



REQUEST FOR QUOTATION

Concept Design and Site Finalisation for a New Skate, BMX and Scooter Park Ravensthorpe Townsite

RFQ No: RFQ 072026 - 02

Issue date	Tuesday 14 July 2026
Closing date and time	5 pm Tuesday 11 August 2026
Lodgement method	In person via Address: 65 Morgans Street, Ravensthorpe WA 6346 Online via Email: shire@ravensthorpe.wa.gov.au
Contact officer	Rod McGrath
Project manager	Contract and Purchase order, as determined by the Shire
Document status	Approved

Document Control

Item	Details
Document title	Request for Quotation – Concept Design and Site Recommendation for New Skate, BMX and Scooter Park
Principal	Shire of Ravensthorpe
Project location	Ravensthorpe Townsite, Western Australia
Candidate sites	Rangeview Park, Morgans Street, Ravensthorpe; and Ravensthorpe & District Entertainment Centre and Sporting Complex
Estimated purchase value	[Insert estimated value ex GST after internal assessment]
Procurement route	Formal Request for Quotation, subject to confirmed purchase value and Shire purchasing policy requirements
Quotation validity period	90 days from closing date, unless otherwise agreed in writing
Records file/reference	[Insert Shire records file number]
Version	Draft v1.0

For Shire Use Only – Pre-Release Procurement Compliance Checklist

Check	Requirement
☐	Estimated purchase value calculated ex GST, including all options, extensions and total cost-of-ownership considerations.
☐	Requirement not split to avoid a purchasing or tender threshold.
☐	Supplier order of priority considered, including local suppliers, existing contracts/panels, WALGA PSA, CUA, and tender-exempt arrangements where applicable.
☐	At least three written responses invited if the purchase value is \$75,001 to \$250,000 ex GST, unless an approved tender-exempt arrangement or compliant alternative applies.
☐	If the estimated value exceeds \$250,000 ex GST, public tender or tender-exempt pathway confirmed by the appropriate Shire officer.
☐	Selection criteria, weightings and evaluation panel approved before RFQ issue.
☐	Evaluation panel members briefed on probity and conflict-of-interest declarations.
☐	RFQ, supplier communications, addenda, quotations, evaluation records and award decisions to be retained in the Shire records system.
☐	If any minimum purchasing requirement cannot be met, CEO-signed file note completed before purchase.

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1. Invitation

1.1 Request for Quotation

The Shire of Ravensthorpe invites suitably qualified consultants to submit a quotation for the preparation of a site assessment, community engagement process, recommendation report and concept design for a new Skate, BMX and Scooter Park in the Ravensthorpe townsite.

The Shire is considering two potential locations for the proposed facility:

- Option A – Rangeview Park, Morgans Street, Ravensthorpe.
- Option B – Ravensthorpe & District Entertainment Centre and Sporting Complex
- The successful Respondent will be required to assess both site options, engage the community, recommend a preferred site, and prepare a concept plan and implementation report for the preferred location unless the Shire directs otherwise.

1.2 RFQ Objectives

- Deliver an evidence-based recommendation on the preferred location for a new skate, scooter and BMX facility.
- Provide meaningful community engagement with young people, families, wheeled-sport users, adjacent stakeholders and the wider community.
- Prepare clear maps, site-analysis plans and a concept plan that can support Council decision-making, grant applications and future design stages.
- Identify estimated capital costs, likely approvals, risks, staging opportunities, and maintenance considerations.
- Ensure the procurement and evaluation process supports value for money, probity, local economic participation, sustainability and transparent records.

1.3 Key Dates

Milestone	Date / Requirement
RFQ issued	14 July 2026
Optional briefing / site inspection	21 July 2026
Deadline for questions	22 July 2026
Closing date and time	11 August 2026 at 5 pm
Evaluation period	Late August
Anticipated award / purchase order	September
Anticipated project commencement	September
Required final report and concept completion	March 2027

1.4 Contact and Communications

All enquiries about this RFQ must be directed only to the Contact Officer named on the cover page. Respondents must not contact Councillors, other Shire employees, evaluation panel members or community stakeholders for the purpose of influencing this RFQ process. Unauthorised contact may result in a quotation being excluded from further consideration.

Any clarification provided by the Shire that materially affects the RFQ will be issued to all invited Respondents as an addendum.

2. Background and Project Objectives

The Shire seeks to plan for a contemporary, inclusive and durable wheeled-sport facility that responds to the needs of Ravensthorpe residents and visitors. The proposed facility is intended to support skateboarding, scootering and BMX riding across a range of ages and skill levels, while integrating with the preferred site and nearby community, recreation and public open-space uses.

The project is at concept stage. The Shire requires independent advice on which of the two candidate sites is preferred and what form the facility should take. The consultant's work must be suitable for Council consideration and future funding, design and approvals processes.

2.1 Desired Project Outcomes

- A defensible site recommendation comparing Rangeview Park and the Ravensthorpe & District Entertainment Centre and Sporting Complex.
- Community-supported design principles and facility elements for skate, scooter and BMX users.
- A concept plan that identifies layout, key features, circulation, access, safety, amenity, shade, landscaping, spectator areas and service requirements.
- Maps and plans that clearly communicate the analysis and preferred concept to Councillors, community members and potential funders.
- A concise implementation pathway, including cost range, approvals, risks, staging and future design requirements.

2.2 Site Context

Option	Candidate location	Notes for consultant assessment
Option A	Rangeview Park, Morgans Street, Ravensthorpe	Public open-space setting; exact project boundary and parcel information to be confirmed by the Shire.
Option B	Ravensthorpe & District Entertainment Centre and Sporting Complex, Ravensthorpe	Recreation/sporting precinct setting; exact project boundary and relationship to existing recreation assets to be confirmed by the Shire.

3. Scope of Services

The scope is to be delivered in stages. Respondents may propose refinements to the methodology, provided all required deliverables are included and the quotation clearly identifies any assumptions, exclusions or optional separable items.

3.1 Stage 1 – Inception and Project Management

- Attend an inception meeting with Shire officers to confirm objectives, work program, consultation approach, communication protocols, data requirements and deliverable formats.
- Prepare a brief Project Management Plan confirming tasks, timing, responsibilities, risks, meeting schedule and decision points.
- Review available Shire information, including land tenure, aerial imagery, existing asset information, facility plans, strategic documents, budget assumptions and any previous community feedback supplied by the Shire.
- Prepare a data request list for any information required from the Shire before site assessment and mapping.

3.2 Stage 2 – Desktop Review, Site Inspection and Mapping

- Inspect both candidate sites and document existing conditions, opportunities and constraints.
- Prepare base maps and site-analysis maps for both sites. Maps must identify project boundaries, adjacent uses, access points, pedestrian/cycle connections, parking, shade/tree cover, services constraints where known,

drainage/topography issues, passive surveillance, lighting, noise-sensitive interfaces and relationship to nearby community/recreation facilities.

- Identify likely planning, environmental, cultural heritage, approvals, road safety, infrastructure, drainage, lighting and servicing issues requiring further investigation at later design stages.
- Identify any survey, geotechnical, civil, electrical, drainage, arboricultural or heritage investigations that should be considered before detailed design or construction.

3.3 Stage 3 – Community Engagement

- Prepare an Engagement Plan for Shire approval before public engagement commences.
- Develop consultation materials including a plain-English project overview, site option summaries, map-based feedback tools and survey questions.
- Conduct engagement activities that reach young people, active wheeled-sport users, families, nearby residents/businesses, schools, recreation clubs, access and inclusion representatives, Aboriginal community representatives as directed by the Shire, and other relevant stakeholders.
- Summarise feedback in an Engagement Outcomes Report that identifies participation numbers, key themes, preferred facility elements, site preference, concerns, conflicts, opportunities and how feedback informed the recommendation and concept.

3.4 Stage 4 – Site Options Assessment and Recommendation

- Develop and apply a transparent site assessment matrix comparing the two candidate sites.
- Assess each site against agreed criteria including community preference, access and safety, land availability, compatibility with adjoining uses, constructability, cost, maintenance, services, drainage, amenity, passive surveillance, noise/lighting impacts, future expansion and strategic fit.
- Prepare a recommendation for the preferred site, including reasons, risks, mitigation measures and any conditions that should be addressed before detailed design.

3.5 Stage 5 – Concept Design for Preferred Site

- Prepare a draft concept plan for the preferred site showing the proposed facility footprint, skate/scooter/BMX elements, circulation, spectator areas, seating, shade, lighting locations, entry points, pathways, landscaping, signage, bins, bike parking, safety interfaces and allowance for future expansion.
- Demonstrate how the concept caters for beginner, intermediate and advanced users and accommodates skateboards, scooters and BMX riders in a safe and practical layout.
- Prepare supporting graphics such as sections, precedent images, simple 3D massing or perspective sketches where useful to explain the concept.
- Review the draft concept with Shire officers and incorporate one consolidated round of feedback before preparing the final concept package.

3.6 Stage 6 – Cost, Staging and Implementation Advice

- Prepare a concept-level order-of-cost estimate including assumptions, exclusions and recommended contingency.
- Identify potential staging options, particularly if full construction is not immediately affordable.
- Provide high-level advice on ongoing maintenance, inspection and renewal considerations.
- Identify likely approvals, future technical studies and next steps required to proceed to detailed design, approvals and construction procurement.
- Identify possible funding-ready information requirements, including images, maps, concept narrative and community support evidence.

3.7 Stage 7 – Reporting and Presentation

- Prepare a draft report for Shire review.
- Prepare a final report incorporating Shire feedback.
- Provide an officer briefing and/or Council workshop presentation if requested by the Shire.
- Provide all final files in editable and print-ready formats specified in Section 7.

4. Community Engagement Requirements

Community engagement is a mandatory component of this project. Respondents must describe the proposed approach, timing, resourcing, tools and responsibilities. The engagement process must be practical for a regional community and should include both online and in-person opportunities.

4.1 Minimum Engagement Activities

Activity	Minimum requirement
Engagement Plan	A short plan identifying objectives, stakeholders, activities, timing, communication materials, risk controls and approval points.
Youth and user engagement	At least one targeted activity for young people and active skate/scooter/BMX users. This may include a school or youth workshop, drop-in session, pop-up at an existing event, or other suitable format approved by the Shire.
Community survey	An online and printable survey seeking feedback on site preference, facility elements, safety, access, amenity and priorities.
Stakeholder engagement	Targeted conversations or workshop with relevant stakeholders such as nearby residents/businesses, recreation and sporting clubs, youth/community organisations, access and inclusion representatives, police/rangers as appropriate, and Aboriginal community representatives as directed by the Shire.
Public feedback opportunity	At least one broader feedback opportunity, such as a community drop-in, display board period, pop-up session or online map/comment tool.
Engagement report	Summary of participation, key themes, site preference, design priorities, concerns, consultant response and how feedback influenced the recommendation and concept.

4.2 Engagement Standards

- All engagement material must be approved by the Shire before release.
- Engagement with minors must be conducted safely and with appropriate supervision, consent processes and Shire-approved communication channels.
- Engagement must be inclusive and accessible, using plain English and accessible formats where practicable.
- Personal information must be collected only where necessary, stored securely and reported in de-identified form unless written consent is obtained.
- Respondents must not make public commitments on behalf of the Shire regarding final site selection, budget, construction timing or future delivery.

5. Site Options and Site Recommendation

The consultant must assess both candidate sites using a transparent, evidence-based matrix. The matrix must be discussed with the Shire at inception and refined before final assessment if required.

Assessment criterion	Indicative matters to consider
Community support and user preference	Level and nature of support, concerns, stakeholder feedback and fit with user needs.
Access and connectivity	Walking, cycling, vehicle access, parking, public visibility, proximity to town activity and safe road interfaces.
Safety and passive surveillance	CPTED considerations, sightlines, lighting potential, emergency access, conflicts with other users and perceived safety.
Land availability and planning fit	Available area, land tenure, zoning/planning requirements, existing uses, future expansion and site constraints.

Assessment criterion	Indicative matters to consider
Compatibility with adjoining uses	Potential conflicts, noise, lights, privacy, maintenance, events and co-location benefits.
Topography, drainage and services	Site levels, drainage, service connections, constructability and potential need for additional technical investigations.
Environmental and cultural considerations	Tree retention, habitat, waterwise design, cultural heritage considerations and opportunities for local identity.
Capital cost and staging	Relative cost drivers, earthworks, servicing, access, lighting, amenities and ability to stage works.
Maintenance and operations	Inspection, cleaning, asset management, vandalism resistance, visibility and whole-of-life costs.
Strategic and funding fit	Alignment with recreation, youth, health, tourism, place-making and grant funding objectives.

5.1 Recommendation Requirements

- Clearly identify the recommended preferred site and the reasons for the recommendation.
- Identify the main advantages, disadvantages and risks of each site.
- Explain how community feedback influenced the assessment.
- Recommend mitigation measures for any site-specific constraints.
- Identify any matters that require Council direction before moving to detailed design.

6. Concept Design Requirements

The preferred-site concept must be suitable for public communication and future funding. It must not be a detailed construction design, but it must be sufficiently resolved to support cost planning, staging and next-stage project decisions.

6.1 Design Principles

- Inclusive all-wheel design supporting skateboards, scooters and BMX riders.
- Provision for beginner, intermediate and advanced users, with progression opportunities and safe separation or flow where required.
- Integration with site character, landscape, existing movement networks and nearby facilities.
- Durable, low-maintenance materials and details appropriate for a regional local-government asset.
- Clear sightlines, passive surveillance, CPTED principles and safe movement for users and spectators.
- Shade, seating, drinking water opportunities, bins, signage, bike parking and spectator areas where appropriate and feasible.
- Universal-access pathways to viewing, seating and gathering areas, and consideration of inclusive participation.
- Environmental sustainability including tree retention where practicable, waterwise planting, efficient lighting and stormwater management.
- Opportunities for local identity, public art or community stories, subject to Shire direction and future budget.

6.2 Technical Requirements and Standards

The concept must be prepared having regard to applicable legislation, Australian Standards, local-government requirements and good-practice guidance relevant to skateparks, public open space, access, drainage, lighting and public safety. The consultant must identify the standards and guidelines relied upon in the report. At concept stage, this is expected to include, without limitation:

- AS EN 14974:2021 Skateparks — Safety requirements and test methods, or the latest applicable equivalent at the time of design.
- Relevant access and inclusion requirements, including the Disability Discrimination Act 1992 and applicable Australian Standards for access and mobility.

- Relevant public lighting, traffic, pedestrian/cycling, drainage, landscaping and public open-space guidance where applicable.
- Crime Prevention Through Environmental Design principles and local-government asset-management considerations.
- Any Shire planning, building, recreation, risk, environmental, heritage, procurement or asset-management requirements provided to the consultant.

Concept-stage limitation

The selected consultant is not required to provide certified engineering drawings, building approvals, construction documentation, feature survey, geotechnical investigation, service location, lighting design or construction tender documents unless those items are separately included in the final agreed scope.

7. Deliverables and Required Formats

No.	Deliverable	Format	Timing
1	Project Management Plan	PDF and editable format	Within 1 week of inception meeting
2	Engagement Plan and draft engagement materials	PDF and editable format	Before engagement commences
3	Site inspection notes and base maps	PDF maps and editable working files where available	Early stage, before options assessment
4	Community Engagement Outcomes Report	PDF and editable format	After engagement activities
5	Site Options Assessment and Recommendation	Report section or standalone technical memo, including assessment matrix and maps	Before concept design is finalised
6	Draft Preferred-Site Concept Plan	A3 PDF; presentation graphics; editable design files where appropriate	For Shire review
7	Final Concept Design Package	A3 PDF; high-resolution images; editable design files as agreed	With final report
8	Concept-Level Cost Estimate and Staging Advice	Spreadsheet or report table; PDF and editable format	With final report
9	Final Report with Recommendations	PDF and Microsoft Word editable file	Final project deliverable
10	Presentation to Shire officers / Council workshop if requested	PowerPoint or PDF slides	As agreed

7.1 Required Maps and Graphics

Map / graphic	Requirement
Locality and catchment map	Show both candidate sites in the Ravensthorpe town context.
Candidate site boundary maps	Show Shire-confirmed study boundaries, adjoining land uses and key interfaces.
Access and movement maps	Show pedestrian, cycle, vehicle, parking, service and emergency access considerations.
Opportunities and constraints maps	Show key site issues such as shade, topography, drainage, services, visibility, noise-sensitive interfaces and expansion opportunities.
Site comparison map/diagram	Communicate why the preferred site is recommended.
Preferred-site concept plan	Show facility layout, main elements, circulation, landscape and amenities.
Staging/implementation plan	Show practical delivery stages, if staging is recommended.

7.2 Final File Requirements

- Final report supplied as Microsoft Word and PDF.
- All maps and concept plans supplied as high-resolution PDF and image files suitable for A3 printing and grant applications.
- Editable design files supplied where they have been created for the project, such as CAD, GIS, InDesign, Illustrator or equivalent, subject to software used and licensing constraints.
- All final material must be Shire-branded or in a format that can be branded by the Shire before publication.
- The Shire must receive sufficient rights to reproduce, publish and use the final report, maps and concept material for Council, community engagement, funding and future project development.

8. Quotation Submission Requirements

Respondents must submit a concise, complete quotation that addresses each requirement below. The Shire may treat any quotation that omits required information as non-conforming.

Submission component	Requirement
Cover letter and declaration	Signed by an authorised representative, confirming offer validity, acceptance of RFQ conditions, ABN/GST status and contact details.
Company profile	Brief profile, relevant registrations, experience and capability to deliver skate/BMX/scooter park concept and community engagement projects.
Understanding and methodology	Clear explanation of how the Respondent will complete the scope, assess the two sites, engage the community and prepare recommendations and concept plans.
Project team	Names, roles, CV summaries, relevant experience and availability of key personnel and subcontractors.
Relevant project examples	At least three comparable projects, preferably including regional communities, skateparks, youth recreation, public open-space concept design and community engagement.
Engagement approach	Proposed activities, stakeholders, timing, tools, risk controls and responsibilities.
Program	Project timeline showing stages, meetings, Shire decision points, engagement period and final deliverable dates.
Price schedule	Lump sum for base scope, optional separable items, hourly rates and assumptions/exclusions. Prices must be in Australian dollars and show GST separately.
Insurance and compliance	Evidence of insurances, WHS capability, conflict-of-interest declaration and acceptance of Shire contract requirements.
Local and sustainable procurement information	Information about local presence, use of local suppliers, Aboriginal or disability enterprise participation where relevant, environmental/social practices and regional economic benefits.
Referees	At least two referees for recent comparable work.

8.1 Lodgement Instructions

- Quotations must be received by the Closing Date and Time stated on the cover page.
- Quotations must be lodged by the method stated on the cover page. The Respondent is responsible for ensuring that the quotation is received by the Shire before closing.
- Late quotations may be excluded, unless accepted by the Shire in accordance with its procurement procedures and applicable law.
- All pages should be numbered and the quotation should include the RFQ number in the file name or email subject line.
- Respondents should keep their response concise. Supporting attachments may be included where necessary.

9. Evaluation and Selection

The Shire will evaluate quotations using the approved selection criteria. The Shire is not bound to accept the lowest priced quotation or any quotation. The preferred quotation will be the offer assessed as providing the best overall value for money, including technical merit, delivery confidence, community engagement quality, price, risk, local benefit and sustainability.

9.1 Mandatory Requirements

- Quotation lodged by the required closing date and in the required format.
- Respondent is a legal entity with capacity to contract with the Shire.
- Completion of required declaration schedules, including conflict of interest and non-collusion declarations.
- Demonstrated capability to undertake community engagement and prepare site assessment, maps, concept plans and reports.
- Evidence or commitment to maintain required insurances before contract commencement.

- Acceptance of the Shire's Purchase Order Terms and Conditions, unless departures are clearly identified and accepted by the Shire.

9.2 Weighted Evaluation Criteria

Criterion	Weighting	Assessment considerations
Methodology and project understanding	25%	Quality of proposed approach, understanding of the two-site assessment, risk identification, project management and deliverable methodology.
Relevant experience and technical capability	20%	Demonstrated experience in skatepark, BMX, scooter, youth recreation, public open-space, concept design, mapping and grant/funding-ready reporting.
Community engagement approach	20%	Practicality, inclusiveness, youth/user engagement quality, stakeholder coverage, risk management, feedback reporting and ability to translate community input into design recommendations.
Project team, capacity and program	15%	Skills, availability, roles, quality assurance, subcontractor management and ability to meet Shire timeframes.
Local, social and environmental sustainability benefits	10%	Local supplier participation, regional economic benefit, Aboriginal or disability enterprise participation where relevant, sustainable practices and whole-of-life asset considerations.
Price and value for money	10%	Total price, price transparency, assumptions, inclusions, exclusions, hourly rates, contingency and overall value relative to quality and risk.

9.3 Evaluation Process

- The Shire may conduct an initial compliance check before detailed scoring.
- The evaluation panel may request clarification from one or more Respondents but is not obliged to do so.
- The Shire may shortlist and interview Respondents if useful to confirm methodology, program, team availability or price assumptions.
- The Shire may negotiate scope, price or contract terms with the preferred Respondent before award.
- Award is subject to budget, procurement approval, authorisation and the issue of an official Shire purchase order or contract.

10. Shire Purchasing Policy Requirements

This RFQ must be administered in accordance with the Shire of Ravensthorpe's purchasing policy, applicable legislation and the Shire's internal procedures. The following policy requirements are to be applied in planning, issuing, evaluating and awarding this RFQ.

10.1 Purchasing Policy Objectives to be Reflected in this RFQ

- Best value for money, acknowledging that the lowest price is not necessarily the most advantageous outcome.
- Participation of local businesses where practicable and consistent with value for money and procurement obligations.
- Consistent, efficient and accountable purchasing processes, including competitive quotation, documented assessment and sustainable procurement outcomes.
- Fair and equitable treatment of potential suppliers, including impartial, honest and consistent communication.
- Probity and integrity, including avoiding bias and perceived or actual conflicts of interest.
- Compliance with relevant legislation, Shire policies and procedures.
- Risk identification and management across procurement and delivery.
- Complete record keeping for purchasing activity, communications, transactions and decisions.
- Confidential handling of commercial-in-confidence information.

10.2 Defining Purchase Value

- The purchase value must be assessed exclusive of GST.

- The assessed value must include the total estimated expenditure for the proposed supply, including extension options and relevant total cost-of-ownership considerations.
- Similar supply requirements must be aggregated where appropriate to achieve best value and efficiency.
- Requirements must not be split to avoid a purchasing or tender threshold.
- The confirmed purchase value determines the required quotation or tender process and approval pathway.

11. Contract Terms and Conditions

The successful Respondent will be engaged under the Shire's purchase order and contract documentation. The following terms are included for RFQ purposes and may be supplemented by Shire contract documents at award.

11.1 Contract Documents

- This RFQ and any addenda.
- The successful quotation and any accepted clarifications or negotiated amendments.
- The Shire's purchase order and purchase order terms and conditions.
- Any special conditions or scope clarifications issued by the Shire in writing.

11.2 Purchase Order and Commencement

No goods or services will be paid for, received or acknowledged without the issue of an official Shire purchase order or contract. The successful Respondent must not commence work until authorised in writing by the Shire.

11.3 Pricing and Payment

- Prices must be in Australian dollars and show GST separately.
- The lump sum price must include all labour, project management, travel, disbursements, subcontractor costs, engagement costs, mapping, reporting and presentation costs unless clearly excluded.
- Invoices must quote the relevant purchase order number and comply with tax invoice requirements.
- Payment milestones will be agreed with the successful Respondent and may include payment after acceptance of key deliverables.
- The Shire may withhold payment for work or deliverables that do not satisfy the agreed scope.

11.4 Insurance

Insurance	Minimum requirement
Professional Indemnity	Minimum \$5 million for any one claim, maintained for the contract term and at least three years after completion, or another amount accepted by the Shire in writing.
Public Liability	Minimum \$20 million, or another amount required by the Shire before award.
Workers Compensation	As required by law for employees and workers engaged on the project.
Other insurances	Any other cover reasonably required for the scope, including vehicle, equipment, travel or subcontractor insurance.

11.5 Intellectual Property

Unless otherwise agreed, the successful Respondent grants the Shire a permanent, royalty-free licence to use, reproduce, modify, publish and adapt all project deliverables for Shire purposes, including Council reports, community information, grant applications, future design work, procurement and construction. The Respondent warrants that it has the rights needed to grant this licence and that third-party material is properly licensed or attributed.

11.6 Confidentiality, Media and Public Statements

Respondents and the successful consultant must keep confidential any information identified as confidential or which ought reasonably to be understood as confidential. The successful consultant must refer media and community enquiries to the Shire and must not make public statements about the project without prior written approval from the Shire.

11.7 Work Health and Safety

The successful consultant must comply with all applicable work health and safety requirements when conducting site inspections, engagement activities and other project tasks. This includes managing hazards associated with public spaces, travel, working with community members and engagement with children or young people.

11.8 Variations

Any variation to the agreed scope, fee, timing or deliverables must be approved in writing by the Shire before the varied work is undertaken. The Shire is not liable for unauthorised variations.

12. Pricing Schedule

Respondents must complete the pricing schedule below. Prices must be exclusive of GST unless otherwise stated. Respondents should identify assumptions, exclusions and any cost items that may vary.

Item	Description	Price	Included in base offer?
1	Base scope – all stages and deliverables in Sections 3 to 7	\$(Insert)	Yes / No
2	Optional separable item – additional community workshop or pop-up session	\$(Insert)	Yes / No
3	Optional separable item – concept sketch for both candidate sites before preferred site selection	\$(Insert)	Yes / No
4	Optional separable item – feature survey coordination or survey procurement support	\$(Insert)	Yes / No
5	Optional separable item – preliminary engineering/drainage/lighting advice beyond concept level	\$(Insert)	Yes / No
6	Disbursements / travel / printing / engagement materials included in base price?	\$(Insert or Included)	Yes / No
7	Total price ex GST	\$(Insert)	—
8	GST	\$(Insert)	—
9	Total price incl GST	\$(Insert)	—

12.1 Hourly Rates for Approved Variations

Role	Hourly rate
Project Director / Principal	\$(Insert) per hour ex GST
Project Manager / Senior Designer	\$(Insert) per hour ex GST
Community Engagement Lead	\$(Insert) per hour ex GST
Landscape Architect / Urban Designer	\$(Insert) per hour ex GST
GIS / CAD / Graphic Designer	\$(Insert) per hour ex GST
Administration / Support	\$(Insert) per hour ex GST
Other	\$(Insert) per hour ex GST

12.2 Payment Milestones

Milestone	Deliverable trigger	Payment
Milestone 1	Project Management Plan and Engagement Plan accepted	[Insert %]
Milestone 2	Engagement completed and Site Options Assessment submitted	[Insert %]
Milestone 3	Draft preferred-site concept and draft report submitted	[Insert %]
Milestone 4	Final report, maps, concept plan and files accepted by the Shire	[Insert %]

13. Conditions of Quotation

13.1 RFQ Not an Offer

This RFQ is an invitation to submit a quotation. It is not an offer to contract and does not bind the Shire to accept any quotation.

13.2 Costs of Responding

Respondents prepare and submit quotations at their own cost. The Shire is not liable for any costs incurred by Respondents in preparing, submitting or clarifying a quotation.

13.3 Addenda

The Shire may amend the RFQ by written addendum. Respondents must acknowledge all addenda in their quotation.

13.4 Clarifications

The Shire may seek clarification of a quotation. Clarification must not materially change the quotation unless accepted by the Shire in writing.

13.5 Alternative or Non-Conforming Offers

Any alternative or non-conforming offer must be clearly identified, explain all departures from the RFQ, and include sufficient detail for evaluation. The Shire may reject a non-conforming offer.

13.6 Confidentiality of Quotations

The Shire will treat quotations as confidential subject to legal, audit, reporting and public-sector accountability obligations.

13.7 Conflicts of Interest

Respondents must declare actual, potential or perceived conflicts of interest and describe how they will be managed. The Shire may exclude a Respondent if a conflict cannot be managed to the Shire's satisfaction.

13.8 Canvassing and Improper Influence

Canvassing Councillors, Shire staff, evaluation panel members or community stakeholders to influence this RFQ may result in exclusion.

13.9 Collusion

Respondents must not engage in collusive tendering, bid rigging, price fixing, market sharing or any other anti-competitive conduct.

13.10 Subcontractors

Proposed subcontractors must be identified in the quotation. The successful Respondent remains responsible for all subcontracted work.

13.11 Shire Rights

The Shire may reject any quotation, accept part of a quotation, negotiate with a preferred Respondent, vary the RFQ process, discontinue the process, or not proceed with the project, subject to law and Shire policy.

13.12 Validity Period

Quotations must remain valid for 90 days from the closing date unless otherwise agreed in writing.

14. Respondent Schedules

Respondents must complete the schedules in this section and include them with their quotation. Additional pages may be attached where required.

Schedule 1 – Quotation Lodgement Form and Declaration

Item	Response
Respondent legal name	
Trading name	
ABN / ACN	
GST registered?	Yes / No
Registered business address	
Primary contact name and title	
Phone	
Email	
Quotation validity period	90 days from closing date
Total quoted price ex GST	\$
GST	\$
Total quoted price incl GST	\$

Declaration: The Respondent declares that the quotation is submitted in good faith; the information provided is true and correct; the Respondent has not engaged in collusive or improper conduct; all conflicts of interest have been declared; and the Respondent accepts the RFQ conditions except for departures expressly stated in the quotation.

Authorised declaration	Details
Authorised signatory name	
Position	
Signature	
Date	

Schedule 2 – Compliance and Departures

RFQ requirement / clause	Comply? Yes / No	Details of departure or clarification
Scope of Services		
Deliverables and formats		
Community engagement requirements		
Evaluation and selection process		
Shire purchasing policy requirements		
Contract terms and purchase order conditions		
Insurance requirements		
Intellectual property and confidentiality		
Other		

Schedule 3 – Conflict of Interest Declaration

Question	Response
Does the Respondent have any actual, potential or perceived conflict of interest in relation to this RFQ or project?	Yes / No
If yes, provide details and proposed management measures	
Has any person associated with the Respondent contacted any Councillor, Shire officer other than the Contact Officer, evaluation panel member or stakeholder to influence this RFQ?	Yes / No
If yes, provide details	

Schedule 4 – Local, Social and Environmental Benefit Declaration

Question	Response
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Question	Response
Is the Respondent located within the Shire of Ravensthorpe?	Yes / No; details
Is the Respondent located within a neighbouring Shire or broader region?	Yes / No; details
Will local suppliers, subcontractors or community partners be used?	Yes / No; details
Will the project involve Aboriginal businesses, Australian Disability Enterprises or other socially sustainable suppliers?	Yes / No; details
What environmental sustainability practices will be applied to the project?	Details
What local employment, training, travel, accommodation, purchasing or economic benefits are expected?	Details

Schedule 5 – Relevant Experience and Referees

Project	Details
Project 1	Client, scope, value, year, relevance, referee contact
Project 2	Client, scope, value, year, relevance, referee contact
Project 3	Client, scope, value, year, relevance, referee contact