

Specification

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Specification

1 Introduction

Port Phillip City Council (“Council”) invites tenders from suitably experienced organisation(s) to provide sustainability advice for a range of areas to assist Council in developing policy and the implementation of environment programs to help Council meet its’ ‘Toward Zero’ targets.

2 Background

Council is committed to targets outlined in its’ *Toward Zero Sustainable Environment Strategy 2007*. Toward Zero outlines nine key sustainability challenges for the City of Port Phillip.

The City of Port Phillip is located in Melbourne's inner southern suburbs, between 2 and 8 kilometres from the Melbourne GPO. The City of Port Phillip is bounded by the Cities of Melbourne and Stonnington in the north, the City of Glen Eira in the east, the City of Bayside in the south, and Port Phillip Bay and the City of Melbourne in the west.

The City of Port Phillip is a residential and commercial area, with substantial industrial and office land use. The City contains significant parks, gardens and foreshores. The southern and eastern areas are generally residential in nature, while the central part of the City is dominated by Albert Park. The northern and western areas are dominated by employment uses and commercial areas, including shopping and lifestyle strips along several of the main roads.

3 Contractor Panel

Council’s objective is to develop a preferred supplier panel of specialist organisations to provide a range of sustainability advice services.

The successful tenderers will form a panel which Council will engage on a needs basis over the term of the contract, through the request of quotations to undertake various projects. It is anticipated that the panel may include Contractors that can provide all, some or only one of the required areas of expertise.

Council does not guarantee any minimum quantity of work or exclusive engagement of a contractor.

4 Scope and Purpose

Council is seeking Sustainability Advice in the following areas:

1. Climate Change policy and greenhouse gas accounting

- Strategic policy advice in climate change policy and greenhouse gas accounting.
- Greenhouse emissions accounting and forecasting.
- Policy and program responses to greenhouse gas mitigation.
- Policy and Program responses to climate change adaptation.
- Advice in the purchase of GreenPower and carbon offsets.
- Advice on new technology supporting key actions.
- Key methodology and approaches to develop business case.

2. Sustainable council buildings

- Environmental sustainability building audits.
- Development of technical guidelines to inform council building retrofit, renewal and management programs.
- Utility data metering advice and deployment experience.
- Strategic advice to inform the development of building specific targets and to assist Council determine the most appropriate audit, retrofit and renewal models for achieving these targets.
- Advice on new technology supporting key actions.

3. Low carbon energy supply advice

- Advice in the purchase of GreenPower and carbon offsets.
- Renewable Energy market policy advice.
- Energy market (electricity and gas) policy advice.
- Wind resource assessment expertise and advice.
- Solar resource assessment expertise and advice.
- Bio-mass resources assessment expertise and advice.
- New technology and product knowledge.
- Methodology and approaches to develop business case.

4. Sustainable Transport Policy

- Research and analysis of transport data and travel modes - i.e. measurement of baseline data and forecasting.
- Experience in transport measurement techniques – to enable qualitative and quantitative data to be gathered.
- Travel behaviour change community engagement program development.
- Strategic advice on sustainable transport policy – walking, cycling, car share schemes, and public transport.
- Experience in the recording and integration of transport and other data into existing and new databases, including GIS.
- Strategic planning advice on transport and urban systems.

5. Water Sensitive Urban Design (WSUD)

- Experience in the development of a range of council specific WSUD retrofit scenarios for implementation across council programs.
- Design of suitable solutions for different streetscape works, a hierarchy of treatments and a process for evaluating emerging design options.
- Business case development for the implementation of WSUD solutions versus more traditional storm water management treatment measures.
- Experience in the development of WSUD technical standards and recommended alterations to current approaches, including emerging design considerations arising from identified risks from climate change.
- Experience in providing advice on to WSUD solutions to enhance the integration of WSUD into roads, drainage and streetscape works.

6. Behaviour change program design and evaluation

- Experience in community engagement and consultation techniques.
- Behaviour change program design implementation.
- Workshop facilitation experience.
- Community consultation - Survey design and methodology.
- Program evaluation design and workshop.
- Design of staff engagement programs and communication.
- Forecasting and opportunity identification for community actions.

7. Sustainable Procurement

- Provision of advice relating to integration of sustainability into the procurement process.
- Development of product and contract specifications to achieve the above
- Understanding of and experience integrating sustainability into organisational procurement processes specific to local government.
- Consumables procurement as well as capital works procurement needs to be worded around Sustainability.
- Lifecycle analysis to support the business case for sustainable procurement.
- Appraisal of new to market technology and product knowledge.

8. Sustainability in council asset development and maintenance

- New technology and product knowledge.
- Lifecycle analysis to support the business case for sustainable procurement of assets.
- Development of tools and resources to achieve the above.

5 Reporting Requirements

It is essential that the Contractor provides a report to the Council's Contract Manager within the agreed timeframe, detailing all processes undertaken, including costs to date, and the project status. The report is the agreed performance measures and the extent to which the objectives and outcomes of the brief have been achieved.
