



# Request for Quotation

## Ravensthorpe Regional Botanical Garden Concept Plan and Associated Report

RFQ DETAILS	
<b>RFQ Number</b>	072026-01
<b>Issue Date</b>	7 July 2026
<b>Closing Date and Time</b>	1 September 2026 at 5 pm
<b>Principal</b>	Shire of Ravensthorpe
<b>Project Location</b>	Land next to Ravensthorpe Town Hall and Herbarium, 35 Dunn Street, Ravensthorpe WA, with physical, visitor, landscape and interpretive connections to the Ravensthorpe Cultural Precinct.
<b>Contact Officer</b>	Nicole O'Neill JP, Chief Executive Officer
<b>Lodgement</b>	<p>Via Email <a href="mailto:shire@ravensthorpe.wa.gov.au">shire@ravensthorpe.wa.gov.au</a></p> <p>In person: 65 Morgans Street, Ravensthorpe, WA 6346</p> <p>Via Post: PO Box 43 Ravensthorpe, WA 6346</p>

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Note: Respondents should read the whole RFQ and complete all relevant schedules. The Shire may issue addenda or clarification notices during the quotation period.

## Part A - Request Details

### 1. Invitation

The Shire of Ravensthorpe invites quotations from suitably qualified consultants or consultant teams to prepare a concept plan and associated report for the proposed Ravensthorpe Regional Botanical Garden.

The concept is to be developed for land next to the Ravensthorpe Town Hall and Herbarium and is to provide clear, accessible and meaningful connections to the Ravensthorpe Cultural Precinct. The concept plan must be grounded in community participation, regional biodiversity, practical maintenance requirements, visitor experience, conservation leadership and the long-term role of the Herbarium and local wildflower knowledge.

The Shire is seeking a consultant team with demonstrable expertise in landscape architecture, botanical garden or living collection planning, native planting design, community engagement, interpretation, environmental planning, visitor experience design and costed implementation planning.

### 2. Project Background and Objectives

Ravensthorpe is recognised for its strong wildflower identity, community-led botanical knowledge and cultural activity. The Ravensthorpe Town Hall and Herbarium, the Ravensthorpe Wildflower Show and the Cultural Precinct provide a strong foundation for a regional botanical garden that can support community pride, tourism, learning, ecological restoration and conservation outcomes.

The proposed botanical garden is intended to be more than a landscaped park. It should be a living cultural, scientific and educational asset that celebrates the Shire's flora, supports the work and legacy of local volunteers and botanical specialists, and offers visitors a curated experience of the region's biodiversity and stories.

The concept plan and report will guide future decision-making, funding applications, stakeholder partnerships, design development and staged delivery. It must therefore be realistic, costed, implementable and capable of being maintained by a regional local government and community partners over time.

#### 2.1 Project objectives

- Establish a clear vision, identity and design narrative for the Ravensthorpe Regional Botanical Garden.
- Prepare a practical and inspiring concept plan that connects the Town Hall, Herbarium, Cultural Precinct, adjacent public realm and visitor movement routes.
- Embed meaningful community engagement and participation in the planning and future stewardship of the garden.
- Create visitor experiences that connect people to nature, culture, science, the Herbarium and the region's biodiversity.
- Demonstrate leadership in conservation, ecological restoration, climate adaptation and bushland conservation.
- Set out plant collection and display principles that support education, ex-situ conservation, local provenance values and climate change mitigation.
- Identify the amenities, infrastructure, access, safety, interpretation, servicing, maintenance and staging requirements for a high-quality visitor experience.
- Provide a robust implementation pathway, including priorities, staging, capital cost estimates, operating implications, governance options and funding opportunities.

#### 2.2 Project outcomes sought

- A preferred concept plan endorsed for further design development and funding advocacy.
- A well-documented report that can support grant applications, community partnerships, Council decision-making and subsequent design stages.
- A plant collection and display framework that can be progressively implemented and managed.
- A clear engagement record showing how community, Herbarium, cultural, tourism, accessibility, youth and other stakeholder input has influenced the concept.
- A staged delivery and management plan that recognises budget, climate, water, skills, volunteer capacity and maintenance realities.

### 3. RFQ Timetable and Contact Protocol

Milestone	Indicative Date / Requirement
RFQ issued	7 July 2026

Milestone	Indicative Date / Requirement
Optional site briefing / inspection	20 August 2026 at 10 am
Deadline for respondent questions	1 September 2026
Closing date and time	1 September 2026 at 5 pm.
Evaluation period	September 2026
Anticipated award	Late September 2026
Anticipated contract commencement	October 2026
Target completion	March 2027
Quotation validity period	90 days from the closing date, unless otherwise agreed in writing.

All enquiries must be directed to the nominated Contact Officer. Respondents must not contact Councillors, evaluation panel members, community stakeholders or other Shire staff about this RFQ unless authorised in writing by the Contact Officer. The Shire may issue responses to questions by addendum where clarification is material to the RFQ.

#### 4. Information to be Provided by the Shire

The Shire will provide available information to the successful consultant and may provide selected information during the RFQ period. Respondents should identify any information gaps and assumptions in their quotation.

- A marked-up site boundary or agreed study area plan.
- Available cadastral, aerial imagery, survey, services, drainage, access, parking and asset information.
- Known land tenure, planning, heritage, Aboriginal cultural heritage, environmental or approval constraints relevant to the site.
- Relevant Shire strategies, plans, public realm information and Cultural Precinct material.
- Existing information held by the Shire, Herbarium or community partners that can inform plant themes, visitor needs and interpretation.
- Contact details for approved stakeholder representatives and preferred engagement protocols.
- Any required Shire branding, reporting templates, accessibility requirements or procurement conditions.

The consultant must independently review and verify all information necessary to perform the services. The consultant must not undertake specimen collection, ground disturbance or cultural heritage investigations unless authorised in writing and all permits and protocols are in place.

## Part B - Scope of Services

### 5. Scope Overview

The consultant is to prepare a concept plan and associated report for the Ravensthorpe Regional Botanical Garden. The work must combine design, engagement, scientific, conservation, cultural, visitor experience, operational and implementation considerations into a cohesive and costed concept.

The scope is for concept planning only unless otherwise agreed. The concept must be sufficiently resolved to guide future detailed design, approvals, funding applications, partnerships, procurement and staged implementation.

#### 5.1 Design principles

- Place-based: reflect Ravensthorpe's landscape, botanical distinctiveness, community identity, cultural stories and civic context.
- Community-owned: create a garden that the community can participate in, steward and use year-round.
- Scientifically credible: integrate botanical knowledge, Herbarium resources, local provenance, collection planning and conservation objectives.
- Visitor-focused: provide intuitive arrival, wayfinding, interpretation, comfort, safety, discovery, learning and seasonal interest.
- Ecologically positive: support habitat, restoration, bushland conservation, climate adaptation, waterwise design and low-impact maintenance.

- Practical and staged: respond to regional capacity, operating costs, volunteer involvement, funding opportunities and long-term asset management.
- Accessible and inclusive: provide safe, legible and equitable access for a wide range of ages, abilities, cultures and visitor types.
- Connected: link physically and thematically with the Town Hall, Herbarium, Cultural Precinct, main street, existing trails and regional attractions.

## 6. Detailed Service Requirements

### Task 1 - Inception and project management

- Conduct an inception meeting with Shire representatives to confirm objectives, governance, program, communication protocols, available information, stakeholder lists, engagement expectations and decision points.
- Prepare a brief project management plan covering work stages, milestones, deliverables, review periods, risks, quality assurance, meeting schedule and information requirements.
- Attend regular project meetings with the Shire, including progress reporting and action tracking.

### Task 2 - Site, precinct and context analysis

- Review the site and surrounding precinct, including existing buildings, Herbarium interface, Cultural Precinct connection, arrival points, pedestrian routes, parking, servicing, levels, shade, drainage, utilities, views, microclimate, safety, existing vegetation and maintenance access.
- Identify opportunities and constraints that will affect garden layout, plant selection, infrastructure, interpretation, universal access, events, operations and staging.
- Identify information gaps or further technical investigations required at later stages, such as detailed survey, geotechnical advice, arboriculture, hydrology, services locating, heritage or environmental studies.

### Task 3 - Community engagement and participation

- Prepare and implement a Shire-approved engagement plan that explains engagement objectives, stakeholders, methods, timing, responsibilities, risks and how input will influence the concept.
- Engage with community members, Herbarium and Wildflower Show representatives, local volunteers, schools and youth, seniors, accessibility representatives, arts and cultural groups, tourism operators, local businesses, environmental groups and other stakeholders nominated by the Shire.
- Facilitate respectful engagement with Traditional Owners and Aboriginal stakeholders through Shire-approved protocols, with attention to cultural knowledge, permissions, intellectual property and culturally appropriate interpretation.
- Include at least one community workshop or open session, targeted stakeholder meetings, an accessible feedback mechanism and a draft concept feedback process, unless an alternative method is approved by the Shire.
- Provide an engagement outcomes report that summarises participation, themes, issues, design implications and how feedback was considered.

### Task 4 - Vision, design narrative and concept options

- Develop a project vision, objectives, design principles and narrative that position the garden as a regional botanical, cultural, visitor and conservation asset.
- Prepare up to two preliminary concept options or design scenarios for Shire and stakeholder review, showing layout, movement, plant themes, visitor experience, key infrastructure and staging implications.
- Prepare a preferred concept plan based on feedback, technical review, operational practicality and value for money.

### Task 5 - Plant collections and displays framework

- Prepare a plant collection and display framework that identifies botanical themes, display zones, target plant groups, local provenance principles, climate resilience, water requirements, seasonal interest, educational value and maintenance implications.
- Address the role of the garden as a botanical resource for ex-situ conservation, education, citizen science, research partnerships and climate change mitigation, noting that threatened species or plant material collection may require permits and specialist approvals.
- Recommend living collections record-keeping, labelling, provenance documentation, plant sourcing, propagation, biosecurity, weed hygiene and succession principles suitable for a regional local government setting.

- Identify opportunities to connect displays to Herbarium specimens, Wildflower Show knowledge, local ecological communities and regional landscape types.

#### Task 6 - Visitor experience and interpretation framework

- Design a visitor experience that connects visitors to nature, culture, science, local stories and the unique biodiversity of the region.
- Prepare an interpretation framework addressing arrival, orientation, wayfinding, plant labels, story themes, signage hierarchy, digital interpretation, guided walks, seasonal programming, family learning, accessibility, photography and connections to existing interpretive assets.
- Identify opportunities for local art, cultural interpretation, education programs, citizen science, events, workshops and volunteer-led activities, subject to permissions and resourcing.

#### Task 7 - Science, environmental conservation and restoration

- Identify conservation leadership opportunities including ecological restoration demonstration areas, habitat creation, pollinator refuges, bushland conservation messaging, weed management, soil health, waterwise design, fire-wise considerations and climate adaptation.
- Recommend monitoring and evaluation measures for plant survival, biodiversity outcomes, visitor use, community participation and maintenance performance.
- Identify potential partnerships with Herbarium networks, universities, schools, landcare groups, Traditional Owner organisations, conservation agencies, tourism bodies and funding partners.

#### Task 8 - Amenity, infrastructure and asset planning

- Identify required and desirable amenities and infrastructure, including paths, universal access, seating, shade, picnic and rest points, lighting, signage, water supply, irrigation, drainage, power, waste, storage, fencing, safety, maintenance access, event support and emergency access.
- Assess how the garden should connect to existing toilets, parking, public buildings, pedestrian crossings, the Town Hall, Herbarium and Cultural Precinct.
- Prepare preliminary material, furniture, infrastructure and maintenance recommendations suitable for the climate, expected use, regional supply chains, vandal resistance, whole-of-life costs and Shire maintenance capacity.

#### Task 9 - Implementation, staging and management

- Prepare an implementation plan with recommended stages, early activation opportunities, dependencies, approvals, risks, responsibilities and indicative timeframes.
- Prepare an order-of-cost estimate for capital works by stage, including design development, construction, planting establishment, interpretation, contingency and optional items.
- Prepare high-level operating and maintenance implications, including watering, plant replacement, plant records, volunteer involvement, events, safety inspections, asset renewal and ongoing governance options.
- Identify potential grant, sponsorship, partnership and in-kind support opportunities for delivery and operations.

## 7. Mandatory Key Components

The concept plan and associated report must explicitly address the following components. Respondents must show in their methodology how each component will be delivered.

No.	Component	Intent	Required Outputs
1	Community Engagement and Participation	Involve the community in planning and future management so the garden reflects local needs, interests, knowledge and stewardship capacity.	Engagement plan; stakeholder map; workshop/open session outputs; draft feedback process; engagement outcomes report; recommended participation and governance model.
2	Visitor Experiences	Design experiences that connect visitors to nature and provide information about the region's biodiversity, culture and community stories.	Visitor journey plan; interpretive themes; wayfinding and signage framework; seasonal experiences; accessible learning opportunities; links to Herbarium, Town Hall and Cultural Precinct.

No.	Component	Intent	Required Outputs
3	Science and Environmental Conservation	Demonstrate leadership in conservation and provide positive outcomes for ecological restoration and bushland conservation.	Conservation objectives; restoration demonstration opportunities; habitat and biodiversity actions; monitoring measures; research and citizen science opportunities; biosecurity and climate adaptation considerations.
4	Plant Collections and Displays	Develop and manage plant collections and displays as a botanical resource for ex-situ conservation and climate change mitigation.	Plant collection themes; display zones; target species and provenance principles; living collection records; plant labelling; propagation and sourcing strategy; maintenance and succession requirements.
5	Amenity and Infrastructure	Maintain and improve park amenities and infrastructure to provide a safe, comfortable and high-quality visitor experience.	Infrastructure plan; path and access hierarchy; shade, seating, lighting, signage and servicing recommendations; maintenance access; safety and risk considerations; costed staging.

## 8. Deliverables

The consultant must provide the following deliverables unless varied by agreement. All deliverables must be professionally written, graphically clear, suitable for Council and public presentation, and provided in accessible electronic formats.

ID	Deliverable	Description	Indicative Timing
D1	Project Management Plan	Brief plan confirming program, meetings, responsibilities, risks, engagement milestones and information needs.	Within 1 week of commencement
D2	Community Engagement Plan	Engagement approach, stakeholders, methods, schedule, materials, accessibility and feedback process.	Early stage, before engagement begins
D3	Site and Context Analysis	Plans and diagrams summarising site constraints, opportunities, movement, precinct connections, landscape character, services and technical issues.	Early stage
D4	Preliminary Concept Options	Up to two options with design narrative, layout, movement, plant themes, interpretation, infrastructure, opportunities and risks.	Mid-stage
D5	Draft Preferred Concept Plan and Draft Report	Preferred concept plan and draft report for Shire review and public/stakeholder feedback.	Following option review
D6	Engagement Outcomes Report	Summary of engagement activities, participants, themes, issues, responses and design implications.	With draft and final report
D7	Final Concept Plan Package	Final A3 report plans and presentation plans; spatial layout; planting/display zones; visitor journey; infrastructure; interpretation; staging diagrams.	Final
D8	Final Associated Report	Complete report addressing all key components, implementation, costs, governance, maintenance, risks, approvals and next steps.	Final
D9	Presentation Materials	Council/community presentation slides or display boards, including summary graphics suitable for communication and funding advocacy.	Draft and final
D10	Editable Source Files	Editable Word, PDF, drawing, GIS/CAD/Adobe files as applicable, plus high-resolution images and spreadsheets used for cost/staging tables.	Final

### 8.1 Final report minimum contents

- Executive summary and recommended concept.
- Project background, context, site boundary, assumptions and limitations.
- Site and precinct analysis, including connections to the Town Hall, Herbarium and Cultural Precinct.
- Community and stakeholder engagement process, outcomes and influence on the concept.
- Vision, objectives, design principles and place narrative.

- Final concept plan, design zones, movement network, visitor journey and key experience points.
- Plant collections and displays framework, including botanical themes, provenance, record-keeping, labelling and conservation role.
- Science, ecological restoration, climate adaptation, bushland conservation and monitoring framework.
- Interpretation, education, events, programming and visitor experience framework.
- Detailed planting palette and species schedule.
- Amenity, infrastructure, access, universal design, safety, servicing, materials and maintenance recommendations.
- Staging plan, indicative capital cost estimate, operating implications, funding opportunities and implementation pathway.
- Risk register, approvals pathway, further studies and next steps.
- Design documentation or construction tender documentation.
- Appendices containing engagement evidence, plant schedules or themes, costing assumptions, reference materials and meeting records.

## 8.2 Required file formats

- Final report in Microsoft Word and PDF.
- Plans in PDF at A3 and A1 sizes, plus editable source files.
- Spatial data in CAD, GIS or other agreed format where prepared.
- Cost estimates and staging tables in Excel or compatible spreadsheet format.
- Presentation materials in PowerPoint, PDF or agreed format.
- Images and graphics at suitable resolution for Council reports, grant applications and public communication.

## 9. Project Program

Respondents must nominate a realistic program. The following indicative program may be refined by the Shire before issue or by the successful respondent by agreement.

Stage	Activity	Indicative Timing
1	Inception and project management setup	Week 1
2	Site and context review	Weeks 1-3
3	Engagement plan and initial stakeholder engagement	Weeks 2-5
4	Preliminary concept options	Weeks 5-7
5	Shire review and preferred direction	Weeks 8-9
6	Draft preferred concept plan and report	Weeks 10-12
7	Community/stakeholder feedback on draft	Weeks 13-14
8	Final concept plan, report and presentation	Weeks 15-16

The quotation should identify any critical path matters, review periods, seasonal constraints, required Shire decisions, site access needs and dependencies on information provided by others.

## Part C - Quotation Requirements and Evaluation

### 10. Quotation Format

Quotations should be concise, complete and directly address the requirements of this RFQ. Unless otherwise stated by the Shire, submissions should be provided as a single PDF document with all schedules completed and signed.

#### 10.1 Required submission contents

- Completed offer form and respondent details.
- Executive summary and statement of understanding of the project and local context.
- Proposed methodology demonstrating how all mandatory key components will be delivered.
- Engagement approach, including proposed stakeholders, methods, accessibility considerations and reporting.

- Project program, milestones, meetings, review periods and key assumptions.
- Consultant team structure, key personnel, roles, availability and curriculum vitae summaries.
- Relevant experience and examples of similar work, especially botanical gardens, native plant collection planning, regional public realm, conservation, community engagement and visitor interpretation.
- Proposed approach to botanical, ecological, plant collection, conservation and climate resilience matters.
- Proposed approach to visitor experience, interpretation, culture, education and precinct connections.
- Lump sum price and pricing schedule, including disbursements, assumptions, exclusions and optional items.
- Insurance certificates or confirmation that required insurances can be provided before contract execution.
- Details of subcontractors, conflicts of interest, departures from the RFQ and contract conditions, and any local or regional business participation.

## 10.2 Pricing requirements

- Prices must be stated in Australian dollars and identify whether GST is included or excluded.
- The preferred pricing basis is a fixed lump sum by stage and deliverable, with hourly rates for any approved variations.
- Disbursements, travel, accommodation, printing, engagement materials, specialist inputs and subconsultant costs must be included or clearly identified.
- Optional items may be priced separately, such as additional site visits, expanded engagement, 3D visualisations, detailed planting schedules, grant writing or further design development.
- Respondents must state all assumptions, exclusions and information dependencies that affect price.

## 11. Evaluation Criteria

Quotations will be evaluated on the basis of best value for money, not necessarily lowest price. The Shire may assess price, quality, risk, methodology, capability, local benefits, sustainability, maintenance practicality and alignment with the project objectives.

Ref	Criterion	Weight	Assessment Considerations
A	Understanding of brief and methodology	25%	Demonstrated understanding of the project purpose, site context, community expectations and required outputs; robust methodology; clear program; realistic assumptions; ability to integrate design, science, engagement, visitor experience and implementation.
B	Relevant experience and capability	20%	Experience in botanical garden planning, native plant landscapes, public realm concept design, regional projects, interpretation, conservation, costing and implementation planning; quality of examples and referee feedback; capability and availability of key personnel.
C	Botanical, ecological and conservation approach	15%	Strength of approach to plant collections, ex-situ conservation, local provenance, restoration, bushland conservation, biosecurity, climate adaptation, monitoring and partnerships.
D	Community engagement and visitor experience approach	15%	Quality of engagement methodology, inclusiveness, cultural awareness, accessibility, stakeholder management, interpretation framework, educational opportunities and visitor journey thinking.
E	Value for money	20%	Competitiveness, transparency and completeness of price; allocation of effort; whole-of-project value; risk to Shire; deliverable quality relative to cost; clarity of inclusions and exclusions.
F	Local, regional and sustainable outcomes	5%	Use of local/regional knowledge or suppliers, practical maintenance and implementation thinking, sustainable procurement outcomes, regional capacity building and social/economic benefits.

The Shire may request clarification, conduct interviews, check references, negotiate with one or more respondents, or decline all quotations. Any regional price preference, local business preference or procurement policy requirement will be applied only where applicable and in accordance with the current Shire policy and lawful procurement process.

## Part D - Conditions of Quotation and Contract

### 12. Contract and Governance Requirements

The successful respondent will be engaged under a Shire purchase order, consultancy agreement or other contract form nominated by the Shire. The following requirements should be addressed in the quotation and confirmed before contract execution.

**Insurances:** The consultant must maintain insurances required by the Shire, which may include public liability, professional indemnity, workers compensation and motor vehicle insurance. Minimum levels should be confirmed by the Shire before issue.

**Work health and safety:** The consultant must comply with all applicable work health and safety obligations and Shire site requirements when attending the site or conducting engagement activities.

**Intellectual property:** Unless otherwise agreed, all project-specific deliverables prepared for the Shire will be licensed or assigned to the Shire for project, funding, communication and implementation purposes on payment of fees. Background intellectual property remains with the original owner, with appropriate licence rights granted to the Shire.

**Aboriginal cultural heritage and cultural intellectual property:** The consultant must respect cultural protocols and must not record, publish or interpret cultural information without appropriate permissions and Shire approval. Cultural knowledge remains with its custodians.

**Approvals and permits:** The consultant must identify likely approvals, permits and further investigations. The consultant must not undertake activities requiring permits without written Shire approval and required authorisations.

**Records and reporting:** The consultant must keep records of meetings, engagement, decisions, assumptions, correspondence and deliverables sufficient to support Shire records management and procurement audit requirements.

**Quality assurance:** Deliverables must be checked for accuracy, clarity, grammar, formatting, drawing quality, consistency, accessibility and completeness before submission.

**Media and public statements:** The consultant must not make media comments or public announcements about the project unless authorised in writing by the Shire.

**Data security and privacy:** The consultant must protect personal information, stakeholder data, cultural information and confidential Shire information.

**Variations:** No variation is payable unless approved in writing by the Shire before the varied work is undertaken.

## Part E - Response Schedules

Respondents should complete the following schedules and attach supporting information. The Shire may adapt these schedules before issuing the RFQ.

### Schedule 1 - Offer Form and Respondent Details

Item	Response
Legal entity name	[Respondent to complete]
Trading name, if different	[Respondent to complete]
ABN / ACN	[Respondent to complete]
Registered address	[Respondent to complete]
Postal address	[Respondent to complete]
Primary contact person	[Respondent to complete]
Contact telephone	[Respondent to complete]
Contact email	[Respondent to complete]
Subconsultants or consortium members	[Respondent to complete]
Quotation validity period	[Respondent to complete]
Total lump sum price, excluding GST	[Respondent to complete]
GST amount	[Respondent to complete]
Total price, including GST	[Respondent to complete]
Signature of authorised representative	[Respondent to complete]
Name, position and date	[Respondent to complete]

### Schedule 2 - Compliance and Departures

RFQ requirement	Comply?	Details of departure or qualification
Scope of services	[Yes/No]	[Insert details]
Mandatory key components	[Yes/No]	[Insert details]
Deliverables and formats	[Yes/No]	[Insert details]
Indicative program	[Yes/No]	[Insert details]
Conditions of quotation	[Yes/No]	[Insert details]
Contract and governance requirements	[Yes/No]	[Insert details]
Insurance requirements	[Yes/No]	[Insert details]
Intellectual property requirements	[Yes/No]	[Insert details]
Aboriginal cultural heritage and cultural IP requirements	[Yes/No]	[Insert details]

### Schedule 3 - Methodology and Key Components Matrix

Component	Respondent Response
Community Engagement and Participation	[Describe proposed approach, stakeholders, methods, timing and outputs]
Visitor Experiences	[Describe visitor journey, interpretation, wayfinding, education and cultural/nature connection]
Science and Environmental Conservation	[Describe conservation, restoration, monitoring, partnerships and climate adaptation approach]
Plant Collections and Displays	[Describe collection themes, local provenance, ex-situ conservation, living records and display principles]
Amenity and Infrastructure	[Describe access, safety, shade, seating, services, signage, maintenance and staging approach]
Connection to Town Hall, Herbarium and Cultural Precinct	[Describe spatial, visitor, operational and interpretive connections]
Implementation, staging and cost planning	[Describe cost methodology, staging logic, maintenance and funding considerations]

### Schedule 4 - Pricing Schedule

Stage	Description	Fees ex GST	GST	Total inc GST	Assumptions / Notes
Stage 1	Inception and project management	\$(insert)	\$(insert)	\$(insert)	[insert]
Stage 2	Site/context analysis and engagement plan	\$(insert)	\$(insert)	\$(insert)	[insert]
Stage 3	Community and stakeholder engagement	\$(insert)	\$(insert)	\$(insert)	[insert]
Stage 4	Preliminary concept options	\$(insert)	\$(insert)	\$(insert)	[insert]
Stage 5	Draft preferred concept plan and report	\$(insert)	\$(insert)	\$(insert)	[insert]
Stage 6	Final concept plan, report and presentations	\$(insert)	\$(insert)	\$(insert)	[insert]
Optional	Additional services or enhancements	\$(insert)	\$(insert)	\$(insert)	[insert]
Total	Total lump sum	\$(insert)	\$(insert)	\$(insert)	[insert]

### Schedule 5 - Key Personnel and Experience

Name	Role	Organisation	Relevant experience	Availability	Hourly rate for variations
[insert]	Project Director	[insert]	[insert]	[insert]	\$(insert)
[insert]	Project Manager / Lead Designer	[insert]	[insert]	[insert]	\$(insert)
[insert]	Botanical / Ecological Specialist	[insert]	[insert]	[insert]	\$(insert)
[insert]	Community Engagement Lead	[insert]	[insert]	[insert]	\$(insert)
[insert]	Interpretation / Visitor Experience Lead	[insert]	[insert]	[insert]	\$(insert)
[insert]	Cost Planner / Quantity Surveyor	[insert]	[insert]	[insert]	\$(insert)

**Schedule 6 - Referees and Similar Projects**

Project	Client	Year	Scope / relevance	Contact name, phone and email
[insert]	[insert]	[insert]	[insert]	[insert]
[insert]	[insert]	[insert]	[insert]	[insert]
[insert]	[insert]	[insert]	[insert]	[insert]

**Schedule 7 - Declarations**

- We acknowledge and accept the RFQ conditions, except for departures expressly stated in Schedule 2.
- We have made reasonable enquiries and our quotation is accurate, complete and not misleading.
- We have declared all actual, potential or perceived conflicts of interest.
- We have not engaged in collusive tendering or improper conduct.
- We can provide the required insurances before contract execution.
- We will comply with all applicable laws, Shire requirements, cultural protocols, privacy requirements and work health and safety obligations.
- We acknowledge that the Shire is not bound to accept any quotation and may evaluate on best value for money.

Respondent Declaration	
<b>Authorised signatory name</b>	[Insert]
<b>Position</b>	[Insert]
<b>Signature</b>	[Insert]
<b>Date</b>	[Insert]

## Appendices

### Appendix A - Draft Stakeholder Groups for Engagement Planning

The consultant should refine the stakeholder list with the Shire at inception. The following groups are indicative only and should not be contacted before the Shire approves engagement protocols.

- Shire Councillors, executive and relevant staff.
- Ravensthorpe Regional Herbarium and Ravensthorpe Wildflower Show representatives.
- Community volunteers, local residents and adjacent users of the Town Hall and precinct.
- Traditional Owners and Aboriginal stakeholders, through appropriate Shire-approved protocols.
- Local schools, youth groups, seniors, accessibility representatives and community service organisations.
- Arts, cultural, history, tourism, hospitality and local business representatives.
- Environmental, landcare, conservation, bushfire, nursery, horticulture and science stakeholders.
- Potential funding, sponsorship, university, agency or regional tourism partners.

### Appendix B - Consultant Team Capability Expectations

Respondents may form teams or use subconsultants. The Shire expects the team to collectively demonstrate capability in the following areas:

- Landscape architecture and public realm concept design.
- Botanical garden planning, living collections, native plant display or horticultural planning.
- Ecological restoration, conservation planning, bushland management or environmental science.
- Community and stakeholder engagement, including regional and volunteer-based communities.
- Interpretation, visitor experience, education, wayfinding and cultural storytelling.
- Cost planning, staging, maintenance planning and implementation advice.
- Universal access, inclusive design, public safety and practical asset management.
- Cultural awareness and ability to work respectfully under approved protocols.

### Appendix C - Reference Context and Background Material

The Shire may provide or direct the successful consultant to relevant reference material. Respondents should not rely solely on publicly available information and must verify all assumptions with the Shire.

Category	Indicative Information
Shire project and precinct information	Ravensthorpe Cultural Precinct material, plans, interpretive room context, civic/public realm plans and relevant Shire strategies.
Herbarium and wildflower information	Ravensthorpe Regional Herbarium, Wildflower Show, species displays, community knowledge, volunteer capacity and botanical records available for project purposes.
Site information	Site boundary, cadastral plans, services, survey, levels, access, maintenance, irrigation, drainage, existing assets and constraints.
Planning and approvals	Land tenure, planning scheme requirements, heritage, Aboriginal cultural heritage, environmental approvals, clearing, permits, safety, event and accessibility requirements.
Procurement and contract information	Current Shire purchasing policies, standard terms and conditions, insurance requirements, purchase order terms and any regional or local procurement requirements.

### Appendix D - Optional Services for Separate Pricing

When making a submission, consultants are encouraged to include any relevant optional services with separate pricing. Respondents should not include optional services in the base lump sum unless expressly required.

- 3D views, rendered perspectives, fly-through or animation.
- Detailed irrigation, lighting, civil, structural or services design.
- Grant application writing or funding advocacy package.
- Detailed business case, economic impact assessment or tourism market analysis.
- Detailed maintenance manual or staff/volunteer training package.

## Appendix E - Submission Checklist

Item	Included?
Completed Schedule 1 - Offer Form and Respondent Details	[ ]
Completed Schedule 2 - Compliance and Departures	[ ]
Completed Schedule 3 - Methodology and Key Components Matrix	[ ]
Completed Schedule 4 - Pricing Schedule	[ ]
Completed Schedule 5 - Key Personnel and Experience	[ ]
Completed Schedule 6 - Referees and Similar Projects	[ ]
Completed Schedule 7 - Declarations	[ ]
Methodology, program and engagement approach attached	[ ]
Relevant project examples and CV summaries attached	[ ]
Insurance evidence or confirmation attached	[ ]
Conflicts, assumptions, exclusions and departures clearly stated	[ ]
Quotation submitted before the closing time through the required lodgement method	[ ]