

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: PROJECT MANAGER MAJOR BUILDINGS
MANAGER CONTRACTS & PROCUREMENT
MANAGER ICW

FROM: DIRECTOR ASSETS

FILE REF: 23756 20/170935*

DATE: 17 June 2020

**TENDER NO. 20095 PROVISION OF ARCHITECTURAL CONSULTANCY
SERVICES FOR THE SPORTS AMENITIES BUILDINGS AT HALESWORTH
PARK, BUTLER**

Issue

To consider the award of Tender No. 20095 Provision of Architectural Consultancy Services for the Sports Amenities Buildings at Halesworth Park, Butler.

Background

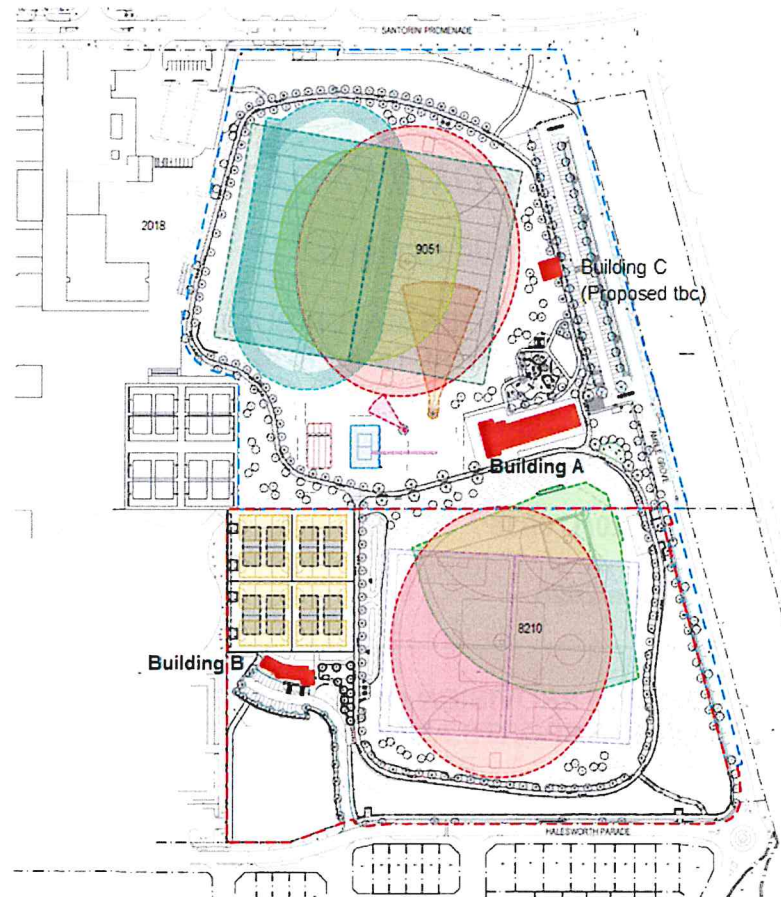
At its meeting on 28 April 2015, Council considered a report on the Butler North District Open Space Master Plan Review, Item No CD02-04/15, and endorsed the master plan. It is noted that the project is now known as Halesworth Park, Butler.

The proposed scope for the whole development incorporates civil, infrastructure and landscaping works for the District Open Space under City of Wanneroo Contract 20019 (refer to Site Masterplan below).

Within the same development are proposed the following buildings:

- Building A (Northern Building) also referred as the "Sports Amenities Building"
- Building B (Southern Building) also referred as the "Hardcourt Sports Amenities Building",
- Building C (future proposed) storage building location indicated on plan, and does not form part of this Tender scope.

The City of Wanneroo ("the City") is sought to appoint a registered architectural practice (the Consultant) to provide design and contract administration services, including architectural and engineering services, as outlined in the brief for either one (A or B), or two (both A and B) sports amenities buildings.



Site Layout – Ovals and Building Locations

Timeframes for the project have been determined based on the delivery of pad sites within each stage of the Oval construction works and time allowed for design and construction tender follows;

- Building A; Northern Oval is anticipated to be delivered by 12 March 2021 in readiness for Term 2 (2021) commencement Monday 19 April 2021. Construction of Building A is envisaged to commence as soon as possible thereafter.
- Building B; The Southern Oval is anticipated to be delivered by 5 December 2020 in readiness for Term 1 (2021) commencement Monday 1 February 2021. Construction of Building B is envisaged to commence as soon as possible thereafter.

Further consideration may be given to fast-tracking design to a point where Tenders can be sought for construction of a pre-fabricated building.

Building plans were provided within the Tender documents to enable Tenderers to develop designs based on the existing designs previously prepared by Bollig Design Group (Building A), and MPS Architects (Building B), as well as including further design requirements that have been considered by City Administration.

Tender 20095 proposed the following delivery options:

Option 1; Building A and Building B are delivered concurrently by the single Consultancy Team; or

Option 2; Building A is delivered by Consultancy Team A, and Building B is delivered by Consultancy Team B;

The Consultant was requested to provide price schedules for

- Building A and Building B;
- Building A only; or
- Building B only.

Detail

Tender No. 20095 for the Provision of Consultancy Services for the Sports Amenities Buildings at Halesworth Park, Butler was advertised on 18 March 2020 and closed on Tuesday 7 April 2020.

During the tender period there were two tender addendums issued; all tenderers confirmed receipt.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Engagement of Professional Consultant (CoW)
Contract Type	Lump Sum
Contract Duration	Three (3) years (or until the end of the building construction defect liability period)
Commencement Date (Subject to Tender Award)	2 weeks after receipt of Letter of Award, or Date of Purchase Order (whichever is sooner)
Date for Practical Completion	Construction Building A – to be confirmed
	Construction of Building B – to be confirmed
Defects Liability Period	12 Months for each building
Extension Permitted	No
Rise and Fall	No

Tender submissions were received from the following companies:

Company (full entity name)	Company (abbreviated name)
Bollig Design Group Pty Ltd As Trustee for the BDG Trust	Bollig Design Group
Chindarsi Architects Pty Ltd t/as Chindarsi Architects	Chindarsi Architects
Hodge Collard Preston Pty Ltd Hodge Collard Preston Unit Trust t/as Hodge Collard Preston Architects	Hodge Collard Preston
Lantern Creative Pty Ltd t/as Lantern Architecture	Lantern Architecture
MODE DESIGN Corporation Pty Ltd t/as MODE	Mode Design
MPS Architects (registered partnership)	MPS Architects
Plus Architecture Western Australia Pty Ltd	Plus Architecture

The Trustee for the SAS Unit Trust t/as Site Architecture Studio	Site Architecture
With Architecture Studio Pty Ltd	With Architecture

Tender Evaluation Panel

The Tender Evaluation Panel comprised:

- Project Manager Major Buildings - Infrastructure Capital Works
- Buildings Project Officer - Infrastructure Capital Works
- Community Facilities Planning Officer

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) which included the following selection criteria:

Item No	Description	Weighting
1	Sustainable (Corporate Social Responsibility) Procurement a) Environmental Considerations 10% b) Buy Local 10% c) Reconciliation Action Plan 2.5% d) Disability Access & Inclusion 2.5%	25%
2	*Occupational Health & Safety	20%
3	*Organisational and Key Personnel Experience	30%
4	*Methodology, Capacity and Resources	25%

Pricing is not included in the qualitative criteria and is considered as part of the overall Value for Money (VFM) assessment.

Tenderers were advised within the RFT that they must achieve a minimum acceptable qualitative score (as determined by the City) and for each of the qualitative criteria detailed above (*) to be considered for further evaluation.

On initial review of the tender submissions by the City's Contracts Officer confirmed all tender submissions were deemed to be conforming and be included for further consideration.

Evaluation Criteria 1 – Sustainable (Corporate Social Responsibility) Procurement (25%)

Evidence of Sustainable Procurement was assessed based on the tenderers' responses provided within the Questionnaires provided in Schedules 3A, 3B, 3C, 3D that were included in the tender documentation.

Sub criteria a) Environmental Considerations (10%)

An assessment was made to determine the ranking based on tenderers' Environmental policy and practices.

Sub criteria b) Buy Local (10%)

An assessment was made to determine the ranking based on the responses provided, detailing the following information:

- Purchasing arrangements through local businesses;
- Location of tenderer's offices, depots and production facilities;
- Residential addresses of staff and subcontractors; and
- Requirement for new employees arising from award of the contract.

Sub criteria c) Reconciliation Action Plan (2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- RELATIONSHIPS - building positive relationships between indigenous and non-indigenous people
- RESPECT – recognising the contribution of Indigenous people to Australia and learning more about the history, culture and diversity in a two-way communication process
- OPPORTUNITIES – attracting, developing and retaining organisational talent to build opportunities for aboriginal employment, training, development and mentoring

Sub criteria d) Disability Access & Inclusion (2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- People with disabilities have the same buildings and facilities access opportunities as other people
- People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it.
- People with disabilities receive the same level and quality of service from staff as other people receive.
- People with disabilities have the same opportunities as other people to make complaints.
- People with disabilities have the same opportunities as other people to participate in any employment opportunities.

The combined assessment of response provided by the tenderers for Evidence of Sustainable Procurement resulted in the following ranking:

Tenderer	Ranking
Mode Design	1
Site Architecture	2
With Architecture	3
Hodge Collard Preston	4
Plus Architecture	5
Bollig Design Group	6

Chindarsi Architects	7
MPS Architects	8
Lantern Architecture	9

Evaluation Criteria 2 – Occupational Health & Safety (20%)

Evidence of safety and quality management policies and practices was assessed from the tender submissions. The assessment for safety management was based on the tenderers' responses to an Occupational Health and Safety Management System Questionnaire included in the tender documentation.

Based on the response provided by the tenderers the assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Hodge Collard Preston	1
Bollig Design Group	2
Plus Architecture	2
With Architecture	2
Mode Design	5
Lantern Architecture	6
MPS Architects	6
Site Architecture	6
Chindarsi Architects	9

One tenderer, Chindarsi Architects, failed to achieve the acceptable minimum score for this evaluation criterion. All other tenderers achieved an acceptable minimum score for this evaluation criterion.

Evaluation Criteria 3 – Organisational and Key Personnel Experience (30%)

The tenderer's resources as presented in its tender submissions were assessed in order to evaluate their capacity to meet the requirements of the contract.

Assessment of this criterion considered the tenderers' experience in supplying services of a similar nature and circumstances, with considerations given to project relevance, type, size, complexity and resourcing availability, and Tenderers' key personnel.

Based on the response provided by the tenderers the assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Bollig Design Group	1
Site Architecture	2
Lantern Architecture	3
Hodge Collard Preston	4

MPS Architects	4
Mode Design	6
Plus Architecture	7
With Architecture	7
Chindarsi Architects	9

All tenderers achieved an acceptable minimum score for this evaluation criterion.

Evaluation Criteria 4 – Methodology, Capacity and Resources (25%)

The tenderer's resources as provided in the tender submissions were assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the tenderer's project management procedures and project methodology, as presented in their tender submissions, were assessed in order to evaluate the tenderers' understanding, methods and construction programme to meet the relevant timeframe of the contract.

Based on the response provided by the tenderers the assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Bollig Design Group	1
Lantern Architecture	1
Site Architecture	1
Hodge Collard Preston	4
Mode Design	4
Plus Architecture	6
Chindarsi Architects	7
MPS Architects	7
With Architecture	7

All tenderers achieved an acceptable minimum score for this evaluation criterion.

Overall Qualitative Weighted Criteria Assessment and Ranking

Tenderer's submissions were reviewed in accordance with the Procurement and Evaluation Plan with the following key observations:

- The tenderers' bids were evaluated in accordance with the selection criteria and were assessed as having the necessary resources, previous experience, capability and safety and quality management systems to undertake the tender; and
- The baseline for the Qualitative Criteria was set at 50% for the applicable criteria

2	*Occupational Health & Safety
3	*Organisational and Key Personnel Experience
4	*Methodology, Capacity and Resources

The overall qualitative criteria weighted assessment resulted in the following ranking:

Tenderer	Ranking
Bollig Design Group	1
Site Architecture	1
Hodge Collard Preston	3
Mode Design	4
Plus Architecture	5
With Architecture	6
Lantern Architecture	7
MPS Architects	8
Chindarsi Architects	9

As Chindarsi Architects failed to achieve an acceptable minimum score for the OHS evaluation criterion, they did not progress to the value for money assessment stage.

Tendered Lump Sum Price Ranking

The tenderers' price submissions were reviewed and the confidential memo (HPE 20/220696) provides further details on price.

Tender 20095 proposed the following delivery options:

Option 1; Building A and Building B are delivered concurrently by the single Consultancy Team; or

Option 2; Building A is delivered by Consultancy Team A, and Building B is delivered by Consultancy Team B;

After review of the prices and considering value for money to the City for this work; the City Administration recommendation is to undertake these works as per Option 1:

Option 1; Building A and Building B are delivered concurrently by the single Consultancy Team;

Tenderer	Ranking
Lantern Architecture	1
Plus Architecture	2
Site Architecture	3
Bollig Design Group	4
Hodge Collard Preston	5
With Architecture	6
Mode Design	7
MPS Architects	8

The delivery options were reviewed with consideration to value for money to the City in delivering the works. Review of the tender prices identified a cost saving to the City to deliver this work using Option 1, a single consultancy team.

The tender prices for Option 1 were used to progress the Relative Value for Money Assessment.

Relative Value for Money Assessment

The combined assessment of Price and Qualitative Scores through a Relative Value for Money assessment resulted in the following ranking:

Tenderer	Ranking
Lantern Architecture	1
Site Architecture	2
Bollig Design Group	3
Plus Architecture	4
Hodge Collard Preston	5
With Architecture	6
Mode Design	7
MPS Architects	8

Overall Assessment and Comment

Due to a closeness of the Relative Value for Money rankings achieved by the top three tenderers, further due diligence was undertaken on the tender submissions received from Lantern Architecture, Site Architecture and Bollig Design Group.

The Confidential Memo to this recommendation provides further details on the considerations made by the Evaluation Panel; which noted a number of issues and assumptions made with the submissions by Site Architecture and Lantern Architecture that were considered to provide risks to the City.

Overall, the submission from Bollig Design Group was determined by the Evaluation panel to offer the City the highest level of service and presents the lowest performance and financial risk for the delivery of the two buildings.

Furthermore, Bollig have provided added-value and supplementary service activities offered during the project design process, which for this standard of building are considered to be an essential part of the design process.

Bollig Design Group are recommended as the preferred tenderer to undertake the design of both Buildings A and B (Option1).

Consultation

Throughout the design phase of the project, the City has worked collaboratively with key stakeholders, namely; Department of Education, Property Developers LWP Property Group and Satterley Property Group (LWP and Satterley), sports clubs and user groups.

The public comment process was undertaken July to August 2015 with property developers, LWP and Satterley, nearby residents, various sporting clubs and user groups. The survey results indicated support for the proposed Master Plan.

Additional public comment processes have been undertaken as part of the Department of Water and Environmental Regulation's clearing permit application assessment process.

Further clarifications were provided in item 3.3 of the Council Forum Meeting held on 21 May 2019 regarding the following aspects of the project:

- **Main sports amenities building** - changes have been made to the building design, which do not impact on its functionality. The building has also been relocated to improve its relationship to the playing fields and hard courts.
- **Hard court sports amenities building** - Administration has included provision for a smaller Sports Amenities Building and associated car park to service the hard courts (tennis and netball).
- **Hard Courts** - the location and orientation of the hard courts has also undergone minor amendment, however, the number of courts provided and functionality as multi-purpose tennis/netball use remains unchanged.
- **Little athletics infrastructure** - specific facilities and equipment supporting Little Athletics have been included within the development surrounding the ovals.
- **Small ball sports** - within the development are included a senior sized small ball sports (baseball / softball) diamond with the required back net infrastructure to support the ongoing growth of small ball sports within the corridor.
- **Shared use hockey and soccer oval** - two existing multi-purpose playing fields are included as a result of reviews in consultation with the Department of Education.
- **Public consultation** - Administration is currently undertaking additional consultation with sports user groups regarding the buildings and amenities.
- **Car parking** - Administration has undertaken a review of the number of parking bays and determined there would be 458 bays that would be available for community use at Halesworth Park. Administration considers this parking would be sufficient to support the sporting use of Halesworth Park. Should the parking demand exceed at the full use of the facility, Administration will develop a facility and traffic management strategy in consultation with the sports clubs and user groups.

During the past 12 months, the City has engaged, on an as required basis, with State Sporting Associations, City of Wanneroo Clubs and the Department of Education in respect to the project. Administration will undertake an "inform" community engagement process post Council endorsement of the tender and will also continue to consult with relevant State Sporting Associations and City of Wanneroo Clubs in regards to the design development of the two Sports Amenities Building proposed for the site.

To assist with the design of the Sports Amenities buildings, in July 2019 the City consulted with user groups of new City of Wanneroo Sports Amenities buildings. These buildings included Grandis Park and Splendid Park, and requested feedback on which features of these buildings worked well and which did not.

Post tender award and during the construction phase, the City will provide regular progress updates on key project milestones or events; posting of information on City's webpage and media channels in addition notifying Department of Education, Department of Local Government, Sport and Cultural Industries (DLGSC), Developers, local residents, John Butler Primary College, Alkimos College, relevant sports and user groups.

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*.

The proposed works being undertaken by the City received Development Approval on 16 May 2018. The Senior Planner, Approval Services confirmed on 17th April 2020 that an application for an extension is not required as it is exempt.

Clearing Permit:

The pad sites for each new building on the Halesworth Park site are not subject to any further clearing permit requirements as these buildings are to be constructed on cleared pad sites and encompassed within the construction works for Halesworth Park Contract 20019.

Strategic Implications

The proposal aligns with the following objective with the Strategic Community Plan 2017 – 2027:

- "1 *Society*
 - 1.1 *Healthy and Active People*
 - 1.1.1 *Create opportunities that encourage community wellbeing and active and healthy lifestyles*
 - 1.1.2 *Facilitate opportunities within the City to access peak and elite activities"*
- "3 *Environment (Built)*
 - 3.4 *Activated Places*
 - 3.4.2 *Provide safe spaces, centres, and facilities through our infrastructure management and designs for community benefit and recreation"*
- "3 *Environment (Built)*
 - 3.4 *Activated Places*
 - 3.4.4 *Improve local amenity by retaining and complementing natural landscapes within the built environment"*

Enterprise Risk Management Considerations

The below risks relating to the issue contained within this tender have been identified and considered within the City's Strategic and Corporate risk register. Action plans have been developed to manage/mitigate/accept these risks to support existing management systems.

Risk Title	Risk Rating
CO-O08 Contract Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage
Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Moderate
Accountability	Action Planning Option
Chief Executive Officer	Manage
Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment was undertaken as part of the tender evaluation process and the outcome of this independent assessment by Equifax Pty Ltd advised that Bollig Design Group has been assessed with a 'Sound' financial capacity to meet the requirements of the contract.

The score assigned to Bollig Design Group has taken into account impact financial, operational and industry related impacts of the COVID-19 pandemic.

The recommendations made by Equifax in the report have been addressed.

Performance Risk

Bollig Design Group has successfully completed a significant number of projects for the City within the past five years; completing these on time and with a high level of service.

Previous work undertaken for the City indicates completion of projects to timelines, project management, quality of work and their overall delivery of projects is very good; demonstrating a very good appreciation of the City's requirements.

Independent reference checks confirm that the recommended Tenderer has provided good service and delivery to its clients, in design and advice, and in an approachable manner.

Operational Risk

Operational risk and mitigation will be addressed through the risk assessment process of the project management framework.

Prior to the commencement works, the appointed consultancy team will be inducted to the project site. Ongoing auditing of the consultant's work practices during the course of the works will be undertaken to ensure compliance with the Operational Health and Safety requirements.

Policy Implications

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

Financial Implications

The table below summarises the available funding for the consultant fees for RFT20095 for the Provision of Architectural Consultancy Services for the Sports Amenities at Halesworth Park, Butler and associated expenses, as well as the inclusion of funding allocated to RFT20019 Provision of Major Works Halesworth Park, Butler – New Sports Facilities.

Description	Project Costs	Project Funding
Budget:		
Capital Works Actual Expenditure to 30 June 2019		\$736,708
Capital Works Budget for FY2019/20		\$1,492,500
Capital Works Budget for FY2020/21		\$10,987,994
Capital Works Budget for FY2021/22		\$7,498,235
Total Funding		\$20,715,437
Expenditure to Date:		
Expenditure incurred to date	\$880,089	
Expenditure to be incurred:		
Commitments	\$109,204	
Project Management Fees	\$380,000	
Professional Fees	\$773,270	
RFT 20095 for the Provision of Architectural Consultancy Services for the Sports Amenities at Halesworth Park, Butler	\$226,730	
RFT 20019 Provision of Major Works Halesworth Park, Butler – New Sports Facilities	\$7,808,653	
Construction Contingency	\$500,000	
Other Works (Buildings, Environmental Offsets, Art Services, etc.).	\$10,025,000	
Total Expenditure (Estimate)	\$20,702,946	

Funding allocated within 'Professional Fees' to the project for 2019/20, 2020/21 and 2021/22 is sufficient for Provision of Major Works Halesworth Park, Butler – New Sports Facilities.

The budget provision for FY2021/22 will be reviewed after the Tender for Construction of the two Buildings is requested.

Recommendation

That the Chief Executive Officer in accordance with Delegation 1.1.14 – Choice of Most Advantageous Tender, ACCEPTS the tender submitted by Bollig Design Group for Tender No. 20095, for Provision of Consultancy Services for the Sports Amenities Buildings at Halesworth Park, Butler as a Fixed Lump Sum Price of \$226,730 exc. GST for Option 1 (Building A and B) and in accordance with the terms and conditions specified in the tender document.