



10.1 STRATEGIC ADVISORY SERVICES TENDER PANEL

EXECUTIVE MEMBER: KYLIE BENNETTS, GENERAL MANAGER, CITY GROWTH AND DEVELOPMENT

PREPARED BY: MAI LUU, SENIOR URBAN DESIGNER
BRIAN TEE, EXECUTIVE MANAGER CITY PLANNING AND SUSTAINABILITY

1. PURPOSE

- 1.1 To present the report of the Tender Evaluation Panel for Tender 00168 – Strategic Advisory Services Panel for the City Planning & Sustainability Department, and recommend the awarding of contracts to the following 23 contractors:

AECOM, Afflux Consulting Pty Ltd, Alluvium Consulting Australia Pty Ltd, Andrew O'Brien & Associates Pty Ltd, CCG Architects Pty Ltd, Conservation Studio Pty Ltd, E2 Design Pty Ltd, Ethos Urban Pty Ltd, Hansen Partnership Pty Ltd, Hill PDA Pty Ltd, HipVHype Sustainability Pty Ltd, Hodyl & Co Pty Ltd, JJ Ryan Consulting Pty Ltd, KPMG, Lat Studios Pty Ltd, Lovell Chen Pty Ltd, Mesh Livable Urban Communities Pty Ltd, Mott Macdonald Pty Ltd, SGS Economics & Planning Pty Ltd, Urban Initiative Pty Ltd, Urbanfold Pty Ltd, Veitch Lister Consulting Pty Ltd and Water Technology Pty Ltd.

- 1.2 Notes that the proposed contract commencement date is 15th August 2022. The contract sum is based on a schedule of rates and has a projected value of \$3,500,000 across the initial three year contract term. One further option of two years is available at Council's discretion.

2. EXECUTIVE SUMMARY

- 2.1 Tender 00168 invited submissions for the Provision of Strategic Advisory Services. The objective of the tender is to create a panel of specialist resources to assist Council in managing a range of projects throughout the initial three-year contract term. One further option of two years is available at Council's discretion.

- 2.2 Seven categories of technical services were identified to provide the requisite skills and expertise over a wide range of Council areas that are serviced by the City Planning & Sustainability Department. The categories are:

- Urban Planning
- Architecture, Urban Design and Landscape
- Heritage
- Economics and Social Planning
- Transport Planning
- Sustainability
- Integrated Water Management.

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- 2.3 A public tender was advertised on 19 March 2022 and closed on 8 April 2022 with fifty-four (54) submissions received. The Tender Evaluation Panel (TEP) assessed all tenders in accordance with the agreed evaluation criteria. The assessment, shortlisting and interview process resulted in twenty-three (23) tenderers recommended for the panel. Some tenderers were successful in more than one category.
- 2.4 The final assessment by the TEP recommends awarding contracts to the following tenderers:

3. TENDERER Weighted score out of 1000

CATEGORY 1: Urban Planning	
Tenderer 16: Ethos Urban Pty Ltd	736
Tenderer 20: Hansen Partnership Pty Ltd	766
Tenderer 24: Hodyl & Co Pty Ltd	721
Tenderer 43: SGS Economics & Planning Pty Ltd	714
CATEGORY 2: Architecture, Urban Design & Landscape Architecture	
Tenderer 29: Lat Studios Pty Ltd	709
Tenderer 49: Urban Initiatives Pty Ltd	729
Tenderer 50: Urbanfold Pty Ltd	749
CATEGORY 3: Heritage	
Tenderer 12: Conservation Studio Australia	855
Tenderer 30: Lovell Chen	729
Tenderer 10: Caldis Cook Group	719
CATEGORY 4: Economics and Social Planning	
Tenderer 5: Alluvium Consulting Australia Pty Ltd	676
Tenderer 22: Hill PDA Pty Ltd	667
Tenderer 33: Mesh Livable Urban Communities	729
Tenderer 43: SGS Economics & Planning Pty Ltd	661
CATEGORY 5: Transport Planning	
Tenderer 06: Andrew O'Brien & Associates Pty Ltd	726
Tenderer 27: KPMG	668

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Tenderer 35: Mott Macdonald Pty Ltd	665
Tenderer 51: Veitch Lister Consulting Pty Ltd	713
CATEGORY 6: Sustainability	
Tenderer 23: Hip V Hype Sustainability Pty Ltd	689
Tenderer 26: JJ Ryan Consulting Pty Ltd	670
Tenderer 35: Mott Macdonald Pty Ltd	676
CATEGORY 7: Integrated Water Management	
Tenderer 2: AECOM	665
Tenderer 3: Afflux Consulting Australia Pty Ltd	770
Tenderer 5: Alluvium Consulting Australia Pty Ltd	645
Tenderer 14: E2 Design Pty Ltd	622
Tenderer 53: Water Technology Pty Ltd	632



4. RECOMMENDATION

That Council:

- 4.1 Awards Contract number 1109 to: AECOM, Afflux Consulting Pty Ltd, Alluvium Consulting Australia Pty Ltd, Andrew O'Brien & Associates Pty Ltd, CCG Architects Pty Ltd, Conservation Studio Pty Ltd, E2 Design Pty Ltd, Ethos Urban Pty Ltd, Hansen Partnership Pty Ltd, Hill PDA Pty Ltd, HipVHype Sustainability Pty Ltd, Hodyl & Co Pty Ltd, JJ Ryan Consulting Pty Ltd, KPMG, Lat Studios Pty Ltd, Lovell Chen Pty Ltd, Mesh Livable Urban Communities Pty Ltd, Mott Macdonald Pty Ltd, SGS Economics & Planning Pty Ltd, Urban Initiative Pty Ltd, Urbanfold Pty Ltd, Veitch Lister Consulting Pty Ltd and Water Technology Pty Ltd.
- 4.2 Notes that the contract sum is based on a schedule of rates and has a projected value of \$3,500,000 exclusive of GST over the three-year period.
- 4.3 Affixes the common seal of the Port Phillip City Council to Contract No 1109 between Port Phillip City Council and AECOM, Afflux Consulting Pty Ltd, Alluvium Consulting Australia Pty Ltd, Andrew O'Brien & Associates Pty Ltd, CCG Architects Pty Ltd, Conservation Studio Pty Ltd, E2 Design Pty Ltd, Ethos Urban Pty Ltd, Hansen Partnership Pty Ltd, Hill PDA Pty Ltd, HipVHype Sustainability Pty Ltd, Hodyl & Co Pty Ltd, JJ Ryan Consulting Pty Ltd, KPMG, Lat Studios Pty Ltd, Lovell Chen Pty Ltd, Mesh Livable Urban Communities Pty Ltd, Mott Macdonald Pty Ltd, SGS Economics & Planning Pty Ltd, Urban Initiative Pty Ltd, Urbanfold Pty Ltd, Veitch Lister Consulting Pty Ltd and Water Technology Pty Ltd.
- 4.4 Delegates to the Chief Executive Officer the authority to determine if the contract option is to be exercised and execute the option as required.

5. KEY POINTS/ISSUES

- 5.1 Council's existing panel contract for Strategic Planning and Advisory Services (Contract 2095) commenced in April 2018. This previous contract covers 19 providers and is due to expire once this new panel is appointed.
- 5.2 In early 2022, Council officers undertook consultation with internal key stakeholders to understand the professional services required to meet current and future business needs. The category specifications are representative of the City Planning & Sustainability Department's key technical specialist areas required to deliver priority projects in the Council Plan and 10-year plan.
- 5.3 An open tender process for a new Strategic Advisory Services Panel was advertised on 19 March 2022 for three weeks.

The specification requested for services in the following categories:

Category 1: Urban Planning

Requirements will include, but not be limited to, the following:

- Provision of advice;



- Preparation and/or review of planning strategy and policy
- Preparation and/or review of planning scheme amendments and
- Expert witness representation at planning panel, advisory committee or Victorian Civil and Administrative Tribunal (VCAT) hearings.

Category 2: Architecture, Urban Design & Landscape Architecture

Requirements will include, but not be limited to, the following:

- Preparation of urban context reports and concept designs;
- Preparation and/or review of urban design frameworks;
- Preparation and/or review of urban design guidelines or other policy; and
- Expert witness representation at planning panel, advisory committee or Victorian Civil and Administrative Tribunal (VCAT) hearings.

Category 3: Heritage

Requirements will include, but not be limited to, the following:

- Preparation of heritage studies and reviews;
- Preparation of heritage policy;
- Provision of heritage advice; and
- Review of heritage assessments prepared for planning or development applications; and
- Expert witness representation at planning panel, advisory committee or Victorian Civil and Administrative Tribunal (VCAT) hearings.

Category 4: Economics and Social Planning

Requirements will include, but not be limited to, the following:

- Preparation and/or review of impact assessments;
- Provision of advice (including research and analysis), such as strategic market, feasibility, employment and urban economy;
- Preparation and/or review of infrastructure funding / finance studies or policies;
- Review of economic or social assessments prepared for planning or development applications; and
- Expert witness representation at planning panel, advisory committee or Victorian Civil and Administrative Tribunal (VCAT) hearings.

Category 5: Transport Planning

Requirements will include, but not be limited to, the following:

- Provision of advice (including research and analysis);



- Preparation and/or review of transport strategy and policy, including integrated land use and transport planning;
- Review of transport assessments prepared for planning or development applications; and
- Expert witness representation at planning panel, advisory committee or Victorian Civil and Administrative Tribunal (VCAT) hearings.

Category 6: Environmental Sustainability

Requirements will include, but not be limited to, the following:

- Provision of advice (including research and analysis);
- Preparation and/or review of environmental sustainability strategy and policy
- Provision of advice for and/or review of capital works projects;
- Review of Sustainable Design Assessments and Sustainable Management Plans prepared for planning or development applications; and
- Expert witness representation at planning panel, advisory committee or Victorian Civil and Administrative Tribunal (VCAT) hearings.

Category 7: Integrated Water Management (IWM)

Requirements will include, but not be limited to, the following:

- Provision of advice (including research and analysis);
- Preparation and/or review of IWM strategy, policy or technical assessments, including flooding and water quality;
- Provision of advice, design and/or review of IWM projects;
- Review of stormwater management or flooding assessments prepared for planning or development applications; and
- Expert witness representation at planning panel, advisory committee or Victorian Civil and Administrative Tribunal (VCAT) hearings.

5.4 The composition of the TEP is shown in Table 2 below:

TABLE 2 – TENDER PANEL MEMBERS	
Name	Title
Mai Luu	Head of City Design (Chair)
Beth McLachlan	Head of Sustainability & Climate Change
Nellie Montague	Coordinator of Strategic Transport
Jeremy Addison	Acting Head of City Strategy



- 5.5 All TEP members signed the standard form indicating they had no conflict of interest to declare and that they would keep the tender information confidential. Prior to the tender being advertised, evaluation criteria were established, and an evaluation plan was developed to summarise the evaluation approach for reviewing responses to the tender. The evaluation criteria and weightings are detailed in Table 3 below.

Criteria	Percentage Weighting
Price	40
Relevant experience and track record	35
Team availability and capacity	20
Corporate Social Responsibility	5

- 5.6 Fifty-four (54) organisations responded to the tender. Tenderers nominated in their submissions the categories they were bidding for- there were twenty-three (23) that nominated for more than one category.
- 5.7 For the financial criteria evaluation, Tenderers were asked to provide a daily rate for the nominated resources they put forward for each category. Two resources from each category (Director and Associate) were chosen for the financial evaluation, which was modelled on 10 hours for each resource type. The successful panel contractors will still be expected to provide quotations for each statement of works provided to ensure best value is being obtained.
- 5.8 The TEP interviewed a short list comprising of the top twenty-three (23) scored tenderers across the seven categories. Several tenderers were interviewed for more than one category.
- 5.9 Over four weeks in May-June 2022 the TEP conducted interviews for all shortlisted tenderers. These interviews focused on the tenderer's experience in local government, capability and skills applicable to servicing this contract over the tender panel term.
- 5.10 Reference checks were conducted for the preferred tenderers. All referees provided confirmation of the capability of the organisations as a service provider, spoke highly of the competency of staff engaged on projects, and the quality of work provided to their businesses.
- 5.11 A panel of twenty-three (23) contractors across seven specialist technical categories provides Council with a varied choice of contractors which will provide specialist services to assist in delivery of key projects, strategies and processes.

6. CONSULTATION AND STAKEHOLDERS

- 6.1 Council officers undertook consultation with internal key stakeholders to understand the professional services required to meet current and future business needs. The category specifications are representative of the Department's key specialist areas and were developed by:
- assessing the strategic requirements of Council now and into the future;
 - input from the leadership team across the department;



- reference to the Council plan deliverables and 10-year plan.

6.2 The Contract Manager will ensure the key stakeholders across the City Planning and Sustainability Department are kept updated on the expenditure and performance of the panel throughout the term of the Contract.

7. LEGAL AND RISK IMPLICATIONS

7.1 Council will obtain quotations for each statement of works from the required number of organisations for each engagement under the panel contract, thereby ensuring a Best Value solution is achieved for each engagement.

7.2 Council is not obliged to use the proposed Strategic Advisory Panel where it may be more appropriate to undertake a separate public tender or RFQ process.

7.3 Appointment to the panel does not guarantee any minimum volume of work to the successful tenderers.

7.4 All successful tenderers comply with the insurance requirements and public liability cover and professional indemnity cover.

8. FINANCIAL IMPACT

8.1 The projected gross cost of using the preferred contractors under the panel arrangement over the next three years is \$3,500,000 (excluding GST).

8.2 Tenderlink Illion Direct Financial Risk reports were run for all the 23 recommended tenderers to determine their risk of failure within the next 12 months. The reports returned a probable risk of failure range between 0.02 – 2.93% (low to moderate).

9. ENVIRONMENTAL IMPACT

9.1 N/A

10. COMMUNITY IMPACT

10.1 N/A

11. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

11.1 Panel consultants will contribute to the development of several of Council's strategic planning, place management, design advocacy and sustainability projects and services across all five strategic directions.

12. IMPLEMENTATION STRATEGY

12.1 TIMELINE

12.1.1 The contracts between Council and the successful tenderers will be executed following the Council meeting on 20 July 2022 for a contract start date of 15 August 2022.

12.2 COMMUNICATION

12.2.1 The panel contract will commence on 15 August 2022 for a term of three years- with the potential to be extended for a further two-year period at Council's discretion.

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13. OFFICER DIRECT OR INDIRECT INTEREST

13.1 No officers involved in the preparation of this report have any material or general interest in the matter.

ATTACHMENTS 1. Summary of Tenderers