

TENDER RECOMMENDATION REPORT

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: ACTING DIRECTOR COMMUNITY & PLACE

FILE REF: 47627: 23/279251

DATE: 13 NOVEMBER 2023

**TENDER 23104: Provision of a Masterplan Implementation Plan for the
Yanchep Lagoon Masterplan**

Issue

To consider the decline of Tender No 23104 for the provision of a Masterplan Implementation Plan for the Yanchep Lagoon Masterplan (the Masterplan).

Background

Council adopted the place-led Masterplan at its meeting in August 2019 to capture the aspirations of the community and articulate an indicative development plan for the Yanchep Lagoon Precinct.

In September 2022, the City released a Request for Quotation (RFQ) for a suitably qualified and experienced consultant to deliver a Foreshore Management Plan as the first step towards Masterplan implementation (ref 22/58700[3]). However, after two (2) deadline extensions, no responses were received.

During February and March 2023, discussions took place between the City, the Department of Planning Lands and Heritage and Perth-based planning consultancies on how best to move forward with Masterplan implementation.

Responding to the advice given, the City revised its approach and issued a Tender to appoint a suitably qualified and experienced consultant to prepare a Masterplan Implementation Plan (MIP) to strategically realise the Masterplan vision.

Detail

Tender 23104 for the Provision of a Masterplan Implementation Plan for the Yanchep Lagoon Masterplan was advertised on 03 June 2023 and closed on 18 July 2023.

Two (2) Addenda were issued. The first was a clarification and the second announced the change of closing date.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Consultancy
Contract Type	Separable Portion 1: Fixed Lump Sum and Schedule of Rates, hourly rates for additional services. Separable Portion 2: Schedule of Rates: hourly rates for additional services and services likely to be involved in the preparation of Portion 2.

Item	Detail
	**Commencement of Separable Portion 2 will be dependent on available budget
Contract Duration	2 Years

Tender submissions were received from the following:

- Hatch Pty Ltd (Hatch).

Due to the scale and complexity of the work to be undertaken, this was the only submission received. Prior to joining with the Hatch group of companies, RobertsDay performed a critical lead role in preparation of the Masterplan for the City. This project was widely supported by the local community and Elected Members for its place-based approach and considered, collaborative process in aligning expectations from multiple stakeholders to a common vision for Yanchep Lagoon.

Probity Oversight

Oversight to the tender assessment process was undertaken by the City's Contracts Officer. Tender submissions were evaluated in accordance with the Procurement and Evaluation Plan (PEP).

The tender submission from Hatch was deemed to be conforming. The PEP included the following selection criteria:

Item No	Description	Weighting
1	Sustainable (Corporate Social Responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 10% c. Reconciliation Action Plan 2.5% d. Disability Access and Inclusion 2.5%	20%
2	Work Health & Safety (WHS)	5%
3	* Experience, Capacity and Key Personnel • Demonstrated relevant similar experience with achievement of client expectations; and • Evidence of the capacity to provide experienced personnel to undertake the services.	30%
4	* Scope and Methodology • Demonstrated understanding of the scope; and • A thorough articulation of the approach that will be taken to completing requirements of the Tender.	45%

Tenderers must meet the City's minimum requirements (as determined by the City) for each of the qualitative criteria detailed above (*) in order to be considered for further evaluation.

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment.

Overall Assessment and Comment

The Tender Evaluation Panel (Panel) has concluded that due to funding issues the tender submission from Hatch is to be declined. Further information is provided within the Confidential Attachment.

Consultation

Council adopted the Masterplan in 2019. Following a series of technical studies and feasibility assessments to inform subsequent planning, approval and design stages, and outline indicative budget implications for preparatory capital works, Council supported the next stage of planning to implement the Masterplan in 2021.

Masterplan implementation will continue the process of genuine and transparent consultation and engagement that took place to deliver the Masterplan. This will ensure collaborative decisions continue to be made, and the trust and goodwill generated in preparing the Masterplan is taken forward to realise the Masterplan Vision.

Statutory Compliance

Tenders were invited in accordance with the requirements of Section 3.57 of the *Local Government Act 1995*. The tendering procedures and evaluation complied with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

The proposal aligns with the following objective with the Strategic Community Plan 2021-2031:

Goal 1: An Inclusive and Accessible City with Places and Spaces that Embrace All.

Priority 1.2: Value public spaces and places.

Risk Appetite Statement

In pursuit of strategic objective goal 1, we will accept a Medium level of risk. The recent pandemic has challenged our previous event delivery, place activation and community connection processes, and the City accepts that meeting community expectations in a more restrictive environment needs flexibility and innovation if community connection is to develop and grow in contrast to social and individual isolation.

Enterprise Risk Management Considerations

Risk Title	Risk Rating
ST-S12 Economic Growth	Moderate
Accountability	Action Planning Option
Director Planning and Sustainability	Manage
Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Moderate
Accountability	Action Planning Option
CEO	Manage
Risk Title	Risk Rating
CO-026 Heritage	Moderate
Accountability	Action Planning Option
Director Community and Place	Manage
Risk Title	Risk Rating
Environmental Management	Moderate
Accountability	Action Planning Option
Director Planning and Sustainability	Manage

Policy Implications

Tenders were invited in accordance with the requirements of the City's Purchasing Policy.

Recommendation:

That the Acting Chief Executive Officer, in accordance with Delegation 1.1.13 (4) - Choice of Most Advantageous Tender of the Delegated Authority Register for the awarding of tenders DECLINES tenders submitted for the Provision of a Masterplan Implementation Plan for the Yanchep Lagoon Masterplan