

## 4. Specification

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# Specification

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## 1. INTRODUCTION

The Port Phillip City Council invites tenders for the provision of strategic planners, urban design, land use planners, heritage advice and project managers to provide expertise to deliver to the organisation. A panel of providers will be established by this tendering process. It is anticipated that the panel will consist of a range of Strategic Planning specialists.

## 2. BACKGROUND TO SERVICE

The City of Port Phillip lies on the northern edge of Port Phillip Bay, to the south of the Melbourne central business district. It is approximately 20km<sup>2</sup> in area with 11km of foreshore and it has a population of 85,000. Significant areas of the municipality are 2 to 3 metres above sea level and relatively flat. It is predominately residential with a high proportion of flats and high rise accommodation, although there are significant pockets of light and medium industry, notably in South Melbourne and Port Melbourne. The area has been extensively developed which reflects its location as an inner suburb of Melbourne.

## 3 SCOPE OF THE ROLE

Port Phillip City Council provides a broad range of services and facilities to its community. In order to maintain these service commitments Council manage projects and services throughout the community.

The objective of the panel of Strategic Planning Consultants is to provide resources to assist Council in managing a range of projects throughout the contract period.

Council shall develop a model whereby the Contractor shall be allocated a project or range of projects. The specific tasks shall be defined in a scope of works that shall be developed for each respective project.

The fundamental responsibilities of the role are:

- To provide strategic planning advice to Council
- To provide technical expertise on strategic issues and projects;
- To undertake the development and / or delivery of strategic projects;
- To assist with Administration of Projects;
- To participate in Project Coordination Group meetings as required;
- To assist in reporting progress on Projects to Council and the State Government;
- To ensure project documentation is in accordance with best practice requirements and minimise the Council's exposure to risk; and
- To liaise with the various governments, consultant and other advisors as required.

### 3.1 Selection criteria

#### **Experience**

- Demonstrated expertise in the fields of strategic planning, urban design, land use planning, heritage or project management
- Demonstrated ability to provide services
- Demonstrated ability to achieve preferred outcomes through negotiation
- Recent and relevant experience
- State & local government experience or experience working within a government context

#### **Price**

- Value for money

#### **Approach to Project Administrator Support**

- Proposed approach
- Service must have sufficient flexibility to meet changing demands / expectations

### 3.2 Process

Interested persons should complete the attached schedules and include a copy of your CV in accordance with the terms and conditions of this invitation.

## 4 PRICE

Contractors should submit an hourly and daily rate (including GST). Refer to Schedule 2 of the Tender Conditions

## 5 SERVICE STANDARDS

The following are the key service requirements for the role;

- Timely reporting and advice
- Maintaining project documentation in accordance with best practise standards
- Assist with the strategic direction of the proposed project
- High quality professional service that meets the standards determined by the Project Administrator
- Innovation
- Timely completion of each project

## 6 CONFIDENTIALITY AND SECURITY

The successful consultant will be required to enter into a Confidentiality Agreement with Port Phillip City Council. All information gathered during the Contract term is to remain the property of Port Phillip City Council. The Contractor must ensure the confidentiality of information that is of a sensitive nature and compliance with Privacy

and other related Acts. The Contractor must take no action that reduces or compromised the security of the port Phillip City Council or client's information or assets.

As the Contractor may need to gain access to Council Offices outside normal working hours, special arrangements will be made.

## **7 INFORMATION AND TECHNOLOGY**

The Contractor is to ensure that current security measured on all software, data and virus protection procedures specified by Council's Information technology Policies are maintained.

## **8 LOCATION**

The services shall be conducted at a Council owned venue within the Port Phillip City Council. The specific site shall be agreed prior to the execution of this contract.

## **9 ADDITIONAL REQUIREMENTS**

In addition to the requirements set out above, activities of the successful consultant will include (but not limited to):

- Ensure that Occupational Health and Safety legislation and regulations are adhered to;
- Ensure that relevant Environmental legislation and regulations are adhered to;
- Ensure relevant EEO standards are adhered to;
- Follow procedures that as a minimum meet Port Phillip City Council procedures for tendering and contract management where applicable and;
- Follow procedures that ensure privacy of customers' information.

## **10 CONTRACT TERM**

The contract term is three (3) years.