

LATE ITEM E122/3998 – RFT212211 – MELVILLE WOODTURNERS BUILDING EXTENSION (REC) (CONFIDENTIAL ATTACHMENT)

Ward : Bateman – Kardinya - Murdoch
 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
 Funding : 2022-2023 Capital Works Program
 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 Extension of the Melville Woodturners Building.

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BACKGROUND

The City of Melville is seeking a suitably qualified and experienced Contractor to undertake the construction services to extend the existing Woodturners building. The extension will require modifications to the existing building for compliance requirements, internal refurbishment and removal of the roof to allow for a new roof.

The new extensions incorporate a workshop/meeting room, kitchenette, toilet facilities and associated services. External works include new concrete paving from the car park to both sides of the building and connection between the existing building and new drying shed.

Civil and landscape services will be required for the extension including removal of existing trees identified in the specification.

The extension will require the contractor to work with the existing tenants to minimise any operational impact. The existing tenants will require access to the existing drying shed and concrete area adjacent. Power to the existing drying shed will need to be maintained throughout the construction period.

The extension project has been critical to the sustainability of the Melville Woodturners group of the WA Woodturners Association, an award-winning group who contribute significantly to the wider community and support other community charities.

The group had to be relocated from previous premises to the current significantly smaller building, which needed improvements to make it appropriate to the use. In addition, the Melville Woodturners have demonstrated success and growth and require increased space and amenity to support the demand from current users and opportunity for growth.

The extension further enables capacity for other community users to access additional space, given that the adjacent Kardinya Community Hall is extensively used and at capacity, with requirements for additional community space.

This extension achieves all these objectives. The requirements identified were based on extensive needs assessments conducted with the user groups.

The tender and planned construction phase follows on from extensive research of options, Options recommendations, and a full Business Case. It follows approval by Council of the inclusion of \$50,000 for the design and QS process in the Mid-Year Budget in 2021, with the project at the time noted for commencement in 2022-2023.

DETAIL

The City advertised the Request for Tender (RFT) for the Melville Woodturners Building Extension construction works on 4 May 2022 and a total of seven quotes were received. The quotes 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

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The City set four 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 the recommended Respondent.

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

The approach to stakeholder engagement has been in line with the Stakeholder Engagement Policy CP-002 and the IAP2 Spectrum of Public Participation, as outlined below.

iap2 public participation spectrum

developed by the international association for public participation

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advise and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	<ul style="list-style-type: none"> • Fact sheets • Websites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen Advisory committees • Consensus-building • Participatory decision-making 	<ul style="list-style-type: none"> • Citizen juries • Ballots • Delegated decisions

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The level of communication in accordance with the Stakeholder Engagement Policy CP-002 and the IAP2 Public Participation approach guidelines for this item is two-fold:

- a. To Consult and Involve the Melville Woodturners Association as the primary user group for the resulting facility to ensure that the end facility is fit for purpose and outcomes are optimised. The group were therefore invited to attend tender briefing sessions to ensure tenderers were appropriately informed.
- b. To continue to “Inform” the community and communicate awareness of the construction process to come. Community groups operating from adjacent facilities will need to be notified of works. There are no directly adjacent residents to notify, however, the general public will be kept informed of the development via the usual City of Melville works web pages. A communications plan is in development to share the progress, outcomes and future opening of the facility.

This tender phase builds on previous phases of development which included key stakeholder engagement to Inform, Consult, Involve and Collaborate on the proposed facility and solution. This included work with the Category 1 Stakeholder groups including the WA Woodturners Association, the Melville Woodturners Group, and association subgroups such as the scrollers, segmenters, and carvers. These groups were informed of, and participated in, development of planning and design decisions. They will continue to be informed of the construction implementation, and on ongoing requirements upon completion.

II. OTHER AGENCIES / CONSULTANTS

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

Cost estimation, value engineering and tender evaluation support services have been provided by Owen Consulting quantity surveyors.

Development Approval for the extension was granted in January 2022 (DA-2021-1263).

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

The 2022-23 budget includes an additional \$1.265m to fund this project. The recommended offer is within the total budget as detailed 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 also supports the Creative Melville cultural plan and is in line with the draft Cultural Infrastructure Strategy.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

No alternate options 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.

OFFICER RECOMMENDATION (INSERT ITEM NUMBER) APPROVAL OR REFUSAL

That the Council

- 1. Accept the recommendation as contained in the Confidential Attachment – RFT212211 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;**