



PROPOSAL REQUESTED BY:

Town of Victoria Park (the Principal)

Title: Macmillan Precinct Evaluation

Closing Date: **2.00pm AWST, 29/04/2025**

Description: Consultation and evaluation: John Macmillan Precinct

Contact: Rosalie Foss

Email: admin@vicpark.wa.gov.au

Telephone No: (08) 9311 8111

Facsimile No: (08) 9311 8181

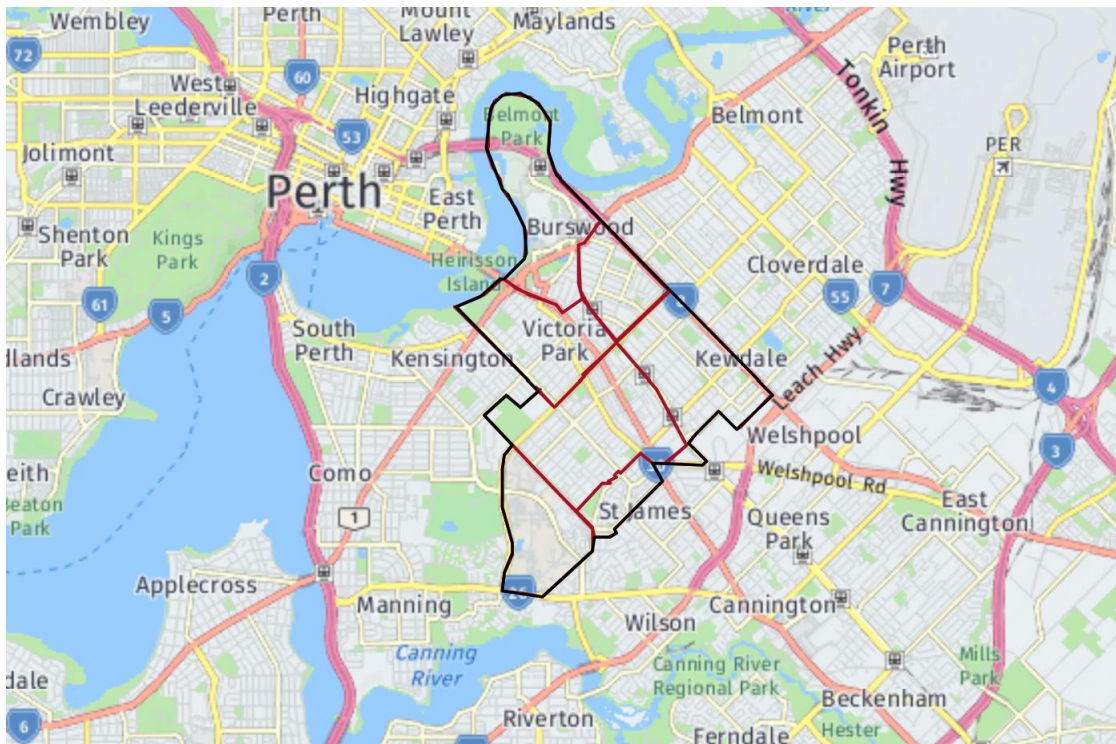
DELIVERY METHOD:

Responses may be sent by email to: RFoss@vicpark.wa.gov.au

Specification

1. BACKGROUND

The Town of Victoria Park (the Town) is located immediately south-east of Perth, five kilometres from the Perth GPO, covering a land area of approximately 18 square kilometres with a population of almost 38,000 people. The Town is bounded by the Swan River in the north-west and north, the City of Belmont in the north-east, the City of Canning in the south-east and the City of South Perth in the south-west. Suburbs within the boundaries of the Town include Bentley (part), Burswood, Carlisle, East Victoria Park, Kensington (part), Lathlain, St James (part), Victoria Park and Welshpool (part).



Vision

The Town's strategic vision is 'a dynamic place for everyone' and to:

- Be Perth's most empowered and engaged community
- Be Perth's premier place for entertainment and entrepreneurship
- Lead in sustainability
- Put people first in urban design and safety
- Be inclusive and connected with a thriving community

2. THE REQUEST

The Town is seeking to engage a suitably qualified and experienced consultant to evaluate the Town's approach to reducing/addressing antisocial behaviour, in particular in the Macmillan Precinct. An important part of the consultation will include introducing culturally informed individuals, groups or organisations to work in partnership with the Town on an ongoing or ad hoc consultative basis.

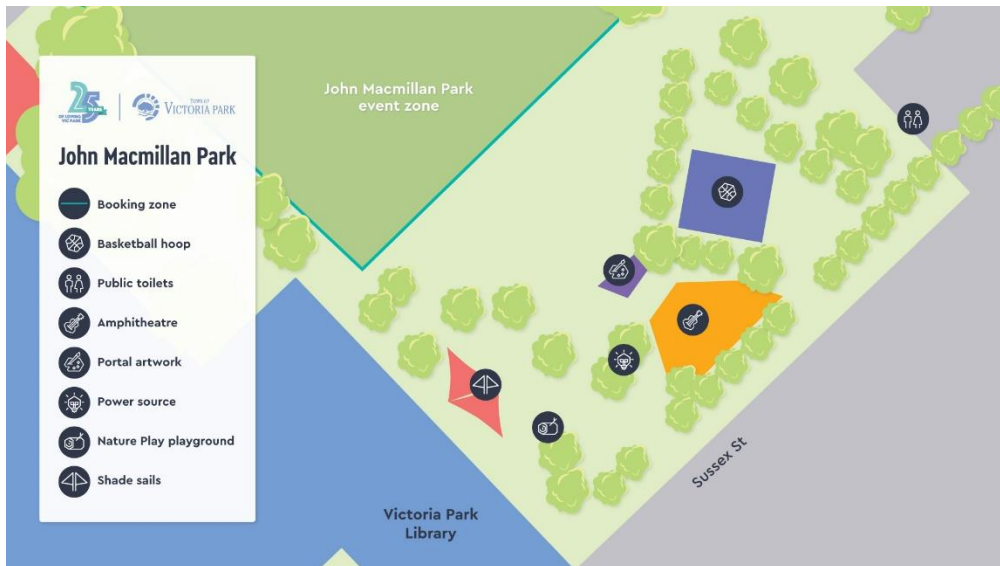
The Macmillan Precinct is in East Victoria Park and includes:

- John Macmillan Park (with access to power, public toilet facilities and water fountains)
- The Town of Victoria Park Library
- The Town of Victoria Park Leisure Centre
- Hawaiian's Shopping Centre

as shown in the maps and image below.

A number of community groups are located around the park, including the [Victoria Park Community Centre](#), [Billabong Early Learning Centre](#), the [Vic Park Collective shed](#), the [Bowling Club](#), [Sussex Street Community Law Service](#) and the [Victoria Park Centre for the Arts](#). The precinct is surrounded by residential properties.





Since late 2019, the Town has received ongoing community reports of antisocial behaviour, rough sleeping and homelessness, public drinking, substance use, retail theft, property damage and violence. Actions to date include:

- Taking a Collective Impact approach by developing a partnership between the Town, WA Police, the Department of Communities, [i24s](#) (the Town's Outreach Service) and Hawaiian's Shopping Centre to collaboratively address concerns.
- Regular weekly outreach through i24s (between two and four, 4-hour patrols weekly).
- Increased police presence and specific WAPol interventions such as Operation Heat Shield.
- Provision of a daily forensic cleaning service.
- Increased lighting and CCTV trial.
- Activation of the park through fee waivers for community use and targeted Town activation projects.
- Making the Precinct an Alcohol-Free Zone.
- Investigating and initiating a restorative / collective impact approach.

The purpose of this consultation is to:

- Evaluate the interventions to date and provide recommendations for the future.
- Introduce culturally informed individuals, groups and / or organisations into the ongoing partnership between the Town, WAPol, Department of Communities, i24s and Hawaiian's Shopping Centre.
- Provide recommendations for future actions and approaches.

2.1 The scope of work

The scope of work represents the baseline expectation the Town has for consultancy, however, suggestions of alternate works of equal or greater benefit will be considered. The final scope of work will be negotiated with the selected consultant.

The consultant is requested to design an innovative and comprehensive proposal that delivers the scope requirements. While the specific methodology used by the successful Consultant should be included in the proposal it is a requirement that any engagement with stakeholders will be conducted in a culturally appropriate manner and that the Consultant will adhere to ethical standards.

At a minimum, the project proposal will need to include (but not be limited to) the following elements:

2.1.1 Project Management

- i. Develop and implement a project plan that includes project goals, a clear methodology, and a timeline of activities.
- ii. Facilitate and manage activities, engagement with and communications to key stakeholders, including meeting schedules, agendas and supporting material.

2.1.2 Research and Analysis

- i. Review and analyse the current data, trends and both internal and external relevant reports.

2.1.3 Stakeholder Engagement

- i. Identify, describe, and implement a comprehensive engagement plan and methodology.
- ii. Liaise with key stakeholders from each of the partner organisations.
- iii. Promote, develop and maintain positive relationships, including introducing culturally informed individuals, groups and / or organisations to the partnership.
- iv. Ensure confidentiality of information as relevant.

2.1.4 Report

Deliver a document that includes:

- i. A process, outcomes and value for money evaluation of current initiatives.
- ii. Recommendations for future actions.
- iii. Resources to support future actions if relevant

2.2 Definition of responsibilities

The consultant will be responsible for:

- Developing and implementing a project proposal that encapsulates the proposed approach, stakeholder engagement, and reporting.
- Liaising with the nominated staff from each partner organisation as mutually agreed.
- Organising and facilitating stakeholder meetings and evaluation workshops.
- Presenting key findings / recommendations with Town representatives.
- Presenting the final report for Town approval.
- Collation of all engagement related information into an engagement report to be attached within the final report.
- Developing and maintaining positive stakeholder relationships.
- Ensure confidentiality of participant and Town information as relevant.

The Town will be responsible for:

- Nominating a primary point of contact to monitor and advise regarding the project scope.
- Providing feedback on the draft report within 2 weeks of submission.
- Payment of invoices as per the timelines / payment schedule.

2.3 Key Performance Indicators and Service Levels

- Use and acknowledgement of up to date, relevant and reputable resources.
- Engagement with all key stakeholders identified at project commencement, or as mutually agreed.
- Adherence to milestone timelines as per Section 4.
- Adherence to payment schedule milestones as per Section 6.

2.4 Detailed and technical requirements

The consultant is to provide an electronic and hard copy report outlining the following headings:

- Title page
- Contents page
- Executive summary
- Background
- Methodology
- Key Findings
- Recommendations
- References
- Appendices / Attachments

The contents / make-up of the report may be modified by mutual consent of each party in writing.

3. INFORMATION TO BE PROVIDED IN THE QUOTE

3.1 Qualitative Criteria

Relevant experience	Weighting
<ul style="list-style-type: none"> • Previous similar experience in undertaking partner facilitation (include examples of similar work with details such as project title / description, role of respondent, contract value and project duration). 	30%

<ul style="list-style-type: none"> Demonstrated competency and proven track record of achieving outcomes. 	
Demonstrated Understanding of Requirement and Proposed Approach <ul style="list-style-type: none"> Quality of submitted proposal to meet project objectives. Ability to engage stakeholders including experience in taking a culturally informed approach. Provision of appropriate methodology and basic project timeline, including key milestones. 	Weighting 40%
Current capacity and capability to deliver the project <ul style="list-style-type: none"> Suitably qualified / experienced personnel Availability of resources to meet agreed timelines Relevant insurances No conflict of interest 	Weighting 30%

3.2 Price details

\$20,000 exclusive of GST.

Respondents are invited to submit a quote including a cost breakdown showing all components of the project that can delivered for this sum, individually priced.

The Contract may be awarded to a sole or panel of Respondents who best demonstrate the ability to provide quality products (goods or services) at a competitive and value for money price. The quoted prices will be assessed to determine the best value for money outcome.

This means that, although price is considered, the offer containing the lowest price will not necessarily be accepted.

In assessing offers, all information requested in this RFP, and any relevant additional information available to the Principal or provided by Respondents in response to this RFP, will be taken into account.

4. TIMELINE

It is expected that the Evaluation will be delivered by the Consultant within 12 weeks of commencement.

PROJECT TASK	RESPONSIBILITY	TIMEFRAME
Request for Proposal opens	Town	05/05/2025
Proposal submissions closing date	Town	26/05/2025
Appoint Consultant	Town	02/06/2025
Inception meeting	Town / Consultant	w/c 09/06/2025
Background documents review / meetings with relevant stakeholders	Consultant	w/c 09/06/2025
Methodology provided for sign off	Consultant	23/06/2025
Methodology signed off	Town	30/06/2025
Stakeholder engagement undertaken	Consultant	July 2025
Key findings analysis completed	Consultant	July 2025
Check in meeting	Town / Consultant	July / Aug 2025
Draft Report submitted for review	Consultant	end August 2025
Review / feedback provided on Draft Report	Town / Consultant	September 2025
Final Report signed off	Town	September / October 2025

5. OFFER

The Respondent offers to supply the goods or services detailed in the Specification (i) at the fees and charges offered (ii) within the period offered and (iii) on the terms of the attached proposed contract and any amendments which have been offered.

The Respondent hereby declares that no actual or potential conflict of interest in the performance of your obligations under the Contract will exist if you are awarded the Contract, or that any such conflict of interest is likely to arise during the Contract.

Please print BLOCK LETTERS.

Signed for and on behalf of the Supplier by (who represents that they have the authority to bind the Supplier):

Name and position: _____

Signature: _____

Company: _____ ABN: _____

Phone: _____ Fax: _____

Email: _____

Dated this the _____ day of _____ 2024

Please complete your response to this RFP for goods or services in the spaces provided below, or include this RFP with your submission if the space below is insufficient.

Please print BLOCK LETTERS.

6. RATE / FEES

Respondents are invited to submit a total quote which should cover any costs and expenses associated with the delivery of the whole scope of work. The Town reserves the right to disqualify at its discretion Respondents whose total quote is above the Town's budget.

The following payment milestones apply:

Milestone Number	Payment Milestone	% of Total Contract Value	Amount	Date
1	Upon signing of contract	40		
2	Upon submission of draft report	40		
3	Upon acceptance of final report	20		

Proposals must complete the following price schedule. Before completing the Price Schedule, Quoters should read the entire Request for Quote.

Breakdown of quoted fixed rates/fees:

	Qty	Description	Unit Cost Ex GST	Unit Cost Including GST	Total Cost
1.					
2.					
3.					
4.					
TOTAL COST					

Total Price

GST Component _____

Total Price Including GST _____

NOTE: A cost breakdown of the lump sum amount showing all components of the services is to be included in your submission.

The Principal may, at its discretion, disqualify any Quoter from consideration if this breakdown is not supplied.

Names of key staff that will complete the contract (where appropriate):

- i) _____
- ii) _____
- iii) _____
-

7. QUALITATIVE CRITERIA

The Contract may be awarded to a sole or panel of Respondents who best demonstrates the ability to provide quality products (goods or services) at a competitive price. The quoted prices will be assessed to determine the best value for money outcome.

This means that, although price is considered, the offer containing the lowest price will not necessarily be accepted.

In assessing offers, all information requested in this RFQ, and any relevant additional information available to the Principal or provided by Respondents in response to this RFQ, will be taken into account.

The conditions of contract are detailed in the [Town of Victoria Park Standard General Conditions of Contract for Supply of Goods and Services under Purchase Order](#). A hard copy of this document is available on request. These conditions override any conditions detailed on quotes submitted.