



Invitation to Tender

Part B - Specification

Katherine Civic Centre Refurbishment
Design & Construct

T23-03E

Closing Time and Date: **2pm Friday 11th April, 2025**

Method of Lodgement: Electronic Tender Response via Tenderlink

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1. PURPOSE

Katherine Town Council (Council) is seeking suitably qualified contractors for design and construct of the Civic Centre Upgrade. The contractor should engage an architect, or other registered building design professional with extensive design and documentation experience and a proven track record, to complete the design for the Katherine Civic Centre Upgrade. The contractor should have exceptional experience in constructing projects of a similar size and scope.

The building was opened on 12th March 1982 as the civic 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. These works will be demolished and replaced in the proposed upgrade.

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

2. OBJECTIVES

- a) To improve the functionality of Katherine Civic Centre for staff and visitors
- b) To ensure the Civic Centre is compliant with current standards
- c) To improve disabled access to the building
- d) To provide a safe environment
- e) To improve IT capabilities of the building
- f) To minimise the cost of future maintenance

3. BACKGROUND

The Katherine Civic Centre has undergone very few major improvements since it first opened in 1982. Coupled with some maintenance neglect throughout its life, this has resulted in compliance, safety, functionality, and IT problems which affect the provision of council services. The condition of the building has insurance implications for council, it affects the ability of council to retain and attract staff and the public spaces are inadequate under current standards for some staff and rate-payers, especially those with disabilities or mobility difficulties. The building requires significant repairs throughout, some of which are urgent.

A structural engineer has recorded and assessed the structural condition of the building to allow council to confirm that a renovation is likely to be worthwhile in the medium to long-term. From this information, an architectural concept has been produced which aims to cost effectively repair and improve the building deficiencies. The concept has been cost estimated by a quantity surveyor to confirm project feasibility prior to seeking tenders for construction documentation.

The structural conditions document is included in the tender package.

4. DESIGN REQUIREMENTS

4.1 Concept Development

A concept design has been completed based on the brief and in consultation with stakeholders. The final developed floor plan should be in accordance with the concept provided, which has already undergone internal stakeholder engagement. The concept will need to be further developed in 3D and/or elevation and section. Fees for further development of the concept should be included within the design development portion of the schedule of rates.

The concept is included in the tender documentation.

4.2 Existing Conditions

Existing conditions floor plans have been completed. The selected contractor should include the costs of the production of further existing conditions drawings, taking site measurements, land surveying and any other site investigation required to ensure that their final documentation is accurate and of a high standard.

Most previous building documentation was lost in flooding. There is some limited information available from more recent building permits which can be provided on request. Recent assessments by the engineer are provided and further information shall be obtained during the tender period via site visits. Many of the available documents have significant water damage and are illegible. This information can be obtained by contacting Katherine Town Council.

The existing conditions floor plan is included in the tender documentation, as designed and documented by Troppo Architects. The existing roof framing plan is included in the tender documentation, as documented by MDP Structural Engineers.

4.3 Design Development

The contractor will be required to develop the concept design in preparation for construction documentation to occur. A fee should be included for this service and any limitations on the service should be detailed within the tender response.

The developed design will need to include the stakeholder group. It will be required to be signed off

4.4 Construction Documentation

The contractor will be required to produce construction documentation. The contractor should include a fee for building permits and planning application submission drawings, if applicable.

4.5 Brief Requirements

The design should rectify the following building deficiencies:-

- **Roof** - The roof is leaking in multiple locations and requires a suitable long-term replacement.
- **Disabled Accessibility** - Doors, ramps, stairs and bathrooms do not meet the minimum requirements of the 1992 Australian Standard for disabled access (AS.1428). The facility should be upgraded to sufficiently accommodate employees with mobility challenges or aids.
- **Unapproved Building Works** - Unapproved internal glazing, HVAC system, disabled access and exit signage should be fully replaced in the renovation.

The design should improve the following:-

- **Safety** - Ensure slip resistance and compliant balustrades to all existing stairs. Ensure functional emergency exits and fire-suppression are incorporated into the design.
- **Functionality** – Ensure there are a sufficient number of desks available for staff. Ensure staff and public spaces are separated. Remove the bottleneck at reception between the two sides of the office.
- **Staff Well-being** – Ensure ergonomic workstations and chairs are provided. Improve natural lighting available throughout. Minimise eye strain by providing an improved lighting system. Ensure there is sufficient natural and mechanical ventilation available. Ensure the building has hot water available.
- **Confidentiality** – Ensure there are confidential soundproof meeting rooms available. The wall and services between the Mayors Office and the adjacent WC shall be acoustically treated.
- **Security** – Provide a new alarm system. Ensure there is sufficient security for reception and other public-facing staff during emergencies, including an emergency alert button.
- **Technology** – Replace old IT cabling with new cabling to suit current needs throughout entire building. To be designed in conjunction with council's IT consultant.
- **Energy efficiency** – Separated lighting and air-conditioned spaces, to allow public spaces to be shut down without any energy consumption when not in use. Sensor lights in toilets.
- **Maintenance** - swelling door jambs during wet season, exterior (east-side elevation) in poor condition to be made good, HVAC replacement. Relevant items from structural report should also be rectified, refer to 6.3: Part F3 – MDP – Structural Report for details.

The following tender documents form part of the brief:-

- **Architectural Concept Drawings** – The rooms types, layouts and details provided in the concept drawings form requirements of the brief, and this layout has already been through an internal stakeholder engagement process.

The design should also include the following desirable outcomes:-

- Raised Ceilings, especially in entrance areas
- Existing external face brickwork to be cleaned and made good, including removal of calcium stains.
- Green spaces for plants and outlook to the surrounding environment
- Mayor & staff shower
- Finishes and material selections which minimise on-going maintenance or replacement costs
- New audio-visual system for live broadcasts

4.6 Joinery Documentation / Construction

The contractor should include within their tender price the provision of joinery documentation for and construction of fixed joinery and internal elevations for all bathrooms. The contractor should include the provision of new staff desks, new office tables, staff kitchenette, printing and storage areas, reception and any other relevant joinery.

4.7 New Carports

The architectural drawings should incorporate new solar carports into the carparking area. Area of carport must be suitable to cover a minimum of 20 parking spaces. The carports should include solar energy collection panels which are to be connected to the Civic Centre.

4.8 Project Budget

Strict adherence to the construction budget during design is required for a successful project.

The proposed construction budget can be obtained by the tenderer prior to submitting a tender response by contacting Katherine Town Council projects team. The budget, which is based on a QS cost estimate, will be provided to tenderers to assist with well-informed tender submissions. This information must remain confidential and must not be disclosed to any third parties.

The contractor is required to provide the service of designing and documenting the project in accordance with the budget. In the event this service is not delivered and the final costings are over budget by an unreasonable margin of error, it is expected that the contractor will work with Katherine Town Council to revise the scope. This work must occur without additional costs, unless overruns were out of the control of the contractor. Where council accepted the budget advice of the contractor and subcontractor costs exceed expectations, cost overruns would be considered to be within the control of the contractor.

The project budget includes an allowance for the cost of new furniture and joinery. A fully furnished and refurbished civic centre which is fit for purpose and ready to function effectively should be designed within the construction budget.

A quantity surveyor may be engaged by council during design development or construction documentation.

4.9 Safety Review

A safety in design review of the Civic Centre is required which considers improved safety of the contractors, community, staff and visitors. Consultation should be undertaken with relevant stakeholder organisations.

4.10 Design Review

A design review should be undertaken by the contractor prior to completion of the design stage to ensure the project is fit-for-purpose. The assessment should provide details on how the final or near final design responds to the section 4.5 Brief Requirements, how any further requirements discussed during stakeholder engagement meetings have been met, whether the design intent has been met, and any other benefits which the designer believes will make the project fit-for-purpose.

4.11 Other Consultants

The contractor is responsible for engaging a land surveyor, geotechnical engineer, structural engineer, mechanical engineer, electrical engineer, hydraulic engineer, fire safety/services consultant and energy assessor. The contractor should list all other consultants to be provided within their tender.

4.12 Other Fees & Travel Disbursements

The contractor should include fees for building permits and planning application submission drawings. The contractor should include the costs for travel disbursements within their tender submission.

4.13 Out of Scope

Tenders should not include a fee for contract administration during construction.

Tenders should include basic/schematic landscaping only. Detailed landscaping design and documentation for the building surrounds will be considered at a later date. Tenders are to include any necessary landscaping, lopping and tree maintenance works required to complete the construction works.

5. DESIGN STAGE DELIVERABLES

5.1 Concept Design

Functional Design Brief

- Include
 - Architectural
 - Building Services, façade, fire services, Accessibility etc.
 - Structural
 - Schedule of accommodation
 - Materials
- Concept Design:
 - including,
 - Plans, elevations and relevant perspective views
- Allowance for minor revisions based on stakeholder feedback
- Arrange attend and record meetings with project working group stakeholders

5.2 Design Development

- Develop design in consultation with project working group, consultants and builder
- Provide preliminary cost estimate on final design in conjunction with builder
- Develop documentation suitable for DA application
- Arrange, attend and record meetings with project working group stakeholders

5.3 Construction Documentation

- Develop completed documents and drawings suitable for construction and building permits in accordance with 4. Design Requirements
- 60% Completion Documentation for review by project working group
- 100% Construction Issue Documentation to be signed of and agreed with Katherine Town Council prior to construction works taking place.
- Construction documentation must define the quantity, position, assembly, standard and quality of all elements of the final design.
- Arrange, attend and record meetings with project working group stakeholders

5.4 Other Consultants

- Documentation must be obtained and coordinated from all other consultants, as detailed within 4.11 Other Consultants.

5.5 Other Reports

- Safety Review. Refer 4.9
- Design Review. Refer 4.10

6. CONSTRUCTION REQUIREMENTS

6.1 Program

Program to be supplied and regularly updated to inform and coincide with Katherine Town Council's temporary relocation plan. Refer 10 – Contract Term & Timeframe

6.2 Approvals

Town Planning / DA required by contractor. Building permit submission required by contractor. The Building Certifier must be selected by Katherine Town Council, builder may advise on available options.

6.3 Requests for Information

Contractor to provide a response to all requests for information from council project management team or CEO in a timely manner

6.4 Financial

Financial security to be provided to Katherine Town Council in the form of a bank guarantee or surety bond. Other security options will be considered where appropriate. The works must adhere to the project budget. Refer to 4.8 – Project Budget.

6.5 Site Security

Site security during construction is the responsibility of the contractor

6.6 Construction

The Civic Centre Upgrade must be fit for purpose and constructed in a tradesman like manner using licensed plumbers, electricians and other trades.

6.7 Sewer System Check

Contractor to engage plumber to check existing underground sewer system and former septic tank connections prior to works beginning to inform construction documentation. Plumber to confirm, where practicable, that the sewer system is functional and fit to serve the revised design.

6.8 Electrical & Mechanical Board Check

Contractor to engage experienced persons to check existing main electrical switchboard and mechanical services board prior to works beginning to inform construction documentation.

7. CONSTRUCTION STAGE DELIVERABLES

7.1 Pricing Schedule

- Prior to the commencement of construction works and agreement to progress from design into construction, a schedule of rates must be provided detailing a breakdown of all costs.

7.2 Construction Program

- Prior to the commencement of construction works a gantt chart must be submitted which provides a detailed program of the construction timeframe.

7.3 Permits

- DA permit(s) to be provided
- Demolition Permit(s) to be provided
- Building Permit(s) to be provided

7.4 Construction Phase Deliverables

- Arrange attend and record project management meetings with project working group stakeholders
- Arrange attend and record on-site meetings as requested by council's CEO, project manager, or project management team.
- Monthly report during construction stage on project status which includes Work Health and Safety, Financial Performance, Time Performance, Status of Permits/Approvals, Progress Photographs and all other relevant status information.
- RFI responses provided to Katherine Town Council in a timely manner

7.5 Exclusions

- Katherine Town Council will directly pay the NT Build Levy.

8. PART F – TENDER DOCUMENTS

8.1 Part F1 – Troppo - Concept

The concept provided should be developed into a final design for sign-off by Katherine Town Council during the design stage of the contract. Refer also to 4.5 Brief Requirements.

8.2 Part F2 – MDP – Roof Framing

The roof framing plan provides current roof framing member sizes for the tendering builder.

Refer also below:



8.3 Part F3 – MDP – Structural Report

The structural report provides information for the tendering builder. Where they are not demolished or replaced in the refurbishment, the design should include rectification of the following:-

1. Remove all corrosion from existing steelwork. Clean, prime and coat/paint steelwork.
2. The handrails to the stair on the Eastern side of the building are replaced
3. Handrail connection to brick wall at the main entrance to the building repaired and new handrail fixings to be provided.
4. It is recommended that cracks in brickwork and concrete slabs be repaired via the engagement of a concrete/brick repair specialist
5. Deteriorated CFC lining/soffit above entrance to be removed and replaced.
6. Additional warning/visibility paint be applied to the blockwork columns under the suspended slab in vehicle manoeuvring areas.
7. Replace damaged external louver blades.
8. Roof sheeting to be replaced in the design.

Refer to structural report for full details.

8.4 Part F4 – Troppo – Material Schedule

Finishes are to match the schedule (Option B), or equivalent finishes.

9. SITE INFORMATION

9.1 Site

The site is located at lot 1865 (No 24) Stuart Hwy, Emungalan. The survey plan number is S 80/150. The town planning zone is Community Purpose (CP).

9.2 Flooding

The site is located within an area of possible flooding during a moderate flood warning. It is located within an area of probable flooding during a major flood warning.

9.3 Site Visits

A site visit to Katherine Civic Centre can be arranged during the tender period

The date and time for this site visit will be confirmed once scheduled

To ensure that you are notified, please confirm your intention to attend a site visit by email to records@ktc.nt.gov.au – Subject: T24-03 Intention to Attend Site Visit

provide your company name, attendee(s) name(s) and job title(s).

You'll be provided with an email response when the date is confirmed

10. CONTRACT TERM & TIMEFRAME

Council is seeking to award the contract for a term agreed by both parties. The proposed timeframe for works is listed below:

Stage	Completion Date
Expected Notification to Preferred Tenderer <i>(Notifications to unsuccessful tenderers will occur after council approval and may take several more weeks)</i>	25 th April 2025
Contracts Executed	30 th April 2025
Design Stage Completion	31 st September 2025
Permits & Mobilisation	30 th October 2025
Construction Stage	1 st November 2025
Construction Completion	31 st July 2026
Completion of Defects Liability Period	31 st July 2027

11. WORK HEALTH AND SAFETY

11.1 PCBU

The Contractor will be the person conducting a business or undertaking (PCBU), in relation to this Contract, including when their employees access the site.

The Contractor must comply with all relevant WHS regulations and standards for the management, operation and supervision of the site.

11.2 WHS Systems

The Contractor must have in place the following Workplace Health and Safety documentation as a minimum:

Annual Work Health and Safety Management Plan;

Contractor Management System (CMS);

Contract specific Safe Work Method Statements (SWMS), if applicable;

Site risk assessments;

- Safe operating procedures relevant to work being performed;
- Procedures for isolation and de-energising of plant and equipment;
- Procedures for working at heights, identifying confined spaces and hot work with appropriate permit system; and

- d) Procedures for working with hazardous chemicals including Safety Data Sheets (SDS).

The Contractor must also:

- a) Ensure all personnel are inducted regarding the scope of works, specification and workplace health and safety requirements;
- b) Review and amend Workplace Health and Safety documentation when there is any significant change in process and ensure that all persons affected by the changes are advised of the amendments and provided with the appropriate level of training and instruction to complete their work in a safe manner; and
- c) Supply requested information upon the request of a Council Representative or Workplace Health and Safety Advisor as part of the ongoing review process under the Contract.

11.3 Contractor Work Health and Safety Management Plan

The Contractor must establish, implement and operate a Work Health and Safety Management Plan.

The Contractor warrants and represents that the Work Health and Safety Management Plan will:

- a) Ensure that any premises controlled by the Contractor, where any persons are performing work, are safe and without risks to health;
- b) Ensure that any plant or substance provided for use by any persons performing works are safe and without risks to health when properly used;
- c) Ensure that systems of work, including the working environment, are safe and without risks to health;
- d) Provide such information, instruction, training and supervision to ensure health and safety in the provision of the Specification;
- e) Provide adequate facilities for persons performing the Specification;
- f) Have work health and safety policies and procedures and will provide any persons performing work, with information, instruction, training and supervision as required as to those policies and procedures and their duties and obligations in relation to work health and safety;
- g) Provide any persons performing work, with information, instruction training and supervision in relation to changes and amendments to the work health and safety policies and procedures and their duties;
- h) Ensure that any subcontractors comply with and implement their own work health and safety management plan;
- i) Ensure that any subcontractor's work health and safety management plan is kept up to date with developments in work health and safety including Legislative requirement changes, new guidelines and codes and amendments to guidelines and codes; and
- j) Comply with any Legislative requirements.

The Work Health and Safety Management Plan must be:

- a) Submitted to Council at least two (2) months prior to the commencement of the Contract unless the parties agree otherwise;
- b) Submitted to Council after any changes are made; and
- c) Updated and the updated Work Health and Safety Management Plan submitted to Council at within one (1) month of each anniversary of the Contract commencement date.

The Contractor must consider any amendments to the Work Health and Safety Management Plan which Council may propose. The Work Health and Safety Management Plan must include, as a minimum:

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- a) The Contractor's assessment of all risks, including hazard identification, arising from its performance of its obligations under this Contract;
 - b) The Contractor's work health and safety risk assessment and risk management procedures;
 - c) The Contractor's work health and safety policy and objectives;
 - d) The Contractor's work health and safety procedures and action plans;
 - e) The Contractor's organisational structure and allocation of responsibilities, accountability and resources in relation to work health and safety;
 - f) Safe work methods statements;
 - g) The Contractor's work health and safety information, instruction, training, supervision and induction of all persons performing the Specification;
 - h) The Contractor's work health and safety auditing and inspection procedures;
 - i) The Contractor's work health and safety consultation procedures;
 - j) The Contractor's work health and safety Incident reporting procedures;
 - k) The Contractor's work health and safety review of risk assessments and control measures and review of the Work Health and Safety Management Plan more generally;
 - l) The Contractor's work health and safety performance monitoring;
 - m) The Contractor's collection and analysis of work health and safety data and records; and
 - n) The Contractor's emergency procedures and provision for medical and first aid treatment.

11.4 Incident Reporting

The Contractor must notify Council and the appropriate authorities of any serious incident.

The Contractor must notify Council immediately and follow up in writing with a written report within 24 hours of any incident, involving:

- a) WHS issues, including any instance where water quality matters may cause harm to patrons or where access to the pools is restricted due to deterioration of water quality;
- b) Significant property damage;
- c) Damage which may cause any interruption to normal operation of the Waste Management Facility;
- d) Any incident requiring the attendance of Emergency Services (Police, Fire Service or Ambulance);
- e) Any criminal activity;
- f) Stop-work or any industrial action that may impact on the normal operations of the Waste Management Facility;
- g) Any other matter that may lead to litigation or otherwise adversely affect the interest of Council.

The written report must include the date, time and location of the incident and staff involved.

The Contractor is required to notify Workplace Health and Safety Northern Territory if an incident arises out of conducting business or undertaking that results in the death, serious injury or serious illness of a person or involves a dangerous event.

11.5 Work Health and Safety Performance Reporting

The Contractor must, when requested by Council, provide evidence of the Contractor's ongoing implementation of the Work Health and Safety Management Plan.

The Contractor must also provide the following information to Council via Skytrust, on a monthly basis:

- a) The 'lost time' frequency injury rate of the Contractor's Personnel;
- b) The number of Working Days lost due to injury;
- c) The number of 'near miss' Incidents;
- d) The current status of any injured Personnel, damaged property or environmental damage or pollution;
- e) The status of the implementation and outcomes of corrective actions undertaken as a result of work health and safety inspections and risk assessments;

The Contractor must, when requested by the Council Representative, provide reports on work health and safety inspections, audits or assessments undertaken during the Contract Term within five (5) Business Days of completion.

The Contractor must promptly notify Council of any incident which occurs during the performance of Specification and subject to any Legislative Requirements which require otherwise, it must not undertake an investigation into the incident without first consulting with Council.

The Contractor must promptly notify Council of any fines, charges or notices (including but not limited to improvement and prohibition notices) which are issued to the Contractor under work health and safety Legislative requirements, and which are issued either during the performance of Specification or as a result of the Specification. If requested by Council, the Contractor must, within three (3) Working Days after any such Incident or at any other time on request by Council, provide Council with details of or a copy of or a written report into such fines, charges or notices.

12. COMPLIANCE WITH ACTS, REGULATIONS AND LAWS

The Contractor must at all times in providing the Specification:

hold and maintain Authority requirements and consents, certificates, licences, permits and approvals (including conditions in respect of those consents, certificates, licences, permits and approvals); and

comply, and ensure that all employees comply with all laws including Work Health and Safety laws, regulations and requirements. The Contractor must comply with, and ensure that its employees, subcontractors and agents comply with any Acts, regulations, local laws, codes of practice and Australian Standards which are in any way applicable to Work Health and Safety and the performance of the Specification under this Contract.

13. MEASURES AND KPIS

The Contractor must fulfil their contractual agreement including:

- a) Construction must be completed by the agreed date of practical completion
- b) Defects must be rectified as soon as practicable
- c) Design and materials must be fit for purpose

14. REPORTING

Prior to project commencement The Contractor must provide to council:

- a) **Program:** Tentative timeframe for design and construction works (Gantt Chart preferred)
- b) **WHS:** Upload specified safety and insurance documents into Skytrust

During design The Contractor must report to council:

- a) **Progress Report:** Progress updates at monthly intervals, or times as agreed with the project manager

15. PRACTICAL COMPLETION

Upon practical completion The Contractor must provide to council:

- a) **Building Manuals** in accordance with ABCB Building Manuals Model Guidance
- b) **As Constructed Drawings** for plumbing, electrical, mechanical, and all other relevant services
- c) **Evidence** for Variations/PCs
- d) **Receipts** for any additional consultants
- e) **Receipts** for concreting showing quantity and MPa