TENDER RECOMMENDATION REPORT

TO:	**CHIEF EXECUTIVE OFFICER**
CC:	**MANAGER INFRASTRUCTURE CAPITAL WORKS**
FROM:	**DIRECTOR ASSETS**
FILE REF:	**45457 26/51356**
DATE:	**9 March 2026**

TENDER 26015 - PROVISION OF CONSULTANCY SERVICES

FOR

DESIGN OF TWO ROCKS BUSHFIRE BRIGADE AND EMERGENCY SERVICES STATION

Issue

To consider Tender No. 26015 for the Provision of Consultancy Services for Design of Two Rocks Bushfire Brigade and Emergency Services Station.

Background

The current Two Rocks Volunteer Fire Station is a shared facility for both Two Rocks BFB and the State Emergency Service (**SES**). Two Rocks BFB and SES have a combined volunteer force of over 50 members. The limitations of the station have forced a recruitment cap. As such, the existing facilities are no longer capable of meeting the dynamic operational and logistical demands of the brigades. Therefore, there is a need for an upgrade of the facility significantly to support Two Rocks BFB, SES and Level 2 ICC operation from the station.

In a collaborative effort, the City, in partnership with key stakeholders from both the Two Rocks BFB and the SES, has successfully developed a comprehensive concept design for the new station. This concept design, which incorporates extensive input from brigades' representatives, serves as the foundational blueprint for all subsequent detailed design, planning, development and construction of the new station. The overriding objective of the new Two Rocks Bushfire Brigade and Emergency Services Station (Two Rocks BBESS) is to provide the local emergency service departments with a resilient and modern infrastructure to respond to future events safely, effectively and efficiently.

Detail

Tender No. 26015 for the Provision of Consultancy Services for Design of Two Rocks Bushfire Brigade and Emergency Services Station was advertised on 17 January 2026 and closed on 3 February 2026.

Two addenda were issued regarding Tender title correction and non-mandatory site meeting respectfully.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Consultancy Services
Contract Type	Lump Sum
Contract Duration	72 months plus 12 months defects liability period
Commencement Date	March 2026
Expiry Date	March 2033
Extension Permitted	Nil

Only one tender submission was received from Bollig Design Group Pty Ltd ATF the BDG Trust (Bollig).

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 Procurement:** a) Environmental Considerations 5% b) Buy Local 10% c) Reconciliation Action Plan 2.5% d) Disability Access & Inclusion 2.5%	20 %
2	*WHS demonstrated working documents	20 %
3	*Demonstrated Experience	25 %
4	*Methodology, Resources and Capacity	35 %

All Tenderers must meet the City's minimum requirements (as determined by the City) for each of the qualitative criteria detailed above (*) 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.

Upon review by the City's Contract Officer, the tender submission received from Bollig was determined to be conforming.

Evaluation Criteria 1 - Sustainable (Corporate Social Responsibility) Procurement (20%)

Evidence of Sustainable (Corporate Social Responsibility) Procurement assessment was based on the tenderers' responses provided within the Questionnaires set out in Schedules 3A, 3B, 3C and 3D which were included in the tender documentation.

An assessment was made to determine the ranking based on the tenderers' environmental policy and practices, buy local contributions, as well as commitment to reconciliation and disability access and inclusion.

Sub Criteria a) Environmental Considerations (5%)

The City is committed to procuring goods and services that provide positive environmental, social and economic impacts over the entire life cycle of a product or service. Respondents are encouraged to provide credentials of any environmental claims of the goods and/or services submitted in this tender.

An assessment was made to determine Bollig's competency regarding environmental policy and practices. On this occasion through their submission, Bollig demonstrated excellent environmental policy and practices to meet the requirements of this tender.

Sub Criteria b) Buy Local (10%)

An assessment was made based on the response provided, detailing the following information:

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

In this instance through their submission, Bollig provided no favourable response regarding buy local criteria.

Sub Criteria c) Reconciliation Action Plan (RAP) (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, and development and mentoring.

Through their submission, Bollig demonstrated adequate capacity to meet the RAP requirements of the City.

Sub Criteria d) Access & Inclusion Plan (AIP) (5%)

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

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

Through their submission, Bollig demonstrated good capacity to meet AIP requirements of this tender.

Overall Sustainable Procurement Ranking Summary

Bollig's overall assessment of the Sustainable Procurement criteria is deemed to be adequate to meet the Sustainable Procurement provision of this tender.

Evaluation Criteria 2 – Tenderers' Work Health and Safety (WHS) Management Systems (20%)

Evidence of WHS management policies and practices was assessed from the tender submissions. The assessment for safety management was based on the tenderer's responses to a specific questionnaire included within the tender documentation.

WHS assessment indicated that Bollig has a good safety capacity to meet the requirements of this tender.

Evaluation Criteria 3 - Tenderer's Relevant Experience with Achievement of Meeting Client Expectations (25%)

The tenderer's relevant experience in demonstrating the achievement of meeting client expectations during planning design and construction as presented in their tender submission were assessed to evaluate their capability for this contract. Assessment of this criterion considered the tendering entity's credentials to fulfil the requirements of the contract.

The assessment of this criterion has resulted that Bollig has very good experience to meet the requirements of this tender.

Evaluation Criteria 4 - Tenderer's Methodology, Resources and Capacity to Meet the Requirements of the Contract 35%)

The tenderer's methodology, resources and capacity as presented in their tender submission were assessed to evaluate their capability to meet the requirements of the contract. Assessment of this criterion considered the tenderer's schedule reliability, quality assurance, risk management, problem solving ability, innovation, stakeholders' engagement, cost management, technical expertise, workload, equipment and technologies to meet the expectation of this contract.

In this instance through their submission, Bollig demonstrated very good methodology to meet the requirements of this tender.

Overall Qualitative Weighted Assessment and Ranking

Bollig's submission was reviewed in accordance with the Procurement and Evaluation Plan. In this instance through their submission, Bollig has met the minimum requirements of the City's qualitative weighted criteria to qualify for this tender.

Pricing for the Goods/Services/Works Offered

Bollig's lump sum price submission is deemed to be aligned with the current market demand for a multidisciplinary project.

Value for Money Assessment

Bollig has met the City's value-for-money assessment to qualify for this tender.

Overall Assessment and Comment

The tender submission from Bollig satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan and is therefore recommended as the successful tenderer.

The assessment of Bollig's tender submission noted the following:

- Bollig demonstrated a good Work Health and Safety system to meet the City's requirements.
- Bollig demonstrated very good experience, methodology, resource and capacity to meet the City's requirements.
- Bollig demonstrated excellent environmental policy to meet the City's Environmental Considerations.

Consultation

In adherence to the City's project management framework, relevant stakeholder consultation was thoroughly conducted during initiation and concept design phase of the project. This extensive engagement process included key internal departments as well as external parties, ensuring a broad and inclusive range of perspectives were considered.

Administration will continue to consult with relevant stakeholders during design development phase including key stakeholders (Brigades and State Emergency Service representatives), internal departments and external parties as required.

Following the contract award and throughout the design phase, the Administration will provide regular progress updates on key project milestones. This information will be disseminated through various platforms, including City's official webpage and other media outlets, in accordance with the City's established communication protocols.

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 within the Strategic Council Plan 2025-2035:

4 ~ A Connected and Liveable City

4.2 - Build resilient places for people and nature

Risk Appetite Statement

In pursuit of strategic objective goal 4, we will accept a Medium level of risk. The nature of the City being 'pro-growth' means that commercial opportunities will be explored in areas identified for development, potentially challenging perceptions of the City as an environmental steward.

Enterprise Risk Management Considerations

The following risks were identified in the City's Strategic and Corporate Risk Register which is related to this contract. These risks will be managed in accordance with the City's established corporate risk management policies.

RISK TITLE		RISK RATING
Level 1 Strategic Risk	2.0 Assets & Infrastructure	Medium
Level 2 Corporate Risk	2.3 Contract Management	Low
ACCOUNTABILITY		**ACTION PLANNING OPTION**
Director Corporate Strategy & Performance		Manage

RISK TITLE		RISK RATING
Level 1 Strategic Risk	3.0 Community Engagement & Stakeholder Relationships	Medium
Level 2 Corporate Risk	3.2 Stakeholder Relationships	Medium
ACCOUNTABILITY		**ACTION PLANNING OPTION**
Chief Executive Officer		Manage

RISK TITLE		RISK RATING
Level 1 Strategic Risk	7.0 Disaster & Crisis	Medium
Level 2 Corporate Risk	7.3 Safety of Community	Medium
ACCOUNTABILITY		**ACTION PLANNING OPTION**
Director Corporate Strategy & Performance		Manage

RISK TITLE		RISK RATING
Level 1 Strategic Risk	9.0 Ineffective Governance	Medium
Level 2 Corporate Risk	9.4 Project Management	Medium
ACCOUNTABILITY		**ACTION PLANNING OPTION**
Director Corporate Strategy & Performance		Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment was undertaken by Equifax Australasia Credit Ratings Pty Ltd as part of the tender evaluation process and the outcome of this independent assessment advised that Bollig Design Group Pty Ltd ATF the BDG Trust is assessed with the financial capacity to meet the requirements of the contract.

Performance Risk

Bollig has successfully completed several local government projects across Western Australia including Southern Districts Bush Fire Brigade for City of Mandurah, Belmont Hub for City of Belmont and Halesworth Sporting Facility for City of Wanneroo.

Independent reference checks have also indicated that the recommended tenderer has the capacity and experience to undertake a contract of this nature.

Policy Implications

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

Financial (Budget) Implications

The table below summarises the funding structure for this contract.

PR-4381 - PMO22041 Caraway Park Two Rocks Upgrade Bushfire Brigade Station		
Description	**Expenditure**	**Budget**
Budget:		
Capital Works Budget for 2025/26 (PR-4381)		$1,600,448.00
Expenditure:		
Expenditure incurred to date (2025/2026)	$14,079.56	
Commitment to date	$209.50	
Project expenditure including tenderer's lump sum price, other design fees, site survey, project management and contingency.	$1,311,181.25	
Total	**$1,325,470.31**	**$1,600,448.00**

Recommendation:

That the Chief Executive Officer, in accordance with Delegation 1.1.13 (Tenders for Goods and Services – Accepting, Clarifying and Rejecting Tenders; Minor Variation to Goods and Services Prior to Contract) of the Delegated Authority Register for the awarding of tenders ACCEPTS the tender submitted by Bollig Design Group Pty Ltd ATF the BDG Trust for Tender 26015, for the Provision of Consultancy Services for Design of Two Rocks Bushfire Brigade and Emergency Services Station for the fixed lump sum price as defined within Confidential Memo (Attachment 1) in accordance with the terms and conditions specified in the Request For Tender documents.