

Procurement Plan

Ladies Mile Establishment Report

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| Project Name: | Ladies Mile Establishment Report |
| Prepared by: | Gabrielle Tabron |
| Date: | 25/09/2019 |

Procurement Statement

Describe, in general terms, what products or services are being considered for procurement:

Professional services, with a focus on defining planning and investment objectives, are required to prepare an Establishment Report for the Ladies Mile Masterplan project.

Estimated Cost

Provide an estimated total cost of all procurements in this project. Include confidence limits for your estimate (e.g. plus/minus dollars or percent of estimate). Example: \$1,567,000 +/- 20%. Advise if budget is available:

The attached Rationale fee proposal includes a lump sum cost of \$80,000 for delivering the Establishment Report in Dec 2019.

Budget of \$40,000 is available through the Property & Infrastructure 2018/19 Annual Plan – Frankton Masterplan budget transfer.

Budget of \$40,000 is available through the Planning & Development 2018/19 Annual Plan – District Plan Review Consultant budget transfer.

Consultant/Contractor Selection

Describe what approach the project team will take to select a Consultant:

It is proposed that the services of Rationale & Southern Planning Group are utilized for the following reasons:

- Rationale has past experience and knowledge of the Ladies Mile project area and infrastructure requirements due to their involvement in the Ladies Mile HIF detailed business case and most recent update regarding HIF funding.
- Rationale has demonstrated success in preparing an Establishment Report through their completion of the Frankton Masterplan Establishment Report which was used to procure the Frankton Masterplan consultant team.
- It has been confirmed through the procurement process for the Frankton Masterplan consultant team that having Rationale prepare the Establishment Report did not provide them with any advantage or preclude them from tendering. They were part of a team that bid for the contract but were unsuccessful.
- Amanda Leith from Southern Planning Group was a previous employee of QLDC (Planning & Development) and has extensive experience with providing evidence on the Proposed District Plan for QLDC. Amanda also provided advice to QLDC on the purchase of 516 Ladies Mile.
- This contract is only for the Establishment Report Phase and the contract for the Ladies Mile Masterplan will be procured through an Open RFP process.

Selection Process & Criteria

Describe the selection process. List selection criteria. Describe any analytical selection tool that you will use:

The selection process is via Direct Appointment as a result of the reasons noted above.

Project Procurement Team

List all stakeholders who are involved in the Procurement Process, along with contact information and a description of their Procurement Role. Enter an [X] next to each project team member who is authorised to enter into contract agreements or purchase for the Team (insert rows as needed):

| | Name | Phone / email: | Procurement Role: |
|---|----------|----------------|------------------------------|
| 1 | P Hansby | 027 202 9348 | GM Property & Infrastructure |
| | | | |
| | | | |

Contract Type

Document which types of contract(s) will be used and the actions required to initiate the contract.

CCCS Agreement with standard QLDC conditions.

Consultant/Contractor Management

Describe what steps the project team will take to ensure that the Consultant provides all of the services (and only the services) that were agreed upon, and that appropriate levels of quality are maintained.



The consultants will report directly to the Project Manager (Gabrielle Tabron) who will report to the W2G Management Team and Board. Regular project status reviews and reporting will be undertaken throughout the contract.

The Project Plan sets out the governance structure.

Links to related planning documents

Provide hyperlinks to related documents.

[..\Project Plan\Project Plan - Ladies Mile signed.pdf](#)

| Name | Position | Action required (Review / Endorse / Approve) | Signature | Date |
|--------------|----------------------------------|---|--|----------|
| Geoff Mayman | Commercial & Procurement Manager | Endorse |  | 25/09/19 |
| Pete Hansby | GM Property & Infrastructure | Approve |  | 25/09/19 |