

16 CONFIDENTIAL ITEMS**16.1 PINNAROO VILLAGE GREEN MASTERPLAN PROJECT - AWARDING OF CONTRACT****RECOMMENDATION****That:**

- 1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Chief Executive Officer be excluded from attendance at the meeting held on Wednesday 18 September 2019 for Agenda Item 16.1 Pinnaroo Village Green Masterplan Project - Awarding of Contract;**
- 2. The Council is satisfied that pursuant to section 90 (3) (k) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 16.1 Pinnaroo Village Green Masterplan Project - Awarding of Contract is:

tenders for the supply of goods, the provision of services or the carrying out of works.**
- 3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 16.1 in confidence.**

**MOVED COUNCILLOR TREVOR HANCOCK
SECONDED COUNCILLOR REBECCA BOSELEY****That:**

- 1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Chief Executive Officer be excluded from attendance at the meeting held on Wednesday 18 September 2019 for Agenda Item 16.1 Pinnaroo Village Green Masterplan Project - Awarding of Contract;**
- 2. The Council is satisfied that pursuant to section 90 (3) (k) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 16.1 Pinnaroo Village Green Masterplan Project - Awarding of Contract is:

tenders for the supply of goods, the provision of services or the carrying out of works.**
- 3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 16.1 in confidence.**

CARRIED.**SUSPENSION OF STANDING ORDERS****MOVED COUNCILLOR NEVILLE PFEIFFER
SECONDED COUNCILLOR TREVOR HANCOCK****That Council suspend standing orders for a short 5 minute break at 7:52pm.****CARRIED.****7.57pm the meeting resumed**

16.1 PINNAROO VILLAGE GREEN MASTERPLAN PROJECT - AWARDING OF CONTRACT

Responsible officer: Jason Taylor, Chief Executive Officer

Attachments: 1. Quotation evaluation - Pinnaroo Village Green Master Plan Project - Confidential

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 90(2) & (3) of the <i>Local Government Act 1999</i> .
Sub-clause and Reason:	(k) - tenders for the supply of goods, the provision of services or the carrying out of works.

Executive Summary

The purpose of this report is to enable Council to determine the awarding of the lump sum contract for the delivery of the Pinnaroo village green masterplan project. There is a detailed quotation evaluation report attached to this report.

Council allocated \$50,000 it is annual business plan and budget for this project. This project is part of the urban design and amenity suite of projects. The budget includes \$40,000 for the planning part of the project and \$10,000 for refurbishment of the war memorial.

The State Government has provided funding of \$25,000 for this project under its Places for People funding.

The preferred contractor for this project is Wax Design for a lump sum contract price of \$37,600.00 (excluding GST).

RECOMMENDATION

That Council awards the lump sum contract for the delivery of the Pinnaroo village green masterplan project to Wax Design for a contract price of \$37,600.00 (excluding GST).

MOVED COUNCILLOR JEFFREY NICKOLLS

SECONDED COUNCILLOR PAUL IRELAND

That Council awards the lump sum contract for the delivery of the Pinnaroo village green masterplan project to Wax Design for a contract price of \$37,600.00 (excluding GST).

CARRIED.

Background

Council prepared a detailed project brief and draft professional services agreement for this project in July 2019. Council initiated a request for quotation and uploaded these documents to the South Australian Tenders & Contracts website on 17 July 2019. The request for quotation was open until

5pm on 15 August 2019. A project briefing session for interested firms was held in Pinnaroo on 31 July 2019.

Context

Council's annual business plan and budget 2019/20 has a suite of urban design and amenity projects worth \$280,000. These projects include planning and implementation projects. This project is a key planning project in that program of works, with early stage implementation to follow. Specifically there is an allocation of \$10,000 for works to the war memorial. There is a further \$20,000 allocation for implementation of the Pinnaroo Village Green Masterplan and Lameroo Town Centre Plan.

Policy and statutory implications

Council has undertaken the request for quotation process and evaluation in accordance with its Procurement policy.

Issues

Council has been progressing this project since the end of the 2018/19 financial year when an funding application was made to the State Government Department of Planning, Transport and Infrastructure. The project was also supported by elected members in the preparation of the 2019/20 business plan process.

The project was included in the draft 2019/20 annual business plan and budget and attracted specific support from local community groups keen to see Council investment in central Pinnaroo.

The request for quotation process resulted in very high levels of interest from urban design firms from Adelaide, regional South Australia, Victoria and New South Wales. There were a total of 13 quotations submitted.

An evaluation panel was formed to evaluate the quotations received consisting of the Chief Executive Officer, Manager Infrastructure Services and Manager Corporate Services. The evaluation panel met to evaluate the quotations on Friday 23 August 2019.

Wax Design scored the highest against the evaluation criteria with a total score of 94 out of 100. Wax is a well-known and highly regarded urban design firm based in Adelaide.

Wax Design provided a very high quality quotation submission demonstrating an excellent understanding of the project, offering a really sound community engagement proposal, evidence of related experience and presentation of a very well suited and experienced project team.

The evaluation panel was unanimous in its preferred quotation and is confident Wax Design will deliver a high quality masterplan that is built on quality and extensive community engagement and ownership of the plan.

Alternate options

Council has undertaken a public request for quotation process that has generated a substantial number of high quality proposals. The process accords with our procurement practices. No other alternative options are present.

Financial implications

The total project budget for the development of the masterplan is \$40,000.

Work Health and Safety and Risk implications

This report raises no new work health and safety or risk issues. The project has broad community support and is included in Council's annual business plan and budget and has been promoted as a project that will be dependent on a high level of community engagement and community ownership of the outputs.

Consultation

The community was consulted on the draft annual business plan and budget and this project attracted wide support. Council recently sought nominations for community involvement on the project steering committee for this project and that attracted high levels of interest and resulted in all five community positions on the committee being successfully filled.

Quotation evaluation report

Pinnaroo Village Green Project

1. Contract details

1.1 Type of contract

This contract is a lump sum contract.

1.2 Term of contract

25 September 2019, duration up to 18 months

1.3 Budget

- \$40,000*#
- *\$10,000 additional budget for war memorial refurbishment
- # \$25,000 funding from DPTI

2. Submitters

Thirteen quotations were received by the closing time/date of 5:00 pm Thursday 15 August 2019.

Submitter	PRICE
Beyond Ink / Clover	\$29,850.00
Birdseye	\$35,530.00
Hames Sharfey	\$49,500.00
Holmes Dyer Pty Ltd	\$40,477.27
JPE	\$37,180.00
Laimiga	\$21,000.00
Mosel (Survey only)	\$12,500.00
Outer Space	\$49,745.00
Oxigen	\$49,800.00
Pollen Studio	\$23,520.00
Rhizome	\$42,825.00
Tract	\$34,240.00
Wax Design	\$37,600.00

All submitters, except one, indicated that their quotations conformed with the specification. Mosel provided a non-conforming quotation for survey services only.

Five quotations were considered by the evaluation panel to be non-conforming due to exceeding the \$40,000 budget allocation. However they were assessed as different firms allocated different amounts to the War Memorial Refurbishment documentation.

All quotations except Mosel have been assessed.

No. of quotations conforming - **seven**

No. of quotations non-conforming - **six**

3. Evaluation panel

An evaluation panel was formed to evaluate the quotations received consisting of:

- Jason Taylor, Chief Executive Officer
- Matthew Sherman, Manager Infrastructure Services
- Tony Secomb, Manager Corporate Services

The evaluation panel met to evaluate the quotations on Friday 23 August 2019.

4. Evaluation criteria

The quotations were evaluated according to the following criteria in order of priority and weighting:-

1. Cost to council (direct and indirect)	40%
2. Response to specification/project brief	25%
3. Experience and qualifications	25%
4. Risk management	0%
5. Business capacity	0%
6. Financial capacity	0%
7. Quality management	10%

Only the six quotations that achieved a score above 28 progressed to the next criteria assessment after 1. Cost to Council.

Selection Criteria 1 – Cost to Council			
<ul style="list-style-type: none"> - Direct The quotation price submitted for the provision of goods, services or works. - Indirect All costs associated with the management, including risk management and contract management, of the contract supervision shall be applied consistently to each tender submission. For example contract supervision, asset resource utilisation and risk management. Should significant differences in requirement of Council be apparent the comparative indirect costs borne by Council must form part of the evaluation. 			
1.	Beyond Ink / Clover	Competitive overall price and hourly rates	34 out of 40
2.	Birdseye	Competitive overall price and hourly rates. Director involvement high and Director rate competitive.	36 out of 40
3.	Hames Sharley	Overall rate not competitive.	10 out of 40
4.	Holmes Dyer Pty Ltd	Video proposal excluded. Overall price not competitive.	20 out of 40
5.	JPE	Competitive overall price.	30 out of 40
6.	Laimiga	Competitive overall price and hourly rates. High number of exclusions.	15 out of 40
7.	Outer Space	Overall price high. Competitive hourly rates. Details of exclusions raise concerns.	25 out of 40
8.	Oxigen	Overall price high. Competitive hourly rates.	28 out of 40
9.	Pollen Studio	Competitive overall price and hourly rates. Director involvement high and Director rate competitive.	37 out of 40
10.	Rhizome	Overall price high. Limiting detail on price.	18 out of 40
11.	Tract	Competitive overall price and lack of detail on hourly rates.	20 out of 40
12.	Wax Design	Competitive overall price and hourly rates. Director involvement high and Director rate competitive.	38 out of 40

Selection Criteria 2 – Response to specification/project brief			
<p>A specification/project brief is a clear, complete and accurate statement of the description and technical requirements of a material, an item or a service. It may include the procedure to be followed to determine if the requirements are met.</p>			
1.	Beyond Ink / Clover	Design output good. Public consultation not defined.	13 out of 25
2.	Birdseye	Design outputs good Public consultation clear and well considered.	21 out of 25
3.	JPE	Design outputs good Public consultation clear and well considered.	21 out of 25
4.	Oxigen	Public consultation omitting finer details	17 out of 25
5.	Pollen Studio	Design outputs good Public consultation should include more detail.	16 out of 25
6.	Wax Design	Design outputs good Public consultation clear, detailed and very well considered. It is highly suited to the project and community. Includes a focus on engagement with elected members.	24 out of 25

Selection Criteria 3 – Experience and qualifications			
Details of the submitter’s previous experience with similar projects together with the qualifications of the submitting firm’s proposed staffing.			
1.	Beyond Ink /Clover	Urban focused SA experience	14 out of 25
2.	Birdseye	Qualifications and experience directly relevant to project	23 out of 25
3.	JPE	Quality experience and appropriate staffing, somewhat urban focused	21 out of 25
4.	Oxigen	Quality experience and appropriate staffing, good regional experience	22 out of 25
5.	Pollen Studio	Good team and experience. No SA experience documented.	18 out of 25
6.	Wax Design	Good team and experience.	23 out of 25

Selection Criteria 7 – Quality management			
The commitment of the submitter towards a quality system or process.			
1.	Beyond Ink / Clover	Extensive	8 out of 10
2.	Birdseye	Minimal details	4 out of 10
3.	JPE	Extensive	8 out of 10
4.	Oxigen	Minimal details	4 out of 10
5.	Pollen Studio	Minimal details	4 out of 10
6.	Wax Design	Extensive	9 out of 10

5. Evaluation scores

The overall scores, after evaluating the six quotations that scored highest on cost and were then evaluated on the other three criteria, was as follows:-

Submitter	Score
Wax Design	94 out of 100
Birdseye	84 out of 100
JPE	80 out of 100
Pollen Studio	75 out of 100
Oxigen	71 out of 100
Beyond Ink / Clover	69 out of 100

As can be seen, Wax Design scored highest against the evaluation criteria.

6. Issues of concern

The following issues of concern were identified and addressed in the evaluation.

Nil issues of concern were identified.

Wax is a very well-known and highly regarded urban design firm.

7. Summary

Wax Design provided a very high quality quotation submission demonstrating an excellent understanding of the project, really sound community engagement proposal, evidence of related experience and presentation of a very well suited and experienced project team.

All three highest scoring firms would be able to undertake this project and deliver a high quality product. Wax Design and Birdseye had particularly strong and well considered community engagement proposals. The three highest scoring quotations were within approximately \$2,000 of each other.

The evaluation panel was unanimous in its preferred quotation and is confident Wax Design will deliver a high quality masterplan that is built on quality and extensive community engagement and ownership of the plan.

8. Recommendation of evaluation panel

That Council awards the lump sum contract for the development of the Pinnaroo Village Green Masterplan to Wax Design for a contract price of **\$37,600.00** (excluding GST).

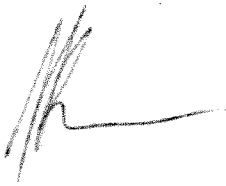
9 Evaluation panel

Endorsement of the recommendation.



Jason Taylor, Chief Executive Officer

Date: 6 September 2019



Matthew Sherman, Manager Infrastructure Services

Date: 6 September 2019



Tony Secomb, Manager Corporate Services

Date: 6 September 2019

RECOMMENDATION

That having considered agenda Item 16.1 in confidence under section 90 (2) and (3) (k) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act orders that the documents considered by the Council, including the officer's report and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2020, as to if this order is to continue in operation.

MOVED COUNCILLOR PAUL IRELAND**SECONDED COUNCILLOR REBECCA BOSELEY**

That having considered agenda Item 16.1 in confidence under section 90 (2) and (3) (k) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act orders that the documents considered by the Council, including the officer's report and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2020, as to if this order is to continue in operation.

CARRIED.