



# **Expression of Interest Laverton Airfield Terminal Design and Tender Documentation**

## **Deadline**

4:00pm AWST, Tuesday 30 April 2019

## **Delivery Method**

Shire of Laverton  
9 MacPherson Place / PO Box 42  
Laverton WA 6440

or

[tenders@laverton.wa.gov.au](mailto:tenders@laverton.wa.gov.au)

**Responses MUST be submitted as ONE COMPLETE DOCUMENT, have all pages numbered consecutively and include an index.**

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## 1 CONDITIONS OF RESPONDING

### 1.1 Contract Requirements in Brief

The Shire requires the selected respondent to prepare Design and Tender documents for the construction of the new Laverton Airfield Terminal.

### 1.2 Definitions

Below is a summary of some of the important defined terms used in this Request:

<b>Contractor</b>	Means the person or persons, corporation or corporations whose Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
<b>Deadline</b>	The Deadline shown on the front cover of this Request for lodgement of your Submission.
<b>General Conditions of Contract</b>	Means the General Conditions of Contract for Consultants nominated in Part 3.
<b>Offer</b>	Your Offer to be selected to supply the Requirements.
<b>Principal</b>	The Shire of Laverton
<b>Response</b>	Completed Offer, response to Selection Criteria and Attachments.
<b>Requirement</b>	The service(s) requested by the Principal.
<b>Request or REoI or Request for Expression of Interest</b>	This document.

### 1.3 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

<b>Name</b>	Peter Naylor
<b>Position</b>	Chief Executive Officer
<b>Telephone</b>	08 9031 1202
<b>Email</b>	ceo@laverton.wa.gov.au

### 1.4 Lodgement of Response and Delivery Method

The Submission must be lodged by the Deadline. The deadline for this Expression of Interest is **4.00pm AWST, Tuesday 30 April 2019**.

Submissions are to be submitted electronically at [tenders@laverton.wa.gov.au](mailto:tenders@laverton.wa.gov.au)

### 1.5 Rejection of Expressions of Interest

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Expression of Interest (EoI); or
- c) it may be rejected if it fails to comply with any other requirements of the Request for EoI; or
- d) the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments.

### 1.6 Acceptance of Responses

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

### 1.7 Response Validity Period

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

## **1.8 Precedence of Documents**

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

## **1.9 Alterations**

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for EoI documents before the Deadline.

## **1.10 Selection Criteria**

The Contract may be awarded to a Respondent(s) who best demonstrates the ability to provide quality products and or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted the best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria.

A scoring system will be usual as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment of value for money.

## **1.11 Compliance Criteria**

These criteria are detailed within Part 4 of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Submission from consideration.

## 1.12 Qualitative Criteria

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within Part 4 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each Qualitative Criterion.

Information that you provide addressing each Qualitative Criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

## 1.13 Value Considerations

### Weighted Cost Criteria

The weighted cost method is used where the overall financial benefit to the Principal (inclusive of tendered price, whole-of-life costs, asset management implications and similar) is considered to be crucial to the outcome of the contract. This financial benefit is then assessed with quality.

Criteria	Weighting
Financial benefit to Principal	60%

## 1.14 Price Basis

### Fixed Prices

All prices for goods/services offered under this Request are to be fixed for the term of the contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated, prices submitted must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the submission as being additional will not be allowed as a charge for any transaction under any resultant contract.

### 1.15 Ownership of Responses

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

### 1.16 Canvassing of Officials

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Response, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

### 1.17 Identity of the Respondent

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

### 1.18 Implementation Timetable

Below is the indicative implementation timetable. The dates provided are indicative only and may change without notice.

**Table 1 Implementation Timeline**

<b>Stage</b>	<b>Indicative dates</b>
Request for Expression of Interest	16 March 2019
Response Deadline	30 April 2019
Evaluation period	1 – 15 May 2019
<b>Contract award</b>	<b>23 May 2019</b>

## 2      **Specification**

### 2.1      **Introduction**

The Shire of Laverton requires the selected respondent to prepare Detailed Design Documents for the Laverton Airfield Terminal.

### 2.2      **Background**

The Laverton Airfield is experiencing increased passenger traffic. This is mainly due to increased mining activity in the region, in addition to this the upgrading of several mine access roads the airstrip is now the preferred option to a number of mines as opposed to developing their own on-site airstrips.

The current terminal building is outdated and inadequate to cater for the increased passenger movements.

Council has recognised the need to provide a new and improved facility that will cater for:

- A waiting area for up to 100 people
- Security screening operations in accordance with the new Regional Airports Security Screening legislation
- Accommodation (housing & offices) for Airport Manager
- Integrated facilities for Regular Passenger Transport provider and closed mining charter flights under the one roof
- Consider the current and future placement of the refuelling facility

### 2.3      **Contract Requirements in Brief**

The proposed contract has five key stages:

Stage	Description
<b>1</b>	Project initiation and confirmation of methodology.
<b>2</b>	Workshop with Shire of Laverton representatives
<b>3</b>	Draft Detailed Design Preparation
<b>4</b>	Present the Draft Detailed Design to the Shire of Laverton for feedback
<b>5</b>	Final Detailed Design Preparation and Cost Estimate prepared by a Qualified Quantity Surveyor.

### 3 Scope of Work

#### 3.1.1 Stage 1 – Project Initiation

Initial briefing with Shire representatives to identify and discuss key project issues, confirm the proposed methodology, negotiate and approve the progress claims schedule, clarify deliverables as necessary and finalise the implementation timetable.

#### 3.1.2 Stage 2 – Predesign Workshop – Shire of Laverton

Design Workshop with the Shire of Laverton for the development of detailed design for the Laverton Airfield Terminal that meets community expectations and budgetary considerations. It is expected that the appointed consultant will travel to Laverton to attend in person this workshop with the Shire of Laverton representatives.

##### **Deliverables**

<b>Deliverable</b>	<b>Format</b>
1 x Predesign Workshop	Attendance at a scheduled Shire of Laverton meeting

#### 3.1.3 Stage 3 – Draft Detailed Design Preparation

Preparation of Draft Detailed Designs including full preliminary working drawings.

##### **Deliverables**

<b>Deliverable</b>	<b>Format</b>
Preliminary Working Drawings including (Site Plan, Floor Plan & Elevations)	Electronic (PDF and DOC)

#### 3.1.4 Stage 4 – Draft Detailed Design Presentation

Detailed Design Presentation with the Shire of Laverton to present the developed detailed designs for feedback from members of the group. Further members of the group will seek feedback from the Laverton Community. It is expected that the appointed consultant will travel to Laverton to attend in person this presentation with the Shire of Laverton.

##### **Deliverables**

<b>Deliverable</b>	<b>Format</b>
Detailed Design Presentation and Feedback Workshop	Attendance at a scheduled Shire of Laverton meeting

**3.1.5 Stage 5 – Final Detailed Design preparation and Quantity Survey**

Final Detailed Design preparation.

**Deliverables**

<b>Deliverable</b>	<b>Format</b>
Complete Detailed Design Package including: <ul style="list-style-type: none"> <li>• Full working drawings</li> <li>• Site plan</li> <li>• Floor Plan</li> <li>• Elevations</li> <li>• Electrical Drawings</li> <li>• Sections and Details</li> <li>• Mechanical Drawings</li> <li>• Hydraulic Drawings</li> <li>• Full compliance with section J of the NCC BCA</li> <li>• Structural engineer drawings</li> <li>• Full Specifications from all consultants</li> <li>• Site Classification and Geotechnical Assessment</li> <li>• Signed Engineered Footing and Slab design</li> <li>• Preparation of Specification for Request for Tender</li> <li>• Certificate of Design Compliance</li> </ul>	Electronic (PDF and DOC)
Quantity Survey	Electronic (PDF and DOC)

**3.2 Implementation Timetable**

The Principal anticipates the delivery of the Requirements can be achieved within a term of approximately 12 weeks from award. Respondents are to comply with this term in their Project Methodology submitted, or offer an alternative schedule if there is evidence of benefit to the Principal. The final contract term will be negotiated with the appointed Consultant prior to execution of the contract documents.

**3.3 Concept Designs**

Concept Design documentation is to be prepared.

## **4 General Conditions of Contract**

General Conditions of Contract will be in accordance with the Australian Standards.

## 5 Respondent's Offer

### 5.1 Offer Form

#### The Chief Executive Officer

Shire of Laverton

PO Box 42

LAVERTON WA 6440

<b>I/We</b> (registered entity name)			
<b>of</b> (registered street address)			
<b>ABN</b>		<b>ACN</b> (if any)	
<b>Telephone</b>		<b>Facsimile</b>	
<b>Email</b>			

#### In response to Request for Expression of Interest Design Development Laverton Airfield Terminal.

I/we agree that I am/we are bound by, and will comply with this Request and its associated schedules and attachments, all in accordance with the conditions contained in this Request signed and completed.

The Response price is valid up to ninety (90) calendar days from the Deadline.

I/we agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the price schedule and / or schedule of rates in the prescribed format and submitted with this Response.

<b>Dated this</b> (day, month, year)	
<b>Signature</b> (authorised signatory of Respondent)	
<b>Name</b> (of authorised signatory of Respondent)	
<b>Position</b> of authorised signatory of Respondent)	
<b>Postal address</b> (of Respondent)	

## 5.2 Selection Criteria

### 5.2.1 Compliance Criteria

Please indicate whether you have complied with the following compliance criteria:

Description of Compliance Criteria	Tick if complies
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the conditions of this Request including completion of the Offer form and provision of your price schedules submitted in the format required by the Principal.	<input type="checkbox"/>
b) Compliance with the Specification contained in the Request.	<input type="checkbox"/>
c) Compliance with the Deadline.	<input type="checkbox"/>
d) The insurance requirements for this Request are stipulated in Appendix A. Respondents are to supply evidence of their insurance coverage including insurer, expiry date, value and type of insurance. If a Respondent holds 'umbrella insurance', please ensure a breakdown of the required insurances is provided. A copy of the Certificate of Currency is to be provided to the Principal within fourteen (14) calendar days of the date of Response acceptance letter.	<input type="checkbox"/>

### 5.2.2 Qualitative Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion is to be contained within your Response;
- b) Respondents are to assume that the evaluation panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Respondents are to address **every** item outlined within a qualitative criterion.

<b>A. Demonstrated Understanding and Experience in the development of airport terminals</b>	<b>Weighting</b>
Respondents must address the following information in an attachment and label it <b>Demonstrated Understanding</b> :	<b>30%</b>
a) A brief outline of the project delivery	Tick if attached <input type="checkbox"/>

<b>B. Key Personnel</b>	<b>Weighting</b>
Respondents must address the following information in an attachment and label it <b>Key Personnel</b> :	<b>10%</b>
a) Provide details of each of the proposed personnel to be allocated to this project (specifying their relevant experience with airport terminal projects)	Tick if attached <input type="checkbox"/>

### 5.3 Price Schedule

Respondents must complete and return the following Price Schedules. Before completing the Price schedules, Respondents should ensure they have read this entire Request.

<b>Price Schedule</b>		
<b>Design Development Laverton Airfield Terminal Breakdown of Lump Sum Price</b>		
The Respondent warrants that the prices provided in this schedule include all Requirements as defined in Part 2 of this Request, and are fixed for the term of the contract.		
Item	Description	Amount Ex GST
1.0	Design Development Laverton Airfield Terminal	\$
<b>Total Lump Sum</b> exclusive of GST		\$
10% GST		\$
<b>Total Lump Sum</b> inclusive of GST		\$

## 6 Occupational Safety and Health Questionnaire

The following OSH questionnaire forms part of the Principal's evaluation process and is to be completed by Respondents and submitted with their Response. Respondents may be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

### 6.1 Respondent OSH Questionnaire

Has the Company ever been convicted of an Occupational Safety and Health offence? <i>If yes please provide details.</i>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
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The Shire acknowledges that it has a Duty of Care obligation under the *Occupational Safety and Health Act 1984* to provide to all its employees (including Contractors and their employees) a safe workplace and a safe system of work. It is therefore required that Contractors carrying out any work for the Shire comply with the Shire's Occupational Safety and Health (OSH) Policies and Procedures.

Section 1 – OSH Policy and Management		Yes	No
1. Does the Company have a written OSH Policy?		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Company have an OSH Management Plan?		<input type="checkbox"/>	<input type="checkbox"/>
Section 2 – Hazard, Incident and Risk Management		Yes	No
1. Does the Company Safe Work Procedures or Work Instructions for the work carried out?		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Company have Job Hazard Analysis (JHA) for all hazardous jobs?		<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Company conduct and document workplace OSH inspections?		<input type="checkbox"/>	<input type="checkbox"/>
4. Does the Company have a written hazard and incident reporting procedure?		<input type="checkbox"/>	<input type="checkbox"/>
5. Does the Company have a procedure for storing and handling hazardous substances, including ensuring all hazardous substances used have an MSDS?		<input type="checkbox"/>	<input type="checkbox"/>
6. Does the Company have a Personal Protective Equipment Policy in place?		<input type="checkbox"/>	<input type="checkbox"/>
7. Does the Company have Policies and Procedures in place to ensure all plant and equipment is maintained and inspected to ensure it is kept in safe working order? <i>*Only N/A if the Applicant does not provide their own plant and equipment.</i>	N/A*	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Section 3 – Induction and Training</b>		<b>Yes</b>	<b>No</b>
1.	The Shire of Laverton requires all Contractors and the personnel they engage to have completed a Shire OSH induction prior to working on Shire sites. Is the Company aware of this requirement and does the Company agree to notify the Shire of any personnel who require an OSH induction?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the Company have a process in place to ensure all personnel have been trained and hold the necessary and current licences appropriate for the work performed?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 4 – Communication and Consultation</b>		<b>Yes</b>	<b>No</b>
1.	Does the Company hold regular toolbox meetings to discuss OSH related matters?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered **Yes** to any of the questions please attach the necessary evidence.

If you answered **No** to any of the questions, or your existing policies and procedures do not meet the minimum requirements of those of the Shire's, are you prepared to adopt and follow Shire of Laverton Occupational Safety and Health procedures and policies?

- Yes

- No