide the Council with an integrated approach in regards to;

- the provision of facilities and infrastructure within the coastal fringe
- protection of the vulnerable coastal dune and foreshore system (Geographical/Morphological) in regards to maintenance of coastal process, dune structure and management
- revegetation, vegetation management, habitat/ecosystem protection and enhancement within the coastal fringe
- coastal reserve uses and allocation – dedicate areas for specific use/s and corresponding suitable activities that could occur within each area
- a maintenance and management regime for identified key focal areas
- access availability for various types of users to the beach (launch and retrieval of boats, wheelchair, emergency and service vehicles)
- identification for commercial use areas on the beach and within the coastal fringe – existing and potential future options to ensure a coordinated and streamlined approach to permitting and licencing can be undertaken
- other uses / options
Management Plan

The CMP should address but does not exclude any other proposals / items / ideas / innovations.

Part 1 - Coastal Access - infrastructure

- Soft
  - Walking Tracks,
  - Access points including pedestrian, vehicle, emergency and wheelchair
- Hard
  - Share Pathways
  - Parking locations and configurations

Part 2 - Coastal Facilities

- Ablution areas
- Water points
- Bathing reserves and associated infrastructure
- Recreation / play equipment areas (Beach Volleyball - organised portable grandstands and stages etc.)
- Other current and potential coastal facilities

Part 3 – Coastal protection

- Access controls (pedestrian and vehicle)
- Revegetation programme priority areas for private and public property protection
- Shoreline erosion hotspot areas (Sand nourishment, revetments, groynes)

Part 4 - Coastal Use Allocation

- Reserves (Variety of uses and tenures)
- Open Spaces / Parks
- Kite Flying
- Boat Launching
- Swimming
- Beach Landing (Parachute or similar)
- Horse-riding
- Vehicles on beaches (limited to specific purposes - no free driving - Local Laws)
- Other (Land yachts, Kite Surfing, Parasailing (boat) Parasailing (self-powered) Ceremonies e.g. weddings, Photography particularly for weddings)

Part 5 - Urban Development

- Developed areas versus less developed areas to indicate possible use / pressure of a specific coastal area
- No planning is to be undertaken in this study re densification or new urban use etc. as the Planning Scheme will deal with this.
Project Outcome

Provide report information in a format that can be easily adapted to CCRC asset management planning approach.

This consultancy is being led by a Project Management Group (PMG) of officers within the Cassowary Coast Regional Council.

Report Instructions

In undertaking the above tasks the consultant is to also consider the following:

- The report should provide an Executive Summary with key recommendations highlighted up front;
- The report should be presented in a succinct format and avoid unwarranted volume or unnecessary inclusions;
- The report should present a holistic management plan for the Greater Mission Beach Area but must be applicable to the whole region;
- The report must include at least two (2) areas where detailed design principles to illustrate specific principles of the CMP Product are shown in sketch plans; or
- A number of detailed drawings to illustrate specific principles of the CMP Product (e.g. specific access onto beach drawing with indicative locations of such beach accesses depicted on a plan);
- The report must where appropriate and possible illustrate specific ideas raised.

Tasks

1. Development of project scope and plan
2. Develop program of works with expected timeframes and milestones
3. Review existing documentation
4. Review and discuss community expectations from VARG initiative
5. Draft CMP
6. Draft detail design principles
7. Respond to internal comments and input
8. CMP to be submitted
9. Prepare and present findings to council at a workshop
10. Respond to comments from workshop
11. Final CMP to be submitted April / May 2014
### Milestones & Dates

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>DATE OF KEY DELIVERABLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance of Contract</td>
<td>Within five (5) working days from letter of appointment</td>
</tr>
<tr>
<td>First Meeting with PMG (Project Management Group)</td>
<td>Week 2-3</td>
</tr>
<tr>
<td>Draft of program / schedule</td>
<td>Week 3</td>
</tr>
<tr>
<td><strong>Christmas / New Year period</strong></td>
<td>2014</td>
</tr>
<tr>
<td>Outcome of GAP analysis and information gathering</td>
<td>Week 2-8</td>
</tr>
<tr>
<td>Consultation with VARG, NE, Works, CD&amp;S, P&amp;F.</td>
<td>Week 2-8</td>
</tr>
<tr>
<td>Draft Management Plan</td>
<td>Week 12</td>
</tr>
<tr>
<td>Internal comments from CCRC</td>
<td>Week 13-14</td>
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<tr>
<td>Amendments and changes</td>
<td>Week 14-15</td>
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<tr>
<td>Coastal Management Plan</td>
<td>Week 15</td>
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<tr>
<td>Prepare Council Workshop</td>
<td>Week 16-17</td>
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<tr>
<td>Workshop</td>
<td>Week 18</td>
</tr>
<tr>
<td>Amendments &amp; changes</td>
<td>Week 19-20</td>
</tr>
<tr>
<td>Final Coastal Management Plan</td>
<td>Week 21</td>
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</tbody>
</table>

*Please also refer to Gantt Chart*

### Notes:

- The consultant must participate in a prestart meeting with the PMG to refine scope and seek input on direction and output requirements.
- The consultant is to provide Councils PMG with a detailed methodology comprising of a set of milestones which must include at least 2 interim progress reports to Council’s PMG;
- A detailed presentation must be made to Councillors upon completion of the final report/s at a time and date suitable to Council;
- In the event that commencement is delayed due to deferral in finalising the consultancy details, all milestone dates will be altered to reflect the change in start date;
- Milestones and dates may be altered by mutual consent between the Council PMG and the consultant.
Reporting Requirements

The successful consultant will be expected to enter into a contract with the Cassowary Coast Regional Council. A copy of the standard contract document can be downloaded from the “Tenders and Quotes” section located on Council’s website: http://www.cassowarycoast.qld.gov.au or alternatively contact Council’s Customer Service Centre on telephone (07) 4030 2222.

The consultant is to report to the Project Management Group representative upon each milestone completion.

Gerhard Visser (07) 4043 8837 gerhard.visser@ccrc.qld.gov.au

Cassowary Coast Regional Council  PO Box 887  Innisfail QLD  4860

Payment Schedule

The consultancy is to be offered on a fixed fee basis. The consultant in their quote should show the costs of all major items of work, including the costs of all work briefed to other sources. The price should be quoted as a lump sum (including GST) and based on the best estimate of the work required as detailed above. No variations will be accepted unless agreed to in writing with the nominated contact officer and will be fully documented and approved by both parties.

Payment will be made upon an invoice being presented following finalisation and acceptance by Council’s PMG of each milestone as having been achieved. The consultant in their quote should show expected milestone % payment amounts.
**Quote Submission**

Consultants are to **submit written offers** by 3:00pm (15:00) on Wednesday 30 October 2013 in accordance with the *Request to Quote*. The successful design team will be selected following an evaluation of the entire submission in accordance with the following selection criteria and not solely on the basis of the lowest fee proposal. The lowest tender will not necessarily be accepted.

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Weighting</th>
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</thead>
<tbody>
<tr>
<td>1. Knowledge and understanding of the Project and the scope of work</td>
<td>20%</td>
</tr>
<tr>
<td>2. Relevant experience and demonstrated performance</td>
<td>20%</td>
</tr>
<tr>
<td>3. Key personnel and demonstrated availability of key project staff</td>
<td>10%</td>
</tr>
<tr>
<td>4. Methodology and working arrangements</td>
<td>15%</td>
</tr>
<tr>
<td>5. Vision and Innovation (added value)</td>
<td>20%</td>
</tr>
<tr>
<td>6. Price</td>
<td>10%</td>
</tr>
<tr>
<td>7. Local</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Assessment Criteria - Minimum Proposal Requirements**

*Knowledge and understanding of the Project and the scope of work (20% weighting)*

The submission should include a statement demonstrating understanding and knowledge of the project and the ability of to meet or exceed the project time frames (as outlined above).

*Relevant experience and demonstrated performance (20% weighting)*

The submission is to include a statement describing your Project Team’s previous work pertaining to recent projects of this type. List only the last six projects using the project name, project address, project value and date of commission.

*Key personnel and demonstrated availability of key project staff (10% weighting)*

The submission is to identify the proposed working arrangements including the names of all companies or organisations involved in the proposed project team. This section should incorporate information on key personnel involved in the project including detail of their level of involvement and their expertise that they will bring to the process.
Methodology and working arrangements (15% weighting)
The submission should also detail the working structure of the project team. The methodology must ensure that Project Objectives are satisfied and that Deliverables can be achieved.

The methodology should also include:
- An indicative program showing proposed activities and indicating planned meetings.
- A resource plan showing time and resourcing needs for each activity.
- A schedule of deliverables and proposed formats.

Vision and innovation (added value) 20% weighting
While this Invitation to Tender defines the anticipated outcomes from this commission it is recognised that the design process is a dialogue between the designer, client and end user. It is therefore anticipated that there are aspects of the project that will need development or which could be better approached in another way.

The submission should identify any areas where the team considers that their team can add value to the project by way of:
- difference in process / adjustment to the delivery process;
- enhancement of the existing planning strategies;
- innovative planning options.

The submission should cite previous evidence of innovation but should anchor its comments in aspects of this project that would benefit from this approach.

Price (10% weighting)
All fees are to be based on the budget figure for assessment purposes. (Note that for this project, costs will be reported excluding GST, and any GST applicable must be reported as a separate item).

Fees must be provided in accordance with this specification and must cover all services and all normally associated works not explicitly stated. Any other major items for the team to consider are to be included and listed as fee options.

Fee submission shall also include:
- Quality Assurance (QA) Certificate Number including documented evidence or a statement of current QA status;
- Statement outlining professional indemnity insurance details, public liability insurance details and the registration number of senior team personnel.
**Local (5% weighting)**

A local supplier is a supplier which;

- Is beneficially owned by persons who are residents or ratepayers within the CCRC area;
- Has its principle place of business within the CCRC area;
- Has a place of business which primarily employs persons which are residents or ratepayers of the CCRC area; or
- Has its principle place of business and employs persons which primarily reside in FNQ.

**Further Information**

If you would like to discuss the project in more detail please contact Gerhard Visser (07) 4043 8837 [gerhard.visser@ccrc.qld.gov.au](mailto:gerhard.visser@ccrc.qld.gov.au)

**SAMPLE: Coastal Management Plan Template**

Consultants are referred to the Draft Coastal Management Plan template on the next page as an example to use in the drafting of a CMP for this RFQ.
Draft Coastal Management Plan prepared under the Coastal Protection and Management Act 1995 (Coastal Act)

Sample management plan template for coastal areas

<table>
<thead>
<tr>
<th>Note: For guidance only. Different styles and content may suit different scenarios.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
</tr>
<tr>
<td>Requirement for a land management plan</td>
</tr>
<tr>
<td>Process</td>
</tr>
<tr>
<td>Working group</td>
</tr>
<tr>
<td>Consultation</td>
</tr>
<tr>
<td>Use of this plan</td>
</tr>
<tr>
<td>Implementation</td>
</tr>
<tr>
<td>Background</td>
</tr>
<tr>
<td>Legislative and policy setting</td>
</tr>
<tr>
<td>Land management plan area (map)</td>
</tr>
<tr>
<td>Objectives of the land management plan</td>
</tr>
<tr>
<td>Critical management considerations (may)</td>
</tr>
<tr>
<td>Population growth</td>
</tr>
<tr>
<td>Visitor growth</td>
</tr>
<tr>
<td>Foreshore stability considering variable sea levels</td>
</tr>
<tr>
<td>Vegetation management</td>
</tr>
<tr>
<td>Commercial use and leased areas</td>
</tr>
<tr>
<td>Unmanaged foreshore and reserve access</td>
</tr>
<tr>
<td>Management resources for implementing the plan</td>
</tr>
<tr>
<td>Monitoring and evaluating the plan</td>
</tr>
<tr>
<td>Desired outcomes and actions</td>
</tr>
<tr>
<td>Area 1: XXXX</td>
</tr>
<tr>
<td>Preamble</td>
</tr>
<tr>
<td>Land tenure</td>
</tr>
<tr>
<td>Historical changes</td>
</tr>
<tr>
<td>Vegetation description.</td>
</tr>
<tr>
<td>Coastal management issues and actions (may) include:</td>
</tr>
<tr>
<td>1. Pedestrian access</td>
</tr>
<tr>
<td>2. Passive recreation</td>
</tr>
<tr>
<td>3. Vehicular use of beaches, trail bikes, horse riding</td>
</tr>
<tr>
<td>4. Camping and occupation</td>
</tr>
<tr>
<td>5. Fire management</td>
</tr>
<tr>
<td>6. Vegetation management</td>
</tr>
<tr>
<td>7. Management of other coastal resources</td>
</tr>
<tr>
<td>8. Management of coastal erosion and shoreline retreat (refer to EHP's shoreline erosion management plan)</td>
</tr>
<tr>
<td>9. Restoration of degraded dune systems</td>
</tr>
<tr>
<td>10. Pest, including weed control</td>
</tr>
<tr>
<td>11. Water quality</td>
</tr>
</tbody>
</table>

Glossary and abbreviations

References

Prepared by: Coastal Planning, Department of Environment and Heritage Protection

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