REQUEST FOR OFFER OF SERVICE:

CONTRACT 1043456 - MOLONG COMMUNITY CENTRE

Urban Design, Architectural, Landscape Architectural and Interior Design

PREPARED BY:
Cabonne Shire Council
101 Bank Street
MOLONG NSW 2866
ABN: 41 992 919 200

DATE:
September 2019

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1. Introduction

Offers of service are sought from suitably qualified and experienced urban design, architecture, landscape architecture and interior design Consultant Teams to work with Cabonne Council staff and key stakeholders in Molong in the development of suitable design concepts and construction documentation for a new community facility and library in Molong.

2. Background

Cabonne is a 3.5-hour drive from Sydney or Canberra and is known as Australia's Food Basket.

Cabonne offers a diverse range of attractions, some of the best food and wine in regional Australia, a rich history and heritage and clean crisp environment. Cabonne Country extends from Eugowra in the west to Ophir in the east, Canowindra in the south and Yeoval in the north. Between are the quaint towns and villages of Molong, Cumnock, Cargo, Mullion Creek, Cudal, Manildra and Borenore. The administrative centre is located at Molong. As at the 2016 census, the population of the Shire was estimated to be 13,860. More than half of the businesses in the region, being 858 of 1683, are classified as part of the agricultural sector.

Some of the attractions of Cabonne are the Historical Museums, bush walking, panning for gold at the Ophir Reserve, or bike riding along quiet country lanes and many talented local artists at many art galleries.

Cabonne Council have recently received federal grant funding to build a new community building, including a library facility, on a site in Bank Street (Lot 2 DP 1082943, Lot B DP155735 and Lot 432 DP 1070957) opposite the existing Cabonne Town Hall in Molong. The site is 2,530 m^2 in total and includes the existing Community Hall, which is no longer fit for purpose, and a weatherboard and brick residence.

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The new multi-function community facility is proposed to comprise:

- A new library
- A gallery
- A theatre
- Meeting Rooms
- Amenities

The design of the facility needs to be flexible to maximise its use for activities such as conferences and, possibly, weddings (and as such a courtyard garden may be included in the design).

This community asset will be used by several different groups, including The Molong Players Group, both of the schools in Molong (one High School and two primary schools), dance groups and art and cultural groups, and more broadly, the general community.

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The budget for the full delivery of the Molong Community building project is $6 million, including $1 million for ancillary works (parking, exterior building works, services connections/ upgrades etc.)

An important requirement for this project is to develop the brief and subsequent design of the facility in close collaboration with the Molong community. It is envisaged that this be achieved through a design charrette/ enquiry-by-design process.

3. The Project Scope of Works

Important considerations for the building design are:

- That the building is contemporary but that it fits comfortably (does not compete) with other buildings fronting the Heritage listed Banks Street (main street);
- That the building is designed to be as flexible as possible, such that its use by the community can be maximised;
- That on-site and on-street parking and circulation be carefully considered;
- That the building is accessible to all;
- That Environmentally Sustainable Design (ESD) principles are adopted to maximise the comfort and energy efficiency of the building and reduce running costs; and
- That consideration be given to the building's connections to the main street and the town generally;
- The extent of consultant work required as part of this brief is for Urban Design, Architectural, Landscape Architectural and Interior Design services to take the project through the following stages of the design process:
- Develop the project brief and preliminary design through close consultation with the community. An enquiry-by-design process is a suggested consultation pathway;
- Concept design development of all elements of the scheme, including the new building, traffic and parking, and streetscape and landscaping;
- Prepare digital 3d visualisation of the proposal, including fly-throughs, such that Council can gain a full appreciation of the proposal;
- Presentation to Council and the community prior to Council's consideration of its adoption;

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- Prepare and lodge a Development Application with Cabonne Council and that the plans are IFC (issued for construction - not drafts or artists impressions);

- Monitor the Development Application and provide additional information where necessary;

- Prepare detailed design architectural drawings suitable for Construction Certification and Tender;

- The architectural documentation is to include room data sheets, exterior and interior finishes schedules, fitting schedules (but not including furniture schedules);

It is noted that a Project Manager is to be appointed for this project. The Project Manager will be responsible for the engagement and contractual management of all specialist consultants on behalf of Council.

It is also noted that this contract extends to answering Requests for Information up to the appointment of a building contractor. The consultant's engagement for services during construction will be negotiated with Council (beyond this contract) once the Tendering phase is complete.

4. Variation to Scope of Works

If during the engagement there are variations to scope of works, including timelines, budget, risk, the Project Manager must advise the Project Sponsor immediately. Work that would impact of cost of the project or goes above the original estimate of engagement must be approved by the Project Sponsor prior to undertaking the work.

5. Selection Criteria

Consultant groups providing an Offer of Service for the Molong Community Centre project should address the following criteria:

- Credentials in urban design, architecture, landscape architecture and interior design;

- Experience in delivering projects of a similar nature and scale with high level of project management proficiency;

- Community consultation experience, including the organisation and facilitation of design charettes/ enquiry-by-design workshops;

- Name/role of all participants making up the Consultant team and their level of involvement;

- Demonstrated quality design presentation material;

- High level experience in dealing effectively/positively with Council staff, Councillors, community meetings and groups;

- Experience in working with multi-disciplinary teams; and

- Demonstrated understanding of rural communities and issues, and ability to understand strategic planning objectives and providing design assistance that convert good ideas into practical, innovative and well-supported actions.

6. Criteria for Application

Interested applicants should provide the following as part of their Offer of Service:

- A clear work methodology, including a list of key deliverables;

- A lump sum fee inclusive of GST and of all disbursements (including travel and accommodation). The lump sum fee should be broken up into tasks/milestones proposed in the work methodology;

- Hourly rates of key staff for any variations to the scope of works (as agreed with Council);

- Name, contact phone number and email address;

- Curriculum vitae of key staff, listing applicable qualifications and experience;

- Details of any similar projects within a regional Local Government context;

- Professional referees (at least three preferably from above nominated projects);

7. Council Contact and Assistance

Council will nominate a project manager at the outset of the project. This project manager will be the consultant's principal contact for the duration of the project.

Council will undertake the following as part of the project:

- Provide to the successful consultant all GIS mapping, including aerial photography, topographical data, services, property boundaries and land zoning at the project outset;

- Organise and pay for venue(s) in Molong as part of the deign charette/ enquiry-by-design workshops;

- Organise a stakeholder contact list and be responsible for all invitations;

- Publicly submit draft documentation as part of its normal public exhibition protocols;

- Pay for all Development Application, Construction Certificate and other regulatory application fees; and

- Collate all submissions from the public exhibition period (consultant to review and make recommendations).

8. Project Budget

The project budget for Urban Design, Architectural, Landscape Architectural and Interior Design services for the full Scope of Works listed above is $245,000, including GST.

Following the delivery of the Construction Certificate and Tender documentation package as described in the above listed Scope of Works, the Consultant team, subject to agreed contractual terms with Council, may be retained to assist in the building construction phase of the project.

9. Conditions for Participation

Council expects all Consultants and Contractors to Council to conduct their business with Council in an ethical manner and be aware that they may be subject to public scrutiny by such bodies as the Independent Commission Against Corruption.

Canvassing of Councillors and Council staff (other than Council's nominated contact staff member/s) at any stage up to and including the acceptance of Tender may automatically disqualify the applicant.

Council shall provide all information that it considers necessary for the preparation of a Tender. Verbal advice given by any Councillor or Officer of the Council shall not be considered in the preparation of a Tender.

10. Company Status

It is mandatory that a company tending a proposal:

- Is a legal entity; and
- has a registered Australian Business Number (ABN) and
- Is registered for the Goods and Services Tax with the Australian Taxation Office.
- Has public liability, professional indemnity ($20m) and workers compensation insurance

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11. Work Health and Safety

Any contractor to Council is subject to the requirements of the NSW Work Health and Safety Act 2011, and to work under Councils Work Health and Safety System. Contractors must hold their own workers compensation insurance cover and are not deemed employees of council and therefore not covered by council insurances.

12. Council's Code of Conduct

Council has adopted a 'Code of Conduct' (Code) policy with the aim of ensuring that functions are undertaken efficiently, impartially and with integrity. A copy of the Code is available at Council's web site or on request by contacting the Nominated Contact.

In addition to the terms of the Code, a service provider must not engage in any unethical or uncompetitive activity or attempt to improperly influence the evaluation of proposals including the canvassing of Councillors or staff of the Council by Vendors or their representatives.

13. Invoicing and Payment

Council shall be granted a thirty (30) day account. Invoices should include breakdown of hours worked for the period and separate incidental or travel costs.

The Consultant shall be responsible for providing the official council purchase order reference number on each tax invoice. Payment by Council is subject to a valid tax invoice made out to Cabonne Council.

14. Termination of Agreement by Council

Council reserves the right to terminate whole or part of the Agreement should:

- The Consultant services prove to be of an unacceptable quality, as defined by Council.
- The Consultant fails to adhere to relevant Council policies and plans, or to obey reasonable directions from Cabonne Council.
- The Consultant fails to deliver services according to specifications in the Request for Offer of Service and within scope, timelines and budget of projects.

The Consultants only entitlement to payment shall be the amount of the costs covering services received up to the date of termination notice less any previous payments.

If the Consultant becomes bankrupt, insolvent or enters into a scheme or arrangement with its creditors, Council may terminate this Agreement by written termination notice addressed to the Consultant.

15. Termination by the Consultant

If the Consultant becomes insolvent or enters into a scheme of arrangement with its creditors, the Consultant should forthwith terminate this Agreement by written notice addressed to Council.

The Consultant may terminate the Agreement by written termination notice addressed to the General Manager, should Council:

- Fail to pay the Consultant in accordance with the Agreement; or
- Commits a substantial breach of the Agreement.

16. Timeframes and Submission Details

Submissions will be received up until **12noon Wednesday 23 October 2019**.

Contract start date.....(est) 1 November 2019

Engagement with community/stakeholders…….early 2020

Presentation of draft for approval to Council……..April 2020

Lodgement of Development Application.....before June 2020

Delivery of Construction Certificate and Tender Documentation..... before end December 2020

Responses shall be submitted in a sealed envelope and the envelope marked legibly as follows:

Contract No. **1043456**

EOI for **Molong Community Centre Design**

And either:

- Delivered by hand or courier and placed in the:
  Tender Box
  Cabonne Council
  97 Bank Street
  MOLONG NSW 2866

Or

- Mailed to the Tender Box addressed as follows, and marked:
  "Contract 1043456 – EOI for Molong Community Centre Design"
  Tender Box
  Cabonne Council
  PO Box 17

MOLONG NSW 2866

Or

- Submitted electronically on www.tenderlink.com/cabonne

Any questions please contact Matt Christensen, (Acting) Director, Engineering and Technical Services by phone 6390 7126.