1.1 STATEMENT OF REQUIREMENTS

The South West Development Commission (the Customer) is seeking the services of a suitably qualified consultant to undertake studies and investigations, prepare key documentation, coordinate and undertake public and stakeholder consultation, and assist and guide the Customer in obtaining environmental approvals for the Koombana Bay Marine Structures project. The Koombana Bay Marine Structures project has previously been referred to and assessed by the Environmental Protection Authority (EPA) as a Strategic Proposal at the level of Public Environmental Review (PER).

The successful Respondent (the Consultant) will be required to prepare the PER for the Koombana Bay Marine Structures as directed by the EPA, including carrying out all required studies and investigations. The requirements for the PER are set out by the EPA in Environmental Scoping Document 2049 (ESD 2049) (Attachment 1). Respondents should note that there may be additional studies required, to be identified during the progression of the PER process.

The Consultant will then be required to coordinate the peer review (page 11, ESD 2049) and public consultation activities as part of the PER’s comment processes, and prepare responses on any comments received from those processes or from reviews by any Decision Making Authorities (DMAs).

Finally, the Consultant will be required to provide advice and guidance to the Customer on any conditions recommended or imposed by the EPA at the conclusion of the environmental approvals process.

In summary, this contract includes undertaking technical studies, reviews and investigations, preparation of documentation, participation, liaison and attendance at meetings with regulators and stakeholders and provision of advice pertaining to the proposal throughout the process, until such time as Ministerial approval is obtained (estimated mid 2017).

Full specifications are at section 1.4 Specifications.

1.2 BACKGROUND

The Koombana Bay Marine Structures Project is a component of the Transforming Bunbury’s Waterfront (TBW) project. The TBW aims to complete the redevelopment of Bunbury’s central business district to the water’s edge and position Bunbury as the State’s major regional centre for the next 30 years. It is designed to immediately grow Bunbury’s contribution to State tourism, fast track the development of the region’s marine industry addressing existing marine facility shortages and demand in the Region whilst building capacity and creating a significant new mixed use development precinct on the waterfront.
The TBW project builds on previous redevelopment work that has reconstructed the northern end of the city centre and created Marlston Hill residential and mixed use precinct. It completes a long term strategy to effectively position Bunbury for growth and includes the relocation of port-related industry from the Outer Harbour to the Inner Harbour.
The total TBW project will:

- Deliver 2.7 hectares of mixed use waterfront land;
- Provide 5.7 hectares of land dedicated to marine infrastructure including large areas for marine related industry to service the region’s needs;
- Provide for an expansion of commercial and recreational berthing and boat launching facilities to meet Bunbury’s forecast needs to 2040;
- Provide protection for Casuarina Boat Harbour and shore line protection for Koombana Bay;
- Redevelop the Dolphin Discovery Centre as Bunbury’s premier tourism attraction; and
- Provide for 1.6 hectares in improved public amenity and open space.

By improving the City’s shorelines for community use and providing the infrastructure necessary to stimulate the growth of the local marine and tourism industries, it is envisioned Bunbury will be further revitalised, and its appeal as a place to live, work and invest, greatly enhanced. When the project is completed, Bunbury will have a bustling marina complex, new job and business opportunities, a revamped tourist attraction, and enhanced public open space and amenity.

The TBW project will be carried out in four stages. An overview of those stages is at Attachment 2.

The TBW project has been developed under the guidance of the Transforming Bunbury’s Waterfront Steering Committee (TBWSC). Established by the Ministers for Regional Development and Transport, the TBWSC is chaired by the Member for Bunbury, Hon. John Castrilli MLA, and includes key government agencies and industry representatives.

In order to progress the project, the South West Development Commission has the responsibility of managing the environmental approval process for the Koombana Bay Marine Structures component of the TBW project, in accordance with the requirements as set out by the EPA. The EPA process for the Koombana Bay Marine Structures has been set at PER level.

Koombana Bay Marine Structures consist of new additional or enhanced marine based infrastructure within the Koombana Bay area. Specifically, the Environmental Scoping Document (ESD 2049) makes reference to Future Proposals under the TBW project. An overview image of the Future Proposals is at Attachment 2 and also detailed in section 2.1 of the ESD 2049.

The Future Proposals for the project include:

- Redevelopment of the Dolphin Discovery Centre – includes a T or L shaped finger jetty and potentially a boat ramp;
- Koombana Sailing Club Marina – includes dredging, breakwaters, reclamation (Koombana Breakwater), boat pens, internal jetties and associated terrestrial facilities; and
• Casuarina Boat Harbour Development – includes dredging, breakwaters (Casuarina Breakwater), reclamation, piling, boat ramps, boat pens and internal jetties.

The scope of the future proposals and the key characteristics (including their respective development envelopes) will be defined through the assessment process and outlined in the PER, in accordance with EAG 1 – *Defining the key characteristics of a proposal*.

As outlined in ESD 2049, the PER is to consider the cumulative impacts of future proposals, adjacent proposed and approved proposals, and proposals currently being assessed by the EPA. This includes stormwater drains, other approved marine infrastructure, the Southern Port Authority Inner Harbour Structure Plan proposal, new breakwater structures in Casuarina Boat Harbour and Koombana Bay and proposed marine development of the Koombana Bay Sailing Club.

1.3 PROJECT AREA/LOCATION

The assessment area set out by the Environmental Protection Authority in its Environmental Scoping Document 2049 covers the extent of the Koombana Bay Marine Structures project area, including all of Koombana Bay.

1.4 SPECIFICATION

The South West Development Commission (the Customer) is seeking the services of a suitably qualified consultant to undertake studies and investigations, prepare key documentation, coordinate public and stakeholder consultation, and assist and guide the Customer in obtaining environmental approvals for the Koombana Bay Marine Structures project. The Koombana Bay Marine Structures project has previously been referred to and assessed by the EPA as a Strategic Proposal at the level of PER.

The Consultant will be required to prepare the PER process for the Koombana Bay Marine Structures as directed by the EPA, including carrying out all required studies and investigations. The requirements for the PER are set out by the EPA in Environmental Scoping Document 2049 (ESD 2049) (Attachment 1).

The requirements include (but are not limited to) compiling and undertaking marine and land based assessments, studies and surveys across the Koombana Bay area and preparing reports and documentation relating to:

- Marine Environmental Quality;
- Benthic Communities and Habitat;
- Marine Fauna; and
- Coastal Processes.

As outlined in ESD 2049, Terrestrial Environmental Quality and Amenity will also require consideration in the PER.
The scope for the PER includes, but is not limited to, Attachment 1 - ESD 2049. Respondents should note that the works required to obtain EPA approval may include additional studies and/or documentation not otherwise mentioned in the EPA ESD and that will be identified as the PER process progresses.

Respondents should note that the scope of works will likely need to be responsive to the addition or refinement of studies and findings as this project progresses. It is envisaged that there will be some iterative processes around modelling and design.
Preparation of the PER will require the Consultant to:

- collate existing datasets
- undertake a gap analysis
- prepare a detailed project plan confirming the scope of works required to prepare the PER
- collect additional data
- undertake investigations, reviews and studies
- undertake numerical modelling
- prepare technical reports
- develop and maintain a project risk register
- liaise with the EPA Assessment Officer for the project to ensure that PER process is meeting the requirements of the ESD 2049
- identify, liaise and attend meetings with relevant and appropriate key stakeholders and regulators not elsewhere identified by the Customer or by the EPA
- liaise with key Decision Making Authorities (DMAs) during the PER development to ensure that the PER addresses their key requirements for the project
- coordinate the peer review process (page 11, ESD 2049) ensuring the peer reviewer is referred to at key stages during preparation of the PER, i.e. model calibration and validation.

Following submission of the PER to the EPA, the Consultant will be required to:

- revise the PER in response to feedback from the EPA and relevant DMAs.

Once the EPA has approved the PER for public release, the Consultant will be required to:

- manage the public consultation activities as part of the PER’s public comment process, as outlined within the ESD
- prepare responses on any public comments received and incorporate changes into the PER as necessary prior to resubmission of the PER to the EPA
- provide advice and guidance to the Customer on any conditions recommended or imposed by the EPA as a result of the PER process activities
- provide advice pertaining to the proposal until such time as Ministerial approval is obtained (estimated mid 2017).

In summary, the Consultant will be required to take all reasonable steps, in suitable detail and accuracy, to prepare a PER that will satisfy the requirements of the EPA for the purpose of obtaining environmental approval.
This is anticipated to include the development and refinement of numerical models which will need to both inform and be informed by the emerging engineering designs, noting that the necessary studies imply an iterative modelling process.

1.5 **EXISTING INFORMATION AND DATA**

Environmental Impact Assessments have recently been undertaken across the project area by other organisations. The ESDs and Final Reports (for those completed) are available on the EPA website.

The ESD for the Southern Ports Authority (SPA)’s recent strategic PER for its Inner Harbour Structure Plan 2009 is at Attachment 3 - ESD 1879. The current status of that process is draft PER submitted to EPA. There is some degree of overlap between the data required as part of the SPA’s ESD 1879 and the Koombana Bay Marine Structures ESD 2049 (subject of this process).

The SPA has agreed to provide the Customer with the reports and data used for it’s PER submission to the EPA once the EPA has approved the PER for public release, potentially in first half 2016. This may include additional information not listed below. This data will be made available to the successful Respondent and includes, but is not limited to, the following:

- Bunbury Port Environmental Management Long Term Monitoring Program Routine Contaminants Monitoring January 2015
- South West Development Commission Bunbury Marine Facilities Plan Sediment contaminants Monitoring January 2015
- Bunbury Port Environmental Management Long Term Monitoring Program Routine Contaminants Monitoring December 2013
- Bunbury Port Authority Invasive Marine Species (IMS) Survey October 2014
- Bunbury Port Authority Sand Trap Evaluations for Possible Reuse as Engineered Fill March 2014
- Environmental Baseline Survey Proposed Lease Area, Berth 1 & 2 Bunbury Port January 2013
- Bunbury Harbour Siltation Investigation July 2009
- Bunbury Port – Dredge Plume Modelling November 2009
- Review of Bunbury Port Authority Ambient Dust Data January 2011 to December 2012 February 2013
- Lanco Resources Australia Bunbury Port Berth 14A Expansion and Coal Storage Facility Public Environmental Review November 2012 and associated studies
- Bunbury Port Authority meteorological data from Beacons 3 and 10
- Tide and current data from Beacons 3 and 10
• Ambient dust and wind vector data from the Port of Bunbury’s dust monitoring network (last 5 years’ data).

The Southern Ports Authority, and consequently the Customer, makes no representation and provides no warranty in respect of the reports/data above. In particular, SPA does not warrant the information’s accuracy or fitness for any particular purpose. The appointed Consultant may use the information for information purposes only and may not rely on the information.

Respondents may wish to use SPA’s ESD 1879 to assess the extent of the overlap of data with the SWDC’s ESD 2049 for the purpose of this contract.
The Respondent should make their own assessment of the relevance and applicability of the SPA’s ESD 1879 and/or its information/data in considering the use of such data for the purpose of the Customer’s PER submission for ESD 2049. Where gaps exist, the Consultant will be required to undertake all relevant studies to ensure that the final PER submission for the Koombana Bay Marine Structures is complete, relevant, and to the satisfaction of the EPA.

The Final Report for Lanco’s PER 1486 pertaining to the Bunbury Port Berth 14A coal export facility is also relevant to the Koombana Bay Marine Structures project area. This Final Report is available on the EPA website but also attached at Attachment 4 - EPA Final Report 1486 Bunbury Port PER Lanco 170713.

All conceptual designs for the in-water structures proposed as part of the Koombana Bay Marine Structures project will be released to the Consultant for the purposes of this contract.

Respondents should note that the scope of works will likely need to be responsive to the addition or refinement of studies and findings as this project progresses. It is envisaged that there will be some iterative processes around modelling and design of key structures as consideration is given as to how to manage changes in engineering design that may result from findings during PER, i.e. flushing study indicates a change in the structure is required.

The Customer will provide the Consultant with the Casuarina Master Plan for the proposed Outer Harbour area (stage 4 on Attachment 2 – Transforming Bunbury’s Waterfront staging concept image) and CAD files for the TBW project area.

Other existing data, reports and information that will be made available to the Consultant upon award of contract are:

- Koombana Bay Bathymetry Data held by the DoT
- Bunbury Water Level Data held by the DoT
- Coastline Movement Data held by the DoT
- Historical aerial photography held by the DoT.
- Casuarina Boat Harbour wave and current data held by the DoT: some wave and current data from AWACs and current meters in 2015.
- Koombana Bay Coastal Hazard Risk Management & Adaptation Plan.
1.6 CONFIDENTIAL INFORMATION
For the purposes of this contract, all information provided to the Consultant and all information and reports produced by the Consultant for the purposes of or as a result of this contract will be considered Confidential Information under the Customer Contract. Confidential Information must not be referenced, reproduced or distributed to interested parties or the general public without the express prior written permission of the Customer. Refer Clause 23 of the General Conditions of Contract.

1.7 INTELLECTUAL PROPERTY
Respondents should note that the Intellectual Property of the modelling outputs, data, reports and other outputs of this contract including CAD files, data sets, investigation results, etc collected for the purposes of this project, rests with the State of Western Australia, as referenced in Clause 23 of the General Conditions of Contract.

The Consultant may be required to share any knowledge gained in the course of conducting this contract. Any reports (including documents and agreements) produced as a result of a contract awarded from this Request may only be released to interested parties and the general public at the absolute discretion of the Customer, refer Clause 23 of the General Conditions of Contract.

1.8 STANDARDS
The appointed Consultant will be required to ensure that all relevant Australian or International standards and procedures are followed when undertaking this contract. Respondents should refer to Attachment 1 - ESD 2049 for relevant policies.

1.9 STAKEHOLDER CONSULTATION
In addition to the requirements set out in ESD 2049, including item 4, the appointed Consultant will be required to consult with the following key stakeholder organisations in the preparation of the PER, where appropriate:

- South West Development Commission (Customer)
- Department of Transport
- Southern Ports Authority
- Office of the Environmental Protection Authority
- Department of Fisheries
- Dolphin Discovery Centre
- Koombana Bay Sailing Club
- City of Bunbury
- Landcorp
- Lanco
# 1.10 CONTRACT TASKS AND DELIVERABLES

The Requirements for this contract are the Tasks, and linked Deliverables, as set out below.

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Project Plan</strong></td>
<td><strong>A.</strong> Submission of a detailed project plan, informed by a detailed gap analysis on the information and data available and appropriateness for use. Liaison with stakeholders should inform the project plan where necessary. This project plan is to outline the scope of works to complete the PER and include a revised costing based on gap analysis.</td>
</tr>
<tr>
<td><strong>2 Assessments</strong></td>
<td><strong>B.</strong> Following direction by the Customer, undertake all assessments, studies, testing and prepare reports and documentation as required and set out by the EPA in ESD 2049 and in the agreed project plan.                                                                                       <strong>C.</strong> Prepare and provide to the Customer technical notes or similar outlining numerical model setup, calibration and validation for review by the Customer, peer reviewer and key stakeholders prior to utilisation for modelling.</td>
</tr>
<tr>
<td><strong>3 PER submission</strong></td>
<td><strong>D.</strong> Prepare and provide to the Customer a draft version of the PER documentation for review and feedback.                                                                                                                                                                      <strong>E.</strong> Develop a PER submission, including results of all assessments, studies and testing to the satisfaction of the Environmental Protection Authority as set out by ESD 2049. The PER documentation, including any attachments, should be submitted to the Customer in both electronic copy (PDF, MSWord) and in five (5) bound, colour printed copies.</td>
</tr>
<tr>
<td><strong>4 Consultation</strong></td>
<td><strong>F.</strong> Coordinate the public consultation and peer review process and provide advice to the Customer in the response to any comments received.                                                                                                                                 <strong>G.</strong> Liaise closely and attend meetings with the Customer, the EPA and other key stakeholders as reasonably required. Upon completion of the contract, provide electronic copies of all data sets, data collected/produced, models and working papers to the Customer.</td>
</tr>
</tbody>
</table>
1.11 REPORTING
The Consultant will be required to submit written progress reports to the Customer on a monthly, or as otherwise reasonably requested, basis.

These monthly updates should include:

- Actions completed for the month including achievement of deliverables/milestones
- Hours consumed for that month
- % progress for the contract
- Actions planned for the next month
- Total expenditure against budget.

1.12 AWARD OF CONTRACT
It is expected a contract will be awarded as result of this process by 1 May 2016.

1.13 PAYMENT SCHEDULE
The Customer proposes that payments are made on a monthly basis, upon submission of a written monthly report detailing:

- work completed for the period
- achievement of deliverables and milestones
- a register of time worked, identified against each project related task
- schedule maintenance
- accompanied by a valid tax invoice.

All invoices for payment shall be forwarded to:

Corporate Services
South West Development Commission
PO Box 2000
BUNBURY WA 6231.
1.14 INDICATIVE COST AND REVISION

The tasks listed in the Scope and the Price Schedule in the Respondent's Offer, may require further investigation during the consultancy to refine the Scope for the Services to be delivered.

Prior to the commencement of each task, the Consultant shall either confirm that the Indicative Cost is still current or a revision is required. If a revision is required, the Consultant shall provide details of the necessity for the revision and where the methodology differs from that initially tendered.

In addition, the Consultant shall provide for that task, an updated methodology and a revised Indicative Cost that includes a schedule of resources, estimated hours, disbursements and copies of Sub-consultants priced submissions (if applicable) for consideration by the Customer. The revised Indicative Cost and methodology must be agreed between the Consultant and the Customer and the Customer will confirm the agreement in writing prior to commencement of each task.

Should the Customer discover that a task or tasks require further investigation, the Customer shall discuss this with the Consultant and process this in the same manner as above.

The Customer reserves the absolute right to remove some tasks, activities or minor environmental consultancies from this Contract. The Customer shall discuss this with the Consultant and where necessary, obtain from the Consultant an updated methodology and a revised Indicative Cost.

1.15 AGREED COST AND COST OVERRUN

Where it becomes evident during the Contract that the agreed cost for a task is to be exceeded then the Consultant shall notify the Customer's Representative in writing immediately upon becoming aware of the likely cost overrun. The Consultant shall provide detailed information substantiating the reasons for the cost overrun and the value and scope of outstanding services for completion of the task prior to the cost overrun being incurred. The Customer shall review the submitted information and the Customer will either accept or decline in writing the request for the cost overrun. Where the agreed cost has been exceeded without the Customer's approval then the Customer may decline payment of the cost overrun.

1.16 ADDITIONAL INFORMATION

For further information on the TBW project, visit:

1.17 ATTACHMENTS

Attachment 1 – Environmental Scoping Document 2049 for the Koombana Bay Marine Structures (subject of this contract)

Attachment 2 – Transforming Bunbury’s Waterfront staging concept image

Attachment 3 – Environmental Scoping Document 1879 for the Southern Ports Authority’s Inner Harbour Structure Plan (current status: field work complete)

Attachment 4 – EPA Final Report 1486 for Lanco Bunbury Port Berth 14A expansion 170713
**CASUARINA HARBOUR - KOOMBAKA BAY**

**CONSOLIDATED CONCEPT PLAN**

**INDICATIVE DEVELOPMENT VISUALISATION**

**CASUARINA & KOOMBAKA NOTES**

1. Proposed breakwater to facilitate Casuarina Harbour works and developments
2. Proposed Casuarina boating and marine-industry precinct
3. Proposed Casuarina mixed-use development precinct
4. Proposed Casuarina Beach enhancement
5. Proposed Casuarina Harbour boating facilities expansion
6. Marlborough Waterfront
7. Koombana North mixed-use development precinct
8. Proposed Koombana Bay breakwater
9. Proposed Koombana Beach enhancement
10. Proposed Dolphin Discovery Centre enhancement