
APPENDIX ITEM 9.18

11 September 2012

Mr Tony Arias
Chief Executive Officer
Tamala Park Regional Council
Unit 2, 369 Scarborough Beach Road
INNALOO WA 6018

Dear Tony,

RE: Catalina Town Planning Consultancy Services, Tender Evaluation

As of October 2012, the current two year contract with CLE, for the provision of Town Planning Consultancy services at Catalina expires. As a result Tamala Park Regional Council advertised a call for tenders in The West Australian Newspaper on 18 August 2012, for the provision of Town Planning Consultancy to the Catalina Estate.

At the conclusion of the two week tender period on Monday 3 September 2012, two tender submissions had been received from the following:

- CLE Town Planning and Design; and
- Greg Rowe and Associates.

All tenders received were opened and recorded at the TPRC offices. One copy of the document was retained by the TPRC and the second copy and an electronic copy was sent to SPG for assessment.

Both tenderers submitted the required information, including public liability and professional indemnity insurances, and a completed tender form.

A Tender Assessment was initially undertaken by Satterley Property Group. Due the closeness of the result an second assessment was undertaken by an Assessment Panel, comprising of Wayne Burns, TPRC Senior Project Officer, Justin Crooks, Satterley Property Group Project Director, and Peter Miller, Satterley Property Group General Manager Development WA. The assessment was undertaken against the Selection Criteria appearing in the Tender documents. The evaluation of Selection Criteria was undertaken in accordance with the direction provided by TPRC's procurement policy. The final outcome of the assessment was unchanged between the initial Satterley assessment and the panel assessment.

Table 1 below summarises the assessment of the tenderers response items 1, 2 and 3 of the selection criteria.

Table 1

	Criteria 1 Understanding of Project Key Issues 20%	Criteria 2 Track record of the Firm 25%	Criteria 3 Experience capability and track record of key personal
GRA	Provided a good to very good understanding of project and in-depth assessment of external influences on site, in terms of established and planned infrastructure and facilities. Specified a sound detailed methodology for undertaking tasks and included initiatives to add value.	Demonstrated a fair to good compliance to selection criteria. Numerous examples of leading approvals to substantial developments, however not within City of Wanneroo. Demonstrated high level of resources within the firm to undertake key tasks. Demonstrated experience in environmental, sustainability and built form initiatives.	Demonstrated fair to good capability and track record of key personal. Met all criteria in relation to established relationships within the City of Wanneroo and experienced team members to undertake required tasks. Team members have not undertaken masterplanned developments within City of Wanneroo.
CLE	Provided a very good to outstanding understanding of the project, and included analysis of external factors, as well as product differentiation within the different precincts of the development. Identified key planning reference for guiding future planning, and next steps for moving forward.	Demonstrated a very good to outstanding track record of project experience across all aspects of selection criteria. Included multiple examples of masterplanned communities in City of Wanneroo, high level of skilled resources and examples of implemented built form initiatives.	Demonstrated very good capability and track record of key personal. Key team members demonstrated experience exceeding all requirements of selection criteria.

Financial Assessment

Tenderers were asked to complete a schedule providing fixed fees for future works over the potential term of the contract. Greg Rowe completed the schedule as requested. CLE proposed to undertake all tasks based on a maximum capped rate per month, and a per lot rate for subdivision design.

In order to undertake a comparative financial assessment of both proposals a total contract sum over the initial 2 years of appointment was calculated. This was based on the assumption that detailed subdivision design would be undertaken on 700 lots, 4 minor structure plan amendments would be required, 3 DAP's and 3 Development Approval applications required preparation and approval, and no major structure plan amendments would be required.

The lowest price received the maximum possible score weighted score of 30%. The score on price for the subsequent tenderer was determined by the following methodology:

- Tender amount minus lowest tender = \$ difference.
- \$ difference divided by lowest tendered amount = percentage increase.
- Percentage increase x 30 = weighted percentage.
- 30 less weighted percentage = weighted score.

Table 2

Tenderer	Lowest Tender Amount	Tendered Amount	Difference	Weighted %	Weighted Score
Greg Rowe & Associates	\$378,300	\$378,300	\$0	1	30%
CLE	\$378,300	\$622,500	\$244,200	0.354	10.6%

The Greg Rowe and Associates fee is substantially cheaper than the CLE proposal both in terms of detailed subdivision design and ongoing monthly fees. The CLE proposal includes the provision not to charge the full monthly allowance if the hours worked do not justify it. This item was not considered in the assessment. The CLE fee is based on a similar structure to that undertaken on other SPG projects. The CLE fee is within the current budget within the approved cash flow.

The attached Table 3 depicts the results of the SPG assessment, with CLE achieving a 73.6% rating, followed by Greg Rowe and Associates at a 69% rating.

Table 3

Selection Criteria									
	1		2		3		4		Total
	Ranking (0-10)	Weighting (20%)	Ranking (0-10)	Weighting (25%)	Ranking (0-10)	Weighting (25%)	Ranking (0-10)	Weighting (30%)	
Greg Rowe & Associates	7	14%	5	12.5%	5	12.5%	10	30%	69%
CLE	9	18%	9	22.5%	9	22.5%	3.5	10.6%	73.6%

As demonstrated by the table CLE provided the best submission in all areas with the exception of fees. While Greg Rowe and Associates demonstrated a good overall understanding of the project, their experience as an organisation and as individuals is well below that of CLE.

Recommendation

As a result of the assessment of the tenders received for Town Planning Consultancy services to Catalina, Satterley Property Group recommends the appointment of CLE for a period of two years, with a potential for a one year extension at the discretion of the TPRC.

CLE has achieved the highest ranking in accordance with the Selection Criteria, and while the fee in comparison to Greg Rowe and Associates is high, the fee does remain within the overall project budget and in line with market expectations for a consultant with the skills and expertise offered by CLE.

Should you wish to discuss further do not hesitate to contact the undersigned.

Yours faithfully,



JUSTIN CROOKS
PROJECT DIRECTOR