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**I hereby give notice that a Council Meeting will be held on:**

**Date: Tuesday, 19 April 2022**  
**Time: 6.00 p.m.**  
**Location: Council Chamber**  
**Civic Centre**  
**10 Watson Terrace**  
**Mount Gambier**

# **CONFIDENTIAL AGENDA**

**Council Meeting**  
**19 April 2022**



## 26 NEW CONFIDENTIAL ITEMS

### 26.4 AF20/530 TENDER - PROCUREMENT - TENDER FOR RAILWAY STATION BUILDING TOILETS REFURBISHMENT – REPORT NO. AR22/24421

#### CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.4 AR22/24421 AF20/530 Tender - Procurement - Tender for Railway Station Building Toilets Refurbishment.

The Council is satisfied that, pursuant to section 90(3) (k) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- tenders for the:
  - supply of goods, or
  - the provision of services, or
  - the carrying out of works

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the matter to be considered relates to the consideration of a tender for works at Caroline Landfill - Capping of Cells 3A & B.

**26.4 AF20/530 TENDER - PROCUREMENT - TENDER FOR RAILWAY STATION BUILDING TOILETS REFURBISHMENT – REPORT NO. AR22/24421**

**Committee:** Council  
**Meeting Date:** 19 April 2022  
**Report No.:** AR22/24421  
**CM9 Reference:** AF13/64  
**Author:** Abdullah Mahmud, Manager of Operations & Engineering  
**Authoriser:** Barbara Cernovskis, General Manager City Infrastructure  
**Summary:** Council has received grant funding as part of the Local Roads and Community Infrastructure Program (Phase 2), with the Railway Station Building Toilets Refurbishment forming part of the approved works schedule.

An open Request for Tender was issued on 11 January 2022, seeking responses from suitably qualified tenderers. At close of tender on 8 February 2022, three conforming submissions were received.

The report details the process undertaken and provides a recommendation of Council's consideration.

**Strategic Plan Reference:** Goal 2: Our Location  
Goal 3: Our Diverse Economy  
Goal 4: Our Climate, Natural Resources, Art, Culture and Heritage

The Council is satisfied that, pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

- (k) tenders for the: supply of goods, or the provision of services, or the carrying out of works.

**REPORT RECOMMENDATION**

1. That Council Report No. AR22/24421 titled 'AF20/530 Tender - Procurement - Tender for Railway Station Building Toilets Refurbishment' as presented on 19 April 2022 be noted.  
That Council:
2. Authorises the award of the contract AF20/530 to the preferred tenderer Steplen Construction Pty Ltd for the fixed lump sum amount of \$234,140.00 (GST exclusive).
3. Authorises the Chief Executive Officer to execute contract documents between Council and the preferred tenderer.
4. Authorises the Chief Executive Officer to approve additional justified expenditure during the contract within the allocated budget of \$460,000.

**TYPE OF REPORT**

Corporate



## **BACKGROUND**

The Commonwealth (represented by the Department of Infrastructure, Transport, Regional Development and Communications) has provided funding to the City of Mount Gambier as part of the Local Roads and Community Infrastructure Program (LRCI).

The objective of the LRCI Program is to support local councils deliver priority local roads and community infrastructure construction projects, whilst supporting local communities with short-term job opportunities during the COVID-19 pandemic.

### **Phase 2 LRCI Grant Funding Projects:**

Council, at its meeting held on 17 August 2021 resolved to use the Local Roads and Community Infrastructure Fund (Phase 2) for a total of four separate projects. The Railway Building Public Toilets Refurbishment was one of these projects.

## **PROPOSAL**

Council has received grant funding as part of the Local Roads and Community Infrastructure Program (Phase 2), with the Railway Station Building Toilets Refurbishment (including the air-conditioning and grease trap installation) forming part of the approved works schedule.

An open Request for Tender was issued on 11 January 2022, seeking responses from suitably qualified tenderers. At close of tender on 8 February 2022, three conforming submissions were received from:

- Godrik Construction Pty Ltd
- Kennett Pty Ltd
- Steplen Constructions Pty Ltd

After the Tender Evaluation Team assessment of the individual submission and scoring process, Steplen Constructions Pty Ltd ranked as number 1 and was selected as the preferred contractor for the Construction of the Railway Building Toilet Block Project.

A detail undertaking of the procurement process is attached in Appendix 1 -

*"Tender AF20/530 Railway Station Building Toilets Refurbishment - Procurement Recommendation Report - April Council Meeting 2021"*.

The total budget for the project is estimated at \$460,000. The estimated costing values also include a conservative project contingency sum of approximately 20% anticipating Covid-19 and any other cost implications (i.e. lack of sub-surface structural information which may result in additional works).

This tender is for the upgrade of the existing toilet blocks which is costed at a lump sum amount of \$234,140.00 (GST exclusive). The remainder of the allocated budget will be used for installation of the air-conditioning system unit and the grease trap unit.

## **LEGAL IMPLICATIONS**

As per the LRCI phase 2 Funding agreement the construction of this project has to be completed by 30 June 2022.

## **STRATEGIC PLAN**

Goal 2: Our Location

2.1 Infrastructure development and managing our current assets

## **COUNCIL POLICY**

[P420 Procurement & Disposal of Land and Assets](#)



## **ECONOMIC IMPLICATIONS**

N/A

## **ENVIRONMENTAL IMPLICATIONS**

N/A

## **SOCIAL IMPLICATIONS**

The upgraded toilet block will include a unisex accessible toilet which is compliant with Council's accessibility and public amenity commitment in the Disability Access and Inclusion Plan.

Improved public amenity at the Railway Station building provides infrastructure that will support ongoing activation and events in the Railway Lands precinct.

## **CULTURAL IMPLICATIONS**

N/A

## **RESOURCE IMPLICATIONS**

N/A

## **VALUE FOR MONEY**

The project is fully funded by the Local Roads and Community Infrastructure Program (Phase 2) and procurement is in accordance with Council Policy P420 Procurement & Disposal of Land and Assets.

## **RISK IMPLICATIONS**

Council officers expect to complete the project within the deadline of 30 June 2022 as per the terms of the LRCI phase 2 funding guidelines. However, challenges may present during the course of construction due to an over stimulated market that may risk meeting the funding milestones.

Council officers will closely monitor the project progress and continue to liaise with the Department of Infrastructure.

## **EQUALITIES AND DIVERSITY IMPLICATIONS**

N/A

## **ENGAGEMENT AND COMMUNICATION STRATEGY**

The procurement tender process was undertaken in accordance with Council Procurement Policy P420. The tender was advertised through SA Tenders and Contracts.

Once awarded, contractors that provided tenders will be notified of the outcome of the tender evaluation and provided feedback on their submission in accordance with Council's Procurement Policy.

## **IMPLEMENTATION STRATEGY**

Habitable Architects are appointed to Project Manage the delivery of this project and to actively monitor and report progress so that the delivery of the project can be ensured within the milestones of the funding agreement.

## **CONCLUSION AND RECOMMENDATION**

As per the report recommendation.

## **ATTACHMENTS**

1. Tender AF20/530 Railway Station Building Toilets Refurbishment - Procurement Recommendation Report - April Council Meeting





## **PROCUREMENT RECOMMENDATION REPORT**

**Request For Tender AF20/530**

**Railway Station Building Toilets Refurbishment**



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## Procurement Recommendation Report

### 1. Background

The City of Mount Gambier issued an open Request for Tender (RFT) on 11 January 2022 seeking responses from suitability qualified tenderers for the Railway Station Building Toilets Refurbishment located on Railway Terrace, Mount Gambier. At close of tender on 8 February 2022, three conforming submissions were received.

This report details the procurement process and provides a recommendation for Council's consideration.

### 2. Acquisition Strategy Used

In order to ensure best value for money and maximum community benefit and pursuant to Council's Procurement policy, an open market tender was used to secure a suitably qualified contractor to undertake the works.

Probity oversight and overall process; submission evaluation, due diligence checks and preparation of this procurement recommendation report has been completed by the Council.

The procurement process and evaluation methodology has followed a rigorous and robust process and met the requirements for procurement under Council's Policy P420 Procurement and Disposal of Land and Assets and the SA Local Government Act 1999 (SA).

### 3. Procurement Process Details

#### 3.1 Documentation Used

A collaborative approach with key stakeholders was utilised in the preparation of the tender specification documentation. Council engaged the services of Habitable Places Architects to provide: (below information copied from quote AR20/61774)

##### *Architectural Services*

- Review the Toilets Concept Design with Council
- Obtain approval to proceed
- Prepare architectural plans and drawings including:
  - Demolition Plan, Floor Plan, Ceiling Plan
  - Full Internal Elevations
  - Construction Details
  - Compliance with AS 1428 Access Code
  - Selection and scheduling of internal finishes and fixtures
  - Submit samples for Council approval
  - Coordination of Consultants
  - Collate Natspec Specification
  - Liaison with Council

##### *Services Engineering*

- Develop concept designs for all Building Services.
- Prepare services sketch designs and spatial requirements
  - to form the return brief for client review and approval.
  - Design all services in line with agreed brief.
  - Design energy efficient systems to satisfy NCC Part J5 to J8 on a deemed to comply basis. Provide energy efficiency report for submission to the building certifier.
  - Tender and Construction Services Drawings



- Natspec Services Specifications and Schedules.
- Lodge & pay fee for Trade Waste Application

*Structural Engineering*

- Design of new suspended concrete floors to new toilets
- Design of lintels for new openings in stonework
- Civil design and documentation for local pavement adjustments to form an accessible landing outside the new disabled access toilet

The RFT documentation was prepared taking into account:

- Local Government Act 1999 (SA)
- Council's P420 Procurement and Disposal of Land and Assets
- Detailed specification and drawings, facility detail and response schedules for required outcomes.
- Draft Contract Terms and Conditions
- City of Mount Gambier Contractor Management Guide

Tender documentation was uploaded to SA Tenders & Contracts website portal:



## New Tender Details for CMG050765

**Tender Issued By:**  
City of Mount Gambier

**Type:**  
Request for Tender

**Opening Date:**  
11/01/2022 15:00

**Closing Date:**  
08/02/2022 12:00

**Tender Name:**  
AF20/530 Railway Station Building Toilets Refurbishment

**Description:**

The City of Mount Gambier (the Council) invites Tenders from suitably qualified Tenderers for the provision of Railway Station Toilets Refurbishment (the Works). The Council will enter into a Contract for Works with the successful Tenderer.

**History of the Railway Station Building:**

The Railway Station building was completed in July 1918 at a cost of £3,425 (pounds) and the first ticket was issued on 15 September 1918 to the son of John Livingston M.P who was returning to St Peter's College, Adelaide.

Material used in the construction of the building was local limestone with dolomite footings. The uniquely designed gabled roof was covered with Eureka tiles from Ballarat. In 1955, the tiles were replaced with metal roof decking and a number of other additions and ancillary changes were made to the Station building.

With the conversion of the Adelaide to Wolseley line to standard gauge in 1995, freight Works to Mount Gambier ended and the Station building then became a home for a local radio station.

The Limestone Coast Railway operated a tourist train from Mount Gambier between 1998 and 2006 but the station building has sat idle for some years since the City of Mount Gambier took ownership and commenced the redevelopment of the railway lands in the period 2013-2015.

Commencing in 2013, the City of Mount Gambier rehabilitated the platforms, railway lands, platform shelter and the signal box which is now used as public toilets. As part of the redevelopment works there was a strong connection in the design plans to preserve various historical elements that link the importance of railway history to the development of the Mount Gambier Township, as we know it today.

In 2020 the Stage One works were completed, including re-roofing and the exterior restoration of the Railway station building.

**Enquiries:**

Name: Lisa Hinton  
Office: +61 (08) 8721 2533  
Email: [lhinton@mountgambier.sa.gov.au](mailto:lhinton@mountgambier.sa.gov.au)

**Tender Link:**

This tender can be viewed here: [AF20/530 Railway Station Building Toilets Refurbishment](#)

### 3.2 Tenders Submitted

Tenders closed with SA Tenders and Contracts at 12.00 Noon ACST on 8 February 2022. Three tender submissions were received and downloaded by Procurement:

- Godrik Construction Pty Ltd
- Kennett Pty Ltd
- Steplen Constructions Pty Ltd

SA Tenders & Contracts Screenshot

#### Tender Team Details

Tender Box Opened 08/02/2022 01:12 PM

Downloaded Tender Responses: 08/02/2022 01:13 PM

### 3.3 Conformance Assessment

Conformance assessment was undertaken by Procurement and all tender submissions received were compliant.

### 3.4 Probity/Conflict of Interest

No Probity or Conflict of Interest issues were identified in relation to this procurement (refer AR22/4609 Probity and Evaluation Plan; AR22/18972 Probity and Evaluation Plan Process Log.

### 3.5 Due Diligence

The following due diligence checks were made:

- ABN/ACN checks
- Financial Capacity
- Licences and Accreditation
- Insurance
- Work Health Safety and Risk Management
- Environmental Management Systems
- Quality Systems
- COVID-19 Strategy for potential impacts/disruptions

## 4. Evaluation Methodology

### 4.1 Approved Evaluation Methodology

The evaluation criteria and weightings for this procurement which outlined the proposed approach for the evaluation:

Table 1 – Evaluation criteria, scoring and weighting

2. Qualitative Evaluation Criteria	Comments	Max Score	Score	% applied weighting	Final Score
Organisation Structure, Facilities and Resources		10		20	0
Experience		10		20	0
Customer Service Plan		10		10	0
Implementation Schedule and Transition Plan		10		30	0
Value Added Services, Improvements & Innovations		10		10	0
Local Content *refer definition below for scoring		10		10	0
	<b>Total</b>	<b>50</b>		<b>100</b>	<b>0</b>

Scoring against evaluation criteria was undertaken using a scale from 1 to 10

(10 representing the maximum available score)

Table 2 – Evaluation score ranges

Qualitative Evaluation Criteria	EXCELLENT	VERY GOOD	SATISFACTORY	UNSATISFACTORY	UNACCEPTABLE
Score range	9-10	7-8	5-6	2-4	0-1
Local Content	Full intended use of compliant local service providers, local materials or working with local agencies to secure local	Good intended use of compliant local service providers, local materials or working with local agencies to secure local	Reasonable intended use of compliant local service providers, local materials or working with local agencies to secure local	Minimal intended use of compliant local service providers, local materials or working with local agencies to secure local	No intended use of compliant local service providers, local materials or working with local agencies to secure local

The tender evaluation considers both price and non-financial qualitative criteria.

Emphasis has been placed on awarding the tender to a contractor who can:

- Demonstrate previous experience in refurbishing heritage buildings
- Complete the works within the budget amount set for this project

#### 4.2 Evaluation Team

Table 3 – Tender Evaluation Team

Name	Position Title	Role
Nicole Dodds	Environmental Health Officer	Evaluator 1
Trevor Pettingili	Building Maintenance Coordinator	Evaluator 2
Abdullah Mahmud	Manager Operations and Engineering	Evaluator 3
Richard Woods (Habitable Places)	Contract & Project Manager	Evaluator 4

#### 4.3 Evaluation

All tenders progressed to the weighted evaluation stage. Scoring was undertaken individually and submitted individually against the defined and weighted qualitative (non-financial) criteria and a summary prepared by Procurement. No conflicts of interest were declared by members of the tender evaluation team (TET).

Table 4 – Submission Qualitative (non-financial) Scoring Summary

QUALITATIVE SUMMARY	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Average	Rank
Godnik Construction Pty Ltd	48	70	67	68	63.25	3
Kennett Pty Ltd	75	74	74	77	75.00	2
Steplen Construction Pty Ltd	72	71	80	80	75.75	1

Table 5 – Tendered pricing (exc GST)

PRICING (exc GST)	Total
Godnik Construction Pty Ltd	\$200 960 00
Kennett Pty Ltd	\$244 000 00
Steplen Construction Pty Ltd	\$234 140 00

Table 6 – Value for Money outcome

VALUE FOR MONEY	Tendered indicative value (TV)	Evaluation Score (ES)	TV + ES = Value for Money	Final Ranking
Godnik Construction Pty Ltd	\$200 960 00	63 25	\$ 3 177 23	2
Kennett Pty Ltd	\$244 000 00	75 00	\$ 3 253 33	3
Steplen Construction Pty Ltd	\$234 140 00	75 75	\$ 3 090 96	1

#### 5. **Tender Evaluation Team Recommendation**

Following a comprehensive evaluation process of the tenders received, and consideration of the views of the TET at a meeting held 8 March 2022, **Steplen Constructions Pty Ltd** was unanimously selected by the TET as the preferred tenderer on the following basis:

- Highest TET consensus score of all tenderers for the non-financial qualitative assessment criteria highlighted in *Table 4 – Submission Qualitative (non-financial) Scoring Summary* above.
- Proven Heritage restoration/refurbishment experience and expertise
- Appropriate and proven building experience
- Confidence they can provide the outcome required

In overall terms, considering both qualitative non-financial criteria and tender pricing, Steplen Construction Pty Ltd tender submission is ranked as the highest scoring submission.

#### 6. **Budget Position**

A budget provision for the Railway Station Building Toilets Refurbishment of \$330,000 for the activities included within this tender was included the 2021/22 Capital expenditure budget at Budget Review 1.

#### 7. **Contract Administration**

A formal fixed lump sum construction contract will be executed to deliver these works. The contractor will be required to submit a full Work Health Safety Plan with associated documents and Risk Management Plan to Council prior to any works commencing onsite and in accordance with the contract terms and conditions.

The contract and associated works will be managed externally by Richard Woods, Habitable Places Architects.

#### 8. **Conclusion**

The TET has undertaken evaluation in accordance with the planned procurement strategy, and the tender recommendation as presented in this report is a true reflection of the evaluation undertaken. The following recommendation is presented for formal consideration and approval.

#### 9. **Recommendation**

That Council:

1. Authorises the award of the contract AF20/530 to the preferred tenderer Steplen Construction Pty Ltd for the fixed lump sum amount of \$234,140.00 (GST exclusive).
2. Authorises the Chief Executive Officer to execute contract documents between Council and the preferred tenderer.
3. Authorises the Chief Executive Officer to approve additional justified expenditure during the contract within the approved allocated budget.

Julie SCOGGINS  
MANAGER FINANCIAL SERVICES



**CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL**

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.4 AR22/24421 AF20/530 Tender - Procurement - Tender for Railway Station Building Toilets Refurbishment and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (k) be kept confidential and not available for public inspection until 12 months after the completion of the tender works, with the name of the successful tenderer and the tender contract value to be disclosed following execution of a contract.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.



**MINUTES OF CITY OF MOUNT GAMBIER COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE,  
MOUNT GAMBIER ON TUESDAY, 19 APRIL 2022 AT 6.00 P.M.**

**PRESENT:** Mayor Lynette Martin (OAM), Cr Sonya Meziniec, Cr Max Bruins, Cr Christian Greco, Cr Ben Hood, Cr Paul Jenner (arrived at 6.02 p.m.)

**OFFICERS IN ATTENDANCE:**

Chief Executive Officer	- Mrs S Philpott
General Manager City Infrastructure	- Ms B Cernovskis
General Manager Corporate and Regulatory Services	- Mr D Barber
General Manager City and Community Growth	- Mr T Coote
Manager Finance	- Mrs J Scoggins
Manager Waste and Re-use	- Mr M McDonald
Acting Media and Communications Coordinator	- Mrs A Watson
Councillor Support Officer	- Mrs M Telford

**26 NEW CONFIDENTIAL ITEMS**

**26.4 AF20/530 TENDER - PROCUREMENT - TENDER FOR RAILWAY STATION BUILDING TOILETS REFURBISHMENT - REPORT NO. AR22/24421**

**RESOLUTION 2022/65**

Moved: Cr Sonya Meziniec  
Seconded: Cr Ben Hood

**CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and Council Officers, S Philpott, B Cernovskis, D Barber, T Coote, J Scoggins, M McDonald, A Watson and M Telford be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.4 AR22/24421 AF20/530 Tender - Procurement - Tender for Railway Station Building Toilets Refurbishment.

The Council is satisfied that, pursuant to section 90(3) (k) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- tenders for the:
  - supply of goods, or
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  - the carrying out of works

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the matter to be considered relates to the consideration of a tender for works at Caroline Landfill - Capping of Cells 3A & B.

**CARRIED**

**RESOLUTION 2022/66**

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

1. That Council Report No. AR22/24421 titled 'AF20/530 Tender - Procurement - Tender for Railway Station Building Toilets Refurbishment' as presented on 19 April 2022 be noted.

That Council:

2. Authorises the award of the contract AF20/530 to the preferred tenderer Steplen Construction Pty Ltd for the fixed lump sum amount of \$234,140.00 (GST exclusive).
3. Authorises the Chief Executive Officer to execute contract documents between Council and the preferred tenderer.
4. Authorises the Chief Executive Officer to approve additional justified expenditure during the contract within the allocated budget of \$460,000.

**CARRIED**

**RESOLUTION 2022/67**

Moved: Cr Paul Jenner

Seconded: Cr Christian Greco

**CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL**

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.4 AR22/24421 AF20/530 Tender - Procurement - Tender for Railway Station Building Toilets Refurbishment and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (k) be kept confidential and not available for public inspection until 12 months after the completion of the tender works, with the name of the successful tenderer and the tender contract value to be disclosed following execution of a contract.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**CARRIED**

