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Request for Tender: Assessment of Social Benefits Arising from the Opotiki Aquaculture and Harbour Development Projects

Introduction The Opotiki Harbour Transformation Project is comprehensively described in a booklet of the same name ¹. The booklet describes the vision for establishing one of the country's largest offshore marine farms, supported by a large-scale infrastructure project to improve the navigability of the Opotiki Harbour entrance. In 2005, the Opotiki District Council (Council) commissioned a report by consultants URS to analyse the social and economic benefits of the marine farm and the harbour entrance improvements. The project is expected to transform the economy of the Opotiki District by generating approx. \$27M in household income in the area and lifting GDP by \$35M, primarily through the employment of 936 people.

Sea trials have commenced and planning studies commissioned to integrate the development activities with district, regional and land use planning.

The next steps in the project are:

- Cost-benefit Analysis of Investment and Returns
- Completion of a Business Case
- Funding for Harbour Entrance Improvement
- Infrastructure Construction

The objective of the Business Case will be to attract and justify the funding for the harbour entrance improvements.

This Request for Tender (RFT) addresses part of the requirement for a Business Case, which will include quantification of the social and community wellbeing benefits expected from the project, being the direct and indirect effects of the revenue, employment and associated activities arising from the aquaculture and harbour development projects, on various social and community wellbeing factors and measures within the district.

The report referenced above "...identifies that the anticipated increase in employment and economic improvement in the district would work to reduce crime by 10% in Opotiki, considerably improve deprivation levels, and reduce some of the social problems experienced in the district."

¹ 38° The Opotiki Harbour Transformation Project – The next key step to a brighter future. December 2010. www.opotikiharbour.co.nz

Description of Requirements

1. **Objective** The objective of the work being the subject of this RFT will be:

To research, quantify and report on the expected social and community wellbeing benefits of assumed commercial outputs from the aquaculture and harbour development projects on the Opotiki District and wider region. The work will be based on review and interpretation of existing studies, including the 2005 URS report and Regional Aquaculture Strategy, and other relevant reports, case studies and interviews with appropriate social agencies.
2. The work will be proceeding in parallel with other work identifying the commercial benefits of the projects. As the dimensions and timeframes of the aquaculture and harbour development implementations may change, it is anticipated that the identification of social benefits work will be based in the first instance on assumed inputs of employment numbers, types and timeframes. As these key inputs may be subject to change in the future, the work will need to identify relationships between key inputs and outputs in a way that will allow recalculation of outputs in the future with variation of inputs.
3. **Deliverables** The work will be reported in two forms:
 - a. A draft report of key findings and conclusions, due 2 weeks prior to Completion Date
 - b. A full written report of research, literature, references, analysis and conclusions. The report should also include any model used to calculate the relationships between key inputs and outputs, in Microsoft Excel, or other commonly used format; and
 - c. A summary presentation in PowerPoint format.
 - d. Items b and c must be received in full by the Completion Date.

Request for Tender (RFT) Process

1. **Timetable** The anticipated timetable for the RFP process and completion of the work is:

Activity	Date (2011)
RFT Issue	26 August to 2 Sept.
RFP Closing Date	13 September
Evaluation, Selection and notification of successful proposer	16 September
Signing of agreement and commencement	23 September
Completion Date	18 November



2. Proposers are to note that this timetable is indicative only, and may be subject to change at the sole discretion of the Council. All proposers will be notified of any changes to the timetable.
3. Proposals must be submitted in hard copy to reach the following address by 4pm on the Closing Date:

a. Proposals must be submitted in a sealed envelope marked:

“TENDER – CONFIDENTIAL
Opotiki Harbour Transformation Project – Assessment of Social Benefits
Opotiki District Council
PO Box 44
Opotiki 3162”

4. Proposals and quotations must remain valid for three months from the date of submission.
5. Any enquiries regarding this RFT are to be directed only to the following as authorised representative of the Council:

John Galbraith, Consultant to Opotiki Harbour Project
Email: john.galbraith@xtra.co.nz
6. The Council is not bound to accept the lowest priced or any proposal
7. The Council may accept proposals from more than one proposer
8. The Council may at its discretion seek further clarification or information from any proposer.
9. The Council at its discretion may negotiate with any proposer.
10. The Council will notify each proposer of the outcome of this RFT process as soon as possible.

Proposal Proposals must contain at a minimum the following information:

1. Name and address of submitting organisation or individual(s)
2. Name of provider(s) who will carry out the work
3. CV's of provider(s)
4. Evidence of similar work carried out by the provider(s)
5. References from clients of the work noted in 4.
6. Quotation for the work, including all fees and expenses, excluding gst.
7. Preferred form of agreement



Evaluation Criteria Proposals will be evaluated and ranked on the following matrix.

Attribute	Weighting
Skills and demonstrated relevant experience (ranked from 1 (low) to 5 (high))	60%
Price (highest price ranked 1, lowest price ranked 5, all other prices ranked proportionally between)	40%

Notification of Intention to Tender Prospective tenderers are requested to advise the Council's authorised representative by email, of intention to tender. This will allow any supplementary information to be provided to interested parties.

