

Request for Proposal (RFP)

Better Off Funding Master Planning Services

Buller District Council
Better Off Funding – Master Planning Services
ref: 23/24/02

RFP released:	28 th July 2023
Deadline for Questions:	11 th August 2023
Deadline for Proposals:	12:00, 25 th August 2023

The opportunity

This RFP is issued by Buller District Council referred to below as “the Buyer” or “we” or “us”.

In planning the region’s long-term recovery, Buller District Council (BDC) is facilitating and encouraging long term growth in areas outside of its flood-prone areas. BDC has secured funding through the DIA’s ‘Better Off Support Package’ to initiate a Master Planning exercise; the intent is to identify potential areas for long-term development and to develop a holistic and staged plan that will allow and ensure that Westport has an appropriately planned area to enable managed retreat over a period of time.

The Alma Road catchment area to the west (true south) of the Buller River has been identified as an appropriate area for residential development and re-zoning. The Te Tai o Poutini Plan (TTPP) clearly articulates a significant expansion of Residential zoning in this area.

Westport and the Buller region were impacted by significant flooding in July 2021 and February 2022. The flooding extensively damaged houses in Westport and infrastructure across the Buller region. The flood events of 2021 and 2022 have added impetus to the TTPP Master Planning concept and idea, and a temporary village has already been constructed in response to the needs of parties displaced by the flood events. Subsequent hazard analysis has indicated that the timeline for adopting the TTPP needs to be shorter than previously envisaged.

BDC has allocated an initial sum from the DIA funding to initiate Stage One “The Vision Plan” of a Master Planning exercise for the Alma Road area; the purpose being to mitigate concerns that without a holistic master plan, ad hoc development will be allowed to occur. The scope of Stage One is further defined in Section 2 of this plan but includes multi-hazard resilience and climate change adaptation, which is an enabler to development in areas with mitigatable risks.

The intention of the Master Plan is to ensure that a holistic and staged plan is produced that will allow growth in areas outside of hazard landscape – further to this the intention is also to ensure that Westport has an appropriately planned area to enable managed retreat over a period of time/circumstance.

DIA has allocated a further sum via the Multi Tool Business Case to expediate detailed master planning once Stage One is complete.

Stage Two will seek to develop and assess options and to develop the Vision Plan into a Concept Plan; this will comprise a feasibility study that considers geotechnical, Natural Hazard/Risk identification and/or mitigation, and provides a bulk and location plan for the relevant zoned areas (Commercial, Recreational, Industrial and Residential). Stage Two may or may not be included within this engagement, depending on the outcomes and acceptability of Stage One.

Alongside this exercise, through separate projects funded by the Infrastructure Acceleration Fund (IAF), BDC is providing trunk line infrastructure to allow densification in the proposed residential zone.

A robust Master Plan is also a pre-requisite for securing a Housing Outcome Agreement between landowners/developers & Kainga Ora and Buller District Council (essentially a commitment from the private sector to develop housing) which in turn will assist in accessing a second tranche of IAF funding.

The reasons and rationale for developing a master plan for the Alma Road catchment area are many and varied.

There is an expectation that the planning required will not be constrained to only the TTPP re-zoned areas, being aware of Westport and Carters Beach as they currently stand will be a crucial consideration.

The planning areas are best described as being bordered by Orowaiti River (East), 'The Cross Roads' (South), Tasman Sea (North) and Wilsons Lead Road (West). Please see figure 1 below.

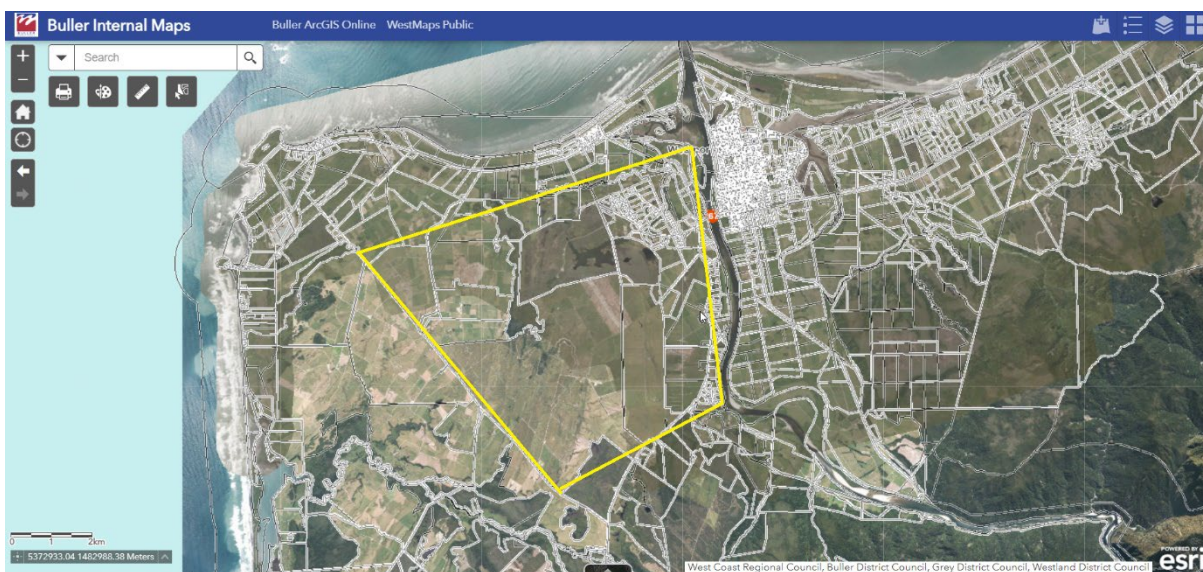


Figure 1 – Planning Areas

The Te Tai o Poutini Plan (TTPP) clearly articulates a significant expansion of Residential zoning in the area (see figure 2 below).

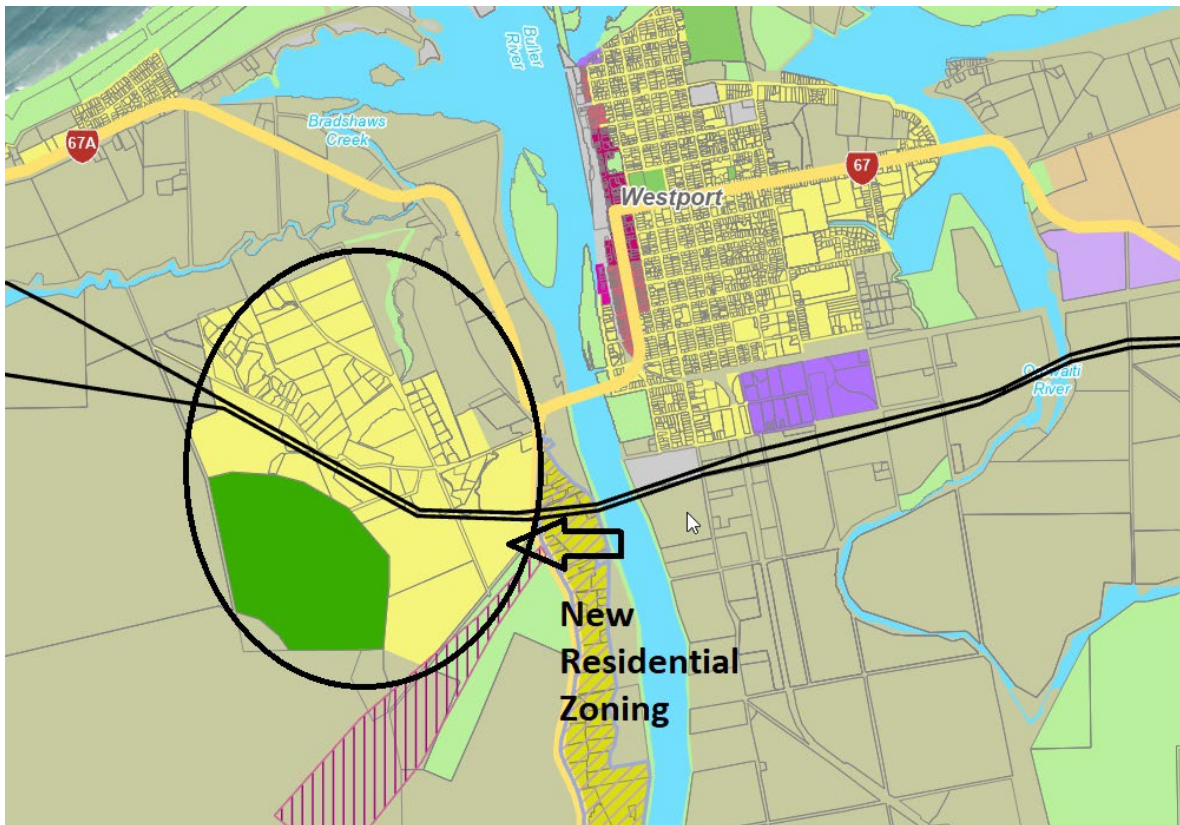


Figure 2 – Te Tai o Poutini Plan Zoning

Alongside this procurement, BDC’s IAF application provides trunk line infrastructure to allow densification in the proposed residential zone. The new residential zoning must be considered within the context of the Master Planning engagement.

There is a concern that without a holistic master plan ad hoc development will occur.

In addition to the needs above, there is also a requirement to consider multi hazard resilience, climate change adaptation, and encouraging development in areas with mitigatable risks.

What we need

BDC wishes to procure an appropriately experienced design consultant to undertake Master Planning at concept level, through a closed invited tender process.

This RFP relates to the purchase of design and master planning services to progress Stage One of the Master Plan – that is the development of the Vision Plan - a high-level plan which sets the direction for future Stages Two and Three.

The objective of this scope of works is to enable a staged Master Planning to occur, one that takes into account the funding allowances for each stage. The overarching objective of the entire project is to develop a full town Master Plan for Westport.

We are seeking to appoint a suitably capable and experienced consultancy to undertake Stage One and have the capability to also complete Stage Two, of a Three stage Master planning process as below:

Stage One – Vision Plan

The Vision Plan will look to create a ‘blue sky’ vision of what a full-scale village development in the scope area will look like. This may also be a series of visions to ensure that optionality for growth, retreat etc are taken into account. Stages one and two will look to the area defined in figure 1 above.

Stage Two – Concept Plan

The Concept Plan will take the Vision Plan and seek to validate a chosen option by providing relevant SME works and reviews. This could be considered a bulk and location plan that showcases the relevant zoned areas (Commercial, Recreational, Industrial and Residential). Further to this the concept plan should seek to address preliminary considerations required in respect to Geotech suitability, Natural Hazard/Risk identification and/or mitigation.

Stage Two may or may not be included within this engagement, depending on the outcomes and acceptability of Stage One.

Stage Three – Developed Spatial Plan

This stage of the project will look to take the above workstreams and develop into a full town master plan. This stage will need to be highly cognisant of the significant amount of community engagement required and partner with any and all other interventions being mooted for Westport (e.g., MfE National Adaptation Plan etc)

The Master Plan in its entirety should take into account the scenarios whereby the full development may be realised, by this we mean that the development plan which will be implemented post Master Plan must be able to be implemented strategically as and when need dictates, i.e. under a best case scenario for Westport this may be a multi-generational shift, under a worst case this may have to occur in a much more accelerated fashion.

Stage Three will not form part of this engagement.

Overall Scope:

A full scope for all three intended stages is included in the Scoping Document in Appendix A.

The area defined as the 'Alma Road Catchment area' 2 is the primary planning focus for the Stage One Master Plan. The planning areas are best described as being bordered by Orowaiti River (East), 'The Cross Roads' (South), Tasman Sea (North) and Wilsons Lead Road (West).

The Vision Plan will look to create a 'blue sky' vision of what a full-scale village development in the scope area will look like – this may also be a series of visions to ensure that optionality for growth, retreat etc are taken into account.

Key considerations in developing the Master Plan will include:

- Westport's current residential and commercial opportunities and constraints,
- Climate Adaptation,
- Multi-hazards,
- The multi-tool business case,
- Other development areas in the region (e.g. Cape Foulwind)

There is an expectation that the master planning exercise will not be constrained to only the TTPP re-zoned areas, but will take cognisance and due consideration of the wider Westport and Carters Beach areas.

The masterplan for the Alma Road Catchment will:

- Provide a pathway for IAF funding tranche 2
- Showcase a development pathway based on a set of scenarios, these being:
 1. BAU growth for the region
 2. Policy/planning changes which expediate the development of residential and/or commercial offerings
 3. A significant event that requires immediate activation of the TTPP and other potential re-zoned areas.
- The plan must clearly articulate locations for commercial, residential and community/recreation spaces
- Highlight staging of development over time, based on the three potential scenarios.

Stage One scope: (Vision Plan) – estimated delivery time 3 – 4 months.

Stage One will be primarily urban design focussed: this stage will essentially look to provide a high-level vision of ‘what could be’ and will set a direction of travel which will be validated (or not) by further stages.

The skill sets required will be primarily Urban Design expertise.

Stage Two scope: (Concept Plan) – estimated delivery time 6 - 8 months.

Stage Two will require the development of conceptual designs, bulk and location of zoning and preliminary geotechnical/multi hazards assessment/validation, in order to challenge and validate the Vision Plan from Stage One.

The skill sets required will include (but not be limited to) Urban Design, RMA Planners, Civil Engineering, and Geotechnical Engineering.

What we don't want

We do not wish to engage consultants that do not have Urban Design as a core capability or have not successfully completed similar projects for other Local Authorities.

We do not wish to engage consultants who cannot provide internally, or otherwise access, the full range of services required to deliver both Stage One and Stage Two.

What's important to us?

The Master Plan is of vital importance to the future development of the Buller Region and its long-term resilience to weather hazard events. BDC wishes to form a long-term strategic partnership with a supplier who understands the vision and who has the expertise and experience to progress and lead the Master Plan through its various stages.

The supplier will need to demonstrate cognisance and appreciation of the project's potential sensitivities, public interactions and perceptions, and its wider environmental impacts on the local and nearby communities.

Buller District Council (BDC) is looking for a credible Consultancy who has the capability, capacity and experience to deliver a cost-effective Stage One Master Plan, and dependent upon the outcomes of Stage One, who has the capability, capacity and experience to deliver Stage Two. Where consultants intend to engage sub-consultants to deliver the services required in Stage Two, the supplier will need to demonstrate previous successful relationships with the proposed sub-consultants.

Why should you bid?

This is a unique opportunity to participate in the first stages of an important master planning process that will shape the future of Westport. It is an opportunity to be part of influencing the future of Westport.

A bit about us

The Buller District Council is the territorial authority for the northern West Coast. Our goal is to promote the well-being of our local communities. We have a wide range of responsibilities under the Local Government Act.

Stretching from Punakaiki in the south to Karamea in the north, and inland as far as Springs Junction, the district is home to a population of just over 9,500.

Our district is unbeatable in its diversity; our 8,574 square kilometres boasts two national parks, one forest park, and two heritage areas, all offering the opportunity to experience peace and tranquillity or excitement and adventure.

With an enviable climate, laid-back lifestyle, and friendly community environment, the Buller District is a great place to live, work, and visit.

SECTION 1: Our Details

1.1 Context

- a. This Request for Proposals (RFP) is an invitation to submit a Proposal for the Master Planning Stage One – Better Off Funding opportunity.
- b. This RFP is a single-step procurement process.

1.2 Our timeline

Here is our timeline for this RFP (all are New Zealand times and dates):

Release of RFP to invited respondents	28 th July 2023
Deadline for Questions	12:00, 11 th August 2023
Deadline for us to answer questions	18 th August 2023
Deadline for Proposals	12:00, 25 th August 2023
Presentations by shortlisted Respondents (indicative)	4 th -8 th September 2023
Successful Respondent notified (indicative)	18 th September 2023
Expected start date of Contract (indicative)	25 th September 2023

1.3 How to contact us

- a. Contact us through our Point of Contact via email or the Government Electronic Tenders System (GETS).
- b. All queries relating to the RFP are to be raised through the GETS portal.
- c. Our Point of Contact for any other queries is as follows:

Name: Paul Zaanen

Title/role: Project Manager

Email address: Paul.Zaanen@bdc.govt.nz

1.4 Developing and submitting your Proposal

- a. This is a closed competitive tender process.
- b. Take time to read and understand the RFP.
- c. Take time to understand our Requirements. These are in SECTION 2: of this document.
- d. Take time to understand how your Proposal will be evaluated. See SECTION 3: of this document.
- e. For resources on tendering visit <https://www.procurement.govt.nz/suppliers-2/>
- f. If you have questions, ask our Point of Contact before the Deadline for Questions (see Section 1.2 above).
- g. Use the Response Form to submit your Proposal.
- h. Complete and sign the declaration at the end of the Response Form.
- i. Use the Pricing Schedule for your pricing information.
- j. Proposals are to be no larger than 30 pages and 20mb including appendices.
- k. Check you have provided all the necessary information in the correct format and order.
- l. Submit your Proposal before the Deadline for Proposals.

1.5 Address for submitting your Proposal

Submit your Proposal via GETS at www.gets.govt.nz

We will not accept Proposals sent by post or delivered to our office.

Make sure you include all attachments and reference material. Our RFP Terms

a. Offer Validity Period

By submitting a Proposal, the Respondent agrees that their offer will remain open for 3 calendar months from the Deadline for Proposals.

b. RFP Terms

By submitting a proposal, the Respondent agrees to the RFP-Terms. Note, any breach of the RFP-Terms may result in exclusion of the respondent from further participation in the RFP process.

1.6 Later changes to the RFP or RFP process

- a. After publishing the RFP, if we need to change anything or provide additional information, we will let all Respondents know by contacting Respondents by email.

SECTION 2: Our Requirements

The Master Plan is of vital importance to the future development of the Buller Region and its long-term resilience to weather hazard events. BDC wishes to form a long-term strategic partnership with a supplier who understands the vision and who has the expertise and experience to progress and lead the Master Plan through its various stages.

The supplier will need to demonstrate cognisance and appreciation of the project's potential sensitivities, public interactions and perceptions, and its wider environmental impacts on the local and nearby communities.

The objective of Stage One is to provide an indicative Masterplan for the Alma Road Catchment which provides:

- A strategic master planning blueprint for the long-term sustainability of the Westport Community
- High level innovative urban design to enhance the Community's resilience to the natural hazard-scape.
- Interconnection of new developments with existing township and infrastructure
- An opportunity for:
 - Revitalisation – to build a resilient and prosperous Community for future generations.
 - Environmental stewardship – protecting the values, beauty and ecology of Westport.
 - Engaging with the Community in the process to ensure they are on board for the journey.
- clear articulation of locations for commercial, residential and community/recreation spaces
- logical staging of the implementation of the development over time
- a showcase for an attractive and viable development pathway based on;
 - BAU growth for the region
 - Policy/planning changes which expediate the development of residential and/or commercial offerings
 - immediate activation of the TTPP and other potential re-zoned areas as a result of a significant event.
- a pathway for IAF funding tranche 2

We require that the successful respondent has the in-house capability to also undertake Stage Two if requested.

2.1 What we require from a Respondent:

a. Capability and track record

- Evidence of delivering similar master planning services.

Respondents are to give at least two examples of recent previous projects where master planning services have been provided. Examples shall be similar to the services required under this RFP.

- Demonstrate the ability to undertake both Stages One and Two, with a clear indication as to whether the resources used were in-house or external.

b. Capacity and Resources

We are seeking Respondents that can provide:

- Key Personnel. Provide a brief bio for all key personnel, with specific details relating to master planning and urban design.
- Details of any sub-contractors proposed to be used.
- Any sub-contractors to be used should ideally have been engaged on the examples given within the “capability and track record” section of your response.

c. Methodology

Respondents shall provide a detailed methodology describing how they will approach and carry out the commission, for:

Stage One, and
Stage Two

Details shall be provided describing the urban design principles and considerations to be employed.

Details shall be provided describing the approach and engineering principles to be used in progressing and delivering Stage Two.

d. Price

A price is sought for the delivery of Stage One.

We are seeking Respondents that can demonstrate value for money in the delivery of Stage One.

Dependent on a favourable outcome from Stage One, and the release of further funding, the respondent may be afforded the opportunity to submit a price for the Stage Two works.

2.2 Other information

- a. Payment will be 20th of the month following receipt of an approved invoice before the end of the previous month.

2.3 Contract term

We expect that the Contract will commence on the 25th September 2023.

2.4 Key deliverables

Description	Indicative date for delivery
Stage One Master Plan and supporting documents	13 th November 2023

2.5 Other RFP documents

- a. RFP Response form.
- b. Pricing Schedule.
- c. Scoping Document

SECTION 3: Our Evaluation Approach

The Supplier Selection Method considered suitable for this Procurement is weighted attribute (weighted score) Value Add. Non-Price and Price elements will be evaluated separately.

Submissions shall be a single envelope one file) process. Scores for non-price and price attributes will be evaluated and moderated, with scores combined to give a total weighted score.

Each supplier must meet all of the following pre-conditions before its bid will be considered for evaluation on its merits.

Preconditions

1.	Supplier must hold current public liability insurance valued at \$10m.
2.	Supplier must hold current professional indemnity insurance valued at \$5m.
3.	Supplier must have demonstrated evidence of delivering an Urban Design Master Plan in New Zealand the last three years.
4.	Supplier must have demonstrated evidence of either internal resources or access to, and proven relationships with, external resources as required to deliver the full scope of Stage Two.

Having met all of the preconditions qualifying bids will be evaluated on their merits using the following evaluation criteria and weightings.

Evaluation criteria

Note that this model includes price as a weighted criterion.

Criterion	Weighting
<p>Capability and Track Record</p>	<p>20%</p>
<p>Respondents will be required to demonstrate the following:</p> <ul style="list-style-type: none"> • Evidence of delivering similar master planning services. <p>Respondents are to give at least two examples of recent previous projects where town planning services have been provided. Examples shall be similar to the services required under this RFP.</p> <ul style="list-style-type: none"> • Demonstrate the ability to undertake both Stages One and Two, with a clear indication as to whether the resources used were in-house or external. <p>Details shall include:</p> <ul style="list-style-type: none"> • Project Name and Description • Client (with referee contact details) • Date the work was undertaken • Value of commission • Unique constraints and features • Stakeholder engagement • Areas of innovation • Implementation phasing • Ultimate outcomes • Relevance to this engagement 	

<p>Capacity and Resources</p>	<p>20%</p>
<p>Respondents shall provide details of:</p> <ul style="list-style-type: none"> • Key Personnel. Provide a brief bio for all key personnel, with specific details relating to master planning and urban design • Details of any sub-contractors proposed to be used. • Any sub-contractors to be used should ideally have been engaged on the examples given within the “capability and track record” section of your response. <p>Full CV’s to be provided as an Appendix.</p>	
<p>Methodology</p>	<p>30%</p>
<p>Respondents shall provide a detailed methodology describing how they will approach and carry out the commission, for:</p> <p>Stage One, and Stage Two</p> <p>Details shall be provided describing the urban design principles and considerations to be employed.</p> <p>Details shall be provided describing the approach and engineering principles to be used in progressing and delivering Stage Two.</p> <p>The methodology should address, but not exhaustively: Westport’s current residential and commercial opportunities and constraints,</p> <ul style="list-style-type: none"> • Economic considerations • Innovative urban design approach, to enhance the Community’s resilience to the natural hazard-scape. • Long term Sustainability and Environmental considerations, • Interconnection of new developments with existing township and infrastructure • Climate Adaptation, • Multi-hazards (including weather events, sea-level rise) • Other development areas in the region (e.g. Cape Foulwind) • Opportunities for: <ul style="list-style-type: none"> ○ Revitalisation – to build a resilient and prosperous Community for future generations ○ Environmental stewardship – protecting the values, beauty and ecology of Westport ○ Engaging with the Community in the process to ensure they are on board for the journey 	

<ul style="list-style-type: none"> • Clear articulation of locations for commercial, residential and community/recreation spaces • Logical staging of the implementation of the development over time • BAU growth for the region • Broader Outcomes e.g. social, environmental, cultural or economic. • Approach to Planning and RMA (including strategies for zoning, consenting) • Engineering requirements (e.g. geotechnical, civil) • Expected / required inputs from Buller District Council 	
Price	30%
<ul style="list-style-type: none"> • Respondents shall provide a detailed breakdown of their proposed fee, including any assumptions and qualifications. • Respondents shall provide a schedule of hourly rates for all proposed personnel, for use in agreeing any future variations to the Stage One scope of works. 	

3.1 Evaluation model

The evaluation model is **weighted attribute**. Price is a weighted criterion. All Proposals that are capable of full delivery on time will be shortlisted. The Proposal that scores the highest will likely be selected as the Successful Respondent.

All Proposals that meet the pre-conditions are evaluated using the evaluation model. Scores will assist in deciding the Successful Respondent(s), but ultimately the decision will be based on which Proposal(s) we consider will provide the best overall public value.

We will use the “two-envelope” system to conduct evaluations. Respondents must provide all financial information relating to price, expenses and costs in a separate sealed envelope or soft copy file. The evaluation panel will score each Proposal according to the weighted criteria in Section 3.3 below, and then examine the financial information of each Proposal. The panel will assess which Proposals to shortlist based on the scores and the total costs over the whole-of-life Contract.

3.2 Broader Outcomes

We will evaluate Proposals which promote Broader Outcomes. These may be social, environmental, cultural or economic.

3.3 Price

If a Respondent offers a substantially lower price than other Proposals, we may make enquiries or require additional evidence to verify that the Respondent can meet all the Requirements and conditions of the Proposed Contract for the price quoted. Note: Any claims made about price must be clear, accurate and unambiguous. Prices must include or be clear about Goods and Services Tax (GST).

3.4 Due diligence

For shortlisted Respondents, we may:

- a. reference check the Respondent and any named personnel
- b. make other checks against the Respondent e.g. a search of the Companies Office or NZBN
- c. interview Respondents
- d. request Respondents make a presentation
- e. arrange site-visits
- f. inspect audited accounts for the last [number] financial years
- g. undertake a credit check
- h. undertake a Police check for all named personnel

SECTION 4: Pricing information

4.1 Pricing information provided by Respondents

- a. Respondents must use the Pricing Schedule provided.
- b. The Pricing Schedule must show a breakdown of all costs, fees, expenses and charges. It must also clearly state the total Contract price exclusive of GST.
- c. Where the price is based on fee rates, specify all rates, either hourly or daily or both as required.
- d. Respondents must show how they will manage risks and contingencies related to the delivery of the Requirements.
- e. Respondents must document all assumptions and dependencies that affect its pricing and/or the total cost to us. In other words, if the Respondent would expect us to pay more than the quoted price or estimate if particular assumptions or dependencies are not satisfied, the Respondent must call out those assumptions and dependencies.
- f. Respondents must tender prices in NZ\$. Unless otherwise agreed, we will arrange contractual payments in NZ\$.
- g. Respondents may submit a pricing approach that is different to the Pricing Schedule, however, the Respondent must also submit a Pricing Schedule that conforms.
- h. If two or more Respondents intend to submit a joint Proposal the Pricing Schedule must include all costs, fees, expenses and charges chargeable by all Respondents.

SECTION 5: Our Proposed Contract

5.1 Proposed Contract

The Proposed Contract that we intend to use for this procurement is a CCCS consultancy contract, unamended.

In submitting your Proposal you must let us know if you wish to question or negotiate any of the terms or conditions in the Proposed Contract or wish to negotiate new terms or conditions.

The RFP Response Form contains a section for you to state your position. If you do not state your position you will be deemed to have accepted the terms and conditions in the Proposed Contract in full.

- The preferred supplier (Design Consultant) will be engaged under a BDC CCCS consultancy agreement (unamended conditions).
- Payment will be based on the supplier's successful completion of milestones as detailed in the contract or as otherwise specified in the contract conditions.
- New intellectual property arising as a result of the contract will be the property of BDC.
- The proposed contract terms and conditions are as per BDC's approved suites of contracts.
- In addition to the agency's standard terms and conditions, the following clause or clauses are required to manage the specific risk.
- Variations to contract will be in writing and signed by both parties. Variations involving an increase in price must only be made within the limit of the financial authority.

APPENDIX 1 – RESPONSE FORM

APPENDIX 2 – PRICING SCHEDULE

APPENDIX 3 – SCOPE DOCUMENT