



EQUESTRIAN
WESTERN AUSTRALIA

Request for Tender: State Equestrian Centre – Infrastructure Upgrade Business Case

Introduction

Equestrian WA (EWA), is seeking proposals from experienced and qualified consultants to develop a business case for the infrastructure upgrade of the State Equestrian Centre (SEC).

The SEC, established in 1985 as part of the Brigadoon land development, requires significant upgrades to meet current standards, address major maintenance needs, and adapt to environmental changes.

A business case is required to assess the extent to which the SEC is not meeting, or is expected not to meet, current and future needs for the sport in Western Australia and identify a preferred solution to address these gaps. The business case will further develop the strategic justification for State Government investment in the SEC as outlined in the Application for Concept Approval in March 2023, including determining the scope and functionality requirements for an effective and sustainable SEC that supports the strategic objectives of the WA Government, Department of Local Government, Sport and Cultural Industries (DLGSC) and Equestrian WA (EWA).

The business case is required to conform with the Business Case Guidelines as detailed in the WA Government's Strategic Asset Management Framework (SAMF) and include sufficient information to support a fully-informed investment decision by the WA Government's Expenditure Review Committee (ERC).

The business case will clearly identify the problem or opportunity, the options for addressing the problem or opportunity, analyse the costs, outcomes and benefits of each option (while balancing social, environmental and financial risks) and identify a recommended solution. Additionally, the business case should provide confidence to the ERC that the recommended solution can be delivered effectively.

Background Information

The SEC, located 35 minutes from the Perth CBD in the picturesque Swan Valley region, spans 66 hectares of prime sporting land along the serene Swan River. It is the sole facility capable of accommodating a range of equestrian disciplines on one site, making it a vital asset for equestrian sports in Western Australia.

Despite its importance, the SEC has reached a critical point in its life cycle necessitating substantial infrastructure improvements. The facility's aging infrastructure, coupled with increased maintenance costs and environmental challenges such as reduced rainfall impacting groundwater availability, require immediate attention.

Scope of Work

The successful consultant will undertake the following tasks, including but not limited to:

- Develop a business case for the State Equestrian Centre (SEC), as per the WA Government Strategic Asset Management Framework (SAMF) Business Case Guidelines.
- Define service delivery and business objectives consistent with DLGSC, EWA and State Government service delivery objectives and policies with specific reference to the State Sporting Facilities Plan (2019). Conduct a detailed assessment of the current SEC infrastructure, including facilities for various equestrian disciplines, stabling, arenas, and amenities.
- Assess the provision of equestrian facilities.
- Engage with stakeholders, including EWA, the City of Swan, government agencies, equestrian associations, and user groups, to gather input and ensure alignment with strategic objectives.
- Prepare a detailed options analysis which considers the cost and benefit.
- Investigate, analyse, and prepare concept plans, diagrams which outline user group functional requirements.
- Conduct a Gap Analysis and Risk Assessment.

Full Scope of works can be found in **10.1 Consultant Scope of Works** in SEC Business Case Project Brief.

During the Application for Concept Approval process, preliminary options were identified as a starting point to undertake assessment of infrastructure upgrade needs at the SEC.

These options are indicative and require further assessment and rationalisation by the BC Consultant as part of the business case development process and overall needs assessment for Equestrian events. These options can be found in section **6.2 High-Level Options Analysis** of the SEC Business Case Project Brief.

Submission Requirements

Interested consultants are required to submit the following documents as part of their proposal:

A. Completed Fee Estimate Form:

- Please provide a completed fee estimate form identifying, for each relevant task, the proposed amount of hours, personnel, and cost required to complete the task.

B. Capability Statement:

- Include a capability statement comprising:
- CVs of the proposed personnel detailing their qualifications, relevant experience, and expertise.
- Availability of the proposed personnel during the project timeline.
- Previous experience in similar infrastructure upgrade projects, particularly in equestrian facilities or sports complexes.

C. Fee Estimates for Sub-Consultants (Provisional Sum):

- Provide fee estimates for sub-consultants, noting that this will be treated as a provisional sum. Include estimates for the following sub-consultants:
- Proposed architectural team.
- Proposed cost management team.
- Proposed time planner team.
- Any other critical sub-contractors essential for the successful completion of the project.

Submission Instructions

Please submit your proposal electronically to Zac Acott at ceo@equestrianwa.org.au. For inquiries or clarification regarding the tender, please contact Zac Acott at the above email address.

Timeline and Contact Information

Tender Release Date: 9 August 2024

Deadline for Submission of Proposals: 8 September 2024

Evaluation of Proposals: Between 9 – 20 September 2024

Contract Award: End of September

Equestrian WA reserves the right to reject any or all proposals and to negotiate separately with shortlisted consultants. This Request for Tender does not constitute a commitment to award a contract or reimburse any costs incurred during the proposal preparation.

Thank you for your interest in contributing to the enhancement of the State Equestrian Centre.



Zac Acott
Chief Executive Officer
Equestrian WA