



CONSULTANTS BRIEF / EXPRESSIONS OF INTEREST

WOLGAN VALLEY EMERGENCY EVACUATION PLAN

Closing Date: Friday, 27TH January 2023 at 4.00pm

Late Quotations will not be accepted

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1 INTRODUCTION

1.1 Project Description, Location, Intended Usage & Budget

Lithgow City Council requires the services of suitably qualified and experienced consultants to prepare an emergency evacuation plan for the Wolgan Valley. Council requires the plans produced to be completed and adopted by Council no later than 30 June 2023

1.2 Background

Council has been working with the residents and businesses in the Wolgan Valley regarding emergency evacuation plans for activation in the event of an emergency in the area.

The Wolgan Valley is a remote area of the Lithgow LGA, with access restricted to one main road. Other unofficial trails / tracks provide current emergency access, however, are not freely open to the public for use.

In the 2020 bushfires, the Valley and its residents and businesses were heavily impacted with a lack of communication and planning resulting in confusion and increasing the risks to the community.

An action determined from this event was for an emergency evacuation plan to be developed for the community to maximise their capacity to be better equipped and develop resilience for future disaster and emergency events.

In November 2022 a landslip occurred on the Wolgan Road, at Wolgan Gap, which has necessitated the closure of the road.

Council has engaged Public Works to project manage the reinstatement of the road after this landslide. There is also a geotechnical expert on site for the reinstatement of the road that will advise all works.

Council has worked with National Parks and Wildlife Services (NPWS), NSW RFS, NSW SES, Emirates One&Only Wolgan Valley and essential services to gain emergency access for residents and workers via a track through the National Park (Old Coach Road). This is for emergency purposes only and access for any other purpose is strictly prohibited.

Council is also in the process of reinstating another track into the Valley (Donkey Steps), which will be more suitable and timely for access into and out of the Valley, however, will also remain accessible for emergency purposes only.

This work will need to be considered in the preparation of the Wolgan Valley Emergency Evacuation plan.

1.3 Project Area

Council wishes to have emergency evacuation plans for the Wolgan Valley prepared and implemented to assist in a timely response to all emergencies that may be experienced in the Valley.

These emergencies include (by are not limited to) bushfire, flooding, and landslip.

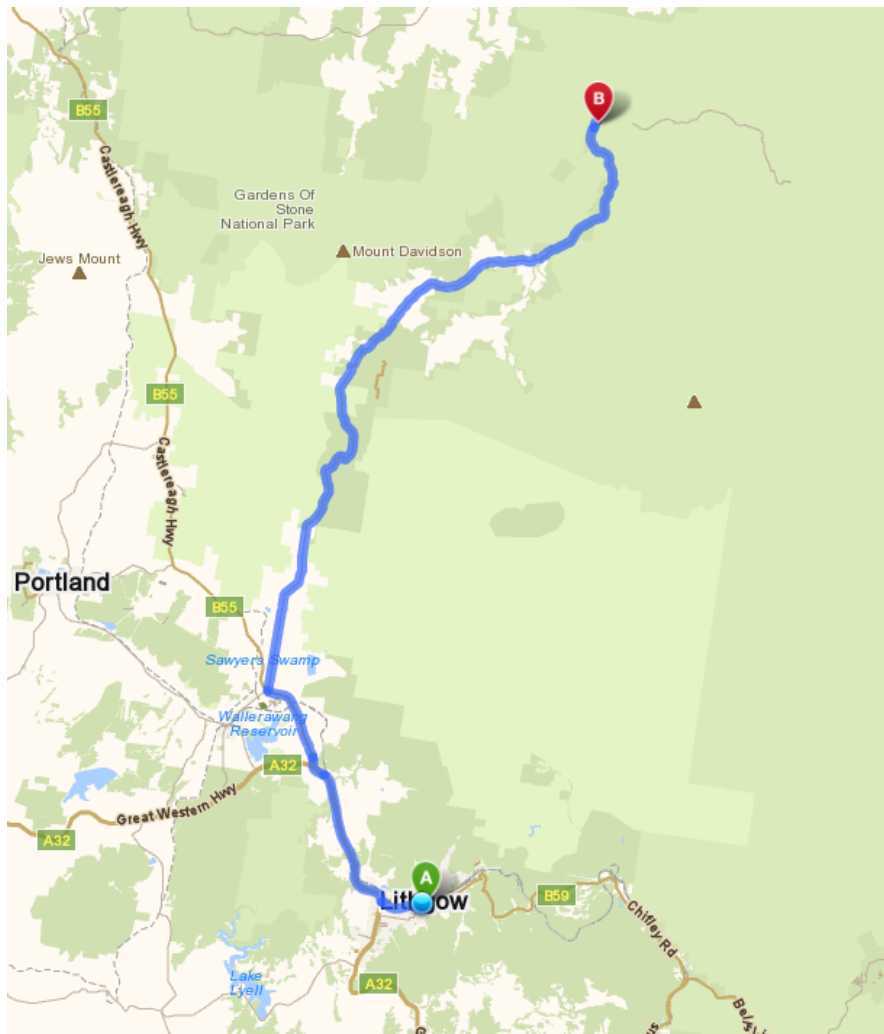
The Wolgan Valley is approximately 49km north of the city of Lithgow, and accessible via one road only (Wolgan Road).

The Valley is also home to Emirates One&Only resort, providing 6 star accommodation to a range of regional, national and international visitors. The resort also boasts formed helipad.

Newnes Campground, operated by National Parks and Wildlife Service, has 80 campsites catering for tourists in tents, caper trailer, caravan and motorhome visitors, and is located at the very end of Wolgan Road, just past the Newnes Hotel and Cabins.

Other local businesses in the area include:

- Cranbrook School
- Wolgan Valley Association
- Wolgan Valley Eco Tours
- Various accommodation / farm stay properties
-



2 Project Requirements

2.1 Objectives

It is expected that the Wolgan Valley Emergency Evacuation Plan will address the following objectives:

- Development of appropriate emergency evacuation procedures for the Wolgan Valley community to improve safety in the event of a disaster / emergency
- Identification of suitable access / egress by both the public and emergency services during an emergency event
- Identification of appropriate communication and notification methods to disseminate information about an impending / potential disaster emergency event, as well as communication methods during an event
- identification of resources available within the community for use in an emergency and
- the triggers for activation of the plan.

2.2 Project Deliverables & Tasks

Council expects the Consultant to undertake all works associated to produce the Wolgan Valley Emergency Evacuation Plan to be adopted by Council by 30 June 2023.

This will include, but not be limited to:

- Working with Wolgan Valley residents / businesses / emergency service agencies / Council staff for developing, documenting and / or revising current issues and previous issues experienced during emergency events
- Working with Wolgan Valley residents / businesses / emergency service agencies / Council staff to identify resident and business risks, tailor mitigation measures and preparation of emergency evacuation plans for the Wolgan Valley
- Working with Wolgan Valley residents / businesses / emergency service agencies / Council staff to develop routine checklists and maintenance plans for implementation to ensure the longevity of the emergency evacuation plan
- Identify opportunities for Wolgan Valley residents / businesses / emergency service agencies / Council staff to communicate effectively in relation to emergency events in the future

This may include facilitating workshops to develop the emergency evacuation plan, both face to face as well as via MS Teams.

3 Response to this brief

3.1 Requirements

All prospective consultants are to be aware of the following requirements when responding to this brief. Failure to adhere to these requirements may result in a submission being considered non-compliant.

Closing Time / Date	Friday, 27 th January 2023 at 4.00pm
What to include in your response	Consultants are to respond to all schedules noted in Clause 4 for their submission to be considered compliant.
Format	Proposals are to be in pdf format in one file. Multiple files will not be accepted. Pages are to be numbered and the company name is to be identified on each page. Emphasis in presentation should be on clarity in written and printed/graphic expressions, succinctness, and an absence of 'jargon'. Proposals are to a maximum of 30 pages.
Method of Submission	Proposals are to be uploaded via the VendorPanel portal prior to the closing date and time.
Conflicts of Interest	Full disclosure in writing must be made of the existence, nature and extent of any actual or potential conflicts of interest that may arise in completing the project.

3.2 Obligations of the Consultant

The successful Consultant will:

- Ensure that all work is carried out in accordance with all aspects of the Work Health and Safety Act and Regulation 2011
- Maintain a minimum of \$20,000,000 Public Liability insurance coverage for the duration of the works. **A copy of the policy is to be forwarded to Council with the proposal.**
- Maintain a minimum of \$10,000,000 Professional Indemnity insurance coverage for the duration of the works. **A copy of the policy is to be forwarded to Council with the proposal.**
- Maintain a Workers Compensation Insurance Policy coverage for the duration of the works. **A copy of the policy is to be forwarded to Council with the proposal.**
- As a condition of engagement, the successful consultant, as well as any relevant sub-consultants, will be required to attend a Council-specific WHS induction prior to commencement. Consultants / Sub-Contractors who will be working face to face with the community / Council staff are required to be fully vaccinated, and show proof of vaccination to Council when attending the WHS induction. On completion of this induction, an identification card will be issued, and needs to be kept on the consultant / subcontractor at all times.

3.3 Contact Person

Council's nominated contact person for queries regarding the brief is Miss Leanne Kearney, Assets and Infrastructure Planning Manager, email council@lithgow.nsw.gov.au.

All queries are to be lodged using the VendorPanel forum. In the spirit of fairness, if a query is made requesting further information, the information will be provided to all prospective respondents.

3.4 Disclaimer

Respondents shall be advised that Lithgow City Council reserves the right not to accept the lowest priced quotation or, for that matter, any quotation for Wolgan Valley Emergency Evacuation Plans.

Council is to rule as non-compliant the Proposal of any consultant who seeks to canvass or deliberately contacts a Councillor or Council staff member other than the nominated contact person

3.5 Confidentiality

Data forwarded by Council must be kept confidential and is not to be used or reproduced in any form without the written consent of the Council, or as required by law.

3.6 Consultant Notification

All consultants who respond to this brief will be advised in writing of Council's decision on which consultant(s) have been appointed.

3.7 Terms and Conditions of Engagement

Successful consultants will be engaged via a Letter of Engagement and Official Council Purchase Order.

4 Evaluation Schedules (What to include in your response)

Consultants are to provide responses to the following schedules as part of their proposal:

4.1 Details of Consultant

Please provide following details:

- Company / Business Name
- Address
- ABN
- Principal / Directors Name
- Project Manager or Company Contact Name

4.2 Methodology

Provide a detailed methodology covering how you propose to deliver the project, taking the information provided in this brief into consideration.

4.3 References

List the names, position title, company, and contact details of (3) three referees who can provide feedback on recent work of a similar nature to the quoted work in the past five (5) years.

4.4 Availability

Demonstration that the consultant is capable of completing the project within the specified time frame by the inclusion of a draft Works Program. Please provide a Gantt Chart highlighting the various milestones.

4.5 Fee Proposal

In response to this brief, please provide a fee proposals in total dollars for your services. The response is to include fee structure and details of required progress payments for the work. The quoted amount should allow for all costs and disbursements.

All quotations shall remain valid until the completion of the required work to the satisfaction of the Council and in accordance with this brief.

Additional fees will only be payable where first agreed in writing by Council's Project Manager, in response to any agreed variations in the projects, including the scope of work, required by Council. Any additional fees should reflect the standard hourly rate in the scale of fees applicable to the project and agreed by the clients at the outset.

The quotations shall include a lump sum cost including GST.

4.6 Environmental Considerations

Proponents are to highlight any initiatives their proposal offers regarding environmental sustainability. If this is not applicable, please provide any environmental initiatives your organisation partakes in.

4.7 Personnel

Curricula Vitae of the personnel to be involved in the project.