



REQUEST FOR QUOTATION

Trails Masterplan for the Shire of Ravensthorpe

RFQ Number	RFQ 2026
Issue Date	20 August 2026
Closing Date and Time	Tuesday 18 September 2026 at 5pm
Lodgement Method	In Person via Address: 65 Morgans Street, Ravensthorpe WA 6346 Online via Email: shire@ravensthorpe.wa.gov.au
Contact Officer	Rod McGrath
Contract Form	Contract and Purchase order, as determined by the Shire
Document Status	Draft for procurement review and issue

Commercial-in-confidence after lodgement. Respondents must not contact Councillors or Shire employees about this RFQ except through the Contact Officer.

Contents

Document Control	3
Part A - Invitation and RFQ Conditions.....	4
1. Invitation	4
2. Background and project objectives	4
3. Purchasing Policy requirements.....	4
3.1 Policy principles to be applied	4
4. Timetable, communications and lodgement	5
5. Respondent eligibility and quotation requirements	5
6. Evaluation and award.....	6
6.1 Mandatory compliance	6
6.2 Weighted evaluation criteria	6
7. Contract, risk and probity conditions.....	6
7.1 Contract formation	6
7.2 Insurance	6
7.3 Confidentiality, records and intellectual property	7
7.4 Conflicts of interest and ethical conduct.....	7
7.5 Site access, safety and approvals.....	7
Part B - Statement of Requirements.....	7
8. Scope of services	7
8.1 In-scope tasks.....	8
8.2 Out-of-scope unless separately authorised.....	8
9. Current facilities audit requirements	8
9.1 Assets and facilities to audit	8
9.2 Minimum audit fields.....	9
10. Community engagement requirements.....	9
10.1 Engagement objectives	9
10.2 Minimum engagement activities	9
11. Walking and cycling requirements	10
11.1 Walking and hiking.....	10
11.2 Cycling	10
11.3 Multi-use and user conflict.....	10
12. Mapping, concept plans and reporting requirements	11
12.1 Mapping and spatial data	11
12.2 Concept plans.....	11
12.3 Reports	11
13. Program and deliverables	12
14. Standards, data and Shire responsibilities	12
14.1 Standards and guidance.....	12
14.2 Shire-supplied information.....	12
Part C - Response Schedules	13

Schedule 1 - Offer Form.....	13
Schedule 2 - Respondent Details and Compliance	13
Schedule 3 - Methodology and Project Plan.....	13
Schedule 4 - Personnel and Experience.....	14
Schedule 5 - Price Schedule	14
Schedule 6 - Local, Social and Sustainable Procurement.....	15
Schedule 7 - Declarations and Acknowledgements	15
RFQ Release Approval	16

Document Control

Item	Details
Principal	Shire of Ravensthorpe
Project	Trails Masterplan for the Shire of Ravensthorpe
Procurement type	Formal Request for Quotation for professional consultancy services
Version	1.0 draft

Part A - Invitation and RFQ Conditions

1. Invitation

The Shire of Ravensthorpe invites quotations from suitably qualified consultants to prepare a Shire-wide Trails Masterplan. The Masterplan must establish an evidence-based, practical and prioritised framework for walking, cycling and shared-use trail planning, development, activation, management and maintenance across the Shire.

The basis for the development of this Shire of Ravensthorpe Trails Master Plan is to revisit and build on the 2013 Trails Master Plan that was produced for the Shire of Ravensthorpe while also ensuring that the new plan achieves the vision set out for trails in Western Australia with the eight strategic pillars and associated actions that were identified in the WA Strategic Trails Blueprint 2022-2027.

The successful respondent will be required to audit existing trails and trail-related facilities, undertake meaningful community and stakeholder engagement, identify gaps and opportunities, prepare maps and concept plans, and deliver a final report with costed recommendations and an implementation program.

The project objective is to complete a recreational Trails Master Plan that encompasses the Shire of Ravensthorpe (but not the Fitzgerald National Park area) by appointing a specialist trails consultancy group with the project's outcomes guided by an appointed Community Consultative Committee.

The Shire of Ravensthorpe has overall responsibility and management for this project.

With a Master Plan that is approved by the Council for the Shire of Ravensthorpe, the Shire will then have a document that supports an external funding proposal.

2. Background and project objectives

The Shire seeks a Trails Masterplan that supports community wellbeing, safe movement, recreation, tourism, environmental stewardship, local identity and place-based economic development. The project is to consider both recreation trails and active transport links where walking and cycling can connect residents and visitors to town centres, schools, recreation reserves, coastal and nature-based destinations, tourism assets and community facilities.

The project objectives are to:

- document the existing hiking, bridle, paddle, MTP, cycling, ORV and trail-related asset base, including condition, gaps, risks and opportunities;
- provide a defensible, community-informed vision and hierarchy for the Shire-wide trails network;
- recommend priority walking, cycling and shared-use projects that are realistic, staged, fundable and maintainable;
- identify trailheads, signage, wayfinding, visitor facilities, access, safety and maintenance improvements;
- prepare maps, concept plans, high-level cost estimates and an implementation plan to guide future budgets, grants, partnerships and approvals;
- align with applicable Shire policies, relevant WA trail planning guidance, Austroads guidance for walking and cycling paths, environmental and cultural heritage obligations, and good asset management practice.

3. Purchasing Policy requirements

This RFQ must be administered in accordance with the Shire of Ravensthorpe Purchasing Policy, Council Policy Manual Version 15.1, Policy F2, and any other applicable Shire policy, delegation, procedure or legislative requirement.

3.1 Policy principles to be applied

- Best value for money is to be achieved. The lowest price is not necessarily the most advantageous offer.

- Competitive quotation processes must be fair, equitable, impartial, honest and consistent.
- The process must be conducted with probity and integrity, including management of actual, potential and perceived conflicts of interest.
- Purchasing must comply with the Local Government Act 1995, the Local Government (Functions and General) Regulations 1996, the Shire Purchasing Policy and the Shire Record Keeping Plan.
- Risks arising from the procurement and the services must be identified and managed.
- Commercial-in-confidence information must be protected and only released where appropriately approved.
- Procurement records, communications, quotations, evaluations, decisions and award records must be retained as local government records.

4. Timetable, communications and lodgement

Milestone	Date / time
RFQ issued	20 August 2026
Last date for questions	3 September 2026
Addenda issued by	6 September 2026
Closing date and time	18 September 2026 at 5pm.
Evaluation period	End of September/Early October 2026
Anticipated award	October 2026
Anticipated project commencement	October 2026
Required completion	May 2027

All communications about this RFQ must be directed to the Contact Officer. Respondents must not canvass Councillors, Shire officers or evaluation panel members. Unauthorised contact may result in disqualification.

Quotations must be lodged by the Closing Date and Time using the lodgement method stated on the cover page. Late quotations may be rejected unless the Shire determines, in its absolute discretion, that exceptional circumstances apply and acceptance would not compromise probity.

5. Respondent eligibility and quotation requirements

Each quotation must be complete, signed and valid for at least 90 days from the Closing Date unless otherwise stated. Respondents should submit a concise response that directly addresses the schedules in Part C.

- Offer Form and declarations;
- respondent profile, ABN, contact details and nominated contract representative;
- methodology and project plan;
- community and stakeholder engagement approach;
- current facilities audit approach and data collection methodology;
- approach to walking, cycling and shared-use recommendations;
- mapping, GIS, report and concept plan methodology;
- project team, roles, CV summaries and availability;
- relevant experience and referee details;
- risk, WHS, insurance and quality management information;
- fixed lump sum price and hourly rates for variations;
- local, social, Aboriginal business, Australian Disability Enterprise and environmental sustainability contributions;
- departures, assumptions, exclusions and non-conforming proposals, if any.

6. Evaluation and award

6.1 Mandatory compliance

The Shire may reject a quotation that does not satisfy mandatory requirements. Mandatory requirements include:

- quotation lodged by the Closing Date and Time;
- signed Offer Form and declarations;
- acceptance of the RFQ conditions or clear statement of departures;
- ability to meet required insurance levels or obtain them before contract execution;
- disclosure of actual, potential or perceived conflicts of interest;
- demonstrated capacity to deliver the services within the required timeframe;
- price submitted in Australian dollars and excluding GST unless stated otherwise.

6.2 Weighted evaluation criteria

Criterion	Weighting	What the Shire will consider
Understanding, methodology and compliance with the specification	25%	Demonstrated understanding of the Shire-wide trails context; sound methodology for audit, analysis, walking and cycling planning, GIS mapping, concepts, recommendations and implementation planning; practical deliverables.
Relevant experience, personnel and capacity	20%	Experience in local government trails, walking, cycling, shared-use path, recreation, tourism or active transport masterplanning; skills of nominated personnel; availability and project governance.
Community and stakeholder engagement approach	15%	Inclusive, accessible and place-based engagement approach; ability to engage key communities, user groups, Traditional Owners, businesses, agencies and visitors; clear feedback loop and reporting.
Project management, risk, WHS and quality assurance	10%	Realistic program; fieldwork safety; risk management; data quality; approvals awareness; quality assurance; communication with the Shire.
Regional, social and environmentally sustainable procurement outcomes	10%	Local and regional benefits, Aboriginal business participation, Australian Disability Enterprise participation where relevant, environmental practices, low-waste methods and local knowledge.
Price and value for money	20%	Total price, clarity of pricing, assumptions, value offered, hourly rates and total cost to the Shire. Lowest price will not necessarily represent best value.

The Shire may seek clarification, conduct interviews, negotiate with one or more respondents, request best and final offers, check referees, undertake financial and capability checks, or decline all quotations. The Shire is not bound to accept the lowest-priced quotation or any quotation.

7. Contract, risk and probity conditions

7.1 Contract formation

A contract will be formed only when the Shire issues a written acceptance, purchase order or executed contract document. The successful respondent must not commence work until authorised in writing by the Shire.

7.2 Insurance

Unless otherwise approved by the Shire, the successful respondent must hold and maintain the following insurances for the contract term and any required run-off period:

Insurance	Minimum cover
Public liability	\$20 million any one occurrence

Insurance	Minimum cover
Professional indemnity	\$5 million any one claim, with run-off as reasonably required by the Shire
Workers compensation	As required by law
Motor vehicle / plant	Comprehensive or third party property damage for vehicles used in the services

7.3 Confidentiality, records and intellectual property

- Respondents must treat RFQ information as confidential and use it only for preparing a quotation.
- The successful consultant must maintain records relevant to the performance of the contract and transfer project records to the Shire on request.
- All final reports, maps, GIS layers, audit data, engagement summaries, concept plans, photographs taken for the project and other deliverables prepared specifically for the Shire will become the property of the Shire upon payment.
- The consultant may retain ownership of pre-existing tools, methods, templates and background intellectual property, but grants the Shire a perpetual, royalty-free licence to use them as incorporated in the deliverables.

7.4 Conflicts of interest and ethical conduct

Respondents must disclose any actual, potential or perceived conflict of interest, including relationships with Shire employees, Councillors, landowners, community organisations, potential contractors or agencies that may be affected by the Masterplan. The Shire may require management actions, reject a quotation or terminate a contract if a conflict cannot be managed to the Shire's satisfaction.

7.5 Site access, safety and approvals

- The consultant is responsible for safe planning and execution of all field inspections and engagement activities.
- The consultant must comply with lawful directions from the Shire and land managers.
- No ground disturbance, vegetation clearing, construction testing, drone flights or access to restricted areas is permitted without prior written approval and relevant permits.
- The consultant must identify likely approvals, tenure, environmental, cultural heritage, traffic, road reserve, accessibility and risk considerations associated with recommendations.

Part B - Statement of Requirements

8. Scope of services

The consultant must deliver a Shire-wide Trails Masterplan that considers existing and potential walking, cycling and shared-use trail opportunities. The Masterplan must be strategic, spatial, evidence-based and suitable for adoption by Council, grant applications, asset planning and future detailed design briefs.

The scope of works to include the following as required by partner stakeholder in this project: the WA Department of Creative Industries, Tourism and Sport

- An appropriate Review of Literature has informed the project, including the WA Strategic Trails Blueprint, WA Mountain Bike Strategy, WA Hiking Strategy, Trails Development Series, etc
- Scorecard review of the Shire of Ravensthorpe 2013 Trails Master Plan, including which items were implemented/constructed or not progressed but deemed important to the community. The scorecard to also reference trails plans from adjacent local governments and the Fitzgerald River National Park.
- Community consultation to include:
 - at least two (2) workshops (one (1) early in the process and (one) 1 to test the findings of the report);
 - one (1) stakeholder workshop;
 - a community/open survey;
 - Aboriginal specific consultation session/s

- A trail audit identifies all existing trails on a map and describes the quality and works required.
- Appropriate consideration of trail types has been informed by the community and agreed by the Community Consultative Committee (CCC)(including hike, bridle, paddle, MTP, cycling, ORV etc – to be decided by the CCC)
- Development of a map of the shire and surrounding LGs includes the existing trails to be retained, conceptual indication of trails to be developed
- Recommendations to be provided on the length, types, classifications and characteristics of trails to be developed with cost estimates, priorities, staging and linkages across LG boundaries (if relevant)
- Recommendations to be provided on general information i.e., other plans required (e.g. signage plan), governance of the trail system for the Shire, including responsibilities for maintenance and management, business engagement etc

8.1 In-scope tasks

- project inception, data request and project management;
- desktop review of relevant Shire plans, asset data, tourism material, maps, tenure, road reserves, known trails and community facilities;
- field audit of all current trail-related facilities identified by the Shire and by the consultant during the desktop review;
- condition and gap assessment of current trails, paths, trailheads and supporting facilities;
- community and stakeholder engagement, including engagement plan, materials, facilitation, analysis and feedback reporting;
- hiking, bridle, paddle, MTP, cycling, ORV and shared-use network analysis, including priority links, trail loops, access and safety issues;
- opportunities and constraints analysis, including land tenure, environmental, cultural heritage, risk, maintenance, visitor experience and cost considerations;
- GIS mapping and spatial data outputs;
- draft and final Trails Masterplan report with recommendations, implementation plan and funding considerations;
- concept plans for priority trail and facility projects, including walking and cycling concepts.

8.2 Out-of-scope unless separately authorised

- detailed engineering design or construction documentation;
- statutory approvals, environmental surveys, cultural heritage surveys or Native Title processes beyond identifying requirements and referral pathways;
- survey-grade feature and level survey;
- construction procurement or supervision;
- traffic modelling beyond strategic safety and access assessment;
- legal advice or land acquisition negotiations.

9. Current facilities audit requirements

The audit must capture all current trail-related facilities within the scope agreed at inception. The audit must include Shire-managed facilities and, where relevant to network connectivity and user experience, facilities managed by other public land managers or private/community entities. Any data gaps, access limitations and asset ownership assumptions must be clearly identified.

9.1 Assets and facilities to audit

- existing walking tracks, hiking trails, shared-use paths, town paths, footpaths, informal paths, beach/coastal access tracks, bike and bridle routes and existing or potential cycling links;
- trailheads, entry points, car parking, RV/bus access, bicycle parking, lighting, toilets, water, shade, seating, shelters, picnic facilities, lookouts, platforms, camp-related facilities and visitor information;
- wayfinding, interpretive signage, regulatory signage, trail markers, distance markers, warnings and emergency location information;

- bridges, boardwalks, culverts, drainage, steps, ramps, gates, bollards, barriers, fencing, crossings and surface treatments;
- connections to town centres, schools, recreation reserves, community facilities, accommodation, parks, beaches, natural attractions and tourism destinations;
- maintenance access, emergency access, risk points, erosion, drainage issues, vegetation encroachment, heat/shade exposure and user conflict points;
- accessibility for people with disability, older people, families, prams and less confident cyclists where relevant to the intended trail class and setting.

9.2 Minimum audit fields

Field	Requirement
Asset / facility name and ID	Use existing Shire asset identifiers where available; otherwise propose a consistent ID.
Location	GPS point, line or polygon as appropriate; map reference; nearest road or landmark.
Ownership / manager	Shire, State agency, Crown land, private, community organisation or unknown.
Use type	Walking, hiking, cycling, shared-use, tourism, active transport, informal, management access or other.
Condition	Good / fair / poor / failed, with brief observations and representative photos.
Compliance / guidance relevance	Observed relationship to relevant trail class, signage, access, path, safety or maintenance guidance.
Risk and safety issues	Road crossings, sightlines, gradients, surfaces, erosion, trip hazards, exposed edges, water crossings, user conflicts and emergency access.
Accessibility	Barriers and opportunities for universal access or improved inclusion where feasible.
Maintenance needs	Likely maintenance actions, urgency, responsible party and indicative frequency where known.
Opportunity / recommendation	Retain, upgrade, rationalise, improve, replace, investigate, connect or decommission.

10. Community engagement requirements

The consultant, in conjunction with the Community Consultative Committee (CCC), must prepare and implement a Community and Stakeholder Engagement Plan consistent with the Shire's Community Engagement Policy and Strategy. The plan must be approved by the Shire before engagement commences.

10.1 Engagement objectives

- understand community aspirations, concerns, barriers and priorities for walking, hiking, bridle, paddle, MTP, cycling, ORV and trails;
- test current facilities audit findings and identify missing local knowledge;
- engage residents, visitors, trail users, businesses, service providers, schools, young people, older adults, people with disability and community organisations;
- engage relevant land managers, Traditional Owners and Aboriginal stakeholders, tourism and recreation groups, emergency services and government agencies;
- identify priorities that are supported, realistic and capable of staged delivery;
- report back to participants and clearly demonstrate how feedback influenced recommendations.

10.2 Minimum engagement activities

Activity	Minimum requirement
Engagement plan	Objectives, negotiables/non-negotiables, stakeholders, methods, risks, communications, timing, privacy, inclusion and reporting approach.

Activity	Minimum requirement
Stakeholder interviews	Targeted interviews with Shire officers, Councillors as directed, land managers, tourism operators, recreation clubs, schools, emergency services, local businesses and community representatives.
Community survey	Online survey with hard-copy option. Include map-based questions where practicable.
Interactive mapping	Collect location-specific comments on issues, desired links, unsafe points, preferred routes and facility gaps.
Community drop-in sessions	At least three place-based sessions in Shire communities or locations agreed with the Shire.
Targeted workshops	At least two workshops with key stakeholders and user groups, including walking and cycling interests.
Draft Masterplan consultation	Support the Shire to present the draft Masterplan for public comment, receive submissions and prepare a response summary.
Engagement report	Summarise participation, key themes, locations, conflicts, levels of support, how feedback was used and unresolved issues.

The consultant must acknowledge Traditional Custodians and work with Wagyl Kaip Southern Noongar Aboriginal Corporation at planned engagement activities and must identify culturally appropriate engagement pathways with the Shire before contacting Aboriginal stakeholders. Engagement activities involving children and young people must be designed with appropriate safeguarding, permissions and Shire oversight.

11. Specific walking, hiking and cycling requirements

The Masterplan must specifically include explicit recommendations for walking, hiking, and cycling. Recommendations should consider recreation, tourism, health and wellbeing, school and town access, active transport, low-stress cycling, shared-use paths and nature-based trail experiences.

11.1 Walking and hiking

- identify priority walking loops, town walks, coastal/nature walks, accessible short walks, family-friendly walks and longer hiking opportunities;
- classify or recommend suitable classes for walking trails, including intended user, difficulty, signage, risk and maintenance implications;
- recommend trailhead, shade, rest point, wayfinding, interpretation and safety improvements;
- identify opportunities for universal access or improved access where feasible;
- consider environmental sustainability, erosion, coastal processes, heat exposure, water, emergency access and cultural heritage sensitivity.

11.2 Cycling

- identify existing and proposed cycling routes, shared paths, town connections, safe road crossings, low-stress streets and tourism or recreation cycling opportunities;
- consider families, less confident riders, school users, visitors, road cyclists, gravel cyclists, mountain bike users and e-bike users where relevant;
- recommend cycling support infrastructure such as bike parking, repair stations, water, signage, route confirmation, rest points and trailheads;
- assess user conflicts and recommend where separated, shared or route-based solutions are appropriate;
- identify priority projects that improve walking and cycling safety, connectivity and visitor experience.

11.3 Multi-use and user conflict

The consultant must recommend an appropriate trail hierarchy and user mix for each proposed trail or path. Where walking and cycling are proposed on the same corridor, the Masterplan must address desired width, sightlines, surface, speed environment, signage, separation opportunities, conflict points, maintenance and risk management at a strategic concept level.

12. Mapping, concept plans and reporting requirements

12.1 Mapping and spatial data

Maps must be suitable for Council reporting, community consultation, grant applications and future project scoping. Spatial files must be delivered in editable GIS formats agreed with the Shire.

- existing trails, paths, routes and facilities;
- condition, gaps, barriers and safety issues;
- land tenure and management responsibility where data is available;
- environmental, heritage, drainage, road crossing and settlement constraints at a strategic level;
- proposed walking, cycling and shared-use network hierarchy;
- priority projects, trailheads, signage improvements and concept locations;
- implementation staging by short, medium and long term priorities.

12.2 Concept plans

The consultant must prepare concept plan sheets for priority projects agreed with the Shire. A minimum of four concept plans is required, including at least one walking-focused concept and one cycling or shared-use concept. Concepts are to be suitable for strategic costing and grant applications, not detailed construction.

Concept plan content	Minimum requirement
Plan or sketch	A3 plan, aerial underlay or diagram showing alignment, trailhead, facilities and key connections.
Typical section	Indicative cross-section, width, surface, clearance and user arrangement.
Design intent	Purpose, user groups, trail class or path type, experience, access and safety considerations.
Constraints	Tenure, approvals, environmental, cultural heritage, drainage, road crossing, maintenance and risk issues.
Cost and staging	Order-of-magnitude cost range, staging, dependencies and grant/funding suitability.
Maintenance	Likely maintenance responsibilities, frequency considerations and whole-of-life issues.

12.3 Reports

The final Masterplan must be concise, graphic and implementation-oriented. It must include:

- executive summary;
- project background, methodology and policy/guideline context;
- current facilities audit summary and audit database;
- community and stakeholder engagement summary;
- existing conditions, gaps, opportunities and constraints;
- walking, hiking, bridle, paddle, MTP, cycling, and ORV and reference to shared-use recommendations;
- network maps and priority project maps;
- concept plan sheets for priority projects;
- implementation plan with priorities, responsibilities, dependencies, indicative cost ranges and potential funding sources;
- asset management and maintenance recommendations;
- monitoring and review framework;
- appendices containing engagement detail, audit fields, mapping metadata and reference material.

13. Program and deliverables

Stage	Indicative timing	Key deliverables
1. Inception	Weeks 1-2	Inception meeting; data request; confirmed methodology; project program; risk register; engagement plan draft.
2. Desktop review and audit framework	Weeks 2-4	Document review; GIS setup; audit template; preliminary facilities list; fieldwork plan.
3. Field audit and first engagement phase	Weeks 4-8	Field inspections; audit database; photos; community survey; interviews; drop-in sessions; workshop/s.
4. Analysis and opportunities	Weeks 8-11	Existing conditions summary; opportunities and constraints; preliminary network hierarchy and priority ideas.
5. Draft Trails Masterplan	Weeks 11-15	Draft report; draft maps; draft implementation plan; draft concept plans.
6. Public review and refinement	Weeks 15-19	Support consultation; submissions summary; response table; revised priorities.
7. Final Masterplan	Weeks 19-22	Final report; final maps; final concepts; GIS package; presentation to Council or briefing as required.

Respondents may propose an alternative program if it delivers equal or better value and allows adequate time for community engagement, Shire review and Council reporting.

14. Standards, data and Shire responsibilities

14.1 Standards and guidance

The consultant must identify and apply relevant contemporary legislation, standards, guidelines and good practice. At a minimum, the methodology should consider the following as applicable:

- Shire of Ravensthorpe Purchasing Policy and Community Engagement Policy and Strategy;
- WA Strategic Trails Blueprint 2022-2027 and WA Trails Development Series;
- Western Australian hiking, trail and relevant land manager guidance;
- Austroads Guide to Road Design Part 6A: Paths for Walking and Cycling and Main Roads WA supplements where relevant;
- Australian Standard AS 2156.1 Walking Tracks - Classification and Signage, and other applicable Australian Standards, access, safety, signage and structural guidance;
- Disability access, road safety, Work Health and Safety, environmental protection, Aboriginal cultural heritage and land tenure requirements relevant to the recommendations.

14.2 Shire-supplied information

Subject to availability, the Shire will provide or facilitate access to:

- relevant plans, strategies, policies and asset data;
- GIS layers and aerial imagery held by the Shire;
- existing trail maps, tourism material and facility records;
- contact lists for relevant Shire staff, agencies and community stakeholders;
- support for promotion of engagement activities through Shire channels;
- review comments on draft deliverables within agreed timeframes;
- access permissions for Shire-managed sites, subject to operational requirements.

Part C - Response Schedules

Respondents must complete the following schedules. Additional pages may be attached, but responses should remain clear and concise.

Schedule 1 - Offer Form

Respondent legal name	
ABN / ACN	
Trading name	
Registered address	
Contact person	
Position	
Email and phone	
Total lump sum price ex GST	\$
GST	\$
Total price inc GST	\$
Quotation validity period	90 days from Closing Date unless otherwise stated

The respondent offers to provide the services described in this RFQ for the price stated above and in accordance with the RFQ, the respondent's quotation and any agreed departures.

Signature: _____

Date: ____ / ____ / ____

Name and position: Authorised representative of
respondent

Schedule 2 - Respondent Details and Compliance

Requirement	Response / details
Legal entity and ownership structure	
Lead office location	
Local or regional presence, if any	
Subconsultants and roles	
Insurances held and expiry dates	
Quality, safety and environmental management systems	
Any departures from RFQ conditions	
Any non-conforming or alternative offer	

Schedule 3 - Methodology and Project Plan

Topic	Respondent response
Project understanding	
Inception and project governance	
Desktop review methodology	

Topic	Respondent response
Current facilities audit methodology	
Walking and hiking analysis methodology	
Cycling and shared-use analysis methodology	
GIS, maps and data methodology	
Concept plan methodology	
Implementation planning and cost estimation approach	
Quality assurance and review process	
Proposed program	

Schedule 4 - Personnel and Experience

Name	Role	Relevant expertise	Availability

Provide up to five recent relevant projects. Include client, year, contract value if disclosable, scope, relevance to this RFQ and referee contact details.

Project	Client / year	Relevance	Referee

Schedule 5 - Price Schedule

Stage / deliverable	Lump sum ex GST	GST	Total inc GST	Assumptions
1. Inception	\$	\$	\$	
2. Desktop review and audit framework	\$	\$	\$	
3. Field audit and first engagement phase	\$	\$	\$	
4. Analysis and opportunities	\$	\$	\$	
5. Draft Trails Masterplan	\$	\$	\$	
6. Public review and refinement	\$	\$	\$	
7. Final Masterplan and presentation	\$	\$	\$	

Stage / deliverable	Lump sum ex GST	GST	Total inc GST	Assumptions
Disbursements / travel	\$	\$	\$	
Total	\$	\$	\$	

Provide hourly rates for variations or additional services:

Personnel / role	Hourly rate ex GST	Notes
	\$	
	\$	
	\$	
	\$	

Schedule 6 - Local, Social and Sustainable Procurement

Requirement	Respondent response
Local and regional employment, suppliers or subcontractors	
Local business participation and knowledge	
Aboriginal business participation or engagement approach	
Australian Disability Enterprise participation, if applicable	
Environmental practices for travel, fieldwork, printing, waste and emissions	
Social value and accessibility outcomes	

Schedule 7 - Declarations and Acknowledgements

Declaration	Yes / No / details
The respondent has read and understood the RFQ documents.	
The respondent acknowledges all addenda issued by the Shire.	
The respondent has disclosed all actual, potential or perceived conflicts of interest.	
The respondent confirms it has capacity to deliver the services within the proposed program.	
The respondent confirms prices are in Australian dollars and exclude GST unless stated otherwise.	
The respondent confirms it can comply with confidentiality, record keeping and intellectual property requirements.	
The respondent confirms it will comply with all applicable laws, WHS obligations and Shire directions.	

Signature: _____

Date: ____ / ____ / ____

Name and position: Authorised representative of respondent

RFQ Release Approval

Approval item	Details
Procurement pathway confirmed	
Budget confirmed	
Evaluation panel appointed	
Conflict declarations completed	
RFQ approved for issue by	

Signature: _____

Date: ____ / ____ / ____