

Catalina

Surveyor Consultancy Services

Request for Proposal

TENDER NO: 03/2018



Tender close:

3:00pm (WST), Wednesday 15 August 2018

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, a master planned urban development in the suburbs of Clarkson and Mindarie. The Satterley Property Group (SPG) acts as project manager and exclusive selling agent on the TPRC's behalf.

The Catalina Estate will comprise around 2,400 lots, providing homes to approximately 6,000 residents. To date over 900 lots have been sold with some 976 lots constructed.

The Catalina Estate is a UDIA six leaves EnviroDevelopment accredited Estate, testament to the TPRC's commitment to best practice, sustainability and innovation. It is the TPRC's vision to create an urban centre for choice, sustainability, community and opportunity.

Scope of Service

This Scope of Service requires the provision of comprehensive Surveying Services. The consultant is required to carry out all services typically expected of this discipline. Without limiting the generality of the foregoing, the following tasks are to be carried out:

- Pre-construction; pre-calculation plan preparation.
- Statutory requirements including; as-constructed diagrams required by statutory bodies, final pegging and document preparation.
- Construction requirements; predominantly the provision of client requirements under the civil contract, such as control set-out, road centre line marking, services set-out and checking retaining walls.
- Clearance requests and lodgement of documents; includes all liaison with statutory bodies related to requesting and obtaining final clearances, and lodgement of relevant documentation at DPI and Landgate.
- Reporting on any related project issues.
- Production of single lot diagrams.
- Production of marketing stage plans.
- Production of estate sales plans.
- Providing input to all other consulting disciplines as member of the project consulting team across all development aspects.
- Attendance at fortnightly project consulting meetings and liaison with all relevant authorities.
- Providing other general assistance to Satterley Property Group, TPRC and other consultants as necessary.
- Surround Survey and Tree Location Survey.
- Production of aerial photographs, provision of other material required for planning approvals.

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)

* Refers Catalina Beach and Catalina Grove

Submission Requirements

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 tenderer 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 Surveyor 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. Track Record and Experience of the Tenderer (25%)

The proposal should demonstrate the experience of the tenderer in providing comprehensive Surveying Services to similar major land development projects. The proposal should include experience of similar services provided within the last 3 years.

Tenderers should demonstrate experience in the following areas:

- Undertaking surveying works on major land development projects;
- Managing clearances and titles processes for urban development; and
- Delivering clearances and titles on program.

Two written references should also be provided. Addressing these criteria is to be no more than four projects with (1) A4 page per project and (1) A4 page of various relevant projects.

2. Capability (25%)

The proposal should demonstrate the capability, in terms of personnel and experience, of the tenderer and identify personnel who will be allocated to undertake the Scope of Service. Details of the tenderer's structure and resources should be provided, together with qualifications and experience of allocated personnel.

The proposal should demonstrate quality control system implemented by the tenderer including but not limited to document management and safety.

Key personnel will need to be nominated with the percentage of time each nominated personnel will be dedicated to the project. Any proposed changes to key personnel will require the approval of the TPRC. Addressing this criterion is to be no more than four (4) A4 pages.

3. Fees (40%)

Tenderers must complete the fee schedule (Annexure D) as requested to cover all the components in the Scope of Service. Fees are to be inclusive of all consultant and sub-consultant fees, report preparation and printing, presentation plans, all disbursements and out of pocket expenses including travel, accommodation, title searches, photographs etc. Annexure D must be fully completed and included in the Tender submission.

4. Innovation (10%)

Tenderers must demonstrate how innovation will be (and may be achieved) through the implementation of surveying services.

Enquiries

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

Ms Lauren Vidler
Development Manager
Satterley Property Group
via email only: laurenv@satterley.com.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 consultant's performance will be formally reviewed every twelve months to ensure that the Scope of Service is being met and the consultant is meeting acceptable performance standards.

The TPRC reserves the right, at its absolute discretion, to terminate the consultancy at any time should the consultant 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: 03/2018

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. 03/2018 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 2.1.

2. Tender Document

This Tender Document shall comprise:

- (a) TPRC Tender Document 03/2018;
- (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)
Fee Schedule (Annexure D)

4. Clarification of the Tender Document

Tender enquiries should be referred to the following staff:

Lauren Vidler, Development Manager, Satterley Property Group
Email: laurenv@satterley.com.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.

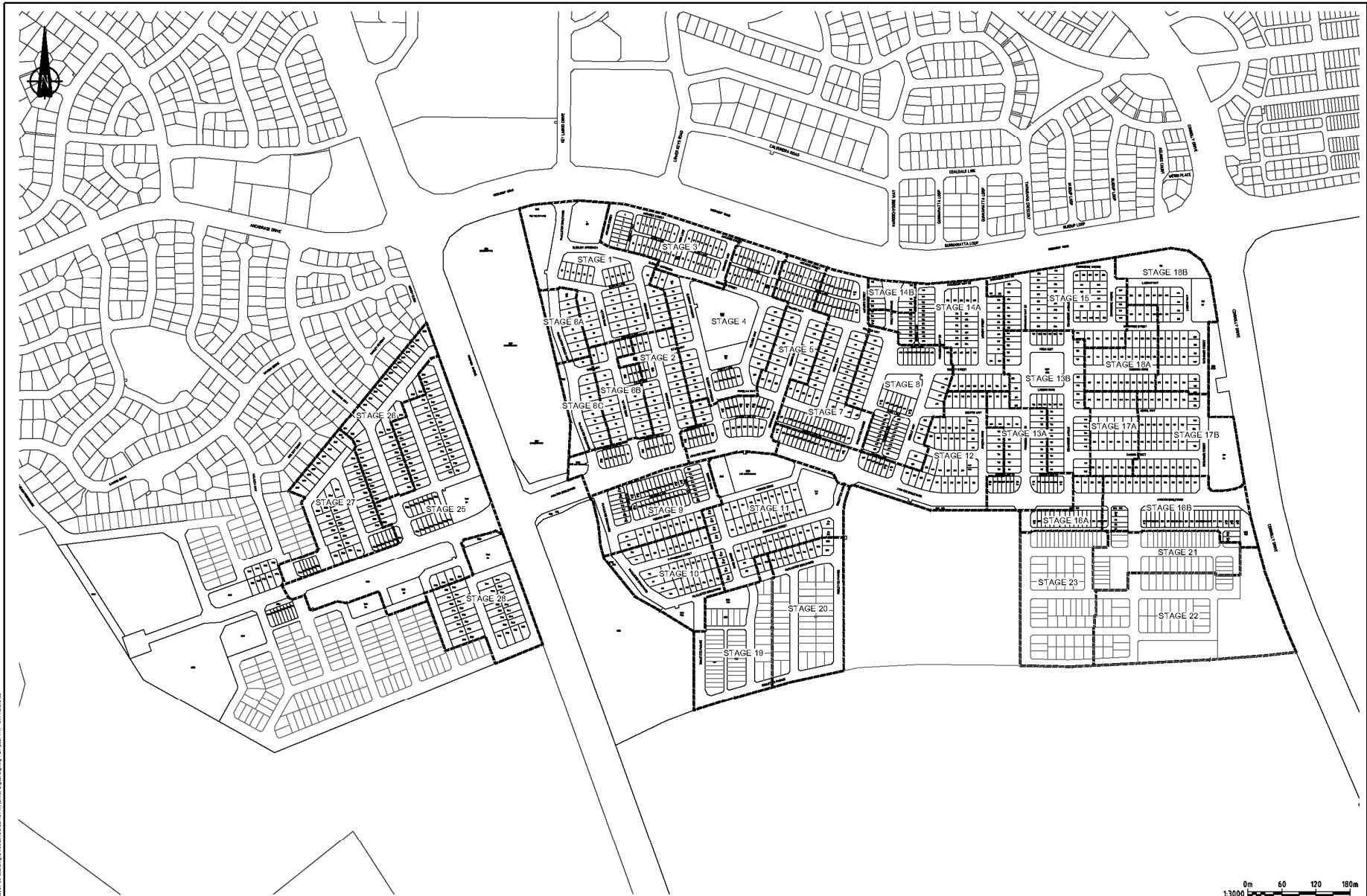
15. Clarification of Tenders

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



6037_Tamala Park Staging Plan (6037) 03.000 (Rev. 21/09/2018) 2.00 (11 PM) .dwg, Digital Signature PDF, v.1.1., C:\DWGFiles

REV	DATE	DRN	CHD	APP	AMENDMENT	REV	DATE	DRN	CHD	APP	AMENDMENT
K	21/09/16	JAE	NCIS	<i>ncis</i>	ISSUED FOR INFORMATION	F	-	JAE	-	-	ISSUED FOR INFORMATION
J	31/05/16	JAE	NB	N. BUTSON	ISSUED FOR INFORMATION	E	-	JAE	-	-	ISSUED FOR INFORMATION
I	-	JAE	-	-	ISSUED FOR INFORMATION	D	-	JAE	-	-	STAGE BOUNDARIES AMENDED
H	-	JAE	-	-	ISSUED FOR INFORMATION	C	-	JAE	-	-	SCALE AMENDED
G	-	JAE	-	-	ISSUED FOR INFORMATION	B	-	JAE	-	-	ISSUED FOR INFORMATION

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CW Cassell & Webb
 CONSULTANTS
 Mailing Address: 470 Ross Street, Subiaco WA 6008
 Street Address: 872 (Level 2) 431 Roberts Road, Subiaco WA 6008
 T: (08) 9422 5800 F: (08) 9422 5801 E: enquiries@cosweb.com.au

CLIENT	TAMALA PARK REGIONAL COUNCIL	PROJECT	CATALINA
APPROVED	01/06/16 NATHAN BUTSON	DESIGNED	JAE
TITLE	STAGING PLAN	SCALE	1:3000
DATE	14/3/16	DRAWING NO.	6037-00-002
REVISION	K	ORIGINAL SIZE	A1

Annexure D – Fee Schedule

Basic Items – Cost Per Lot

Item Number	Item	Cost Per Lot
1.1	Pre-calculations (6 Revisions)	
1.2	Set out for construction including Roads, Sewers and Services	
1.3	As-constructed Survey – Sewer	
1.4	As-constructed Survey – Water	
1.5	As-constructed – Drainage	
1.6	Final Survey	
1.7	Prepare Deposited Plan, including lot stats, easements and splitting into multiple stages	
1.8	Clearances of WAPC Conditions and Lodgements	
1.9	Administration and Management of Survey Functions	
1.10	Road name research	
1.11	As-constructed Landscaping - O Spec	
1.12	As-constructed Roads - R Spec	
1.13	GPS locator overlay - KMZ files (twice annually)	
1.14	Peggings for power domes and in some cases for light poles, Telstra and footpaths	
1.15	Pegging for clearing set out	
1.16	Lot synchronisation	
1.17	Retaining wall set out / as constructed	
1.18	Survey sheet preparation	
	TOTAL:	

Marketing Items – Cost Per Lot

Item Number	Item	Cost Per Lot
2.1	Preparation of Sales Plans (3 Revisions)	
2.2	Website lot Plans (3 Revisions)	
	TOTAL:	

Infrastructure Survey Items – Lump Sum

Item Number	Item	Lump Sum
3.1	Survey of infrastructure at intersections to locate underground services 100 meters in all directions, including pot holing to determine invert levels	
3.2	Survey of infrastructure from Anchorage Drive along the length of Long Beach Promenade to locate underground services, including pot holing to determine invert levels. A sewer as con will be required from Long Beach promenade to the first stage of civil works within the subdivision – allow 1km	
	TOTAL:	

Miscellaneous Works

Job Title	Hourly Rate
Project Director	
Project Officer	
Land Titling Specialist	
Survey Coordinator	
Drafting Services	
Project Assistant	
Field Technician	
Field Technician Assistant	