



CITY OF MELBOURNE

(STAGE 1)

INVITATION TO REGISTER

EXPRESSION OF INTEREST

For

DOCKLANDS LIBRARY AND COMMUNITY CENTRE

ARCHITECTURAL CONSULTANCY SERVICES

CONTRACT NUMBER: 5090

CONTRACT TERM: 2 years

COUNCIL CONTACT OFFICER: Osei Owusu-Afriyie

Telephone: (03) 9658 8625

Facsimile: (03) 9658 8840

EXPRESSION OF INTEREST CLOSING INFORMATION:

Time: 2.00 pm

Date: 23 September 2010

Location: In the Tender Box
Reception Area, Ground Floor, Council House
200 Little Collins Street Melbourne.

Document Date: 2 September 2010 5994158v1B

INDEX

Section	Title
<u>Section 1</u>	Introduction
<u>Section 2</u>	Conditions of Registration
<u>Section 3</u>	Registration Form and Schedules
<u>Section 4</u>	General Scope of Works

SECTION 1

INTRODUCTION

INTRODUCTION

1. CITY OF MELBOURNE

- 1.1. The distinctive physical character of City of Melbourne is a major factor contributing to the economic and social vitality and viability of Melbourne. Few other capital cities can boast such significant parklands, boulevards, waterways and open spaces so close to the CBD to attract local, interstate and international visitors as well as City residents and business houses. The City's assets play an important economic role as Melbourne develops an identity as a city of international significance.
- 1.2. Melbourne City Council (Council) as custodian of these assets, has a responsibility to current and future generations to preserve and develop this heritage. Council's Contractors make an important contribution to Melbourne's image as Australia's "Most Liveable City" by constructing high quality infrastructure that creates a healthy, safe and comfortable working and living environment for residents, businesses and visitors.

2. TENDERING PHILOSOPHY

- 2.1. As part of its responsiveness to business and community expectations, Melbourne City Council (Council) promotes public accountability and probity in its contractual arrangements. Accordingly, Council has adopted a system of open contracting and tendering (Open Tender System) that provides for transparency of the evaluation process. Council may discuss Tender Evaluation Reports in open session of Council Committee meetings.
- 2.2. Council places the onus on the Registrant to identify information that it believes should be classified as Commercial-in-Confidence and, therefore, not disclosed. Council expects that the extent of this information should be limited and reserves the right to exclude from evaluation information that the Registrant unreasonably classifies for non-disclosure.

3. EXRESSION OF INTEREST

- 3.1. The City of Melbourne (Council), in conjunction with VicUrban is seeking Expressions of Interest from commercial organisations with a proven ability to provide Architectural Consultancy Services in partnership with City Design Branch in the Design and Construction of the Dockland Library and Community Centre.
- 3.2. The Expression of Interest (EOI) is the first of a two-stage process to obtain a suitable Consultant to undertake the Architectural Consultancy Services under a formal agreement with Council. The experience and capability of Registrants lodging an Expression of Interest will be evaluated strictly on the criteria stated in Section 2 against the information requested in Section 3 of this document.
- 3.3. Organisations that are successful in the Expression of Interest evaluation procedure will be short-listed and proceed to the second stage of the process by being invited to Tender. A detailed specification of the Works will be provided in the tender documents.

The Expression of Interest and Tender Evaluation panels may comprise representatives of each of the above organisations.

4. INDICATIVE TIMETABLE

- 4.1. The indicative timetable for the Expression of Interest and Tender process are:

Closing date for Expression of Interest submissions 2.00 p.m. on 23 September 2010

Tender documentation made available to successful Registrants: 4 October 2010

Closing Date of Tender: 14 October 2010

Council Approval: 21 October 2010

Award of Contract: 28 October 2010

Notification to successful contractor and unsuccessful contractor: 21 October 2010.

SECTION 2

CONDITIONS OF REGISTRATION

CONDITIONS OF REGISTRATION

CONTENTS

Description	Page
1 DEFINITIONS	3
2 EXPRESSION OF INTEREST PROCESS.....	3
3 INVITATION TO REGISTER EXPRESSION OF INTEREST DOCUMENTS	3
4 CONTENTS OF EXPRESSION OF INTEREST	4
5 EXPRESSION OF INTEREST LODGMENT	4
6 NON-CONFORMING EXPRESSIONS OF INTEREST AND LATE LODGMENT	5
7 ACCEPTANCE OF EXPRESSIONS OF INTEREST	5
8 REGISTRANT TO INFORM ITSELF	5
9 ADDENDA	6
10 PRE-REGISTRATION MEETING AND SITE INSPECTION.....	6
11 EXPRESSION OF INTEREST EVALUATION	7
12 ADVERTISING	7
13 DISCLOSURE OF INFORMATION	7
14 CANVASSING	8
15 COLLATERAL CONTRACTS.....	8
CONDITIONS OF REGISTRATION ANNEXURE	9

CONDITIONS OF REGISTRATION

1. DEFINITIONS

- 1.1. In this Invitation to Register an Expression of Interest the following terms will, if not inconsistent with the context, have the meaning indicated:
 - 1.1.1. “Expression of Interest” means the documents from the Invitation to Register an Expression of Interest Document that the Registrant is required to duly execute and complete and lodge with the Council in accordance with the Conditions of Registration;
 - 1.1.2. “Registrant” means the person or persons identified on the Registration Form and includes all persons on whose behalf the person named therein may be deemed to have lodged the Expression of Interest; and
 - 1.1.3. “Council” means the Melbourne City Council.

2. EXPRESSION OF INTEREST PROCESS

- 2.1. The Expression of Interest (EOI) is the first of a two-stage process to obtain a suitable Consultant to undertake the proposed works under a formal agreement with Council.
- 2.2. The Expression of Interest marks the first stage of the process of assessing prospective organisations with established and proven expertise and resources in the provision of the Works. The Expression of Interest may also be used to assist Council to refine its specifications.
- 2.3. Registrants to this Invitation to Register an Expression of Interest will be evaluated against pre-defined criteria on the information requested in this document. Registrants will be responsible for submitting all the information that is requested and for lodging their Expression of Interest in the Tender Box by the stated closing time and date.
- 2.4. Registration of consortia will be accepted for evaluation on the condition that Registrants provide full details of their proposed legal and operational business frameworks.
- 2.5. Organisations that are successful in the Expression of Interest evaluation procedure will be short-listed and proceed to the second stage of the process by being invited to Tender. Organisations that have not qualified for the tendering stage will be notified. No evaluation information regarding the Expression of Interest will be made available until contract(s) have been awarded for the proposed works.
- 2.6. Organisations submitting an Expression of Interest accept that Council's decisions relating to the Expression of Interest are final and binding.

3. INVITATION TO REGISTER EXPRESSION OF INTEREST DOCUMENTS

- 3.1. The Invitation to Register an Expression of Interest document shall consist of:
 - 3.1.1. the Introduction;
 - 3.1.2. these Conditions of Registration;
 - 3.1.3. the Registration Form and Schedules;
 - 3.1.4. the General Scope of Works; and
 - 3.1.5. any additional documents issued by Council which are stated to apply to the Expression of Interest.

- 3.2. References to the Invitation to Register an Expression of Interest document includes any documents annexed or appended to the Invitation to Register an Expression of Interest document listed above.
- 3.3. The Invitation to Register an Expression of Interest document remains the property of Council and may only be used for the purpose of preparing a response to the Invitation to Register an Expression of Interest.
- 3.4. All Expressions of Interest and any accompanying documents become the property of Council. The Registrant is to submit an Expression of Interest on the basis that Council may use, retain and copy the information contained therein for the purpose of evaluating Expressions of Interest, identifying preferred Registrant(s), negotiating any resultant Contract or in responding to a claim raised by a Registrant concerning the Expression of Interest evaluation process. Ownership of intellectual property in the Expression of Interest remains vested in the Registrant.
- 3.5. The Invitation to Register an Expression of Interest document contains details relevant to the proposed contract. No representations, advice, information or material regarding the Expression of Interest have any force or effect unless they appear expressly in, or in a written Addendum to, the Invitation to Register an Expression of Interest document issued by the Council and identified by the Expression of Interest reference Contract number. The Expression of Interest reference Contract number. is stated in the Annexure to these Conditions of Registration.
- 3.6. Without limiting the above paragraph, the Invitation to Register an Expression of Interest document supersedes any prior representations made to the Registrant or advice, information or material previously provided to the Registrant with regard to the Expression of Interest and/or the proposed contract.
- 3.7. **Confirmation of use of hard copy plans and drawings**
 - 3.7.1. A hard copy of plans or Drawings relevant to the Tender are available to be collected by the Tenderer from Council's Reception Area, Ground Floor, Council House, 200 Little Collins Street, Melbourne;.
 - 3.7.2. Registrants acknowledge that plans or drawings obtained directly or indirectly via electronic transmission may not be accurately reproduced. The Registrant must not use or rely on plans or drawings obtained directly or indirectly via electronic transmission, this includes without limitation plans or drawings available from Council's tenders-on-line internet service. Any Tender submitted is deemed to be based on the actual hard copy of the drawings

4. CONTENTS OF EXPRESSION OF INTEREST

- 4.1. Registrants must submit the information requested in the Invitation to Register an Expression of Interest document. The Registrant must fully complete and duly execute, by signature of an authorised representative of the Registrant, the:
 - 4.1.1. Registration Form; and
 - 4.1.2. Schedules, including written statements, documents and all other information requested.

5. EXPRESSION OF INTEREST LODGMENT

- 5.1. Unless otherwise stated in the Annexure to these Conditions of Registration, the Registrant shall submit an original only, together with an electronic copy of its Expression of Interest, securely bound or fixed and, where practical, pages shall be consecutively numbered.

- 5.2. Expression of Interest submissions shall be enclosed in a sealed envelope and shall be lodged in the Tender box located in the **Reception Area, Ground Floor, Council House, 200 Little Collins Street, Melbourne**, prior to the **closing time for Expressions of Interest stated on the Registration Form**. Envelopes containing Expression of Interest submissions are to be clearly marked "Expression of Interest" together with the Contract Number and Name.
- 5.3. The sealed envelope containing the Expression of Interest shall include all required matters referred to in Clause 4 together with any supporting material, all endorsed with the Expression of Interest Contract number reference.
- 5.4. Expressions of Interest lodged after the closing time stated on the Registration Form will **not** be accepted.
- 5.5. The Council will not make any payment to the Registrant for the preparation and submission of the Expression of Interest.

6. NON-CONFORMING EXPRESSIONS OF INTEREST AND LATE LODGMENT

- 6.1. Late lodgement of Expressions of Interest will not be considered and will be returned to the Registrant. Any Expression of Interest failing to comply with and/or containing provisions contrary to the Invitation to Register an Expression of Interest Document will be considered non-conforming and may be rejected at the discretion of the Council.
- 6.2. The Council reserves all rights to consider and accept non-conforming Expression of Interest submissions.

7. ACCEPTANCE OF EXPRESSIONS OF INTEREST

- 7.1. The Council may accept any Expression of Interest.
- 7.2. The Council is not bound to accept any Expression of Interest.
- 7.3. Notwithstanding any other requirements of the Invitation to Register an Expression of Interest document the Council may, before any Expression of Interest is accepted, require any Registrant to submit promptly on request and without charge, any further information relevant to the Expression of Interest.
- 7.4. The Council may conduct post-Expression of Interest discussions with one or more of the Registrants for the purpose of concluding the Expression of Interest.
- 7.5. An Expression of Interest will not be deemed to have been accepted until the Council has notified the Registrant in writing.

8. REGISTRANT TO INFORM ITSELF

- 8.1. The Registrant acknowledges that:
 - 8.1.1. It has had full opportunity to:
 - 8.1.1.1. examine and acquaint itself with the Invitation to Register an Expression of Interest Documents;
 - 8.1.1.2. have fully informed itself regarding the proposed contract;
 - 8.1.2. it has satisfied itself as to the correctness and sufficiency of its Expression of Interest;

- 8.1.3. it has no claim against the Council due to the accuracy or otherwise of information obtained from the Council and upon which the Registrant has based its Expression of Interest;
 - 8.1.4. plans or drawings obtained directly or indirectly via electronic transmission, including without limitation plans or drawings available from Council's tenders-on-line internet site, may not be accurately reproduced; and
 - 8.1.5. it has not relied on any plans or drawings other than a hard copy of the plans.
- 8.2. If a Registrant has any doubt as to the meaning of any provisions or aspect of the Invitation to Register an Expression of Interest document it will either:
- 8.2.1. request in writing that the Council clarify the issue in writing; or
 - 8.2.2. when submitting the Expression of Interest, include a statement of the interpretation upon which its Expression of Interest has been prepared.
- 8.3. A Registrant must submit any request made for clarification, in accordance with clause 8.2.1, to the Council Contact Officer not later than three (3) working days before the closing time for the Expression of Interest.
- 8.4. The Council may respond to a request for clarification or respond to a statement of interpretation. The Registrant must not rely on any response by the Council or assert that any such response affects the Registrant's rights unless the response is made in writing. The Council may circulate such responses to any other Registrant.
- 8.5. In communicating with the Council for the purposes of the Expression of Interest, the Registrant will liaise only with the Contact Officer specified on the Annexure to the Conditions of Registration or such other person as the Council designates.
- 8.6. The Registrant in lodging its Expression of Interest submission acknowledges that the Council will be relying on the Registrant's professional expertise to fully and competently evaluate and compile its Expression of Interest.

9. ADDENDA

- 9.1. Any time up to three (3) working days before the Expression of Interest closing time, the Council may issue Addenda to the Invitation to Register an Expression of Interest Documents to modify or clarify the Invitation to Register an Expression of Interest Documents in any manner whatsoever including responses to any enquiries from Registrants. All Addenda will be consecutively numbered and will be sent to each Registrant to which an Invitation to Register an Expression of Interest document has been issued.
- 9.2. The Registrant shall confirm in its Expression of Interest that all Addenda have been taken into account in the Expression of Interest.

10. PRE-REGISTRATION MEETING AND SITE INSPECTION

- 10.1. If arrangements for a Registrants briefing meeting and/or site inspection are stated in the Annexure to these Conditions of Registration, a senior representative of the Registrant is encouraged to attend for the duration thereof.

11. EXPRESSION OF INTEREST EVALUATION

- 11.1. Expressions of Interest will be evaluated against the criteria as listed, in order of importance, in the Annexure to these Conditions of Registration. The Council will determine the relative importance of the criteria by a weighting system. Registrants must prove an acceptable level of performance in all criteria categories.
- 11.2. Evaluation will comprise assessment of the information submitted by Registrants. The information required by Council is detailed in the Registration Form and Schedules, in Section 3 of the Invitation to Register an Expression of Interest document, and any other information that may be requested by Council during the evaluation process.
- 11.3. Expressions of Interest will primarily be assessed against the non-price attributes of experience, capability and past performance. Price and detailed proposals for performing the specific works will not be assessed until the second stage of the process, when the approved short-list of Registrant's are requested to submit Tenders in response to detailed specifications. By assessing both non-price attributes and price, Council's objective is to obtain best quality and value for money in delivering the works.
- 11.4. Registrants should note that whenever practicable and relevant, in accordance with S.186(6) of the Local Government Act Council will give preference to the supply of goods, machinery or material associated with the contract that are manufactured or produced in Australia or New Zealand.
- 11.5. Results from stage one (Expression of Interest) will be carried through to stage two (Tender) where the criteria may be subject to further evaluation.
- 11.6. An Expression of Interest may not be considered further unless the Registrant is assessed as having an acceptable level of performance for all relevant criteria categories. Information may be assessed as non-conforming where it is regarded by Council as being invalidated by a qualification stated in the Expression of Interest. Registrants may be required to attend an interview during the evaluation process.

12. ADVERTISING

- 12.1. No Registrant shall make any public statement in relation to this Invitation to Register an Expression of Interest Document, its Expression of Interest, the short-listing of Registrants, or the subsequent Tender and proposed Contract without the prior written permission of the Council.

13. DISCLOSURE OF INFORMATION

- 13.1. Council has adopted an Open Tender System as part of its commitment to maximise the transparency of its decision making process.
- 13.2. If any Registrant wishes to include in its Expression of Interest any information relating to:
 - 13.2.1. a trade secret of a Registrant; or
 - 13.2.2. other matters of a business, commercial or financial nature which if disclosed would be likely to expose the Registrant unreasonably to disadvantage,
- 13.3. and the Registrant requires that information be maintained by Council as confidential, the Registrant must identify that information in the Schedule of Commercial in Confidence Information.
- 13.4. In considering whether specific information should be categorised as a trade secret, the Registrant should assess:
 - 13.4.1. the extent to which it is known outside of the Registrant's business;
 - 13.4.2. the extent to which it is known by the persons engaged in the Registrant's business;

- 13.4.3. any measures taken to guard its secrecy;
- 13.4.4. its value to the Registrant's business and to any competitors;
- 13.4.5. the amount of money and effort invested in developing the information; and
- 13.4.6. the ease or difficulty with which others may acquire or develop this information.
- 13.5. In considering whether disclosure of specific information will expose a Registrant's business to unreasonable disadvantage, the Registrant should assess:
 - 13.5.1. whether the information is generally available to competitors; and
 - 13.5.2. whether it could be disclosed without causing substantial harm to the competitive position of the business.
- 13.6. The Registrant must provide written justification as to the reasons for classification of this information as 'Commercial-in-Confidence'. Merely labelling information as such will not be sufficient.
- 13.7. Council will make a preliminary determination as to whether any part of an Expression of Interest submission should be treated as confidential. Where Council considers that there is not sufficient grounds to treat the material as 'Commercial in Confidence', Council will inform the Registrant of its decision and will seek the Registrant's consent to disclose the information classified as 'Commercial in Confidence'.
- 13.8. If the consent in clause 13.6 is not provided, Council reserves the right to exclude information marked as 'Commercial in Confidence' from the Expression of Interest evaluation process.
- 13.9. Notwithstanding any other provision of this clause 13, in the absence of a Council resolution determining that the process will be confidential, Council will not accept Expressions of Interest which have 'Commercial in Confidence' applied to the whole document.
- 13.10. Council will take reasonable steps to maintain confidential all information included in an Expression of Interest which is marked 'Commercial in Confidence'. If that information becomes the subject of a request for access under the FOI Act, the views of the Registrant will be sought before Council determines whether the details are exempt matters under the FOI Act.
- 13.11. Whether any Commercial in Confidence material is exempt from access under the FOI Act may ultimately be decided by the Victorian Civil and Administrative Tribunal (VCAT). A Registrant may be required to give evidence at a proceeding at VCAT in relation to whether information in an Expression of Interest is exempt from access under the FOI Act.
- 13.12. In addition to the Open Tender System, Council is subject to the *Freedom of Information Act 1982* (Vic) (FOI Act). It may be requested by any person to provide access to documents in its possession, including documents submitted by any Registrant or generated by the Expression of Interest process. The right of access is subject to certain exemptions from access, to protect, amongst other things, business affairs of persons.
- 13.13. Council has adopted the Information Privacy Principles derived from the *Information Privacy Act 2000*. Registrants must identify the personal information submitted by the Registrant that should not be disclosed. Consent for the disclosure of any personal information must be obtained by the Registrant.

14. CANVASSING

- 14.1. The Expression of Interest of any Registrant who seeks to canvass or who contacts a Councillor in relation to this Invitation to Register an Expression of Interest will not be considered by the Council.

15. COLLATERAL CONTRACTS

- 15.1. The submission of an Expression of Interest by a Registrant will not give rise to any contract governing, or in any way connecting, the Expression of Interest process, or any aspect of the Expression of Interest process. The Council expressly disclaims any intention to enter into any such contract.

CONDITIONS OF REGISTRATION ANNEXURE

- Clause 3 The Expression of Interest Reference Contract Number is: 5090
- Clause 5 The Registrant is to submit the Original and one (1) electronic copy of its Expression of Interest, to be placed in the Tender Box, Reception area, Ground Floor, Council House, 200 Little Collins St Melbourne.
- Clause 8 Council Contact Officer is Osei Owusu-Afriyie
- Title: Senior Project Manager
- Address: City Design Branch
City of Melbourne
GPO Box 1603M
Melbourne 3001
- Telephone: (03) 9658 8625
- Facsimile: (03) 9658 8840
- E-mail Address osei.owusu-afriyie@melbourne.vic.gov.au
- Clause 10 A pre-registration meeting has not been arranged.
- Clause 11 The evaluation criteria and weightings for the Expression of Interest (EOI) are stated below.

The evaluation criteria that will apply to the subsequent Tendering process are also indicated to assist Registrants understand the basis of the overall assessment that will apply to the two stage process. The criteria are given in order of importance, with the most important criteria listed at the top:

EVALUATION CRITERIA	EOI	TENDER	WEIGHTING
➤ Value & Fee Submission	-	Yes	40 %
➤ Experience, Capability & Past Performance	Yes	-	40 %
<ul style="list-style-type: none"> • company organisational structure <ul style="list-style-type: none"> - organisational structure supporting project architect - company systems including QA systems - key personnel • technical/professional & systems capability <ul style="list-style-type: none"> - resources & technical expertise relevant to this scope - commitment to achieving work programs - ability to coordinate design and documentation as principle consultant - CAD capability and associated systems suitable for this project - procedures and processes supporting project architect • company resource capacity & current commitments <ul style="list-style-type: none"> - current and future commitments to adequately resource this project - resource management processes - financial capability - insurance details • core business and main client base <ul style="list-style-type: none"> - demonstrated experience in projects of similar scope and size - core business relevant to this scope • relevant expertise and past performance <ul style="list-style-type: none"> - demonstrated experience and past performance in projects involving multiple stakeholders including State & Local Government - demonstrated experience and past performance in design & construction of similar or high quality facilities valued between \$5 and \$15m - demonstrated OH&S record and policy - referee reports & contacts - proven track record in collaborative approach to building construction 			

➤ Plan for Proposed Works			15 %
• outline of work plan and methodology	Yes	-	
- key challenges in this project			
- management support structure, services and systems			
- proposed personnel identifying relevant experience and proposed role and time allocations			
- continuing availability of services			
- systems supporting contract management during construction phase			
- risk management			
- discrimination, harassment & bullying risk management			
• detailed work plan and methodology	-	Yes	
➤ Quality Assurance & Occupational Health & Safety			5 %
• commitment to quality (policy & past projects)	Yes	-	
• detailed quality assurance plan proposed for this project	-	Yes	
• commitment to OHS (policy)	Yes		

Note: Results from Stage 1 (Expression of Interest) will be carried through to Stage 2 (Tender) where the criteria may be subject to further evaluation. Registrants will be evaluated against the information that Registrants are required to submit, as listed in Section 3 – Registration Form & Schedules of this document.

SECTION 3

REGISTRATION FORM AND SCHEDULES

REGISTRATION FORM & SCHEDULES

CONTENTS

Description

Introduction

Instructions to Registrants

Registration Form

Schedules

Schedule Proformas:

- Schedule of Quality Assurance
- Schedule of Occupational Health and Safety (OH&S) – Systems and Work Practices
- Schedule of Commercial in Confidence Information
- Schedule of Addenda – Acknowledgment

REGISTRATION FORM & SCHEDULES

1. INTRODUCTION

- 1.1 The information provided by Registrants in response to the Registration Form and Schedules will form the basis of the Expression of Interest evaluation. The Registration Form and Schedules directly correspond with the Evaluation Criteria listed in the Annexure to the Conditions of Registration (refer Section 2).
- 1.2 Registrants responses will be evaluated in accordance with the Expression of Interest Evaluation Process and the evaluation criteria described in Clause 11 of the Conditions of Registration (refer Section 2). It is the Registrants responsibility to provide sufficient detail in the Expression of Interest by the Expression of Interest closing time and should not expect to be given further opportunity after that time to provide additional information.
- 1.3 ***For convenience, a separate copy of the Registration Form and Schedules (Section 3) is provided as an attachment for Registrants to complete as part of the Registration process.***

2. INSTRUCTIONS TO REGISTRANTS

- 2.1 Registrants must prepare and submit their Expression of Interest in accordance with the Conditions of Registration, Section 2, of this Invitation to Register an Expression of Interest document. The Expression of Interest shall comprise the **fully completed**:
 - 2.1.1 Registration Form; and
 - 2.1.2 Schedules.
 - Schedule of Experience & Capability & Past Performance
 - Schedule of Quality Assurance
 - Schedule of Occupational Health & Safety - Systems & Work Practices
 - Schedule of Commercial in Confidence Information
 - Schedule of Addenda – Acknowledgment

REGISTRATION FORM

for

EXPRESSION OF INTEREST

Reference Contract No: 5090

Contract Name: Docklands Library & Community Centre - Architectural Consultancy Services

I / We register an Expression of Interest in the proposed works described above and as set out in the Invitation to Register an Expression of Interest document, including Addenda

Full name of Registrant A.B.N

Trading Name

Registered Office Address

Place of Business Address

Telephone Number ()

Facsimile Number ()

Mobile Number

Email Address

I / We acknowledge that should the Melbourne City Council agree to consider this Expression of Interest, we are bound by, and will comply with, this Expression of Interest and its associated Schedules, all in accordance with the Conditions of Registration contained within the Invitation to Register an Expression of Interest document.

Signature of Authoriser

Printed Name of Signatory

Position of Authoriser

Dated this day of 20

RETURNABLE:..... NO LATER THAN **2.00 PM** ON 23 SEPTEMBER 2010 IN THE TENDER BOX,

Reception Area, Ground Floor, Council House, 200 Little Collins Street, Melbourne

**EXPRESSIONS OF INTEREST SENT BY FACSIMILE OR LATE EXPRESSIONS OF
INTEREST WILL NOT BE ACCEPTED**

SCHEDULES

1 SCHEDULE OF EXPERIENCE, CAPABILITY & PAST PERFORMANCE

- 1.1 The Registrant is to preparing a submission for this Schedule, addressing the items below. The submission is to be a maximum of twenty (20) pages, and supporting promotional and standard practice profile attachments are to be relevant and concise.
- 1.2 Furnish the following details in regards to your organisational structural and the organisations technical and/professional and systems capability:
 - 1.2.1 a brief profile and history, including a current chart showing your organisational structure;
 - 1.2.2 a summary of the number of professional, technical and other staff employed;
 - 1.2.3 a summary of the organisation's procedures, processes and systems, including QA systems;
 - 1.2.4 details of key personnel, including curriculum vitae;
 - 1.2.5 details of resources and expertise relevant to this scope;
 - 1.2.6 demonstration of commitment to achieving work programs;
 - 1.2.7 demonstration of ability to coordinate design and documentation as principle consultant;
 - 1.2.8 details of CAD capability and associated systems suitable for this project;
 - 1.2.9 details of company procedures and processes supporting the project architect;
- 1.3 Furnish the following details in regards to your organisation's resource capacity and current commitments:
 - 1.3.1 details of current and future commitments and ability to meet project deadlines;
 - 1.3.2 details of the company resource management systems supporting the project architect;
 - 1.3.3 demonstration of financial capacity of the organisation to undertake this project;
 - 1.3.4 details of company insurance details, including professional indemnity insurance.
- 1.4 Furnish the following details in regards to your organisation's core business and client base:
 - 1.4.1 demonstration of experience in projects of similar scope and size;
 - 1.4.2 demonstration of core business relevant to this project.
- 1.5 Furnish the following details in regards to your organisation's relevant expertise and past performance:
 - 1.5.1 demonstration of experience and past performance in projects involving multiple stakeholders, including State and Local Government;
 - 1.5.2 demonstration of experience and past performance in design and construction of similar or high quality facilities valued between \$5 and \$15 million;
 - 1.5.3 demonstration of OH&S record and policy;
 - 1.5.4 referee reports (at least three to be submitted) and relevant contacts;
 - 1.5.5 demonstrated proven track record in collaborative approach to building construction.

2 SCHEDULE OF PLAN FOR PROPOSED WORKS

- 2.1 The registrant is to identify and describe the key challengers for the architect in this project and to furnish an outline of the proposed work plan and methodology, in regard to:
- 2.1.1 management support structure, services and systems;
 - 2.1.2 proposed personnel, including identifying relevant experience and proposed role and time allocations;
 - 2.1.3 continuing availability of services;
 - 2.1.4 systems supporting contract management during the construction phase;
 - 2.1.5 risk management;
 - 2.1.6 discrimination, harassment and bullying risk management;

3 SCHEDULE OF QUALITY ASSURANCE

- 3.1 Furnish the following information:
- 3.1.1 complete the attached proforma titled "Schedule of Quality Assurance"; and
 - 3.1.2 describe the level of Quality Assurance program you propose to implement on this project, how long it will take to fully implement, and your on-going management and reporting arrangements.

4 SCHEDULE OF OCCUPATIONAL HEALTH AND SAFETY

- 4.1 Furnish the following information:
- 4.1.1 complete the attached proforma titled "Schedule of Occupational Health and Safety (OHS) – Systems and Work Practices";
 - 4.1.2 describe the level of Occupational Health and Safety program you propose to implement on this project, how long it will take to fully implement, and your on-going management and reporting arrangements.

5 SCHEDULE OF ADDENDA ACKNOWLEDGMENT

- 5.1 Confirm receipt of all Addenda to the Invitation to Register an Expression of Interest document by completing the attached proforma titled "Schedule of Addenda – Acknowledgment".

SCHEDULE OF QUALITY ASSURANCE

Registrant's Name: _____

This proforma is intended to assist the Melbourne City Council in determining the capabilities of the Registrant with respect to what can reasonably be expected in terms of a quality outcome. The general outcomes expected include compliance with the specification, guaranteed reliability of product, timely supply of architectural works, customer service of the highest standard, and appropriate risk management programs.

1. Do you have a specific process for planning and documenting how you intend to meet Melbourne City Council's commitment to quality? If so, please briefly describe this process.

2. For how long has the process been in place?

3. To how many projects has the process been applied?

4. What is the largest dollar value project to which this process has been applied? \$

5. Describe briefly how you measure quality and use the information gained to improve your processes:

6. Does your organisation have a documented quality system, which meets the requirements of AS/NZS ISO 9001 or 9002? **Yes** **No**

7. If you answered YES to the above Question 6, is your quality system certified by an accredited body? If so, please supply the following details:

Registration No _____ **Name of Certifying Body** _____

8. If you answered NO to Question 6, are you actively working towards the certification of a quality system? **Yes** **No**

9. When do you anticipate achieving this (Question 8)?

10. What criteria do you use in the selection of Subcontractors? Please attach a description of the criteria used.

Signature of Authoriser _____

Printed Name of Signatory _____

Position of Authoriser _____

Dated this _____

day of _____

20 _____

THIS PROFORMA MUST BE ANSWERED IN FULL AND IS TO BE SUBMITTED WITH THE EOI

SCHEDULE OF OCCUPATIONAL HEALTH AND SAFETY (OHS) Systems and Work Practices

Registrant's Name: _____

This proforma is intended to assist the Melbourne City Council evaluate Registrants capabilities in the management of OHS risks. Registrants may be required, at further request, to verify their responses below by providing objective evidence on their OHS systems and work practices.

1 OHS Policy and Management	Yes	No	N/A
1.1 Is there a written company health and safety policy?	—	—	—
1.2 Does your company have an OHS Management System certified by a recognised independent authority (eg: SafetyMAP, NSCA)?	—	—	—
1.3 Is there a company OHS Management System manual or plan?	—	—	—
1.4 Are OHS responsibilities clearly identified for all levels of staff?	—	—	—
2 Safe Work Practices and Procedures			
2.1 Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?	—	—	—
2.2 Does the company have any permit to work systems?	—	—	—
2.3 Is there a documented incident/accident investigation procedure?	—	—	—
2.4 Are there procedures in place for maintaining, inspecting & assessing the hazards of plant operated/owned by the company?	—	—	—
2.5 Are there procedures for storing/handling hazardous substances?	—	—	—
2.6 Are there procedures for identifying, assessing & controlling risks associated with manual handling?	—	—	—
3 OHS Training			
3.1 Is health and safety training conducted in your organisation?	—	—	—
3.2 Is a record maintained of all employees training and induction programs?	—	—	—

Signature of Authoriser _____

Printed Name of Signatory _____

Position of Authoriser _____

Dated this _____

day of _____

20 _____

This PROFORMA must be answered In Full and is To Be Submitted With The EOI

SCHEDULE OF OCCUPATIONAL HEALTH AND SAFETY (OHS) (CONT'D)

4	Health and Safety Workplace Inspection	Yes	No	N/A
4.1	Are regular health and safety inspections at worksites undertaken?	—	—	—
4.2	Is there a procedure for employees to report hazards at workplaces?	—	—	—
4.3	Are standard workplace inspection checklists used for OHS inspections?	—	—	—
5	Health and Safety Consultation			
5.1	Is there a workplace health and safety committee?	—	—	—
5.2	Are employees involved in decision making over OHS matters?	—	—	—
5.3	Are there employee elected health and safety representatives?	—	—	—
6	Monitoring			
6.1	Is there a system for recording & analysing OHS performance statistics?	—	—	—
6.2	Is company OHS performance regularly advised to employees?	—	—	—
6.3	Has the company ever been convicted of an OHS offence?	—	—	—

7 Company References - Please provide information for three (3) most recent contracts:

	Contract 1	Contract 2	Contract 3
Contract Name			
Client Name			
Contact Name			
Phone No.			
No. of lost time injuries			
No. of person days on contract			
Total days lost due to injuries			

8 Documentation - Attach the following documentation for preliminary evaluation:

- 8.1 Contents page only of OHS manual (refer Q 1.3 above).
- 8.2 Summary list of procedures, including general and specific (refer Q 2.1 above).
- 8.3 Accident/Incident report form (refer Q 2.3 above).
- 8.4 Training program and course outline of one training course as an example (refer Q 3.1 above).
- 8.5 Workplace inspection/audit checklist (refer Q 4.3 above).

Signature of Authoriser

Printed Name of Signatory

Position of Authoriser

Dated this

day of

20

This PROFORMA must be answered In Full and is To Be Submitted With The EOI

Schedule of Commercial in Confidence Information

Registrant's Name: _____

The Registrant is to indicate in the following Schedule or attachments, information it believes is "Commercial in Confidence" and should not be published as it is a trade secret or exposes the Registrant to unreasonable disadvantage. Detailed justification for classifying this information is to be provided.

Trade Secret:

Unreasonable Disadvantage:

Signature of Authoriser _____ Printed Name of Signatory _____

Position of Authoriser _____ Dated this _____ day of _____ 20 _____

This Schedule must be answered In Full and is To BE SUBMITTED WITH THE TENDER

SECTION 4

GENERAL SCOPE OF WORKS

GENERAL SCOPE OF WORKS

1. OVERVIEW

- 1.1 The successful consultant will provide Architectural Consultancy Services in partnership with City Design Division (CoM), including the following:
- 1.1.1 preparation of schematic design and development of design to ensure a facility that fully meets the objectives in the design brief;
 - 1.1.2 preparation of full architectural documentation, for tendering;
 - 1.1.3 as part of the principal consultant team, coordination of design and documentation of other design consultants;
 - 1.1.4 architectural services support to the project manager during the contract administration and construction phase; and
 - 1.1.5 other services as described in the detailed consultant brief (to be issued as part of the tender documents)
- 1.2 A more detailed scope of consultant services will be included in the tender documents.

2. PROJECT WORKS

- 2.1 The City of Melbourne (CoM) and VicUrban have jointly confirmed the location for a new Library and Community Centre. The site, located at the northern intersection of Waterview Walk and Harbour Esplanade currently houses the existing community hub building. It is proposed that the Library and Community Centre operated by the City of Melbourne will deliver a range of integrated and co-located services for the Docklands Community

The project is to provide:

- a centre for community lifelong learning, activities and education in Docklands;
- a safe, welcoming and accessible hub that encourages social interaction and community engagement; and
- a community building that establishes a benchmark for achievement and promotion of sustainability and innovation through its design, relationship with the public realm and use of technology.

- 2.2 The indicative total Project cost is \$15m, including professional fees and sundries