

Catalina

Community Development Services Tender Document

TENDER NO: 06/2019



Tender close:

3:00pm (WST), Wednesday 25 September 2019



Tender to be lodged in the Tender Box located at:

Tamala Park Regional Council
Unit 2, 369 Scarborough Beach Road, Innaloo
Ph: 9205 7500

Tenders received after the time specified for closing will not be accepted

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Background

The Tamala Park Regional Council (TPRC) is developing the Catalina Estate in the suburbs of Clarkson and Mindarie within Perth's north coast corridor. The TPRC is comprised of the Town of Cambridge, City of Joondalup, City of Perth, City of Stirling, Town of Victoria Park, City of Vincent and City of Wanneroo. These member Councils have a joint holding in the Project. Satterley Property Group acts as project manager and exclusive selling agent on behalf of the TPRC.

The vision of TPRC and in turn Catalina can be summarised as:

To create a sustainable urban community offering diverse housing choice, social connectivity and employment opportunities.

Catalina is positioned in the Perth northern corridor, leveraging on its unique urban infill position, located close to existing community facilities in retail/shopping, health, education and transport. At completion Catalina will comprise of around 2,300 lots, with approximately 870 homes completed to date. It is anticipated that the site will be developed at a rate of 40 to 100 lots per annum.

A copy of the Estate Plan is included in Annexure C and depicts the key features of the development including residential densities, public open space and a future school site. Further details of the Project and its features can be found on the Project website <https://satterley.com.au/catalina/about>.

Community Development Objectives and Aims

The TPRC has adopted a Community Development Plan to provide a framework for the growth of a sustainable and vibrant community at Catalina. The Plan's objectives are to:

- Create an attractive, desirable estate with a strong sense of place and local identity where residents want to live, work and relax;
- Establish local facilities and services to meet the initial and ongoing needs of the Catalina community;
- Support provision of district facilities and services;
- Facilitate sustainable community development initiatives that establish an active, cohesive and integrated community with strong interaction with the environment; and
- Integrate Catalina into the established residential development areas of Mindarie, Clarkson, Kinross and Burns Beach.

The Plan also identifies the following community development aims:

- Opportunities to meet and develop trusting relationships;
- Connect new residents;
- Capacity building;
- Provide leisure options for youth;
- Provide locally based training opportunities;
- Encourage active and passive recreation;
- Encourage support for families;
- Encourage responsible resident engagement with surrounding natural assets;
- Support a diverse community;
- Encourage environmentally themed creativity;
- Encourage a positive local identity.

Scope of Service

A consultant is required to deliver a Community Development Program, as detailed in the table below. The Program pursues the objectives and aims of the Community Development Plan and requires a consultant to engage with the local community, facilitate beneficial relationships with key stakeholders and identify opportunities to build the Catalina community.

ITEM	ACTION	DELIVERABLES	TIMEFRAME
1	Meeting Attendance and Reporting	Attendance and reporting at fortnightly client meetings. <i>Attend TPRC/SPG meetings to provide updates of community development works and ensure community development actions are coordinated with the Project.</i>	Fortnightly Meeting – up to four hours each month for the contract duration
2	Community Development Program Planning	Annual Community Development Program Plan. <i>Prepare an Annual Community Development Plan, detailing the strategies and implementation actions for community development for the financial year.</i>	Annually - Plan for FYE 2020 to be completed within four weeks of appointment. Plan due in early May in subsequent years.
3	Community Newsletter	Community Newsletters. <i>Newsletters are to be produced in an A4 booklet form (A3 folded) and/or electronically to maximise distribution to residents within the Estate.</i>	Biannually – contract duration
4	Electronic Communications	Electronic communications. <i>Drafted for TPRC's approval as required and issued via data base.</i>	As instructed
5	Resident Welcome Functions	Resident welcome function. <i>Hold one function per year with a target minimum of 60 attendees.</i>	Annually for contract duration
6	Community Environmental Initiative	Environmental Initiative. <i>Hold one environmental initiative annually, with a target minimum of 20 attendees.</i>	Annually for contract duration
7	Minor Events	Minor Events. <i>Organise two minor events / series of events per calendar year, with a target minimum of 40 attendees.</i>	Two events annually
8	Major Events	Major Events. <i>Organise one major event per calendar year, with a target minimum of 100 attendees.</i>	Annually – contract duration

9	Community Liaison	Facebook Group Monitoring <i>Ongoing monitoring and reporting on the discussions and events posted on the privately-run Catalina residents' Facebook page, including liaison with residents and responding to their concerns.</i>	Weekly (allow up to three hours per week)
10	Capacity Building	Local Residents Groups <i>Provide support to new and established residents' groups to increase their capacity to undertake community initiatives in Catalina.</i>	Weekly (allow up to three hours per week)
11	Website Maintenance	Catalina Website Content Advice <i>Review the 'Community' page on the Catalina website and provide advice on any required updates.</i>	As required.

The initial contract term of appointment will be for a period of two years with the potential for a one-year extension at the absolute discretion of the TPRC.

Allowances for hours in the above table should be regarded as maximums. Fees should only be charged for hours incurred in providing the service element up to the maximum.

Supporting Documents

The following information is appended to this Tender to assist in design development:

- Tender Form (Annexure A);
- General Conditions (Annexure B);
- Estate Plan (Annexure C);
- Fee Schedule (Annexure D).

Submission Requirements

Completed Tender Form

Tenderers shall provide a completed copy of the Tender Form provided under Annexure A.

Written Submission

Tenderers shall provide a written submission, that individually addresses the Selection Criteria of this Tender Document.

The submission shall include the following:

- Two unbound copies of your submission;
- Two electronic copies of your submission on separate USBs or CDs;
- Details of all information required to demonstrate the capability with the company against the selection criteria for each particular discipline;

- Completed Tender Form as provided under Annexure A;
- Details of insurance coverage including professional indemnity (minimum \$5M) and public and products liability (minimum \$20M);
- Details of any material event, litigation, insolvency, breaches of law, offence or other matters involving the consultant or its Directors over the past 5 years;
- Tenders must be placed in a sealed envelope and lodged in the Tender box at Tamala Park Regional Council, Unit 2, 369 Scarborough Beach Road, Innaloo WA 6018 not later than the time and date on the cover page of the Tender Document. **Tenders received after the time specified for closing will not be accepted.**

Assessment Process

At the close of Tender, all Tenders received in the Tender Box at the TPRC office (Unit 2, 369 Scarborough Beach Road, Innaloo WA) will be collected, recorded and assessed by the TPRC office.

Tenders will be assessed against the requirements of the selection criteria contained in this Tender Document.

Management and Reporting Structure

The successful Community Development Consultant will be appointed directly by the TPRC but will report to Satterley Property Group as project managers on behalf of the TPRC.

The TPRC operates under the *Local Government Act*. Further information on the TPRC, its structure and policies can be found on the TPRC website www.tamalapark.wa.gov.au.

Selection Criteria

Tender submissions must address each of the selection criteria individually. The following selection criteria will apply:

1. Commercial Arrangements 40%

Tenderers should provide lump sum fees to complete each of the tasks contained under the scope of services, by completing the fee schedule provided under Annexure D. Consultants are required to provide professional fees only. Reasonable disbursements and event costs to be paid by TPRC.

2. Demonstrated Experience and Capabilities 40%

Tenderers should demonstrate a proven track record in implementing and managing Community Development programs for comparable land development projects, including undertaking similar tasks to those contained within the indicative scope of works. Details of the background of the company, person and services it has provided to similar projects within the past 5 years should be provided, with evidence of achieving strong results in community development and references from previous clients.

3. Project Understanding and Methodology 20%

Tenderers should demonstrate an understanding of community development issues facing the Catalina Project and present the proposed strategy to address these matters.

Tenderers should provide a discussion of key community development issues, demonstrating an understanding of the relevant context of the Catalina Project and outlining a strategic approach that addresses these.

Enquiries

Additional information with respect to the consultancy and the requirements of the brief can be obtained by contacting:

Mr Simon O’Sullivan
Manager Project Coordination
Tamala Park Regional Council
via email only: simon.osullivan@tamalapark.wa.gov.au

Terms of Engagement

The successful consultant will be required to enter into a formal contract of engagement (AS4122-2010) with the TPRC upon appointment. The initial term of appointment will be for a period of 2 (two) years with the potential for a 1 (one) year extension at the absolute discretion of the TPRC.

The company’s performance will be formally reviewed every twelve months to ensure that the Scope of Service is being met and the company is meeting acceptable performance standards.

The TPRC reserves the right, at its absolute discretion, to terminate the consultancy at any time should the company not be able to meet acceptable performance standards.

General Conditions of Tendering

This Tender is subject to the General Conditions of Tendering detailed in Annexure B.

Annexure A - Tender Form

Tender Number: 06/2019

Date:

Tenderers must ensure that they fully and completely disclose all relevant information in completing this form. Terms used in this form have the same meaning as given in the Tender Document, unless the context otherwise requires:

1. IDENTITY OF THE PROPONENT ENTITY

Name of Organisation(s) ACN /ABN

Business Address

Postal Address

2. CONTACT DETAILS

Name of Contact Person

Position

Telephone

Email

3. ADDENDA ACKNOWLEDGEMENT

Proponents to confirm in writing that they have read and understood Tender No. 06/2019, and accounted for any addenda to the Tender Document.

4. AGREEMENT TO TERMS AND CONDITIONS

By completing and signing this Tender Form the proponent agrees to be bound by the terms and conditions set out in the Tender Document, and acknowledges the Selection Criteria, and Annexures A – D, contained within the Tender Document.

Complete and submit this form with the Tender.

Signed by Director of entity Tendering:

Name: Date:

Annexure B - General Conditions

1. Definitions and Interpretations

The interpretations contained in the General Conditions of Contract are applicable to the Tender Document.

In addition, the following definitions of terms used in this document will apply unless the context otherwise dictates so.

“General Conditions of Contract”	means Australian Standard – general conditions of contract for engagement of consultants (AS4122-2010).
“TPRC”	means the Tamala Park Regional Council.
“Sub-Contractor”	means a sub-contractor contracted to the Tenderer to provide goods or services to contribute to the Project.
“Tender”	means a valid written offer submitted by a Tenderer following the invitation of the TPRC.
“Tenderer”	means any party submitting a Tender.
“Tender Document”	includes those documents referred to in Clause 2.

2. Tender Document

This Tender Document shall comprise:

- (a) TPRC Tender Document 06/2019;
- (b) Annexures A-D;
- (c) These General Conditions of Tendering.

The above listed items shall not be altered in any way including the Council’s format or wording. Tender submissions with alterations may not be considered for evaluation.

3. Documents to be submitted with Tender

Tenderers should be aware that Tender Submissions may be publicly available.

In accordance with these General Conditions of Tendering the following document shall be completed, signed and submitted with the Tender:

Tender Form (Annexure A).

4. Clarification of the Tender Document

Tender enquiries should be referred to the following staff:

Mr Simon O’Sullivan, Manager Project Coordination, Tamala Park Regional Council
via email only: simon.osullivan@tamalapark.wa.gov.au

5. Tender Assessment

Tenders will be assessed on their compliance with the Tender Documents and Tender submission addressing the assessment criteria including price submitted.

6. Lodgement of Tender

The Tender must be placed in a sealed envelope, clearly endorsed with the Tender number and title as shown on the front cover of the Tender Document and addressed to:

The Chief Executive Officer
Tamala Park Regional Council

The Tender shall be lodged in the Tender Box located at:

Tamala Park Regional Council
Unit 2, 369 Scarborough Beach Road
INNALOO WA 6018

A Tender may be rejected without consideration of its merits in the event that:

- (a) The Tenderer does not submit a Tender Form which has been completed and signed together with all required schedules and supporting documentation; or
- (b) The Tenderer fails to comply with any other requirement of the Tender Document.

Tenderers are requested to submit their Tender in duplicate – one (1) original and one (1) full copy inclusive of all brochures and associated documentation. Both copies shall be unbound and clipped (not stapled). Tenderers must submit two (2) electronic copies of the complete Tender submission.

The Tender may be submitted by prepaid post in time for the Tender to be placed in the Tender Box by the date and time for closing. Tenders close 3pm WST on the date nominated on the front cover of the Tender Document.

No responsibility whatsoever will be accepted by the TPRC for Tenders submitted by post. Production of a receipt for a document having been sent by courier or by post shall not of itself constitute a ground for accepting a Tender.

Facsimile, electronic mail (email) and oral Tenders shall not be admitted for consideration.

A Tender not in the Tender Box at the time and date of Tender opening will be considered a late Tender.

A late Tender shall not be considered for evaluation.

The TPRC accepts no responsibility whatsoever for submitted Tenders failing to be in the Tender Box at the time and date of closing.

7. Acceptance of Tenders

The TPRC has the right to accept or reject any Tender and to not accept any Tenders at all.

Tenders will be judged by the TPRC as best suited to the interests of the TPRC.

No Tender shall be deemed to have been accepted until the Tenderer has been notified of such acceptance in writing by or on behalf of the TPRC.

8. Disclosure of Contract Information

- (a) Tenderers should be aware that Tenders may be publicly available.
- (b) Documents and other information relevant to the outcome of this Tender process may be disclosed when required by law under the *Freedom of Information Act (WA) 1992* or under a court order;
- (c) The TPRC shall not provide content or comment for use by suppliers to promote their work, products or services by using association with the Council's projects or image;
- (d) Section 17, Part 4 of the *Local Government (Functions and General) Regulations 1996* (the "Regulations") requires that the Council maintain a Tender Register which must include, amongst other detail, the name of each Tenderer whose Tender has been opened and the amount of consideration or a summary of the consideration amount.

By submitting a Tender, the Tenderer acknowledges and agrees to the "Regulations" requirements as outlined above.

9. Alternative Tenders

All alternative Tenders shall be accompanied by a conforming Tender.

Tenders submitted as alternative Tenders or made subject to conditions other than the General Conditions of Contract shall be clearly marked by the Tenderer as an "Alternative Tender". The TPRC may decline to accept any alternative Tender.

10. Expiry or Withdrawal of Tenders

A Tender shall constitute an offer and shall remain open for acceptance for ninety (90) days from the date of closing of Tenders. The TPRC and Tenderers may agree to extend this period by agreement in writing.

Tenders shall not be withdrawn after the date and time for the closing of Tenders without the consent of the TPRC.

11. Tenderers to Inform Themselves

By submitting a Tender, a Tenderer shall be deemed to have:

- (a) Examined carefully and to have acquired actual knowledge of the contents of this Tender Document;
- (b) Examined all information relevant to the risks, contingencies and other circumstances having an effect on its proposal and which is obtainable by the making of reasonable enquiries;
- (c) Satisfied itself as to the correctness and sufficiency of its proposal and the arrangements stipulated by it;
- (d) Made itself aware of the site location, conditions, traffic, and other conditions;
- (e) Made itself aware of any statutory or legal requirements necessary to implement the proposal; and
- (f) Satisfied itself that it, its suppliers and its contractors are fully aware of any applicable provisions of the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*, and be able to comply with these.

12. Alterations

The Tenderer shall not alter or add to the Tender Form or other required documents unless required by these General Conditions of Tendering.

It is the responsibility of Tenderers to refer to the TPRC website (www.tamalapark.wa.gov.au) in order to access any addenda which, the TPRC may make to the Tender Document, where matters of significance make it necessary.

Tenderers must sign the Tender Form provided under Annexure A, acknowledging that addenda have been noted and accounted for.

13. Canvassing of Councillors and Council Staff

If a Tenderer, whether personally or by any agent, canvasses any of the TPRC's Councillors or staff with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the TPRC may at its discretion omit the Tender from consideration.

14. Tender Opening

All Tenders will be opened in the TPRC's offices, following the advertised closing time. No discussions, including disclosure of submitted Tender pricing, will be entered into between Tenderers and the TPRC's officers present or otherwise concerning the Tenders submitted.

15. Clarification of Tenders

A Tenderer may be requested to clarify a Tender in any respect before final consideration provided that no variation to the Tender sum is offered.

16. Copyright

Copyright in all documents provided by the TPRC for the purposes of Tendering remains with the TPRC except those documents comprising Australian Standards. No Tenderer shall use all or any part of any such copyright property except for the purpose of this Tender. Property of the logos of the TPRC lies with the TPRC.

Annexure C - Estate Plan



MASTERPLAN



All Dimensions and Areas are subject to survey. The particulars of this plan are supplied for identification purposes only and shall not be taken as a representation in any aspect on the part of the vendor or its agents.
*Subject to approval. The Masterplan is subject to change. REF: 2004/ea-0480 DATE: 10/05/2017 COPYRIGHT: Satterley Property Group Pty Ltd 18 Bourman Street, South Park VIC 3151 ABN 38 002 054 279

W: www.catalinaestate.com.au T: 9368 9068




Annexure D - Fee Schedule

Tenderers must complete the below fee schedule in full by providing lump sum fees for each item. The TPRC will use the fees provided to guide fees for works not captured in the indicative scope of works.

ITEM	ACTION	DELIVERABLES	TIMEFRAME	FEE (excl. GST)
1	Meeting Attendance and Reporting	Attendance and reporting at fortnightly client meetings. <i>Attend TPRC/SPG meetings to provide updates of community development works and ensure community development actions are coordinated with the Project.</i>	Fortnightly Meeting – up to four hours each month for the contract duration	\$ _____ (per hour)
2	Community Development Program Planning	Annual Community Development Program Plan. <i>Prepare an Annual Community Development Plan, detailing the strategies and implementation actions for community development for the financial year.</i>	Annually - Plan for FYE 2020 to be completed within four weeks of appointment. Plan due in early May in subsequent years.	\$ _____ (lump sum)
3	Community Newsletter	Community Newsletters. <i>Newsletters are to be produced in an A4 booklet form (A3 folded) and/or electronically to maximise distribution to residents within the Estate.</i>	Biannually – contract duration	\$ _____ (per hardcopy) \$ _____ (electronic)
4	Electronic Communications	Electronic communications. <i>Drafted for TPRC's approval as required and issued via data base.</i>	As instructed	\$ _____ (per eDM)
5	Resident Welcome Functions	Resident welcome function. <i>Hold one function per year with a target minimum of 60 attendees.</i>	Annually for contract duration	\$ _____ (Fee per function)
6	Community Environmental Initiative	Environmental Initiative. <i>Hold one environmental initiative annually, with a target minimum of 20 attendees.</i>	Annually for contract duration	\$ _____ (Fee per function - minus disbursements)

7	Minor Events	Minor Events. <i>Organise two minor events / series of events per calendar year, with a target minimum of 40 attendees.</i>	Two events annually	\$ _____ (Cost per simple function – lump sum) \$ _____ (Cost per series event, min 3 events – lump sum)
8	Major Events	Major Events. <i>Organise one major event per calendar year, with a target minimum of 100 attendees.</i>	Annually – contract duration	\$ _____ (Fee per function)
9	Community Liaison	Facebook Group Monitoring <i>Ongoing monitoring and reporting on the discussions and events posted on the privately-run Catalina residents' Facebook page, including liaison with residents and responding to their concerns.</i>	Weekly (allow up to three hours per week)	\$ _____ (per hour)
10	Capacity Building	Local Residents Groups <i>Provide support to new and established residents' groups to increase their capacity to undertake community initiatives in Catalina.</i>	Weekly (allow up to three hours per week)	\$ _____ (per hour)
11	Website Maintenance	Catalina Website Content Advice <i>Review the 'Community' page on the Catalina website and provide advice on any required updates.</i>	As required.	\$ _____ (per hour)

Hourly Rates

Any works required to be undertaken outside the scope of service defined above, completed at the explicit instruction of the TPRC / SPG shall be completed at hourly rates.

Position	Hourly Rate
	\$ _____ / hour
	\$ _____ / hour
	\$ _____ / hour