Request for Proposal:
Consultancy Services for Paraparaumu and Waikanae Town Centres and Connectors

What’s inside?
1. Next steps
2. Our Requirements
3. Our Evaluation Methodology
4. Statement of Requirements
5. Supplier's Response Form & Declaration
6. Our Proposed Conditions of Contract
If you are interested in submitting a Proposal this document sets out the next steps in the process.

Understand our Requirements

Make sure you fully read this document and the Instructions to Suppliers & Standard Conditions before starting to prepare your response. In particular develop a strong understanding of our Requirements and how your Proposal will be evaluated. If anything is unclear or you have any questions then ask us to explain. Email our Contact Person.

Our process

This is a contestable and competitive procurement. We have set out a step-by-step process for suppliers to follow as well as some rules. Make sure you follow our process and abide by the rules. Remember, it is important when preparing your Proposal to use the Supplier Response Form and complete the Supplier Declaration. Having done the work don’t be late – you must get your Proposal to us before the Closing Date.

Changes to our process

If we need to change anything about this process or want to provide suppliers with additional information we will let all suppliers know by placing a notice on the Government Electronic Tenders Service (GETS) at www.gets.govt.nz. If you downloaded this RFP from GETS you will automatically be sent notifications of any changes.

Our Contact Person

Please direct all enquiries to our Contact Person. You must not attempt to gain information from any other member of our staff.

Phillip Stroud
Telephone: 04 296 4823
Email: phil.stroud@kapiticoast.govt.nz

Please submit your proposal by email and in hard copy format.

1. Our email address for Proposals

Please use the following address:

2. Our addresses for hard copy Proposals

When submitting your Proposal please use the following address.

For Proposals sent by post, hand or courier:
Tender Box – RFP Proposal Waikanae and Paraparaumu Town Centres and Connects
Kāpiti Coast District Council
175 Rimu Road
Private bag 60 601
Paraparumu 5032

Please note: Proposals sent by fax or email will not be accepted
Our Indicative Timeline

The following information sets out our process and Indicative Timeline.

Deadline for Suppliers’ questions (Clarification Period): 4pm Tuesday 4th February 2014
Deadline for the Buyer to answer questions: Friday 7th February 2014
Deadline for submission of Proposals (Closing Date): 12pm Friday 14th February 2014
Notification of shortlist of Suppliers: Thursday 20th February 2014
Short listed Suppliers’ presentations: Wednesday 26th February 2014
Supplier selected & unsuccessful Suppliers notified: Friday 28th February 2014
Anticipated Contract start date: Monday 10th March 2014

Please note: All times are New Zealand time. We reserve the right to alter the timeline, if required.

The rules

This Request for Proposal is subject to a set of rules called the KCDC RFP Instructions to Suppliers and Standard Conditions. These have been provided as a separate document with this RFP.

Interpreting this RFP

Words starting with capital letters can have special meaning. The KCDC RFP Instructions to Suppliers and Standard Conditions contains definitions for words and expressions that have special meanings.

Tools

There are some tools on the following website that may help you in preparing your Proposal.

- www.business.govt.nz/procurement/

Note the information contained on the above website do not form part of this RFP.
2. Our Requirements

Who we are

The Kāpiti Coast is a fast growing district. The Council has signalled in its Long Term Plan that it will work in partnership with the community to achieve the community interests and vision (Community Outcomes). The Long Term Plan which exists within Council’s wider sustainable development framework provides a twenty year programme to deliver around community interests including the improvement of the quality of the urban environment and town centres, delivering essential services, supporting environmental sustainability and social wellbeing and providing a significant contribution to sustainable economic growth.

What we need

The purpose of this Request for Proposal (RFP) is to invite parties to submit their proposals to provide consultancy services for the “Paraparaumu and Waikanae Town Centres and Connectors Project” hereinafter referred to as the ‘Project’

The Project has the following objectives:

- Coordinate efforts to improve the Paraparaumu and Waikanae town centres;
- Facilitate upgrade works over the next 20 years along with other projects;
- Inform financial planning for the Long Term Plan and leverage other sources of funding;
- Substantial improvement of the amenity values for and safety of pedestrians that utilise the public realm;
- Promote commercial building development within the Paraparaumu and Waikanae town centres, with a focus on providing active road frontages and improving pedestrian amenity;
- Improved integration with the Paraparaumu and Waikanae rail interchanges;
- Provide legibility on the preferred entrance to Paraparaumu town centre from the Expressway;
- Improve Kāpiti Road to recognise the importance of this east-west connection; and
- Transform the existing State Highway No 1 within Paraparaumu and Waikanae urban areas into a local road.

The Services in scope for this RFP shall include, but are not limited to:

- Urban design (including crime prevention through environmental design (CPTED) and accessibility);
- Project and cost management;
- Landscape architecture;
- Stakeholder engagement;
Planning / resource management;
Civil engineering (including localised stormwater, lighting, pavement design, etc);
Traffic engineering, traffic modelling and transportation planning; and
Land surveying

KCDC is looking to contract with a provider that can demonstrate they have the following abilities:

- to contribute to the successful delivery of the project’s objectives and deliverables;
- to synthesise and coordinate existing work relevant to this Project;
- experience on large complex projects and other similar projects of this size and varied nature;
- to provide vision and cohesive direction in urban design and transportation planning;
- to show best practice principles through design and management including vision and innovation;
- present a well governed multi-discipline consultancy design team;
- have a sound understanding of the local community issues;
- to work with stakeholder groups including, but not limited to, iwi, NZ Transport Agency, Greater Wellington Regional Council, commercial operators/developers and community groups; and
- have appropriate systems to ensure efficiencies in communicating with Council and stakeholders.

The Services are to be provided in a manner that:

- Complies with the requirements set out in this RFP; and
- Uses appropriate, widely accepted methodologies that are consistent with good industry practice.

The Council business units will not be submitting a response to this RFP.

Further background information and full details on the Council’s requirements is contained in Part 4 of this RFP.

How long we need it

The period of any contract entered into will be for the period of the consultancy services, including defects, as set out in the final agreed contract.
3. Our Evaluation Methodology

Evaluation Process

Evaluation is an assessment of your Proposal and ability to successfully perform the contract. While price is an important consideration to the Council, other criteria may influence the Council’s decision to accept or reject a Proposal.

An Evaluation Team (ET) incorporating selected KCDC officers and an external technical specialist will be set up by KCDC to evaluate the submissions responding to this RFP.

The general form of the evaluation is described below but suppliers should note that KCDC reserves the right to depart from the evaluation methodology without giving any reasons to the tendering parties.

The non-priced attributes and prices will be opened at a single time and thus supplier shall accept that the ET will have knowledge of all suppliers prices at all stages during the evaluation.

Suppliers written proposals will firstly be evaluated based on the non-priced evaluation criteria given in the table below.

Suppliers will be ranked based on their overall score for these non-priced attributes. This ranking of suppliers will be based on the ET’s assessment of the submissions along with; the KCDC’s own knowledge of the suppliers and key personnel; and information provided from any enquiries which the ET may wish to make to any party who may have knowledge of the supplier or their nominated staff or sub-contractor.

<table>
<thead>
<tr>
<th>Non Priced Attributes</th>
<th>Weightings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant experience / track record</td>
<td>25%</td>
</tr>
<tr>
<td>Technical skills (of personnel)</td>
<td>25%</td>
</tr>
<tr>
<td>Methodology / project understanding</td>
<td>30%</td>
</tr>
<tr>
<td>Project Management</td>
<td>20%</td>
</tr>
</tbody>
</table>

The ET will then consider the supplier tendered prices and make a subjective “price verses suitability for project” judgement. In undertaking this part of the evaluation the ET may take one of, or a mix of the following approaches.

- Select the highest (best) ranked supplier at its tendered price
- Select other than the highest ranked Respondent based on the ET’s agreed subjective assessment of best “price verses suitability for project” based on the tendered prices.
- Invite one or more of the tenderers to meetings to clarify any aspect of the submission and or negotiate over the initially tendered fee. This to be undertaken without any obligation to accept the tenderer at either the original or negotiated fee.
• Select any supplier based on a fee agreed after negotiation.

The ET will request the two top proposals to make presentations to the ET.

The decision of the ET will be final and no explanation of how the final “value verses suitability for project” ranking was derived, will be provided to supplier.

When evaluating your Proposal, KCDC may consider, but is not limited to considering the items listed below, which if considered as part of the evaluation of Proposals shall be in addition to any specific evaluation criteria included in the RFP:

• the extent to which the Proposal meets the objectives and Requirements described in this RFP;
• whether there is a cost advantage in accepting any Proposal;
• the experience, ability and competence of the Supplier, including past performance;
• the organisational structure and financial viability of the Supplier;
• the ability of any third parties relied on by the Supplier to deliver any services and/or works, and to deliver those services and/or works successfully;
• the Suppliers communication skills, including the ability to interpret and present information and to communicate clearly and concisely;
• the Supplier’s willingness to agree to the Proposed Conditions of Contract;
• appreciation of the Buyer’s business environment, objectives and risks;
• ability to meet, exceed and add value to the Buyer’s business requirements;
• compliance with the RFP processes as set out in this RFP and the RFP terms and conditions;
• ability to provide industry leading processes and services that will reduce the Buyer’s costs;
• the Supplier’s political savviness (ability to utilise the dynamics of power, organization, and decision making) and presentation/communication skills;
• the Supplier’s approach to delivery of the goods, services or works;
• proven success and experience in providing goods, services or works;
• the organisational abilities of the Supplier, including the ability to meet deadlines, co-ordinate requirements, provide alternative practicable solutions, and analyse problems and situations, and
• the range of goods, services or works offered.

The criteria listed above are indicative only and are provided so that suppliers may assess the suitability of their Proposal. They are not in any particular order of priority, are not exhaustive and will not necessarily be accorded equal weight.

Prior to evaluation, KCDC may at any time, change the criteria without giving prior notice to the Suppliers. KCDC will endeavour to notify Suppliers as soon as practical of any changes to the criteria.
Rating Scale

The following rating scale shall be used to score each qualitative (technical)/non-budgetary (non-price) requirement of the RFP.

<table>
<thead>
<tr>
<th>Compliance</th>
<th>Definition</th>
<th>Deficiency</th>
<th>Definition</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significantly Exceeds</td>
<td>Significantly exceeds the Requirements in a way that provides significant ‘added value’ to Council.</td>
<td></td>
<td></td>
<td>9-10</td>
</tr>
<tr>
<td>Exceeds</td>
<td>Exceeds the Requirements in some aspects and offers some added value to Council</td>
<td></td>
<td></td>
<td>7-8</td>
</tr>
<tr>
<td>Meets Requirements</td>
<td>Has shown an understanding of the Requirements to a minimum level. Can provide the requirement to the minimum level.</td>
<td></td>
<td></td>
<td>5-6</td>
</tr>
<tr>
<td>Unsatisfactory Minor</td>
<td>Marginally deficient. Minimal cost or schedule impact to address. Minor negotiation required to achieve requirement.</td>
<td></td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>Unsatisfactory Significant</td>
<td>Requirement only partially met. Achievement of the requirement will impact on cost or timing. Significant negotiation required.</td>
<td></td>
<td></td>
<td>1-2</td>
</tr>
<tr>
<td>Unsatisfactory Critical</td>
<td>Requirement not met to any degree by the solution offered. No information provided.</td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
What we need - Our Requirements

Scope

The scope of activities on this project include:

- Reviewing existing design and assessing what further needs to be done;
- Defining a programme and design concept,
- Undertake stakeholder engagement as appropriate;
- Support the Council with community consultation;
- Prepare design concepts for approvals;
- Prepare costs estimates for financial planning in the Long Term Plan.

The Project may need to revisit existing assumptions, if the evidence basis for those assumptions has changed. However, the Project does not seek a fresh start to design but should build upon existing work and provide practical and implementable solutions. The Council is seeking staged and affordable solutions, that are well planned and prioritised over their implementation.

Background

As a consequence of certainty of the Mackays to Peka Peka Expressway Project proceeding, and the resulting diversion of state highway traffic away from the existing State Highway No 1 alignment through the towns, planning can begin for the future form of the Paraparaumu and Waikanae Town Centres. With the future revocation of State Highway No 1, there are significant opportunities to develop the current town centres of Paraparaumu and Waikanae in new ways that the use of the current road as a State Highway has either inhibited or prevented to date. With this certainty and with a town centre concept plan and appropriate implementation methods (for example, District Plan and asset investment), new private investment in the town centre can be catalysed. Further work can also proceed on upgrading and improving Kāpiti Road as a major connection to the future planned Expressway, and transforming the existing State Highway No 1 between Waikanae and Paraparaumu into a Local Road.

The Expressway will have a significant impact on the physical form of the District and in particular on growth pressures and the vitality of Paraparaumu and Waikanae Town Centres. Te Moana Road and Kāpiti Road will take on new roles as entry points to the town centres from the Expressway. Roads north and south of the townships will act as local feeder roads.

Increased accessibility as well as opportunities for the revitalisation of the existing State Highway that set in place a foundation for an urban structure that will facilitate the achievement of the aspirations for the town centres after many years of uncertainty.

Workstreams

There are four interconnected workstreams to the Project (described in detail below):

- Improvements to Kāpiti Road;
- Improvements to Waikanae Town Centre;
• Improvements to Paraparaumu Town Centre; and

• Transformation of existing State Highway No 1 within Paraparaumu and Waikanae towns.

a. Improvements to Kāpiti Road

The extent of improvements is from the Marine Parade/Manly Street roundabout to Hinemoa Street, within a 20-30m corridor. Significant commercial development has occurred along Kāpiti Road and further development is underway at the Kāpiti Coast Airport.

The October 2012 Paraparaumu Town Centre Structure Plan Report establishes an important context for improvements to Kāpiti Road.

The future form of Kāpiti Road itself in terms of footpaths, cycleways, signs, lanes, crossings, trees and other amenity features will recognise the importance of this east-west connection to the community from the Paraparaumu town centre to Paraparaumu Beach. It will be an attractive urban “boulevard” that provides an appropriate gateway to Paraparaumu Town Centre. It will encourage or require buildings along Kāpiti Road that contribute to a boulevard streetscape and provide passive surveillance to encourage cycling and walking.

As part of the MacKay’s to Peka Peka Expressway Project, west of the Paraparaumu town centre there will be an interchange that connects the expressway with Kāpiti Road. The expressway will cross over Kāpiti Road. Kāpiti Road will be widened as part of the Expressway project in the vicinity of the on and off ramps. Where the expressway on and off ramps join Kāpiti Road there will be a controlled intersection. The concept design for Kāpiti Road to be developed by the respondent will include these Expressway project changes.

The desired community outcomes for Kāpiti Road include the following:

• a vastly improved visual quality and urban design,
• a greening where possible of the road with mature trees,
• function well for active modes
• deliver good quality physical environment for older people and people with disabilities.
• Explore use of clean technology
• Integrated signage
• Exemplar – use of lighting, energy efficient systems and management stormwater.

Expected outputs for:

• Review existing work and undertake a gap analysis
• Partner with KCDC in delivering community consultation
• A concept design for improvements to Kāpiti Road between Manly Street and Hinemoa Street
• Cost estimate for purposes of Long Term Plan financial planning for development
b. Improvements to Waikanae Town Centre

With the removal of existing State Highway No 1 as the main thoroughfare of the Waikanae Town Centre, KCDC is seeking to create a more pleasant walking and shopping environment, including footpath and street furniture improvements (refer Figure 1).

The concept for the Waikanae Town Centre is to:

- Provide pedestrian access with pleasant crossings
- Enhance pedestrian flow from the Waikanae train station to shops across the current State Highway No 1
- Provide for pedestrian crossings and vehicle movements at grade due to lower traffic volumes
- Locate bus stops on the main road beside the Waikanae train station
- Provide a controlled intersection at Ngaio Street
- Create a narrower carriageway with tighter bends
- Plant trees between carparks and in raised medians to create amenity and reduce traffic speed

A blueprint is required that catalyses ideas and provide a spatial reference point. A consistent approach is important to ensure the various elements of the town centre improvements are coordinated.

The Respondent will need have significant consideration of the Proposed District Plan (and submissions to it), community consultation to date and work presented as part of the Long Term Plan, and concept design work completed as part of the Expressway (for example as depicted below).

Expected outputs:

- Review existing work and undertake a gap analysis, including review of the “Waikanae Town Centre: Workshop Final Outcomes Document (September 2007)”
- Stakeholder consultation and support for community consultation
- A “blueprint” structure plan for the Waikanae Town Centre to a similar level of detail as the “October 2012 Paraparaumu Town Centre Structure Plan Report”
- A concept design for the public realm areas ((landscaping and surface treatment, street furniture, lighting, etc) of Waikanae town centre as identified by the “blueprint”
- Identify opportunities to catalyse private sector investment
- Cost estimate for the purposes of Long Term Plan financial planning

c. Improvements to Paraparaumu Town Centre

KCDC has plans for a major redevelopment of the Paraparaumu town centre. These include:

- Developing Rimu Road as the ‘main street’
• More retail and other businesses along Rimu Road
• More public open space around Wharemauku Stream
• New civic facilities (recreation/arts performance/aquatic/youth centre and art gallery) on Council land

A significant amount of work has already been undertaken in establishing the future spatial form of the Paraparaumu Town Centre.

The 2006 Paraparaumu Town Centre Local Outcomes document sets out the community’s vision for the town centre. This is further emulated in October 2012 Paraparaumu Town Centre Structure Plan Report.

In November 2012, KCDC adopted a structure plan for the District Plan review. The structure plan seeks to achieve the following:

• retail / commercial areas being located where these activate the following streets: existing State Highway No 1; Rimu Road; and the link road between Rimu and Kāpiti Roads;
• encouragement to strengthen the role and function of the existing Coastlands development to better provide for the community’s retail, social and commercial needs than has been undertaken to date;
• a residential area between Wharemauku Stream and the link road;
• clustered community facilities;
• the enablement of offices and service commercial areas;
• a large consolidated stormwater area and wetland to provide for flood storage, ecological values and amenity for residents and other users of the area, with some development being deferred until this can be achieved;
• recreational opportunities along the Wharemauku Stream, Drain 3 and other stormwater management facilities; and
• increased connectivity (the road, cycle and walkway network) throughout the area.

The Structure Plan is contained in the proposed District Plan.

Taking this existing work into account, the design concept for the Paraparaumu Town Centre is to:

• Create a more pleasant walking and shopping environment including footpath and street furniture improvements;
• Enhanced pedestrian flow from the Paraparaumu train station to Coastlands and shops across the road, with wider footpaths and pedestrian crossings
• Create a more pleasant, better oriented bus stop/interchange between the Paraparaumu train station, street and shops
• Local bus stops on street frontage to improve bus stops
• Reduce through traffic speeds
• Plant trees between carparks and in raised medians to create amenity and reduce
• Encourage new shops fronts with new kerbside parking and improved pedestrian amenity
• Create a narrow carriageway with tighter bends
• Use the road improvements to encourage new business, shopping and other amenities

The Respondent will need to have significant consideration of the District Centre Structure Plan Report, the Proposed District Plan (and submissions to it), community consultation to date and work presented as part of the Long Term Plan, and concept design work completed as part of the Expressway (refer Figure 2 below).

Expected outputs:
• Review existing work and undertake a gap analysis
• Stakeholder engagement and support for community consultation
• A concept design for the public realm areas (landscaping and surface treatment, street furniture, lighting, etc) of Paraparaumu town centre as identified by the District Centre Zone Structure Plan
• Identify opportunities to catalyse private sector investment
• Cost estimate for the purposes of Long Term Plan financial planning for development

d. Transformation of existing State Highway No 1 within Paraparaumu and Waikanae towns

Once the Kāpiti Expressway has been constructed, the section of what is currently State Highway No 1 from Poplar Avenue to Peka Peka will no longer be required for State Highway purposes, and it will become a local road. The nature and scale of the future road, especially at Waikanae and Paraparaumu town centres, shall deliver a safe and attractive roading and access system for local needs. The focus should be around the intersections of Te Moana and Kāpiti Roads. The reconfiguration of the road will be such that the current State Highway 1 will be retained as the main spine road for the local road network and allow it function as a national distributor road in the event of emergency. Consideration is also required as to whether to retain the road as a limited access road under the Local Government Act.

Expected outputs:
• Review existing work and ensure it is integrated with the other workstreams
**Indicative project programme**

Supplier shall provide with their response to this RFP a Gant chart or similar computer based programme for their project showing how they will meet as a minimum the key dates tabulated below.

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commence work</td>
<td>10 March 2014</td>
</tr>
<tr>
<td>Council and Community Board Briefings</td>
<td>March 2014 – March 2015</td>
</tr>
<tr>
<td>Preliminary reports (review of concepts / gap analysis)</td>
<td>March - June 2014</td>
</tr>
<tr>
<td>Key stakeholder and community consultation undertaken</td>
<td>April - September 2014</td>
</tr>
<tr>
<td>Final concept design reports and cost estimates</td>
<td>September – October 2014</td>
</tr>
<tr>
<td>Focus group reviews and Community Board liaison</td>
<td>November 2014 – February 2015</td>
</tr>
<tr>
<td>LTP Process with Community Boards and Council (public consultation and finalised reports)</td>
<td>March - June 2015</td>
</tr>
</tbody>
</table>
Figure 1: Waikanae State Highway No 1 revitalisation opportunities (consultation panel)
Figure 2: Paraparaumu State Highway No 1 revitalisation opportunities (consultation panel)
Role of KCDC in the Project

**KCDC input**

The Council will actively participate in the Project (to the extent that its resources allow). In particular, the Council will facilitate meetings with the Waikanae Community Board, the Paraparaumu/Raumati Community Board and any other Council committees.

KCDC will also lead on community consultation as required and this regard will be appointing a communications adviser to develop and implement a communications plan.

**KCDC Liaison**

The supplier shall work collaboratively with the KCDC Project Manager, Mr Phillip Stroud and other KCDC staff when requested from time to time for the duration of the work and provide key personnel with both technical and collaborative working skills. KCDC expects that the Supplier will have initially at least fortnightly meetings with the KCDC Manager. The Supplier shall provide an agenda for and minutes of all meetings with the KCDC Project Manager.

For the duration of the Project the Supplier may also be requested to attend the monthly meetings with the KCDC Town Centres and Connections Steering Group.

The Supplier may also be required to prepare Council Committee reports and present those reports at Community Board and Council Committee meetings during the life of the project, as required by Council.

The Supplier shall prepare and deliver monthly reports to the KCDC Project Manager (in the first week of each month) to enable all parties to remain aware of risks and issues throughout the Project. The report will be 4-5 pages in length. The report shall incorporate any items required by Council but as a minimum the following are expected:

- Project status summary
- Milestones and deliverables
- Stakeholder relationships
- Resourcing issues
- Technical issues / risk areas
- Financial report

It is further expected that less formal communication will exist between meetings so that Council is aware of the state of the project and issues arising at any time.

**KCDC reports**

The following reports are available:

- Paraparaumu Town Centre Local Outcomes document (2006)
- KCDC, Streetscape Strategy and Guideline, July 2008
- SH1 Revitalisation (Kāpiti Coast) Options Functionality Report, 9 June 2011
- Cycleway/walkway Alternatives – SH1 Reconfiguration Project (Draft Report), 13 June 2012
- SH1 Reconfiguration (Kāpiti) Scheme Design Report, 11 November 2011
- Project Agreement with respect to Kāpiti Expressway: East/West connectivity, between NZTA and KCDC, 7 August 2012
- Project Agreement with respect to Kāpiti Expressway: Process for Revocation of SH 1, between NZTA and KCDC, 7 August 2012
- Paraparaumu Town Centre Structure Plan Report, October 2012
- KCDC Proposed District Plan
- Various reports on Kāpiti Road
5. Supplier’s Response Form & Declaration

The following information in sections A and B must be provided. It is gathered here to support your detailed responses in section C and is included as part of the evaluation of Proposals.

If you intend to subcontract any aspects of the provision of the goods, services, works, please detail this information and provide a profile for each subcontractor and specify, where relevant, in each answer who will provide the goods, services, works (e.g., subcontractor or main Supplier).

Section A: Profile of Organisation

<table>
<thead>
<tr>
<th>1. Supplier’s Contact Person for this RFP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Phone number:</td>
</tr>
<tr>
<td>Mobile number:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
<tr>
<td>Fax number:</td>
</tr>
<tr>
<td>Is the Contact Person authorised to negotiate and bind the Supplier?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Supplier’s organisational profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full legal name:</td>
</tr>
<tr>
<td>Trading name: (if different):</td>
</tr>
<tr>
<td>Name of parent company:</td>
</tr>
<tr>
<td>Physical address for service:</td>
</tr>
<tr>
<td>Postal address:</td>
</tr>
<tr>
<td>Company website:</td>
</tr>
<tr>
<td>Location of head office:</td>
</tr>
<tr>
<td>Type of entity (legal status):</td>
</tr>
<tr>
<td>Company registration #:</td>
</tr>
<tr>
<td>Country of residence:</td>
</tr>
<tr>
<td>GST registration number:</td>
</tr>
<tr>
<td>Name of Company lawyer (if any):</td>
</tr>
</tbody>
</table>

KCDC RFP Template April 2013
3. Insurances held

<table>
<thead>
<tr>
<th>Policy #1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of insurers:</td>
<td></td>
</tr>
<tr>
<td>Type/s of insurance held:</td>
<td>Public liability/professional indemnity/product liability/employer’s liability / motor vehicle / contractor’s plant / statutory liability</td>
</tr>
<tr>
<td>$ amount &amp; term of insurance held:</td>
<td>Insert the amount and term of cover under the policy</td>
</tr>
<tr>
<td>Limitations:</td>
<td>List any limitations which may affect this RFP</td>
</tr>
<tr>
<td>Deductibles:</td>
<td></td>
</tr>
<tr>
<td>History:</td>
<td>Summarise your claims history for last three years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy #2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of insurers:</td>
<td></td>
</tr>
<tr>
<td>Type/s of insurance held:</td>
<td>Public liability/professional indemnity/product liability/employer’s liability / motor vehicle / contractors plant / statutory liability</td>
</tr>
<tr>
<td>$ amount &amp; term of insurance held:</td>
<td>Insert the amount and term of cover under the policy</td>
</tr>
<tr>
<td>Limitations:</td>
<td>List any limitations which may affect this RFP</td>
</tr>
<tr>
<td>Deductibles:</td>
<td></td>
</tr>
<tr>
<td>History:</td>
<td>Summarise your claims history for last three years</td>
</tr>
</tbody>
</table>

4. Disclosure of proposed sub-contractors

<table>
<thead>
<tr>
<th>Sub-contractor #1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-contractor’s name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Specialisation:</td>
<td></td>
</tr>
<tr>
<td>Describe the deliverables the sub-contractor will be responsible for:</td>
<td></td>
</tr>
<tr>
<td>Percentage of time</td>
<td>Indicate the percentage of time allocated to the contract</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub-contractor #2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-contractor’s name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Specialisation:</td>
<td></td>
</tr>
<tr>
<td>Describe the deliverables the sub-contractor will be responsible for:</td>
<td></td>
</tr>
<tr>
<td>Percentage of time</td>
<td>Indicate the percentage of time allocated to the contract</td>
</tr>
</tbody>
</table>
5. Financial information

| Current financial status: | Brief description of your organisation’s current financial status & stability with reference to revenue and profit and a copy of your last audited accounts to support this information. If this information is not available, the Council will accept a letter (from the Bank or Chartered Accountants) confirming the status of your organisation's financial performance and position |

Credibility

| | Provide details to the following questions, where relevant: |
| | Are there any significant events, matters or circumstances which may significantly affect the operations of your company? |
| | Are there any proceedings, either actual or threatened, against your company, its parent or any director of the company, its parent or associated entities or have there been any in the past five years? If so, what remedial action has been taken in respect to these proceedings? |
| | Are there any bankruptcy actions against a director of the company, its parent or associated entities, or has there been any within the past five years? |
| | Are there any de-registration actions against the company, its parent or associated entities, or have there been any in the past five years? |
| | Are there any insolvency proceedings, actual or threatened (including voluntary administration, action to wind up or other similar actions) against the company, its parent or associated entities, or have there been any in the past five years? |
| | Are there any factors which could adversely impact on the financial ability of the company to successfully perform the obligations stated in this RFP? |

6. Quality standards

| Certificates held: | List any ISO or AS/NZ certificates held |
| Quality assurance systems: | List any QA systems / software / standards in operation |
| Internal audit: | List any internal audit systems / software / standards in operation |
| Contract management: | List any contract management systems / software / standards in operation |
| Monitoring & evaluation: | List any M&E systems / software / standards in operation |
| Reporting: | List any reporting systems / software / standards in operation |
| Financial management: | List any financial management systems / software / standards in operation |
| Risk management: | List any risk management systems / software / standards in operation |
| Records management: | List any records management systems / software / standards in operation |

This part of the RFP Response has been completed by the following person:

| Name: | |
| Position: | |
| Date: | |
| Signature: | |
Section B: Referees

Please supply the details of three referees. These must be work related clients, where you have provided similar goods or services. Include a summary of the goods or services that have been provided and when.

| Referee #1 | Name of organisation: | | Name of referee: | | Relevance of this referee: | State why this referee is relevant to the goods/services being sought under the RFP. | | Address: | | Telephone: | | Email: | | Goods / Services / Works provided: | Summarise the nature of the goods, services or works provided | | Dates when provided: | State the dates when the goods, services or works were provided |
|---|---|---|---|---|---|---|---|---|---|
| Referee #2 | Name of organisation: | | Name of referee: | | Relevance of this referee: | State why this referee is relevant to the goods/services being sought under the RFP. | | Address: | | Telephone: | | Email: | | Goods / Services / Works provided: | Summarise the nature of the goods, services or works provided | | Dates when provided: | State the dates when the goods, services or works have been provided |
| Referee #3 | Name of organisation: | | Name of referee: | | Relevance of this referee: | State why this referee is relevant to the goods/services being sought under the RFP. | | Address: | | Telephone: | | Email: | | Goods / Services / Works provided: | Summarise the nature of the goods, services or works provided | | Dates when provided: | State the dates when the goods, services or works were provided |
Section C: Response to Our Requirements

**Note**: if your answer to a question is the same as to another question, to avoid assumptions, please do not leave the response blank or cross refer to a previous answer. Instead if you want to provide the same answer, copy and paste it from the other answer. Also, if your response is “no comment” or “not applicable”, please provide a rationale for that response.

**Supplier’s Response** - in preparing your Proposal you are required to address each of the following criteria. Your Proposal will be scored against each of the following criteria taking into account the information provided in Section A Profile of Organisation. Make it clear wherever your Proposal offers added value or benefits.

<table>
<thead>
<tr>
<th>Overview of Supplier’s organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of business:</strong></td>
</tr>
<tr>
<td><strong>Year established:</strong></td>
</tr>
<tr>
<td><strong>History:</strong></td>
</tr>
<tr>
<td><strong>Summary of experience relevant to this RFP:</strong></td>
</tr>
<tr>
<td><strong>Total number of staff in Wellington (NZ):</strong></td>
</tr>
<tr>
<td><strong>Total number of staff in NZ:</strong></td>
</tr>
<tr>
<td><strong>Total staff worldwide:</strong></td>
</tr>
<tr>
<td><strong>Number of locations in NZ:</strong></td>
</tr>
<tr>
<td><strong>Overseas locations:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplier’s contribution to the Local Economy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do you have an office in the Wellington region?</strong></td>
</tr>
<tr>
<td><strong>If NOT, will you be establishing an office or representation in the Wellington region</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current business commitments &amp; proposed key personnel (including sub-contractors)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business commitments:</strong></td>
</tr>
<tr>
<td><strong>Proposed project manager for this contract:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Proposed key personnel for this contract:</strong></td>
</tr>
<tr>
<td>Criteria</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>Executive summary</td>
</tr>
</tbody>
</table>
| Relevant Experience / Track Record | Please provide details of up to five projects to demonstrate experience. The information provided shall include the following:  
  - The name, location, value and the year(s) each of the projects was completed  
  - The Client name, contact person and contact email, phone  
  - The relevance of the project in terms of aspects expected to be similar to the present project  
  - The names and roles of the personnel delivering the project and their proposed involvement in this KCDC project. You are advised that the Council places some importance on the link between people nominated for this project and their involvement in past similar projects  
  - Evidence of sound Client relationships  
  - Confirmation of completion to time, budget and reasons for any |
| **Technical Skills** | Please describe the technical (and management/client) skills of key people nominated for the project. Without limiting the your choice of key personnel suitable for the project the following skills are considered as being relevant:  
- Landscape architecture  
- Urban design  
- Planning / resource management  
- Stakeholder engagement  
- Civil engineering (including localised stormwater, lighting, pavement design etc)  
- Traffic engineering  
- Land surveying  
Discuss the availability of key personnel to complete the work as programmed. |
| **Methodology** | Please outline the proposed methodology for successfully completing the project(s) describing:  
- The tasks to be undertaken  
- Who will undertake the tasks  
- What the outputs will be from each task  
Please outline your expectations in terms of the Council’s inputs and information requirements should also be described including decision points, review periods and suggested times for engagement with stakeholders.  
Describe how the methodology relates to / varies from the project objectives and deliverables.  
The Project comprises a prime component of the public realm and open space amenity and will provide important pedestrian environments during the day and at night. As such it is imperative that the design delivers a safe and accessible public realm. Accessibility for all is also an important principle. Please describe how you intend to design for safety and accessibility.  
You are encouraged to identify risks / issues and including the consequence of the risk eventuating and how they might mitigate these risks or issues.  
The Council has a number of key stakeholders and the Council expects the Supplier to consult with these key stakeholders and the wider community during the development of the design. Please describe how you see the consultation process with the Council’s key stakeholders and wider community being completed and how this fits into your methodology.  
For this Project, the Council’s external stakeholders include (but are not limited to):  
- NZ Transport Agency  
- Greater Wellington Regional Council  
- Department of Conservation  
- Coastlands - Alpha Corporation  
- Ngahina Trust  
- Te Ati Awa Whakarongotai  
- Ngati Raukawa ki te Tonga  
- Ngati Toa Rongatira  
- Kāpiti Coast Airport |
### Project Management

Under this heading you shall cover two main management streams.

1. **General systems and processes and how you will relate to this project, including:**
   - In house quality systems and how these are implemented to manage quality of the design and minimise rework or unnecessary project costs or delays. You should detail any acknowledged and verified Quality Standard to which your company may be certified.
   - In house H&S systems. You should describe your company policies and procedures and how they are implemented during typical design phases to minimise risk to staff or parties affected by projects.
   - Record keeping and invoicing systems and whether company costing records for the project will be made available to the Council’s accountants on request.
   - Word processing drawing and modelling software proposed for the project including capability for electronic data transfer
   - Document control systems
   - Ongoing education systems and policies to ensure professional standards are kept up to date.
   - Systems to ensure collaborative attitudes are brought to the project by you.

2. **Project specific management, including :**
   - A project specific organisation chart covering key personnel for the project, with descriptions of their roles and approximate expected time input during the project.
   - A project specific programme and how the programme will be managed.
   - Specific procedures you propose to ensure the on-going supplier/Council relationship is maintained and to ensure early resolution of performance or relationship difficulties, if required.
   - Specific skills of key personnel with respect to their proven client facing skills and collaborative attitudes. Alternatively may cover within Technical Skills.
   - How the named key personnel will provide client and affected party liaison.
   - You should be able to demonstrate that they have adequate backup resource to cope with sickness or staff changes and to deliver packages of work in restricted time frames to suit Council requirements.

Please provide an example of the (4-5 page) monthly project report you will provide the KCDC project manager, covering as a minimum the
following information:
- Project status summary
- Milestones and deliverables
- Stakeholder relationships
- Resourcing issues
- Technical issues / risk areas
- Financial report

<table>
<thead>
<tr>
<th>Proposed contract - for information purposes only, not scored</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract</strong></td>
</tr>
<tr>
<td>The details of the Proposed Conditions of Contract are contained in Part 5 (Our Proposed Conditions of Contract), please:</td>
</tr>
<tr>
<td>a) comment in general on the proposed form of contract and</td>
</tr>
<tr>
<td>b) broadly identify any section or wording that is</td>
</tr>
<tr>
<td>not acceptable, state reasons and describe how</td>
</tr>
<tr>
<td>the issue might be resolved.</td>
</tr>
</tbody>
</table>
Section D: Pricing information

Pricing Details

You must provide your pricing information in accordance with the following guidance.

- State the total contract price.
- Include all costs and charges associated with full delivery in the total contract price—cover all of Our Requirements.
- Prices should be net of GST. Where GST is chargeable this should be shown separately.
- Where the price is based on fee rates, all rates must be specified, either hourly or daily or both as required.
- Prices should be tendered in NZD.
- Pricing must be transparent with all assumptions clearly stated and with no hidden costs. Where assumptions may influence the price, the impact of the assumption on the price must be clearly stated. Clearly state any pricing exclusions.
- Where you have an alternative method of pricing that provides benefits for us, this can be submitted as an alternative pricing model.
## Supplier’s Declaration

<table>
<thead>
<tr>
<th>Topic</th>
<th>Requirement</th>
<th>Supplier’s declaration</th>
</tr>
</thead>
</table>
| **RFP response:** | The Supplier has prepared this Proposal independently to supply the goods/services/works.  
OR jointly with [insert name of Supplier #2]  
OR in consortium with [insert names of consortium Suppliers] | agree / disagree |
| **RFP terms and conditions:** | The Supplier has read and fully understands this RFP, and the RFP Standard Conditions, and agrees to be bound by them. | agree / disagree |
| **Collection of further information:** | The Supplier authorises the Buyer to:  
a. collect any information about the Supplier, except commercially sensitive pricing information, from any third party, including a referee, or previous or existing client  
b. use such information in the evaluation of the Proposal.  
The Supplier agrees that all such information will be confidential to the Buyer. | agree / disagree |
| **Deliverables:** | The Supplier has read and fully understands the nature and extent of the Requirements required by the Buyer as described in the RFP. The Supplier has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant contract period. | agree / disagree |
| **Proposed Conditions of Contract:** | The Supplier has read and fully understands the Proposed Conditions of Contract (if any). If successful, the Supplier agrees to sign a contract on these terms and conditions, [subject to any agreed changes that may be negotiated between the parties]. | agree / disagree |
| **Conflict of Interest:** | The Supplier warrants that it has no actual, potential or perceived conflict of interest in submitting its Proposal, or entering into a contract to deliver the Requirements. Where a conflict of interest already exists, may arise or does occur during the RFP process, the Supplier must report it immediately to the Buyer’s Contact Person with a relevant mitigation strategy for the Council’s consideration. | agree / disagree |
| **Ethics:** | In submitting this Proposal the Supplier warrants the following:  
a. it has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor  
b. its Proposal has not been prepared with consultation, communication, arrangement or understanding with any Competitor (unless for joint venture, consortium or sub-contracting purposes)  
c. directly or indirectly approached any representative of the Buyer to lobby or solicit information in relation to the RFP (other than the Buyer’s nominated Contact | agree / disagree |
d. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

**Offer Validity Period:**
The Supplier confirms that its Proposal, including the price, remains open for acceptance for a period of 60 calendar days from the Closing Date. This is called the Offer Validity Period.

**Declaration:**
The Supplier declares that in preparing its Proposal it:

a. has provided complete and accurate information in all parts of the Proposal, in all material respects

b. has secured all appropriate authorisations to submit its Proposal and is not aware of any impediments as to its ability to enter into a formal contract to deliver the Requirements.

The Supplier understands that should it be successful in being awarded a contract with the Buyer then the falsification of information, supplying misleading information or the suppression of material information in relation to this RFP will be grounds for termination of the contract by the Council only.

If, in completing this Declaration, you fail to indicate ‘agree’ or ‘disagree’ against any of the above statements you will be deemed to agree with each of these statements.

If, in completing this Declaration, you indicate ‘disagree’ against any of the above statements, please provide details. Please note this may be taken into account and could preclude you from further consideration.

### Supplier's RFP Check List

<table>
<thead>
<tr>
<th>Things to be included with your Proposal</th>
<th>Schedule 3</th>
<th>Hard copies required</th>
<th>Electronic copy required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile of organisation</td>
<td>Section A</td>
<td>1</td>
<td>✓</td>
</tr>
<tr>
<td>Referees</td>
<td>Section B</td>
<td>1</td>
<td>✓</td>
</tr>
<tr>
<td>Response to Our Requirements</td>
<td>Section C</td>
<td>4</td>
<td>✓</td>
</tr>
<tr>
<td>Pricing information</td>
<td>Section D</td>
<td>1</td>
<td>✓</td>
</tr>
<tr>
<td>Supplier’s Declaration</td>
<td>Section E</td>
<td>1</td>
<td>✓</td>
</tr>
</tbody>
</table>

**DECLARATION**

This Proposal has been approved and is signed by a representative of the Supplier who has the authority to do so. The Supplier’s representative is named below.

The Supplier’s representative declares that the particulars provided above and in the attached Proposal documents are accurate, true and correct and may be relied upon by the Council.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Title/Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Our Proposed Conditions of Contract

Conditions of Engagement for this project will be based on the document entitled ‘Conditions of Contract for Consultancy Services’ (CCCS) Third edition dated August 2009. The following sections modifying or extending the provisions of CCCS will apply to this engagement.

Refer CCCS special conditions part A

Payment, liability and insurance levels as covered in Sections 5 and 6 and referred to in the ‘Special Conditions Part A’ of that document shall be as follows:

5.1 Payment timing: The time for payment of invoices by Council will be on or about the 20th of the month following issue of the Consultant’s GST invoice provided sums to be invoiced have been agreed in advance.

6.2 Limitation of Liability: The maximum Professional Liability payable shall be $2.0 million. Evidence of PI insurance of at least this level shall be provided at contract signing and on request from time to time thereafter.

6.4 Duration of liability: The duration of liability shall be six years from the performance of the services giving rise to the liability.

6.5 Insurance: The level of Public Liability insurance to be held by the Consultant shall be $2.0 million.

Refer CCCS section 11

Clause 11.2 Delete and substitute the following

“If the Client terminates the Agreement for reasons other than a default by the Consultant, or the Consultant terminates this Agreement because the Client has breached it, then the Client must immediately pay the Consultant for services provided to the date of termination.

If the Client terminates the Agreement for reasons other than a default by the Consultant, or if the Consultant terminates the Agreement because of a default by the Client, then the Client must also pay any reasonable direct costs that the Consultant incurs solely because of the early termination of the agreement. Where the Client reduces the work scope or ends the engagement for any reason whatsoever, the Client shall not be liable for any payment for lost opportunity, loss of profit or indirect losses as a result of the termination or reduction of work scope of the Agreement.”

Note: Refer to Section C, Response to Our Requirements to document your response to the conditions of contract.