

# 1. Part A: Specification

## 1.1 Statement of Requirement – Overview

Kempsey Shire Council (KSC) has developed this tender to establish a panel of suitably qualified professional consultants who can address the diverse needs of Council, with a primary goal of maximising engagement with local suppliers. This contract is set for a term of up to five (5) years, with an initial period of three (3) years, followed by two (2) optional twelve (12) month extensions. These extensions may be exercised at the sole discretion of Kempsey Shire Council.

Tenderers may apply for multiple categories and, if selected, may be appointed to more than one. To be eligible for inclusion on the Professional Services Panel, Tenderers must fully respond to this Request for Tender (RFT) and be assessed as a preferred Tenderer. All Contractors are expected to possess the necessary certifications, qualifications, competence, and relevant experience to deliver the services for which they are contracted.

Registration on the Panel will require the execution of a Deed of Standing Offer, which will pre-qualify Contractors to receive Requests for Quotation and/or Purchase Orders from Council. This RFT and the Deed do not restrict Council's right to procure services from entities outside of the Panel. Council reserves the right to add or remove Contractors from the Panel at any time.

## 1.1 Specifications

### 1.1.1 Scope of Requirements - Categories

The following Professional Consulting Services are required:

#### **Category 1 - Architectural and Interior Design Services**

This requirement includes built objects in the public and private landscape. It also includes the interior spaces of those built objects. The consultancy requirements of this category are relevant to but not limited by the listed sub categories:

- a) Drafting services
- b) Planning services
- c) Design services.

#### **Category 2 - Asset Management Services**

This requirement includes the coordinated activity to realise value from assets. The consultancy services of this requirement are relevant to but not limited by the listed sub categories:

- a) Data collection
- b) Condition assessment and documentation services
- c) Valuation and assessment (incl. land) services

- d) Asset strategy and Management services.
- e) GIS Mapping Services
- f) Asset data administration and management support services

### **Category 3 - Building Services Engineering**

This requirement includes the environmental control and safety provisions for the occupants of buildings. The consultancy requirements of this category are relevant to but not limited by the listed sub categories:

- a) Building surveying
- b) Regulatory compliance and Certification Services
- c) Building Management and Control Systems
- d) Occupational Hygiene
- e) Air Monitoring
- f) Acoustics engineering services
- g) Noise Monitoring

### **Category 4 - Civil Engineering Services**

This requirement includes the engineering of the built environment. The consultancy requirements of this category are relevant to but not limited by the listed sub categories:

- a) Roads and associated Structures
- b) Traffic and transport engineering services
- c) Waterways, drainage, stormwater and flood modelling services
- d) Coastal and Maritime Engineering
- e) Road Condition Assessment
- f) Structural engineering design and assessment
- g) Bridge condition assessment and bridge design services
- h) Buildings condition assessments
- i) Associated structures and Utilities engineering.

### **Category 5 - Environmental Services & Assessment**

This requirement includes the protection of the natural environment. The consultancy requirements of this category are relevant to but not limited by the listed sub categories:

- a) Air quality services
- b) Environmental Management Systems (EMS)
- c) Environmental Impact Statement (EIS)
- d) Review of Environmental Factors (REF): Level 1, Level 2, Level 3.
- e) Land and water conservation services

- f) Sustainability services
- g) Ecological conservation services
- h) Marine and coastal environment services
- i) Bush regeneration services
- j) Soil contamination services
- k) Geotechnical services
- l) Arboriculture services (excludes physical tree lopping and removal work)Waste management services
- m) Restoration works
- n) Environmental assessments, including possible documentation:
  - Species Impact Statements (SIS)
  - Biodiversity Development Assessment Report (BDAR)
  - Site inspections and audits: pre & post construction
  - Flora and Fauna Surveys
- o) GIS services environmental assessment and management

#### **Category 6 - Heritage Conservation and Planning Services**

This requirement includes the landscape of the natural and built environment. The consultancy requirements of this category are relevant to but not limited by the listed sub categories:

- a) Archaeological services
- b) Heritage conservation services
- c) Aboriginal cultural heritage services
- d) Restoration services
- e) Archival services.

#### **Category 7 - Landscape Architecture and Design Services**

This requirement includes the landscape of the natural and built environment.

The consultancy requirements of this category are relevant to but not limited by the listed sub categories:

- a) Urban revitalisation services
- b) Pedestrian zones
- c) Retail zones
- d) Recreational
- e) Open spaces
- f) Sporting facilities.

### **Category 8 - Planning, Design, Development Services and other Specialist Services**

This requirement includes the shaping of cities, towns and regions by managing development, infrastructure and services. The consultancy requirements of this category are relevant to but not limited by the listed sub categories:

- a) Architecture and urban design services
- b) Master planning services
- c) Social and community based planning services
- d) Rezoning services
- e) Regional and rural planning services
- f) Development assessment
- g) Strategic land use services
- h) Statutory land use services
- i) Transport planning services
- j) Section 94 contributions
- k) Urban economic services (incl. feasibility)
- l) Aviation Design Services
- j) Aviation Specialist services, including master planning and noise management

### **Category 9 - Surveying Services**

This requirement includes the measurement and mapping of the environment. The consultancy requirements of this category are relevant to but not limited by the listed sub categories:

- a) Resource surveying
- b) Engineering surveying
- c) Quantity surveying
- d) Cost planning
- e) Cadastral surveying.

### **Category 10 - Water and Waste Water Engineering Services**

This requirement includes the engineering of the flow and conveyance of water, waste water and sewage. The consultancy requirements of this category are relevant to but not limited by the listed sub categories:

- a) Waste water treatment
- b) Recycling
- c) Pumping and pipework
- d) Water treatment

- e) Water storage
- f) Storm water engineering services
- g) Water resources services-
- h) Electrical engineering services

### **Category 11 - Risk and Safety Services**

This requirement includes the engineering of the flow and conveyance of water, waste water and sewage. This requirement includes but is not limited to Risk and Safety Services incorporating but not limited to the following:

- a) Fire safety
- b) Natural disaster
- c) Work, health and Safety (WHS)
- d) Hazardous materials
- e) Disaster and emergency services
- f) Response systems
- g) Business contingency.

### **Category 12 – Project Management**