

# *Request for Proposal*

## *For Analysis of Options for Responding to Sea Level Rise*

November 2011



**Absolutely**

**POSITIVELY**

ME HEWĀ KI PŌHĀRE  
WELLINGTON CITY COUNCIL

**Wellington**

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## **Section A - Overview and Proposal Process**

### **Overview**

#### **1. Purpose of Request for Proposal**

- 1.1 The purpose of this Request for Proposal (RFP) is to invite proposals to provide a Report on Analysis of Options for Responding to Sea Level Rise.
- 1.2 The objective of this RFP is the selection of proposals for further negotiation to endeavour to agree a contract for the provision of that Report.
- 1.3 This RFP is issued by the Wellington City Council (the Council).

#### **2. Background**

- 2.1 The Council recognises that as a coastal city, and one which seeks to take a leading position in response to climate change, that it should address the issue of sea level rise as a priority.
- 2.2 The Council has agreed to implement an Analysis of Options for Responding to Sea Level Rise as part of its 2010 Climate Change Action Plan.
- 2.3 The purpose of the project is to establish:
  - 2.3.1 the full range of values in areas affected by a range of sea level rise scenarios
  - 2.3.2 the cost and benefits of a range of possible response options for mitigating the risks from each sea level rise scenario
  - 2.3.3 tools for use by the Council and the public to interact with sea level rise scenarios and explore response options
- 2.4 Consideration of a single risk category should not take place in isolation from other risks faced by the city (eg, earthquake, liquefaction, tsunami, flooding, and land stability). It is anticipated that this analysis will be able to be used alongside other risk factors to build a comprehensive picture of total risk level faced by selected parts of the city.
- 2.5 Council sees potential in future development of the tool to become a more generalised 'risk assessment tool' – which may be used by Council to dynamically assess the total level of risk in an area.
- 2.6 Further background information and details on the Council's requirements, preferences and expectations are contained in Appendix Three, Four and Five of this RFP.

#### **3. RFP Structure**

- 3.1 Sections A, B and C of this document provide background information, instructions and conditions that apply to this RFP process. You need to read and understand these sections. Your acknowledgement of these requirements and conditions is set out on the proposal form in Appendix One.

- 3.2 Section D of this document sets out the information required in your proposal submitted in response to this RFP.
- 3.3 The Appendices contain additional information that is referenced from sections A through to D of this RFP.

#### 4. **RFP Objectives and Outcomes**

- 4.1 The Council has the following objectives for this RFP:
  - 4.1.1 gain an understanding of the relative “cost-benefit” of selected responses to the different sea level rise scenarios
  - 4.1.2 have a solid basis for raising awareness of climate impacts and possible responses to sea level rise with staff, politicians, stakeholders, central government and the public
  - 4.1.3 be able to capture community input on appropriate response options and identification of non-financial values
  - 4.1.4 have a tool for ongoing use internally and externally, with potential for further risk assessment and development to further enhance its use over time
  - 4.1.5 understand the subsequent work required for more detailed evaluation of options and other issues
- 4.2 Following the evaluation of proposals received, the Council may:
  - 4.2.1 award a contract to the preferred proposer(s);
  - 4.2.2 enter into negotiations with short listed proposer(s);
  - 4.2.3 conclude or abandon the process without negotiating or awarding any contracts.
- 4.3 The Council may for the purposes of any negotiations amend the proposed contract structure, description of the services required or any other aspect of this RFP.
- 4.4 The Council may at its sole discretion cancel this RFP process at any time.

# The RFP Process

## 5. Timetable

5.1 The anticipated timetable for this RFP is:

Activity	Date
Issue RFP Documents	Friday 11 November 2011
Deadline for questions on this RFP	Wednesday 23 November
Proposals close at 4.00pm	Wednesday 30 November
Preliminary Evaluation	Thur 1- Fri 9 December
Respondents Presentations (if requested)	Mon-Thu 12-15 December
Final Evaluation	Fri 16 December
Respondents notified of decisions	Monday 19 December
Negotiation with preferred Respondents	Mon-Thu 20-22 December (this may extend to 24-27 Jan 2012 if needed)
Contract awarded, on or before	Monday 30 January 2012
Contract start date	Monday 30 January 2012

5.2 Please note that this timetable is indicative only and may be subject to change at the sole discretion of the Council. Respondents will be notified of changes by the authorised representative.

## 6. No Minimum Level of Business

6.1 Respondents should assess the requirement of this RFP using its contents as a guideline only. The Council does not guarantee a specific volume or a minimum amount of business for the successful Respondent (if any).

## 7. Submission of proposals

- 7.1 Please read all sections of this RFP. Submitting a proposal to this RFP is deemed to be the Respondent's acceptance of the RFP's Terms and Conditions.
- 7.2 You are required to submit six (6) hard copies of your response to this RFP and one (1) electronic copy on CD-Rom in MS Word and Excel compatible format. You need to supply one (1) copy of any additional material submitted in support of your proposal.
- 7.3 Your proposal must be submitted in the format specified in this RFP together with the completed proposal form (see Appendix One).
- 7.4 Proposals sent by facsimile or email will not be accepted.

- 7.5 You may attach any other material you wish to lodge in support of your proposal. Please summarise any attachments in a covering letter.

## 8. Delivery Instructions

- 8.1 Your proposal must be enclosed in a sealed envelope, clearly marked and addressed to:

**Proposal for Analysis of Options for Responding to Sea Level Rise.**

Wellington City Council  
Main Reception Desk, Municipal Office Building  
101 Wakefield Street  
Wellington

Attention: Chris Cameron

- 8.2 Every proposal must:

- 8.2.1 Include the full legal name of the Respondent. If the Respondent is a company, in addition to the full company name, the company number and registered office must also be included in the proposal,
- 8.2.2 Include the name of the contact person to whom the Council may address any questions relating to the proposal, and should include a contact telephone number, facsimile number and e-mail address;
- 8.2.3 Proposals are to be separated into two envelopes; technical and non-technical (price) components, in separate clearly marked envelopes. These are to be placed inside a single envelope.
- 8.2.4 Be signed by a person or persons duly authorised to sign on behalf of the Respondent;
- 8.2.5 Be clearly marked as "Commercial in Confidence";
- 8.2.6 be placed in the Council's tender box located at the main reception desk, ground floor, Wellington City Council's Municipal Office Building, Wakefield Street, Wellington before 4.00pm Wednesday 30 November 2011. While every care will be taken to place postal or couriered proposals in the tender box, the Council has no responsibility for failure to do so before the closing date.

- 8.3 **Late Submissions.** You should ensure that your proposal is placed in the Council's tender box before the closing date and time. The Council does not intend to accept any proposal for evaluation that is received after the Closing Date other than in exceptional circumstances. In particular, the Council will not accept a late proposal if it considers that:

- 8.3.1 there is any real risk of collusion on the part of the Respondent;
- 8.3.2 the Respondent might have knowledge of the content of any other proposal(s); or
- 8.3.3 it would be unfair to any other Respondent(s) to accept the late proposal.
- 8.3.4 However, the Council does retain the right to evaluate late proposals where there is no material prejudice to other Respondents.

- 8.4 **Joint Proposals** may be submitted provided that all Respondents are jointly and severally liable and one of the joint Respondents is identified as the contact point for all communications with the Council relating to the proposal.
- 8.5 Council recognises that the range of skills required to deliver this work may not reside in a single organisation. Collaboration or development of consortium proposals to bring together the range of expertise required to complete the work is therefore encouraged. Council would prefer that this is would consist of one lead contractor, co-ordinating others to develop the work. Council also reserves the right to seek to develop a consortium if several respondents are seen to be able to best deliver specific elements of the project.
- 8.6 The Council is open to options around the composition of Suppliers involved in the final solution, whether this be one Supplier providing all the Services, a lead Supplier, a consortium approach or multiple separate Suppliers liaising directly with Council. The model chosen will be that which best meets the Council's requirements as set out in this RFP.
- 8.7 Respondents are encouraged to consider forming a consortium or working alongside other Suppliers where they lack the resources, technical capabilities or structure to provide a complete solution.

## 9. Communication between the Council and Respondents

- 9.1 All communications with the Council concerning this proposal or requests for clarification or further information must be conducted through the Council's authorised representative as listed below.

Authorised representative:	Chris Cameron
Physical address:	Wellington City Council Main Office Building 101 Wakefield Street Wellington
Postal address:	PO Box 2199, Wellington, New Zealand
Phone:	04 803 8373
Email:	<a href="mailto:chris.cameron@wcc.govt.nz">chris.cameron@wcc.govt.nz</a>

## 10. Additional information and clarification

- 10.1 Any requests for additional information or clarification of this RFP must be made in writing or by email to the authorised representative.
- 10.2 The Council will issue any clarification and/or change to this RFP by way of notice in writing or by email. A copy of each amendment notice will be mailed or delivered to each person receiving this RFP. All amendment notices will become part of this RFP.
- 10.3 Respondents must not contact any other Council staff, other than in the provision of services currently contracted, during the RFP process. To do so may be considered a breach of the RFP Terms and Conditions and the Respondent's tender may be rejected.



- 10.4 Respondents may submit written questions to clarify identified issues relating to the RFP up to and including Weds 23 November 2011. Any questions received after this time/date will not be responded to. Communication with any of the Respondents will only be entered into to clarify the RFP document for Respondents (prior to the Closing Date).
- 10.5 Responses to requests for information or clarification that relate solely to one proposer and contain commercially sensitive information will be provided to the proposer requesting the information or clarification only.
- 10.6 Questions of interest and importance will be documented, together with a reply and posted on Government Electronic Tendering Service (GETS). This will include notification of any errors and omissions identified and any new information provided.
- 10.7 The Council will not be bound by any statement, written or verbal, made by any person other than the authorised representative. The authorised representative (or any other person specifically authorised by the authorised representative) is the only person authorised to make representations or explanations in relation to this RFP.
- 10.8 **Proposal Clarification.** You may be asked by the Council's authorised representative to revise or clarify your proposal or provide additional information during the RFP process. These requests will require immediate action and must be responded to in writing within two (2) working days, or the time specified in the request. Otherwise, the Council reserves the right not to consider your proposal.

## 11. **Orientation**

- 11.1 Respondents are encouraged to familiarise themselves with all the relevant aspects of the Council's operation and the required services.

## 12. **Proposal validity period**

- 12.1 Every proposal will be a continuing offer and irrevocable until 5.00pm on Monday 30 January 2012 or such later date as the Council may agree with Respondents.

## 13. **Pricing and GST**

- 13.1 Prices proposed should be exclusive of New Zealand goods and services tax (GST) and in New Zealand dollars.

## 14. **Alternative proposals**

- 14.1 The Council's preference is to contract on the basis set out in this RFP. However, the Council may consider alternative proposal at its sole discretion.
- 14.2 Any alternative proposals should be clearly identified as an 'Alternative Proposal' and clearly outline the commercial advantage and value add offered to the Council.

## 15. **Information required in proposals**

- 15.1 **Section D** of this RFP sets out specific information the Council requires in your proposal. You are required to answer each question and must use the same numbering sequence in your proposal.
- 15.2 **Appendix One** contains the Certificate of Proposal, which must be completed, signed and returned along with your responses to questions.
- 15.3 **Appendix Two** contains the Declaration of Interest, which must be completed, signed and returned along with your responses to questions.

- 15.4 **Appendix Three** contains the Statement of Requirements, which will form the basis for the proposals provided.
- 15.5 **Appendix Four** sets out the proposed form of contract for providing the services covered by this RFP. You will need to consider the requirements of this proposed contract when responding to Section D.
- 15.6 **Appendix Five** contains the technical requirements for the IT portion of the work. Responses must be provided to the questions contained in this section.
- 15.7 You may also provide further material in support of your proposal. Please list all further material in a covering letter.

## Section B - RFP Conditions

### 16. Rights reserved by the Council

- 16.1 The Council reserves the right to:
- 16.1.1 reject all or any proposals and not accept the lowest priced or any proposal;
  - 16.1.2 call and/or re-advertise for proposals or revisit any prior RFP process;
  - 16.1.3 waive any irregularities or informalities in the RFP process;
  - 16.1.4 amend the closing date, the acceptance date, or any other date in the RFP documents;
  - 16.1.5 amend this RFP and any associated documents, by the issue of a written notice;
  - 16.1.6 seek clarification of any proposal;
  - 16.1.7 suspend or cancel (in whole or in part) this RFP process;
  - 16.1.8 consider or reject any alternative proposal, at the Council's sole discretion;
  - 16.1.9 deal separately with any of the divisible elements of any proposal, unless the relevant proposal specifically states that those elements must be taken collectively;
  - 16.1.10 enter into discussions and/or negotiations with any proposer at any time and upon any terms and conditions before or after acceptance of a proposal;
  - 16.1.11 obtain similar goods or services from any third party and not deal exclusively with any proposer under this RFP process; and
  - 16.1.12 meet with any proposer before and/or after the RFP closes and prior to award of any contract.
- 16.2 The Council will not be bound to give any reasons for decisions made as a result of this RFP or as an outcome of the RFP evaluation.
- 16.3 It is the Council's preference that [one] contract be awarded for the services . The Council may in its sole discretion decide to divide the services and award different contracts for different services.
- 16.4 It is anticipated that, if a contract is entered into, the full term of the contract will be from 30 January 2012 until 30 June 2012 with that term being exercised in the Council's sole discretion and upon terms and conditions set out in the contract.
- 16.5 Milestones and delivery will be developed with the successful tenderer. It is currently envisaged that we would seek the preliminary analysis and draft report by 30 April 2010 in order for results to feed in to the annual reporting process.
- 16.6 It is anticipated that any contract entered into will be on a fixed price basis; but the Council is open to innovative suggestions as to pricing structures from Respondents.

16.7 The form of the contract for the provision of services attached (in Appendix Three) is substantially the contract that the Council will require any successful proposer to enter into. However, the Council may negotiate outside this contract form during any negotiation phase.

16.8 The Council business units will not be submitting a response to this RFP.

## 17. **Canvassing**

17.1 Any Respondents who indirectly or directly canvasses any councillor, officer, employee or advisor of the Council other than the authorised representative(s), concerning any aspect of this RFP process may, at the Council's discretion, be disqualified.

## 18. **Proposal investigation**

18.1 You must examine this RFP yourself, and make all other investigations you consider necessary (including with regard to information provided by the Council in relation to this RFP) before submitting your Proposal.

## 19. **No Council warranties or representations**

19.1 All information provided by the Council in relation to this RFP is released on the following basis:

19.1.1 Such information provides a background only;

19.1.2 The Council makes no representation or warranty other than as expressly set out in this RFP document;

19.1.3 You rely on all information provided by the Council at your own risk; and

19.1.4 The information will not form part of any subsequent contract documents other than as specified in these RFP documents.

19.2 Respondents will be responsible for verifying the accuracy and adequacy of information supplied by or on behalf of the Council.

## 20. **Information complete and accurate**

20.1 All information provided by a proposer in its proposal is warranted by the proposer to be complete and accurate in all material respects. The proposer also warrants to the Council that the provision of information to the Council, and the use of it by the Council for the evaluation of proposals and for the negotiation of any resulting contractual agreement, will not breach any third party intellectual property rights.

## 21. **Errors and omissions**

21.1 The Council is under no obligation to check any proposal for errors. Acceptance of a proposal that contains errors will not invalidate any contract that may be negotiated on the basis of that proposal.

## 22. **Verification and credit check by the Council**

22.1 The proposer confirms to the Council, on its behalf and on behalf of each individual proposer's personnel referred to in the RFP, that the Council is authorised to:

- 22.1.1 verify with any other person any information included in the RFP or disclosed to the Council in connection with your RFP (whether that information relates to such personnel or otherwise); and
- 22.1.2 carry out a credit check on the participant or any such personnel.
- 22.2 The Council is not obliged to contact referees provided by you and may seek further information on any issue from sources other than the referees provided, including the execution of a credit check. The Council may also take into account knowledge it already has regarding you or your personnel.

## 23. Confidentiality

- 23.1 The information supplied by the Council (either itself or through its consultants or advisors) in connection with this RFP or any contract that may arise out of it, is confidential. You must not release or disclose any of the information to any other person (other than your employees or advisors) without the prior written consent of the Council.
- 23.2 Before releasing any confidential or commercially sensitive information to a proposer, the Council may require the proposer (and employees, subcontractors or agents of the proposer, as appropriate) to sign a confidentiality deed.
- 23.3 The Council will keep proposals received confidential. However, the Council is subject to the Local Government Official Information and Meetings Act 1987 and may be required to disclose information under that Act or under any other law or by any Court.
- 23.4 No advertisement or other information relating to this RFP process or any contract that may arise out of it shall be published in any newspaper, magazine, journal or other advertising medium, or broadcast/disseminated by radio, television or other electronic media without the prior written approval of the Council.

## 24. Proposal costs

- 24.1 All costs incurred by the proposer in connection with its proposal are the sole responsibility of the proposer, including but not limited to costs arising from:
  - 24.1.1 preparation of the proposal;
  - 24.1.2 any communication and/or negotiation with the Council;
  - 24.1.3 any meetings, interviews or presentations with the Council; and
  - 24.1.4 any site inspections.

## 25. Ownership / return of proposals

- 25.1 The RFP documents are the property of the Council and may not be copied or reproduced in any way (other than for the purposes of preparing and submitting your proposal) without the prior written approval of the Council.
- 25.2 The proposals submitted to the Council in response to this RFP shall be retained by the Council.

## 26. Governing law

- 26.1 This RFP is governed by New Zealand law. New Zealand courts have non-exclusive jurisdiction as to all matters relating to this RFP.

**27. Liability limitation**

27.1 The Council and its agents or advisors will not be liable in contract or tort or in any other way for any direct or indirect damage, loss or cost incurred by any proposer or other person in respect of this RFP process.

**28. No contract**

28.1 Nothing in the conduct of this RFP process gives rise to any contract or other legal obligation between the Council and the proposer unless and until that proposer has received written notification of the acceptance of its proposal.

**29. Declaration of Interest**

29.1 All Respondents must complete the Declaration of Interest document in the form set out in Appendix Two to this RFP. Respondents must identify the nature of any existing or potential conflicts of interest related to the tender process and/or the provision of required Services and Deliverables and how any conflict would be managed. The Council reserves the right to not proceed any further with its evaluation or to not select a Respondent if, in its sole discretion, it determines the conflict of interest, or the management of it, is not acceptable.

**30. Certificate of Tender**

30.1 The Certificate of Tender in Appendix Three must contain the full legal name of the Respondent and must be dated and signed by the person(s) authorised to bind the Respondent.

## **Section C - Evaluation and Acceptance**

### **31. Evaluation of proposals**

- 31.1 Evaluation is an assessment of the proposal response and the Respondent's ability to perform the prospective contract successfully. While price is an important consideration to the Council, other criteria may influence the Council's decision to accept or reject a proposal. The Council may use any criteria and place any weighting on criteria it wishes in its evaluation of any proposal.
- 31.2 The Council will evaluate each proposal on how well it meets the requirements as described in this RFP and any relevant information otherwise communicated to the Respondents.
- 31.3 There will be no public opening of proposals.
- 31.4 In evaluating proposals the Council may consider, but is not limited to considering:
  - 31.4.1 the extent to which the proposal meets the objectives and requirements described in this RFP;
  - 31.4.2 whether there is a cost advantage in accepting any proposal;
  - 31.4.3 the experience, ability and competence of the Respondent, including past performance;
  - 31.4.4 the organisational structure and financial viability of the Respondent;
  - 31.4.5 the ability of any third parties relied on by the Respondent to deliver any services, and to deliver those services successfully;
  - 31.4.6 the Respondent's communication skills, including the ability to interpret and present information and to communicate clearly and concisely;
  - 31.4.7 the Respondent's willingness to agree to the terms and conditions proposed by the Council;
  - 31.4.8 appreciation of the Council's business environment, objectives and risks;
  - 31.4.9 ability to meet, exceed and add value to the Council's business requirements;
  - 31.4.10 compliance with the RFP processes as set out in this RFP and the RFP terms and conditions;
  - 31.4.11 ability to provide industry leading processes and services that will reduce the Council's costs;
  - 31.4.12 the Respondent's approach to delivery of the services;
  - 31.4.13 proven success and experience in providing [goods or services] systems;
  - 31.4.14 the organisational abilities of the Respondent, including the ability to meet deadlines, co-ordinate requirements, provide alternative practicable solutions, and analyse problems and situations, and

31.4.15 the range of goods or services offered.

- 31.5 These criteria are indicative only and are provided only so that Respondents may assess the suitability of their tender. They are not in any particular order, are not exhaustive and will not necessarily be accorded equal weight.
- 31.6 Information that is not specifically required by the RFP, but which the Respondent believes to be of value in the evaluation of the proposal should be included as an addendum to the response. Where there is reference to published manuals, the relevant extracts only from those manuals should be placed in the addendum. This addendum must not include any advertising brochures or similar materials.
- 31.7 The Council may, at any time, change these criteria without giving prior notice to the Respondents. The Council will endeavour to notify Respondents as soon as practical of any changes to the criteria.

## 32. Evaluation process

- 32.1 Each proposal will be evaluated by the evaluation team as to the capability of the proposer and strengths of the proposal. The proposals submitted will be evaluated by an Evaluation Panel (Panel) consisting of selected representatives with expertise and skills to ensure an objective evaluation is achieved. The Panel reserves the right to engage independent consultants to assist with evaluation of all or any aspects of the RFP process.
- 32.2 The Council will carry out its assessment through a two part 2 assessment process – The first (pre-qualifying) will be by a wider group based on the Executive Summary information only. The second (full assessment) by a smaller evaluation panel based on the full proposals.
- 32.3 **Staged Evaluation.** The Council will evaluate the responses in two stages; evaluation of non-price criteria and then pricing criteria. Respondents are to place the non price and pricing components of their tenders in separate, clearly marked, envelopes. These envelopes are to be placed inside a single envelope and submitted in accordance with the Delivery Instructions at section 10.
- 32.4 **Preconditions** (sometimes referred to as prequalifying/prerequisites/gating criteria). The Council will use selective pre-condition criteria on receipt of the proposals to determine the viability of proceeding to a full evaluation of any proposal. The preconditions that will be used includes:
- 32.5 Proposals will be assessed in accordance with the evaluation methodology. Generally, once proposals have been assessed against the non price criteria a financial evaluation of the prices submitted will be completed. However, this may occur concurrently where the financial assessment is being made by an independent person or group, ie; Finance.
- 32.6 The Council's Evaluation Team will screen proposals received for general compliance prior to distributing them to the evaluation team members. Any clearly non-compliant proposals will be treated as such, and a memo sent to the Project Sponsor seeking approval to treat the proposals as non-compliant and discount them from further consideration.
- 32.7 For the remaining proposals evaluation team members will complete individual evaluations of the criteria using the Response Section completed by Respondents.



- 32.8 Any questions of clarification arising from the individual evaluations will be passed to the Council's Evaluation Team and responses sought from the relevant Respondents prior to the team evaluation meeting.
- 32.9 Following completion of the individual evaluations a consensus based team evaluation (moderation) of the criteria will be completed.
- 32.10 Referee checking will be conducted on the preferred Respondent with any adverse comments from referees being reviewed against the scores awarded. Where necessary, scores will be adjusted.
- 32.11 **Presentation:** The Council may, if it believes it beneficial to the evaluation process, invite Respondents to demonstrate their solution capabilities and respond to additional questions from the evaluation panel. The Council is however, under no obligation to invite any respondent to present their proposal solutions.
- 32.12 **Due Diligence:** The evaluation team may wish to visit to your site to view your operation and meet key staff to further assess your capability. Advance notice will be provided by the Council's authorised representative should a site visit be required and this may form part of the overall evaluation process.
- 32.13 The Council may also include in its evaluation of your proposal its own past experience with you. This may include whether you have met all contractual requirements that you may have had with the Council, for example your previous service delivery record when providing goods or services, your ability to promptly identify and resolve issues, provide timely and accurate information and adhere to plans and budgets.
- 32.14 The Council reserves the right to request information from any company, organisation or person it considers relevant in the course of evaluating this RFP.

### 33. **Alternative Proposals**

- 33.1 Alternative proposals may be considered by the Council at the Council's entire discretion.
- 33.2 Any alternative proposal should be set out as an addendum to a compliant proposal and clearly identify the commercial advantage offered to the Council over and above the criteria and requirements detailed in this RFP.
- 33.3 Alternative proposals, if evaluated, will be evaluated by taking into account the factors listed in this section.

### 34. **Shortlisting and negotiation**

- 34.1 Where there is a decision to short-list and proceed to negotiation:
- 34.2 the preferred Respondents will be notified of their preferred status and the expected time frame for negotiations; and
- 34.3 other Respondents will be notified either that their proposals:
- 34.3.1 have been unsuccessful; or
  - 34.3.2 are short-listed but not preferred. In this case, the Respondent will be asked to confirm that their proposal remains open for the period of negotiation with the preferred Respondents.

- 34.4 Any failure to reach agreement between the Council and preferred proposer(s) may result in a re-evaluation of other short-listed Respondents. Contract negotiation may then commence with the proposer(s) selected from this re-evaluation.
- 34.5 This re-evaluation process will be repeated until the successful proposer(s) are accepted or until the Council elects to cancel the RFP process.
- 34.6 The Council is not bound to draw up a short list or negotiate with any proposer.

**35. Preferred Respondents**

- 35.1 The Council is not obliged to negotiate with any proposer selected as a preferred proposer resulting from this RFP process.
- 35.2 Should the Council advise that you are a preferred proposer such advice does not:
  - 35.2.1 constitute an acceptance of your proposal by the Council, or create a contract, or
  - 35.2.2 constitute an award of the contract to you; or
  - 35.2.3 imply or create any obligation on the Council to enter into negotiations with you or award the contract to you.
- 35.3 The Council may discontinue any negotiations with Respondents at any time.

**36. Communication of decisions**

- 36.1 The authorised representative will notify Respondents of the decisions resulting from the evaluation of proposals in writing.
- 36.2 All notices will be forwarded to the address provided by each proposer in its proposal.

## Section D - Information Required from Respondents

### 37. Instructions

37.1 You are required to answer each question in this section. You must use this numbering system in your proposal and respond in the same sequence. Where a question:

37.1.1 is not relevant to your proposal then you must indicate "Not Applicable" against the respective question number in your proposal.

37.1.2 invites you to comment and you do not choose to, then you must indicate "No Comment" against the respective question number in your proposal.

**Please note:** To avoid assumptions or a lack of clarity by answering too briefly, be sure to give fully supported responses - these may include checklists, flow diagrams, sketches, detailed explanations etc where appropriate.

37.2 The proposal form contained in Appendix One must be completed, signed and returned along with your responses to all questions in this section.

37.3 Any partial compliance or non-compliance with requirements must be clearly described in your response.

37.4 Deferral of a response to a question to a later stage is not acceptable. Where additional information about the Council, its systems, policies and/or infrastructure is needed before an adequate response can be made to any question, Respondents should attempt to obtain that information from the Council through the process set out at Section A, paragraph 12 rather than including assumptions in its response. Responses must, however, identify where Respondents have made assumptions and the impact of those assumptions. A response of "it depends upon the Council or other details" is not acceptable.

### 38. Executive summary

38.1 Please provide an executive summary of your proposal outlining the key advantages of your proposal to the Council and how you will meet the key requirements of this RFP.

38.2 The executive summary shall outline:

- Experience and capability to deliver the required work
- The proposed solution and how it meets the Council's needs
- Creativity and innovation in the proposed solution
- The proposed structure for management and delivery of the project, including consortium arrangements if proposed
- The financial viability of the organisation(s) carrying out the work

### 39. Organisation profile

39.1 Provide a company or organisation profile that includes:

39.1.1 name and address of the company or organisation;

- 39.1.2 a brief history of the company or organisation including the core areas of your business, relative position in the market, size of operation and future plans/focus; and
- 39.1.3 an outline of company or organisation ownership including details of directors and controlling shareholders and type of legal entity (eg, partnership, private, listed, etc). Please include a copy of your latest annual balance sheet and accounts.
- 39.2 If your response is a joint response, provide the information in section 41.1 above in respect of each party.
- 39.3 Provide the name, title and contact information for the main person authorised to represent you in this RFP process.

#### **40. Financial Viability**

- 40.1 A key consideration for the Council is the financial stability of the Supplier during the period of the contract.
- 40.2 In order to assess the financial viability of the Respondent, the Council requires the Respondent to provide:
  - 40.2.1 statements of financial performance and financial position for the past three financial years; and
  - 40.2.2 details of the Respondent's public liability and professional indemnity insurance cover.
- 40.3 The Council may use an independent credit rating or other organisation to conduct financial assessments and reports. For this assessment to be completed, a representative from such an organisation may contact you concerning the financial information that you provide in response to this RFP.

#### **41. Account Management**

- 41.1 Provide supporting details on:
  - 41.1.1 Your proposed account management structure for the Council including the role and profile of key personnel
  - 41.1.2 How you would handle complaints and/or performance issues brought to your attention by the Council
  - 41.1.3 How you will protect the Council's brand and intellectual property when providing the services e.g. copyright and confidentiality
  - 41.1.4 It is expected that the Account Manager will meet with the Council's representative(s) on a regular basis and will provide the Council with reports on the services provided and advice on areas of innovation and cost efficiencies. The Account Manager must be readily available to be contacted by the Council at all times
  - 41.1.5 importance of account management – what resources to they anticipate putting toward the work – ensure this is covered under “account management”.

## 42. **Service Delivery**

42.1 Please provide a description of:

42.1.1 Your organisation's experience and capability with providing reports of this nature.

42.1.2 The service you are proposing for an Analysis of Options for Responding to Sea Level Rise.

i. What is the proposed delivery methodology?

ii. What is included in the Report (eg analysis types and methods)?

42.1.3 What you believe to be key risks that you may face in providing the goods/services (please state) to the Council and a description of how these risks will be managed.

42.1.4 What performance standards and key performance indicators would you be aiming to achieve and how these would be reported. Explain the significance between any 'quantity' and 'quality' measures you may propose.

42.1.5 The quality planning, systems and monitoring your organisation will put in place to ensure continuous high performance within the proposed preferred supplier contract (this should include the selection and training of personnel and subcontractors).

42.1.6 A detailed transition plan, explaining how you will deal with the change over of existing contracts, resource the work, set up new systems and reporting structures.

42.1.7 How would you propose handling last minute work requests that you may receive from the Council from time to time?

42.2 The Council's preference is to contract on the basis set out in this RFP. The Council may, however, consider alternative proposals at its sole discretion.

42.3 Any alternative proposals should be clearly identified as an 'Alternative Proposal' and clearly outline the commercial advantage and value add offered to the Council.

42.4 If you intend to subcontract any aspects of the service delivery, please detail these services and provide a profile for each subcontractor.

## 43. **Organisational Fit & Value Add**

43.1 Using the form supplied in Appendix Two, please detail any known conflict of interest you may have with the Council e.g. working for other local government organisations, for media organisations, personal relationship with any Council staff and Councillors, business relationships with Council staff or Councillors other than providing services to the Council.

43.2 How would you manage any conflict of interest identified in the question above?

43.3 Please outline any differences you may perceive between public sector and private sector work.

- 43.4 **Reference Checks.** Provide the name and contact details of at least three (3) client referees, who are able and authorised by you, to comment effectively on your ability to carry out the services covered by the RFP.

**Note:** it is extremely important to only nominate client referees that have had a significant involvement in the contractual relationship between your organisation and the client organisation.

- 43.5 Please confirm that the Council may contact the three (3) client referees provided and that you have advised your referees of this.

#### 44. **Corporate Social Responsibility**

44.1.1 The Council supports appropriate corporate social responsibility in the workplace, both in its own practices and in the practices of its suppliers. Corporate social responsibility includes such factors as making a contribution to the community, having appropriate health and safety arrangements and demonstrating sustainable and environmentally friendly practices in the performance of the services.

44.1.2 It is expected that the successful Supplier will be equally committed. This will be demonstrated by the information provided in the Respondent's response.

#### 45. **Proposal Price**

45.1 Please provide the following:

45.1.1 a complete pricing offer i.e. a single fixed hourly rate for all services provided

45.1.2 a detailed pricing offer for each service provided

45.1.3 Pricing needs to be broken into components as follows:

- Each component under 'scope of works' should be separately priced
- modelling and work should also be costed on the basis of scale (eg, suburb, city council area, multiple city council areas) in the cost table

45.1.4 If the Council is unable to fund all of the these elements it may choose to carry out one or more at its discretion, with the possibility for other elements to be captured in a subsequent contract. Alternatively the Council may seek to carry out the project in partnership with other Councils on a wider geographic area basis.

45.1.5 costs for any additional services

**Note:** All pricing is to be fully inclusive of your costs but are to be **exclusive** of GST.

#### 46. **Proposed Contract**

46.1 The details of the proposed contract for service are contained in Appendix Three. Please comment:

46.1.1 in general on the proposed form of contract

46.1.2 to broadly identify any section or wording that is not acceptable, state reasons and describe how the issue might be resolved.

46.2 You are invited to propose alternative contractual arrangements that you believe will meet the Council's requirements described in the RFP, which may be evaluated as an alternative proposal.

- 46.3 It is anticipated that, if a contract is entered into, the full term of the contract will be from 30 January 2012 until 30 June 2012. Any variations to this are to be exercised in the Council's sole discretion and upon terms and conditions set out in the contract.
- 46.4 Milestones and delivery will be developed with the successful tenderer. It is currently envisaged that we would seek the preliminary analysis and draft report by 30 April 2010 in order for results to feed in to the annual reporting process.

**47. Assumptions**

- 47.1 Please detail the assumptions you have made about:
- 47.1.1 the Council's requirements in the area of services
  - 47.1.2 all other relevant matters.

**48. Additional Information**

- 48.1 Please append any additional information you wish to submit, for example brochures, to your RFP.

## Appendix One – Certificate of Proposal

( Respondents to complete the following form as appropriate)

To: **Wellington City Council**

We attach our proposal for the provision of services (please state) in accordance with your Request for Proposal (RFP) dated 11 November 2011

The party* submitting this Proposal is: (* if a joint Proposal state all parties)			
The primary contact person name and details			
Name:			
Position:			
Phone:			
Mobile:			
Fax:			
Email:			
Postal address:			
Physical address:			
We acknowledge receipt of notices numbered		to	
The attached Proposal is our offer for the supply of Services and Deliverables, which is in accordance with the above RFP document.			
We certify that the particulars contained in the Proposal are true and correct in every detail and we have fully disclosed the required information.			
We further certify that:			
(1) we understand and agree to comply with the RFP Terms and Conditions; and			
(2) we agree to hold open this tender until 60 days after the closing date and confirm that the Terms and Conditions of this RFP will remain binding on us during that period.			
We understand that:			
(1) you are not bound to accept the lowest cost or any tender you may receive;			
(2) you may accept this tender either in whole or in part; and			
(3) no enforceable contract will exist between us until both parties have signed a written contract covering the Deliverables under this RFP.			
Checklist:			
• Read, understood and complied with this RFP	Yes / No		
• Provided all information required under Section D	Yes / No		
• Provided the requested number of copies of RFP	Yes / No		
• Completed this Proposal Form	Yes / No		
Dated			
Signed by	(signature)		
	(print name)		
for and on behalf of the submitting party (or parties if joint proposal)			



## Appendix Two – Declaration of Interest for Respondents

### RFP — Goods or Services

Name of Respondent: (the “Respondent”)

### DECLARATION

I hereby declare that, to the best of my knowledge,

- no one significantly associated with the preparation of the tender from the Respondent, or the proposed provision of the Deliverables is, or has recently been, employed by or has a contractual or other relationship with the Council, that could influence, or create or be perceived to have the potential to influence, the evaluation of tenders for the Deliverables; and
- no one significantly associated with preparation of the proposal from the Respondent or the proposed provision of the Deliverables has any relatives or friends who are, or who have recently been, employed by or have a contractual or other relationship with the Council, that might lead to the perception of bias or undue influence, in the evaluation of tenders for the Deliverables,

except as set out as follows (*provide details and your strategy for managing the conflict*):

### AUTHORISATION AND SIGNATURE

I confirm that:

- I am authorised to sign this Declaration on behalf of the Respondent; and
- a further declaration will be made immediately, to the Council’s Contact Person for the RFP, should circumstances change in any way that invalidates this Declaration.

Name:

Title:

Signature:

Date:

## Appendix Three - Statement of Requirements

### 49. Background

The Council wishes to carry out an assessment of a range of response options for dealing with the issue of sea level rise caused by climate change in Wellington.

Current government advice for responding to sea level rise is for Councils to use a risk management approach and consider up to 0.8m of sea level rise by 2090, with 10cm additionally per decade thereafter. However, some cities (e.g. Sydney) are adopting planning approaches based on more recent scientific evidence, which suggests up to 1.6m of sea level rise by 2100. Wellington City Council recognises that sea level rise represents a long-term and dynamic risk, requiring new approaches to prepare and respond. However, Council is not planning for any particular sea level rise scenario or seeking to develop or implement any particular option, or rule out alternative options at this stage.

For strategic city planning the Council is taking a scenario-based risk management approach, which allows for possible higher sea level rise over the long-term – for example looking at the potential implications of up to 3 metres. The consequences of high scenarios may be so significant that Council must plan for the likely impacts.

At this stage Council is not seeking specific detailed costings upon which to base decisions, but is rather seeking 'order of magnitude' results, indicating where further detail is required. It remains critical that the underlying analysis process is robust, with assumptions and methods clearly outlined.

Key requirements are for the output from this work to be: robust and clear; provide ongoing benefit to the Council; be flexible to allow further development for other risks faced by the Council.

### 50. Purpose

The purpose of this work is to establish:

- the full range of values in areas affected by a range of sea level rise scenarios
- the cost and benefits of a range of possible response options for mitigating the risks from each sea level rise scenario
- tools for use by the Council and the public to interact with sea level rise scenarios and explore response options

### 51. Objectives

The objectives of this work are for Council to:

- gain an understanding of the relative "cost-benefit" of selected responses to the different sea level rise scenarios
- have a solid basis for raising awareness of climate impacts and possible responses to sea level rise with staff, politicians, stakeholders, central government and the public
- be able to capture community input on appropriate response options and identification of non-financial values
- have a tool for ongoing use internally and externally, with potential for further risk assessment and development to further enhance its use over time
- understand the subsequent work required for more detailed evaluation of options and other issues

## 52. **Scope of Works**

Council seeks the following outputs in priority order:

1. Develop a computer-based planning tool or an integrated assessment model for which we can:
  - alter climate variables and other inputs in order to run different scenarios
  - assess risk from sea level rise scenarios
  - assess costs and benefits of response options
  - understand the sensitivities of the variables

The computer-based tool/model would ideally have sophisticated presentation capabilities, for example to display model results based on varying inputs. The tool/model must have compatibility to include spatial information to allow for input of scenarios to demonstrate costs and benefits (e.g. the user may add a chosen number of “sea wall” units to one area of the city – and be able to modify it, or move it to assess the different outcomes). The tool must be made available to Council for our ongoing use, together with appropriate guidance material when using the tool.

2. Produce a written report:

- providing qualitative and quantitative analysis of risks (or ‘values affected’) under different sea level rise scenarios and considering other climate change hazards such as heavy rainfall events, storm surge events and high tide events
- outlining the relative merits of a range of response options to sea level rise scenarios in Wellington
- outlining comparisons between the risk reduced (or ‘value protected’ ) and the ‘costs’ of various response options to a range of sea level rise scenarios
- detailing the methodology, data-sets and assumptions used to carry out the assessment, and the sensitivities of the variables used
- identifying the proposed next steps in responding to sea level rise in Wellington, outlining key areas/issues where further work is needed and their priority.
- proposing a time sequence of work for these steps for Council to consider, to provide direction for city planning and development.

3. Provide a version of the analysis tool online as a publicly available resource, including the ability to capture public input (e.g. preferred response options selected and submitted by the user). It will be important that there are robust processes in place to gather meaningful data through such a tool. The aim is to be able to assess a range of community ‘choices’ and be able to assess the most popular types of choices submitted.

## 53. **Results – what will success look like?**

- The Council will have a report that is comprehensive and clear on which to base judgements for future actions.
- The Council will be presented with preliminary recommendations on response options for different parts of the City.
- The Council will be provided with a staged path of next steps to consider.
- The Council will have a high-level understanding of the risks to coastal areas from different sea level rise scenarios, and the magnitude of response options.
- The Council will have a tool with which to run scenarios and to engage with the community on the significant issue of adaptation to sea level rise.
- The Council will utilise the results of this work to develop a response strategy for possible infrastructure investment, or to inform District Plan rules, Asset Management Plans and Codes of Practice for Land Development.
- This work will lead to improved and widespread understanding within the community of how sea level rise may affect the city, and how response actions may benefit the city and its people.

## 54. Performance and Technical Specifications

The successful tenderer will be expected to address the following issues and consider their implications:

### **(i) Scale and extent**

The modelling will focus on the area within the Wellington City Council boundaries, with a focus on selected 'high risk' coastal areas (to be discussed and agreed with the Council). However, it is also expected that some response options (for example, those which protect the whole of Wellington harbour) will take into consideration the benefits to areas outside of the Wellington City Council boundaries (e.g., Hutt City) using the same approach and methodology to assess the value(s) protected or affected. Impacts on other Councils may also extend to the loss of key infrastructure to users from outside of Wellington city – for example, transport corridors which are essential for the ongoing movement of people and freight. The Council may seek to work with other local authorities within the region to expand the spatial coverage of the work.

There is also the need for the analysis to address spatial aspects of response options – for example, the cost of building a sea wall or dyke will vary depending on the location within the city at which it is sited, and likely requirements such as avoiding increases in ground-water levels from salt-water intrusion.

### **(ii) Sea Level Rise Scenarios**

Sea level rise scenarios for 0.5m, 0.8m, 1.2m, 1.6m, 2m and 3m will be used for this analysis – however, this should not rule out the ability to select higher or alternate levels in the modelling. Consideration should also be given to the possible rates of change in sea level that would be related to each of these scenarios. In addition, the impact and response analyses need to consider the effects of storm surge, storm events and impacts such as raising of the water table (eg, issues including increasing groundwater salinity or flooding may occur inland before overtopping occurs at the coast). Consideration should also be given to the effect of additional climate change effects, such as higher intensity rainfall, leading to flooding or slips.

### **(iii) Response options**

Possible response options may include:

- business as usual (ie, only responding to issues as they arise)
- soft engineering responses (eg, dune nourishment, vegetation establishment)
- hard engineering responses (eg, sea walls, flood gates, dams, raising ground levels, additional land reclamation)
- planning responses, which may include:
  - ⇒ managed retreat (through actions such as coastal hazard zones, building relocatability, etc)
  - ⇒ accommodating sea level rise within existing settings (ie, letting water further inland and modifying activities around it – which may involve requirements for raised floor levels, sealing of basements, etc)

It is expected that the successful tenderer would propose a series of response options in conjunction with the Council and other stakeholders as appropriate. Planning responses (ie, those involving zoning or district plan mechanisms) are inherently different from protection responses – however, we seek to compare the value of each type of response on a consistent basis. Part of this response may be to transition away from some of the low-lying areas of the coast over time, and implement more rigorous restrictions on coastal land over say a 50 year time-frame. This may involve identification of response thresholds or 'triggers' to implement responses based on reaching the threshold. For example:

- ⇒ if SLR gets to 1m then we need to implement option B.

- ⇒ District Plan zoning may restrict development or upgrades within a defined distance from the coastline or below a defined elevation (allowing for the establishment of ‘dynamic hazard zones’).

#### **(iv) Timing of responses**

Council believes that responses to sea level rise need to be considered and selected in the short-term (3-10 years), however given the “slow onset” nature of sea level rise it is likely that implementation of preferred responses will take place over the medium to long-term (20-50 years). The timing of implementation will have different costs and effects to the city, and these issues will need to be captured or considered in the analysis.

#### **(v) Assessing Value**

In this analysis value is not limited to economic value, but requires assessment of value across the four well-beings (environmental, economic, cultural and social) on a consistent basis. The successful tenderer will be expected to assess the value of land, infrastructure, utilities, public and private property which may be at risk in each sea level rise scenario (or protected by response options). This will require working closely with the Council to utilise infrastructure and rating data, as well as other data sources. Impact on infrastructure involves consideration of replacement value as well as potential disruption or interruption to network services, or identification of the potential impacts on key pieces of infrastructure, which may lead to outages across a larger portion of that network. For example, sanitary and storm-water systems rely heavily on gravity, so collection and or redirection inevitably occurs at the lowest points.

Other considerations include: changes in land, property, infrastructure or social value over time, and clear identification of the beneficiaries (and those negatively affected) of response options (eg, public vs private good). It is expected that economic analysis would be included to evaluate changing values over time (eg, the cost of responses or land value over time based on NPV). For example there is potential for diminishing coastal land value in areas affected by sea level rise (eg, erosion/loss of land or property). Also, in the absence of strengthened rules to prohibit coastal development it may be expected that an increase in coastal development occurs – increasing the value at risk in coastal areas.

#### **(vi) Modelling and analysis**

The primary tool is made up of spatial data and calculations showing value(s) effected and benefits from responses. This is the critical part of the analysis.

The modelling and analysis underlying the tool will require that:

- Methods, calculations, assumptions, and limitations of the modelling are clearly articulated and variables are able to be modified through user or expert input.
- Confidence in the “order of magnitude” of costs/benefits can be expressed to demonstrate the relative merit of a range of options (Council is not seeking detailed costings for the purpose of selecting and implementing a single response).
- The modelling tool would be made available to Council to run sea level rise scenarios to see which areas are affected and what their value is.
- The user would be able to select a range of response options – for example by selecting a number of “sea wall” units, “reclamation units”, or “dam units” and choosing their location – which would provide an indicative response cost.
- The impact and response options would be combined to give an overall “cost-benefit” of values across all combination s of sea level rise and response option.
- The user would also be able to control the level of social and cultural ‘value’ associated with coastal areas, which would, in turn, affect the overall ‘cost-benefit’ outcome.
- This type of model should be developed with the flexibility to allow it to be used to assess a range of different risks, or applied across different geographic areas.

Consideration of a single risk category should not take place in isolation from other risks faced by the city – including earthquake, liquefaction, tsunami, flooding, and land stability. It is anticipated that this analysis will be able to be used alongside other risk factors to build a comprehensive picture of total risk level faced by selected parts of the city. Council sees potential in future development of the tool to become a more generalised 'risk assessment tool' – which may be used by Council to dynamically assess the total level of risk in an area.

**(vii) Community Engagement**

A key element of climate change adaptation is to engage with the community around the issues and response options. In this project there are three parts in which the community may be involved:

- 1/ proposal and selection of response options
- 2/ development of the non-financial values across the four well-beings and weighting relative to financial data for the cost-benefit analysis
- 3/ reality testing model assumptions and its outputs

**(viii) Technical Requirements**

In developing a computer model, a range of technical issues will need to be considered, including:

- the type of platform or systems used to run or host the model and ensure compatibility with the Councils software, hardware and web system
- flexibility to easily alter, modify, add modularity, or otherwise further develop the model
- IP and ownership of the tool
- System access and security
- Ongoing system support requirements

Further details on the technical requirements are included at Appendix Five.

## Appendix Four - Proposed Contract

The Council may use the attached Proposed Contract for Services and Deliverables as the contract with the Respondent who is chosen as the preferred Service Provider.

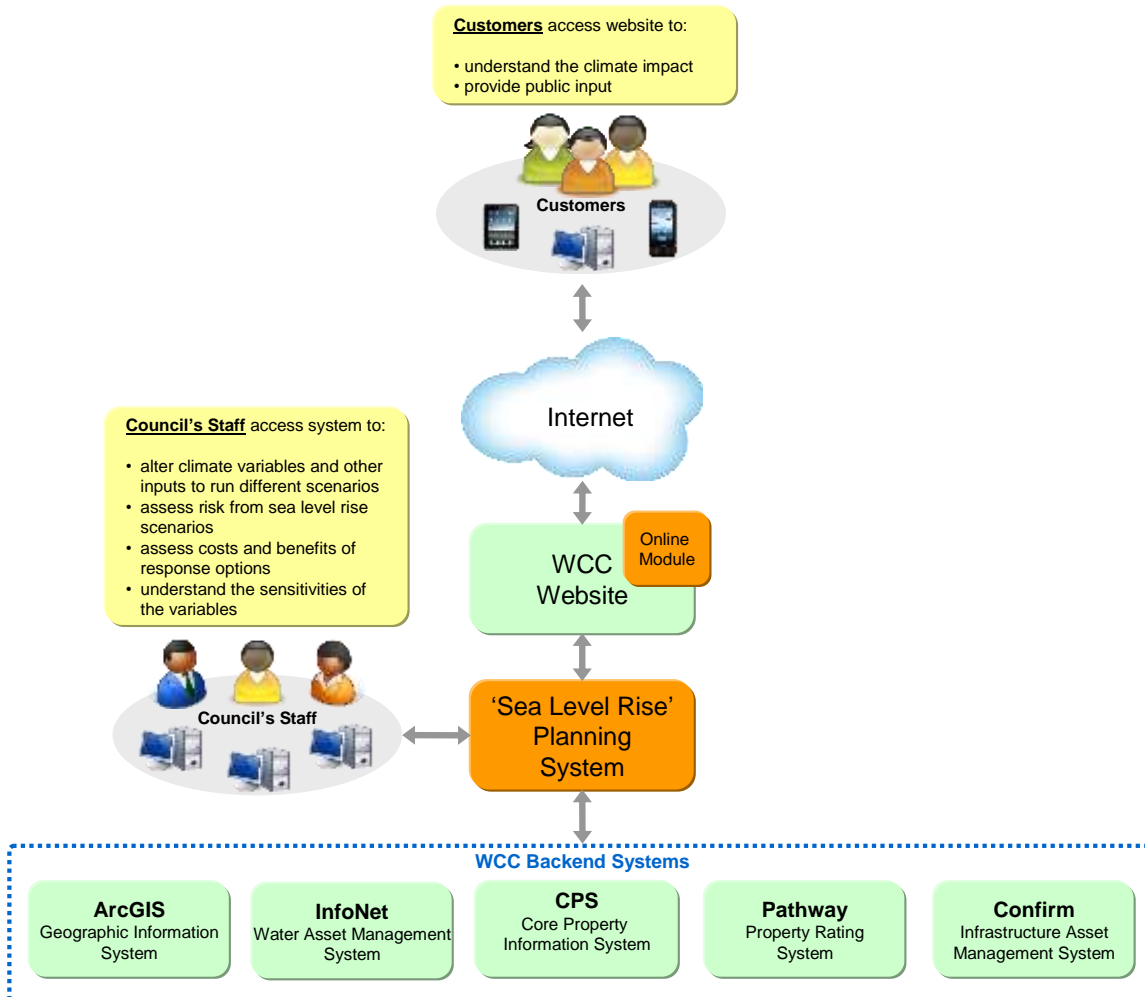
If the Respondent does not accept any of the terms in the attached Proposed Contract, it should expressly state to what extent and the reason it does not accept the provision and provide an alternative provision. Otherwise, the Respondent will be deemed by the Council to have accepted the provisions as drafted.

Please refer to the **"Proposed Contract" file that was emailed with this RFP.**

## Appendix Five – Technical Considerations

### 55. Overview of Proposed Target Architecture

The following diagram gives a high level overview of the proposed target architecture.



There are three main components that will constitute the new solution:

- **'Sea Level Rise' Planning System** – This is a computer-based planning solution for Councillors and the Council's staff to perform scenario based analysis. The solution equips with sophisticated presentation capabilities that allow staff to:
  - alter climate variables and other inputs in order to run different scenarios
  - assess risk from sea level rise scenarios
  - assess costs and benefits of response options
  - understand the sensitivities of the variables
- **Online Module** – This is the public facing online module of the planning system. It enables public to view the impact and the response options in order to provide input to the council.



- **WCC Backend Systems** – This refers to the existing backend systems. They are geographic information system, water asset management system, core property system, property rating system and infrastructure asset management system.

- 

## 56. Technical Requirements

### 56.1 System Integration Requirements:

The proposed solution may leverage existing data and systems for the support of the scenario based modelling and analysis. The following table shows a list of system that could potentially provide the data to the proposed system:

System	Description
ArcGIS	Council's Geographical Information System. It captures, stores, analyses, manages, and presents data that refers to or is linked to location. The Council provides live links to GIS data via Open Geospatial Consortium Services (WMS, WFS and WCS), an ESRI map service and REST services. Refer to the Council website ( <a href="http://www.wellington.govt.nz/maps/gis/gis-data.html">http://www.wellington.govt.nz/maps/gis/gis-data.html</a> ) for more details.
InfoNet	An infrastructure management system for water and wastewater network infrastructure.
Core Property System (CPS)	An in-house developed application that used to maintain and manage property data that is considered "core" to the business of Council. It records, relationships between records and their changes over time.
Pathway	This is Council's rates and water billing system.
Confirm	Confirm is an infrastructure management solution that enables the management of roads, bridges and structures, parks and open spaces, street lights and signs, trees, property and pipelines. It provides capabilities for asset management, maintenance, planning and service delivery.

The Council is open to all proposals on the pragmatic approach on how to leverage data from various backend systems.

Answer the following questions in your Proposal:

Number	Requirement description/question	Relative importance
<i>&lt;Insert reference number here&gt;</i>	Describe in detail how your proposed solution leverage data stored in ArcGIS, InfoNet, CPS, Pathway and Confirm systems.	High
	Describe in detail how your proposed solution feeds new and updated spatial data back to ArcGIS	High
	Include an architecture diagram showing the building blocks of your proposed solutions.	High

Number	Requirement description/question	Relative importance
	Describe your past integration experience for similar environment.	High

## 56.2 Online Module Requirements:

The Council is currently offering geospatial information such as water, drainage, wind zones and flooding hazard area to the public via an online mapping tool called WebMap.

WebMap is a bespoke web-based GIS application that uses ArcGIS's integration services (i.e. Open Geospatial Consortium Services, ESRI map service and REST services) to get GIS data. WebMap is offered as an online service (<http://www.wellington.govt.nz/maps/webmaps/webmap/wccmap.html>) on the Council's website.

WebMap may be extended to enable general public to view the sea level rise impact and the corresponding response options. This may include the ability to capture public input.

Answer the following questions in your Proposal:

Number	Requirement description/question	Relative importance
	Describe how WebMap can be extended to provide information on sea level rise impact and response options and capture public input.	High
	The Council have proposed a preferred approach for online module. However we are open to all proposals.  Describe your proposed implementation approach for online module.	High

## 56.3 Security Requirements

The proposed solution shall meet the following security requirements:

- **Active Directory Integration** – The proposed solution shall be able to integrate with the Council's Active Directory server for user authentication. User shall be able to use their Windows user name and password to logon to the proposed system securely.
- **Role-based Access Control** – The proposed solution shall be able to allow administrator to define and maintain system users. The access rights shall be granted based on role within a business unit or team.

- **Audit Log** – The proposed solution shall be able to keep an audit log of all activities performed by users.

Answer the following questions in your Proposal:

Number	Requirement description/question	Relative importance
	Is your proposed system able to interface with Active Directory for user authentication?	Medium
	Describe how your proposed system supports role based access control.	High
	Describe the audit log function that is supported in your proposed system.	High

#### 56.4 Hardware Requirements

The proposed solution shall meet the following hardware requirements:

- **VMWare ESXi 4 Support** – The council uses VMWare ESXi 4 as server virtualisation software to provide multiple virtual machines to host council's systems. The proposed solution shall be supported on VMWare ESXi 4 virtual environment.
- **Data Storage** – The Council uses SAN storage to provide disk space to all database servers and file servers.

Answer the following questions in your Proposal:

Number	Requirement description/question	Relative importance
	Is your proposed solution able to run on VMWare ESXi 4 virtual environment? Indicate server specifications required to support your proposed system.	High
	Describe disk space requirements of your proposed solution.	
	List and describe additional supporting hardware required. Include any costs in the <b>"Pricing Section"</b> if you are supplying these.	High

#### 56.5 Software Requirements

The proposed solution shall meet the following software requirements:

- **Thin-client Solution** – The Council has a preference of deploying thin client web-based solution. Thin client solution simplifies deployment processes as it requires minimum or

zero installation effort at users' desktop. However, if the proposed solution requires installation on the desktop, your application shall be able to deliver to desktop as Citrix application or VMWare ThinApp. This Solution should be able to be packaged, deployed and executed without cumbersome desktop installation.

- **SQL Server 2008 Support** – The council preferred relational database management server is Microsoft SQL Server 2008.

Answer the following questions in your Proposal:

Number	Requirement description/question	Relative importance
	Describe your proposed client application.	High
	Describe your proposed client application deployment mechanism	High
	Is your proposed system able to support and run on Microsoft SQL Server 2008?	Medium
	List and describe additional supporting software required. Include any costs in the "Pricing Section" if you are supplying these.	High

#### 56.6 External Hosting Service Requirements (Optional)

The council is open to the option of hosting the proposed solution externally. Hosting proposed solution externally has the following benefits:

- **Offload support task** – In case of system failure, the Council can leverage the vendor's system support to rectify any problem related to the proposed solution. This gives the Council's IT support personnel more time to focus on other more important business systems in the Council.
- **Better scalability** – Vendor that offers Platform as a service (PaaS) or Infrastructure as a service (IaaS) will provide better options for scalability as system can be scaled vertically or horizontally easily when load increases.

Answer the following questions in your Proposal:

Number	Requirement description/question	Relative importance
	Describe your proposed hosting model.	Medium
	Provide a copy of service-level agreement for your proposed hosting model.	Medium
	Describe Disaster Recovery and Business Continuity plan for your proposed hosting model	Medium
	Describe how my data is isolated from other customers sharing the same infrastructure.	Medium

Number	Requirement description/question	Relative importance
	Describe how your externally hosted proposed solution can connect to the Council's backend systems.	Medium
	Describe how my data is protected from external attacks. This includes data stored in your environment and data in transit from Council's backend systems.	Medium

#### 56.7 Environmental Requirements

The Council acknowledges that the Service Provider will require certain environmental elements (e.g. development servers, test servers, copy of Production data etc) to be made available to ensure successful implementation of the proposed Solution.

Answer the following questions in your Proposal:

Number	Requirement description/question	Relative importance
	Describe what you need from the Council with regards to environments for you to successfully deliver the Solution. Please detail these requirements according to the phases of the project i.e. Development, Testing, Deployment etc.	High
	Describe in detail the testing processes you intend to follow prior to deployment of the proposed Solution.	High

#### 56.8 Disaster Recovery Requirements

The council operates its own Internet interface with Firewalls and a DMZ. This connects to the Internet via Citylink from the Civic Square campus. In addition Council operates a disaster recovery site at Tawa with an internet connection. The Disaster recovery Site does NOT operate real time failover. The council uses SAN-based replication to get virtual images and data across to DR site. Services will be manually switched over in the event of a disaster in the first 3 – 5 days.

Answer the following questions in your Proposal:

Number	Requirement description/question	Relative importance
	Describe in detail how you propose to connect your proposed system to Council main site at the Civic Square Campus.	High
	Describe any dedicated network links required and the expected costs	High
	Describe in detail how you propose to connect your proposed system to Council Disaster Recovery site at Tawa.	High

Number	Requirement description/question	Relative importance
	Describe how you would participate in our disaster recovery tests to prove you system works to our Disaster Recovery site in Tawa	High

#### 56.9 Implementation Support

Implementation support is important for the transition of the proposed Solution into the production environment. The Council may require some assistance to transition the new Solution into production.

Answer the following questions in your Proposal:

Number	Requirement description/question	Relative importance
	<p>Please provide an implementation and transition plan, detailing:</p> <ul style="list-style-type: none"> <li>a. Support services available during the implementation phase of the project</li> <li>b. Indication of respective areas of responsibility for the Respondent, any other third parties and the Council</li> <li>c. Key deliverables and milestones on each party</li> <li>d. Clear timeline</li> <li>e. Key lessons learnt from previous implementations</li> </ul> <p>If support is provided by a third-party, provide the name of the third-party supplier and an overview of the contractual agreement(s) with the third-party supplier. Please include:</p> <ul style="list-style-type: none"> <li>f. Office locations</li> <li>g. Roles and</li> <li>h. Staff number at each of these locations</li> <li>i. Hours of support including after-hours (New Zealand time) availability</li> </ul>	High

#### 56.10 Ongoing Support

The proposed solution shall meet the following ongoing support requirements:

- Systems operations and support documentation that support the ongoing support and maintenance of the application environment. Documentation examples include:
  - Operations manuals
  - Operational and user acceptance test plan
  - Deployment and back-out processes

- Disaster Recovery procedures
- Administration Training – Adequate training shall be provided to administrator for ongoing production support.
- Strong support - The proposed Solution must be well supported by established vendors, suppliers and business partners.

Answer the following questions in your Proposal:

Number	Requirement description/question	Relative importance
	List and describe the systems administration documentation provided in your Proposal.	High
	Describe your proposed training plan for Council's administrators.	High
	Describe the Service Desk services that will be supplied under your Proposal.	Medium
	Describe the hours and days of support that will be supplied under your Proposal.	Medium
	Describe the process of keeping the Solution up-to-date with bug fixes (scheduled or reported), regular patches, license upgrades etc.	Medium

#### 56.11 Warranty

Answer the following questions in your Proposal:

Number	Requirement description/question	Relative importance
	Describe the warranties or guarantees supplied with your proposed Solution and Services.	High