

LATE ITEM EI22/3995 – RFT212233 – CIVIC HALL REFURBISHMENT (REC)
(CONFIDENTIAL ATTACHMENT)

Ward : Central
 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 : Not Applicable
 Works Programme : Not Applicable
 Funding : Capital Works Budget
 Responsible Officer : Mario Murphy – Manager City Buildings

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 Civic Hall Refurbishment project.

**LATE ITEM EI22/3995 - RFT212233 – CIVIC HALL REFURBISHMENT (REC)
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BACKGROUND

The City of Melville (“City”) is seeking a suitably qualified and experienced Contractor to undertake the Melville Civic Hall refurbishment works to enable the relocation of the Melville Theatre Company, and to address maintenance and upgrade of the Hall for shared community use.

The refurbishment works have the following two separable portions:

- Stage 1 Basement works which include converting the existing boardroom and store into dressing rooms. Supply and installation of dressing robes. Painting and associated electrical works.
- Stage 2 Hall works includes procurement of specialised mobile retractable seating, lighting and AV, curtains and tracking, kitchen modifications and fit out, compliance upgrades and general internal patching/painting and refurbishment works.

The refurbishment works are essential to bring the Main Hall up to the standard of a premier civic facility, to make it fit for purpose for the Melville Theatre Company, and to enable future mixed use. The Main Hall was previously identified as the prime location for the Melville Theatre Company relocation after extensive searches, upon the planned development of the area in which the group’s current premises sit at the corner of Stock Rd and Canning Hwy. The current premises are also end of life facilities which would require significant works to continue use.

Following the Needs Analysis, feasibility studies were commissioned from leading local and international experts, and Options Analysis undertaken. The resulting information and recommendations were outlined in the full Business Case.

As part of this process, consultation was undertaken with existing Main Hall users, and subsequently alternate suitable venues for some groups were identified. For other groups, needs were identified and factored into consideration for the planned Main Hall refurbishment design. Subsequent work undertaken to test the capacity to accommodate existing key groups and future community uses in addition to the Melville Theatre Company confirmed that these needs can indeed be catered to in programming and bookings.

The planning as a result reflects the Main Halls’ intended continuation as a shared community use space with the Melville Theatre Company as a primary user and tenant.

This refurbishment is essential to support the sustainability of the award-winning Melville Theatre Company, a considerable local community asset with an extensive audience, creative, and volunteer base, who require longer-term stability for planning and programming. Without it, there are high-level risks to their continuation. It is also vital as a step toward establishing a central cultural and civic precinct for the future, and for improving premier civic amenities for the community. The refurbishment further supports the evacuation of the Stock Rd properties for future development.

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DETAIL

The City advertised the Tender for the Civic Hall Refurbishment on 18 May 2022 and a total of Three submissions were received. The tenders were assessed by an Evaluation Panel through a structured evaluation process.

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 five qualitative criteria for this Request, being:

- Demonstrated Experience;
- Key Personnel;
- Environmental Sustainability;
- 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, 15 July 2022.

STAKEHOLDER ENGAGEMENT

I. COMMUNITY

Extensive stakeholder and community consultation has informed the redevelopment of Main Hall and the move for Melville Theatre Company, which have provided a basis for this refurbishment project.

The major stakeholders Melville Theatre Company have been involved from the beginning (since 2013). The group has been integrally involved in planning and design development throughout.

II. OTHER AGENCIES / CONSULTANTS

Architectural, engineering, landscape architecture, and tender evaluation support services have been provided by Slavin Architects.

Cost estimation, value engineering and tender evaluation support services have been provided by Wilde and Woolard.

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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.

FINANCIAL IMPLICATIONS

This refurbishment project was initially budget for in the 2020-21 budget. This project will require a budget amendment as outlined in the recommendation in the confidential attachments.

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.

The project supports the Creative Melville cultural plan and is in line with the draft Cultural Infrastructure Strategy.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

No alternate options for the refurbishment tender have been identified.

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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.

OFFICER RECOMMENDATION (3995)

APPROVAL

That the Council

- 1. Accept the recommendation as contained in the Confidential Attachment – RFT212233 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, awarded;**