

REQUEST FOR EXPRESSION OF INTEREST

Draft BRIEF

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DRAFT

1. INTRODUCTION

The building at 150-152 Hoddle Street, Abbotsford is colloquially known interchangeably as either the *Sailors and Soldiers Building* and *Soldiers Memorial Hall - RSL*. Council is seeking Expressions of Interest (EOI) for the renovation and use of the building from organisations with a proven track record in delivering support services and assistance to returned services veterans.

1.1 Purpose

The aim of this Expression of Interest Brief is to:

- a) communicate to the potential respondents the expectations and requirements for the renovation of the building; and
- b) provide sufficient detail to enable an initial assessment by the Council of the suitability of the respondents.
- c) enable Council to select a respondent to the Expression of Interest process.

2. BACKGROUND

The Collingwood Sailors and Soldiers Memorial Hall was erected to commemorate those from Collingwood who enlisted for service in World War One. The foundation stone was laid by Brigadier General R. Smith in 1923 and the hall was opened by Captain Jacka in 1924. The property is described as the piece of land being Lot 1 on Title Plan 605033A; more particularly described in Certificate of Title Volume 2393 Folio 491. The registered proprietors of 152A Hoddle Street Abbotsford VIC 3067 are The Mayor, Councillors and Citizens of The City of Collingwood.

The land is a level parcel, rectangular in shape, has a north/west orientation, and a frontage of 30.48 metres to Hoddle Street and 30.48 meters to a right of way along the eastern boundary. Vehicular access is available via a right of way at the rear, although the property lacks on-site car parking. The land has an area of 919 square metres.

The Soldiers and Sailors building is part of the Charles Street Precinct (HO313) and is not individually listed. The two storey extension at the rear of the building is not part of the original construction

2.1 Building assessment

In June 2013 Westlink Consulting undertook an assessment of the building and observed: Internally, this building provides very poor quality accommodation and is in need of complete internal refurbishment. In our opinion, the building adds little to no value to the land. Given the buildings age (approximately 90 years), and the findings of the above Geotechnical Investigation, along with the fact that there are still areas where the masonry walls, both externally and internally, are showing signs of distress, it may prove more economic to completely demolish the building and construct a purpose facility that is fully code compliant rather than expend a large amount of money on an asset that, having resolved the foundation issue, will continue to require significant expenditure in the short to medium term as other areas deteriorate.

A structural assessment of the building was undertaken in BDC Structural Engineers in June 2014. This report found that there was substantial water damage to the building and in parts the ceiling and wall plaster had collapsed.

The report concluded:

In this instance the egress of roof water together with inappropriate surface water control around the building is detrimental to the foundation.

The site evidence is conclusive that foundation subsidence of some of the internal walls has taken place due to a combination of the following factors:

- The soil saturation resulting from roof leaks.
- Poor perimeter surface water collection
- The existence of highly reactive clay soil.
- The lack of 'full height' brickwork articulation.
- The existence of numerous large trees too close to the foundation.

It is the writer's opinion that damage to the internal walls of the building has resulted from the combination of highly reactive soil type and a history of saturation of the founding soil. The report made a number of recommendations to make the roof watertight and deal with stormwater from and around the building.

2.2 Re-use of the building

The property is in need of work to secure the fabric of the building and the cost of these works is likely to be substantial. In addition, the building covered by a Heritage Overlay, which limits the changes that can be made to the building.

2.3 Planning Controls

2.3.1 Zones and overlays

The site at 150-152 Hoddle St, Abbotsford is within a Public Use Zone Schedule 6 (Local Government). Hoddle Street is zoned Road Zone Schedule 1 (RDZ1). Immediately south of the site is a General Residential Zone Schedule 2 (GRZ2) occupied by St Phillips Church. Further south and on the north side of Vere Street, the land is zoned Neighbourhood Residential Zone Schedule 1. The PUZ6 continues at the rear of the Vere Street properties owned by Council and included the Collingwood Town Hall. To the east is the Hurstbridge and South Morang rail lines, Gahan Reserve and a residential area zoned NRZ1. The zones are displayed in Figure 1.

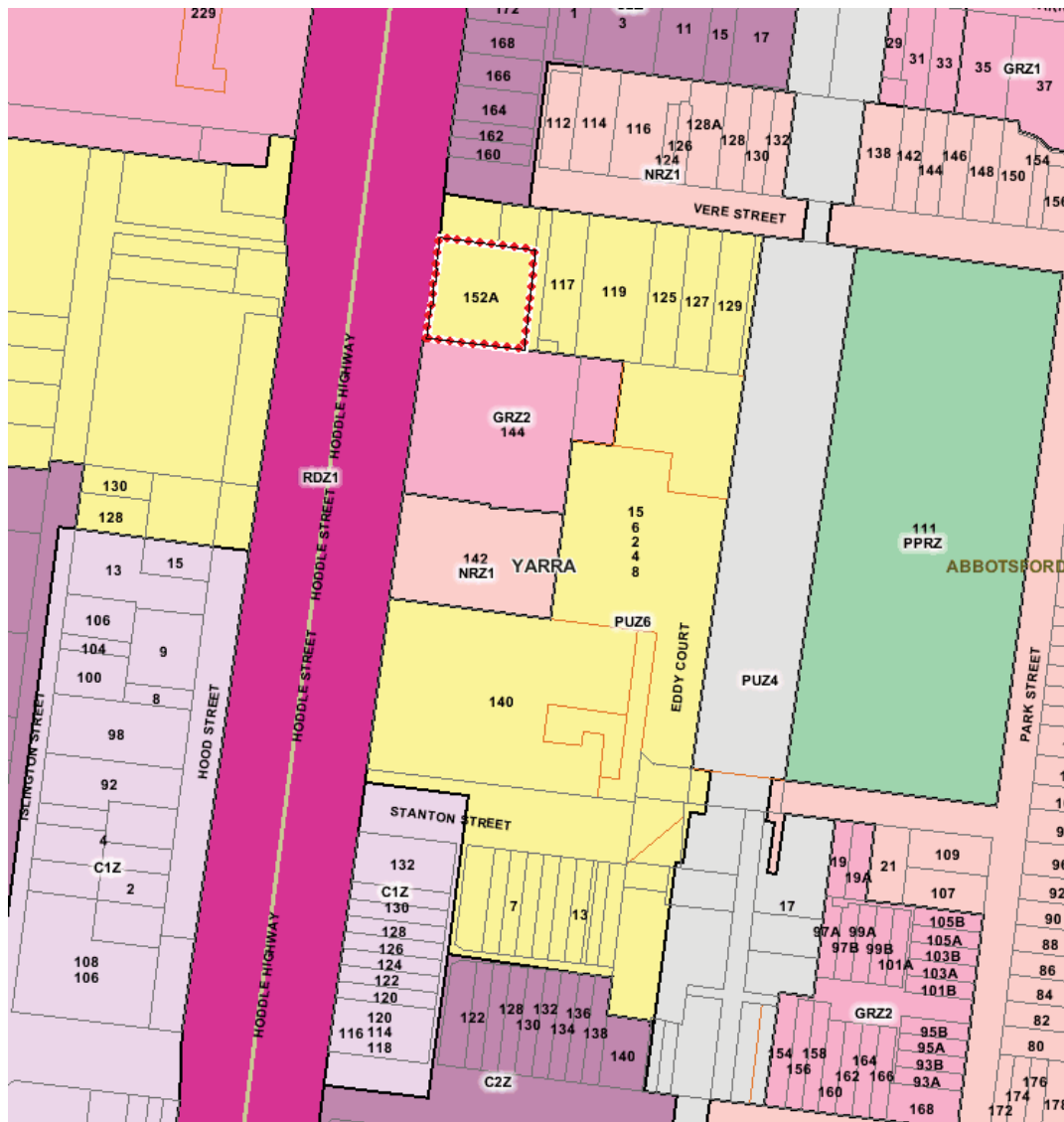


Figure 1: Zoning map

The site at 150-152 Hoddle St, Abbotsford is partly also covered by the Design and Development Overlay Schedule 2 (Main Roads and Boulevards) and an area of potential Aboriginal Cultural Heritage Sensitivity.

The site is also covered by the Heritage Overlay and is graded as a significant building in the Charles Street Precinct (HO313). Refer to Attachment 1 for more details on the planning controls.

2.3.2 Collingwood Town Hall Urban Design Framework

The Collingwood Town Hall Precinct Urban Design Framework (UDF) was adopted by Council on 17 August 2010. The UDF underwent broad community consultation from 20 April to 15 May 2009.

The purpose of the UDF was stated as:

This urban design framework (UDF) has been prepared to guide development in the Precinct surrounding the Collingwood Town Hall (the Precinct). The City of Yarra has considerable land holdings around the Town Hall. Much of this land is underdeveloped or vacant, offering considerable potential to enliven the Precinct by facilitating appropriate day time and after hour's uses and activities. Specifically the UDF provides a framework to:

- Provide a vision for the long term development of the Precinct.
- Realise the opportunity to create a community/civic/employment hub.
- Realise opportunities for creating a very successful people place.
- Provide an alternative opportunity for the City of Yarra to possibly develop a centralised municipal office.
- Explore opportunities for affordable and other forms of housing in the Precinct.
- Guide Council investment in capital works to enhance the public domain within the Precinct.
- Guide policy development for land use, activities and appropriate built form responses, to be implemented through appropriate statutory planning mechanisms.

The issue and opportunity identified in the land ownership section is the “...extensive area of public land provides the opportunity for a significant comprehensive development.”

The restoration and use of the property must consider the overall intent of the UDF for the precinct and demonstrate that proposal allows and does not prevent the implementation of the UDF principles for the precinct.

3. SCOPE

3.1.1 In Scope

The scope of the project is the reinstatement of the existing building at 150-152 Hoddle Street Abbotsford and its use for the provision of services to returned service men and women. The reinstatement of the building is to be undertaken in accordance with detailed plans and specifications to be developed by the successful Respondent (the Property Manager) to the Council’s satisfaction. It is intended that the property shall be maintained to Council’s satisfaction for the duration of the occupancy.

In return Council will provide a long term lease of the property to an organisation, at a peppercorn rental, for the use of the building for the provision of support services to returned service men and women. The use will be subject to Council’s standard terms and conditions.

As a minimum, responses to the EOI must address the following matters:

- a) details of the organisation’s capacity and experience in the provision of services to returned service men and women;
- b) provision of satisfactory evidence of the financial capacity to undertake and complete the works and restoration and a demonstrated capacity to undertake and supervise the works to completion;
- c) provision a Project Management Plan:
 - a. detailing the timing and sequence of all necessary preliminary assessments of the building and property, the production of all necessary reports, plans and specifications to secure Development Approval and Building Permit issue for the Construction Works to restore the integrity of the building and make it fit for purpose;
 - b. establish a procurement process consistent with Council’s Occupational Health and Safety policies and social and environmental procurement policies;
 - c. produce a scope of works costed by a Quantity Surveyor and a Conservation Management Plan to be agreed by Council and Council approval of the final design;
 - d. include an assessment of the requirements to upgrade all services to the building; and

- e. have prior approval by Council of the Construction Works tender and principal contractors to undertake the works;
- d) Proposed inspection and hold points during the construction works to ensure the restoration is undertaken to Council's satisfaction including completion of the restoration within a specified time frame to be agreed with Council;
- e) provision for the ongoing maintenance of the building;
- f) a reconciliation, to Council's satisfaction, of the proposal against directions of the Collingwood Town Hall Urban Design Framework including;
 - a. delivering on UDF principles;
 - b. opportunities for the refurbished facility to contribute to the precinct; and
 - c. how the reinstatement and use of the building will contribute to the Collingwood Town Hall precinct.
- g) a plan for the restoration and preservation of the Honour Roll contained inside 150-152 Hoddle Street; and
- h) a plan to provide for community access and use of the building in the future.

4. THE EOI PROCESS

4.1.1 Introduction

The EOI process is the first stage in evaluating potential respondents. Following the evaluation of the EOIs, it is likely that a shortlist of respondents will be invited to submit formal tenders for the renovation of the building and provision of services, although this will depend on various factors, including the responses received to this EOI.

To be eligible for pre-selection and possible appointment, respondents must demonstrate that they possess the necessary qualifications, expertise and management systems that will satisfy the requirements of Council as specified.

Council reserves the right not to proceed with the EOI process or tender process without compensation to respondents.

4.1.2 Respondent's Obligations

Respondents should fully inform themselves of the requirements of this Brief, terms and conditions, closing time and date, EOI lodgement procedures, evaluation process and the evaluation criteria.

Respondents should make all reasonable enquiries they consider necessary to gain an understanding of the scope of works and services to be provided before committing to the preparation and submission of an EOI.

4.1.3 EOI Acceptance

The Council is not bound to accept, consider or assess any EOI.

The submission of an EOI will not give rise to any contract between Council and any supplier, or any other party, governing, or in any way concerning, the EOI process, or any other process associated with the services. Council expressly disclaims any intention to enter into any such contract with any respondent or any other such party.

4.1.4 Invitation to tender following the EOI

Subsequent to the evaluation of the EOI, the evaluation panel will determine a shortlist of respondents that may be invited to participate in a restricted tender process.

4.1.5 File Formats

Respondents must ensure that:

- a) Word documents be produced and delivered in the latest version of Microsoft Office;
- b) spreadsheets shall be produced and delivered in the latest version of Microsoft Office Excel;
- c) project programs shall be produced and delivered in the latest version of Microsoft Office Project;
- d) PDF documents ([ISO32000-2](#)) are unrestricted and not password protected; and
- e) All images are supplied in a JPEG file format ([ISO/IEC 10918](#)).

4.1.6 Conditions of Contract

The conditions of contract have not been provided with this EOI but will be included in any subsequent restricted tender documentation.

4.1.7 Submission of EOIs

Lodgement of EOIs

EOIs close at the date and time stated in this Brief, or as changed by addendum. **EOIs must be submitted only in electronic form using Council's e-tendering portal.**

Lodging an EOI in electronic form

To lodge an EOI in electronic form, the respondent must follow the instructions contained in Council's e-tendering portal found by entering <https://www.tendersearch.com.au/yarracity/>

Lodging by this means must be **COMPLETED** by the closing time.

As the e-tendering portal will not accept an EOI if the upload is in progress at the closing time, the respondent needs to start uploading well before the closing time. If the respondent experiences any difficulty in lodging an EOI in electronic form, the respondent must contact Tender Search on 1800TENDER (1800 836 337). Council will not enter into any discussion with any party at any time regarding the success or failure of any electronic lodging process. An EOI lodged in electronic form must clearly identify the EOS as "Expression of Interest 150-152 Hoddle Street Abbotsford".

Pages of the EOI that are required to be signed by an authorised representative of the respondent must be hand signed, scanned and submitted with the remainder of the EOI. EOIs received late or by any other means than via the e-tendering portal will not be accepted.

EOI Timetable

Date	Action
04 March 2019	EOI issued
01 April 2019	EOI close at 2:00pm
29 April 2019	Shortlisting of respondents finalised
14 May 2019	Report to Council on EOI responses
04 June 2019	Approximate date for Restricted tender issued

The EOI timetable is indicative only and subject to change.