



# **HUON VALLEY COUNCIL**

**REQUEST FOR QUOTATION  
RFQ 017  
Cygnet Township Structure Plan,  
Cygnet, Tasmania 7112**

**Request for Quotes closes at 5:00pm EST on Friday 31<sup>st</sup> January 2025**

# Request for Quotes

PART 1 – PREAMBLE				
<p>The Huon Valley Council is seeking to engage a suitably qualified and experienced consultant (the “Contractor”) by way of Quotations to prepare the Cygnet Township Structure Plan, in consultation with Council staff, for delivery in 2025. The services required include planning, urban design, community engagement, transport planning and infrastructure provision.</p> <p>The Cygnet Township Structure Plan (the “Plan”) aims to enhance, preserve and protect what people love about the Cygnet township whilst responding to population growth pressure, to plan for the growth of the vibrant, creative community to create a well-integrated and sustainable township that remains an attractive and vibrant place to live.</p> <p>The Plan will serve as a strategic framework to guide future land use and development, aligning with the community’s vision of a connected, adaptable and resilient urban environment. By facilitating collaboration among key stakeholders, it will bring to life a cohesive and shared long-term vision for the area, inform an urban design framework for future development of the town as well as underpin the foundations for developing and implementing a future Specific Area Plan (SAP) for the town.</p>				
GENERAL INFORMATION				
1. Contact details:	Rong Zheng – Program Manager – Strategic Land Use Email: <a href="mailto:rzheng@huonvalley.tas.gov.au">rzheng@huonvalley.tas.gov.au</a> Phone: 6264 9467			
2. Advertisement of Quote	Not Applicable			
3. Briefing or site inspection:	Details	Maximum attendees	Mandatory	RSVP
	N/A		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4. Submission of Quote	Witten Quotations must be submitted and received by the Huon Valley Council by 5:00pm (EST) Friday 31 <sup>st</sup> January 2025			
5. Evaluation Criteria	Evaluation Criteria			
	Technical Capability and Experience			10%
	Methodology, Project Understanding and Proposal Quality			10%
	Local Government Understanding			10%
	Stakeholder Engagement Skills			10%
	Project Management			10%
	Analytical and Design Skills			10%
	Communication and Reporting			10%
	Team Expertise			10%
	Value for Money			10%
	References			10%
6. Quotes should not be longer than:	15 pages and submitted electronically via the Council’s website: <a href="mailto:strategic.planning@huonvalley.tas.gov.au">strategic.planning@huonvalley.tas.gov.au</a>			
7. Quotes to be valid for:	30 calendar days after the time stated in Item 4 (as extended if at all, pursuant to the Procurement Process Conditions)			
8. Complaints:	Complaints regarding the Procurement Process to be directed to <a href="mailto:strategic.planning@huonvalley.tas.gov.au">strategic.planning@huonvalley.tas.gov.au</a>			
PROCUREMENT PROCESS				
The Procurement Process is governed by the Huon Valley Council’s Code for Tenders and Contracts and is available on the Council’s website: <a href="https://www.huonvalley.tas.gov.au/council/tenders/">https://www.huonvalley.tas.gov.au/council/tenders/</a>				
PART 2 – SPECIFICATION OF THE SERVICES				
The Specification of the Services required by Council is described in the document Part 2 provided with this Request for Quotation and must be addressed by the prospective Supplier in the Quote.				
PART 3 – CONTRACT				

The draft Contract which Council has prepared and wishes to use to record the contractual engagement of the Supplier is Part 3.

#### **QUOTATION REQUIREMENTS**

The Quotation must be in writing and include:

- (1) Lump Sum Price (GST Exclusive);
- (2) The response to section 13 Return Brief and Fee Proposal of Part 2; and
- (3) List the terms and conditions of the Part 3 Contract that the Supplier wishes to depart from and explanation of the departure reasoning.