

Lake Dunstan Charitable Trust Invitation to Tender

Title: Landscape Architect

Reference number: LDCT21-01

Deadline for receipt of tender proposals: 12 noon, 16th April 2021

Background

The Lake Dunstan Charitable Trust recently secured funding from Land Information New Zealand (LINZ) as part of the 'Jobs for Nature' funding program.

As a Trust we are acting on behalf of the community to gather ideas to improve Lake Dunstan, build a community vision, educate the community on the issues effecting the lake and undertake physical work to enhance biodiversity in public areas.

Section 1: Specification

Introduction

The Lake Dunstan Charitable Trust is seeking a suitably qualified landscape architect to complete site assessments on selected foreshore areas of Lake Dunstan and develop a plan that will phase and prioritise which weeds, and pests should be removed and how. The plan should suggest replacement plants while maintaining accesses to the lake and cycle way.

The landscape plan should be complete by 20th June 2021.

Key Reference Documents

District plan

Cromwell master plan

Cromwell community plan

Requirements

We are seeking an efficient delivery of a landscape plan for the western edge of Lake Dunstan Bridge to Bridge project (the area in green in the map below). This specifically includes, leveraging existing resources, optimising time, utilising innovation, thinking 'outside-the-box', practicing effective collaboration, and demonstrating creative delivery.

We ask that suppliers consider our objectives carefully as these will form the basis of any landscape plan.

Our Objectives

We are seeking suppliers that are able to help deliver the following objectives:

- Increased native planting in pockets around the lake, to allow for an increase in future biodiversity
- Creating improved public spaces that promote exploration, learning and recreation, that will benefit the wellbeing and community cohesion for existing and future residents as well as tourists.

- Develop a plan that will phase and prioritise which weeds/pests should be removed and how and suggest replacement plants and how best to maintain the existing cycle way and lake access.

Our Aspirations

- Make the most of the opportunity to deliver highly efficient landscape plan. This will include locally sourced plants, and opportunities for the public to get involved with planting and care of the spaces
- Plan how to achieve a high degree of connectivity along the lakefront by prioritising active modes of movement.
- Promote a strong sense of 'place' and 'identity', taking inspiration from the landscape. Drawing on landscape planting and treatments that are evident in Cromwell's townscape and those that are evident in the rural and natural areas around Cromwell.
- Incorporate Cromwell/Lake Dunstan's local history, including that of the tangata whenua and early pioneers



APPROXIMATE AREA FOR LANDSCAPE PLAN IDENTIFIED IN GREEN.

Procurement and Project Timetable

Event	Date/Time
Tender Notice posted	30 th March 2021
Tender response deadline	12 noon, 16th April 2021
Clarification (if applicable)	w/c 19 th April 2021
Anticipated contract award	w/c 26 th April 2021
Earliest start date	27 th April 2021
Completion Date	20th June 2021

*Bidders should raise any queries they have about the requirements via email to projectmanager@lakedunstan.org. We will circulate all questions raised (without disclosing the source of the enquiry) and all responses to all bidders unless it considers the information commercially sensitive via www.lakedunstan.org/tenders. Our view on the issue of commercial sensitivity shall be final, the bidder raising the question will be asked to withdraw it if it does not agree with this assessment. Questions and responses will be published on the lakedunstan.org website and it is your responsibility to check this regularly.

**We reserve the right to carry out clarifications if necessary; these may be carried out via email or by inviting bidders to attend a clarification meeting. In order to ensure that both the trusts and bidders' resources are used appropriately, we will only invite up to three (the ultimate number will depend on the closeness of scores) highest scoring bidders to attend a clarification meeting. Scores will be moderated based on any clarifications provided during this meeting. You are responsible for all your expenses when attending such meetings. The trust reserves the right to vary all dates in this Invitation to tender, to terminate this procurement process and/or decide not to award a contract.

Duration of Contract

The contract will be for a 8 week period.

Account Management

In performing the services required under this contract the supplier will report to Duncan Faulkner, Project Manager for The Lake Dunstan Charitable Trust.

Please specify in your proposal the named individual who will be responsible for the account management of this contract on behalf of your organisation.

Management Reporting/review meetings

Management and reporting to be agreed in liaison with successful bidder.

Contract Value

The estimated value for this contract is **\$40,000 exclusive of GST and inclusive of all expenses**. Bids in excess of this will be excluded for being unaffordable.

Insurance

You must hold a minimum of \$2,000,000 broadform liability insurance.

Evaluation criteria

You are required to respond to **ALL** of the criteria below. To assist our evaluation of your tender submission, please ensure you clearly cross-refer your responses to the assigned numbers. Any relevant supporting tender documentation must also be clearly identifiable by a criteria number.

(a) Quality Criteria

100 marks will be allocated to your response to the Quality Questions (table 1 below). Each question will be scored using the methodology in the table 2 below.

Your responses should be supported by evidence/previous successful implementation of proposed solution for meeting our requirements.

Please note – Criteria numbered relates to any order of importance.

Table 1

	Criteria
Question 1. Relevant Experience	Explain your specific experience in technical and non-technical areas relevant to the project.
Question 2. Track Record	Outline your previous relevant experience of providing similar services including the following information in respect of each example relied on: Organisation Name: Length of contract: Value of contract: Reference contact details. Please provide references who we may contact to verify the information provided.
Question 3. Health and Safety	Outline your health and safety risk management program/system, including any certificates or accreditations.
Question 4. Technical Skills	Provide details of the qualifications and training held by key personnel responsible for the delivery of this tender.

<p>Question 5. Methodology</p>	<p>Provide details of your proposed methodology for the work, including your understanding of the nature of the project, the needs and the methods whereby the desired results can be achieved in a practicable and efficient manner.</p> <p>Include a work programme subdivided into elements or phases of the project as appropriate, including the identification of any key points requiring interface with the project manager or stakeholders.</p> <p>How risks are proposed to be identified, assessed, and managed so as to minimise additional costs and the proposed strategy to ensure “no surprises” in financial management and reporting should be described.</p> <p>Proposed reviews and quality assurance measures should be adequately detailed.</p>
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Schedule of Charges

GST is chargeable on the services to be provided and this will be taken into account in the overall cost of this procurement contract.

Bidders shall complete the schedule of charges below estimating the number of days and travel and subsistence costs associated with their bid. The total fixed price will be inclusive of GST and inclusive of expenses and all costs to be incurred.

Service	Quantity	Unit costs	Total
Sub-total			
GST			
Total Price including GST and expenses			

Notes:

1. The Lake Dunstan Charitable Trust reserves the right to reject abnormally low tenders.
2. **The Bidder’s total costs for must not exceed \$40,000 (pls gst) inclusive of all expenses. Bidders whose costs exceed this amount will be excluded from further consideration in the tender process.**
3. You should not submit additional assumptions with your pricing submission. If you submit assumptions you will be asked to withdraw them. Failure to withdraw them will lead to your exclusion from further participation in this competition.

Section 2: Instructions to tenderers

Please submit your tender offer in accordance with all of the instructions, requirements and specifications set out in the enclosed documentation.

You must treat these documents and any further information provided by the Lake Dunstan Charitable Trust as confidential at all times.

Nothing in the enclosed documentation or appendixes, or any other communication made between The Lake Dunstan Charitable Trust and any other party, can be considered a contract or agreement at this stage.

Compliance

The Lake Dunstan Charitable Trust reserves the right to disqualify or reduce the evaluation score of any tenderers who do not fully comply with the requirements in the tender documentation, in particular the closing time and date.

The Lake Dunstan Charitable Trust reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted.

Please note that The Lake Dunstan Charitable Trust may be required to publish online the final awarded contract and any associated documentation. If you have any concerns about the future publication of sensitive information you should raise these within your tender proposal, highlighting which areas within your proposal you consider may be subject to exemption.

Validity of offer

You must offer your tender for acceptance for 60 days from the deadline for tender submission.

Please note that by submitting a tender response for consideration you are confirming that, as an officer for the company/organisation that you represent, you have read and understood the tender documents and that your offer to The Lake Dunstan Charitable Trust is open for acceptance for 60 days from the tender closing date.

Tendering

If we need to amend any tender documents before the closing date, we will write to you with any changes at the email address provided. If we extend the deadline for tender responses, we will advise you.

The Lake Dunstan Charitable Trust reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicably.

The Lake Dunstan Charitable Trust is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

Return of Tender

You must complete and submit your tender response/proposal electronically via email to tenders@lakedunstan.org using **'LDCT21-01 Return of Tender'** as the subject, by the tender response deadline of **12 noon on 16th April 2021.**

If you are experiencing any problems submitting your document, please contact the projectmanager@lakedunstan.org further assistance.

We will only accept responses submitted via email. Any tender delivered after the closing date and time for any reason may be discounted.

The Lake Dunstan Charitable Trust is not responsible if all or part of your tender is not received.