

# Request for Tender

## DEVELOPMENT OF AN INTEGRATED TRANSPORT STRATEGY

This Volume contains the Specification and Scope of Works required by this RFT. Proponents are to read and fully understand Council's requirements and propose a response that fully satisfies the detailed requirements.

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# 1 Introduction

Transport in the Wingecarribee Shire consists of multiple modes (including public transport (buses and trains), community transport, taxis, walking and cycling) however is dominated by private vehicle use, which brings a number of environmental and social equity issues. While car-based transport is likely to remain dominant into the foreseeable future, a diverse range of integrated transport modes is vital for reasons of social inclusion and equity, environmental sustainability, community health and liveability, and access to jobs and services.

Providing alternative, sustainable and accessible transport presents challenges due to the dispersed geographic layout of towns and villages, limited local employment opportunities within certain areas, lack of public transport services and infrastructure, an increasingly elderly population and a range of social issues such as youth access and housing affordability.

Transport is regularly a key theme in community survey's and features prominently as a key concern in many Council policies and strategies.

It is proposed that the development of an integrated transport plan will provide a strategic framework for transport-related decision-making and advocacy by council in order to improve local transport planning and service provision which will be developed through a process of extensive research and consultation with community, internal and external stakeholders and the development of evidence-based plans.

Wingecarribee Shire Council (WSC) is looking to prepare an Integrated Transport Strategy to **develop an integrated strategic approach to plan for future transport infrastructure and services across the Wingecarribee Shire.**

The purpose of this strategy is to:

- Identify and map key nodes and movement corridors and identify gaps and missing links
- Inform decisions on the need for and provisions of transport infrastructure and services
- Guide decision making for the delivery of a sustainable and equitable transport network across the LGA
- Be a critical document to guide the prioritisation, design and delivery of transport infrastructure and services across the LGA
- Provide Council with a framework for the development, management and funding of transport infrastructure and services over the next 20 years.

Council invites tenders from suitably qualified and experienced Lead Consultants to prepare an *Integrated Transport Strategy* which will develop a vision and overarching direction for transport - providing clear objectives to assist transport planning in order to deliver future projects and infrastructure in a planned strategic manner.

## **2 Background**

### **2.1 Study area**

The Integrated Transport Strategy is to cover the entire Wingecarribee Local Government Area (see <https://www.wsc.nsw.gov.au/council/about-the-wingecarribee-shire>).

The Wingecarribee Shire covers an area of 2,700 square kilometres and is part of the Southern Highlands of New South Wales. The Shire is located approximately 100km south west of Sydney and is well known for its national parks, rural landscapes and historic country villages and towns.

Over 1,030 square kilometres of land is either national parks or nature reserves, representing 38 per cent of the Local Government Area. The traditional owners of Wingecarribee are the Gundungurra and D'harawal people.

The pattern of development is one of small towns and villages, separated by natural areas and rural landscapes. The main towns are Bowral, Moss Vale, Mittagong and Bundanoon. Smaller villages include Hill Top, Yerrinbool, Colo Vale, Robertson, Berrima, New Berrima, Exeter, Burrawang, Penrose, Willow Vale, Alpine, Balaclava, Renwick, Wingello, Sutton Forest, Avoca, Fitzroy Falls and Balmoral Village.

### **2.2 Wingecarribee Community**


The Wingecarribee population is expected to grow from 52,406 people in 2021 to an estimated 65,275 people in 2041, representing an increase of some 12,550 people over the next 20 years. The anticipated growth is driven primarily by inward migration, particularly from the Greater Sydney area.

In addition to the anticipated population growth, changes to the structure of the population will have a significant influence over the demand for transport infrastructure and services both now and into the future. While the Shire is experiencing an increase in all age cohorts, the anticipated growth is disproportionately skewed to the 65 and over age brackets, reflecting a significant ageing of the population.

A detailed overview of the Wingecarribee population forecasts can be viewed at: <https://forecast.id.com.au/wingecarribee>

Wingecarribee LGA also attracts an average of 1.3 million visitors each year.

### **2.3 Wingecarribee Strategic Planning Documents**



In 2017, Council adopted the Wingecarribee Shire Community Strategic Plan (CSP), Wingecarribee 2031 Our Future Our Choice. Transport is identified as one of the key issues and challenges through the CSP, with roads and road maintenance, public transport and shared cycleways all being key concerns of the community. The CSP includes a number of priority actions relating to integrated transport, including:

*3.1 We have an integrated and efficient network of public transport and shared pathways*

*3.4 We have safe, maintained and effective assets and infrastructure*

Council recently adopted the Wingecarribee Local Strategic Planning Statement (LSPS) and Local Housing Strategy which provide a long-term planning framework to meet the economic, housing, social, cultural and environmental needs of our community, and aim to ensure that growth is managed in a way that is in keeping with the community's expectations.

In accordance with the Local Housing Strategy, most of the forecast population and housing growth will be accommodated in the three main towns of Bowral, Mittagong and Moss Vale through a combination of both infill and greenfield development, and to a lesser extent in the northern, southern and eastern villages of the Shire. This Strategy identifies six new greenfield living areas throughout the Shire, and Council intends to prepare detailed infrastructure plans and master plans for each of the new living areas prior to the land being rezoned for residential development.

This Integrated Transport Strategy will give effect to specific actions outlined in both the Wingecarribee CSP and LSPS by ensuring that Council are planning for and delivering an efficient and effective integrated transport network to meet the needs of our community. This Integrated Transport Strategy will provide clear strategic direction to ensure Council is able to both meet the challenges of growth and optimize the opportunities that this growth brings. This is critical to ensure that the liveability and amenity of existing residents is enhanced as well as ensuring that the needs of new communities are planned for and able to be delivered in a timely manner.

It is anticipated that the Integrated Transport Strategy will also inform future reviews of the CSP, Delivery Program and the LSPS.

### **3 Objectives and Outcomes**

This project includes, but is not limited to:

- Data review, mapping and analysis to identify key nodes and movement corridors and identify gaps and missing links;
- Consideration of, and consistency with Commonwealth, State, Regional and Local Plans and strategies;

- Engagement and consultation with the Wingecarribee Shire community on key transport and movement issues;
- Development of vision and objectives for the Integrated Transport Strategy which has a focus on future movements; and
- An Integrated Transport Strategy document for consideration by Council.

It is expected that this will be achieved through at least:

- Collaboration with the Client;
- Engagement with other relevant authorities where appropriate;
- Review and analysis of a minimum of three similar Transport Strategies (including the Yarra Ranges Integrated Transport Strategy) which consider best practice in transport planning;
- Community consultation to identify local issues, needs and wants;
- Identification of commercial, social enterprise or tourism funding and/ or sponsorship opportunities;
- Consideration of all modes of transport including private car, bicycle, walking, public transport (bus and train), heavy vehicle/freight, community, taxis and emerging technologies;
- Review of national and global best practice in forward thinking transport plan; and
- Mapping (where not currently available) of the Shire's sealed and unsealed road network, footpaths, bike lanes and shared paths.

The project outputs are expected to include, but are not limited to:

- Presentations to Council (Interim Administrator), Council Executive Team and other Working Groups
- Community consultation to engage with the community on a range of transport and movement issues;
- Clear definition of current and aspirational service levels that generate general and specific priorities for different road types and uses;
- Deliverable of electronic working files including spreadsheets, mapping and databases;
- Work with Council's GIS team to enable mapping information to be installed on the Council's GIS system;
- Development of a strategic Integrated Transport Plan document which is in an accessible format, easy to read, concise, flexible and live, with clear key directions and deliverables for Council;
- Development of a prioritised program of works for infrastructure development, advocacy and community activation with a focused Action Plan for the next 10 years; and
- Completion and endorsement of the final document.

This project does not include the scoping, design or construction of infrastructure.

The Integrated Transport Plan will be used by the Council for community education and engagement, to activate use of sustainable transport modes, develop and priorities capital works programs and to seek external funding to facilitate the implementation.

## 4 Project Scope

Wingecarribee Shire Council are seeking a suitably qualified and experienced Consultant to develop an Integrated Transport Strategy that will develop a vision and overarching direction for transport - providing clear objectives to assist transport planning in order to deliver future projects and infrastructure in a planned strategic manner.

This tender is for a schedule of rates contract with a lump sum component and is divided into each of the following phases:

**Phase 1:** Project Inception;

**Phase 2:** Base Data Review and Analysis;

**Phase 3:** Community Consultation;

**Phase 4:** Identification of Priorities for the Plan;

**Phase 5:** Investigation and Development of Draft Integrated Transport Plan; and

**Phase 6:** Community Consultation of Draft Integrated Transport Plan and prepare Final Integrated Transport Plan

### 4.1 Project Deliverables

The project is proposed to include the following phases and deliverables as part of the Integrated Transport Strategy. The details will be subject to variation pending discussion and agreement with the successful consultant.

Stage	Deliverables	Timeframe
Phase 1 – Project Inception	<ul style="list-style-type: none"><li>• <b>Project Information Plan</b> inclusive of specific scope, deliverables, and timelines.</li><li>• <b>Community &amp; Stakeholder Engagement Plan</b> in accordance with WSC's Community Engagement Framework.</li><li>• <b>Project Inception Meeting with Project Control Group</b></li></ul>	Indicative timeframe to be provided in submission

<p><b>Phase 2 – Base Data Review and Analysis</b></p>	<ul style="list-style-type: none"> <li>• Review planning context including relevant legislative policies and strategies, manuals and guidelines. Identify how relevant planning priorities and actions can be integrated into the strategy.</li> <li>• Review and analysis of a minimum of three similar Transport Strategies (including the Yarra Ranges Integrated Transport Strategy) which consider best practice in transport planning</li> <li>• Data review, mapping and analysis to identify key nodes and movement corridors and identify gaps and missing links</li> <li>• Consideration of, and consistency with Commonwealth, State, Regional and Local Plans and strategies</li> <li>• Draft vision, initial aims, objectives and application of performance criteria.</li> <li>• <b><i>Any data or information gaps should be identified during this stage.</i></b></li> </ul>	<p>Indicative timeframe to be provided in submission</p>
<p><b>Phase 3 – Community Consultation</b></p>	<ul style="list-style-type: none"> <li>• Community &amp; stakeholder consultation</li> <li>• <b>Draft Stakeholder Engagement Outcomes report</b></li> </ul>	<p>Indicative timeframe to be provided in submission</p>
<p><b>Phase 4 – Identification of Priorities for the Plan</b></p>	<ul style="list-style-type: none"> <li>• Development of vision and objectives for the Integrated Transport Strategy which has a focus on future movements</li> <li>• Consideration of all modes of transport including private car, bicycle, walking, public transport (bus and train), heavy vehicle/freight, community, taxis and emerging technologies</li> <li>• Strategic priorities for transport networks and services within the Shire</li> </ul>	<p>Indicative timeframe to be provided in submission</p>
<p><b>Phase 5 – Investigation and Development of Draft Integrated Transport Plan</b></p>	<ul style="list-style-type: none"> <li>• Development of a strategic Integrated Transport Plan document which is in an accessible format, easy to read, concise, flexible and live, with clear key directions and deliverables for Council</li> <li>• Mapping (where not currently available) of the Shire’s sealed and unsealed road network, footpaths, bike lanes and shared paths</li> <li>• Clear definition of current and aspirational service levels that generate general and specific priorities for different road types and uses</li> <li>• Development of a prioritised program of works for infrastructure development, advocacy and community activation with a focused Action Plan for the next 10 years</li> <li>• <b>Final Stakeholder Engagement Outcomes report</b></li> <li>• Presentation to PCG and councillors</li> <li>• <b>Draft Community and Recreational Facilities Strategy</b></li> </ul>	<p>Indicative timeframe to be provided in submission</p>
<p><b>Phase 6 – Community Consultation of Draft Integrated</b></p>	<ul style="list-style-type: none"> <li>• Public exhibition of Final Draft Strategy.</li> <li>• Changes as required followed by adoption.</li> <li>• <b>Final Integrated Transport Strategy.</b></li> </ul>	<p>Indicative timeframe to be provided in submission</p>



Transport Plan and prepare Final Integrated Transport Plan		
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## 4.2 Community and Stakeholder Engagement Plan

In developing the Integrated Transport Strategy the Consultant will be required to develop and deliver a Community and Stakeholder Engagement Plan.

Engaging and communicating with key stakeholders and the wider community throughout the process is crucial in developing a meaningful strategy that reflects the community's needs and aspirations. The preparation and use of visual tools will help to facilitate community engagement.

Key stakeholders include community groups, transport providers, industry groups, surrounding councils and government agencies.

The Consultant is required to demonstrate the ability to consult people typically left out of standard engagement approaches.

An indicative Community and Stakeholder Engagement Plan should be included in the quotation submission.

## 4.3 Methodology

The Consultant will provide a detailed project methodology in the response brief that describes how each of the components in the Project Scope will be undertaken, how the Consultant will report progress and seek input from Council's Project Manager through regular contact and a schedule of meetings with the PCG.

## 4.4 Project Management

Council's Project Manager for the Integrated Transport Strategy will be the Senior Strategic Planner who will be the primary contact for the Consultant.

Council will establish a Project Control Group (PCG) to provide high-level direction on key issues, approve draft and final reports.

Responsibilities of the PCG are to:

- Provide strategic direction and decision making to facilitate the project within the approved brief, budget, program, and quality parameters
- Advise on and assist if required, in expediting approvals through planning and regulatory bodies.

- Review any proposed significant changes to the scope, and where endorsed, ensure that all necessary approvals are in place prior to any direction to proceed with implementation.
- Advise the stakeholders on the adequacy of the proposed brief, program and budget.
- Monitor the achievement of the project outcomes and deliverables within the approved brief, budget and program, quality parameters and if necessary identify any specific actions to be taken.
- Oversee the management of the risks raised by the project.
- Review proposed remedial actions required to maintain overall project objectives and endorse and assist where possible.
- Ensure probity is maintained during the life of the project.

The Consultant will be expected to meet with the PCG on at least four occasions and will be available for consultation with the PCG on an “as required” basis.

## **5 Council background documents and resources**

Wingecarribee Shire Council has specific resources available that can assist the Consultant in the development of the study. These include but are not limited to:

- Population and demographic data and forecasts
- Asset Register and Mapping
- Relevant plans and strategies that will assist with the project.

**Key Community Stakeholders** have been identified for engagement while developing the Integrated Transport Strategy. They include (not limited to):

- Project Control Group
- Public Transport Operators and Service Providers
- Community Groups
- Industry and Business Groups

## 6 Detailed Specification and Requirements of the Contract

### LEAD CONSULTANT GENERAL ACTIVITIES

The Lead Consultant will undertake the following general activities:

- Assume overall responsibility for the management and co-ordination of all development aspects of the project during the research and consultation. This will include ensuring that relevant data is provided to the Project Control Group including fortnightly reports and updates.
- Accept delegated authority for specific matters determined by the Client.
- Establish a Communications Plan in conjunction with the Client, determine frequency of meetings required for completion of the execution of the project and establish reporting systems.
- Develop and implement a management structure including procedures for administration, accounting, approvals, reporting and document circulation. The management structure is to be confirmed with the Project Control Group.
- Ensure all statutory requirements and approvals are considered and reported on as necessary from Federal, State and Local Government, and other authorities and bodies having jurisdiction over items in the Integrated Transport Strategy and its program.
- Oversee and coordinate the work of sub-consultants and other specialist groups.
- Convene and chair Consultant Team Meetings.
- Provide project updates to the Project Control Group on a monthly basis or as required on:
  - Actual progress compared with the original program and services still to be completed
  - Scope changes and change proposals – to be prior approved by Client
- Prepare detailed reports and regularly update program schedules, monitor future activities in keeping with the requirements of the project program.
- Make recommendations on activities to be expedited to meet predetermined completion dates.

Develop interim documents and a final document that is clear, concise and as approved by the Client.

It is anticipated the Lead Consultant will provide specialist support including but not limited to:

- Community engagement, methods and information collection and analysis

- Community inclusion, support and activation
- Community education development and implementation
- Traffic and associated engineering including emerging technologies
- Public and active transport planning.

All material to be distributed to the public and key stakeholders is to be approved by Council Officers prior to distribution.

## **7 Project Timelines**

The project shall commence as soon as possible following tender award, which is proposed to be early May 2022. It is expected that a completed, (finalised and approved) 'Integrated Transport Plan' shall be ready for endorsement by the Client by the end of 2022 unless otherwise agreed.

The Lead Consultant shall provide a program, preferably in Microsoft Project format, including sub consultants tasks/activities, to demonstrate how the project will be completed within the required timeframe however a quicker timeframe is desired.

Council is generally open to proposals to adjust the process, provided that the quality of outcomes or community and stakeholder engagement is not compromised.

## **8 Reporting Requirements**

The Strategic Land Use Planning team within the Strategic Outcomes Group will be the Client lead and will manage the development of the Integrated Transport Strategy through the Lead Consultant.

Where project or research information is unclear, contentious or in conflict, the Council nominated Project Manager shall provide direction and/or the final decision as to inclusion and/or method of presentation.

All other Client representatives and units will provide information and input through consultation or through participation in the internal Project Control Group.

**END OF VOLUME 1 - SPECIFICATION**