

12.1. Chief Executive Officer

Item No.	12.1.1.
Subject:	Tender T012022 – Consulting Services – Harvey Community Precinct: Design Development and Documentation
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Special Projects
Authorising Officer:	Chief Executive Officer
File No.:	T012022
Attachments:	Confidential Attachment 1 – Item No.5.1.1

Summary

Tender T012022 for the consultancy services for the Harvey Community Precinct – Design Development and Documentation closed on 8 February 2022 and at the close of Tender, seven tenders were received. This report recommends that Council accepts the tender as per the recommendation contained in the confidential attachment (refer **Confidential Attachment 1 – Item No. 5.1.1**).

Background

Tenders were invited to submit a proposal for consultancy services for the Harvey Community Precinct – Design Development and Documentation, in keeping with the direction of the Master Plan. Tenders were required to detail the following:

- Design Workshops using the existing Master Plan as a basis
- Project Brief
- Schematic Design Stage
- Development Approval Stage
- Design Documentation Stage
- Construction Documentation to Tender Stage.

A schedule of rates based was requested for extra work and potential site administration.

Evaluation Summary

Item	Detail
Contract Title	Consultant Services Harvey Community Precinct – Design, Design Documentation and Documentation.
Request Number	RFT - T012022
Advertising	TenderLink, West Australian newspaper, Shire Website
Date released	11 January 2022
Tender Briefing Details	A non-mandatory tender briefing session was held via zoom on 21 January 2022.
Addenda Details	Four addenda were released. In summary: <ol style="list-style-type: none"> 1. Provision of Respondent Offer in Word format 2. Provision of Budget overview

	<p>3. Provision of Engineering information</p> <p>4. Provision of Heritage information.</p>
Request Closing Date	8 February 2022

Tenders were assessed against the standard prequalification requirements, followed by a full investigation and detailed assessment by the Evaluation Panel (**Confidential Attachment 1 - Item No. 5.1.1**), through the application of the following Evaluation Criteria Assessment:

Evaluation Criteria	Weighting
A Relevant Experience and Capability	35%
B Resourcing and Project Team	25%
C Approach and Project Understanding	25%
D Price Schedule and Hourly Rates	15%

It is noted that, within reason, the quality of the architecture, consultant team and professional response is considered more important than the price submitted.

Comment

A total of seven responses were received from the following organisations:

- Christou Design Group
- Kent Lyon Architect
- MCG in association with Hunt Architects
- Bollig Design Group
- Slavin Architects
- Gresley Abas
- i2C Architects.

Ten companies attended the non-mandatory Briefing Session but of those, only three opted to respond to the Request for Tender.

All Respondents met the Pre-Qualification Requirements and were passed through to the Evaluation Panel for Qualitative Assessment.

Statutory/Policy Environment

Section 3.57 of the *Local Government Act 1995*, and Part 4 Local Government (Functions and General) Regulations 1996, providing a mechanism for the purchase of goods and services by Public Tender.

Regulation 18 of the Local Government (Function and General) Regulations 1996 – Choice of Tender gives Council the option to accept or decline a tender.

Shire of Harvey Policy 2.2.11 – Purchasing which provides compliance with the *Local Government Act 1995*, and the Local Government (Functions and General) Regulations 1996.

Strategic Framework

The Shire's Strategic Community Plan 2021 – 2031, states:

- Goal 1: A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.*
- Objective 1.2 Create a business friendly environment to support and attract investment, competition and productivity.*
- Objective 1.3 Sustainable urban, rural and industrial development*
- Goal 4: A liveable, sustainable and well-designed built environment that is accessible to all.*
- Objective 4.4 Places with current or potential heritage or cultural significance are protected and preserved for future generations.*
- Objective 4.5 Shire buildings, gardens and grounds are fit for purpose and well maintained.*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Quarterly updates will be issued on the Shire web page and Facebook pages.

Promise to the Community

Involve: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

A community reference group is in the process of being established. All concerns voiced to date and potential design issues will be analysed and discussed for incorporation into the design if possible or logical.

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Supplier/Contract Management**. The Consequence could be **Compliance** and **Financial Impact** if due process is not followed in terms of Council's Purchasing Policy and the *Local Government Act 1995*. The risk is considered **Minor** and the likelihood **Unlikely**, given due process has been followed and an unbiased evaluation was undertaken by the Evaluation Panel, resulting in a **Low** risk being present.

Budget Implications

Sufficient Budget has been allowed in the current Financial Year for the documentation of the Harvey Community Precinct. The balance of the fees would need to be carried forward to the next financial year.

Authority/Discretion

Legislative: Includes adopting local laws, town planning schemes and policies. It is also when Council reviews decisions made by Officers.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council notes the recommendation as per *Confidential Attachment 1 – Item No. 5.1.1.*

Moved: Cr. Lovitt Seconded: Cr. Carbone

That Council notes the recommendation as per *Confidential Attachment 1 – Item No. 5.1.1.*

Carried 12-0 22/024