

TO: All interested parties

FROM: Adam Northey, Fitzroy Basin Association

DATE: November 8, 2013

EMAIL: Adam.northey@fba.org.au

REQUEST FOR PROPOSAL – PROVIDE SERVICES TO DESIGN ON-FARM EROSION CONTROL INFRASTRUCTURE IN THE FITZROY REGION

Purpose

Fitzroy Basin Association Inc. (FBA) is seeking proposals from suitably qualified farm design and layout professionals to provide erosion prevention infrastructure design services to landholders affected by flood damage caused by Ex-Tropical Cyclone Oswald within the Callide, Fitzroy and Boyne regions.

Background Information

FBA is the lead community-based regional organisation committed to sustainable development and management of the natural resources of Central Queensland.

FBA's area of interest covers the whole of the Fitzroy Basin (156,000 km²) as well as the adjacent coastal catchments including the Styx, Shoalwater, Waterpark, Boyne and Calliope catchments. A long-term integrated regional natural resource management plan has been developed for the protection of natural resource assets of the Fitzroy Basin.

FBA's vision is:

“A community that understands, values and uses its natural and cultural resources wisely to co-exist in a vibrant and prosperous region”.

Further information on FBA is available on our website: www.fba.org.au.

FBA works within our region through a network of 5 sub-regional groups who provide local knowledge, contacts and experience to our programs. We have a long history of working with landholders within our region to help improve resilience, sustainability and productivity.

Scope of Work

In the wake of Ex-Tropical Cyclone Oswald and the resulting flooding within the Callide, Fitzroy and Boyne regions, FBA was successful in obtaining \$1.5 million to help flood affected farmers restore their country to a productive state and build resilience to future extreme weather events.

FBA seeks suitably qualified and experienced soil conservation experts to work with identified landholders to develop and design farm property plans and infrastructure works which will increase the resilience of properties to withstand future flood events. The scope of the works will largely be aimed at the design and placement of contour and levee banks and paddock lay out in broadacre cropping country. Design and placement of the works should aim at reducing erosion on farm without unnecessary impacts on neighbouring properties. A small number of gullies in predominantly grazing country will also require technical advice on remediation to prevent further expansion.

It is anticipated that the provider/s will work with approximately 30 properties (95% broadacre cropping) in the Callide Valley north of Biloela, Lower Fitzroy area within a 100 kilometre radius of Rockhampton and Boyne Valley west of Gladstone.

Properties requiring technical advice will be identified by FBA.

Outcome and Performance Standards

It is expected that the successful provider will work closely with FBA and sub-regional staff. Any delays are to be reported immediately.

FBA staff will be available to provide information and assistance though all administrative requirements must be provided by the consultant.

Deliverables

The successful provider will be required to:

- Conduct at least one property visit with each identified landholder, to inspect the site and discuss with the landholder past and future management plans for the site.

- Provide a written report to the landholder with a copy to the sub-region project officer on their recommendations for each site. This report is to include the following:
 - detailed plans for any earthworks recommended including maps (FBA can provide mapping support as required);
 - evidence of how the planned works will either (a) increase on-farm productivity and/or (b) increase property resilience to future extreme weather events;
 - confirmation that the planned works will not negatively impact on neighbouring properties; and
 - confirmation that the planned works will not increase the likelihood of environmental damage in future flood events.
- Provide GIS shape files to FBA of any earthworks recommended.
- Provide on-phone support to the landholder (if necessary) during the construction of the recommended earthworks.

All deliverables are to be provided electronically and in hard copy. Electronic versions are to be provided in both PDF and Microsoft Word formats. Mapping files are to be provided in Arc GIS compatible formats

Term of Works

Commencement date is from one week after advice of acceptance of the project proposal through to June 30, 2014.

Works Value

This project will be conducted on a fee-for-service basis and will include:

- A Day rate for each day on property or used to prepare reports
- A Day rate for travel
- Travel and accommodation costs

Payment of services will be provided by identified landholder through a grant from FBA.

Additional work requested by the landholder outside of the identified areas is to be negotiated between the landholder and the provider. FBA will not cover the cost of these works under their grant program.

Requirements for Proposal Preparation

Proposals must be submitted for all parts of the project and are to be submitted electronically in either PDF or Microsoft Word. Proposals must include the following:

- A clear statement of the methods and activities to be used to achieve the project goals including anticipated timelines.
- Proposed timeline for property visits (FBA currently has a number of projects in the Callide requiring technical assistance).
- A break down of all expected fees for the project. Quoted prices are to be valid from now until June 30, 2014
- Resumes of all staff working on the project including their work experience on similar projects.
- Details of public liability, worker's compensation and professional indemnity insurance.
- Details of the proponent's primary contact.

Evaluation and Award Process

Proposals will be assessed based on how closely the proposal meets the objectives of the project, total cost and experience of staff working on the project. The FBA Chief Executive Officer or delegate/s will be responsible for assessing submissions and awarding the tender.

If several proposals meet the required skill sets it is possible that more than one tender will be successful. In this case, FBA will provide landholders with a list of eligible service providers from whom they can choose to work with. This list will be provided to landholders without favour.

Process Schedule

Proponents should submit proposals by close of business November 18, 2013. Adam Northey, Senior Project Officer will be available during this time to answer any questions and assist with proposal submission.

A decision on the successful application will be made one week after the cut-off date. All applications will be notified of the outcome of the assessment of their application.

Contacts

All questions and submissions regarding this request for proposal should be submitted to Tom Coughlin, Water and Agriculture Manager or Adam Northey, Senior Project Officer on the details provided below.



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