

Attachment 2: Expression of Interest assessment criteria

Responses to the Expression of Interest document will be evaluated against the criteria listed in Section 4.1.1. These criteria are expanded in more detail hereunder.

1. RESPONDENT'S CAPACITY AND EXPERIENCE IN SERVICE DELIVERY

Details of the organisation's capacity and experience in the provision of services to returned service men and women;

Details of the organisation's past experience in service delivery including:

- a) the nature of services delivered;
- b) over what period;
- c) and the scale of the services delivered (i.e. how many people)

What services are planned for delivery from the Memorial Hall site?

If these are new services, what capacity does the organisation have to deliver them?

How are the services funded?

2. PROJECT DELIVERY – FINANCIAL AND PROJECT MANAGEMENT CAPACITY AND EXPERIENCE

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;

Evidence of sufficient liquid (cash) reserves to complete the project, likely to be \$4-\$7 million. This could take the form of:

- a) Cash
- b) Bank guarantee
- c) Government guarantee
- d) Mortgage(s)

Unless mortgaged, property would not be satisfactory evidence due to concerns about 'ownership' and the time and process needed to sell property.

3. PROJECT MANAGEMENT PLAN

Provision of a detailed plan to:

- a) Undertake all necessary preliminary assessments of the site and building to restore the integrity of the building and make it fit for purpose;
 - a. Basic work will require the engagement of professional services to carry out investigations and tests of the site and building elements; preparation of detailed reports, calculations, drawings and cost/time estimates to procure all necessary permits and approvals from Council and other relevant Responsible Authorities in the following areas of activity;
 - i. structural engineering
 - ii. heritage conservation
 - iii. quantity surveyor
 - iv. town planning
 - v. architectural
 - vi. Building Code of Australia compliance

- b) Establish a procurement process consistent with Council’s Governance, Occupational Health and Safety policies and social and environmental procurement policies. This process should
 - a. Show reference to and demonstrate understanding of;
 - i. Council’s OH&S policy
 - ii. Demonstrate a clear preference to the procurement of environmentally sustainable goods, services or works;
 - iii. Encourage and promote the use of local businesses where possible;
 - iv. Identify social procurement opportunities with local social enterprises and other relevant parties;
 - v. Satisfy the requirements of Council’s Ethical Procurement and Investment Commitment for all relevant procurement activities;
- c) Include a scope of works costed by a Quantity Surveyor and a Conservation Management Plan for the final design for Council approval;
- d) Include an assessment of the existing services and utilities with detailed requirements for all necessary upgrades to support the proposed future use of the building; and
- e) Recognise the requirement for prior approval by Council of the Construction Works tender process; and
- f) Ensure that time is allocated for Council to endorse the Respondent’s preferred principal contractor who would undertake the works .

4. CONSTRUCTION WORKS – PROJECT DURATION AND HOLD-POINTS

Provide for inspection and hold points during the construction works to ensure the restoration is undertaken to Council’s satisfaction including provision completion of the restoration within a specified time frame to be agreed with Council.

- a) The Project Plan shall acknowledge Council’s role in overseeing the restoration.
- b) Does the project plan contain sufficient hold points for Council to review and sign-off all of the critical elements of the project development and delivery?
- c) As a minimum Council will review for approval:
 - a. Final Architectural Plans;
 - b. Conservation Management Plan;
 - c. Tender documents including Construction Plans and Specifications and the Contract document prior to release;
 - d. Recommended tenderer
 - e. Final works program; and
 - f. The works at Practical Completion prior to a Certificate of Occupancy.

5. ONGOING PROPERTY MAINTENANCE

The successful Respondent (Property Manager) shall be responsible for ongoing property maintenance for the duration of the lease to a standard acceptable to Council.

All necessary activities shall be identified in a Property Maintenance Plan, to be submitted for Council approval prior to the issue of the Certificate of Occupancy. This plan should detail the nature, scope and frequency of ongoing routine and cyclic maintenance tasks, including an estimate of the resources required to ensure the sustainable and acceptable presentation and condition of the property. In essence Council will be seeking assurance that;

- a. Adequate provision will be made for the ongoing maintenance of the building; and
- b. That all maintenance responsibilities are clearly defined.

The approved Property Maintenance Plan will be subject to annual compliance audits by Council and periodic review jointly by the Property Manager and Council.

6. URBAN DESIGN FRAMEWORK

In order to satisfy the requirements of a Development Application for the project, a reconciliation of the proposal against directions of the Collingwood Town Hall Urban Design Framework will be required 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.

7. THE HONOUR ROLL

The Property Management Plan should include provision for the restoration and preservation of the Honour Roll contained inside the building at 150-152 Hoddle Street

- a. Has the preservation of the Honour Roll been considered?

8. COMMUNITY ACCESS AND USE

The Property Management Plan should articulate the nature, scope and scale of opportunities for community access and use of the building which may be accommodated without negative impact on the specific Returned Services personnel/family support service delivery programs (the PRIMARY FUNCTIONS of the building) in the future.

- a. What consideration has been given to community access to the buildings?
- b. What facilities in the renovation would be suitable for community use?