

9.4.2 RFT SC16-001 Assessment: Regional Sports and Community Centre Feasibility Study

Report date	20 April 2016
Applicant	Shire of Chittering
File ref	04/19/24
Prepared by	Alan Sheridan, Chief Executive Officer
Supervised by	Alan Sheridan, Chief Executive Officer
Voting requirements	Simple majority
Documents tabled	Tender submissions
Attachments	Nil

Executive Summary

Council is requested to consider the appointment of a consultant to undertake a feasibility study for a proposed Regional Sports & Community Centre in Lower Chittering.

Background

The purpose of the tender was to seek professional services from suitability qualified and experienced consultants to undertake a feasibility study for a proposed Regional Sports & Community Centre in Lower Chittering.

The scope of work has been summarised below:

A feasibility study into the cost and viability of building a Regional Sports and Community Centre.

The study will include, but not be limited to the following:

- *Stakeholder AND Community engagement program*
- *Needs assessment in accordance with DSR requirements and the outcomes of the Shire of Chittering Community Infrastructure Plan.*
- *Undertake a community consultation strategy engaging stakeholders and all interested parties including a formal meeting with Department of Sport and Recreation.*
- *Minimum consultation activities should consist of:*
 - *Workshops (up to 6) with user groups and other stakeholders*
 - *Discussions with surrounding local authority representatives*
 - *Preliminary discussions with potential partners and financial contributors*
 - *This might include funding agencies (e.g. LotteryWest, Department of Sport and Recreation), neighbouring local authorities, land developers, principal user groups and potential tenants*
 - *Survey of potential user groups*
 - *In the case of user groups it is recommended that the following minimum information is attained:*
 - *Current membership numbers*
 - *Future membership number projections (with justification of numbers)*
 - *Membership by suburb/location*
 - *Frequency and time of use of facilities*
 - *Views on the adequacy of existing facilities*
 - *Current membership and participation fees and charges*
 - *General survey of the catchment population.*
 - *Establishment of a (community) reference group*
 - *Advertisements in local newspapers and on local council web site seeking comment of draft plans*

- Gather local participation rates/user data
 - Local participation/user data is to include:
 - Current number of participants in the catchment zone by club, association or affiliation
 - Participant numbers over the past 3 (preferably 5) seasons or years
 - Breakdown of participants by age and gender
 - Projected participation numbers based on:
 - higher levels of participation due to new or improved facilities or programs
 - changes to population numbers in the catchment area
 - changes to normative participation rates (trends)
 - changes to local participation rates (trends)
 - Participation frequency and current utilisation patterns (e.g. training and competition schedules)
- Identify the social and economic benefits of co-locating the facilities.
- Engineering cost (estimate) associated with site development (earthworks) – undertaken site survey for quantity calculations.
- Identify any drainage issue, solutions and associated costs (estimate).
- Identify watering solution for maintaining oval and surrounds.
- Identify any power or other utilities issues, and provide associated costs (if any).
- Provide a site master plan (Oval, playing grounds & facilities layout).
- To analyse the risks (in accordance ISO 31000 principals) associated with the social, financial and environmental aspects of the proposal.
- To outline projected usage and management issues associated with the proposed facility.
- Consider facility components including design and layout, effective co-location strategies and determine the best usage option for the whole community.
- To provide concept drawings incorporating all aspects of the proposed plan.
- Provide recommendations to Council, identifying resourcing implications, whole of life costings and potential staging options.
- Determining the viability and success of a ‘Sporting and Community Club’ for the community within the Shire of Chittering.
- Analysing current and future sporting usage within the Shire as well as analysis of the expected financial success of a proposed combined sporting club.
- Provide a concept plan showing the proposed location of all sporting grounds and associated facilities.
 - Construction and project cost estimates are to be shown in a multi-element approach, that is so that each element can be interrupted as a functional space (hall, rooms, oval...etc) inclusive of circulation space, storage areas and amenity areas.
 - A price escalation calculation of 8% should be included out to the year 2020 (Year of construction/completion).
- To provide a finance plan that outlines the capital and recurrent costs and Operating/maintenance of the proposed facility.
- Completion of the Department of Sports and Recreation – “Program/Facility Sustainability Matrix”.

Note: All cost estimates to be provided by a qualified quantity surveyor.

Tender submissions were required to address the scope of works as summarised above.

The following tenders were received by the closing date and time:

Tenderer	Price (\$) ex GST
Jill Powell & Associates	\$ 68,255.00
SGL Group	\$ 91,938.00
AECOM	\$ 86,791.00
GHD Woodhead	\$ 97,771.30
Integral	\$ 178,910
PHC Projects	\$ 187,484.00
Cameron Chisholm Nicol	\$ 140,746 .10

Consultation

The Request for Tenders (RFT) was advertised in the West Australian newspaper on the Saturday 16 January 2016, and closed 2 February 2016 at 4:00pm.

The advertisement was placed on the noticeboard and published on the Shire's website on 18 January 2016.

An evaluation panel assessed each shortlisted tender submission. Details on members of the panel are contained within the below table:

Name	Title
Alan Sheridan	Chief Executive Officer
Jean Sutherland	Executive Manager Corporate Services
Lisa Kay	Community and Club Development Officer

Statutory Environment

Local Government Act 1995 – section 3.57 Tenders for the provision of goods and services.

11. *Tenders to be invited for certain contracts*

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless subregulation (2) states otherwise.

Policy Implications

2.12 Purchasing Policy

Financial Implications

Council has made provision of \$90,000 in its 2015-2016 Budget.

This is inclusive of \$25,000 CSRFF Small Grants received from the Department of Sport & Recreation for the project.

Strategic Implications

Strategic Community Plan 2012-2022

Social: Building a sense of Community

Outcome: Active communities

Strategies: Develop Recreational areas for future generations

Key Priorities: Explore options to build a multi-purpose recreational centre/s

Shire of Chittering Sport and Recreation Plan

A regional recreation/sporting facility has been identified to be constructed in 2019-2020.

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

Nil

Social implications

Nil, as this report deals with the acceptance of a tender for professional services.

Environmental implications

Nil

Comment

Assessment of tenders against compliance criteria

An initial compliance check was conducted to identify submissions that were non-conforming with the immediate requirements of the tender. This included compliance with contractual requirements and provision of requested information.

After the initial evaluation, a number of Tenderers were selected to be further evaluated as part of the shortlisting process. The following tenderers were shortlisted:

Jill Powell & Assoc	\$ 68,255
SGL Group	\$ 91,938
AECOM	\$ 86,791
GHD Woodhead	\$ 97,771

Assessment of tenders against qualitative criteria

The qualitative criteria assessment was carried out by the Evaluation Panel on 12 April 2016, with the Evaluation Panel reviewing the scoring of the tenders according to the evaluation matrix.

Reference checks were conducted and provided to the Evaluation Panel along with supporting information.

All shortlisted tenders were assessed against the qualitative selection criteria. Specific criteria were weighted according to their importance as perceived and agreed by the Evaluation Panel. Relative weightings were published within the tender.

Tenders were evaluated against the following selection criteria:

<p>A) Relevant Experience <i>(a) Details of similar work;</i> <i>(b) Scope of the Tenderer's involvement including details of outcomes;</i> <i>(c) Details of issues that arose during the project and how these were managed;</i> <i>(d) Demonstrate sound judgement and discretion; and</i> <i>(e) Demonstrate competency and proven track record of achieving outcomes.</i></p>	<p>Weighting 40%</p>
<p>B) Key Personnel skills and experience <i>Information relating to proposed personnel to be allocated to this project:</i> <i>(a) Their role in the performance of the Contract;</i> <i>(b) Curriculum vitae;</i> <i>(c) Membership to any professional or business association;</i> <i>(d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and</i> <i>(e) Any additional information.</i></p>	<p>Weighting 30%</p>
<p>C) Tenderer's Resources <i>Ability to supply and sustain the necessary:</i> <i>(a) Plant, equipment and materials; and</i> <i>(b) Any contingency measures or back up of resources including personnel (where applicable).</i></p>	<p>Weighting 10%</p>
<p>D) Demonstrated Understanding <i>Details of the intended process to achieve the Requirements of the Specification:</i> <i>(a) A project schedule/timeline (where applicable);</i> <i>(b) The process for the delivery of the goods/services;</i> <i>(c) Training processes (if required); and</i> <i>(d) A demonstrated understanding of the scope of work</i></p>	<p>Weighting 20%</p>

Criteria assessment scoring table

Score	Rating	Guide
5	Excellent	Demonstration excellence, sustainability exceeds minimum requirements, a number of superior features
4	Good	Exceeds requirements in some respects
3	Fair	Meets requirements with no material concerns or deficiencies
2	Marginal	Some areas of concern in relation to ability to meet minimum requirements or some deficiencies
1	Poor	Fails to meet minimum requirements in several respects, contained insufficient or unclear information
0	Fail	Fails to meeting minimum requirements or did not respond

Shortlisted Assessment Table

Business Name	Relevant Experience		Key Personnel Skills and Experience		Tender Resource		Demonstrated Understanding		TOTAL	Ranking
	40%		30%		10%		20%			
	Score 0- 5	Weighted Score	Score 0- 5	Weighted Score	Score 0- 5	Weighted Score	Score 0- 5	Weighted Score		
Jill Powell & Associates	4	32	3.5	21	3	6	4	16	75	1
SGL Group	4	32	3	18	3.5	7	3.5	14	71	3
AECOM	4	32	3.5	21	3	6	4	16	75	2
GHD Woodhead	4	32	4	24	3	6	4	16	78	4

Basis of recommendation

Jill Powell and Associates is the Evaluation Panel's recommended Tenderer. The basis for this decision is as follows:

- (a) Jill Powell and Associates have a demonstrated capacity to undertake the work;
- (b) Jill Powell and Associates appears to have had the largest amount of experience with similar projects; and
- (c) The tendered price of \$68,255.00 (inc GST) is competitive and represents the best value for money offer to Council.

A comparative assessment of resources allocated to the project indicated that all the shortlisted tenderers had assumed a similar level of resource allocation (including a minimum of six user group / stakeholder workshops) in accordance with the scope of works as outlined earlier in the report.

The project is considered to be low risk in terms of potential variations, however it is suggested that a contingency amount of 15% be included in the project budget to allow for any unforeseen matters which arise during the course of the consultancy. As a result, the Evaluation Panel recommends that the total funding allocation for the project to be set at \$78,500.00 (inclusive of the \$25,000 CSRFF small grant allocation).

9.4.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 120416

Moved Cr Tilbury / Seconded Cr Rossouw

That Council:

1. **Accept the tender for the amount of \$68,255.00 (including GST) from Jill Powell and Associates for the provision of consultancy services for the Regional Sports & Community Centre Feasibility Study (SC16-001).**
2. **Approve a total funding allocation for the project of \$78,500.00, which is inclusive of a low risk contingency allowance of an additional 15%.**
3. **Note that the funding allocation comprises \$53,500 Shire of Chittering funds and \$25,000 CSRFF small grants funding from the Department of Sport and Recreation.**
4. **Authorise the Chief Executive Officer to award a contract for the provision of consultancy services for the Regional Sports and Community Centre Feasibility Study (SC16-001) as outlined in this report.**

THE MOTION WAS PUT AND DECLARED CARRIED 5/0