

CD22/8149 – RFT212230 SUPPLY OF CONSULTANCY SERVICES FOR THE JOHN CONNELL RESERVE MASTER PLAN (AMREC) (CONFIDENTIAL ATTACHMENT)

Ward : Bull Creek - Leeming
 Category : Operational
 Subject Index : Tender
 Customer Index : City of Melville
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter
 Previous Items : Item T21/3901 – John Connell Reserve Upgrade Proposals - Ordinary Meeting of Council held 16 February 2021
 Works Programme : Not Applicable
 Funding : Operational Budget
 Responsible Officer : Todd Cahoon
 Manager Healthy Melville

AUTHORITY / DISCRETION

DEFINITION

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes & policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

KEY ISSUES / SUMMARY

To recommend the acceptance of a tender submitted for the supply of consultancy services for the John Connell Reserve Master Plan.

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BACKGROUND

At the 16 February 2021 Ordinary Meeting of Council (item T21/3901) it was resolved

“That the Council

4. Brings forward the preparation of the Master Plan for the entire 122-hectare John Connell Reserve for consideration in the 2021-2022 budget.”

A budget for the development of the John Connell Reserve Master Plan was included in the 2021-22 and 2022-23 annual budget process which Council subsequently approved.

The City's Active Reserve Infrastructure Strategy (ARIS), which was noted by Council in June 2020 also contained a recommendation for the City to conduct a site Master Plan for John Connell Reserve. The Master Plan was to explore opportunities to increase the reserve space for sporting use and consider broader recreational / sporting user groups currently not catered for.

The City of Melville is therefore seeking a suitably qualified and experienced Contractor to provide professional consultancy services for the John Connell Reserve Master Plan.

The scope of works include:

- Development of a project vision and key objectives (including background research and engagement preparation).
- Identification of values and aspirations (environmental, social, economic, recreational) and conduct extensive community and stakeholder engagement processes
- Site and context analysis, including a thorough literature review of existing documentation and including those from previous studies
- Identify Key constraints and opportunities based on initial analysis
- Masterplan report containing the above plus preferred concepts/options and preliminary quantity surveyor cost estimates to implement the masterplan outcomes and recommendations.

The Key objectives of the Master Plan project include:

- Increasing and improving the usable public open space and active sporting areas, whilst preserving natural spaces for all to enjoy
- Improving access to and through the site, including parking considerations
- Protecting and enhancing reserve biodiversity
- Celebrating First Nations' history and values
- Explore long-term remediation of the former landfill site

A project webpage has been developed and currently has initial background information about the project <https://www.melvillecity.com.au/johnconnellreserve>

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DETAIL

The City advertised a Request for Tender for the Supply of Consultancy Services for the John Connell Reserve Master Plan on 18 May 2022 with a total of five submissions received.

Qualitative scores were achieved by joint agreement of the evaluation panel members at the evaluation meeting after each panel member had scored the submission individually. The City set three qualitative criteria for this Request, being:

- Demonstrated Experience;
- Key Personnel;
- Methodology.

The Evaluation Panel reviewed all Respondents' offers and prepared an Evaluation Report, identifying recommended Respondents.

The recommendation was supported by the Contract and Tender Advisory Unit (CTAU) and is put forward as part of the recommendation to the Council.

The Evaluation Report and associated confidential attachments were distributed to Elected Members under confidential cover on Friday, 22 July 2022.

STAKEHOLDER ENGAGEMENT

I. COMMUNITY

No stakeholder engagement has been required or undertaken for this tender. However, key stakeholders have been kept informed about the status of the project.

II. OTHER AGENCIES / CONSULTANTS

No external agencies or consultants were required or engaged for this tender.

STATUTORY AND LEGAL IMPLICATIONS

Local Government (Functions and General) Regulations 1996 Section 3.57 11 (1)

"A Local Government is required to invite tenders before it enters into a contract for another person to supply goods or services".

Delegated Authority – DA-117 Authority to Sign Documents will be exercised to execute the Contract.

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FINANCIAL IMPLICATIONS

This project was initially budgeted for in the 2021-22 and 2022-23 annual budgets. This project will require a budget amendment as outlined in the recommendation in the confidential attachments. The additional budget of \$55,000 to be allocated from the Public Open Space and Urban Forest Reserve

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

Strategic Implications of these works relate only to the consequences of not procuring the Services through a tender, the WALGA Preferred Supplier Program or another Local Government, which would result in the City being in breach of the Local Government (Functions and General) Regulations 1996.

There are no residual risk implications following the invitation and evaluation process conducted for this item.

POLICY IMPLICATIONS

Council Policy CP-023 Procurement of Products or Services.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

No alternate options for this tender have been identified

CONCLUSION

The CTAU is satisfied that the recommended respondent has demonstrated that they have relevant experience, necessary key personnel and follows a methodology in line with the City's expectations.

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OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (8149)

ABSOLUTE MAJORITY

At 8:08pm Cr Spanbroek moved, seconded Cr Ross –

That the Council:

- 1. Accept the recommendation as contained in the Confidential Attachment – RF212233 Contract and Tender Advisory Unit Minutes, and**
- 2. On resolution of the recommendation, directs that the successful respondents' names be inserted below this point 2, be awarded the contract, and**

**Element Advisory Pty Ltd
ABN 36 097 273 222**

- 3. By absolute majority decision approve the additional budget of \$55,000 to be allocated from the Public Open Space and Urban Forest Reserve.**

At 8:09pm the Mayor declared the motion

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY (11/0)