

**ITEM 12. TENDER - TOWN HALL HOUSE LEVEL 3 AND LEVEL 6 OFFICE FITOUT****FILE NO: S064516****TENDER NO: T0737****SUMMARY**

In June 2007, Council accepted a recommendation to commence Phase 1 of the Upgrade to Sydney Town Hall. Phase 1 includes the restoration and improvement of fire protection, safety and functionality of Town Hall. The upgrade works will result in the closure of Town Hall. To enable this works to commence the existing tenants of Town Hall, including the Councillors and their staff, the Council chambers and Civic Functions group, will need to be relocated.

Alternative accommodation options at other LGA facilities were considered by the City. However, having regard to cost, logistics, management and public convenience and access factors, consolidation of staff and facilities within the Town Hall House is considered the most appropriate.

A design has been developed which will relocate the Councillors, the Council Chambers, Civic Functions and meeting rooms to Level 3 of Town Hall House (currently vacant). The Office of the Lord Mayor will be relocated to a section of Level 6 Town Hall House. The accommodation of the Lord Mayor will see some directors relocated to their units on other levels of Town Hall House, however, overall there will be minimal change to the partitioning on Level 6 and other levels.

It is necessary to engage a building contractor to construct the office fitout on Levels 3 and 6 and a Request for Services Tender was issued in July 2007. Six submissions were received. The Tenders were evaluated in accordance with the approved Tender Evaluation Plan. The design scope of the tender incorporates the City's environmental targets and the proposed tenderer is within budget.

**RECOMMENDATION**

It is resolved that:

- (A) Council accept the tender submitted by Company "A" for the Town Hall House Level 3 Office and Level 6 Fitouts; and
- (B) Tender Evaluation Summary, Attachment A to the subject report, remain confidential in accordance with Section 10A(2)(d) of the Local Government Act 1993.

**ATTACHMENT**

**Attachment A:** Tender Evaluation Summary (Confidential)

**BACKGROUND**

1. The City is seeking to appoint a building contractor for the fit out of Levels 3 and 6 Town Hall House for the Councillors, Council Chambers and staff currently working in Town Hall.
2. In June 2007, Council accepted a recommendation to commence Phase 1 of the Upgrade to Sydney Town Hall. Phase 1 includes the restoration and improvement of fire protection, safety and functionality of Town Hall.
3. The upgrade works will result in the closure of Town Hall. To enable this works to commence the existing occupants of Town Hall, including the Councillors, Council chambers and staff, will need to be relocated.
4. A design has been completed which will relocate the Councillors and the Council Chambers to Level 3 Town Hall House and the Office of the Lord Mayor to Level 6 Town Hall House.
5. Consultation has been undertaken with the various stakeholders involved to gain an understanding of the various working environment to maximise the functionality of the design.
6. The design has been prepared to ensure the appropriate functionality of the various spaces. The fit out is of a temporary nature only and therefore has been designed to be as cost effective as possible. The permanent elements such as carpeting and light fittings, however, have been designed to meet Council's environmental targets.

**INVITATION TO TENDER**

7. The invitation to tender was advertised in the Sydney Morning Herald and The Australian on 24 July 2007. Tenders closed on 22 August 2007.

**TENDER SUBMISSIONS**

8. Six (6) submissions were received from the following organisations:
  - ACX Project Management
  - Bismac Pty Ltd
  - Celect Commercial Interiors
  - Growth Built
  - Inaphase Pty Ltd
  - Perle Pty Ltd

**TENDER EVALUATION**

9. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
10. The relative ranking of tenders as determined from the total weighted score is provided in the Confidential Tender Evaluation Summary – Attachment A.

11. All submissions were assessed in accordance with the approved evaluation criteria being:
- (a) tendered price;
  - (b) key personnel / project team;
  - (c) demonstrated experience;
  - (d) construction program and methodology;
  - (e) Occupational Health and Safety; and
  - (f) insurances.

**PERFORMANCE MEASUREMENT**

12. The scope of work has clearly stated that the contractor will be required to attend regular meetings with the City of Sydney during the execution of the works. The meetings will provide a mechanism for the Project Manager from the City to regularly review and track the progress of the works by the contractor to ensure that they are on track with regard to program and to regularly gauge the quality of the works at all stages of the project.

**FINANCIAL IMPLICATIONS**

13. The Capital Works budget for 2007/2008 includes provision of \$1m for the design construction of the temporary accommodation of Lord Mayor and Councillors.

**RELEVANT LEGISLATION**

14. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005 and the City's Contracts Policy.
15. Information provided by tenderers which is commercial-in-confidence has been protected and will not be disclosed in accordance with section 10A(2)(d) of the Local Government Act 1993. A consistent standard for all tenderers has been used in assessing any request for confidentiality by a tenderer.

**CRITICAL DATES / TIME FRAMES**

16. The project is due to commence in early October 2007 and is due to be completed in early February 2008.

**RUSSELL J LLOYD**  
Director City Projects

Andrew Legge, Project Manager