



City of Nedlands

# Technical Services Reports

**Committee Consideration – 11 March 2014**  
**Council Resolution – 25 March 2014**

## Table of Contents

Item No.		Page No.
TS05.14	Tender No. 2013/14.15 Supply and Delivery of Consulting Services.....	2
TS06.14	Tender No. 2013/14.19 Supply and Installation of Central Control Irrigation Cabinets.....	10

<b>TS05.14</b>	<b>Tender No. 2013/14.15 Supply and Delivery of Consulting Services</b>
----------------	---

<b>Committee</b>	11 March 2014
<b>Council</b>	25 March 2014
<b>Applicant</b>	City of Nedlands
<b>Officer</b>	Mark Goodlet – Director Technical Services
<b>Director</b>	Mark Goodlet – Director Technical Services
<b>Director Signature</b>	
<b>File Reference</b>	TEN/429
<b>Previous Item</b>	Not Applicable

### Executive Summary

To award term contracts to a Panel of Consultants in the City of Nedlands for consultancy services.

### Recommendation to Committee

#### Council:

1. agrees to award tender no. 2013/14.15, as per the schedules of rates (Attachment 1) submitted, for a period of three (3) years, to the Consultants detailed in the table below for the provision of consultancy services; and

<b>Discipline</b>	<b>Company</b>
Civil Engineering	
Roads	Worley Parsons
	GHD
	OPUS
	David Wills and Associates
Asset	Core Business
	Opus
	GHD
Drainage	Worley Parsons
	David Wills and Associates
	GHD
	OPUS
Traffic	Worley Parsons
	OPUS
	Shawmac
	GHD
Hydraulic Engineering	

	GHD
	Urbanise
	ADG Engineering
	Worley Parsons
<b>Structural Engineering</b>	
	Pritchard Francis
	Worley Parsons
	Lindsay Dynan Consultants
	GHD
<b>Mechanical Engineering</b>	
	GHD
	Wood and Grieve
	Solmec
	Worley Parsons
<b>Electrical Engineering</b>	
	Worley Parsons
	Wood and Grieve
	GHD
	OPUS
<b>Engineering Managerial Support</b>	
	Core Business
	GHD
<b>Geophysical Engineering</b>	
	GBG Maps
<b>Geotechnical Engineering</b>	
	Cardno
	CMW Geosciences
	GHD
	Worley Parsons
<b>Project Management</b>	
General	APP
	Blue Vision
Architecture	Palassis
	Holton Connor
	GHD
	Worley Parsons
Engineering	GHD
	Core Business
	Worley Parsons
	OPUS
<b>Surveying - Licensed</b>	
	BCE Surveying
	GHD

	HSV Nominees
	OPUS
<b>Surveying - General</b>	
	HSV Nominees
	BCE Surveying
	Robert Roach
	OPUS
<b>Coastal Engineering</b>	
	Worley Parsons
	GHD
	David Wills and Associates
	Core Business
<b>Environmental Engineering</b>	
	Worley Parsons
	360 Environmental
	Ecoscope
	Enviobis
<b>Landscape Architecture</b>	
	Emerge Associates
	Ecoscope
	GHD
<b>Architecture - General</b>	
	Holton Connor
	Wood and Bagot
	Peter Hunt
	Cox Howlett
<b>Architecture - Historical</b>	
	Palassis
	SIA
<b>Arboriculturalist</b>	
	Classic Tree Service

2. **authorises the Chief Executive Officer to sign the acceptance of offer for this tender.**

## **Strategic Plan**

KFA: Governance & Civic Leadership

Award of this tender enables the City to maintain and improve its infrastructure through the delivery of works and services, in accordance with Council policy and legislative requirements.

## **Background**

As part of the works program the City of Nedlands includes a provision for the contracting of various required services. The City's choice to withdraw from WALGA in 2013 impacted the City's ability to access Contractors through the WALGA agreements. To comply with legislative requirements outlined in the *Local Government Act 1995*, and ensure the best value for money, the City issued a tender to create its own Panel of Consultants to be utilised at the City's discretion where required in its budgeted programme. This will support the City in the delivery of capital works and services in line with the Nedlands Strategic Community Plan, where appointment of a Consultant is needed.

Panel Tenders are advantageous to the City to secure providers, as they allow for a one-off assessment of the skills and capabilities of prospective Consultants. As projects arise, works can be carried out based on the schedule of rates provided or on submission of a lump sum price. The Tenderer does not need to repeatedly demonstrate that they can satisfy the qualitative criteria, thus saving the City and the Tenderer time and cost while still complying with the *Local Government Act 1995*.

Tender documents were advertised on Saturday 18 January 2014 in the West Australian Newspaper and on Tenderlink. Tenders opened on Saturday 18 January 2014 and submitted tenders were opened by officers of the City of Nedlands at 11:00 am Wednesday 5 February 2014.

Tenders were sought from Consultants experienced in a range of consultancy services and associated specialist expertise, for appointment to a Panel of Consultants from the date of award of the contract for three (3) years, with an option to extend the contract for two (2) further periods of 12 months, exercisable at the City's absolute discretion.

The Panel of Consultants will:

- Assist the City to achieve the Nedlands Strategic Community Plan objectives;
- Provide an ability to respond quickly to short term peak demands; and
- Provide specialist expertise when required.

Consultants were sought to provide range of services/disciplines. These include:

- Architecture;
- Landscape Architecture;
- Project Management - Architectural and Engineering;
- Surveying;
- Civil Engineering;
- Structural Engineering;
- Coastal Engineering;
- Environmental Engineering;
- Geophysical Engineering;
- Geotechnical Engineering;
- Electrical Engineering;
- Mechanical Engineering;
- Hydraulic Engineering;

- Engineering Managerial Support; and
- Arboriculturalist.

A list of up to four (4) Consultants will be appointed to the Panel of Consultants for each type of consultancy being sought under the tender.

Forty-four tender submissions were received by the City of Nedlands. Tenders were received by the deadline specified from the following companies:

1. ACORPP
2. 360 Environmental
3. ADG Engineering
4. APP
5. BCE Surveying
6. CBRE
7. Classic Tree Services
8. Core Business
9. Cox Howlett
10. Ecoscape
11. Emerge Associates
12. Enviobis
13. GHD
14. Holton Connor
15. Palassis
16. OPUS
17. Rider Levett Bucknall
18. Robert Roach
19. Pritchard Francis
20. SIA
21. Site Environment & Rehab Services
22. Structerre
23. Hydroplan
24. DCPM
25. Blue Vision
26. Urbanise WA
27. HSV Nominees
28. Wood and Greive
29. Shawmac
30. GBG Maps
31. SGS
32. Peter Hill
33. Lindsay Dynan Consulting
34. Solmec
35. Cardno
36. Worley Parsons
37. Wood and Bagot
38. CMW Geoscience
39. Peter Hunt
40. David Wills & Associates

Tenders were received after the deadline from the following companies:

1. Surveygroup
2. Hodge Collard Preston
3. Umwelt
4. Vipac

Tenders received after the deadline were rejected.

## Key Relevant Previous Council Decisions

Nil.

## Consultation

Required by legislation: Yes  No   
 Required by City of Nedlands policy: Yes  No

## Legislation / Policy

*Local Government Act 1995, 53.57*  
*Local Government (Functions and General) Regulations 1996, Part 4*  
 City of Nedlands Policy – ‘Purchasing of Goods and Services’

## Budget/Financial Implications

Within current approved budget: Yes  No   
 Requires further budget consideration: Yes  No

The City will utilise the services of the Consultants on an as-needs basis where budget provision has been made for their services.

## Risk Management

Failing to appoint the contract will impact on the City’s ability to complete the capital and works program in line with the Nedlands Strategic Community Plan objectives.

## Discussion

The tender was independently evaluated by sixteen City officers in accordance with the qualitative criteria specified in the Tender documentation, as set out in the below table extract from RFT 2013/14.15.

Qualitative Selection Criteria	Weighting
<b>Key Personnel, Skills and Experience</b>  Tenderer’s must, as a minimum, address the following information in an attachment and label it “ <b>Key Personnel</b> ”:	<b>Weighting</b> <b>15%</b>

<p>a) Nominate key personnel to be involved in this contract and provide relevant industry experience, current qualifications and registrations of the key personnel.</p>	
<p><b>Organisation Capabilities</b></p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it “<b>Organisation Capabilities</b>”:</p> <p>a) Organisations to demonstrate industry-recognised qualifications and recent experience with contracts of a similar size and scope; and</p> <p>b) Provide examples of work.</p>	<p><b>Weighting</b> <b>10%</b></p>
<p><b>Performance</b></p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it “<b>Performance</b>”:</p> <p>a) The ability to supply and sustain the necessary technical resources, staff and equipment;</p> <p>b) Demonstrate ability to provide high quality and standard of work; and</p> <p>c) Demonstrated ability to meet specifications of this request.</p>	<p><b>Weighting</b> <b>45%</b></p>
<p><b>Price</b></p> <p>A Tenderer must as a minimum, address the following information in an attachment and label “<b>Price</b>”:</p> <p>The tendered price(s) will be considered along with related factors affecting total cost to the Client. Early settlement discounts, lifetime costs, the major components to be utilised, the Client’s contract management costs may also be considered in assessing the best value for money outcome.</p>	<p><b>Weighting</b> <b>30%</b></p>

The pricing was weighted at 30% of the assessment with the remaining % being allocated to the qualitative section criteria.

Each Consultant in the panel was ranked one (1) to four (4) for suitability and best value to the City under each discipline, according to the selection criteria. Where consultancy work is needed, the City will engage the Consultant listed first in the ranking. Should that Consultant be unable, in the opinion of the City, to meet the availability, or specialist requirements of the task, the City may select the next ranked Consultant at the rates nominated in this contract, and so on to the fourth ranked Consultant.



The City may still elect to select a Consultant not on the Panel of Consultants, subject to normal quotation and tendering requirements of the *Local Government Act 1995*.

## **Evaluation**

The final evaluation scores were collated for each discipline and used to determine a ranking for each Consultant. These evaluation scores are published in Attachment 2.

## **Conclusion**

After an assessment of the submitted tenders it is proposed that Council agrees to award tender no. 2013/14.15, as per the schedules of rates (Attachment 1) submitted, for a period of three (3) years, to the Consultants detailed in the table supplied in the recommendations to Council. These Consultants have been assessed as having attained the highest scores in the evaluation, and are ranked accordingly as providing the most cost efficient outcome and best overall value for each discipline tendered for.

## **Attachments**

1. Confidential Schedule of Rates (not to be published)
2. Confidential Final Evaluation of Tenders (not to be published)

<b>TS06.14</b>	<b>Tender No. 2013/14.19 – Supply and Installation of Central Control Irrigation Cabinets</b>
----------------	---

<b>Committee</b>	11 March 2014
<b>Council</b>	25 March 2014
<b>Applicant</b>	City of Nedlands
<b>Officer</b>	Taryn King – Purchasing and Tenders Coordinator
<b>Director</b>	Mark Goodlet – Director Technical Services
<b>Director Signature</b>	
<b>File Reference</b>	TEN/436
<b>Previous Item</b>	Not Applicable

## Executive Summary

To award the term contract for supply and installation of central control capable irrigation cabinets in the City of Nedlands for capital and maintenance work.

## Recommendation to Committee

### Council:

1. **agrees to award tender no. 2013/14.19 to DU Electrical PTY LTD for the provision of supply and installation of central control capable irrigation cabinets as per the schedule of rates (Attachment 1) submitted; and**
2. **authorises the Chief Executive Officer to sign an acceptance of offer for this tender.**

## Strategic Plan

KFA: Natural and Built Environment

Delivery of capital projects within the Parks Services forward works program (PSFWP) is pivotal to Council's commitment to infrastructure renewal as described in the Strategic Community Plan.

## Background

As part of the Parks Services operational works program the City of Nedlands includes a provision for the contracting of Supply and Installation of Central Control Capable Irrigation Cabinets in order to modernise its ageing irrigation infrastructure system. Expenditure in this contract is now at a level that to comply with legislative requirements outlined in the *Local Government Act 1995* and ensure the best value for money for the City, this service needed to be put to tender.

The upgrading of the City's irrigation infrastructure includes renewal of its forty nine irrigation control cabinets. When cabinets are renewed they are to be upgraded allowing connection through the 3G mobile phone network to a central computer and software management package. Central control capability of irrigation will provide significant operational, water and level of service efficiencies.

Tender documents were advertised for tender on Saturday 18 January 2014 in the West Australian Newspaper. Tenders opened on Saturday 18 January 2014 and closed on Wednesday 5 February 2014. Submitted tenders were opened by officers of the City of Nedlands at 11:00 am Wednesday 5 February 2014. Three (3) tender submissions were received by the City of Nedlands.

Conforming tenders were received from the following companies:

1. D U Electrical PTY LTD
2. Total Eden
3. Northlake Electrical

## Key Relevant Previous Council Decisions

Nil.

## Consultation

Required by legislation: Yes  No   
Required by City of Nedlands policy: Yes  No

## Legislation / Policy

*Local Government Act 1995, 53.57*  
*Local Government (Functions and General) Regulations 1996, Part 4*  
City of Nedlands Policy – 'Purchasing of Goods and Services'

## Budget/Financial Implications

Within current approved budget: Yes  No   
Requires further budget consideration: Yes  No

This contract is offered for a period of one (1) year, with the option to extend for a further two (2) years subject to performance. This contract will enable delivery of the PSFWP for the ensuing three (3) year period. The PSFWP forms part of the annual budget approval process.

The commitment to the upgrading of irrigation control cabinets for the life of this contract is \$678,630 at which time forty-five cabinets will have been completed. This amount will be funded within current and future budgets as and when approved by Council.

## Risk Management

Failing to appoint the contract will impact on the City’s ability to complete the Parks Services forward works program.

Key risk areas including financial, health, service interruption, environment and regulatory risks have been addressed through the control measures applied through the tender documentation and evaluation process. Reference checks were completed on the recommended contractor following the evaluation process.

## Discussion

The tender was independently evaluated by three (3) City officers in accordance with the qualitative criteria specified in the tender documentation, as set out in the below table extract from RFT 2013/14.19.

<b>Qualitative Selection Criteria</b>	<b>Weighting</b>
<p><b>Key Personnel, Skills and Experience</b></p> <p>Tenderer’s involved in this contract; and</p> <p>a) Provide relevant industry experience, current qualifications and registrations of the key personnel.</p>	<p><b>Weighting</b> <b>10%</b></p>
<p><b>Organisation Capabilities</b></p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it “<b>Organisation Capabilities</b>”:</p> <p>a) Organisations to demonstrate industry-recognised qualifications and recent experience with contracts of a similar size and scope;</p>	<p><b>Weighting</b> <b>10%</b></p>
<p><b>Performance</b></p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it “<b>Performance</b>”:</p> <p>a) The ability to supply and sustain the necessary technical resources, staff and equipment;</p> <p>b) Demonstrate ability to provide high quality and standard of work; and</p> <p>c) Demonstrated ability to meet specifications of this request</p>	<p><b>Weighting</b> <b>45%</b></p>

<p><b>Warranty</b></p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it “<b>Warranty</b>”. Are you willing to offer an extended warranty?</p> <p>a) If yes please stipulate the terms if the warranty you are willing to offer.</p>	<p><b>Weighting</b> <b>5%</b></p>
<p><b>Price</b></p> <p>A Tenderer must as a minimum, address the following information in an attachment and label “<b>Price</b>”:</p> <p>The tendered price(s) will be considered along with related factors affecting total cost to the Principal. Early settlement discounts, lifetime costs, the major components to be utilised, the Principal’s contract management costs may also be considered in assessing the best value for money outcome.</p>	<p><b>Weighting</b> <b>30%</b></p>

The pricing was weighted at 30% of the assessment with the remaining % being allocated to the qualitative section criteria.

## Evaluation

The final evaluation scores are as follows:

- DU Electrical PTY LTD                      86%
- Total Eden                                      55%
- Northlake Electrical                        78%

## Conclusion

After an assessment of the submitted tenders it is proposed that the tender submission received from the Contractor D U Electrical PTY LTD be accepted, having attained the highest score in the evaluation and providing the most cost efficient outcome and best overall value.

## Attachments

1. Confidential Schedule of Rates (not to be published)