

VML:MB
Vicki Lukritz
3810 6221

SPARE

18 January 2018

Sir/Madam

Notice is hereby given that a Meeting of the **INFRASTRUCTURE AND EMERGENCY MANAGEMENT COMMITTEE** is to be held in the Council Chambers on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at **8.30 am** on **Monday, 22 January 2018.**

<u>MEMBERS OF THE INFRASTRUCTURE AND EMERGENCY MANAGEMENT COMMITTEE</u>	
Councillor Bromage (Chairperson) Councillor Silver (Deputy Chairperson)	Mayor Deputy Mayor Councillor Morrison Councillor Ireland

Yours faithfully

ACTING CHIEF EXECUTIVE OFFICER

INFRASTRUCTURE AND EMERGENCY MANAGEMENT COMMITTEE

AGENDA

8.30am on **Monday**, 22 January 2018

Council Chambers

Item No.	Item Title	Officer
1	Infrastructure Delivery Progress as at 8 January 2018	CFM
2	Upcoming Emergency Management Exercise	EMO
3	**Contract Award – 10947 Springfield Library Fitout	COO (IS)

** Item includes confidential papers

INFRASTRUCTURE AND EMERGENCY MANAGEMENT COMMITTEE NO. 2018(01)

22 JANUARY 2018

AGENDA

1. INFRASTRUCTURE DELIVERY PROGRESS AS AT 8 JANUARY 2018

With reference to a report by the Commercial Finance Manager dated 8 January 2018 concerning the delivery of the 2017-2018 Infrastructure Services Capital Works Portfolio.

RECOMMENDATION

That the report be received and the contents noted.

Report

2. UPCOMING EMERGENCY MANAGEMENT EXERCISE

With reference to a report by the Emergency Management Officer dated 3 January 2018 concerning an upcoming emergency management exercise.

RECOMMENDATION

That the report be received and the contents noted.

Report

3. **CONTRACT AWARD – 10947 SPRINGFIELD LIBRARY FITOUT

With reference to a report by the Chief Operating Officer (Infrastructure Services) dated 9 January 2018 concerning the procurement and contract award of Contract No. 10947 Springfield Library Fitout as a result of the tender evaluation.

RECOMMENDATION

- A. That Tender No. 10947 for the Springfield Library Fitout be awarded to IQ Construct under an AS2124 Lump Sum Contract.
- B. That Council enter into a lump sum contract with IQ CONSTRUCT for the fitout of the Springfield Library for the sum of two million, eight hundred and forty one thousand and one hundred and eighteen dollars (\$2,841,118.00) excluding GST as per the proposed works as specified in the project documentation.

- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

Report

** Item includes confidential papers

and any other items as considered necessary.

Infrastructure and Emergency Management Committee	
Mtg Date: 22.01.18	OAR: YES
Authorisation: Charlie Dill	

8 January 2018

MEMORANDUM

TO: CHIEF OPERATING OFFICER (INFRASTRUCTURE SERVICES)

FROM: COMMERCIAL FINANCE MANAGER

RE: INFRASTRUCTURE DELIVERY PROGRESS AS AT 8 JANUARY 2018

INTRODUCTION:

This is a report by the Commercial Finance Manager dated 8 January 2018 concerning the delivery of the 2017-2018 Infrastructure Services Capital Works Portfolio.

BACKGROUND:

The Infrastructure Services (IS) Department is responsible for the planning and delivery of the city's transport and municipal capital infrastructure. The Infrastructure Services Monthly Activity Report (Attachment A) is for the month of December as of 8 January 2018.

CONCLUSION:

The Infrastructure Services Monthly Activity Report provides a status on the delivery of the Capital Works Portfolio, progress update on key capital projects and community affairs.

ATTACHMENT:

Name of Attachment	Attachment
Infrastructure Services Monthly Activity Report, December 2017	Attachment A

RECOMMENDATION:

That the report be received and the contents noted.

David Hillman
COMMERCIAL FINANCE MANAGER

I concur with the recommendation/s contained in this report.

Charlie Dill
CHIEF OPERATING OFFICER (INFRASTRUCTURE SERVICES)



Infrastructure Services

Monthly Activity Report
December 2017
Presented by Charlie Dill



ipswich.qld.gov.au



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Glossary of Terms

Term / Acronym	Description
CO	Financial carry-over from previous financial year
EOFY	End of Financial Year
FFC	Forecast Final Cost
FY	Financial Year
FYTD	Financial Year to Date
IS	Infrastructure Services Department

Introduction

Council's Department of Infrastructure Services (IS) is the lead service provider in the Ipswich community for the planning and delivery of the city's transport and municipal capital infrastructure. This includes Strategic Transport and Investment Planning, Program Development, Traffic Engineering & Road Safety Advice, Program Management, Design and Survey, Procurement, Project Management and Construction.

The IS Department's activities are delivered through its four (4) Branches:

- Infrastructure Planning, comprising of:
 - Transport Planning
 - Infrastructure Planning
 - Management of Customer Service Requests related to transport, traffic and local drainage
 - Manage and operate the traffic signal network and intelligent transport systems
- Program Management & Technical Services, comprising of:
 - Program Management and Coordination Section (Pre-Tender Management)
 - Technical Services Section (Design, Survey, Geotech)
- Construction, comprising of:
 - Transport Delivery
 - Municipal Works Delivery (Open Space, Drainage, Facilities, Divisional works)
- Business Support
 - Cost Management
 - Procurement
 - Performance and Control

This monthly activity report, dated 8 January 2018, provides a status of Infrastructure Services key activities for the 2017-2018 Infrastructure Services Capital Works Portfolio.

“Trusted Advisor to Council for Infrastructure Planning, Design and Delivery”

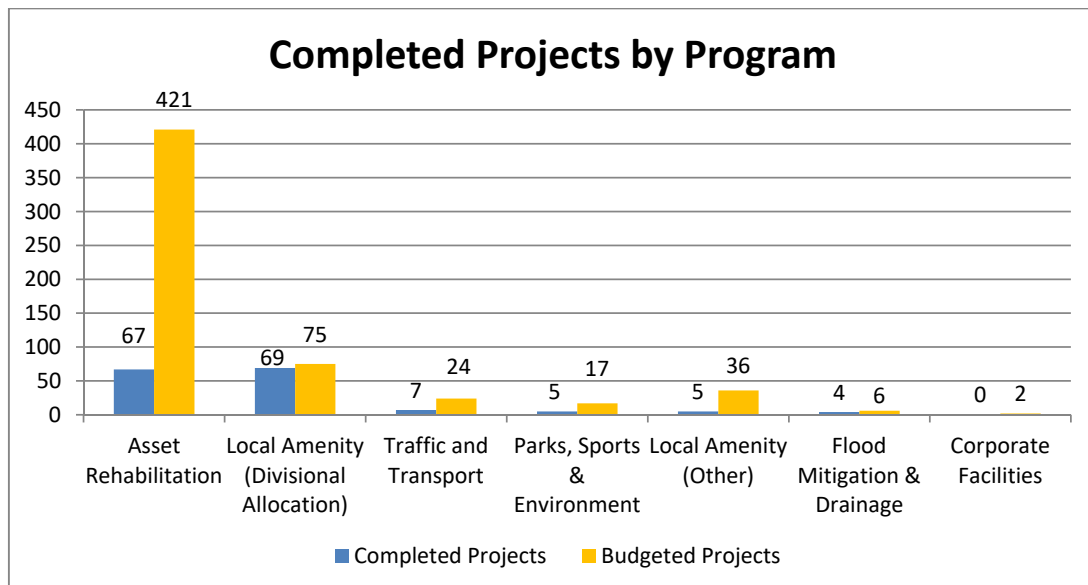
Capital Portfolio

Progress Summary

The 2017-2018 Portfolio performed well against the Master Schedule for the period. IS has completed 157 projects financial year to date out of approximately 581 construction projects.

There were 19 projects carried over from the 2016-2017 financial year to be completed this financial year. Sixteen carryover projects have been completed. One (1) project is scheduled for completion in March 2018. The remaining two (2) projects Robelle Domain LED Gantry and Queens Park – Heritage Wall are delayed for the following reasons:

- Robelle Domain LED Gantry: Contractual dispute in relation to certification of works. Works are claimed as complete, however, IS consider the works to be defective and actions are underway to resolve the matter.
- Queens Park – Heritage Wall: Project budget, \$44k. Project went out to two rounds of Request for Quotation with no favourable responses received. One written quote from one contractor was received which was five times over budget. Due to the construction risks associated with this project, interest from the market is limited or priced with high risk allowances. The matter has been escalated to WPR for feedback and direction (i.e. more funding required).



Cost Summary

The Council Approved Budget (BAv1) for IS Deliverable component of the 2017-2018 Capital Works Portfolio is \$83.02 million with progress tracking well against budget.

There is continued focus on multi-year project milestones to ensure delivery timeframes and mitigation of 2018-2019 carryovers as far as possible.

Planning

The recommended actions outlined in iGO continue to be progressed; including strategy and policy development, investment and corridor planning, grant applications, project scoping and feasibility and provision of transport and traffic advice.

Norman Street Bridge Preliminary Business Case – In Progress (iGO Action R9). Preliminary Business Case for a proposed new bridge crossing of the Bremer River linking North Ipswich and East Ipswich in the vicinity of Norman Street. The first Project Steering Group meeting was held in December 2017 whereby the outcomes of the Strategic Business Case were approved.

10 Year Transport Infrastructure Investment Plan (10 Year TIIP) – In Progress (iGO Action D8). The 10 Year TIIP provides intelligence for logical and effective program management and the delivery of major transport projects including effective planning, design, procurement, pre-construction and construction processes. The annual revision of the plan has commenced and will be further consulted on with Council's Executive Team prior to being reported to the Infrastructure and Emergency Management Committee.

Springfield Parkway Planning Study – In progress (iGO Action R2). The road corridor planning study for the upgrade of Springfield Parkway between Old Logan Road and the Centenary Highway to four (4) lanes. Procurement for an engineering consultant to assist with the Planning Study is complete, with works commencing late January 2018.

Goodna Roundabout Planning Study – In progress (iGO Action R2). Project analyses potential short to long term upgrade options which improve the intersection's traffic operations during peak hours (queuing and delays) and improves pedestrian safety and mobility when crossing approach roads of the intersection. Consultation with the Divisional Councillor will commence in the coming months.


iGO Public Transport Advocacy & Action Plan – In progress (iGO Action PT7). This project will identify short, medium and long term improvements to the future public transport system and advocacy strategies. The community survey, phone surveys, the first stakeholder workshop and the second Project Advisory Group meeting have been completed.

iGO Parking Pricing Strategy – Commencement pending (iGO Action P6). The project will identify short, medium and long term pricing actions; technologies, zones, pricing models, etc. to effectively manage short and long stay parking arrangement in the Ipswich City Centre.

iGO Active Transport Action Plan Implementation – In progress (iGO ATAP Action 1.1, 1.2 and 2.2). Identification of the 2018-2019 projects is in progress.

TMR Cycle Network Local Government Grants – In progress (iGO ATAP Action 1.3). Grant project identification has been completed and endorsed by the Infrastructure and Emergency Management Committee. Applications are in progress and submitted on 20 December 2017.

Annual Strategic Traffic Count Program – In progress (iGO Action TDM4). Project comprises the gathering of traffic data from approximately 100 locations across Council's major road network. The counting program has been completed and the data provided to Council officers. The results and trend analysis will be reported to Council in early 2018.



Active Transport Way Finding Strategy – Commenced (iGO Action AT5 and iGO ATAP Action 6.1). Project involves the development of an active transport signage strategy and signage design guide. Procurement for a consultant to assist with the strategy has been completed with work to commence mid-January 2018.

Community

- Land acquisition negotiations are ongoing for the following projects:
 - Blackstone and South Station (almost complete)
 - Marsden Parade realignment
- Ongoing consultation efforts to support the following projects:
 - Goodna Creek Bikeway
 - Ipswich Cycle Park
 - Brisbane Street Interim Upgrade
 - Old Toowoomba Road

Opening/Media Events

No opening/media events were held during this period. An opening for the Ipswich Cycle Park is currently being arranged with the Minister's office for late February 2018.

Media Releases/Articles Published

Two articles were published in December 2017:

- On 1 December 2017, Greater Springfield Times published an article on the concept design for the Springfield Central Library and
- On 26 December 2017, The Queensland Times published an article on the concept design of the Rosewood Library.

Schedule

Key Capital Project Updates

Springfield Central Library – The construction tender has closed and evaluation report completed. Evaluation report will be submitted to the January 2018 Committee for consideration by Council. Anticipated contract award is early February 2018 with construction completion scheduled for late May 2018.

Rosewood Library – Detailed Design is continuing, with the Development Application to be lodged in the coming weeks following completion of 40% detailed design.

Ipswich Cycle Park (Stage 1) – Construction progressing, works delayed in December due to inclement weather. Construction is scheduled to be completed late February 2018.

Road Resurfacing Program – Scoping of Division 4, 5, 6, 7, 8, 9 and 10 are complete. Scoping on Divisions 1, 2 and 3 are underway and scheduled for completion end of January 2018. Construction works is underway in Division 10 and scheduled for completion end of January 2018. Construction works in Division 9 has commenced and Division 8 will commence in mid-January 2018.

Kerb & Channel (K&C) Program – The 2017-2018 Program is progressing well. McMillan Street (Div 8) and Barclay Street (Div 4) have been completed, ahead of schedule. Child Street (Div 3) and Franklin, Pat and Roy (Div 1) will commence construction in January 2018. Forward design for the 2018-2019 K&C projects are underway.

Drainage Program – The key projects of Barclay Street Detention Basin and Sandra Nolan Drainage Channel reached practical completion.

2016-2017 Sports Field Lighting Program – All five (5) sites now complete.

Strategic Roads Program – Key projects:

- **Redbank Plains Stage 3** – Request for Tender for the Design Contract has closed, anticipated Contract commencement is late January 2018.
- Detail designs for **Brisbane Street, West Ipswich** and **Old Toowoomba Road, Leichhardt** are waiting for Service Authorities to submit their final designs, before design sign-off can occur. Relocation of major services has been delayed as a result and is now proposed to commence early in 2018 at Old Toowoomba Road, pending commitment from Service Providers.
- **Blackstone/South Station Roads – Intersection upgrade** – Property acquisitions are almost complete with one (1) out of the seven (7) property acquisitions remaining to be completed by March 2018. Communication to local residents has commenced and service relocations with Energex are underway.
- **Marsden Parade realignment** – Design is underway. IS is assessing the feasibility and risks of completing the service station building demolition works this financial year.



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Join us online on:



Infrastructure and Emergency Management Committee	
Mtg Date: 22.01.18	OAR: YES
Authorisation: Bryce Hines	

LT:LT

H:\Departmental\Committee Reports\1801 LT Upcoming Emergency Management Exercise CR.doc

3 January 2018

MEMORANDUM

TO: ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

FROM: EMERGENCY MANAGEMENT OFFICER

RE: UPCOMING EMERGENCY MANAGEMENT EXERCISE

INTRODUCTION:

This is a report by the Emergency Management Officer dated 3 January 2018 concerning an upcoming emergency management exercise.

BACKGROUND:

The recent review by the Office of the Inspector-General Emergency Management (IGEM) regarding Tropical Cyclone Debbie identified several opportunities for improving response to natural disasters.

Key review findings relevant to this report were:

- 'Where disaster management plans were tested, groups were trained and had exercised risks, good outcomes were more evident. This reinforced that emergency management exercises are one of the best ways to test capacity.'
- 'Enhanced shared understanding of roles and responsibilities, critical decision points and information flow is likely if exercising focused on vertical integration and included all levels of the system.'

In response to this, a joint exercise has been developed between Ipswich City Council and Scenic Rim Regional Council's emergency management programs. The exercise is designed to test evacuation centre management capabilities across different council areas, and utilising support from different levels of the Queensland Disaster Management Arrangements.

BUDGET:

There is sufficient funding in the 2017-2018 Emergency Management budget.

CONCLUSION:

Conducting this exercise will improve the response capability of Ipswich City Council in the event that a natural disaster necessitates opening an evacuation centre. It will test plans and procedures, adding to the process of continuous improvement. It also serves to strengthen cooperative ties between neighbouring disaster districts, which helps to increase Council's capacity to respond during an event.

RECOMMENDATION:

That the report be received and the contents noted.

Lucy Tramacchi

EMERGENCY MANAGEMENT OFFICER

I concur with the recommendation contained in this report.

Kaye Cavanagh

ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

I concur with the recommendation contained in this report.

Bryce Hines

ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

Infrastructure and Emergency Management Committee	
Mtg Date: 22.01.18	OAR: YES
Authorisation: Gary Kellar	

9 January 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: CHIEF OPERATING OFFICER (INFRASTRUCTURE SERVICES)

RE: CONTRACT AWARD – 10947 SPRINGFIELD LIBRARY FITOUT

INTRODUCTION:

This is a report by the Chief Operating Officer (Infrastructure Services) dated 9 January 2018 concerning the procurement and contract award of Contract No. 10947 Springfield Library Fitout as a result of the tender evaluation.

BACKGROUND:

Council has entered in to a tenancy agreement with Mirvac for the lease of Lot C1 and C2 at Orion Shopping Centre, Springfield Central. The tenancy will be provided to Council as an empty tenancy with basic services installed. Council is required to undertake all works to establish the Library within the space.

PROCUREMENT STRATEGY:

The Infrastructure Services Department sought to attract an experienced contractor through an open tender process for the construction and fitout of the Springfield Library including:

- External building identification works;
- Basement booking sorting space;
- Ground Floor entrance feature works;
- Integrated customer service lobby;
- Community meeting spaces;
- Main collection;
- Specific library activity spaces;
- Shared library spaces;
- Administrative spaces;
- Storage spaces;
- Support spaces;
- All required service works – data, electrical, hydraulic and mechanical;
- Supply and setup of all specified loose core furniture, accessories and signage.

EVALUATION:

The tender closed on Tuesday 12 December 2017. Six (6) tenders were received. The responses were assessed against qualitative and quantitative (price) criteria. These two (2) criteria were equally weighted.

The qualitative criteria included an assessment on company experience, timing and approach, experience of personnel, management systems and whether or not the tenderer supported local business and industry.


Council officers assessed all six (6) tenderers and there were no late tenders. All tenders were considered conforming.

Council’s due diligence process was applied to the highest scoring tenderer after the comparative assessment was complete. They were assessed against mandatory workplace health and safety requirements and the reviewing of references. There were no identified issues and there were no probity issues identified in the procurement process.

CONCLUSION:

As a result of the evaluation clarification process, it was determined that IQ CONSTRUCT satisfied all evaluation criteria with no departures. By the results of the tender evaluation and best value index (BVI) results, IQ CONSTRUCT are considered to be the most effective contractor to undertake the works.

ATTACHMENTS

Name of Attachment	Attachment
Attachment A – Procurement Plan	 Attachment A

CONFIDENTIAL BACKGROUND PAPERS

Confidential Background Papers	Background Papers
Tender Evaluation Report	Confidential Background Papers

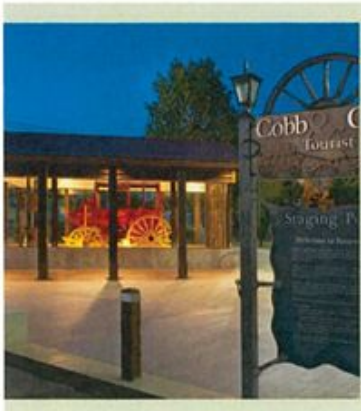
RECOMMENDATIONS:

- A. That Tender No. 10947 for the Springfield Library Fitout be awarded to IQ Construct under an AS2124 Lump Sum Contract.
- B. That Council enter into a lump sum contract with IQ CONSTRUCT for the fitout of the Springfield Library for the sum of two million, eight hundred and forty one thousand and one hundred and eighteen dollars (\$2,841,118.00) excluding GST as per the proposed works as specified in the project documentation.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

Charlie Dill
CHIEF OPERATING OFFICER (INFRASTRUCTURE SERVICES)

I concur with the recommendation/s contained in this report.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER



INFRASTRUCTURE SERVICES

INF02333

Springfield Library Construction and Fitout
Procurement Plan

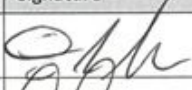



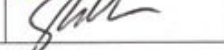

Contract 10947



Procurement Plan Approval Checklist

<input type="checkbox"/>	All prior project planning and approvals are in place (the project is ready to proceed to procurement)
<input type="checkbox"/>	The Procurement Plan is consistent with the requirements outlined in the Project Plan and Project Objectives.
<input type="checkbox"/>	Supply options have been considered.
<input type="checkbox"/>	All procurement risks have been considered and addressed. Mitigation strategies are appropriate to risk.
<input type="checkbox"/>	All relevant issues have been considered and documented in determining the recommended procurement strategy.
<input type="checkbox"/>	Performance measures are consistent with procurement objectives.
<input type="checkbox"/>	The recommended approach optimises value for money and ensures appropriate governance in meeting the needs of the Owner.

Version Control and Document Approval

Status	Name	Signature	Date
Draft	Dale Hubner - Project Manager		19/10/17
Reviewed	Rob Hemmings – Senior Procurement Consultant, Capital Works		19/10/17
Endorsed	Scott Moore – A/Principal Officer		19/10/17
Endorsed	Anthony Burrows - Construction Manager		20/10/17
Endorsed	Charlie Dill - Chief Operating Officer – Infrastructure Services		20/10/17
Approved	Gary Kellar – A/Chief Executive Officer		23.10.17

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1 Procurement – Purpose and Objectives

The **purpose** of this Procurement Plan is to:

- Define the procurement requirements for the project and how they will be managed;
- Seek approval to go to market.

In line with the requirements of the Local Government Act 2009 (Act), Local Government Regulation 2012 (Regulation), Queensland Government procurement guidelines and Council’s Procurement Policy, the objectives for this procurement are:

- Ensure value for money is achieved;
- Open, fair and effective competition is encouraged;
- Development of competitive local business and industry;
- Environmental protection is maintained;
- Ethical behaviour and fair dealing is maintained and evident.

2 Project Requirements

2.1 Objective

The key objective of this project is to deliver a new Ipswich Library facility to the local Springfield Community. The Library is to facilitate the everyday business of Ipswich Libraries, as well as space for community functions e.g. meeting rooms/flexible learning spaces, small event and function spaces.

Council has entered in to a tenancy agreement with Mirvac for the lease of Lot C1 & C2 at Orion Shopping Centre, Spring Central. The tenancy will be provided to Council as an empty tenancy with basic services installed. Council will need to undertake all works to establish the Library within the space.

2.2 Scope

The scope of works for the project is to undertake the construction and fit out of the space. The design is currently being undertaken under Contract 10283 – Design Consultancy Services Springfield Library.

The scope of works for the tenancy includes but is not limited to the following as per the design package:

- Establishment and fitout of the Library including:
 - External building identification works;
 - Basement booking sorting space;
 - Ground Floor entrance feature works;
 - Integrated customer service lobby;
 - Community meeting spaces;
 - Main collection;

- Specific library activity spaces;
- Shared library spaces;
- Administrative spaces;
- Storage spaces;
- Support spaces;
- All required service works – data, electrical, hydraulic and mechanical;
- Supply and setup of all specified loose core furniture, accessories and signage.

The supply and installation of the following form part of the scope and budget, however will be managed by other Council Departments:

- Supply and connection of all technology requirements to the library including library management systems (check-out kiosks, return blades, library computers – public and training). To be managed by Information and Communications Technology Branch
- Supply and installation of security systems to the site. To be managed by Safe City

Ipswich Libraries are responsible for the following scope of works and budget:

- Supply, set up and arrangement of the Library collection;
- Supply and installation of all digital elements to the Maker Space;
- All other operational arrangements.

2.3 Budget estimate and funding 2017/18

FUNDING SOURCE	AMOUNT
Project Budget	\$5,000,000
Less POD rollout (money already transferred to the Library)	(\$250,000)
Less Library supply budget (money already transferred to the Library)	(\$723,000)
Plus Mirvac contribution (payable by Mirvac at completion of the works)	\$ 500,000
Plus Mirvac Foyer works contribution (payable by Mirvac at completion of the works)	\$ 150,000
Total Project Budget	\$4,677,000
CONSTRUCTION COMPONENT - 2017-2018 FY	BREAKDOWN
Council overheads (includes Q Leave)	\$450,889
Design Fees	\$350,000
Contingency (Construction) @ 8%	\$317,700
Construction Budget	\$3,550,000
TOTAL	\$4,668,589
CONSTRUCTION BUDGET BREAKDOWN	ESTIMATE
Construction Fitout (QS Report provided by Complete Urban as part of the Design)	\$2,950,000
IT Supply Budget (to be managed by Information and Communications Technology Branch)	\$400,000
Security Budget (to be managed by Safe City)	\$200,000
TOTAL	\$3,550,000

Note: all figures are exclusive of GST.

The construction estimate has been based on design quantities for the Works.

2.4 Timing

A public commitment has been made for the new library to be accessible to the community with a stated opening date of 1st July, 2018.

The construction and fitout program must allow a 20 work day period at the completion of the fitout for the mobilisation of the library services in preparation for the opening. This period will also be utilised by IT and security for the installation and activation of their services.

Therefore, construction and fitout is to be completed during the period 5/2/18 - 18/05/18 to meet client requirements. The construction and fitout period is subject to the finalisation of the lease with Mirvac and access to the site being available from January 2018. If Mirvac cannot provide access to the site by 1st February 2018, there will be implications to the delivery of the project.

The key tasks and milestones include:

MILESTONE	DATE
Completion of Procurement Plan	Friday 20 th October 2017
Completion of Request For Tender (RFT) documents	Friday 10 th November 2017
Release RFT	Saturday 18 th November 2017
Council delegate Award approval to the CEO	Tuesday 21 st November 2017
Closing of Tender	Tuesday 12 th December 2017
Tender Evaluation Report	Friday 22 nd December 2017
Tender Evaluation Report Approval	Monday 15 th January 2018
Contract Award	Friday 19 th January 2018
Contract Commencement	Monday 5 th February 2018
Delivery and Handover	Friday 18 th May 2018

2.5 Project Risks and issues

The following project risks and control measures have been identified.

Category	Risk	Probability	Impact	Control	Responsibility
Project Stakeholder	Project stakeholders (internal and external) do not endorse the design requiring redesign that would impact the program.	Medium	High	Council has set review periods and stakeholder plans to guide the process including meeting with Mirvac.	PC
Project Timing	Design package not completed on time – resulting in incomplete Tender package or pushed Tender date.	Medium	High	Monitor and confirm all areas of the design are being correctly detailed	PC
Project Approval	Design does not obtain all approvals.	Low	High	Monitor and confirm all approvals being addressed.	PC

Project Approval	The value of the Tender requires that Council delegate the authority to Award the Tender to the CEO.	Low	High	The project will be referred to Council at their 21/11/17 meeting including a recommendation that the CEO be authorised to Award the Tender.	PM
Project Timing	Lease agreement is not finalised and Mirvac do not provide access to the site until after February 1 st , 2018. This will result in an impact to the completion of the works due to a delayed start, which turn will push the opening date for the Library.	Medium	High	Leasing and Delivery team are working closely together to make sure all agreements are in place and site will be ready.	PC
Project Management	Non-conforming work	low	Medium	Ensure that final work receives a certificate of classification before issuing practical completion	PM
Project Management	Time delay in delivering project.	Low	High	Fortnightly site meetings and reporting to monitor progress and identify issues. Progress to be discussed at fortnightly meetings and rectification strategies developed to deliver on time.	P.M
Project Management	Contractor falls behind schedule	Medium	High	Continually monitor the schedule to ensure that areas of delay are quickly resolved	PM
Project Management	Contractor fails to meet Mirvac design & fitout guide expectations	Medium	High	Continually monitor and confirm all approvals are being addressed	PM
Project Management	Mirvac contractors fail to meet completion deadlines	Medium	High	Continually monitor and confirm all construction dates are being met	PM

2.6 Procurement approach

A detailed analysis of project requirements and delivery options was undertaken as part of project planning based on the following factors,

- Design already completed externally;
- Degree of complexity with a number of different specialist skill sets required;
- Size, scale and budget;
- Limited internal capacity to undertake the project;
- Access to work site and confined work area;

As the estimated value of the project exceeds \$200,000 for the construction component, the project will be released to the open market via LG Tender Box. Further, as the Tender will contain a full design of the works and no additional design is required, it is proposed that Council secure a Principal Contractor to undertake the Works under a Lump Sum Contract.

3 Supply

IS are aware of numerous Contractors who have the resources and expertise to undertake the works. Therefore, an open market (Open Tender) release of this attractive project is certain to attract strong competitive bidding from those companies and others for the construction and fitout of the new Springfield Library.

4 Procurement Risk

The following procurement risks and controls have been considered:

Category	Risk	Probability	Impact	Control	Responsibility
Project Time	Influx of tenders making evaluation of tenders lengthy	Medium	High	Ensure tender evaluation is a priority to Panel members	PM
Project Probity	Probity Issues.	Low	Medium	The Tender Evaluation and Probity Plan will establish probity control.	C.O / P.M
Project Procurement	All Tenders exceed budget	Medium	High	Revise Scope or amend timeframe and invite all Tenderers to resubmit against revised scope.	P.M
Project Procurement	Failure to reach agreement with the Preferred Tenderer.	Low	High	Maintain 2nd Tenderer in process	P.M / C.O
Project Procurement	Delay in award of Contract	low	High	Issue a letter of acceptance if the Tenderer poses minimal risk with no significant departures or exclusions.	C.O

There do not appear to be any significant, abnormal or unmanageable risks.

5 Procurement Strategy

The following factors have been considered in preparing this Procurement Plan for the works:

- A detailed design package is being undertaken by external specialist consultants;
- The co-ordination of works by Infrastructure Services for delivery;
- Budget constraints.

Based on the project objectives and requirements, supplier analysis and procurement risks it is recommended that Council undertake the procurement as follows:

Summary of works	
Construction and tenancy fit out of a new library as per the design plans and specifications to be supplied in the Tender documentation.	
Procurement Process	
Proposed Go-to-Market type	Open Tender
Proposed Contract Type	Lump Sum AS2124
Tender Manager	Rob Hemmings
Contract Expiry	12 months after Practical Completion.

6 Procurement Performance Measures

The key performance measures by which this procurement will be assessed include:

- Cost as measured against design estimates and budget;
- Delivery and innovation - achieves or exceeds initial Scope (benefits delivered);
- Achievement of project timelines and budget expenditure requirements;
- A fair, equitable and open process;
- No procurement process issues;
- Known work standards of the Tenderers.

7 Tender Administration

7.1 Bank Guarantees

To ensure the due and proper performance of the Contract, the Tender will stipulate that the successful Contractor shall provide adequate security. The successful Contractor will provide a security bond as 2 x 2.5% Unconditional Bank Guarantees of the Contract value to be released in a manner agreed between the Contractor and Council.

Council may accept another form of security at its sole discretion. Security shall be lodged within 14 days of the Date of Acceptance letter.

7.2 Liquidated Damages

The value of Liquidated Damages is 14.5% of the project budget divided by the duration (business days) of the Contract or, \$1,500 per day, whichever is greater.

7.3 Contract Administration

It is proposed that Council utilize its internal resources to directly administer the Contract. The role of the Superintendent will be fulfilled by the Principal Officer (Infrastructure Services) and the Superintendent's Representative will be fulfilled by the Project Manager. The role of the Principal will be fulfilled by the Chief Operating Officer, Infrastructure Services.

Council's financial delegation procedures will be used when managing the financial elements of the Contract.

8 Recommendation

After consideration of the project requirements and the most efficient delivery options as set out in this Procurement Plan, approval is sought from the CEO for the following:

- That Council engage in an open market RFT via LG Tender Box to secure a suitably qualified Contractor for the construction and fitout of the Springfield Library in accordance with the Scope of Works;
- That the successful Tenderer be engaged under an AS2124 Lump Sum Contract.