

TENDER SUBMISSION DOCUMENTS



LEETON  
SHIRE COUNCIL

TENDER No LSC2019-109A

ARCHITECTURAL DESIGN/LEAD CONSULTANT SERVICES

for the

**ROXY THEATRE REDEVELOPMENT**

VOLUME 3 of 3

TENDER SUBMISSION DOCUMENTS



DATE: MAY 2019

|                  |   |                       |  |
|------------------|---|-----------------------|--|
| Contract:        | ARCHITECTURAL DESIGN / LEAD CONSULTANT SERVICES |                       |  |
| Contract number: | LSC2019-109A                                    | Tenderer to complete: |  |
| Council:         | LEETON SHIRE COUNCIL                            | Tenderer's initials:  |  |
| Submission date: | Friday 17 May 2019                              | Date:                 |  |

## Instructions to Tenderers for completing Response Schedules

1. All responses must be provided within the specified fields.
2. Tenderers must respond to all sections and include their trading name in the footer of the completed Part D.
3. Tenderers may provide supplementary material to support their Submission. All supplementary material must be cross referenced to the relevant section of this Schedule.

### Summary of Tender Submission documents:

- Schedule 1 – Tenderer Details
- Schedule 2 – Acknowledgments
- Schedule 3 – Proposed Methodology
- Schedule 4 – Company Experience and References
- Schedule 5 – Subconsultant Details
- Schedule 6 – Proposed Team and Experience
- Schedule 7 – Tender Price & Rates Schedule
- Schedule 8 – Contract Annexure Part A Details
- Schedule 9 – QA, Local Content, Cost Effectiveness, Sustainable Design, Innovation

|                  |   |                       |  |
|------------------|---|-----------------------|--|
| Contract:        | ARCHITECTURAL DESIGN / LEAD CONSULTANT SERVICES |                       |  |
| Contract number: | LSC2019-109A                                    | Tenderer to complete: |  |
| Council:         | LEETON SHIRE COUNCIL                            | Tenderer's initials:  |  |
| Submission date: | Friday 17 May 2019                              | Date:                 |  |

## Schedule 1 – Tenderer Details

| Tenderer Information         |  |               |  |
|------------------------------|--|---------------|--|
| Trading name                 |  |               |  |
| Registered name              |  |               |  |
| Australian Company Number    |  | Date of issue |  |
| Australian Business Number   |  | Date of issue |  |
| Address of registered office |  |               |  |

| Tenderer Contact Person details           |  |        |  |
|---|--|--------|--|
| Name of contact person                    |  |        |  |
| Position title                            |  |        |  |
| Address                                   |  |        |  |
| Postal address<br>(if different to above) |  |        |  |
| Email                                     |  |        |  |
| Website                                   |  |        |  |
| Telephone number                          |  | Mobile |  |

### Mandatory Conditions for Participation

By responding to this RFT –

- The Tenderer confirms that in dealing with its employees and independent contractors, the Tenderer has due regard to Commonwealth policies on the engagement of workers, comply with Commonwealth policies on the engagement of workers, including the *Workplace Relations Act 1996* (Cth), the *Fair Work Act 2009* (Cth), and *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* (Cth) and obligations under the *Work Health and Safety Act 2011* (Cth) and relevant work health and safety laws.
- The Tenderer confirms that it is compliant with all State & Territory Legislative and National Code requirements pertaining to the good or service in question.
- The Tenderer confirms that it and any subcontractors proposed in the tender must not be named as not complying with the *Workplace Gender Equality Act 2012* (Cth).
- The Tenderer confirms that it has no actual, apparent or material conflict of interest in relation to the required services.
- The Tenderer (or any of its proposed Sub-Contractors) confirms that it is not named on the list of persons or entities designated as terrorists under the *Charter of the United Nations (Dealing with Assets) Regulations 2008*.
- The Tenderer confirms they are not insolvent, bankrupt, in liquidation, or under administration or receivership.

- The Tenderer offers to supply the goods and services described in the RFT at the prices specified in the tender.
- The Tenderer confirms its capacity to tender and enter into a contract in a similar form to the Draft Contract and that there is no restriction under any relevant law or reason to prevent it from tendering.
- The Tenderer consents to Leeton Shire Council undertaking any security, probity and/or financial checks in accordance with this RFT.

**Signature on behalf of Tenderer**

- The Tenderer confirms that it has read and understood the terms of the RFT and that, to the best of its knowledge, all information in its tender is true and correct.

**I warrant that in making this submission, I have read and accept the conditions of the RFT and I am authorised to accept the conditions of behalf of the Tenderer.**

Signed for and on  
behalf of [Tenderer  
Name]

Signature of Tenderer's  
Authorised Officer

Name (print)

Position

Address

Email

Signature of Witness

Name of Witness (print)

Date of Execution

**Schedule 2 – Acknowledgements**

**Tender Addenda**

The Tenderer is required to list below addenda that it received prior to the tender closing time and date. The Tenderer acknowledges that its tender has been prepared having regard to these tender addenda:

| Addenda No. | Brief Description of Addenda<br>(with page no., clause no. or schedule no.) | Date Received |
|-------------|---|---------------|
|             |   |               |
|             |   |               |
|             |   |               |

**Conflict of Interest and Security of Client Information**

|   |  |
|---|--|
| <p>Provide details of any interest, relationships or identified clients which may or do give rise to a conflict of interest and any strategy for preventing or managing the conflict of interest.</p> |  |
| <p>Please outline internal company policies and processes to ensure security &amp; confidentiality of client information &amp; documentation.</p>   |  |

**Schedule 3 – Proposed Methodology**

- a. Provide a detailed Works Methodology Plan to demonstrate ability and strategy to provide and manage the scope of services requested in this RFT (i.e. demonstrate understanding of the logistics, stakeholder interaction, risks and issues and other project matters required to complete the scope of services).
  
- b. Provide a detailed Works Program which may form part of the Contract Annexures, subject to Leeton Shire Council approval.

The Works Program should provide detail (including dates) for:

- Project commencement
  - Project phases;
  - Meetings and workshops;
  - Project milestones;
  - Stakeholder involvement and signoffs; and
  - Project completion.
- 
- c. Demonstrate approach to effectively service the project given its remote location and manage travel costs in the most cost effective manner.

**Schedule 4 – Company Experience and References**

Provide details of recent projects (in the last 5 years) that are comparable in nature to the scope of services requested in this RFT (maximum 5 relevant projects).

| <b>Project 1</b>       |  |
|------------------------|--|
| Client:                |  |
| Project Name:          |  |
| Scope:                 |  |
| Value:                 |  |
| Relevance to this RFT: |  |
| Referee:               | <i>Provide contact details (name, title, phone number and email address)</i> |

| <b>Project 2</b>       |  |
|------------------------|--|
| Client:                |  |
| Project Name:          |  |
| Scope:                 |  |
| Value:                 |  |
| Relevance to this RFT: |  |
| Referee:               | <i>Provide contact details (name, title, phone number and email address)</i> |

| <b>Project 3</b>       |  |
|------------------------|--|
| Client:                |  |
| Project Name:          |  |
| Scope:                 |  |
| Value:                 |  |
| Relevance to this RFT: |  |
| Referee:               | <i>Provide contact details (name, title, phone number and email address)</i> |

| <b>Project 4</b>       |  |
|------------------------|--|
| Client:                |  |
| Project Name:          |  |
| Scope:                 |  |
| Value:                 |  |
| Relevance to this RFT: |  |
| Referee:               | <i>Provide contact details (name, title, phone number and email address)</i> |

|                        |  |
|------------------------|--|
| <b>Project 5</b>       |  |
| Client:                |  |
| Project Name:          |  |
| Scope:                 |  |
| Value:                 |  |
| Relevance to this RFT: |  |
| Referee:               | <i>Provide contact details (name, title, phone number and email address)</i> |



**Schedule 5 – Subconsultant Details**

Provide a summary of subconsultants being proposed for the project.

| <b>Subconsultant 1</b>         |   |
|--------------------------------|---|
| Registered Name:               |   |
| Trading Name:                  | <i>[If the Tenderer trades under its Registered Name insert 'As Above']</i> |
| Years of working relationship: |   |
| Relevant project experience:   |   |

| <b>Subconsultant 2</b>         |   |
|--------------------------------|---|
| Registered Name:               |   |
| Trading Name:                  | <i>[If the Tenderer trades under its Registered Name insert 'As Above']</i> |
| Years of working relationship: |   |
| Relevant project experience:   |   |

| <b>Subconsultant 3</b>         |   |
|--------------------------------|---|
| Registered Name:               |   |
| Trading Name:                  | <i>[If the Tenderer trades under its Registered Name insert 'As Above']</i> |
| Years of working relationship: |   |
| Relevant project experience:   |   |

| <b>Subconsultant 4</b>         |   |
|--------------------------------|---|
| Registered Name:               |   |
| Trading Name:                  | <i>[If the Tenderer trades under its Registered Name insert 'As Above']</i> |
| Years of working relationship: |   |
| Relevant project experience:   |   |

## **Schedule 6 – Proposed Team and Experience**

Provide details of nominated key personnel (including subconsultants) for the delivery of services, noting the following:

- Proposed team structure including responsibilities;
- Key Personnel experience, including involvement in relevant projects and specific accreditations, should be clearly demonstrated;
- Individual resumes should be no more than 1 A4 page in length;

**Schedule 7A – Tender Price**

|                                      |           |
|--------------------------------------|-----------|
| <b>TOTAL TENDER PRICE (excl GST)</b> | <b>\$</b> |
|--------------------------------------|-----------|

**Schedule 7B - Tender Price Breakdown**

The Tender Price Breakdown may form part of the Contract Annexures, subject to Leeton Shire Council approval.

| <b>Discipline/ Phase</b>            | <b>Phase 1<br/>Functional Brief</b> | <b>Phase 2<br/>Schematic Design</b> | <b>Phase 3<br/>Design Development</b> | <b>Phase 4<br/>Contract<br/>Documentation</b> | <b>Phase 5<br/>Tender, Award &amp;<br/>Contract<br/>Administration</b> | <b>Phase 6<br/>Defects Liability<br/>Period</b> | <b>Total</b> |
|-------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|---|--|---|--------------|
| Architecture & Interior Design      |                                     |                                     |                                       |   |  |   |              |
| Acoustic Engineer                   |                                     |                                     |                                       |   |  |   |              |
| Structural Engineer                 |                                     |                                     |                                       |   |  |   |              |
| Civil Engineer<br>(Provisional Sum) |                                     | \$1000                              | \$500                                 | \$1000  | \$2500   | \$0   | \$5000       |
| DDA                                 |                                     |                                     |                                       |   |  |   |              |
| Other (Provisional Sums)            |                                     |                                     |                                       |   |  |   |              |
| <b>Sub-Total</b>                    |                                     |                                     |                                       |   |  |   |              |
| <b>Disbursements<br/>(Travel)</b>   |                                     |                                     |                                       |   |  |   |              |
| <b>TOTAL</b>                        |                                     |                                     |                                       |   |  |   |              |

## Schedule 7C – Work Breakdown Program

Provide a Work Breakdown Program for each team member (including subconsultants)

| <b>Team Member 1</b>                                       |  |
|--|--|
| Name:  |  |
| Role:  |  |
| Responsibilities:  |  |
| Current commitments (outside of this RFT)::                |  |
| % Time allocation to this project (for each project phase) |  |

| <b>Team Member 2</b>                                       |  |
|--|--|
| Name:  |  |
| Role:  |  |
| Responsibilities:  |  |
| Current commitments (outside of this RFT)::                |  |
| % Time allocation to this project (for each project phase) |  |

| <b>Team Member 3</b>                                       |  |
|--|--|
| Name:  |  |
| Role:  |  |
| Responsibilities:  |  |
| Current commitments (outside of this RFT)::                |  |
| % Time allocation to this project (for each project phase) |  |

| <b>Team Member 4</b>                                       |  |
|--|--|
| Name:  |  |
| Role:  |  |
| Responsibilities:  |  |
| Current commitments (outside of this RFT)::                |  |
| % Time allocation to this project (for each project phase) |  |

| <b>Team Member 5</b>                                       |  |
|--|--|
| Name:  |  |
| Role:  |  |
| Responsibilities:  |  |
| Current commitments (outside of this RFT)::                |  |
| % Time allocation to this project (for each project phase) |  |

*Add further team members as required.*

**Schedule 7D –Tender Departures**

Where the Tenderer does not comply, Leeton Shire Council may consider the departures as a non-conformance and cause rejection of the Tender submission. Leeton Shire Council reserves the right to resolve any departures from the Tender Documents with the Tenderer post-tender.

The Tenderer is to list any tender departures (e.g. exclusions, clarifications) and provide an estimated cost allowance for these items.

| <b>Item</b> | <b>Tender Exclusion / Clarification</b> | <b>Reasons for partial compliance or non-compliance and any proposed alternatives</b> |
|-------------|---|---|
| 1           |   | \$  |
| 2           |   | \$  |
| 3           |   | \$  |

**Schedule 7E – Rates Schedule**

Provide details of the applicable rates by personnel and costs that Leeton Shire Council should expect to see in project proposals, along with any circumstances under which discounts would apply.

| Rate per hour |                         |
|---------------|-------------------------|
| Labour        | Rate / hour (excl. GST) |
|               | \$ /hour                |
|               | \$ /hour                |
|               | \$ /hour                |
|               | \$ /hour                |
|               | \$ /hour                |

All prices and rates submitted are to be inclusive of all travel costs, and any separation of such costs can only be permitted under exceptional circumstances.



**Schedule 8 – Contract Annexure Part A Details**

The Tenderer is to confirm that it accepts the proposed contract and contract annexure unamended:

## **Schedule 9 – QA, Local Content, Cost Effectiveness, Sustainable Design, Innovation**

### **Quality Assurance**

- The Tenderer is to demonstrate that their organisation has in place a quality management system; the nature of the quality management system; details of any other quality assurance procedures the consultant's organisation would put in place for the project.

### **Local Content**

- The Tenderer is to demonstrate or provide commitment to engagement or participation of local suppliers/supply chains, building local industry knowledge and skills and promoting services that utilise regional industry participation.

### **Cost Effectiveness and sustainable design**

- The Tenderer is to include details/case studies re methodologies, systems and processes that you propose to use to ensure cost effectiveness and sustainability of deliverables for the project.
- The Tenderer is to include details/case studies of the positive design outcomes/improvements you have achieved for your clients including (but not limited to) Safety in Design and sustainable design outcomes.

### **Innovation and ability to provide added value to service**

- The Tenderer is to detail any value adding innovations and services that gives your business an advantage(s) in servicing clients. Provide examples/case studies where relevant.
- The Tenderer is to detail any value adding services that you propose to provide to Leeton Shire Council for this project.