

**Inner Melbourne Action Plan**  
**Progress Report**  
**Action 3.5 Reduced Through Traffic**

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**Purpose**

1. To update the Committee on the Project Brief, timeframe and budget for this new project.
2. Action 3.5 of the Inner Melbourne Action Plan states the following:

***3.5 Reduced through traffic***

*Investigate initiatives and extra-regional links to reduce vehicle trips made through the Inner Melbourne Region from suburban areas.*

**Background**

3. Action 3.5 seeks to determine what actions can realistically be undertaken by member Councils to ameliorate the impact of through traffic in the Inner Melbourne area.. This brief is designed to define through traffic, develop a greater understanding of through traffic issues/options and develop an Action Plan for IMAP Councils to implement and advocate to State on relevant issues.
4. In undertaking this project concurrent with other IMAP studies, information gathered will assist in the timely understanding of through traffic issues relevant to Inner Melbourne.

**Discussion**

5. The project will provide a better understanding and knowledge of through traffic movements within Inner Melbourne, however through traffic is defined.
6. There is an extensive array of transport studies that detail the implications of road traffic within Inner Melbourne. The key aims of this project are to :
  - Define and assess the nature and extent of through traffic on the member Councils' areas
  - Assess the impacts and issues associated with the through traffic impact from traffic management, social and economic perspectives
  - Determine what are the optimum actions to address the impacts determined
  - Produce a plan outlining realistic actions the member Councils can take to reduce the impact of through traffic on their communities, particularly in relation to influencing the development of VicRoads Network Operating Plans
7. The project involves a desk top study initially that will identify data and documents held by IMAP Councils, Department of Transport, Vic Roads and relevant transport agencies to gauge the extent of, and determine the nature/magnitude/impacts of through traffic. This initial assessment will then be supplemented by appropriate surveys aimed at addressing identified gaps (if any) in the information required.
8. The project will require data input from the four councils. This may include existing strategies and plans, data maintained/managed by member councils or planning scheme information.
9. A discussion paper outlining the research and considering possible options will be prepared for review and consultation with member Councils and relevant agencies.
10. The project will conclude with a recommended Action Plan highlighting actions that are realistic and will provide improvements to the management of through traffic.

### **Project Timing**

11. It is proposed the project brief attached will be issued to selected consultants in December, with an appointment of a successful tenderer early in the new year. It is anticipated the work will be completed by 30 June 2012, but this will depend on the availability of IMAP project team members and the time required to obtain information from Government and agencies.

### **Project Budget**

12. The brief advises potential tenderers the project budget is between \$40,000 - \$80,000 depending upon surveys required. It is anticipated the consultant research, analysis and report will be around \$40,000 with any further surveys required possibly adding another \$40,000.

### **Recommendation**

13. That the IMAP Implementation Committee approve the (draft) Project Brief and confirm a budget of \$80,000 for the current financial year.

*Contract No: 2012/037 – Project : IMAP Project 3.5 – Reduced Through Traffic*



**Inner Melbourne Action Plan**  
'Making Melbourne More Liveable'



# ***PROJECT BRIEF – IMAP Reduced Through Traffic***

**Contract No: 2012/037**

**Tender Documents**

*Contract No: 2012/037 – Project : IMAP Project 3.5 – Reduced Through Traffic*

## **PART A: OVERVIEW**

The Inner Melbourne Action Plan (IMAP), adopted in December 2005, is a collaborative project between the Cities of Melbourne, Port Phillip, Yarra and Stonnington (west of Kooyong Road) and Vic Urban (Docklands). The group has worked together on what needs to be done to strengthen the liveability, attractiveness and prosperity of the Region. A map of the IMAP area is shown in Attachment A.

The Action Plan also responds to the demands of Melbourne 2030, the State Government's blueprint for managing sustainable growth and change across metropolitan Melbourne. Inner Melbourne municipalities have a particular challenge with the impact of through traffic on a network of closely spaced arterial roads, with limited capacity.

*The Reduced Through Traffic Project* presents an opportunity for a collaborative approach of State and Local government to improve the impact of through traffic in the inner urban area.

The IMAP Councils have provided funding and are now seeking a consultant to undertake appropriate research and investigation of through traffic, liaise with relevant government departments, transport agencies and member Councils, and recommend appropriate actions to be undertaken to improve the impact of through traffic in inner suburban Melbourne.

Allied to this project, there is a separate IMAP project to determine the extent of commercial traffic within inner Melbourne. It is expected elements of the research required will be common to both projects and the successful tenderer will be required to liaise with the consultant undertaking the commercial traffic project and share research information.

The project will be supervised by an IMAP Project Committee consisting of representatives of member Councils. Contractual matters will be administered by the Project Team Leader.

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## **PART B - CONDITIONS OF TENDERING**

### ***B1: Nature of Contract***

This is a selected tender process for which four traffic consultants considered to have the expertise necessary to undertake the project have been invited to submit a tender.

The contract for which a tender in accordance with these Conditions of Tendering is made is a lump sum contract for the proposed project. Variations to the contract must be approved by the Project Manager before work commences and will be calculated based on the rates submitted.

### ***B2: Enquiries***

Any queries concerning the work specified in the Tender Documents should be directed to the IMAP Project Leader, Ian McLauchlan, telephone number 8290-3533 or 0418 102 821.

### ***B3: Closing Date for Tenders***

Submissions should be forwarded by email to [council@stonnington.vic.gov.au](mailto:council@stonnington.vic.gov.au) or by mail to Transport & Parking Manager, Post Office Box 21, Prahran, VIC 3181, no later than 5pm Friday 2<sup>nd</sup> December, 2011. Late submissions will not be considered.

### ***B4: Post Tender Submissions***

Notwithstanding any other requirement of the Tender Documents, Council may require additional information to be submitted concerning the tender before any tender is accepted.

### ***B5: Acceptance of Tender***

Council shall not be bound to accept the lowest or any Tender for the work under the contract.

A Tender shall be accepted only by a notice in writing advising acceptance of the Tender by Council which may be handed to, or posted by pre-paid post to, or left at the address notified by the successful tenderer. The successful tenderer shall be deemed to have received such notice if posted by pre-paid post at the time it would normally be received in the ordinary course of the post at the address to which it is directed. The Date of Acceptance of the Tender shall be deemed to be the date which appears on the notice in writing of acceptance of the Tender.

It is proposed to advise the successful tenderer within 3 weeks of the closing of tenders.

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**B6: Assessment of Tenders**

All tenderers asked to submit a proposal are considered capable of undertaking the project. Therefore it is not necessary to provide details of previous projects undertaken of this type.

All submissions will be assessed using a weighted selection method. The weightings to be used in the assessment are:

- timing 20%
- methodology 50%
- price 30%.

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## **PART C - PROJECT BRIEF**

### **C1: Aims**

The objective of the project is to determine what actions can realistically be undertaken by member Councils to ameliorate the impact of through traffic in the Inner Melbourne area.

Specifically, there are 4 aims :

- i) Define and assess the nature and extent of through traffic on the member Councils' areas
- ii) Assess the impacts and issues associated with the through traffic impact from traffic management, social and economic perspectives
- iii) Determine what are the optimum actions to address the impacts determined
- iv) Produce a plan outlining realistic actions the member Councils can take to reduce the impact of through traffic on their communities, particularly in relation to influencing the development of VicRoads Network Operating Plans

### **C2 : Data Available and Surveys that may be Required**

The expectation is that traffic management documents held by member Councils, Transport Agencies and other IMAP partner organisations dealing with traffic, in particular through traffic movement relevant to Inner Melbourne, will be obtained by the Consultant and duly assessed. The data provided by existing strategies/plans are to be considered with the intention of informing IMAP member Councils of the current impact of commercial and freight movements within the subject area. Of particular relevance are the VicRoads Network Operating Plans for each of the member Councils.

It is expected this review may be supplemented by additional survey work the consultant may wish to undertake.

### **C3: Study Tasks**

While not wishing to limit the methodology proposed by the tenderer, it is expected the study will undertake at least the following :

1. Undertake an appropriate literature/document review to gauge extent of, and determine nature/magnitude/impacts of through traffic. (There is a vast range of existing documents that detail the implications of road traffic within the inner Melbourne area. These documents have been drafted by a number of agencies, such as Councils, but many originate from the State Government. It is expected the successful tenderer will source the relevant documents and then distil these into a comprehensive paper that readily identifies the existing traffic management situation.)

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2. Conduct of appropriate surveys (if required) to assist in defining the magnitude and extent of through traffic in the study area.
3. Liaise with VicRoads, Transport Agencies and Council Officers as to their issues and their assessment of the opportunities and constraints and their ability to deliver realistic actions.
4. Liaise with the IMAP consultant undertaking the research on commercial traffic to obtain their feedback on the particular commercial traffic issues associated with through traffic.
5. Undertake appropriate analysis and prepare a discussion paper for the Project Committee defining through traffic, outlining the extent/impact and possible actions. (It is expected the paper will canvass issues of the social, economic and physical impact of through traffic, how such traffic is defined, and include car occupancy measures, public transport improvements, road pricing strategies in the list of candidate measures. It is also considered desirable by the project team the discussion paper addresses what levels of measures are required to contribute to reducing through traffic; what are the costs & benefits; and consider what is the ultimate capacity of the street network in terms of cars, bicycles, trams etc.)
6. Following review by the Project Committee, the successful tenderer is required to undertake consultation with relevant State Government Departments, Transport Agencies, and the IMAP consultant undertaking commercial traffic research (as required) to develop a list of actions.
7. Provide a draft report outlining recommended actions, their likely costs and desirable timing, who is best to undertake them, and what role IMAP should take in their implementation for the Project Committee to review.
8. Provide a final report incorporating any agreed changes from Task 7.

#### ***C4 : Format of Written Reports***

The client does not wish to dictate the format of interim reports however it is expected all reports will be in A4 format and the final report will have a Table of Contents, Table of Figures, Executive Summary and include colour where required.

#### ***C5 : Reporting Arrangements***

The successful tenderer shall be responsible to the Project Manager or his delegate, who shall consult with relevant IMAP Project Committee members as required. An initiation meeting will occur prior to commencement of the project between the Project Manager or his delegate and the successful tenderer to clarify any issues of concern.

In addition to an initiation meeting and subsequent meetings with VicRoads and member Councils, the Project Manager may meet at other times to discuss with the



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successful tenderer issues relating to the project. Such meetings may be initiated by the successful tenderer or the Project Manager. At least 48 hour's notice is required to arrange such meetings.

The consultant shall provide an electronic copy of all reports in MS Word format. A draft report should be submitted for supervisor review prior to finalisation of any of the reports requested.

### ***C5 : Project Budget***

While not wishing to rigidly define the project costs, as a guide in preparing submissions, tenderers are advised the project team considers the project would cost between \$40,000 - \$80,000, depending on the level of surveys proposed in the submission.

### ***C6 : Information to be provided as part of Tender Submission***

The following information will be submitted by tenderers:

- A project plan outlining the tasks, duration and completion dates (allow 5 working days for client approval where required);
- The person in charge of the project and other persons undertaking tasks;
- The time allocated per person per task to undertake the project;
- The time allocated for liaison with the IMAP consultant undertaking the project to determine the extent of commercial traffic in inner Melbourne
- The project budget allocated to the conduct of any transport/traffic surveys required
- A lump sum price to undertake the total project as outlined in the submission; and,
- A rate per hour of professional time, for any additional work requested, outside the scope of the brief.

### ***C7: Timing of Project***

As outlined in Part D it is hoped to appoint the successful tenderer by late December ,2011 and a final report is expected by 31 May, 2012.

### ***C8: Payments***

Payments shall be made as outlined in Part D

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## **PART D - CONDITIONS**

### ***D1: General Conditions***

See attached document.

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