

Huon Valley Council

Huon Valley Community Vision

CONSULTANT'S BRIEF

March 2022

1. INTRODUCTION

The 2050 Huon Valley Community Vision will provide the foundations for understanding and outlining the future aspirations and needs of the Huon Valley community. It is a critical strategic piece that will provide overarching guidance and links through to a hierarchy of other strategic plans and strategies.

The Vision endeavours to provide a guide for the future growth and development of the Huon Valley region and inform the Council's strategic framework.

The Vision will take a horizon view, creating a 30-year vision that enables future directions and priorities to be drawn that are meaningful and purposeful.

2. GOAL

To adopt a 30 year vision for the Huon valley region, that captures the community's aspirations and priorities, using co-design principles.

3. PROJECT OBJECTIVES

The Huon Valley Community Vision project will deliver the following key objectives and activities:

- a. Provide a 'state of play' referencing figures as of 2021 based upon key indicators to provide a baseline upon which measures are set up over the life of the Vision. The baseline information will reflect both a whole of the Huon Valley perspective, as well as by individual major townships (Huonville/Ranelagh, Cygnet, Franklin, Geeveston and Dover).
- b. Undertake engagement with the Huon Valley community to ensure the Vision captures the aspirations of residents, businesses and other stakeholders of the Huon Valley. This information will relate largely to the following key questions:
 - Where do you see the Huon Valley in 30 years?
 - Where do you want to see the key indicators in 30 years?
- c. Develop a community vision that is supported and created by the community and endorsed by Council.

4. METHODOLOGY

The methodology behind the Huon Valley Community Vision will be based upon the following tasks:

- Reviewing research and data
- Undertake comprehensive engagement with the Huon Valley community through a co-design working group that is representative of the Huon Valley community. This will include a range of facilitated workshops, group and individual meetings.
- Development of draft Community Vision.
- Undertake secondary engagement to reaffirm and clarify that broadly the community's views and aspirations have been accurately captured; and
- Final Community Vision prepared and presentation to Council.

5. PROJECT MILESTONES

The following milestones will be met for ensuring the successful delivery of the Huon Valley Community Vision:

Milestone 1	Review research
Milestone 2	Establish Working Group and undertake engagement
Milestone 3	Review feedback, re-engage and draft Vision
Milestone 4	Undertake engagement on draft Vision
Milestone 5	Present Vision to Council

6. KEY PROJECT STAGES

The stages associated with the successful delivery of the Huon Valley Community Vision require the following:

- Stage 1** Review the prepared background data and information in order to be fully versed and understanding of background context to inform engagement process.
- Stage 2** Release engagement and establish co-design Working Group.
- Stage 3** Working with the Co-Design Working Group, undertake comprehensive engagement through facilitating workshops, individual and group meetings. Consolidate findings and common themes/issues/challenges/opportunities into a draft Community Vision.

Stage 4 Preparation and presentation of a draft Community Vision and undertake community engagement.

Stage 5 Presentation to Council for endorsement.

7. TIMELINES

This Project will need to be completed for presentation to the September 2022 Council meeting.

8. PROJECT BUDGET

It is a requirement to provide costs associated with the completion of the project as detailed in this Brief and in accordance with the project stages.

9. PROJECT MANAGEMENT

The Council's Executive Leadership Team (ELT) holds strategic oversight of this Project, and will be directly supported by the Legal and Governance Services Department to ensure its successful completion.

The Manager Economic Development and Strategy holds Project Management responsibility for this project and will be supported by an internal working group.

The Council's Communications and Engagement team will provide promotion and onground support for the delivery of engagement activities.

The Consultant will be required to maintain close and ongoing communication with the Manager and ELT throughout the project, with a minimum of one per fortnight over the course of the project required to be convened.

Such meetings will report on progress made against the Project Plan. The meetings will also provide a forum to discuss issues and any problems that might arise.

10. CONSULTANT APPLICATION, SELECTION AND APPOINTMENT PROCESS

An assessment of applications received will be undertaken by an evaluation panel.

- 10.1 Submissions should outline a full description of the Consultant's proposed approach to the preparation of the Huon Valley Community Vision and how they will address specific requirements noted in this Brief. This should include details of deliverable outcomes and the proposed timeline.

The Consultant's proposed approach should also demonstrate their direct experience in working within or having close working knowledge of the Huon Valley community will be particularly beneficial to ensuring success for this Project.

- 10.2 Additional information is welcomed but the submission should be concise and only contain information of relevance and substance.

10.3 Information submitted by a Consultant will be treated as Commercial in Confidence to the extent necessary and that information will be protected from disclosure.

10.4 Specifically, the submissions should cover the following:

(i) Proposed Scope and Methodology

- Submissions should present an outline of the Consultant's understanding of the Project. It is to include an explanation of the proposed scope and methodology to undertake the project.
- Submissions must detail data sources and information available to the firm (either directly or indirectly).

(ii) Proposed Project Plan

Submissions must present a detailed Project Plan.

The Project Plan is to clearly identify the tasks, linked to the proposed scope and methodology in (i), including details of the number of consulting days and the daily rate of the individual Consultant(s) assigned to each task. The timing of each stage of work program is also to be specified.

(iii) Capability Statement

A brief description of the Consultant's capacity to complete the Project is required.

Details of similar related undertakings carried out in recent years for nominated clients should also be documented. These should clearly indicate:

- Experience in working within or have a close working knowledge of the Huon Valley community
- Experience in serving clients, particularly Local Government, with similar projects
- Capacity to achieve stated timelines
- Experience in undertaking community consultation

Submissions should list the personnel, including any sub-contracted personnel, together with their curriculum vitae and their professional expertise and experience.

If the Consultant proposes to use a work team, the role of each member is to be specified and identified in each phase of the Project Plan.

If a consortium approach is proposed, a lead Consultant must be nominated and their anticipated input in terms of person/contact hours noted.

Evidence of the Consultant's capacity to produce timely results and meet deadlines should also be documented.

(iv) Project Budget

A fixed quote on the fee payable for the project is required. This should be based on a cost breakdown for the stages and tasks involved in the Project.

The quoted fee shall include:

- a) All costs to complete the project stages
- b) All travel costs
- c) Costs of attending additional meetings as required

All fees and expenses for the Project should be submitted together with an itemised breakdown of estimates.

11. REFERENCES

The names and contact numbers of at least two clients for whom the Consultant has undertaken work relevant to this Project should also be provided.

12. ASSESSMENT

- 12.1 The submission will be evaluated in accordance with the Huon Valley Council's Code relating to Tenders and Contracts.
- 12.2 Additionally, the evaluation panel may request interviews with key personnel of the preferred contract team and customers for whom the respondent has previously carried out works, to assess the similarity of the work to the Selection Committee's requirements, and to obtain independent assessments of the respondents' performance.
- 12.3 Respondents need to be prepared to present their submission to the Selection Committee if requested to do so. A minimum of 5 days advance notice of any such presentation will be provided.
- 12.4 Irrespective of the outcome of the selection process, Council reserves the right not to disclose details of its assessment results other than the name of the successful respondent.

13. TERMS OF PAYMENT

The standard terms for payment to the successful applicant will be based on the following percentages, 30 days from delivery of the services and correctly rendered invoice to the Huon Valley Council.

Stage No.	Task	% of Total Amount
1 and 2	<ul style="list-style-type: none"> • Review research • Establish Working Group and undertake engagement 	Completion of Stage 2 30%
3	<ul style="list-style-type: none"> • Review feedback, re-engage and draft Vision 	Completion of Stage 3 50%
4 and 5	<ul style="list-style-type: none"> • Undertake engagement on draft Vision • Final Huon Valley Community Vision 	Completion of Stage 5 20%

14. INTELLECTUAL PROPERTY

- 14.1 Authorship of all documentation produced as part of the Project should be clearly identified, including names of the primary consultant and all members of the consultant team.
- 14.2 The Huon Valley Council will hold intellectual property rights on all material produced by the Project and the Consultant will do whatever is necessary to vest those rights in the Council.
- 14.3 The Huon Valley Council may produce further copies of material under the authorship of the Consultant (including acknowledgement of the contribution of sub-consultants).
- 14.4 The Consultant may subsequently publish material obtained during this Project, but may not publish any documentation produced during this Project (including the Final Report) without permission of the Huon Valley Council.
- 14.5 The Consultant is expected to obtain the necessary written permission to reproduce copies of archival documents. Such permission is to be obtained from the relevant agencies prior to the reproduction of material in the study and should be submitted to the Huon Valley Council with the final documentation.

15. SUBMISSION DETAILS

The closing date for applications will be 5:00pm Monday 28 March 2022.

Expressions of Interest can be made through the following:

- Hard copy, addressed to:

Michelle Gledhill – Manager Economic Development and Strategy
Huon Valley Community Vision Project
Huon Valley Council
PO Box 210
Huonville TAS 7109

- Electronic lodgement via email: hvc@huonvalley.tas.gov.au

For further information, please contact:

Michelle Gledhill
Manager Economic Development and Strategy
Huon Valley Council
Ph: (03) 6264 0300
Email: hvc@huonvalley.tas.gov.au