



HUON VALLEY COUNCIL

REQUEST FOR QUOTATION RFQ 016 Huon Valley Rural Living Densification Study

Request for Quotes closes at 5:00pm EST on Monday 14 April 2025

Request for Quotes

PART 1 – PREAMBLE				
<p>The Huon Valley Council is seeking to engage a qualified and experienced consultant (the “Contractor”) to prepare a Rural Living Densification Study for all land currently zoned as Rural Living under the Tasmanian Planning Scheme (TPS) and Local Provisions Schedule (LPS) within the Huon Valley municipal area.</p> <p>The study will support Council’s strategic objectives to guide future subdivision and densification in Rural Living Zones, ensuring decisions are underpinned by evidence and best practice planning principles.</p> <p>The Contractor will be required to deliver expert services in strategic land use planning, community engagement, environmental and agricultural value assessments, transport planning and infrastructure analysis. The final study will be delivered in 2025 and will provide a strategic framework to guide future subdivision applications in Rural Living Zones.</p>				
GENERAL INFORMATION				
1. Contact details:	Kathryn Tucker – Technical Manager – Strategic Land Use Email: ktucker@huonvalley.tas.gov.au Phone: 6264 9470			
2. Advertisement of Quote	On Council media release			
3. Briefing or site inspection:	Details	Maximum attendees	Mandatory	RSVP
	N/A		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4. Submission of Quote	Written Quotations must be submitted and received by the Huon Valley Council by 5:00pm (EST) Monday 14 April 2025			
5. Evaluation Criteria	Evaluation Criteria			
	Technical Capability and Experience			15%
	Methodology, Project and Context Understanding and Proposal Quality			15%
	Stakeholder Engagement Skills			15%
	Project Management, Analytical and Design Skills			15%
	Communication and Reporting			15%
	Price			20%
	References			5%
6. Quotes should not be longer than:	10 pages and submitted electronically via the Council’s website: strategic.planning@huonvalley.tas.gov.au			
7. Quotes to be valid for:	30 calendar days after the time stated in Item 4 (as extended if at all, pursuant to the Procurement Process Conditions)			
8. Complaints:	Complaints regarding the Procurement Process to be directed to strategic.planning@huonvalley.tas.gov.au			
PROCUREMENT PROCESS				
The Procurement Process is governed by the Huon Valley Council’s Code for Tenders and Contracts and is available on the Council’s website. https://www.huonvalley.tas.gov.au/council/tenders/				
PART 2 – SPECIFICATION OF THE SERVICES				
The Specification of the Services required by Council is described in the document Part 2 provided with this Request for Quotation and must be addressed by the prospective Supplier in the Quote.				
PART 3 – CONTRACT				
The draft Contract which Council has prepared and wishes to use to record the contractual engagement of the Supplier is Part 3.				

QUOTATION REQUIREMENTS

The Quotation must be in writing and include:

1. Lump Sum Price (GST Exclusive);
2. Project Schedule demonstrating capacity to complete the Services by July 2025.
3. The response to section 13 Return Brief and Fee Proposal of Part 2; and
4. List the terms and conditions of the Part 3 Contract that the Supplier wishes to depart from and explanation of the departure reasoning.