

# Request for Tender – Project Brief

## Tree Management Project Brief

### Requirements in Brief

The Principal is seeking to appoint a suitably qualified (level 4 preferred/level 5 highly desirable) and experienced arborist to undertake a tree management plan for all street trees, and trees within Council-owned assets within the Town of Cottesloe.

### Background

The Town of Cottesloe Street Tree Policy supports a commitment to the maintenance of existing trees and the establishment of new trees. As part of this commitment, the Town would like to look forward to the future from both a maintenance and replacement perspective.

### Project Scope

Trees are to be assessed by an expert arborist. The scope of works will comprise of:

1. Assessment of the removal costs – current costs of tree removal, including physical removal of the tree and stump;
2. Assessment of the replacement costs – to be determined based on replacement to achieve a similar canopy, and include a 24 month tree establishment fee;
3. Assess existing available data, including the current list of trees, coordinates and canopy cover as a starting point;
4. Record each tree's coordinates and condition; and,
5. Based on this assessment, provide a management plan for each tree in terms of either monitor annually, review in 5 years, replacement timeframe, underplanting so as to ensure canopy is continuous, etc. The management plan should also incorporate succession planning for the loss of older trees, including strategies for their retention, health management, treatment and/or replacement, and identification/detection of changes in tree health.

The Council will review the draft management plan prior to acceptance, and it is expected that the fee includes two rounds of comments/edits from firstly the Town of Cottesloe Officers, and secondly from Council prior to acceptance.

### Key milestones

1. Start-up meeting with Town representatives;

2. Draft management plan review by the Town and endorsement by the Reserves, Parks and Playgrounds Committee; and,
3. Management plan approval and adoption by the Council.

### **Deliverables**

1. Tree management plan.

### **Relevant Documents**

1. Stratified spatial data; and,
2. Original tree inventory from 1997.

### **General Duties of the Consultant**

The Town does not have the resources to complete this project in-house. For this reason, the Town desires to engage a consultant to act as agent for the Town in attaining approvals and meeting with members of the public. The consultant is required to act in the Town's best interests, at all times, and to manage the works in the best interests of the Town, and as if the consultant was the Town.

Within ten business days of the contract being awarded, the consultant will meet with the Town to confirm timelines for project implementation and Council expectations.

### **General**

At the end of each phase of the project, the consultant is to provide to the Town electronic copies of the documentation (electronic copies will include all required information in a recognised and modifiable drafting format).

### **Quality**

All valuation shall be certified by an appropriately qualified and experienced arborist. All elements of the works shall comply with all applicable Australian Standards.

### **Submission Information**

Each submission will be evaluated based on the following criteria. A maximum of three (3) pages should be submitted for each criterion.

**RELEVANT EXPERIENCE (20%)** - Demonstrate experience and skill in all aspects of the design/construction of projects of a similar nature displaying high quality outcomes, with emphasis on provision of similar facilities and practices as detailed in the specification.

**TECHNICAL SKILLS AND EXPERIENCE OF KEY PERSONNEL (20%)** - Demonstrate key personnel's experience in completing similar projects/works/supply of similar goods and their skills and experience to be used on this project/services.

METHODOLOGY (25%) – Demonstrate a sound understanding of the project and present a strategy for undertaking the works.

RESOURCES (15%) - Demonstrates the ability to supply and sustain the necessary resources.

PRICE (20%) – The vendor is to provide a lump sum fee for the project, broken down in to both the valuation and management plan components. The fee shall include meetings/liaison with the Town of Cottesloe as required.

The consultant is required to nominate a project manager for the project, who will be the consultant's representative throughout the project, and who shall be responsible for all aspects of the project.

### **Submission Date**

Submissions are to be sent in as per section 6, Lodgement of Tenders and Delivery Method, of Part One of this document, no later than **11am, Monday 22 February 2018**.