

REQUEST FOR QUOTATION FOR BLAND LEP REVIEW

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Abbreviations

Abbreviation	Definition
BLEP	Bland Local Environmental Plan
BSC	Bland Shire Council
Department	NSW Department of Planning and Environment
EP&A Act	Environmental Planning and Assessment Act 1979
Guideline	Department of Planning and Environment – Local Environmental Plan Making Guideline: https://www.planning.nsw.gov.au/sites/default/files/2023-03/lep-making-guideline.pdf
LSPS	Local Strategic Planning Statement
LEP	Local Environmental Plan
LGA	Local Government Area
LPP	Local Planning Panel
PPA	Planning Proposal Authority

1) INVITATION AND CONDITIONS

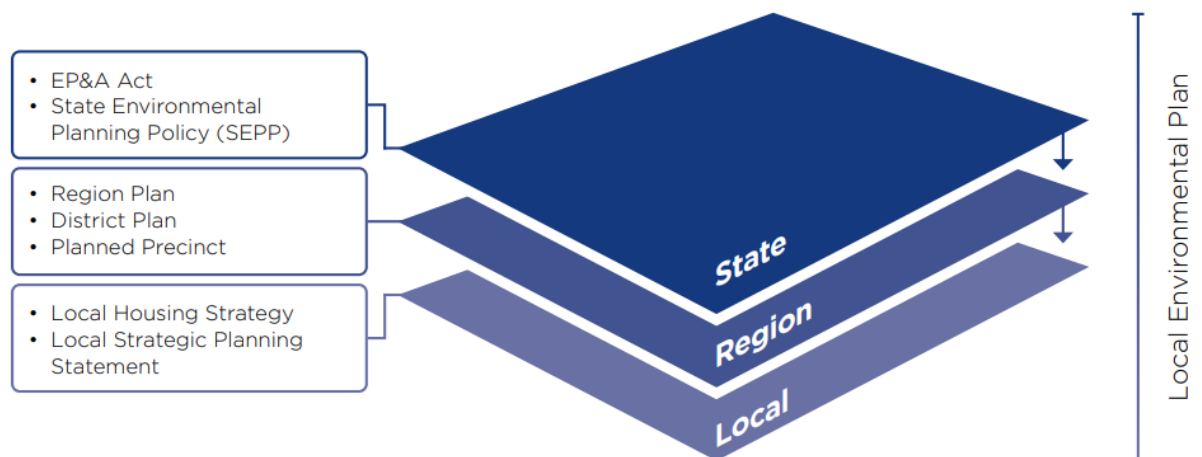
1.1. Background

LEPs guide planning decisions for LGAs through zoning and development controls. They provide a local framework for the way land can be developed and used. LEPs are the main planning tool to shape the future of communities by ensuring local development is carried out appropriately.

The Bland Local Environmental Plan (BLEP) was last updated in 2011. The BLEP needs to be reviewed to reflect The Bland Housing Strategy, changes in the community and to protect and promote suitable and sustainable development for the future. The BLEP needs to reflect the strategic vision and direction from the Riverina-Murray Regional Plan 2041.

We need a coordinated approach to ensure infrastructure is delivered to support housing and jobs to meet community needs. The BLEP needs to reflect strategic planning framework, strategic place-based planning, connection to Country, green infrastructure and sustainability outcomes.

Figure 1. Strategic planning framework



1.2. Project scope and deliverables

Bland Shire Council (BSC) wishes to engage a suitably qualified consultant to undertake a review of the current BLEP, then develop a new BLEP in accordance with the Standard Instrument (Local Environmental Plans) Order 2006 (Standard Instrument). Assess the environmental, social and economic impacts within Bland and prepare the BLEP to accommodate future infrastructure and services, including incorporating the BSC Main Street revitalisation project.

The consultant is responsible for preparing all required documentation for Council to submit the Planning Proposal to the Department for a Gateway determination, public exhibition and finalisation, including submission to the Department for finalisation.

The consultant is required to demonstrate site-specific merit for the planning proposal by having regard to the criteria in Section 2 of NSW Local Environmental Plan Making Guidelines August 2023 (“the Guidelines”). The planning proposal will need to demonstrate alignment with the NSW strategic planning framework and current government priorities i.e. housing, industry and employment.

The consultant will need to provide recommendations for suitable community engagement and participation throughout the LEP making process.

The following stages provide the steps in the BLEP Review Process

Stage 1 Pre-lodgement	Using the Bland Housing Strategy to analyse the development potential of relevant land, including key environmental or site constraints, review of strategic framework, obtain specialist advice, consultation with authorities and identify study requirements to underpin planning proposal.
Stage 2 Planning Proposal	Preparation of a planning proposal in accordance with section 2: the Planning proposal of the Guideline .
Stage 3 Gateway Determination	Department assesses the strategic and site-specific merit of the planning proposal and issues a gateway determination specifying if the planning proposal should proceed and whether consultation with authorities and government agencies is required.
Stage 4 Post-Gateway	PPA reviews the Gateway determination and actions any required conditions prior to public exhibition.
Stage 5 Public Exhibition & Assessment	Consultation with the community, key authorities and government agencies (as required). Review of the planning proposal to address conditions of Gateway determination and submissions.
Stage 6 Finalisation	Final assessment of the planning proposal and if supported, preparation of the draft LEP, review and finalisation. Once finalised, the LEP may be made, notified and come into effect.

1.3. Project Timeline

The time required to undertake each stage in the LEP making process is expected to vary depending on the nature, scale and complexity of the proposal, issues that need to be resolved, and level of community interest.

The timeframes for which an LEP is made will be determined by the Department and set out in the Gateway determination.

Stage	Maximum Benchmark Timeframes (working days)			
	Basic	Standard	Complex	Principal
Stage 1 - Pre-lodgement	30 days	50 days	60 days	20-30 days
Stage 2 - Planning Proposal	80 days	95 days	120 days	40 days
Stage 3 - Gateway determination	25 days	25 days	45 days	45 days
Stage 4 - Post-Gateway	20 days	50 days	70 days	160 days
Stage 5 - Public Exhibition & Assessment	70 days	95 days	115 days	95 days
Stage 6 - Finalisation	25 days	55 days	70 days	80 days
Sub-total (Department target)	140 working days	225 working days	300 working days	380 working days
Total (end to end)	220 days	320 days	420 days	420 days

Figure 1: Planning Proposal Benchmark Timeframes from the Guideline.

1.4. Terms of engagement

Council will engage the preferred proponent under the terms and conditions of AS4122-2010 – General Conditions of Contract for Consultants.

The consultant will be responsible for maintaining, and providing Council with copies of, all insurances as set out in this document. The consultant will be required to maintain a minimum of \$10 million (for any one claim and in the aggregate) professional indemnity insurance with a reputable insurance company for the duration of the contract and for a period of 5 years following the completion of the contract. The consultant shall provide copies of insurance and shall notify the Council of any changes to the insurance policy.

1.5. Compliance with policies

By submitting a Quote, you are taken to have agreed to comply with the Council's Code of Conduct, the Statement of Business Ethics, Drug and Alcohol Policy and the Procurement Policy adopted by Council and current at the date of publication of this Invitation.

Division 3.4 of the EP&A Act prescribes the LEP making process. LEPs must comply with the common format and content of LEPs as outlined in the Standard Instrument (Local Environmental Plans) Order 2006 (Standard Instrument). An LEP made through a planning proposal must demonstrate strategic merit having regard to the criteria in Section 2 of the NSW Local Environmental Plan Making Guidelines August 2023.

1.6. Rejection of Quotes

The Quote will be rejected without consideration of its merits if:

- (a) it is not submitted before the Deadline; or
- (b) it is not submitted at the place or in the manner or both specified in this Quote.

The Council may reject any Non-Conforming Quote.

1.7. Confidentiality

Information in this document is made available on condition that it is treated as confidential. Information must not be disclosed, copied, reproduced, distributed or passed to any other person at any time except:

- (a) for the purpose of enabling a Proponent to prepare and deliver a response to this Invitation to Quote;
- (b) where disclosure is otherwise permitted by law, or the relevant Information is in the public domain; or
- (c) Council has given prior written consent to the Information disclosure.

1.8. Quote validity

All Quotes will remain valid and open for acceptance for a minimum period of (60) days from the Deadline (the Quote Validity Period) unless extended by mutual agreement between Council and the Proponent in writing. Proponents may withdraw their Quote at any time after the expiration of the Quote Validity Period.

1.9. Cost of Quote

Proponents remain responsible for all costs incurred by them in connection with their Quote whether before or after the submission date and whether incurred directly by them or their advisors and regardless of whether such costs arise as a consequence direct or indirect of any amendments made to the Invitation by Council at any time. For the avoidance of doubt, the Council shall have no liability whatsoever to Proponents for the costs of any negotiations conducted in the event that the Council decides not to accept any Quotes.

1.10. Registration or licensing of contractors

Where any law requires a person to be registered or licensed in order to carry out any work or services described in the Invitation to Quote, the Proponent must include in the Quote all relevant details in respect of the registration or licence held by the Proponent or any staff or contractor of the Proponent.

1.11. Selection criteria

Proposals will be evaluated in accordance with the selection criteria set out below.

Compliance Criteria (Mandatory)	Items
1. Qualifications	Suitably qualified in Planning, specifically NSW local government.
2. Experience	Demonstrated experience in LEP reviews and Planning Proposals.
3. Consultation skills	Demonstrated skills in designing consultation plans across a range of demographic groups.

Qualitative Criteria	Items	Weighting
1. Relevant Experience	Experience in completing similar work and proven track record of achieving outcomes.	20%
2. Key Personnel skills & experience	Qualifications and relevant experience of personnel who would be involved in the project.	20%
3. Proponents resources	Demonstrated ability to supply and deliver the project within agreed timeframe.	20%
4. Demonstrated Understanding	Outline delivery methodology and understanding of scope of work.	20%
5. Price	Break down of proposed fees and costs for each stage of completed work.	20%
Total		100%

a. Clarification and request for additional information

Proponents may contact the Contact Officer requesting clarification and/or ask questions. There will be a transparent process where all proponents are informed of the response issued.

Proponents should not seek information about this Request for Proposal or rely on any information relating to this Request for Proposal from any person other than the Contact Officer:

Contact Details

Name	Tara Van Neilson
Position	Manager of Development & Regulatory Services
Telephone	(02) 6972 2266
Email	Council@blandshire.nsw.gov.au

1.12. Quote briefing / Site inspection

Shortlisted proposals will be expected to present their proposal to relevant council staff, ideally in-house at Council Chambers located in West Wyalong, however, if not possible, a remote presentation may be considered upon request.

b. Submission of proposal

The RFQ must be lodged by the deadline. The deadline for this RFQ is in Australian Eastern daylight savings time.

All submissions must be received in writing via email to council@blandshire.nsw.gov.au by 5pm, 12 March 2025.

Submissions should be no greater than 10MB (including maximum video file size of 5MB) in size.

c. Indicative Project timeline

We note that timeframes are estimates and may change over the life of the proposal. The project timeline may be amended in the Gateway determination to provide the necessary level of confidence that the LEP will be finalised within a reasonable timeframe.

Stage	Timeframe and/or date
Consideration by council	
Council decision	
Gateway determination	
Pre-exhibition	
Commencement and completion of public exhibition period	
Consideration of submissions	
Post-exhibition review and additional studies	
Submission to the Department for finalisation (where applicable)	
Gazettal of LEP amendment	

2) RESPONSE SCHEDULE

2.1 Returnable Schedule

Proponents Business Name
ABN
Business Address
Contact Details
Email Address
Contact Number

2.2 Response schedules – Checklist

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 2 are to be completed and returned to the Council as they form part of your submission).

i. ORGANISATIONAL PROFILE

Attach a copy of your organisation structure and provide background information on your company and label it “Organisation Structure” .
If companies are involved, attach their current ASIC company extracts search including latest annual return and label it “ASIC Company Extracts” .
Please add any relevant further detail here: -

ii. REFEREES

Attach the names and contact details of your referees, and label it “Referees” . You should give examples of work provided for your referees where possible.	“Referees”	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here:- 		

iii. SUBCONTRACTORS

Do you intend to subcontract any of the Requirements?	Yes / No	
If Yes, in an attachment labelled "Subcontractors" provide details of the subcontractor(s) including: (a) the name, address, ABN and the number of people employed; and (b) the Requirements that will be subcontracted.	"Subcontractors"	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here:- 		

iv. CONFLICT OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it " Conflicts of Interest ".	"Conflicts of Interest"	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here: - 		

v. FINANCIAL POSITION

Are you presently able to pay all your debts in full as and when they fall due?	Yes / No	
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more (including any liability for costs)?	Yes / No	
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes / No	
In order to demonstrate your financial ability to undertake this contract, in an attachment labelled "Financial Position" include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.	"Financial Position"	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here:- 		

vi. WORK HEALTH AND SAFETY

Proponents must advise how they meet the requirements of the <i>Work Health and Safety Act 2011</i> and associated regulation	Tick if policy or other documentation attached <input type="checkbox"/>
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Please provide details:

vii. INSURANCE

<p>Proponents should provide details of insurance currently held and that for any proposed subcontractor/s. The minimum requirement for Public Liability is \$20 million for any one claim or series of claims arising out of one event. For the following insurances please provide a copy of the policy document that sets out the policy number, extent of cover, expiry date and name of insured / insurer: Workers Compensation Public Liability Professional Indemnity - minimum \$10 million Proponents must advise if they are prepared to increase their insurance coverage (if necessary) to meet Council’s minimum requirements if deemed suitable.</p> <p>Please add any relevant further detail here: -</p>		
	<p>“Insurance Coverage”</p> <p>A B C</p>	<p>Tick if attached</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/></p>

2.3 Statutory Declaration

The Proponent shall complete the following: -

I _____ (Full Name)
 _____ (Position)
 Of _____
 _____ (Company’s Name and Address)
 ABN _____ ACN _____

do solemnly and sincerely declare, in respect of this ITT for
 _____, that: -

I am duly authorised by _____
 (The Proponent)
 to submit this, offer and make this declaration on the Proponent's behalf.

1. Prior to the submission of the proposal, neither the Proponent nor any servant, agent or contractor of the Proponent who has been involved in the formulation of the Proponent’s proposal had any knowledge of the terms of:

- (a) any other potential response by another person or corporation; or

(b) any other actual response by another person or corporation.

2. Prior to the submission of the proposal, neither the Proponent nor any servant, agent or contractor of the Proponent who has been involved in the formulation of the Proponent's response disclosed to any other person or corporation the terms of the proposal.

3. The Proponent's proposal has been submitted in good faith.

4. In formulating the proposal the Proponent and any servant, agent or contractor of the Proponent who has been involved in the formulation of the proposal has consulted with potential agents and sub-contractors on a confidential basis.

5. Neither the Proponent nor any servant, agent or contractor of the Proponent who has been involved in the formulation of the response has entered into any contract, arrangement or understanding with another person or corporation (*third party*) who has also submitted a response that involves making monetary payment to the third party or providing the third party with a non-monetary benefit of any kind if the response submitted by the third party is unsuccessful.

6. The Proponent nor any servant, agent or contractor of the Proponent who has been involved in the formulation of the response has a conflict of interest or a criminal conviction or both that has not been disclosed in the Proponent's response.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

<i>Signature of Authorised Person</i>		<i>Date</i>

I **Name of authorised witness**

a **Qualification to be authorised witness**

certify the following matters concerning the making of this statutory declaration by the person who made it:

*Please cross out any text that does not apply

1. * I saw the face of the person or *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering.

2. * I have known the person for at least 12 months or * I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was:
.....

..... **Describe identification document relied on**

..... **Signature of authorised witness**

..... **Date**

2.4 Compliance criteria

Compliance Criteria (Mandatory)	Items	Yes	No	NA
1.	Compliance with the Specification contained in this Invitation.			
2.	Compliance with attendance at any mandatory briefing or site inspection (if applicable)			
3.	Compliance with the Deadline.			
4.	Compliance with and completion of the Price Schedule.			
5.	Compliance with all necessary Insurances, Licences and Registrations			

2.5 Qualitative criteria

Relevant Experience

- a. Describe your experience in completing /supplying similar Requirements. submissions must, as a minimum, address the following information in an attachment and label it “**Relevant Experience**”.
- b. Provide details of similar work;
- c. Provide scope of the Proponent’s involvement including details of contract value, duration, client (and contact details), injury record and outcomes;
- d. Provide details of issues that arose during the project and how these were managed;
- e. Demonstrate sound judgement and discretion; and
- f. Demonstrate competency and proven track record of achieving outcomes

Key Personnel skills and experience

- g. Proponents should provide as a minimum information of proposed personnel to be allocated to this contract, address the following information in an attachment and label it “**Key Personnel**”.
- h. Their role in the performance of the Contract;
- i. The approximate times and tasks each will undertake for the Contract;
- j. Curriculum vitae;
- k. Membership of any professional or business association i.e. Planning institute of Australia;
- l. Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and
- m. Any additional information.

Proponent’s Resources

- n. Proponents should demonstrate their ability to supply and sustain the necessary, address the following information in an attachment and label it “**Resources**”.
- o. Any contingency measures or back up of resources including personnel (where applicable).

Demonstrated Understanding

- p. Proponents should detail the process they intend to use to achieve the Requirements of the Specification. Address the following information in an attachment and label it “**Demonstrated Understanding**”.
- q. Areas that you may wish to cover include -
- r. A contract schedule/timeline and milestones (where applicable);
- s. The approach and methodology for the delivery or performance of the goods/services/works including a task list;
- t. Training processes (if required); and
- u. A demonstrated understanding of the scope of work

Price

- v. Provide a breakdown of your proposed fee costs for each stage of work to complete the LEP.
- w. supply a complete schedule of rates and charges for each professional category, including fee costs for any additional work.
- x. Please note, no additional work should be undertaken by the successful consultant without prior agreement in writing from Council.