



WAVERLEY
COUNCIL

COUNCIL MEETING ADDITIONAL BUSINESS PAPER

6.30 PM, WEDNESDAY 12 APRIL 2017

Waverley Council
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**AGENDA
ADDITIONAL ITEMS**

7. Reports

CM/7.16/17.04 Evaluation of Tenders - Tamarama Park Upgrade - Stage 22

CM/7.17/17.04 Evaluation of Tenders - Supply and Installation of Marquees for City2Surf6

REPORT
CM/7.16/17.04

Subject: Evaluation of Tenders - Tamarama Park Upgrade - Stage 2

TRIM No.: A16/0434

Author: Adrian Collins, Senior Project Manager

Director: Emily Scott, Director, Waverley Renewal

RECOMMENDATION:

That Council:

1. Treats the Evaluation of Findings and preferred tenderer's price attached to this report as confidential as they contain information specified in section 10A(2)(c) of the *Local Government Act 1993*.
2. Transfers the \$128,000 savings identified in the 2016/17 Capital Works Program from the Bronte Pool Pump Replacement program to this project to fund the budget shortfall.
3. Enters into a contract under clause 178 of the *Local Government (General) Regulation 2005* with Design Landscapes Pty Ltd for Principal Construction Services for the Tamarama Park Upgrade – Stage 2.
4. In accordance with clause 179 of the *Local Government (General) Regulation 2005*, notifies unsuccessful tenderers of the decision.

1. Executive Summary

The purpose of this report is to seek Council's approval for the appointment of the Preferred Principle Contractor (PC) tenderer for the Tamarama Park Upgrade – Stage 2 as recommended by the Tender Evaluation Committee (TEC).

The Tamarama Park Upgrade – Stage 2 project includes installation, removal and repair of park furniture and other associated landscaping works.

2. Introduction/Background

In the interests of improving the park for continuing to provide a safe space to the local community for outdoor enjoyment, the park requires necessary upgrade works.

A different degree of landscape work is required to bring them to a state that the Council and the more importantly, the community, can be happy with.

Scope of works includes but not limited to the following activities:

- Removing and disposing existing furniture
- Installing park furniture, including concrete footings and pavement slabs
- Stripping existing turf
- Minor site works regrading, stockpiling and sorting site topsoil

- Installing topsoil, turfing, mulch, recycled plastic edging and garden fencing
- Installing sandstone pavement
- Installing stainless steel fencing and handrails

3. Relevant Council Resolutions

Nil.

4. Discussion

Tender Assessment

Tenders were evaluated strictly in accordance with Council's Purchasing Policy, Procedures and Evaluation Plan. Compliance with the provisions of the Local Government Act 1993 and Tendering Regulation 2005 were also strictly adhered to.

The Tender Evaluation criteria were developed and approved by the TEC prior to the tender being issued. The roles and responsibilities of the TEC members and Council are outlined in the signed conflict of interest and deed of non-disclosure declarations attached to Council's file.

Tenderers Received

The Tenders received by the advertised closing date of 12.00pm 24th February 2017 were as follows:

- Simpson Landscapes and Consultant
- Outdoor Retreats Landscaping Pty Ltd
- Hibernian Contracting Pty Ltd
- Design Landscapes Pty Ltd

Conforming Tenders

All tenders met the compliance requirements.

Evaluation Criteria and Process

The objective of the evaluation was to select the tenderer offering the best value for money in a rational and defensible way that is fair to all tenderers. The evaluation criteria and criteria weightings were agreed to by all TEC members and detailed in the Evaluation Plan prior to the tender close date and time.

It was proposed that one tenderer be selected. The evaluation was conducted in 6 chronological stages:

Stage 1: Initial Cull

Opening and recording of all submissions received and noting any late submissions.

Stage 2: Compliance Criteria (Conforming)

Ensuring each Respondent's response to the compliance criteria as specified in the Tender Schedules ('Yes' or 'No');

Stage 3: Non-price Criteria (Qualitative)

Evaluating of all submissions against the evaluation criteria (Understanding of the brief, Relevant Experience, Works Program, Methodology, QA, Traffic and Pedestrian Management to carry out the works) as specified in the Tender Schedules. The scoring criteria included a 0-100 rating.

Stage 4: Price (Quantitative)

Comparing the Respondents price through a Normalised price model.

A ratio of Price 60% and Non-price 40% was applied to the formula.

Stage 5: Financial Details

The TEC could have requested financial details from the preferred tenderer or indeed the top two tenderers in order to test the company's financial standing. However, the TEC agreed that this stage of the evaluation process was not necessary given the standing of the preferred tenderer.

Tender Evaluation Committee (TEC)

- Richa Bohara, Project Waverley
- Adrian Collins, Project Waverley
- Carl Nugent, Open Space Planning

Evaluation Results

All tenderers were assessed and scored against the advertised evaluation criteria listed in the tender document and weightings agreed to by the TEC.

The confidential Evaluation of Findings attached to this report (Confidential Attachment 2) detail the TEC agreed scores and ranking of tenderers.

Tender Evaluation Committee Endorsement

Tenders were evaluated strictly in accordance with Council's Purchasing Policy and Procedures and the Local Government Act 1993 and General Regulations 2005.

Following a rigorous evaluation process of all submitted tenders, the Tender Evaluation Committee is confident in its recommendation that the services offered by the recommended tenderer conform to Council's requirements.

5. Relationship to Waverley Together 3 & Delivery Program 2013-17

The relationship to *Waverley Together 3* and *Delivery Program 2013-17* is as follows:

Direction: C7 Health and quality of life are improved through a range of recreation and leisure opportunities.

Strategy: C7a Retain, protect and improve the quality, flexibility and useability of parks, reserves and other green spaces to meet recreational needs, whilst considering and ameliorating any negative environmental impacts..

Deliverable: Sustainable, well maintained and well used recreation facilities

6. Financial impact statement/Timeframe/Consultation

Financial impact statement

The preferred tenderer's price is set out in Confidential Attachment 1.

There is a budget short fall of \$128,000 for this project.

It is recommended that Council allocate \$128,000 from savings identified in the 2016/17 Capital Works Budget from the Bronte Pool Pump Replacement program (CO289) to this project to fund the budget shortfall. Please refer to Confidential Attachment 1 for the project budget summary.

Timeframe

Construction tender awarded	April 2017
Construction commences	May 2017

7. Conclusion

The TEC agreed that the tender process has enabled the Committee to recommend Design Landscapes Pty Ltd as Principal Contractor of Tamarama Park Upgrade – Stage 2.

Design Landscapes Pty Ltd scored well in all criteria of Stage 3 non-price and were the number 1 ranked for this project.

Design Landscapes Pty Ltd has completed several construction projects of similar scope and of equal or greater value and are a well-established, experienced in the design and delivery of specialised landscaping projects working in collaboration with numerous Government Authorities across Australia.

Design Landscapes Pty Ltd work demonstrates a high level of innovation and their urban and public domain infrastructure has been incorporated into an impressive list of awarding winning projects including:

Project	Client
Centenary Square	Parramatta City Council
Cronulla Esplanade Upgrade	Southerland Shire Council
Sydney Park Stormwater Harvesting Stage 2	City of Sydney
Jordan Spring – Hilltop Park	Lend Lease Communities

The TEC has formed the view that this company, taking into consideration all the information provided, are the most suitable company to recommend for the PC for the Tamarama Park Upgrade -Stage 2.

8. Attachments:

1. Preferred Tenderer's Price (confidential)
2. Evaluation of Findings (confidential)

REPORT
CM/7.17/17.04

Subject: Evaluation of Tenders - Supply and Installation of Marquees for City2Surf

TRIM No.: A16/0771

Author: Andrew Best, Manager, Waverley Facilities
Jodie Walker, Bondi Events & Venue Coordinator

Director: Linda Bathur, Acting Director Waverley Life

RECOMMENDATION:

That Council:

1. Treats the Evaluation of Findings and preferred tenderer's price attached to this report as confidential as they contain information specified in section 10A(2)(c) of the *Local Government Act 1993*.
2. Enters into a contract under clause 178 of the *Local Government (General) Regulation 2005* with Exponet Pty Ltd for the Supply and Installation of Marquees for City2Surf for an initial period of 2 years with the option of extending in 3 one year periods.
3. In accordance with clause 179 of the *Local Government (General) Regulation 2005*, notifies unsuccessful tenderers of the decision.

1. Executive Summary

The purpose of this report is to seek Council's approval for the appointment of the preferred contractor for the supply and installation of marquees and associated equipment on Bondi Beach for the Waverley Council Beach Marquee Program which forms part of the annual *Sun-Herald City2Surf* event.

The recommended contract term is to be for an initial 2 year period with the option of 3 one year extensions.

2. Introduction/Background

The *Sun-Herald City2Surf Fun Run* is held on second Sunday in August and its route travels through the Waverley Council Local Government Area with the event culminating at Bondi Beach. It is a long standing significant, state recognised event organised by Fairfax Media's event division.

For many years, Waverley Council has organised the provision of marquees on Bondi Beach to be hired out to corporate and charity organisations to be used for hospitality purposes following the race. Council's City2Surf Beach Marquee Program was introduced as a crowd management and safety strategy providing an area for large groups of people to hold their post-race functions in a controlled and managed area. The program also generates income for Council.

The supply, installation and de-installation of marquees on Bondi Beach for Council's City2Surf Beach Marquee Program includes:

- Supply of up to 70 10m x 5m high quality, clean marquees, furniture and non-slip flooring
- Installation of the number of marquees (no more than 70) specified by council in a safe and professional manner within a 10 day build time frame.
- De-installation of the number of marquees (no more than 70) specified by council in a safe and professional manner no later than 5 days after the Sun Herald City2Surfevent.
- To carry out the contract in a safe, professional, sustainable manner.

Butler's Events and Staging provided the marquees for the program under contract with Council from 2013 to 2016. The expiry of this contract required officers to undertake a new tender process for these services.

3. Relevant Council Resolutions

Nil.

4. Discussion

The tender evaluation criteria were developed and approved by the tender evaluation committee (TEC) prior to the tender being issued. The roles and responsibility of the TEC members and Council are outlined in the signed conflict of interest and deed of non-disclosure declarations held on council's file.

The tender was advertised from 14 February, four companies downloaded the tender documents and four interested parties attended the tender briefing held on 22 February 2017 at the Bondi Pavilion.

The advertised closing date and time for the Tender was 7 March 2017 at 5 pm, with one tender being received.

Tender Received

Only one tender was received, from Exponet Pty Ltd.

Evaluation Criteria and Process

A Tender Evaluation Committee (TEC) was established to assess the applications in accordance with Council's Purchasing Procedure and the *Local Government Act and Regulation*.

The confidential Evaluation of Findings attached to this report (Attachment 2) detail the TEC agreed scores and ranking of tenderers.

Tender Evaluation Committee

A Tender Evaluation Committee (TEC) was established with the following members:

Lorna Bussell, Manager Outdoor and Flagship Events

Jodie Walker, Bondi Events and Venue Coordinator

Shaun Munro, Coordinator, Bondi Pavilion

The evaluation criteria and criteria weightings were agreed to by all the TEC members.

On the basis of the evaluation process the TEC selected Exponet Pty Ltd as the successful tenderer.

Exponet Pty Ltd trading as Exponet Exhibitions and Events have recently acquired Butler's Events and Staging who have provided the marquees for the event previously to Waverley Council.

5. Relationship to Waverley Together 3 & Delivery Program 2013-17

The relationship to *Waverley Together 3* and *Delivery Program 2013-17* is as follows:

Direction: C6 Arts and cultural activities foster an involved community and a creative environment.
Strategy: C6a Enrich the community's cultural life and support life long learning through a variety of cultural events and activities, balancing the needs of residents and visitors.
Deliverable: A diverse and exciting range of arts and cultural events across Waverley.

6. Financial impact statement/Timeframe/Consultation

Financial impact statement

The preferred tenderer's price is set out in Attachment 1.

The submitted tendered price per marquee represented a 7.9% increase from the fee paid for the 2016 event. The cost of the contract is accounted for in Council's operational budget.

The contract will be executed in time for the 2017 event. The contract is dependent on the City2Surf event being staged and finishing at Bondi Beach each year, consistent with the current term of Fairfax Media's license agreement with Council. The current Fairfax license agreement runs to September 2018. In the case of the Fairfax License Agreement being renewed, Council may consider to extend for a further 3 year period to be exercised in 1 year options.

Key internal stakeholders were consulted as part of the tender process including; Procurement, Governance, Outdoor and Flagship Events and Parks staff.

7. Conclusion.

Council is being asked to approve the appointment of Exponet Pty Ltd, trading as Exponet Exhibitions and Events, for the provision of marquees and equipment for the Council run Beach Marquee program as part of the annual City 2 Surf Event.

The contract to be for an initial 2 year period with three one year options, which may be exercised at the discretion of Council.

8. Attachments:

1. Preferred Tenderer's Price (confidential)
2. Evaluation of Findings (confidential)