TENDER RECOMMENDATION REPORT

TO:	**CEO**
CC:	**Director Community Place**
FROM:	**Jessica Fordham - Community Facilities**
FILE REF:	26/189558 - this Document 26/43975 - request for Tender Document
DATE:	17 July 2026

TENDER 26034 - Provision of Consultancy Services for the Development of a Community Infrastructure Plan.

Issue

To consider Tender 26034, the Provision of Consultancy Services for the Development of a Community Infrastructure Plan.

Background

The City of Wanneroo (the **City**) is a large, outer-metropolitan local government area comprising a diverse mix or urban, rural and industrial areas, interspersed by a large number of national parks, regional reserves, wetlands and public open space. It has approximately 32km of coastline with a number of beaches, coastal nodes and undeveloped natural areas.

The City has been experiencing sustained population growth over the last twenty years, fuelled by ongoing residential development of large areas of urban zoned land. As a result, the City's population has grown from 80,000 in 2001 to 216,422 in 2021. The City's estimated population in 2025 was 243,013 and is projected to continue to grow to 437,016 by 2046.

This population growth has and will continue to generate demand for a broad range and scale of community facilities to meet the sporting, recreational and cultural needs of the City's growing communities. This presents a number of operational and financial challenges to the City.

To assist in addressing these challenges, the City has recently adopted the Community Facilities Planning Framework (**CFPF**), which sets out a clear methodology for assessing, planning, and prioritising community infrastructure based on evidence and place-based need.

One of the primary initiatives arising from the City's adoption of the CPFP is the preparation of place-based community infrastructure plans. The City intends to progress this through the preparation of a single city-wide Community Infrastructure Plan (**CIP**) that:

- Rationalises and consolidates the City's existing facility plans;
- Holistically considers facility needs across the entirety of the City; and

- Has regard to the City's Place Strategy, making clear, implementable recommendations for facility provision.

Timeframes

The City is aiming to have the project completed by the end of 2027. Preliminary project timeframes are outlined below but are indicative only. The consultant is required to review these timeframes and provide a detailed project plan and timeline outlining key milestones and the expected completion date for all works as part of their submission.

- Project Inception – 1 month
- Stage 1 – Literature Review & Demographic Analysis – 1 month
- Stage 2 – Facility Audits and Site Investigations – 5 months
- Stage 3 – Stakeholder Engagement – 5 months
- Stage 4 – Prepare Community Infrastructure Plan – 6 months

Detail

Tender 26034 was advertised on Saturday 7 March 2026 and closed on 21 April 2026

One Addendum was issued (26/109927)

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Consultancy Services
Contract Type	Lump Sum
Contract Duration	18 months
Commencement Date	1 June 2026 or the day the last party signs
Expiry Date	December 2027
Extension Permitted	Not Applicable

Four (4) Tender submissions were received from the following companies:

Legal Name	Business Name	ABN
Paatsch Consulting PTY LTD trading as Paatsch Group	Paatsch Group	640 685 169
Geografia Pty Ltd	Geografia Pty Ltd	600 046 213
The Trustee for TAP Consulting trading as Ashford Family Trust	TAP Consulting Pty Ltd	48102660461
Otium Planning Group Pty Ltd	Otium Planning Group Pty Ltd	30 605 962 169

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**) (26/43973) which included the following selection criteria:

WEIGHTINGS WEIGHTED CRITERIA

	Criteria	Weighting	Schedule Reference
1	Sustainable (Corporate Social Responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 10% c. Reconciliation Action Plan 5% d. Access & Inclusion 5%	25%	3A, 3B, 3C, 3D
2	WHS	5%	2
3	*Demonstrated relevant experience with achievement of client expectations	30%	3E
4	*Demonstrated understanding of the methodology to deliver the services and allocation of sufficient resources	40%	3E
**All Tenderers must meet the Principal's minimum requirements (as determined by the Principal) 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. All tender submissions were received as conforming.

Evaluation Criteria 1 – Sustainable Procurement

Sustainable Procurement (Corporate Social Responsibility) has an overall weighting of 25% . Evidence of Sustainable Procurement was assessed based on the Tenderer's responses provided to the following Sub Criteria's:

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.

Tenderers provided details of their environmental considerations within Schedule 3A, with the following ranking:

Tenderer	Ranking
Otium Planning Group	1
Geografia Pty Ltd	1
Paatsch Group	3
TAP Consulting	3

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.

All four Tenderers fell out of the City of Wanneroo catchment with can be expect with Consultancy Services based procurement. The recommended Tender is based in Queensland.

Tenderers provided details of their "Buy Local" considerations within Schedule 3B, with the following ranking:

Tenderer	Ranking
Otium Planning Group	1
TAP Consulting	1
Geografia Pty Ltd	1
Paatsch Group	4

Sub Criteria c) Reconciliation Action Plan (RAP) (5%)

Tenderers provided information specifying their actions in relation to indigenous reconciliation action. 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.

Tenderer	Ranking
Otium Planning Group	1
TAP Consulting	1
Geografia Pty Ltd	1
Paatsch Group	4

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

Tenderers provided information specifying considerations for access and inclusion provisions. 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.

Tenderer	Ranking
Paatsch Group	1
Geografia Pty Ltd	2
TAP Consulting	3
Otium Planning Group	3

Overall Sustainable Procurement Ranking Summary

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

Tenderer	Ranking
Otium Planning Group Pty Ltd	1
Geografia Pty Ltd	2
Paatsch Group	3
TAP Consulting	4

Evaluation Criteria 2: Tenderer's Safety Management Systems (5%)

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 the WHS Questionnaire. Overall assessment of WHS resulted in the following overall ranking:

Tenderer	Ranking
Paatsch Group	1
TAP Consulting	2
Otium Planning Group	3
Geografia Pty Ltd	4

Evaluation Criteria 3: *Demonstrated relevant experience with achievement of client expectations (30%)

The tenderer's were assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the tenderer's demonstrated experience, stakeholder relationships and credentials to fulfil the requirements of the contract.

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

Tenderer	Ranking
Otium Planning Group	1
TAP Consulting	2
Geografia Pty Ltd	3

Paatsch Group	4

Evaluation Criteria 4: *Demonstrated understanding of the methodology to deliver the services and allocation of sufficient resources (40%)

The tenderer's were assessed on their methodology and staff resourcing in order to manage the requirements of the contract.

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

Tenderer	Ranking
Otium Planning Group	1
TAP Consulting	2
Geografia Pty Ltd	3
Paatsch Group	4

Overall Qualitative Weighted Assessment and Ranking

Tenderer's submissions were reviewed in accordance with the Procurement and Evaluation Plan. The overall assessment of qualitative weighted criteria resulted in the following ranking:

Ranking	Tenderer
1	Otium Planning Group
2	TAP Consulting
3	Geografia Pty Ltd
4	Paatsch Group

Pricing for the Consultancy Services Offered

The Tenders were required to provide a fixed lump sum covering four stages:

Stage 1 – Literature Review & Demographic Analysis
Stage 2 – Facility Audits and Site Investigations
Stage 3 – Stakeholder Engagement
Stage 4 – Community Infrastructure Plan

Based on the lump sum pricing provided, tenderers are ranked as follows:

Ranking	Tenderer
1	TAP Consulting Pty Ltd
2	Otium Planning Group Pty Ltd
3	Geografia Pty Ltd
4	Paatsch Consulting PTY LTD

Value for Money Assessment

The combined assessment of Price vs Qualitative Scores resulted in the following tender ranking (highest to lowest**):**

Tenderer	RVM Ranking
TAP Consulting Pty Ltd	1

Otium Planning Group Pty Ltd	2
Geografia Pty Ltd	3
Paatsch Consulting PTY LTD	4

Overall Assessment and Comment

TAP Consulting has put forward a strong submission that clearly demonstrates a good understanding of the project and what's required. Their methodology is well structured, aligns well with the requirements of the Tender and includes a clear, evidence-based workplan with defined deliverables and a commitment to completion by the end of 2027. Their approach to stakeholder engagement is particularly strong, with a mix of workshops, focus groups, surveys and dedicated site visits. They also bring extensive and relevant experience in community infrastructure planning, especially within local government in WA, with a solid track record delivering similar projects. The proposed team is experienced and capable, with key personnel well suited to the scope, and references indicate they have the capacity to deliver on time.

As extra due diligence, City officers held an interview with Thao Ashford, from TAP Consulting on Friday 17 July to discuss specific aspects of the City's Community Infrastructure Plan brief, including their proposed methodology, community engagement, site visits and the considerations of being located interstate. The responses in the interview have further provided confidence that TAP consulting can complete the Community Infrastructure Plan project to the City's standard, expectations and timelines as outlined in the tender brief.

Based on the interview and reference check process, TAP Consulting demonstrated a strong understanding of community infrastructure planning and a structured approach to project delivery. During the interview, they outlined a clear methodology informed by experience delivering similar projects, including robust stakeholder engagement, evidence-based analysis, detailed project planning, and regular communication throughout the project lifecycle. They also provided confidence in their ability to manage workloads and meet project timeframes through established project management processes.

Feedback received through the reference checks was overwhelmingly positive. The City of Karratha confirmed that TAP Consulting successfully delivered a Community Infrastructure Plan that met the project brief and organisational expectations, with strong community engagement and a high-quality final product. The project was reportedly delivered on time and within, or under, budget, with no significant concerns or issues arising throughout delivery. They noted that TAP Consulting's interstate location did not negatively impact communication or project outcomes, highlighting their responsiveness, accessibility, professional approach, and ability to work through challenges effectively. The City of Karratha referee indicated they would have no hesitation engaging TAP Consulting for similar work in the future.

Consultation

Consultation will be in line with the City's Community Engagement Policy.

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 f primary Goal from the City's new Council Plan 2025-2035:

Goal 4 - A Connected and Liveable City

Priority 4.1 *Create welcoming community spaces - Flexible, multi-purpose community facilities and spaces that reflect local needs and maximise existing infrastructure.*

Enterprise Risk Management Considerations

Nil listed

Financial and Performance Risk

Financial Risk

There is a low performance risk associated with the Consultancy services with no issue noted on previous works delivered.

Performance Risk

There is a low performance risk.

Policy Implications

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

Financial (Budget) Implications

If Operational Budget:

The costs associated with the 26034 - Provision of Consultancy Services for the Development of a Community Infrastructure Plan are included in the Community Facilities Planning Operational Budget for 2025/26 and 2026/27.

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 TAP Consulting Pty Ltd trading as Ashford Family Trust for Tender 26034 for the PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF A COMMUNITY INFRASTRUCTURE PLAN, subject to appropriate funding availability, for each of the financial years for a Fixed Lump Sum of $149,620.00 (Ex GST).