



CONTRACT NO. 20051327

**EXPRESSION OF INTEREST
FROM REGISTERED ARCHITECTS & ASSOCIATED
SUB-CONSULTANTS FOR THE DESIGN
OF COUNCIL OFFICES.**

EXPRESSIONS OF INTEREST TO BE SUBMITTED BY

4:00 pm Friday, 17 September 2004

PART 1 - INFORMATION TO BE SUPPLIED WITH SUBMISSION

**HUME CITY COUNCIL
EXPRESSION OF INTEREST REGISTRATION FORM & BUSINESS DETAILS**

**EXPRESSION OF INTEREST FROM REGISTERED ARCHITECTS AND
ASSOCIATED SUB-CONSULTANTS
FOR THE DESIGN OF COUNCIL OFFICES**

I/We the undersigned wish to register an Expression of Interest for the Design of Council Offices.

**Company Details – Name of Individual, Company or Corporation
& Australian Company Number etc.**

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Names of Principal, Directors, Secretary etc.

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Address of Individual, Company or Corporation.

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Contact Telephone and Facsimile Numbers.

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Other Information to be Provided.

Refer to Part 2, Section 5, Expressions of Interest Specification.

It is agreed that this document together with all other documents referred to herein comprise and evidence the Expression of Interest between the parties and if the Consultant or the Principle is two or more persons then they shall be bound jointly and severally. Acceptance of the Expression of Interest by Council shall only be evidenced by a written letter of acceptance.

Name of Tenderer
(submitter of Expression of Interest)
.....

Insert date.
DATED this.....day of2004.

Signature of Tenderer.....
(submitter of Expression of Interest)

This Expression of Interest Part 1 form must be returned.

PART 2 – EXPRESSION OF INTEREST - BRIEF

1.0 INTRODUCTION

The Hume City Council proposes to develop a new iconic building as part of the Broadmeadows Transit City precinct for occupation and use by Council as a new administration centre. The project will provide about 6,000 sq.m. over 4 to 6 levels. A range of professional functions will need to be catered for involving a mix of open plan and private workspaces, meeting rooms and technology applications.

In addition to housing administrative functions, appropriate ground level space will need to be provided for use as a café/restaurant/professional office space.

Environmental sustainable design is paramount. Consequently, a GreenStar rating of 4+ will be required. A qualified Green Building Council accredited GreenStar assessor must form part of the design team.

The anticipated works include the following components:

- Office Building of about 6,000 sq.m., 4 to 6 storeys.;
- Demolition of the existing administrative centre;
- Construction of car parking on ground adjacent to the new building and on the site of the existing building;
- Landscaping around the building and carpark.

The building should represent value for money. It should not be grandiose. The external cladding must be low maintenance. In developing the design, the architect must be respectful to the thoughts and values of the client and of the local community.

Council have appointed Hyder Consulting as interim project managers, and intend conducting a limited architectural competition to assist in select the professional consultant team. Expressions of interest are now sought from registered architects, incorporating engineering sub-consultants and an ESD consultant and assessor.

Quantity Surveyors and Building Surveyors will be separate appointments direct by Council.

The competition period will take place through October and November 2004, and it is intended that the Council appoint the architect and consultant team by 13 December 2004. The design and documentation is to be completed by June 2005, and tenders for construction will be called for in July 2005. The works are to be constructed in one stage, and must be completed by July 2007.

The Council is seeking Expressions of Interest from suitably qualified individuals or organisations with a proven ability to plan, design, document, and participate in the tender and construction process of such facilities.

Competition documents will be issued in early October, 2004 to three (3) short-listed EOI Respondents, who will then be invited to prepare limited concept design proposals in response to a project specific Client brief. From the competition and assessment process, the two (2) un-successful architects will be awarded a fee of \$20,000, and the successful architect will be awarded the contract.

The competition process and conditions will be provided in detail to the short-listed respondents. This will be a limited competition seeking conceptual design submissions only and not completed schematic designs. The content of the competition entries will be strictly limited and all relevant and necessary base information will be available to the short-listed respondents at the commencement of the competition period. The EOI assessment panel will comprise senior management representatives from Council, the project manager, independent architects (practising and academic) and an independent urban designer.

In addition to submitting their competition entries, the selected architects will also submit their fee proposals under separate cover. Those proposals will be held un-opened until after the competition entries have been assessed. After that assessment, the fee proposals will be opened. The client will consider the fee proposal in conjunction with the interview, the competition entry, and other information provided, following Qualification Based Selection procedures. The final appointment will be made in accordance with best value principles.

2. BACKGROUND TO THE PROJECT

Since the amalgamation of the Shire of Bulla and the City of Broadmeadows in 1995 to form Hume City administrative functions have been housed in offices located in both Sunbury and Broadmeadows (administrative headquarters).

Recently, Council determined to consolidate all of its administrative functions in a purpose built office located within the Broadmeadows Transit City Precinct. Satellite offices will be maintained in both Sunbury and Craigieburn. These offices will provide general customer service advice and support along with the provision of opportunity for the public to access the many specialised professional services provided by Council.

The new office will greatly enhance staff work conditions and generate substantial savings (estimated at \$500k+ per annum).

Earlier this year, Council exhibited the Broadmeadows Transit City Masterplan. This plan identified that Council's new office would be constructed within the precinct and 'set the benchmark' in terms of the quality of office and public buildings within Broadmeadows.

It is also intended that the new building 'kick start' investment and activity within the precinct. To achieve this goal an allowance of approximately 200m² will be on the ground floor fronting Gandel Road to enable some of these activities which include café, restaurant and professional office suites to be established in the short term.

Details in respect to this aspect of the building will be finalised with the successful architect.

The building will be located on undeveloped land immediately to the north of the existing municipal offices.

Attachment 1 provides details in respect to an indicative arrangement. This site has been chosen following an investigation for the following reasons:

- It sets the scene for the establishment of a 'main street' which is a key component in the creation of a vibrant community focussed activity centre.
- It creates the least detrimental impact on existing uses within the precinct.
- It most directly connects with and reinforces a community precinct centred on the Global Learning Centre and enables the future establishment of an active Civic Plaza on what is now the Global Learning Centre carpark.
- It protects the existing southern circular carpark for a use requiring a high profile to Pascoe Vale Road.
- It provides opportunity for a range of other future developments to occur with minimal disruption to existing land uses within the precinct.

3. CONSULTANCY STRUCTURE

The Client will be the Hume City Council (HCC) and they will be the Principal under the contract for the engagement of consultants.

For the purposes of this exercise, the Principal's representative will be Council's Director of City Sustainability. Hyder Consulting have been appointed as the interim Project Manager.

A Project Control Group (PCG) comprising HCC representatives will be established to act for HCC for the project duration.

The Project Manager

The Project Manager will manage pre-construction activities, inclusive of the calling and letting of tenders, (in association with the Council), the construction (with Council as contract superintendent), and commissioning and maintenance periods.

The Project Manager will be responsible for advising and regularly reporting to the PCG on all issues to complete the project on time, within specification and within budget, including co-ordination of the multidisciplinary team and contractor(s) for the works. The Project Manager will report on a day-to-day basis to the Principal's representative, and this role will extend over the life of the project.

The Project Manager will develop briefs and contract documents, and will advise Council on the making of appointments of the consultant team, including the most appropriate contract structure.

The Architect

The architect **will be responsible for the management of the consultant team** including, but not necessarily limited to, structural, civil, services and ESD consultants and Green Building Council, accredited 'GreenStar' assessor. The architect should nominate its full consultancy team with this EOI, and include relevant information regarding their experience and capability to participate in this project. **However, Council reserves the right to modify the structure of any team as submitted, and require that alternative specialist consultants be engaged.** In this event, the architect will still be responsible for the proper management of the whole team.

The Quantity Surveyor

The Quantity Surveyor will be appointed separately to the rest of the consultancy team and that scope will be a separate process to enable the separate appointment.

The Building Surveyor

Similarly, the Building Surveyor will be appointed separately to the rest of the consultancy team and that scope will be a separate process to enable the separate appointment.

4 PROJECT BUDGET

The maximum budget for the construction of the scope of works as set out in Section 1 is \$18m.

This budget represents current costs, and excludes professional fees, authority fees, land costs and FF&E.

5. CONDITIONS OF SUBMITTING AN EXPRESSION OF INTEREST

The Respondent must inform itself.

The Respondent (that is, the person or organisation responding to the invitation to submit an Expression of Interest) shall, prior to submitting its Expression of Interest, become acquainted with these Expression of Interest documents and make all necessary enquiries, investigations, and inspections prior to submitting an Expression of Interest. Council will not consider any claims arising from a failure to take any such actions.

Invitation to Submit an Expression of Interest

Expressions of Interest are invited from suitably equipped and experienced persons/organisations with a demonstrated ability and capacity to undertake this contract. The service to be provided and/or the work to be performed is very briefly described in these documents. This invitation to submit an Expression of Interest is in accordance with the terms and conditions set out in the documents contained herein.

Submission of Expression of Interest

Respondents are required to specifically address each of the following criteria and include as part of their submission:

- Relevant experience, expertise and performance record of the respondent organisation and the personnel to be engaged on this project;
- Ability and capacity to undertake the respective roles of the respondent(s);
- Evidence of financial stability of the respondent(s);
- A clear understanding by the respondent(s) of the scope and nature of the tasks required of them;
- Ability to provide timely, complete and correct documentation for the project.

This information must be lodged prior to the closing date and time, accompanied by any other information (if any) the Respondents wish to lodge. Expressions of Interest must be in writing. Verbal Expressions of Interest will not be accepted.

Please note, at this time, Expressions of Interest **only** are being invited. An Expression of Interest is not a tender, and *prices are not to be submitted at the Expression of Interest stage.*

Purpose of Expression of Interest Stage

The purpose of the Expression of Interest stage is to select three (3) architects and their teams to participate in a limited architectural competition for the conceptual design of the proposed building. Only those selected architects will be invited to submit competition proposals and associated fees, and no submissions will be accepted from organisations or persons that have not been pre-qualified and pre-selected. There will be no public advertisement of further design services stages of this project.

In House Submission

Council will not be making an in-house submission in relation to this Expression of Interest.

Place to Lodge Expressions of Interest

Expressions of Interest must be lodged in the Tender Box located in the reception area of the main office of the Hume City Council at 1079 Pascoe Vale Road, Broadmeadows between the hours of 8.30am and 5.00 pm Monday to Friday (inclusive) except public holidays.

Closing Time/Date

Expressions of Interest (in a sealed envelope) must be lodged by no later than **4.00pm on Friday, 17 September 2004**. It is the Respondent's responsibility to ensure that this occurs. Council will not accept any responsibility for any Expression of Interest which is not lodged in the Tender Box prior to the tender closing time/date.

Expressions of Interest should be lodged in a sealed envelope clearly marked:

EOI Design of Council Offices
Chief Executive Officer
Hume City Council
1079 Pascoe Vale Road
Broadmeadows Vic 3047

Hume City Council takes no responsibility for mailed submissions. Mailed submissions that are not in the tender box at the time of opening will be treated as being late. Late emailed or facsimiled expressions will not be accepted.

Expressions of Interest may not be lodged by facsimile or email

Council not bound to accept Expression of Interest

Council is not bound to accept any Expression of Interest. In the event that Council does not accept an (or any) Expressions of Interest, the Respondents shall not claim costs of preparing the Expression of Interest or of any costs incidental to the Expression of Interest against Council, nor shall the Respondents appeal against or challenge any decision made by Council or its delegated officer or the Project Manager in relation to the acceptance or rejection of any Expression of Interest.

Respondents

Expressions of Interest will only be accepted from persons or organisations with whom or which it is capable of entering a contract. For example, Respondents must be either:

- natural persons; or
- partnerships; or
- companies; or
- incorporated associations.

Acknowledgment of Expression of Interest

All Expressions of Interest received will be acknowledged in writing.

Withdrawal of Expressions of Interest

Respondents may only withdraw their Expression of Interest in writing.

Interview

Respondents may be requested to attend an interview to discuss the Expression of Interest that has been lodged. Respondents will be contacted if an interview is required.

Evaluation Panel

An Evaluation Panel will be appointed to evaluate Expressions of Interest.

Acceptance of Expressions of Interest

The successful Respondent(s) will be notified in writing of the acceptance of their Expressions of Interest. Those Respondents will then be provided with competition documents and invited to submit a competition proposal and fee.

Unsuccessful Respondents

All Respondents will be notified in writing of Council's decision. No negotiations regarding the decision will be entered into.

Information Provided by Respondents

To the extent that it is possible, information provided by the Respondents to Council shall be treated as confidential information.

Disqualification of Respondent

Any Respondent who directly or indirectly seeks to obtain an advantage by the canvassing of support from a Councillor or member of Council's staff, or a member of the Evaluation Panel, or the Project Manager will be disqualified and the Expression of Interest will not be considered by the Evaluation Panel and/or Council. A disqualification could only occur after a report of the incident was considered by Council, and Council made a decision to disqualify the Respondent.

Respondent's Obligations

In general, the obligations of a Respondent include, but are not limited to:

- submitting an Expression of Interest only where it believes it has the ability and capacity to undertake the work on offer,
- familiarising itself thoroughly with the EOI and other documents,
- providing the information requested,
- observing all requirements in the preparation and submission of the Expression of Interest.

6. EVALUATION CRITERIA

The Hume City Council will select, after careful evaluation of the Expressions of Interest proposals submitted, a shortlist of architectural organisations or individuals who will be invited to submit a competition and fee proposal for the design, documentation, and participation in the tender and construction management of the Hume Administration Offices project.

Selection of the successful Respondents will be based on, but not limited to the following evaluation criteria:

25% - The demonstrated relevant experience, expertise and performance record of the Respondent(s) organisation and the personnel to be engaged on this project.

20% - The demonstrated ability and capacity of the Respondent(s) to undertake the tasks required.

10% - The financial stability of the Respondent(s).

25% - The demonstrated clear understanding by the Respondent(s) of the scope and nature of the tasks required of them.

20% - The demonstrated ability of the Respondent(s) to provide timely, complete and correct documentation for the project.

A failure in any of the above criteria will result in automatic disqualification.

7. PROPOSED PROCESS AND TIMELINE

The following indicative process and timeline will be undertaken following the receipt of Expressions of Interest:

- Close of Expressions of Interest – 17 September, 2004
- Evaluation of EOI and selection of shortlisted Respondents
- Invitation to three (3) shortlisted Respondents to submit a competition and fee proposal – 12 October, 2004
- Closing of competition period – 12 November, 2004
- Evaluation of competition tenders
- Approval of appointment of architect – 13 December, 2004
- Lodge planning permit application – by 31 January, 2005
- Complete tender documents – by 30 June, 2005
- Complete construction – 30 June, 2007

8. ENQUIRIES

Enquires regarding this project should be made as set out in the following:

- a) Selection Process
Mr Ian Warren
Hyder Consulting (Australia) Pty Ltd
Level 16
31 Queen Street
MELBOURNE 3000
Telephone: (03) 8623 4000
Fax: (03) 86234111
Email: ian.warren@hyder.com.au

- b) Building General
Mr Kurt Bruhn
Director City Sustainability
Hume City Council
1079 Pascoe Vale Road
BROADMEADOWS 3047
Telephone: (03) 9205 2351
Fax: (03) 9205 2362
Email: kurtb@hume.vic.gov.au

9. DISCREPANCIES AND OMISSIONS

Should a consultant find discrepancies or omissions in the EOI documents or should there be any doubt as to their meaning, the consultant should notify the Director City Sustainability in writing on facsimile number **9205 2362, by 4 pm Monday, 13 September 2004.**

If necessary the discrepancies and omissions will be rectified by the issue of an addendum to all persons who have collected the EOI documents.

Consultants should note that any statement made by council staff can not be construed as modifying these EOI documents unless confirmed in writing by the Director City Sustainability.

PART 3 – APPENDICIES – SITE SKETCH PLAN

