

## 16.1 WICKHAM COMMUNITY HUB

<b>File No:</b>	<b>CP.699, CP.710</b>
<b>Responsible Executive Officer:</b>	<b>Director Strategic Projects &amp; Infrastructure</b>
<b>Reporting Author:</b>	<b>Project Manager</b>
<b>Date of Report:</b>	<b>10 September 2014</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Nil</b>

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### **PURPOSE**

To seek Council consideration of a proposal to advertise for submissions for the appointment of a Project Architect and Quantity Surveyor for the design and contract administration of the Wickham Community Hub Project.

### **BACKGROUND**

At its March 2014 Ordinary Council Meeting, Council resolved, in part via resolution 152784, to:

1. NOTE that community consultation will continue with stakeholders and extend to the wider community in order to gain additional feedback and comment on Council's preferred scope for the Eastern Corridor Community Hub.

To progress the community consultation, CCS Strategic were engaged to conduct;

1. An independently facilitated community workshop was held in Wickham on the 19 August, 2014; and
2. A peer review assessment and critique of the proposed development.

The meeting highlighted that there are still some items to be resolved with regard to this project with the Wickham Community, in particular issues of scope, facility location and management model needed to be clarified. CCS Strategic provided a series of recommendations following the meeting. The CCS report makes the following recommendations:

- With the assistance of a specialist concept planner(s) to lead/guide the process, re-engage the Wickham community:
  - a) via the individual Wickham community groups previously engaged;
  - b) inclusive of any additional new groups identified to the City during the workshop process;
  - c) to clarify the needs of these groups and the wider community and to document these spatial requirements and the rationale for facility provision; and
  - d) determine the priority for facility provision within the agreed project budget of \$18.5 million.
- Instruct a concept planner to prepare a new/revised master plan for the site for presentation to the community taking into account the issues raised at the workshop.

The City's Community Services team are currently surveying community groups and undertaking further one-on-one discussions with Wickham community organisations. It is planned to host a further meeting in Wickham in the next 3 – 4 weeks to:

1. Outline the outcomes of the CCS Strategic Report
2. Outline the feedback from the one on one meetings
3. Outline the result of the community survey
4. Agree on proposed direction

In addition to the above, it is recommended that the City engage a project architect for the full suite of architectural services for the project, from master planning through to construction and contract administration services. This contract would include contract STOP/GO points throughout the project to allow Council not to proceed with the overall project at any stage should issues arise. Engagement of the architect at this early stage enables the architect to be included in the facilitated consultation process to fully understand the site and general project complexities, and allows a more fluid progression of the project following community agreement.

To gain maximum benefit, it is proposed to conduct an immediate procurement process for the project architect.

For previous major community infrastructure projects, the City has developed the design brief internally following community consultation and agreement to the scope of works. In this instance, it is evident that there is further work to be completed on the project scope and master plan before the design brief can be developed.

Architects are in general very experienced in the development of design briefs and this additional stage of the project is proposed to be included within the Project Architect consultancy tender brief.

As a means of ensuring the independent advice as to costs and “value for money “design, a Quantity Surveyor is proposed to be engaged directly by Council. The role of the Quantity Surveyor would be to provide advice at all stages of the project on costs, materials selection, value for money issues, valuing of works completed and progress claims and input into the overall financial management of the project.

To advance the Wickham Community Hub project design development, it is recommended to progress the appointment of a Project Architect and Quantity Surveyor. The following points outline the approach that will be implemented to minimise design as far as practicable:

Project Architect Consultancy Brief

The Project Architect Brief has been prepared by the Strategic Projects Office and stipulates six key stages of deliverables:

Project Initiation Meeting	Meeting in Karratha and Wickham with the Client Group to confirm the requirements of the Brief, consider background information, site visit, consider preliminary project program and coordinate with Council meeting schedule.
Master Plan and Design Brief Development	Participate in stakeholder and community consultation Development of final Master plan Document the design brief for approval, including Room data schedules, functional relationship diagram and a functional brief.

Concept Plan Review	Develop a Concept Plan based on approved master plan and design brief. Stakeholder and Community Consultation Cost Manager to provide updated Project Cost Estimates
Schematic Design	Proving up the Concept Design procurement programme. Stakeholder consultation Cost Manager to provide updated Project Cost Estimates
Design Development	Complete the design and staging process, selection of materials, obtaining of preliminary approvals from a range of authorities, finalisation of the preparation of all supporting information. Cost Manager to provide updated Project Cost Estimates
Contract Documentation	Preparation of the full tender specifications and drawings Preparation of the tender and contract documents Full compliance audit by the Independent Licensed Building Surveyor Preliminary application for a Building Licence Pre tender Cost Estimate Council approval to proceed to tender Finalisation of the tender and construction programme

#### STOP/GO Decision Points

In the event that Council resolves not to proceed with the overall project at any stage, STOP/GO decision points will be provided for in the contract at the conclusion of:

- Master plan and Design Brief Development Stage
- Concept Planning Stage
- Schematic Design Stage
- Design and Documentation stage prior to going to tender; and
- At the tender evaluation stage

These STOP/GO decision points will be included in the Consultancy Tender Briefs of the Project Architect and Quantity Surveyor. Further, Council has not considered any procurement method to deliver this project at this point in time. Hence, this will need to be carefully articulated within the architect brief to enable to preferred architect to continue in the project regardless of what method is preferred.

#### Selection Criteria

In accordance with Regulation 14(2)a of the *Local Government (Functions and General) Regulations 1996*, it is a requirement of Council to determine in writing the criteria for deciding which tender should be accepted. Through a delegation to the Chief Executive Officer, the tender evaluation criteria can be determine by the CEO with the use of guidelines or policy. Council Policy CE-13 provides for the delegation where the tendered amount is expected to be less than \$1 million ex GST.

Based on the projected costs presented in previous Council minutes, it is anticipated that the project architect tender may exceed the \$1 million limit. It is however anticipated that the appointment of the Quantity Surveyor will be within the requirements of delegation as per Council Policy CE-13.

It is recommended that the following selection criteria for the Project Architect are endorsed by Council in determining the most advantageous tender during the evaluation process:

Criteria	Detail	Weighting
Experience	Demonstrated successful experience in major building design projects with related experiences in the design and construction of community buildings. Previous experience in projects above the 26 <sup>th</sup> parallel will be beneficial	20%
Methodology	Clearly articulate the methodology to be implemented in the planning, design and construction process	15%
Capacity	Outline your experience to undertake the appointment and the resources to be allocated	15%
Demonstrated Understanding	Demonstrate your understanding of the project requirements	10%
Tendered Fees		40%

#### Australian Standard Contract

It is proposed that AS4122 – 2010 General Conditions of engagement for the appointment of consultants is utilised for the appointment of the Project Architect and Quantity Surveyor.

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CE-8 Significant Decision Making Policy, this matter is considered to be of high significance in terms of social and cultural & wellbeing issues of the residents of Wickham as it relates to the development of significant community infrastructure in their community.

#### **COUNCILLOR/OFFICER CONSULTATION**

Councillor/Officer consultation to date has been by way of previous Council reports and Council briefings regarding the project.

A Project Reference Group (PRG) is proposed to be established to overview all aspects of the project development. Membership will include technical and operational staff and funding stakeholder representatives. It is recommended that two (2) Councillors be nominated to the PRG.

#### **COMMUNITY CONSULTATION**

Consultation has occurred over a number of meetings with the Wickham Community Association, Community Groups in Wickham and via a community workshop.

Further consultation will occur with the abovementioned groups and through the development of a community reference group for the future development of the project.

#### **STATUTORY IMPLICATIONS**

Section 3.57 of the *Local Government Act 1995*.

Regulation 14(2)a of the *Local Government (Functions and General) Regulations 1996*.

#### **POLICY IMPLICATIONS**

Policy CE-13 Tender Evaluation policy is applicable.

#### **FINANCIAL IMPLICATIONS**

An indicative project budget of \$18.5M has been developed based on a previous scope cost estimates and identified funding strategy previously presented to Council. The funding strategy has been based on ongoing negotiations for a capital funding contribution from Rio

Tinto for the project and an application for Royalties for Regions funds. It is estimated that the City's contribution to this project is in the order of \$2M. An allocation of \$500,000 has been included in 2014/15 Budget, to progress the development of this project, including architectural services.

### **STRATEGIC IMPLICATIONS**

This item is relevant with the City's approved Strategic Community Plan 2012 - 2022 and Corporate Business Plan 2012 - 2016. In particular the Operational Plan 2014-2015 provides for this activity:

Our Program:	1.a.2.6	Operate Community Facilities.
Our Services:	1.a.2.6.6	Plan new facilities and upgrade new facilities.
Our Program:	1.a.2.7	Deliver projects of strategic importance to the City.
Our Services:	1.a.2.7.2	Provide project management resources.

### **RISK MANAGEMENT CONSIDERATIONS**

The level of risk is considered to be high to the City in terms of the future social and cultural wellbeing of the residents of Wickham as it relates to the construction of significant community infrastructure that is considered high priority for the Wickham community.

### **IMPACT ON CAPACITY**

The project will be overseen by the Director Strategic Projects & Infrastructure with support from the Community Services directorate.

Additional City staff input will be required at various stages throughout the project. The Community Services directorate will be heavily involved in the project via its role as the 'client' and will be responsible for the ongoing community consultation on this project and analysis of operational impact.

Tender management responsibilities will be absorbed internally by the Strategic Projects department, specifically through the allocation of a dedicated Project Manager and Project Administration Officer

### **RELEVANT PRECEDENTS**

Council has previously appointed Project Architects and Quantity Surveyors to major community infrastructure projects including the Pam Buchanan Family Centre and the Dampier Community Hub.

### **VOTING REQUIREMENTS**

Simple Majority

### **OPTIONS:**

#### Option 1

As per Officer's recommendation.

#### Option 2

That Council by SIMPLE Majority pursuant to Section 3.57 of the *Local Government Act 1995* RESOLVES to NOT procure Architectural and Quantity Surveyor services at this time and await outcomes of the community consultation process.

## CONCLUSION

Council has allocated \$500,000 in the 14/15 Budget to progress the design of the Wickham Community Hub. Typically the design brief for the facility would be prepared to form the basis of the engagement and scope of works of the Architect. In this project, noting that there is further consultations and scope refinement, it is proposed to engage the Architect earlier in the project to assist the community to conceptualise the facility. The Architect in turn would further continue with the next phases of design once endorsed thus providing for continuity to the project. To mitigate any funding or other concerns, a series of STOP/GO points are proposed to ensure that the community and Council sign off on each aspect of the project.

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## OFFICER'S RECOMMENDATION

That Council by SIMPLE Majority pursuant to Section 3.57 of the *Local Government Act 1995* and Regulation 14(2)a of the *Local Government (Functions and General) Regulations 1996* RESOLVES to:

1. NOTE the additional community consultation that is currently being undertaken to clarify facility scope, location and management model for the Wickham Community Hub;
2. AGREE to call tenders for the appointment of a Project Architect for the Wickham Community Hub Project in accordance with the scope of services as outlined in this report;
3. ENDORSE the Project Architect Selection Criteria as detailed below:

Criteria	Detail	Weighting
Experience	Demonstrated successful experience in major building design projects with related experiences in the design and construction of community buildings. Previous experience in projects above the 26 <sup>th</sup> parallel will be beneficial	20%
Methodology	Clearly articulate the methodology to be implemented in the planning, design and construction process	15%
Capacity	Outline your experience to undertake the appointment and the resources to be allocated	15%
Demonstrated Understanding	Demonstrate your understanding of the project requirements	10%
Tendered Fees		40%

4. NOTE the insertion of project STOP/GO points in the Project Architect and Quantity Surveyor Consultancy Tender briefs as outlined in this report;
5. ENDORSE the use of Australian Standards AS2122 – 2010 General Conditions of Engagement for the Appointment of consultants to the Wickham Community Hub Project; and
6. NOTE the calling of tenders for the appointment of a Quantity Surveyor through delegation to the Chief Executive Officer as per Council Policy CE-13 Tender Evaluation.