



DUNGOG SHIRE COUNCIL REQUEST FOR QUOTATION

MASTERPLAN DUNGOG CENTRAL PARK EXTENSION PROJECT (32 Hooke Street/43 Brown Street)

**Submissions close
2:00 p.m.
Thursday 21 July 2022**

Late submissions will not be considered.

Ref.: Tender T06/2022 – Masterplan – 32 Hooke Street/43 Brown Street, Dungog

RFQ – Masterplan - Dungog Central Park Extension Project

1. Introduction

Dungog Shire is in the Hunter Region of NSW and is renowned for its forests, mountains and picturesque river villages. Dungog Shire Council is committed to the preservation and protection of the Shire's natural environment and cultural heritage and offers a high - quality rural lifestyle within 2.5 hours' easy drive of Sydney.

The Shire covers an area of 2248 sq. kilometres. It is bordered in the north by the Barrington Tops plateau, which is part of the Great Dividing Range. The Shire consists predominantly of very rugged to hilly country which becomes less rugged from north to south.

The Shire has two principal rivers, the Williams in the east and the Paterson (and its major tributary the Allyn) in the west. Both are tributaries of the Hunter River and contribute over 40 percent of the flow of the Hunter.

The Shire's economy has traditionally been based on agriculture and timber, with the alluvial river flats suitable for intensive agricultural production. The balance of the rural land has been traditionally used for grazing.

Tourism is also a focus of Dungog Shire's economy with the National Parks, State Forests, Chichester Dam and the river systems as well as the historic and scenic character of the area providing the major focus for attracting visitors. A more recent success revolves around the Dungog Common and the attraction of mountain bike enthusiasts in our shire as a result of their new flow tracks.

The lack of public parking for visiting caravans and RV's along Dungog's main Dowling Street is a recurring challenge that Council wishes to tackle with this Masterplan. Council believes that the large open space available by joining the 32 Hooke Street and 43 Brown Street properties ("Site"), both located on flood prone land, might be well suited for this purpose.

The Site has the potential to be developed as a central park extension for the township of Dungog featuring picnic tables, an accessible amenities block and multiuse trails linking the Site with Jubilee Park and Dowling Street. The community has similarly expressed the desire for the former natural creek to be restored and the former Shelton's Bus Depot site to be repurposed as a large multipurpose shelter for activities such as a farmer's market.

The public consultation process to accompany this Masterplan will seek to identify these and other future uses for the Site, including potential users once the project is developed. The redevelopment of the Site will ultimately result in supporting the Shire's vibrant community through the continued pursuit of tourism and recreational opportunities.

2. Purpose

Dungog Shire Council ("Council") is seeking quotations from suitably qualified consultants ("Consultant") to undertake the development of a Concept Masterplan for the centrally located and flood-prone properties of 32 Hooke Street and 43 Brown Street in Dungog, a site plan of which is attached with this document. An elevated and vacant portion of the Council-owned Alison Court property will also be included in the exercise. The Masterplan will provide Council and the community with information to guide the development of its tourism, hospitality and recreation offerings, with its subsequent implementation seeking to increase wellbeing and small business growth opportunities in the Shire.

3. Background

“Life As it should be.....” is the mantra of Dungog Shire based on the social justice principles of access, equity, participation and rights.

In 2012, Council completed the Community Strategic Plan 2030 which provides the focus of this intent and outlines the priorities for the Dungog community. This plan was reviewed and updated in 2018 following a series of community consultations.

The plan identified seven strategic areas for continued development:

- Natural environment
- Local Economy
- Community and Culture
- Rural and Urban Development
- **Recreation and Open Space**
- Public Infrastructure and Transport
- Dungog Shire Council Governance and Finance

This project will meet the overarching goal of the strategic theme of Recreation and Open Space, which is:

Access a range of places, activities and facilities which cater for diverse sporting and recreational interests.

Priorities for Dungog Shire’s future Open Space and Recreation needs include:

- Planning and managing existing and future parklands, recreational facilities and trails across the Shire to reflect the community’s changing and growing needs;
- Ensuring that access to and within our local open spaces (i.e. Dungog Common), national parks and forests are appropriately managed and expanded; and
- Ensuring that all local open spaces, parks, sporting and recreation facilities in the Shire are safe and well maintained.

Dungog Shire is fortunate to enjoy a rich open space and recreation heritage, which has shaped its community in many ways influencing its way of life, its economy and its demographics. Local identity is a key feature of the towns and villages who are very proud of their history. In essence, Dungog Shire is a “community of communities”.

NSW Planning predicts that the population of Dungog Shire in 2041 will be 14,374, with the estimated population in 2021 at around 9,784. While the Shire overall enjoys population growth, there are villages and districts in the Shire experiencing static population growth and at times population decline. At the same time, the impact of the Covid 19 pandemic sees a greater focus on regional living and regional tourism visits.

Dungog Shire’s priorities to 2030 focus on ensuring that recreation and tourism industry needs are addressed through the provision of appropriate local infrastructures, facilities and services, that community health is enhanced through high levels of participation in local recreational activities, and that recreational visitation to our towns, national parks, state forests and private land open spaces is increased.

4. Objectives of the Project

The aim of this project is to identify, in consultation with the local community, the key infrastructures, facilities and opportunities that they wish to experience on the Site. The Consultant will provide leadership on how the project will come together to meet the following objectives:

- 1) Develop a Masterplan for the Site aimed at the provision of quality open space and recreation infrastructure offerings;
- 2) Design and implement a community consultation framework;
- 3) Specifically review and formulate recommendations regarding the future development of public parking and picnic areas for visiting caravans, RV's and the local community, an accessible amenities block, multiuse trails connecting the Site with Jubilee Park and Dowling Street, environmental improvements such as the planting of trees and the restoration of the former natural creek, as well as interpretative opportunities offered by the Site;
- 4) Provide advice and direction on options for repurposing the former Shelton's Bus Depot as a large multipurpose shelter for activities such as a farmer's market and other similar uses;
- 5) Develop solutions that are considerate of the flooding issues of the Site;
- 6) Work with the Project Advisory Group to advise on the funding, governance and management structure needed to implement the Masterplan;
- 7) Cost the implementation of the Masterplan and provide funding options.

5. Scope

The project will be carried out in two phases. A detailed consultation phase and the preparation of the Masterplan. The consultation phase will include at least two public sessions to be undertaken in the township of Dungog, the first taking place at the onset of the project and a final session to present the draft Masterplan design and report.

6. Consultant Tasks

The Consultant is to complete the study in accordance with:

1. This brief;
2. Any record of points of clarification and agreement subsequent; and
3. A methodology works program prepared by the Consultant and agreed to by the Council prior to the commencement of the project.

7. Project Duration and Timing

The project is proposed to commence in August 2022 and conclude by December 2022. Adoption of the Masterplan by Council is planned for early in 2023.

8. Selection Criteria

The successful Consultant will be awarded on consideration of the following criteria as detailed in the quotation conditions.

- i. Open Space Design and Planning (25 %) – The firm’s demonstrated knowledge and understanding of open space and recreation design, planning and development processes. Established sector networks with national, state, local government or outdoor, recreation or tourism sector organisations.
- ii. Team Experience (25 %) – The project team’s level of experience and appropriate skills in the development of similar plans. Knowledge and experience of the processes and structures necessary to successfully deliver community projects. Demonstrated capacity of proposed project team to undertake the task.
- iii. Methodology and Consultation Experience (20 %) – Assessment of the approach to provide the required services, including an outline of the proposed methodology, timeframes and fee structure. Level of experience in consultation and partnership development with local communities and diverse stakeholders.
- iv. Costing and Funding (20%) – Demonstrated experience in developing accurate costing and funding recommendations. Experience in securing government and private sector support and a high level of knowledge of funding models for regional open space, recreation and tourism infrastructure programs. Experience in the development of similar projects in regional NSW preferable.
- v. Value for Money (10%) – Overall value for money.

9. Proposal Requirements

Submissions should detail and address all items listed in the above Selection Criteria, including the following requirements:

- A proposed methodology outlining the various stages of the project;
- Proposed timeframes for completion of the project;
- A detailed budget for the project;
- The resources, including personnel, to be utilised during the project;
- An outline of experience with similar projects;
- Additional supporting information pertinent to the task.

Submissions that do not address the project outcomes in full will not be considered. Council reserves the right to accept any or none of the quotations.

10. Reporting Requirements

The Consultant will be required to provide in their proposed program, and as required from time to time, reports to the Council including, but not limited to:

- a) Fortnightly progress updates;
- b) Reports on any significant developments regarding the Project; and
- c) Reports on any significant delays or difficulties encountered in performing the Project in accordance with this brief.

A draft report will be required and along with the final report, will need to be submitted in an editable electronic format. The Consultant will also be required to present the final phase reports to Council.

11. Intellectual Property

The report, all documents developed concerning any aspect of the study and all computer files pertaining to the report will be viewed as the property of Dungog Shire Council.

12. Confidentiality

All work arising out of, or in respect to, or in any way connected with this consultancy will remain confidential unless approved in writing by the Dungog Shire Council.

13. Contact Person

Any queries in relation to this Request for Quotation should be made to Daniel LeBlanc, Manager Economic Development who can be contacted on (02) 4995 7777 or by email at daniell@dungog.nsw.gov.au.

14. Lodgement of Submission

Respondents must lodge their submission by email to Dungog Shire Council at shirecouncil@dungog.nsw.gov.au.

All submissions must be received by Council prior to the deadline of **2:00 p.m. on Thursday 21 July 2022** and late or incomplete submissions will not be considered.

