



## Consultant Brief

# Great Southern Regional Trails Master Plan – Priority Trail Plans

**REQUEST FOR QUOTATION**

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## Introduction

The Great Southern Centre for Outdoor Recreation Excellence (GSCORE) in conjunction with project partners, local governments from the Great Southern Region, the Department of Biodiversity, Conservation and Attractions (DBCA), the Department of Local Government, Sport and Cultural Industries (DLGSC), and the Great Southern Development Commission (GSDC), is requesting a proposal, including a price quotation, to **develop and prepare priority trails plans** for inclusion in the Great Southern Regional Trails Master Plan (GSRTMP).

## Background

The Great Southern Regional Trails Master Plan will identify a coherent and clearly outlined program of trail infrastructure development across the Great Southern Region over a ten-year period (2019-2029). The Great Southern currently has no regional trail planning in place and the majority of local governments lack local trail plans. The GSRTMP will explore the full potential for the whole of the Great Southern Region, across 11 local government areas (LGAs).

The ultimate objective is to capitalise on the region's iconic coastal and mountain landscapes to deliver world-class land and water-based trail experiences so that the Great Southern becomes an internationally recognised trail tourism destination. The focus is therefore on identifying regionally and nationally significant trail infrastructure projects.

## Work Already Completed

GSCORE is responsible for delivering the GSRTMP on behalf of local stakeholders. The following key activities have been completed:

- 1) Established the project management and governance model.
- 2) Undertaken Phase 1 Stakeholder Consultation:
  - a. Community consultation across eleven LGAs via face-to-face workshops, Council briefing sessions, and meetings with trail user groups.
  - b. Conducted an online survey of trail users.
- 3) Completed a Trails Background Report which contains:
  - a. Audit of existing and planned trails;
  - b. Gap analysis of trail opportunities; and a
  - c. List of Trail Ideas (gathered through the community consultation process).
- 4) Developed a Multi-criteria Assessment tool to assess and prioritise Trail Ideas.
- 5) Produced a **short-list of priority trail projects** that meet the project objectives. The short-list includes projects which are entirely new ideas through to those for which the feasibility has already been explored and those which are shovel ready and seeking investment.

The next stage is to develop the short-list of priority trail projects into fully scoped trails plans that can be incorporated in the final GSRTMP.

**GSCORE is seeking expert input from qualified consultants to develop trail plans for each priority trail project.**

## Project Parameters

A consultant or consultants with appropriate experience and expertise is sought to undertake and deliver trail plans for **one or more** of the following seven (7) trail activities:

- Great Southern MTB Trail Plan
- Great Southern Hiking Trail Plan
- Great Southern Bridle Trail Plan
- Great Southern Trail Bike Trail Plan
- Amazing South Coast Aquatic Trail Plan
- Stirling Range & Hinterland Cycle Trail Plan
- Great Southern Treasures Drive Trail Plan

The need for these trail plans has been identified through the multi-criteria prioritisation process completed by GSCORE. Each Trail Plan will incorporate existing trails and several short-listed priority trails.

### Trail Plan Parameters

Each trail plan should focus on:

- a range of trail experiences suited to different user groups, including residents and visitors;
- have the potential to attract regional, national and/or international trail events; and
- identify user needs for trail-related products and services such as accommodation, cafes and restaurants, transport and support services, and other complementary experiences.

Most importantly, each trail plan should provide a **trail experience/s** that:

- maximises the region's unique landscapes and points of difference;
- crosses LGA boundaries;
- incorporates a variety of trail types based on location significance (i.e. locally, regionally and nationally significant trails and/or trail networks);
- identifies opportunities for trail centres and/or trail towns to be developed; and
- identify opportunities to develop a consistent approach to marketing and promoting a diversity of Great Southern trails products.

Each trail plan should have the broad agreement of land managers and trail proponents on trail types, locations, investment, management and future maintenance.

## Scope of Works

In developing the Trail Plans, the consultant will be required to undertake stakeholder consultation and prepare a written plan.

### 1. Stakeholder Consultation

The consultant will be responsible for facilitating **Phase 2 of the Stakeholder Consultation** for the GSRTMP. Phase 1 has already been completed by GSCORE. The aim of Phase 2 is to obtain agreement on priority trails and trail types for each trail activity, informed by the results of the trail prioritisation process.

Phase 2 of the consultation process will consist of one or more workshops involving key stakeholders. Workshop participants and logistics will be coordinated by GSCORE, who will also attend.

Through consultation with local governments, land managers, and other stakeholders and user groups:

- Facilitate an initial workshop to:
  - review the trails shortlist to identify potentially suitable locations for each trail-based activity (e.g. hiking, cycling, horse riding) ensuring a suitable mix of experiences relating to different target user groups; and
  - seek agreement on location, type, and management of trail projects to be included in each Trail Plan;
- Liaise with relevant land owners and managers to identify and document constraints, sensitivities and competing land uses for potential trail networks;
- Develop existing ideas consistent with stages 1 and 2 of the WA Trail Development Guidelines 8-stage trail planning process;
  - *Stage 1 PROPOSAL* - The proposed area is either supported in principle for trail development, or is not supported due to environmental, social or cultural constraints. Or proposal to identify suitable areas.
  - *Stage 2 FRAMEWORK* - A project outline, developed by project stakeholders, including:
    - project objectives, project management model, stakeholder roles, target market, and
    - requirements, standards, execution, and ongoing trail management model.

## **2. Detailed trail plans**

Develop a detailed Trail Plan for each trail activity. As outlined above, the consultant may choose to tender for one or more of these plans.

The Trail Plans will:

- Document the geographical locations where trails and trail networks, and facilities could be developed;
- Identify the styles and difficulty classifications of trails and facilities proposed;
- Identify future infrastructure requirements for the planned trails (vehicle parking, transport infrastructure, toilets, etc);
- Review existing plans, roles and responsibilities with land managers and stakeholders to determine the appropriateness and relevance of development, management, and promotion strategies;
- Provide cost estimates and benefits for all projects;
- Identify the community, social, cultural, economic, environmental, health and wellbeing outcomes for the region;
- Outline roles and responsibilities of the key stakeholders in the areas of governance, maintenance, marketing, promotion and events in relation to trails and trail networks; and
- Prioritise trail development opportunities, including any trails for development to concept plan stage (i.e. those that are most likely to provide a viable return on investment in their respective LGAs).

Note: Project trail plans must be prepared for endorsement by the Project Management Executive Group (Steering group), before the project can proceed to the next stage. GSCORE will seek formal approval to confirm that all relevant stakeholders and partners understand and buy-in to the planning, design and delivery process.

## Deliverables

Deliverable	Due date
1. An outcomes summary report from the Stakeholder Engagement workshop.	31 July 2019
2. A detailed Trail Plan which is consistent with the trail plan parameters outlined above, and Stage 2 of the Trail Development planning process. The Plan should include detailed maps. A template will be provided to the successful consultant.	19 August 2019
3. Two-page Trail Plan summary.	30 August 2019

The priority trail plans should integrate the objectives of external strategic plans (e.g. WA Trails Blueprint 2017-2020; WA Mountain Bike Strategy 2015-2020; WA Recreational Horse Trail Strategy 2015; WA Bicycle Network Plan 2014-2031; WA State Trail Bike Strategy 2008; WA Bushwalking/Trail Running Strategy 2018-2025).

The *Great Southern Regional Trails Master Plan* will be an attractively presented document for a public readership. GSCORE will provide consultants with a template to ensure consistency in content and presentation

## Management and Reporting

The day to day contact for the project will be Project Coordinator Karl Hansom at GSCORE, who can be contacted on (08) 9892 0151 or at [trails@gscore.com.au](mailto:trails@gscore.com.au)

Close liaison should be maintained with the Project Coordinator to ensure the consultation and design development reflects the requirements of the brief. Should the project coordinator be unavailable, Lenore Lyons, Executive Director GSCORE, can be the point of contact (08) 9892 0113 or [info@gscore.com.au](mailto:info@gscore.com.au)

The project is managed by a Project Management Executive Group (PMEG).

## Timetable

It is envisaged that the consultant would be appointed 1 July 2019 and would commence work as soon as practicable after appointment. Project completion is due 30 August 2019.

## Selection Criteria

The project will be awarded to the consultant/s who best demonstrates an understanding of the project scope, the ability to provide quality services within the specified timeframe, and value for money.

Although price is considered, the submission containing the lowest price will not necessarily be accepted, nor will the submission that is ranked the highest on the qualitative or non-price criteria.

Consultants may choose to quote on one or more of the seven Trail Plans identified in the project, based on their relevant experience.

## Submitting a Quotation

Interested consultants should provide a submission in accordance with the Project Scope. The consultant is to assess the objectives, scope of work, tasks and deliverables outlined in this brief and submit:

1. Proposed methodology for each component to be delivered.
2. Timetable showing a breakdown of tasks, allocation of hours and costs for each task and the personnel that will be undertaking the tasks.
3. Personnel involved and personal experience/qualifications to undertake the task (this may include sub-consultants and/or other specialists).
4. Demonstration of relevant project experience.
5. Proposed Fee for services which separates costings for each deliverable.
6. A fixed total fee (excluding GST) including all labour and sub-contractor costs (provide a schedule of hourly rates of personnel and sub-contractors); and other costs and materials.

Payment schedule will be negotiated. The consultant is required to supply an ABN and be registered with the Australian Taxation Office.

## Enquiries and Closing date

Quotation and submission must be addressed to:

Dr Lenore Lyons  
Executive Director  
Great Southern Centre for Outdoor Recreation Excellence  
5/22 Collie Street  
Albany WA 6330

Ph: 9892 0113  
M: 0429 018 231

Emailed quotation and submission can be sent confidentially to [info@gscore.com.au](mailto:info@gscore.com.au)

**Applications close: 21 June 2019.**