

Request for Quote: Brief for a Project Director for the Upgrade to the Collie Replica Underground Mine.

1. Introduction:

The Collie Visitors Centre has secured State Government funding through the Department of Primary Industries and Regional Development - South West Development Commission (DPIRD – SWDC) to upgrade their Underground Mine Experience by utilising modern technology and storytelling to create an immersive experience for visitors.

The Collie Visitors Centre is seeking a Project Director to oversee the Procurement, Curation and Installation of the experience.

2. Proposal background and scope

Built in 1983 by the Rotary Club of Collie, the replica Underground Mine sits beneath the Collie Visitors Centre. Options for self-guided or guided tours are available to members of the public for a minimal fee. The replica mine consists of interpretive signage, artifacts and basic multimedia to tell stories of underground coal mining in Collie.

This project seeks to bring the Underground Mine experience in line with current visitor expectations by utilising contemporary experiential design principals and up to date technology to curate an immersive experience that will have visitors wanting to return.

The upgraded Underground Mine experience aligns with the State government's commitment to diversify the Collie economy by strengthening the local tourism sector. The project seeks to strengthen the Visitors Centre ability to move towards a self-sustaining operating model while also continuing to celebrate and showcase the significant impact underground coal mining has had on Collie's past.

The first stage of the project has been completed with a Request for Quote process identifying a preferred supplier.

3. Scope of Work / Deliverables:

The Replica Underground Mine upgrade project management, budget and grant management are overseen by the Collie Visitor Centre, in conjunction with a Project Control Group made up of representatives from the Collie Visitors Centre Inc, South West Development Commission and the Shire of Collie.

The Project Director will be responsible for the project and budget management of all elements within this scope of works. The Project Director will report regularly to the Collie Visitor Centre Manager and the Project Control Group (including attendance at PCG meetings).

Stage One (already completed)

Stage Two

- Prepare Contract for Supplier
- Prepare Risk Assessment and Management Plan
- Prepare a Monitoring and Evaluation Plan in line with the requirements for the Funding agreement with the Department of Primary Industries and Regional Development (DPIRD)

Stage Three

- Work with the supplier to curate the underground experience. This will include engagement with local Collie groups to ensure the authenticity of the final experience.
- Oversight of the Install of Underground Experience
- Reporting to the PCG on progress of the project including identification of any risks to project timelines and deliverables
- Sign off on completed works

Stage Four

- Work with the CVC to define a scope of works for website redevelopment/upgrade to promote the Underground Mine attraction.
- Engage appropriate service providers to deliver website upgrade.
- Oversight of the required website upgrades.

4. Timeframe:

Under the Collie Visitor Centre's funding agreement, the following milestones must be achieved:

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|--|----------------|
| • Completion of construction of underground mine upgrade | September 2021 |
| • Upgrade of website to enable promotion and bookings | September 2021 |

5. Other requirements:

The Consultant will provide:

- regular updates to the CVC Manager and the Project Control Group.
- Updates and reports as required under the Financial Assistance Agreement for funding with the Department of Primary Industries and Regional Development (DPIRD).

6. Supplier Quotation:

The Respondent is required to provide a quotation, including a proposed methodology to address the requirements, names of proposed personnel, relevant experience in contracts of a similar nature and breakdown of costings to undertake this scope of work.

An estimate of allocated hours should also be included. A total fixed price is requested.

When submitting your quotation, please ensure that the following details are included.

- a) Supplier contact details,
- b) Methodology
- c) Relevant experience.
- d) Ability to meet the delivery deadline
- e) Budget

7. Submission of Quotations:

Quotations should be submitted by email to:

Janine Page, Manager – Collie Visitor Centre

E: manager@collierivervalley.com.au

Quotations should be submitted by close of business **5:00pm on Monday 17 May 2021.**

Selection of the successful contractor(s) will be based upon a combination of the Respondent's methodology, relevant experience and value for money.

30 April 2021