

**Drought Communities Programme:  
CBD Painting and Signage Project**

***Contractor Guidelines as at 27<sup>th</sup> August 2019***

**1. Council**

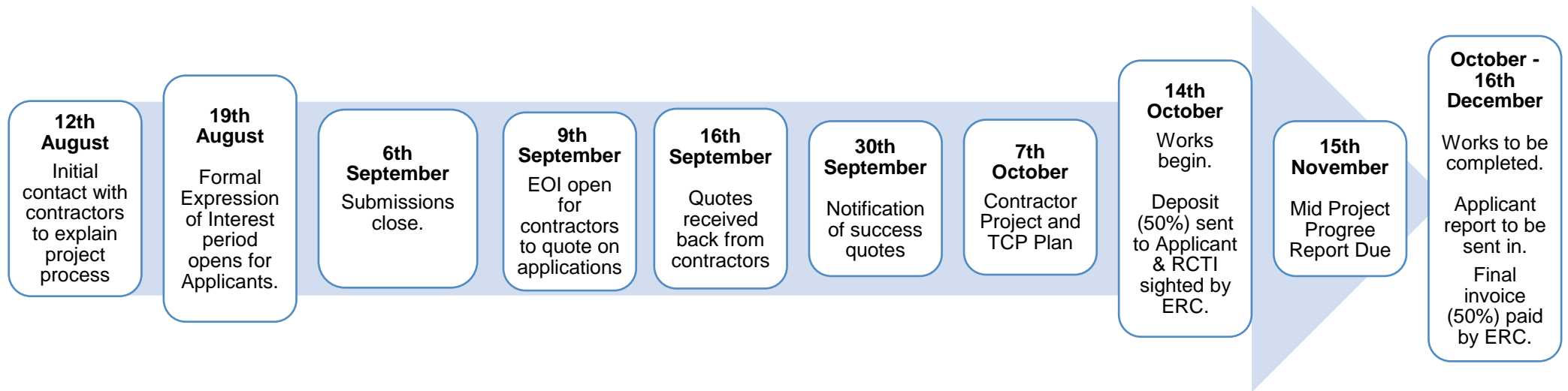
- Council will appoint a Project Manager to oversee all aspects of the CBD Painting & Signage Project.
- Council will receive Expressions of Interest from Applicants with sufficient level of detail by 6 September for Contractor to compile quotes.
- Council will compile all Applicant information and request quotations from Contractors via a competitive process on 9<sup>th</sup> September 2019. Applications will be combined into segments of work and the contractor can quote for all segments or individual segment/s.
- Once application decisions have been made internally and contracts accepted by the Applicant, Council will communicate successful quotes/segments of work to contractors on 30<sup>th</sup> September.
- Council will prioritise local contractors, however if project timelines are at risk of not being met or there is limited availability of local contractors, Council reserves the right to utilise contractors outside of Edward River Council.
- Council will provide a selection of painting colour choices. These are recommended only, not prescribed, in order to aid decision-making and for efficiency purposes. Council has the right to negotiate with Applicants regarding colour choices where CBD aesthetics will be affected.
- Council will assist contractors in completing a Project Plan, TCP plan and Pedestrian Plan for their segment/segments of approved work by 7<sup>th</sup> October.
- Council and the Applicant will be responsible for ensuring all Heritage requirements are satisfied.
- Council will send a Progress Report template that will be returned by contractors on 15<sup>th</sup> November 2019.
- Based on the project check-in in mid-November, Council reserve the right to outsource a remainder of the portion of the work to another contractor if behind schedule.
- Council may choose not to go ahead with a project should Applicants be taking a lengthy amount of time over any aspect of the project, such as colour choice, as delays risk overall project completion.
- Council will receive the final invoice amounting to 50% of the total works from the Contractor. Upon receipt of the Final Project Report from the Applicant that is signed by the Contractor, the Council will pay the final invoice to the Contractor out of the Drought Communities Programme Funding.

**2. Contractor**

- Contractor will submit quotes for a segment or all segments of work by the submission date of 16<sup>th</sup> September 2019. During the quotation process, the Contractor will liaise with Council or the Applicant if sufficient detail is missing to draw up an accurate quotation.

- Once awarded a project segment/s on 30 September, the Contractor will have seven days (7<sup>th</sup> October) to submit a Project Plan, Traffic Control Plan and Pedestrian Management Plan for each segment of work (not individual premises) to minimise impact on the business, parking spaces and foot traffic.
- Contractors are responsible for ensuring all Work Health and Safety (Safe Work Method Statement) and Insurance requirements are met.
- Once the project has been awarded and all project planning documents approved, it is the responsibility of the Contractor to work with the Applicant to ensure on time project completion.
- Projects will be expected to begin in mid-October and be completed by mid-December.
- Contractors will perform cosmetic works only. No structural repairs will be undertaken unless otherwise decided by Council, except in relation to minor repairs needed in order to complete paint or awning work, as decided by Council.
- The Contractor will not vary the Project or Works without the prior written approval of the Council.
- Contractors will work with Council to complete a mid-project Progress Report by 15<sup>th</sup> November. If work is withheld that risks project completion by 16 December 2019, this must be communicated with Council by mid November 2019.
- The Contractor will raise a 50% deposit invoice that will be sent to the Applicant and a 50% final invoice to Council based on the quote submitted. The final invoice will be paid by Council on receipt of Final Project Report from the Applicant that is signed by the Contractor.

***Project Timeline Overview***



## Contractor Frequently Asked Questions

1. *What can the funding be used for?*

Eligible activities include: Painting of façade, painting of verandah frame, painting of verandah roof and business signage. Tiling may be included where damage *has not* been caused by Napier St works.

Non-eligible activities include: Structural repairs, structural enhancements, asbestos removal.

2. *Does the Applicant require a quote to complete the online application?*

No.

Due to the number of applications, Edward River Council will obtain quotes on behalf of Applicants once all applications have been received. This will be the most efficient way of managing many quotes for all parties, both in the initial stages and throughout the project implementation. Edward River Council will request a quote based on the detail provided in your application.

We will then award part or full application and Applicants will have the option to accept or decline the offer at that stage based on the quote returned.

All works will be undertaken by licensed and qualified local contractors and tradespeople.

3. *Why is Edward River Council organising the project quote?*

Please see above.

4. *Will the Contractor quote on individual projects?*

Individual project quotes will be organised into geographical segments for ease of rollout and management. Within these segments, it is expected that the Contractor provide an individual quotation for each premise.

5. *What reporting does the Contractor have to complete?*

Once awarded a segment of work, the Contractor will work with Council to submit a Project Plan, Traffic Control Plan and Pedestrian Management Plan for that segment of work. The Contractor will also work with Council to complete a mid-project Progress Report and sign off on the Applicants Project Completion Report.

6. *Is there a recommended painting palette?*

We will provide a recommend colour palette for ease of decision-making. However, this is recommended, not prescribed. The palette can be found on the Edward River Council website at <https://www.edwardriver.nsw.gov.au/Community/Grants-and-Awards/CBD-Painting-Signage-Project>

7. *Is there a recommended signage format?*

We will not prescribe signage format as part of the Contract agreement. However, it is recommended that any new signage is in line with adjacent building signage size and Council will be looking for consistency in signage. Council reserve the right to negotiate with Applicants on signage size, colour and design.

8. *How much funding is available?*

Funding will be on a 50:50 contribution basis up to a total of \$20,000 (i.e. \$10,000 funding is available per premise through the program). Applicants do not have to apply for the maximum level.

9. *How is the funding prioritised?*

Applications are only eligible for shopfronts in Napier Street (between George and Cressy St) and Cressy Street (between Hardinge Street and Edwardes Street). Applications from Napier Street (between George and Cressy Street) will be given priority, then Cressy St (between Napier and Edwardes St).

10. *Does the building owner have to apply?*

No. The Applicant must be the landowner of the location; the lessee of the location; or an authorised person of the landowner or lessee of the location. If the lessee is the Applicant, they must provide written approval from the landowner.

It is the responsibility of the lessee to negotiate aspects of the project with the building owner of their building if required.

11. *Does the Applicant have the chance to review the grant offer before accepting?*

Yes. We will make an offer to the Applicant based on their application and the quote received from the Contractor. They can review and accept or reject the grant offer.

12. *Are there heritage requirements?*

If Applicants are in a Heritage Conservation Area or Heritage Item they must make contact with Environmental Services before submitting their EOI (Julie Rogers, Manager Environmental [Services.julie.rogers@edwardriver.nsw.gov.au](mailto:Services.julie.rogers@edwardriver.nsw.gov.au), 03 5898 3111, 0408 960 646) If successful, the Applicant will have to comply with rules as per the Contract Agreement.

13. *When do the works have to be completed?*

Works must be completed by 16<sup>th</sup> December 2019. This has been dictated by the Federal Government.

Edward River Council will work with the contractors and Applicants to manage the most efficient and effective rollout of the project works.

14. *How will the Contractor be paid?*

Half of the costs of undertaking works at each premise will be borne by Council and the remaining half will be paid by the individual Applicant.

The contractor will raise a deposit for 50% of the works total addressed to the Applicant. It is Applicant's responsibility to pay this invoice by the due date. Edward River Council will need evidence of payment by the Applicant via a Recipient Created Tax Invoice.

The Contractor will submit an invoice to Edward River Council for the final invoice amounting to 50% of the works. This will be paid upon receipt of a completed Project Report by the Applicant that is signed by the Contractor.