

Request for Quotation (RFQ)

RFQ for Civic Centre Upgrade Design

T23-03 Design

Closing Time and Date: 2pm 31st October 2023

Method of Lodgement: Email: records@ktc.nt.gov.au

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1. PART A – RFQ CONDITIONS

1.1. Council Representative

All communications related to this RFQ must be directed to the following Council Representative in the first instance:

Warren Gifkins
Project Manager
Warren.gifkins@ktc.nt.gov.au

All correspondence regarding this RFQ must be submitted in writing via records@ktc.nt.gov.au.

1.2. RFQ Schedule

The following is an approximate process timeframe, provided as a guide only.

| Process Task | Target Date |
|--|-------------------------------------|
| RFQ Release Date | 29 th September 2023 |
| Last day for Submitting Clarifications | 27 th October 2023 |
| RFQ Closing Date | 31 st October 2023 @ 2pm |
| Target Commencement Date | 20 th November 2023 |

Timeframes nominated in this Section 1.2 are subject to variation by Council at any time during the RFQ process, and Council will not be liable for any costs associated with any changes to the timeframes.

1.3. RFQ Response

The RFQ Responses must comprise fully filled out and completed Part D - Return Schedules, including all the relevant supporting documents.

1.4. Lodgement of RFQ Response

- RFQ Responses must be submitted on or before the RFQ Closing Date.
- All RFQ Responses must be submitted via records@ktc.nt.gov.au.

1.5. Prices Offered

- All prices must be in Australian currency and excluding GST.
- RFQ Responses must include reasonable pricing transparency to enable Council to adequately assess and compare RFQ Responses.

1.6. Clarifications

- Clarifications must be submitted via email to records@ktc.nt.gov.au.
- Council will endeavour to provide written responses to vendor queries and clarifications within a reasonable period. All Council responses will be made available to all vendors invited to submit an RFQ Response.

1.7. No Obligation to Proceed or Enter into a Contract

- The RFQ is not an offer of contract by Council. The RFQ is merely an invitation for vendors to submit an offer for the supply of the Specification in this RFQ.
- By issuing this RFQ, Council is under no obligation (whether equitable or legal) to proceed either in whole or in part with the award of a contract. Council is not committed contractually in any way to any person who may receive the RFQ or submits an RFQ Response.

1.8. Acceptance and Rejection of RFQ Response

(a) Rejection of RFQ Response

Council in its absolute discretion, may, without being under any obligation to give reasons for undertaking any of the actions specified below:

- i. reject any or all of the RFQ Responses, or to waive any irregularities in the RFQ Response;
- ii. accept all or any part of a particular RFQ Response;
- iii. accept any RFQ Response even though the pricing or some other aspect specified in that RFQ Response may not be as favourable as some other RFQ Response;
- iv. review, evaluate and dispose of any RFQ Response as it sees fit; and
- v. suspend, or discontinue, temporarily or permanently, the RFQ process at any time and for any reason.

1.9. Costs

Council is not and will not be responsible for any costs (whether direct or indirect) incurred by a vendor in preparing, submitting or participating in the RFQ or otherwise responding to the RFQ (including attending or providing demonstrations or site visits) or in any subsequent discussions or negotiations.

1.10. Vendor's Responsibilities

Before submitting its RFQ Response, the vendor must:

- (a) carefully read and consider the RFQ and any other information made available by Council;
- (b) read and consider all information relevant to the risks, contingencies and other circumstances relevant to this RFQ;
- (c) inform itself of the nature of the obligations it must discharge under the Contract;
- (d) inform itself of the labour, plant and equipment and other items necessary, suitable, or desirable to enable the vendor to discharge its contractual obligations;
- (e) not rely upon any information provided by or on behalf of Council;
- (f) independently verify any information provided by or on behalf of Council, and satisfy itself that the information is adequate and accurate;
- (g) satisfy itself that the information in its RFQ Response is accurate and complete; and
- (h) satisfy itself that its RFQ Response complies in all respects with the requirements outlined in this RFQ.

1.11. Conduct of Vendor

- (a) Vendors must not, and must ensure that their officers, employees, agents, representatives, or advisors do not, in relation to the preparation, lodgement or assessment of the RFQ Response:
 - i. make false or misleading claims or statements;
 - ii. improperly obtain confidential information;
 - iii. receive improper assistance; or
 - iv. attempt to improperly influence an officer of Council.
- (b) Any vendor:
 - i. found to have offered a bribe, gratuity, bonus, discount, or any sort of enticement to any Councillor, employee of Council or their representatives; will have their RFQ Response excluded;
 - ii. who discusses the RFQ with any Councillor, employee of Council (except for the nominated Council Representative), at any time prior to the formal notification of any decisions, may have their RFQ Response excluded by Council.

1.12. Conflicts of Interest

- (a) Vendors must clearly identify in their RFQ Response whether they have any actual, perceived, or potential conflict in responding to this RFQ, and if so, the way they intend to deal with that conflict.
- (b) If, at any time, an actual or potential conflict of interest arises for any vendor, that vendor must immediately notify Council in writing of that Conflict of Interest.

- (c) If a vendor notifies Council of an actual or potential conflict of interest, or Council becomes aware of the existence of an actual or potential conflict of interest, Council may, in its absolute discretion:
 - i. enter into discussions to seek to resolve such conflict of interest;
 - ii. cease further consideration of and disregard the RFQ Response lodged by that vendor; and/or
 - iii. take any other action as it considers appropriate.
- (d) Any vendor who directly or indirectly canvasses support from an elected member or employee of Council will be disqualified and any RFQ Response will not be considered.

1.13. Collusive Behaviour

- (a) Vendors and their respective officers, employees, agents, and advisors must not engage in any collusive behaviour, anti-competitive conduct or any other similar conduct with any other vendor that contravenes any laws, or any other person in relation to the preparation or lodgement of an RFQ Response.
- (b) In addition to any other remedies available under law or any Contract, Council, in its sole and absolute discretion, may immediately reject any RFQ Response by a vendor that has engaged in any collusive behaviour, anti-competitive conduct or any other similar conduct with any other vendor or any other person in relation to the preparation or lodgement of its RFQ Response.

1.14. Freedom of Information (FOI)

- (a) FOI is one of three elements of the *Northern Territory Information Act 2002* ("Information Act") which provides members of the public with a legally enforceable right to apply for access to government information, and the right to apply to correct personal information the government holds (including Local Governments).
- (b) The Information Act requires that documents be disclosed upon request, unless the documents are exempt or, on balance, disclosure is contrary to the public interest.
- (c) Information provided by the vendor is potentially subject to disclosure to third parties pursuant to the Information Act.
- (d) If disclosure under the Information Act, or general disclosure of information provided by the vendor, would be of substantial concern to the vendor, because it would disclose trade secrets, information of commercial value, the purpose or results of research or other information of a confidential nature, including personal information (as that expression is defined in the *Privacy element of the Information Act*), this should be indicated by the vendor in its RFQ Response. It is not guaranteed that any information provided by the vendor will be protected from disclosure under the Information Act.
- (e) The vendor must familiarise itself with the relevant provisions of the Information Act dealing with the requirements for disclosure of information by agencies, and the grounds on which access to information may be refused.
- (f) No responsibility is accepted for the accuracy or adequacy of any information it provides to vendors concerning the content or effect of the Information Act.
- (g) Council reserves the right to disclose, by publication by means of media of its choosing upon award of any contract details of the name and address of the vendor, a description of the relevant goods, services or goods and services, the commencement and expiry dates of the contract and the consideration payable by Council under the Contract.

1.15. Privacy

- (a) Privacy is one of three important elements of the Information Act where it sets out 10 Information Privacy Principles (IPPs) that bind public sector organisations.
- (b) Council is bound by the Privacy provisions of the *Information Act which controls how government collects, manages, uses and discloses personal information* By submitting an RFQ Response, the vendor warrants that it has obtained the consent of each individual

whose personal information (as that expression is defined in the IPPs) is included in the RFQ Response for:

- i. the inclusion of their personal information in the RFQ Response; and
 - ii. the use of the personal information by Council for the purpose of evaluating and awarding the RFQ Response; and
 - iii. the disclosure of the personal information to other parties (including professional advisors) as may be involved in assisting Council with the evaluation of the RFQ.
- (c) Vendor must indemnify Council against any claim, damage, or loss (including legal costs and expenses) that Council may incur because of a breach by the vendor of the warranty in Section 1.15(b).
- (d) Any personal information exchanged between the vendor and Council must be dealt with in accordance with the IP Act.
- (e) The vendor must immediately notify Council upon becoming aware of any breach of this Section 1.15.

1.16. Public announcements

Neither the vendor nor Council will make any public announcements or disclosures as to the RFQ (except any advertising which Council undertakes to advise vendors of the RFQ), the RFQ process, or otherwise, in relation to the subject matter of any potential Contract, without the prior written consent of the other party (except as required by any applicable law or regulatory requirement).

1.17. Evaluation Principles

- (a) Evaluation of the RFQ Responses will be generally in accordance with the requirements of the Local Government Act 2019 (NT) and other applicable legislative requirements. Regulation 33 of the Local Government (General) Regulations 2021 requires Council to have regard to the following principles:
- (b) the enhancement of the capabilities of local enterprises and industries;
 - (c) the employment of Aboriginal people;
 - (d) ethical behaviour and fair dealings;
 - (e) environmental protection and sustainability;
 - (f) open and effective competition;
 - (g) for money;
 - (h) any other principle the council considers appropriatedevelopment of local business and industry;

1.18. Evaluation Criteria

The table below summarises the key attributes that will be considered when evaluating the RFQ Response.

| Item | Evaluation Criteria | |
|------|---------------------|-----|
| 1 | Price | 50% |
| 2 | Capacity | 25% |
| 3 | Past Performance | 25% |

1.19. Conditions of Contract

Council intends to negotiate the terms and conditions of any contractual arrangements for the Specification with any preferred vendor based on Part C – Conditions of Contract.

Each vendor must review and, as it considers appropriate, obtain independent advice (including legal advice) in relation to the Conditions of Contract.

1.20. Subcontractors, Licensees and Partners

- (a) Vendors must provide details of all subcontractors, licensees and partners proposed to be utilised in the delivery of the Specification.

- (b) Vendors remain fully responsible for the performance and delivery of any subcontracted or licensed works and must ensure that the obligations under the awarded Contract are reflected in any engagement of subcontractors and licensees.

1.21. Probity

Throughout the RFQ process, strict probity procedures will be implemented to ensure that all vendors are dealt with on a fair and equitable basis. Appropriate information management procedures will also be maintained to ensure:

- (a) non-discriminatory access by vendors to information.
- (b) access to clarifications in response to vendor enquiries; and
- (c) confidentiality of information provided by vendors to the evaluation team.

Any concerns regarding the probity of the process should be addressed in the first instance in writing to the Council Representative.

2. PART B – SPECIFICATION

2.1. Purpose

Katherine Town Council (Council) is seeking an architecture practitioner to design the renovation of the Katherine Civic Centre (KCC). The building is a space for community and for elected members to work and engage community with pride.

The KCC building was opened on 12th March 1982 as Katherine civil centre and town library. The building's purpose has evolved over time and several unapproved building works have been completed without National Construction Code (NCC) or Australian Standards compliance.

The Municipal Plan 2023/24 highlights the need to upgrade the KCC building as part of the wellbeing strategy, upgrade building to be compliant with building code and Work, Health, and Safety (WHS) standards and improve staff and visitor experience..

2.2. Background

Given the Council's commitment to a constrained fiscal environment it is essential to ensure the Katherine community are informed about the benefits and costs for the building renovation for the duration of the upgrade process. It is essential the Council engages with a practitioner that are trusting and collaborative in nature as we work through requirements and deliver the required schematic and design documents.

Council has agreed to start Project T23-03 to upgrade the building to be fully compliant with NCC Performance Solution process (abcb.gov.au) for safety, health, amenity, accessibility, and sustainability.

The design intent for this project is to produce high-level documents for the building that accommodate council functions in the building and the provision of civic space for the community in a safe and flexible building that can accommodate future changes.

The existing building utilisation for Council functions includes:

- Council Chambers
- Reception, waiting area (2 people plus visitors).
- Mayor's Office
- The office of Chief Executive Officer, Governance Services (CEO, plus 4 people in open plan office)
- Corporate Services (Director's office, plus 8 people in open plan office)
- Community Services (Director's office, plus 4 people in open plan office)
- Infrastructure and Environment (Director's office, plus 6 people in open plan office)
- Human Resources Manager (1 office)
- Ablution block near reception and main entrance.
- Ablution block in open plan office area
- Stationery cupboard
- Council paper records storage
- Strong room
- Communications room
- Two large meeting rooms
- Storage room
- Staff room
- Kitchen
- Building basement for storage of council vehicles, road signage and other large objects.

Community civic services at the building include:

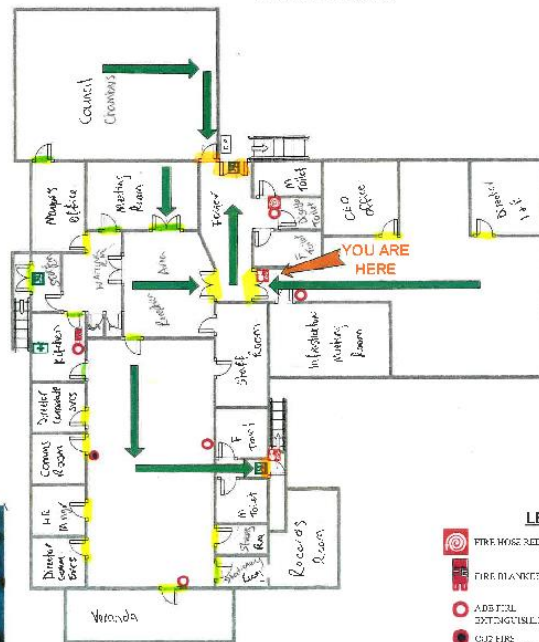
- Council meetings out of office hours.
- Engaging and welcoming to community groups and residents and workers.
- Community members making payments for facility hires, rates, dog registrations, invoices, and make service requests.
- Community meetings in the council chambers room.
- Visitors enquiring about council functions.

- Visitors enquiring about vehicle charging facilities.

The existing building layout is described in this Emergency Evacuation Diagram.

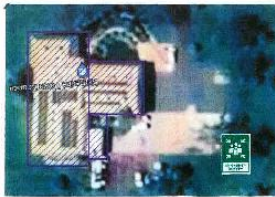
EMERGENCY EVACUATION DIAGRAM

Civic Centre
 Lot 1865 Stuart Highway
 Katherine 0850



3 - Protect Key Posts
 10 - Jobs
 9 - Keys

Scale 1:200 (approx)
 @ A3



DRAWING NUMBER: EVD/0120
 VALID UNTIL: AUG 2006

| LEGEND | | IN CASE OF FIRE | |
|--------|-----------------------|-----------------|---|
| | FIRE HOSE REEL | | REMOVE PEOPLE From immediate danger |
| | FIRE BLANKET | | ALERT THE FIRE SERVICE Call emergency services 081 081 |
| | AERIAL EXTINGUISHER | | OBTAIN THE FIRE Close doors and windows |
| | CO2 FIRE EXTINGUISHER | | VACUATE To the ASSEMBLY AREA |
| | MANUAL (CALL POINT) | | |
| | FIRST AID KIT | | |
| | EXIT | | |
| | ASSEMBLY | | |
| | MAIN TO EXIT | | |

The building needs to be rectified of known non-compliance and deficiencies in structure and layout including:

- Roof leaking badly in wet session and needs immediate repair.
- Need to unify open plan office space currently split into 2 areas.
- No small break-out rooms for small meetings needs to be accessible by staff and councillors.
- Building needs a modernised audio video system.
- The main entrance is not compliant with disability access.
- The HVAC system does not recycle air in main entry ablution block.
- Crack in main entry ablution block wall allows sounds in the CEO office.
- The look and feel of the building, a need modernisation, internally and externally.

2.3. Requirements

2.3.1. In Scope

Engage an architecture practitioner with knowledge of Northern Territory legislation to assess the buildings functions and Council civic centre requirements. The required deliverables are schematic and design documents for building renovation that defines how the building can function and comply with all Performance Requirements. The scope of work is a building design that is fit for purpose for the following areas:

1. Performance Solution.
2. Council functions.
3. Civic space for community in a safe building.
4. A flexible building to accommodate future changes.

This list is not all inclusive but represent what the selected practitioner is expected to provide during the design work. Any discrepancies or omissions between this RFQ and other project related documents must be brought to the attention of Council immediately for clarification.

The practitioner is responsible for achieving an approved, buildable and cost-effective design outcome.

The building design requirements are to reflect the following Council identified considerations:

- Reduces maintenance costs and risks.
- Provides access equality to disabled.
- Provides improved and thermally comfortable work environment.
- Provides a variety of office environments to support different task needs to improve productivity and communication.
- The building design shall consider the environment of Katherine and cater for exposure to periods of high rain fall, extreme heat and occasional flooding.
- The building may require extension for additional space at some time in the future.
- Building will be expected to last at least 50 years and be fit for purpose for the duration.
- Mayors' toilet and show are required. Staff showers are also required; can they be combined?
- The communications room and NBN access to the building needs to be consolidated.
- New Audio-Video system is required to integrate with a flexible ICT networking system. Live broadcast of council meetings.
- Document storage needs to be retained but will not grow. Documents in the library are accessed daily by Corporate Services.
- Idea - Large open plan meeting room / entertainment area in basement. Will require Air conditioning as the area hot in daytime & area can be subject to flooding.
- Idea – Include new Reception area in entrance renovation.
- Idea – Relocate council chambers to back of building and room only used for council meetings.
- Idea – Break out room from the council chambers for small video conferencing.
- Idea – Main entrance walkway to be terraced.
- Mayor and CEO to be in separate areas of the building.
- The faux grass area next to the main entrance path is for access to the septic tank and will require frequent servicing.
- The veranda outside one wing is not used. Can it be enclosed or turned into a building external meeting place.
- Alternative to the above is to keep the veranda, upgrade flooring, bolt down furniture, protégé door access via pin pad or mobile phone (currently high-level key access).

The design is expected to take into consideration aesthetical requirements, such as:

- A building design towards a more sustainable Katherine Town Council, to be an influence and source of inspiration to employees and town residents.
- Align to Councils vision of a place of opportunities, celebrate diversity as we work, learn, and grow together.

- Accommodates and supports an Activity Based Workforce.
- Leads to the creation of a forward directed Council building that responds to the needs of technology reforms.
- A flexible spatial layout to allow for future changes in building needs and use.
- Is visually interesting from the Stuart Highway.
- A contemporary reflection of the culture of the Katherine region and should a signifier of this narrative to residents and visitors.

2.3.2 Out of Scope

- Landscaping to renovate the grounds that extend beyond the immediate renovation area are excluded.
- Furniture and fixtures, existing if it remains fit for purpose in the upgraded building.
- Utility infrastructure, upgrades, or repairs to electrical, plumbing, ICT cabling and HVAC systems that extend beyond the immediate renovation area are excluded.

2.4. Contract Term

The Council has funded the Katherine Civic Centre upgrade. The architectures expert design costs are expected to make up approximately 7 to 10 percent of the project's overall costs. The budget for the RFQ requested design work is between \$84,000 and \$120,000.

The KCC upgrade design is expected to follow the performance-based National Construction Code (NCC) and NTG legislation. Steps required to achieve this include:

| | | Deliverable |
|--------|--|--|
| Step1 | Discover documentation relating to existing building | List and copy of identified records. |
| Step 2 | Site inspections to record description of building characteristics addressed by performance requirements plus Councils functional and aesthetical requirements | Photos and documentation that identifies building characteristics and functional shortfall |
| Step 3 | Identify potential deficiencies with respect to compliance with the Performance Requirements and function. | A list of potential building deficiencies and Councils required functions |
| Step 4 | Determine if potential deficiencies are actual deficiencies | Specification of Goals for the upgrade work and layout options |
| Step 5 | Plan to alleviate actual deficiencies | Concept and schematic design documents that satisfies all Council's needs. |

To complete the Schematic Design the practitioner will:

- Determine/confirm existing building code and classification for proposed works.
- Respond to design conditions as identified in the Development Permit.
- Establish functional and aesthetic goals to formulate into a design concept.
- Review and amend the current floor plans, sections and elevations provided (as required).
- Submit drawings as PDF's and in AutoCAD electronic files suitable for other design disciplines to utilise.

To develop the concept design to 50%, revised concept design 75% and completed design 100% and work with Council to refine:

- Design floor layout plans, sections, site plan etc.
- Prepare all specifications and detailed drawings.
- Make provisions for Safety and Health requirements.
- Material finishes, furnishings, fixtures, and equipment; shall be reviewed and approved by the Council Project Manager.
- Prepare final interior floor plans, sections, and elevations drawings.
- Provide sketch perspective drawings.
- Submit drawings as PDF's and in AutoCAD electronic files as agreed prior.

Handover drawings and related documents shall be the property of the Council.

2.5. Reporting

- A schedule identifying key activities and duration. This can be in form of a excel sheet or MS Project Ghant chart.
- A list of appoints for building inspections and council meetings (with required audience).
- Project status reporting.
- Acceptance milestones.
- Completion reporting.

3. PART C – CONDITIONS OF CONTRACT

Terms of Engagement

All works shall be performed and executed as per the Conditions of Contract – Consultants