



Special Meeting of Council Agenda

Wednesday, 27 February 2019

5:30PM

Council Chambers, Civic Centre,
Stuart Highway, Katherine

Notice of Meeting of Council
Notice is hereby given in accordance with Section 59
of the Local Government Act

1. Welcome to the Country

I am honoured to be on the ancestral lands of Katherine's Aboriginal peoples. I acknowledge the First Australians as the traditional custodians of the continent, whose cultures are among the oldest living cultures in human history. I pay respect to the Elders of the community and extend my recognition to their descendants who are present.

2. Opening Prayer

Grant O God to this Council wisdom, understanding and sincerity of purpose in the Governance of this Municipality. Amen

3. Present

4. Apologies and Leave of Absence

5. Disclosure of Conflict of Interest

6. Reports of Officers

6.1 Tender 19/01 Katherine Sportsgrounds Design Consultancy _____ 1-8

7. Meeting Close



REPORT

FOLDER: Tenders/Tenders 2019/T19-01 Katherine Sportsground Design Consultancy

MEETING: SPECIAL MEETING OF COUNCIL – 27 FEBRUARY 2019

REPORT TITLE: TENDER 19/01 – KATHERINE SPORTSGROUND DESIGN CONSULTANCY

PURPOSE OF REPORT

To seek endorsement from Elected Members to award Tender 19/01 Katherine Sportsground Design Consultancy.

BACKGROUND

The Katherine Sportsgrounds Redevelopment project will achieve the initial priority elements of the Katherine Sportsgrounds Master Plan by delivering the design of a new sports pavilion facility between the existing ovals, safety enhancements to the entry road infrastructure, landscaping and parking improvements.

Early planning stages of the project have already commenced, with the initial user group consultation and the masterplan completed. Tenders were then invited from suitably qualified and experienced consultants for the provision of all design and documentation required to enable construction of works.

The successful consultant will continue to work with the Project Reference Group throughout the process and be able to provide concept drawings in a format to facilitate community consultation by the KTC community development team.

ADVERTISING AND SUBMISSIONS

Tender 19/01 Katherine Sportsground Design Consultancy – was originally advertised in the Katherine Times on 19 December 2018, as T18-14 Katherine Sportsground Design Consultancy with the original submissions closing at 2:00pm on Wednesday 23 January 2019.

Due to an unavoidable change in the scope of the project, in the interests of all parties, KTC in consultation with the assessment panel, concluded not to accept any submissions and to re-advertise the tender with all the additional inclusions mentioned above.

This resulted in T19/01 Katherine Sportsground Design Consultancy being re-advertised on Thursday 7 February 2019 to enable the tenderers to include the additional scope of works. The new closing date was Tuesday 2:00pm on the 19 February 2019

Two (2) tender submissions were received in total on the original tender T18-14, inclusive of one invalid tender. KTC advised the two tenderers in writing of their intention to not to accept their submissions for reasons mentioned above.

Five (5) tender submissions were received in total for the new re-advertised tender T19-01, which clearly provided a more acceptable and well-defined scope of engagement for the architects to submit their fee proposal.

The five submissions were received through Council's Tenderlink portal on time.



REPORT

Budget Impact

The budget for the contract was estimated at \$409,090 (GST exclusive) based on a report provided in the conceptual draft estimate by KTC, CEO and PM.

Referenced in the following Schedule of Rates Summary table, are the five (5) tenders and their respective submitted values (GST exclusive);

	<u>Schedule 1</u>
1. Planit Consulting	\$185,200
2. Hames Sharley	\$290,697
3. Ashford Group Architects	\$361,573
4. Hodgkison Pty Ltd	\$316,215
5. Mode Design	\$254,365

NB: individual line item values are not shown in the summary due to commercial in confidence considerations.

Further commentary as to the Tender Assessment Panel's interpretation of the price variance rationale is referenced within 'Summary of Assessment'.

VALUE FOR MONEY ASSESSMENT (VFM)

A qualitative (operational, non-priced criteria) and quantitative (goods and services, priced criteria) assessment of each valid tender submission was undertaken by an Assessment Panel comprising the following officers:

Jamie Craven – Strategic Asset Manager

Joseph Tag – Project Manager

Peter Reeve – Executive Manager, Infrastructure & Environment

Section 1.13 of the tender document describes the method by which the Tender Assessment Panel shall review all valid submissions, outlines the relevant documentation which all tenderers should be familiar with, and provides the following percentage breakdown of the Non-Priced Criteria relevant to the specification (as agreed upon by the Panel prior to release of the specification).



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PERCENTAGE WEIGHTINGS AND ASSESSMENT CRITERIA FROM RESPONSE SCHEDULES	
PAST PERFORMANCE	15%
LOCAL DEVELOPMENT AND VALUE ADDING	30%
VALUE ADDING	5%
CAPACITY	20%
PRICE	30%
TOTAL	100%

Commentary from the Panel regarding each tenderer's submission (including, but not limited to any perceived and/or actual risks or vulnerabilities, and any information supplied in addition to that which was requested), is collated and used to finalise the qualitative assessment of the Non-Priced Criteria; detail is provided further in the 'Summary of Assessment'.

The final Value for Money rating for each Tenderer is shown in the attached VFM Assessment – Summary (Attachments C) and referred to below:

1. Planit Consulting	108.73%
2. Hames Sharley	98.94%
3. Ashford Group Architects	90.00%
4. Hodgkison Pty Ltd	88.36%
5. Mode Design	98.74%

Summary of Assessment

The following summary comprises the Panel's assessment of the individual tender submission's responses against the noted Non-Priced Criteria requirements and the average score from ten (10) allocated per criterion (refer Attachment C for scoring matrix).

Planit Consulting

Past Performance – 5.67
 Local Development – 4.67
 Value Adding – 5.33
 Capacity – 5.33

Total NPC Score – 35.83%



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Hames Sharley

Past Performance – 8.0
Local Development – 7.50
Value Adding – 6.67
Capacity – 7.33

Total NPC Score – 52.50%

Ashford Group Architects

Past Performance – 7.67
Local Development – 7.67
Value Adding – 7.0
Capacity – 7.33

Total NPC Score – 52.67%

Hodgkison Pty Ltd

Past Performance – 6.67
Local Development – 5.67
Value Adding – 6.67
Capacity – 7.67

Total NPC Score – 45.67%

Mode Design

Past Performance – 6.67
Local Development – 6.67
Value Adding – 6.00
Capacity – 6.33

Total NPC Score – 45.67%



REPORT

RECOMMENDED SUBMISSION

Although "Hames Sharley" did not score the highest non-priced criteria component in the VFM rating, they did provide and included all requested items as part of the tender submission. They also demonstrated the greatest understanding and experience in their project profile. Ashford Group were also close contenders and comparable in many aspects whereas other tenderers had particular items listed as exceptions. This meant that a pure cost comparison between Hames Sharley and Ashford Group would not be a true representation of all service provisions, but the two were comparable.

The Tender Assessment Panel consequently recommends Hames Sharley Architects as representing the greatest Value for Money return to the Council for those works specified in T19-01 Katherine Sportsground Design Consultancy. Overall a consistent high to medium detail submissions were received for this tender but Hames Sharley Architects provided an extensive list of completed projects of a very similar scope inclusive of an extensive list of sub-consultants to be utilised in this project which demonstrated the greatest understanding of the work involved. Their submission value of \$290,679.64 (GST exclusive) falls below the available project budget and accommodates all tender stipulations.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That Tender 19-01 Katherine Sportsground Design Consultancy, be awarded to Hames Sharley Architects at their submitted schedule of rates price of \$290,679.64 (GST exclusive).

A handwritten signature in blue ink, appearing to read 'R. Jennings'.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Joe Tag Project Manager
Attachments: A: Tender Opening Declaration
B: Best Practice Guidelines for Tender Assessment – FS#1 (excerpt); Value for Money (VFM) Scoring Matrix
C: Value for Money (VFM) Assessment

CONTRACT No:

T19/01

PURPOSE:

Sportsgrounds Redevelopment Consultancy

ADVERTISED:

In Katherine Times 13th February 2019 and Tenderlink from 7th February

CLOSING:

Tuesday 19th February @ 1400hrs

OPENED:

Wednesday 20th February @ 1200hrs

PRESENT:

Joe Tag,

Peter Reeve

RECEIVED:

BUSINESS NAME

*VALUE \$
(Inc GST)*

Hodgkison Pty Ltd

\$ 347,837.05

MODE

\$ 279,801.50

Hames Sharley

\$ 319,747.60

Ashford Group Architects

\$ 397,730.30

Planit Consulting

\$ 203,720.00



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BEST PRACTICE GUIDELINES FOR TENDER ASSESSMENT – FS#1

FACTSHEET: SCORING TENDERS

This Factsheet outlines the recommended tender assessment scoring method and provides a value for money assessment matrix and an accompanying descriptor scale, suitable for use in the procurement of most supplies.

VALUE FOR MONEY ASSESSMENT TOOL

The standard evaluation tool/spreadsheet is based on normalised evaluation methods. This method uses a weighted comparative evaluation matrix to determine which Tender represents the best value for money available in the market. It does this by examining the Tender against the stated selection criteria and the market responses received.

SCORING SCALE

SCORE *	DESCRIPTION
9	The panel is completely confident the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements to a very high standard.
7	The panel is confident that the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements to a high standard.
5	The panel is reasonably confident that the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements to a reasonable standard.
3	The panel has some reservations whether the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements. If Minor concern: rate higher (4) If Major concern: rate lower (1 or 2)
0	The Tenderer did not address the requirement or The panel is not confident that the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and / or • Will be able to satisfactorily meet the requirement.

* 'In between' scores such as 2, 4, 6, 8 and 10 are acceptable.

Source: Government of Western Australia



VALUE FOR MONEY (VFM) ASSESSMENT - SUMMARY

Tender	T19/01	Katherine Sportsgrounds Upgrade - Design Consultancy	Hodgkinson Pty Ltd	MODE	Hames Sharley Architects	Ashford Group Architects	Planit Consulti	<Company>	<Company>
Budget	\$ 450,000.00	Value	\$316,215.50	\$254,365.00	\$290,679.64	\$361,573.00	\$185,200.00	<Value>	<Value>
Weighting	15%	Past Performance	6.67	6.67	8.00	7.67	5.67	0.00	0.00
	30%	Local Development	5.67	6.67	7.50	7.67	4.67	0.00	0.00
	5%	Value Adding	6.67	6.00	6.67	7.00	5.33	0.00	0.00
	20%	Capacity	7.67	6.33	7.33	7.33	5.33		
	70%								
			✓ 45.67%	✓ 45.67%	✓ 52.50%	✓ 52.67%	✓ 35.83%	0%	✓ 0%
	30%	Price	42.69%	53.07%	46.44%	37.34%	72.89%		
		VFM Ranking	● 88.36%	● 98.74%	● 98.94%	● 90.00%	● 108.73%		

Recommended Tenderer: Hames Sharley

Commentary: Most comprehensive job profile relevant to tendered works
Very competitive prices and rates

With a VFM Score of: 98.94

Panel Members Endorsement:
Peter Reeve

Jamie Craven

Joe Tag

Date:

27/2/19

27-2-19

