

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: SENIOR PROJECT MANAGER ICW
MANAGER CONTRACTS & PROCUREMENT
MANAGER ICW

FROM: DIRECTOR ASSETS

FILE REF: 25883V03; 21/47751V5

DATE: 28 April 2021

**TENDER NO 20206 ARCHITECTURAL CONSULTANCY SERVICES FOR THE
SOUTHERN SUBURBS LIBRARY, LANDSDALE WA 6065**

Issue

To consider Tender No: 20206 for Architectural Consultancy Services for the Southern Suburbs Library, Landsdale.

Background

The development of a new library/community facility in the southern suburbs has been under consideration and initially planned for a site near the Kingsway Shopping Centre. Following community consultation outcomes, Council has agreed an alternative location for the proposed library/community facility development at 15 The Broadview, Landsdale (CP01-08/19).

In October 2020, the City received confirmation of State Government funding to facilitate the development of the Youth Innovation Hub as an addition to the Southern Suburbs Library.

Sponsor, Stakeholder and Community expectations for the overall facility are:

The Landsdale Library and Youth Innovation Hub will be a future-focussed, innovative, multi-purpose and flexible new community facility with innovative technology that empowers the community to connect and create. It will have an emphasis on literacy and STEAM (Science, Technology, Engineering, Arts and Mathematics) with resources that support this. The facility will make available technology and creative spaces to engage people of all ages and young people to learn, enhance their prospects, experience progressive technology and seize new and emerging opportunities.

This report provides the recommendation to appoint a suitably qualified Consultant to provide concept, detailed design and contract administration services, including architectural and sub-consultant design services, for the co-location together of the new Southern Suburbs Library ("the Library") with a Youth Innovation Hub ("the Hub") at 15 The Broadview, Landsdale (see location plan below).



Detail

Tender No: 20206 for Architectural Consultancy Services for the Southern Suburbs Library, was advertised on 25 November 2020 and closed on 18 December 2020. One Addendum issued during the Tender period to respond to clarifications.

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 and half (3.5) years (or until the end of the building construction defect liability period)
Commencement Date	2 weeks after receipt of Letter of Award, or Date of Purchase Order (whichever is sooner)
Expiry Date	Construction Practical Completion (TBC) + 12 Months Defects Liability Period
Extension Permitted	No
Rise and Fall	No

Tender submissions were received from the following:

Legal Name	Trading Name	Abbreviation
Bollig Design Group Pty Ltd as Trustee for (ATF) the BDG Trust	Bollig Design Group	Bollig
CHRISTOU Design Group Pty Ltd	Christou Design Group	Christou
Cox Architecture Pty Ltd as Trustee for The Philip Cox & Partners Trust	Cox Architecture	Cox
Peter Hunt Architect as Trustee for The Hunt Architects Unit Trust	Peter Hunt Architect	Peter Hunt
The Trustee for the SAS Unit Trust t/as Site Architecture Studio	Site Architecture Studio	Site

The Tender Evaluation Panel (**Panel**) comprised:

- Coordinator Facility Projects, Infrastructure Capital Works
- Building Projects Officer, Infrastructure Capital Works
- Project Manager Infrastructure Capital Works, Infrastructure Capital Works
- Community Facilities Planning Officer, Community Facilities
- Manager Cultural Development, Cultural Development
- Coordinator Safety Systems, People & Culture

Probity oversight to the tender assessment process was undertaken by William Buck Consulting (WA) Pty Ltd.

Tender submissions were evaluated in accordance with the Procurement and Evaluation Plan (**PEP**), which included the following selection criteria:

Q	Criteria	Weighting	Schedule Reference
1	Sustainable (Corporate Social Responsibility) Procurement a) Environmental Considerations 5% b) Buy Local 15% c) Reconciliation Action Plan 5% d) Disability Access & Inclusion 5%	30%	3A 3B 3C 3D
2*	*OSH demonstrated working documents	10%	2
3*	*Demonstrated experience of Tenderer and key personnel performing the services;	40%	3E, 4
3a)*	*Demonstrated relevant experience of Consultant – 20%		
3b)*	*Resources and Capacity – 10%		
3c)*	*Demonstrated relevant experience of Sub-consultants – 10%		
4*	*Methodology;	20%	3E

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

For each of the qualitative criteria detailed above (*), the Tenderer must achieve a minimum score as determined by the City to be considered for further evaluation.

The Tenderer must also achieve a minimum overall Qualitative Score as per the PEP to be considered for further evaluation.

Evaluation Criteria 1 – Sustainable (Corporate Social Responsibility) Procurement (30%)

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

Sub criteria a) Environmental Considerations (5%)

An assessment was made to determine the ranking based on the Tenderer’s Environmental policy and practices:

Tenderer	Ranking
Cox	1
Site	2
Bollig	3
Christou	3
Peter Hunt	5

Sub criteria b) Buy Local (Broader Economic Impact Implications for the City of Wanneroo) (15%)

An assessment to determine the Tenderer ranking based on the responses provided detailing the following information:

- *Purchasing locally made and sourced goods / services;*
- *Inviting local businesses to participate in quotation, tender and expressions of interest opportunities;*
- *Providing an advantage to businesses based within the City of Wanneroo boundaries;*
- *Providing an advantage to businesses, which can demonstrate economic benefit to the City of Wanneroo community such as employing local residents / sub-contractors and/or purchasing goods / services from local providers.*

Tenderer	Ranking
Site	1
Bollig	2
Cox	3
Christou	4
Peter Hunt	4

None of the Tenderers are locally based within the City of Wanneroo. All Tenderers main offices are located within the Perth Metropolitan area; Perth CBD or West Perth.

Sub criteria c) Reconciliation Action Plan (5%)

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

- *RELATIONSHIPS – building positive relationships between indigenous and non-indigenous people;*
- *RESPECT – recognizing 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 organizational talent to build opportunities for aboriginal employment, training, development and mentoring.*

Tenderer	Ranking
Cox	1
Site	2
Peter Hunt	3
Bollig	4
Christou	4

Sub criteria d) Disability Access & Inclusion (5%)

An assessment determined the Tenderer 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.*
- *Location of Tenderers offices, depots, and production facilities;*
- *Residential addresses of staff and subcontractors; and*
- *Requirement for new employees arising from award of the contract.*

Tenderer	Ranking
Bollig	1
Christou	2
Cox	2
Peter Hunt	2
Site	2

The overall assessment of the Sustainable Procurement criterion has resulted in the following overall Tenderer ranking:

Tenderer	Ranking
Site	1
Cox	2
Bollig	3
Christou	4
Peter Hunt	5

Evaluation Criteria 2 - OSH demonstrated working documents *(10%)

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 within the tender documentation.

All Tenderers provided details of their safety management systems with the following ranking:

Tenderer	Ranking
Cox	1
Christou	2
Bollig	3
Peter Hunt	4
Site*	5

*Site Architecture, did not achieve an acceptable minimum score for this evaluation criterion.

Evaluation Criteria 3 - Demonstrated experience of Tenderer and key personnel performing the services (40%);

Evaluation Criteria 3a - Demonstrated relevant experience of Consultant* (20%)

The Tenderer's relevant demonstrated experience in completing similar projects as presented in their tender submission were assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of similar refers to scope of services, brief and value of the works for library or community facilities completed in Western Australia in the last five (5) years, for local government or non-government clients. Tenderers were requested to provide examples in their tender submission of where innovation and/or ideas have been considered and applied.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Christou	1
Cox	1
Bollig	3
Peter Hunt	4
Site	4

All Tenderers achieved minimum acceptable scores this evaluation criterion

Evaluation Criteria 3b - Resources and Capacity (10%)

The Tenderer's resources as presented in their tender submission were assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the Tenderer's key personnel, skills and experience in completing similar projects.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Christou	1
Cox	1
Bolliq	3
Site	4
Peter Hunt	5

All Tenderers achieved minimum acceptable scores for this evaluation criterion.

Evaluation Criteria 3c - Demonstrated relevant experience of Sub-consultants (10%)

The Tenderer's Sub-Consultant experience in completing similar projects as presented in their tender submission were assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of similar refers to scope of services, brief and value of the works for library or community facilities completed in Western Australia in the last five (5) years, for local government or non-government clients. Tenderers were requested to provide examples in their tender submission for their Sub-Consultants of where innovation and/or ideas have been considered and applied.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Christou	1
Bolliq	2
Peter Hunt	2
Cox	4
Site	5

All Tenderers achieved minimum acceptable scores this evaluation criterion

Evaluation Criteria 4 – Methodology (20%)

The Tenderer's proposed methodology were assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of this criterion considered the Tenderer's demonstrated appreciation and understanding of the requirements for this project, including interpretation of the scope of work, value-add components, consideration of innovation, detailed consultation plan, sequence, timeline and understanding of budget and schedule.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Bolliq	1
Cox	1
Peter Hunt	3
Site	3
Christou	5

All Tenderers achieved minimum acceptable scores this evaluation criterion

Overall Qualitative Weighted Assessment and Ranking

Tenderer’s submissions were assessed in accordance with the criteria as outlined in the PEP.

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

Tenderer	Ranking
Cox	1
Site*	2*
Bollig	3
Christou	4
Peter Hunt*	5*

Two Tenderers (*) did not progress to the value for money assessment:

- Site Architecture did not achieve the acceptable minimum score for the OHS assessment; and,
- Peter Hunt did not achieve the acceptable minimum score for the overall qualitative weighted assessment.

Tendered Lump Sum Price Ranking:

The Tenderer’s price submissions were reviewed and the Confidential Attachment provides further details on price.

Tenderer	Ranking
Peter Hunt*	1
Bollig	2
Site*	3
Cox	4
Christou	5

* Site Architecture and Peter Hunt did not proceed to the Value for Money assessment.

Overall Value for Money Assessment and Comment

Following the review of the Overall Qualitative Weighted Assessment Ranking and the Tendered Lump Sum Price Ranking, Bollig and Cox were shortlisted for further consideration by the Panel. Christou were not considered further as their bid exceeded the available budget.

The further assessment to clarify what will “*achieve the most optimal outcome for the City and value for money*”, included the following:

- The Sponsor, Stakeholder and Community expectations for the facility; and
- City expectations that this facility at completion will be submitted for building design and construction awards; and
- The City of Wanneroo is currently progressing (in parallel to this project) a report determining the future 10-year Strategic Community Plan and the future Smart City Strategy. As such requirements need to be considered for the future for this facility once in operation.

The Panel sought additional clarifications from both Bollig and Cox. The responses were assessed and confirmed Bollig as the preferred Tenderer capable of delivering the required best value outcome.

Bollig is recommended as the successful tenderer.

Refer to the Confidential Memo appended to this recommendation for further details.

Consultation

During the project planning phases, the City completed consultation with the community, internal stakeholders and the Council and subsequently presented to Council at various stages.

The City undertook further community engagement in March 2020 to identify what students from local schools want to do at the new library.

Most recently in December 2020, the City carried out a letter drop to inform the community about the inclusion of the Youth Innovation Hub on the project.

Further consultation with the City's operational teams will continue to be required to understand the operational requirements throughout design development. As the project continues to progress, stakeholders will be consulted at key design stages to ensure the functional requirements are maintained within the design.

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 2017 – 2027:

- 1 Society – healthy, safe, vibrant, and connected communities
 - 1.4 Connected Communities
 - 1.4.1 Connect Communities through engagement and involvement
 - 1.4.2 Strengthen community and customer connections through community hubs
- 2 Economy – progressive, connected communities that enable economic growth and employment
 - 2.2 Strategic Growth
 - 2.2.3 Activate secondary and district centres
- 3 Environment – a healthy and sustainable natural and built environment
 - 3.4 Activated Places
 - 3.4.2 Provide safe spaces, centres and facilities, through our infrastructure management and designs for community benefit and recreation
 - 3.4.3 Enhance distinctive built form and spaces based on identity of areas

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-020 Productive Communities	Moderate
Accountability	Action Planning Option
Director Community & Place	Manage

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Moderate
Accountability	Action Planning Option
Chief Executive Officer	Manage

Risk Title	Risk Rating
ST-G09 Long Term Financial Planning	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic and corporate risk registers. Action plans have been developed to manage these risks to support existing management systems.

Financial and Performance Risk

Financial Risk

A Financial Assessment Report has been undertaken by Equifax Australasia as part of the tender evaluation process and the outcome of this independent assessment advised that Bollig have been assessed with a 'Sound' financial capacity to meet the requirements of the contract.

Performance Risk

Bollig has successfully completed several projects for the City of Wanneroo.

Bollig's submission advised they have successfully completed the following projects within the Perth Metropolitan Area within the past three years.

- Belmont Community Hub – architectural and interior design services
- Cockburn Community and Integrated Health Centre - full architectural services
- The Manning Hub – architectural and interior design services

Independent reference checks confirm that Bollig had provided design service delivery, professional advice, client/stakeholder engagement, and contractor management at all stages of project from initial concept, superintending the construction and post PC during DLP phase. Refer to the Confidential Memo appended to this recommendation for further details.

Operational Risk

The project management framework for risk assessment will identify the operational risk mitigation strategies for implementation.

Prior to commencement of the works, the appointed consultancy team will be inducted into the City's OSH system and 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 (Budget) Implications

Based on the Tenderer's lump sum, the historic quantity, types of construction works carried out and the capital projects program, a calculation determined the total annual estimated value of the works for the contract period and accommodates within the existing capital works budget allocated to the project.

PR-2664			
Description		Project Costs	Project Funding
Budget:			
Prior Year's Budget			\$230,556
Capital Works Budget for FY2020/21			\$220,694
Capital Works Budget for FY2021/22 (Listed)			\$1,690,000
Capital Works Budget for FY2022/23 (Listed)			\$6,620,000
Capital Works Budget for FY2023/24 (Listed)			\$1,740,000
Total Funding			\$10,501,250
Expenditure to be incurred:			
Actual Expenditure to 30 June 2020		\$230,556	
Actual Expenditure Year to Date		\$42,385	
Commitments - Professional Fees and Disbursements		\$43,605	
Professional Fees and Disbursements		\$50,000	
Project Management / COW Fees		\$300,000	
RFT20206 Architectural Consultancy Services for the Southern Suburbs Library, Landsdale, WA 6065.		\$514,970	
Stage 1 - Design Contingency (5% of Contract Sum)		\$250,000	
Stage 2 - Design Contingency (5% of Contract Sum)		\$100,000	
1) Southern Suburbs Library (incl. Hospitality operation)			
Building Construction	Future Contract	\$5,000,000	
Construction Contingency	7.5% of Contract Sum	\$375,000	
Loose Furniture and Equipment	10% of Contract Sum	\$500,000	
Information and Communications Technology Equipment	5% of Contract Sum	\$250,000	
Art, Misc. Fees	2.5% of Contract Sum	\$125,000	
2) Youth Innovation Hub;			
Building Construction	Future Contract	\$2,000,000	
Construction Contingency	7.5% of Contract Sum	\$150,000	
Loose Furniture and Equipment	5% of Contract Sum	\$100,000	
Information and Communications Technology Equipment	5% of Contract Sum	\$100,000	
Art, Misc. Fees	2.5% of Contract Sum	\$50,000	
Hospitality (Allowance)	1% of Project Budget	\$100,000	
Future fit out budget – Operational costs allocated during first two years after Practical Completion		\$150,000	
Total Estimated Expenditure		\$10,431,516	
Total Funding			\$10,501,250

Recommendation:

That the Chief Executive Officer, in accordance with Delegation 1.1.14 - Choice of Most Advantageous Tender of the Delegated Authority Register for the awarding of tenders ACCEPTS the tender submitted by Bollig Design Group Pty Ltd as Trustee for (ATF) the BDG Trust for Tender No: 20206 Architectural Consultancy Services for the Southern Suburbs Library, Landsdale at a Fixed Lump Sum Price of \$514,970.00 exc GST and in accordance with the terms and conditions specified in the tender document.