

## DIRECTOR CORPORATE & BUSINESS SYSTEMS

### 14 TENDER FOR THE PROVISION OF ARCHITECTURAL SERVICES - BIRIPI WAY OFFICE RELOCATION PROJECT

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File No. / ECM Index Biripi Way Office Relocation  
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Authorising Director Steve Embry, Director Corporate & Business Systems

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#### SUMMARY OF REPORT

This report provides the outcome of the tender process conducted to engage a consultant for the provision of Architectural Services – Biripi Way Office Relocation Project.

#### SUMMARY OF RECOMMENDATION

1. Award the contract for the provision of Architectural Services to GroupGSA Pty Ltd – on terms referenced in the attached Confidential Evaluation Report.
2. Authorise the General Manager to execute the contract with GroupGSA on Council's behalf.

#### FINANCIAL/RESOURCE IMPLICATIONS

The Evaluation Panel recommended that GroupGSA's services offering and pricing was the best value for money when compared to all other tenders received. The attached Confidential Tender Evaluation Report sets out GroupGSA's pricing for the provision of services.

Montlaur Project Services Pty Ltd (**Montlaur**) undertook the tender process on Council's behalf as Project Manager for the project. Montlaur will oversee the performance of the contract by GroupGSA.

Council officers will provide information and assistance in connection with the Architectural Services engagement as required.

#### LEGAL IMPLICATIONS

This tender has been conducted in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

#### ATTACHMENTS

A: CONFIDENTIAL – Tender Evaluation Report

Attachment A has been classified as confidential and circulated to the Councillors and Senior Staff only. The Attachment has been classified as **CONFIDENTIAL** in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (d) commercial information of a confidential nature that would if disclosed:
  - (i) prejudice the commercial position of the person who supplied it

Tender details, should they be revealed, may result in commercial disadvantage to parties involved in the tender process. Some information provided to Council by tenderers is provided on the basis that Council will treat it as commercial in confidence.

It is not in the public interest to reveal all details of these tenders or the assessment process. Tenderers have provided sensitive information about their operations in the confidence that their details will not be made public by Council. The practice of publication of sensitive information provided by tenderers could result in the withholding of such information by tenderers and reduction in the provision of information relevant to Council's decision.

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## **BACKGROUND**

At the Ordinary Council Meeting on 10 April 2019, Council approved the Office Relocation Project to proceed to the next phase (Design and Construct Phase) with results of the procurement processes associated with that phase being reported back to Council. Prior to committing to any construction works, the outcomes of the detailed design and cost plan would be submitted to Council for its review and approval.

The outcome of the tender process (being the proposed appointment of GroupGSA) requires approval by resolution of Council on the basis that the price under the proposed contract to be awarded exceeds the General Manager's delegation to execute the contract.

A Request for Tender process was issued to the public through an open tender process on 29 May 2019 via Tender Link Ref MIDCC-864146.

Montlaur prepared the Request for Tender package including the scope of services to be provided as part of the Architectural Services engagement.

Subsequent tender addendums were issued following issue of the tender to clarify the scope and delivery method.

The request for tender closed at 2:30pm on 20 June 2019 and 22 responses were received (note that one additional submission was received, but not accepted as it was submitted after the deadline and was issued directly to Montlaur not via the Tenderlink portal).

The table below identifies the names of the 22 tenders received (in no particular order).

|                   |                           |                       |                  |
|-------------------|---------------------------|-----------------------|------------------|
| Arii Smits        | Brewster Murray           | CKDS                  | Collard Maxwell  |
| Conrad Gargett    | Context Landscape Design  | DEM (Aust)            | DesignInc        |
| Futurespace       | GHD Woodhead              | GroupGSA              | IndyK Architects |
| Webber Architects | Incorp Property Solutions | TomMarkHenry          | WMK Architecture |
| Jackson Teece     | Michael Davies            | Peckvonhartel Group   |                  |
| King Campbell     | Mode Design               | Figgis Jefferson Tepa |                  |

## **DISCUSSION**

### **Evaluation**

The evaluation process was carried out by the Evaluation Panel which comprised Montlaur representatives and Council officers. The tenders were evaluated in accordance with the tender evaluation plan and the following evaluation criteria (based on an agreed weighting for each criteria):

1. Appreciation of Project Objectives
2. Proposed Methodology
3. Nominated Team Commitment / Capability
4. Relevant Project Experience
5. Price

Following an initial assessment by the Evaluation Panel of all 22 tenders received, the panel identified a short list of 4 tenderers that the panel determined (after taking into account the evaluation criteria and applicable weightings) to be worthy of an interview and further clarification of tenders.

All four shortlisted tenderers responded to a request for clarifications and participated in an interview with members of the Evaluation Panel.

At the conclusion of the interview and request for clarification process, the Evaluation Panel determined that GroupGSA offered best overall value for money and should be recommended as the preferred tender for the following reasons:

1. Highest scoring party post the shortlist stage
2. Compliant submission and Contract adherence
3. Stand out interview (which confirmed their tender offerings) providing the following comfort:
  - a. Detailed project understanding
  - b. Comprehensive team ready to commence immediately
  - c. Good connection with the Evaluation Panel
  - d. Comprehensive methodology presented
  - e. Complete design capability, architecture, interiors and landscaping
  - f. Extensive past experience in all project facets to compare to

The recommendation to appoint GroupGSA was made to the Procurement Delegate (being Council's General Manager) in accordance with the evaluation and governance plan.

After taking into account the recommendation by the Evaluation Panel to appoint GroupGSA, the Procurement Delegate has endorsed the recommendation.

## **CONSULTATION**

Evaluation Panel advisors including Council's appointed Probity Advisor (O'Connor Marsden & Associates) were consulted as part of the tender process.

## **TIMEFRAME**

The contract to be awarded sets out a program for the provision of Architectural Services – which is consistent with the overall program for the project. GroupGSA has accepted the project program.

## **BUDGET IMPLICATIONS**

The Financing Strategy presented to Council at the 31 October 2018 Ordinary Meeting sets out projected costs and the funding proposal for the Biripi Way Office Relocation Project (including the Architectural Services). GroupGSA's pricing for the provision of Architectural Services is generally consistent with the initial projected costs for the project (noting that Montlaur will manage actual costs incurred and the actual project budget as the project progresses).

## **RISK CONSIDERATION**

The Evaluation Panel considered that GroupGSA's proposed apportionment of risk appropriate having regard to the nature of services being provided. The contract to be awarded documents the risk allocation between the parties.

## **RECOMMENDATION**

1. Award the contract for the provision of Architectural Services to GroupGSA Pty Ltd – on terms referenced in the attached Confidential Evaluation Report.
2. Authorise the General Manager to execute the contract with GroupGSA on Council's behalf.