

3 February 2023

INVITATION TO QUOTE PROVISION OF URBAN DESIGN AND STAKEHOLDER ENGAGEMENT SERVICES FOR THE WEST DAPTO CENTRES MASTER PLAN PROJECT

QUOTATION NUMBER: E1000334

Council wishes to engage a contractor to prepare Master Plans for West Dapto centres namely the future Fowlers Village Centre and future Marshall Mount Town Centre. Council also requires preparation of Development Control Provisions to ensure the Master Plans are implemented at the Development Stage and to guide master planning of all other West Dapto Centres. In addition, Council requires the consultant to prepare for, lead and report on stakeholder workshops to ensure stakeholder input to the Master Plan project.

The initial term of the contract is for a period of 1 year.

Council invites quotations in accordance with this invitation and the accompanying documents:

- Form of Quotation;
- Specification; and
- Contract - "proposed contract".

Method of submission

Quotations must be submitted electronically through Council's eTendering portal at <https://www.tenderlink.com/wollongong/> as set out in paragraph 4 of this Invitation.

Quotation documents

This Invitation to Quote together with the Form of Quotation, specification and proposed contract are collectively referred to as the "Quotation Documents".

1 QUESTIONS AND REQUESTS FOR INFORMATION

All questions and requests for information or clarification concerning the Quotation Documents must be directed through the forum in Council's eTendering portal at <https://www.tenderlink.com/wollongong/>.

IMPORTANT: If you experience difficulty in uploading quotation documents or do not have access to the internet you should contact Council's Supply Chain and Logistics Management Branch on telephone (02) 4227 8885. Contact must be made with enough time prior to the close of quotations to allow for an alternate method of submission to be provided.

2 CLOSE OF QUOTATIONS

In order to be considered by Council your quotation must:

- be submitted electronically on the attached Form of Quotation before **10.00 am on Thursday 16 February 2023 (close of quotations)** through Council's eTendering portal at <https://www.tenderlink.com/wollongong/>; and
- remain open for acceptance by Council for a period of 90 calendar days from the close of quotations.

3 CRITERIA FOR ASSESSMENT OF QUOTATIONS

The assessment of quotations will be based upon the following criteria and corresponding weightings:

Mandatory Criteria (Criteria that must be satisfied for a quotation to be assessed)

Referees	Provision of satisfactory references from referees for previous projects of similar size and scope
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Assessable Criteria and Weightings	Weighting
Cost to Council	30 %
Appreciation of scope of works and proposed methodology	30 %
Demonstrated experience and satisfactory performance in undertaking projects of similar size, scope and risk profile	10 %
Staff qualifications and experience	10 %
Project Schedule	10 %
Demonstrated Strengthening of Local Economic Capacity	10 %

Your quotation must include all necessary supporting documentation to demonstrate your level of compliance or standing against the nominated criteria.

Council may engage a consultant to independently evaluate the technical information supplied with your quotation and Council may make its own inquiries in relation to the respondent's previous performance in undertaking projects of similar size and scope.

4 SUBMISSION OF QUOTATIONS

Your quotation must:

- be transmitted to Council, in **PDF format**, before the close of quotations, through its eTendering portal at: <https://www.tenderlink.com/wollongong/> - if you require assistance in submitting your quotation you should contact the Tenderlink customer service area on 1800 233 533;
- be submitted in the format as received from Council and may be compressed in a format that can be decompressed by WinZip provided that the quotation does not contain self-extracting (*.exe) zip files or zip files that are locked with a password;
- be effected by a secure mechanism (such as encryption-based technology) that ensures it cannot subsequently be altered;
- not include any macros, applets or executable code or files;
- be free from viruses and have been checked with an up-to-date virus-checking program;
- be complete (i.e. contain the completed Form of Quotation and any attachments referred to in the Form of Quotation); and
- be received by Council before the close of quotations such that all electronic files are able to be accessed and read by authorised users of Council's information system.

You must not change existing text in the Form of Quotation or other quotation documents other than in order to insert the required information.

If you have difficulty submitting your quotation electronically you must contact Council's Procurement Management Branch on telephone (02) 4227 8885 immediately.

Council may decline to consider or accept any electronically submitted quotation which is incomplete or corrupt.

5 THE CONTRACT

The successful respondent will be required to enter into a contract with Council in accordance with the proposed contract accompanying this Invitation.

Council reserves the right, in its absolute discretion, to amend the proposed contract at any time in order to correct errors or anomalies and to conduct limited negotiations with the successful respondent in relation to the terms and conditions of the proposed contract to mutually improve outcomes.

The successful respondent will be required to become accredited with Council's on-line contractor management service provider Conserve at <https://conserve.com.au/> and maintain the accreditation for the life of the contract.

6 PROJECT SCHEDULE

The Project Schedule, if required to be provided in clause 1 of the Form of Quotation, must be presented so as to enable Council to make an assessment of the proposed sequence of implementation of the proposed contract and the estimated duration and completion time for each phase. For the purpose of preparing your Project Schedule (only), you may assume that the proposed contract will commence 28 days after lodgement of your quotation with Council.

7 RESPONDENT'S UNDERTAKING

An undertaking in the form of clause 4 of the Form of Quotation must be made by a person authorised to make such an undertaking.

This undertaking includes an acknowledgement and declaration that you have not offered any inducement to a member of Council staff or Councillor in relation to the contract.

Respondents are advised that a contract entered into with the successful respondent may be suspended or terminated if it is found that the contractor had engaged in corrupt, collusive or anti-competitive conduct during the quotation process or after commencement of the contract.

8 CONFLICT OF INTERESTS DECLARATION AND STATEMENT

As part of the undertaking in the form of clause 4 of the Form of Quotation you must declare to Council any actual or potential conflict of interests which may arise in respect of the provision of goods and services under or in connection with the proposed contract.

If your declaration reveals an actual or potential conflict of interests then you must provide and attach to the Form of Quotation, written advice of that conflict of interests and how you would propose to manage it if your quotation is successful.

9 OWNERSHIP OF QUOTATIONS, CONFIDENTIALITY AND LICENSING

Title to all documents, materials, articles and information forming part of a quotation submitted to Council is transferred to Council upon submission and becomes part of a State Record pursuant to the State Records Act 1998.

You must keep confidential, maintain proper and secure custody of and not use or reproduce in any form any information provided by Council as part of the quotation process without the written approval of Council or as required by law.

By submitting a quotation you are licensing Council to use and reproduce the material in your quotation for the purpose of assessing the quotation.

10 AMENDMENT OF QUOTATION DOCUMENTS

Council reserves the right to revise or amend the Quotation Documents prior to the time specified by Council for submission of quotations and, if this occurs, will take all reasonably practicable steps to inform persons issued with Quotation Documents of the amendments by issuing Addenda in identical form to each of those persons.

You must acknowledge receipt of each Addendum in clause 3 of the Form of Quotation.

11 NON-COMPLYING OR ALTERNATIVE QUOTATION

Council reserves the right to accept a non-complying or alternative quotation, i.e. a quotation which:

- does not comply with any requirement specified in this Invitation to Quote, the Form of Quotation or the Specification; or
- contains any qualification, condition or other indication that the respondent is not willing to perform the proposed contract in strict accordance with the proposed contract; or
- provides innovative solutions or affords some advantage in economy, performance or operating facility to Council.

In order for a non-complying Quotation to be considered by Council, respondents should also submit a complying Quotation.

12 ACCEPTANCE AND REJECTION OF QUOTATIONS

After considering the quotations submitted, Council may:

- accept the quotation that, having regard to all the circumstances, appears to it to be the most advantageous (which may or may not be the quotation with the lowest cost to Council or, in the case of a quotation involving a payment to Council, the highest offer); or
- decline to accept any of the quotations.

It should be noted that, pursuant to Section 55 of the *Local Government Act 1993*, Council is unable to enter into a contract arising from a quotation process for a contract sum of greater than tender value, currently \$250,000.00 (inclusive of GST), other than in circumstances permitted by the *Local Government (General) Regulation 2021*. In the event that the contract sum in the preferred quotation exceeds this amount the Act requires Council to decline to accept any of the quotations and to re-commence the procurement process by means of a formal tender process as prescribed by the Act and the *Local Government (General) Regulation 2021*.

This letter is authorised by

David Fitzgibbon
Urban Release Manager
Wollongong City Council

Attachments:

- *Form of Quotation*
- *Specification*
- *Contract (proposed contract)*