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# **APPENDIX ITEM 9.5**

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11 September 2012

Mr Tony Arias  
 Chief Executive Officer  
 Tamala Park Regional Council  
 Unit 2, 369 Scarborough Beach Road  
 INNALOO WA 6018

Dear Tony,

**RE: Catalina Civil Engineering Consultancy Services, Tender Evaluation**

As of October 2012, the current two year contract with Cossill & Webley, for the provision of civil engineering services at Catalina expires. As a result Tamala Park Regional Council advertised a call for tenders in The West Australian Newspaper on 18 August 2012, for the provision of Civil Engineering consultancy services to the Catalina Estate.

At the conclusion of the two week tender period on Monday 3 September 2012, three tender submissions had been received from the following:

- Wave International;
- Cossill and Webley Consulting Engineers; and
- CPG.

All tenders received were opened and recorded at the TPRC offices. One copy of the document was retained by the TPRC and the second copy and an electronic copy was sent to SPG for assessment.

All tenders submitted the required information, including public liability and professional indemnity insurances, and a completed tender form.

A Tender Assessment has been undertaken by Satterley Property Group against the Selection Criteria appearing in the Tender documents. The evaluation of Selection Criteria was undertaken in accordance with the direction provided by TPRC’s procurement policy.

Table 1 below summarises the assessment of the Tenderers response to items 1, 2 and 3 of the selection criteria.

**Table 1**

	<b>Criteria 1 Understanding of Project Key Issues 20%</b>	<b>Criteria 2 Track record of the Firm 25%</b>	<b>Criteria 3 Experience capability and track record of key personal</b>
<b>Cossill &amp; Webley</b>	Demonstrated a good to very good understanding of key project issues, along with providing an understanding and solutions for potential project hurdles in civil engineering components. Also address sustainability and commercial aspects of project operation and delivery.	Demonstrated a very good track record for delivery of projects of similar size and scale to Catalina within the City of Wanneroo and the Perth metro area. Included demonstrated experience of projects with environmental innovation.	Demonstrated very good experience of key staff against selection criteria. Resource percentage allocation to the project reflects high level of servicing.

<b>Wave</b>	Good understanding of key project issues. Addressed engineering components adequately and touched on environmental aspects.	Did not meet the criteria of having undertaken delivery of projects greater than 1500 lots or involvement in projects within Wanneroo. Did demonstrate involvement with masterplan projects, and implementation of environmental and sustainability initiatives.	Demonstrated fair to good experience of key personnel involvement in projects over 1500 lots, however limited involvement with City of Wanneroo. Tender did not list percentage of time for resource allocation, however, overall adequate demonstration of available resource.
<b>CPG</b>	Provided a fair understanding of key project issues. Did not demonstrate in depth explanation or strategies for addressing project issues.	Did not meet criteria of managing projects within the City of Wanneroo. Did demonstrate experience in projects over 1500 lots, however not within Western Australia. Lacked information in area of sustainability initiatives.	Demonstrated fair to good experience of key personal and involvement with City of Wanneroo. Tender did not list percentages of time for resource allocation.

### Financial Assessment

Tenderers were asked to complete a schedule providing fixed fees for future works over the potential term of the contract, including the initial two year term and additional extension period of one year. All tenderers filled out the schedule as requested. The cost associated with the western cell pump station was deducted from all tenderers total fees, as this is likely to be a Water Corporation pre-fund item.

The lowest price received the maximum possible weighted score of 30%. The score on price for each subsequent tenderer was determined by the following methodology:

- Tender amount minus lowest tender = \$ difference.
- \$ difference divided by lowest tendered amount = percentage increase.
- Percentage increase x 30 = weighted percentage.
- 30 less weighted percentage = weighted score.

**Table 2**

Tenderer	Lowest Tender Amount	Tendered Amount	Difference	Weighted %	Weighted Score
CPG	\$1,625,350	\$1,625,350	\$0	1	30%
Wave International	\$1,625,350	\$1,927,300	\$301,950	0.814	24.2%
Cossill & Webley	\$1,625,350	\$2,711,575	\$1,086,225	0.33	9.9%

CPG provided the cheapest fee in the area of earthworks and civil works, followed by Wave and Cossill and Webley. Cossill and Webley were cheapest in the area of infrastructure fees. While the Cossill and Webley fee is high in comparison to the other tenderers, the fee is commensurate with market rates of engineers with similar capacity and experience.

Table 3 depicts the results of the SPG assessment, with Cossill and Webley achieving a 63.9% rating, following by CPG at a 60% rating and Wave International at a 58.9% rating.

**Table 3**

Selection Criteria									
	1		2		3		4		Total
	Ranking (0-10)	Weighting (20%)	Ranking (0-10)	Weighting (25%)	Ranking (0-10)	Weighting (25%)	Ranking (0-10)	Weighting (30%)	
Cossill & Webley	7	14%	8	20%	8	20%	3.3	9.9%	63.9%
Wave International	6	12%	4	10%	5	12.5%	8.14	24.4%	58.9%
CPG	5	10%	3	7.5%	5	12.5%	10	30%	60%

As can be demonstrated by the table Cossill and Webley provided the best submission in all areas with the exception of fees. While Wave and CPG demonstrated an overall understanding of the project, and the presence of experienced staff, they failed to meet the criteria in relation to overall experience and capacity as an organisation.

### **Recommendation**

As a result of the assessment of the Tenders received for Civil Engineering consultancy services to Catalina, Satterley Property Group recommends the appointment of Cossill and Webley for a period of two years, with a potential for a one year extension at the discretion of the TPRC.

Cossill & Webley have requested some modifications to the contract document as it relates to the scope of services. These have been reviewed by SPG, and are deemed not to significantly alter the arrangements between the parties for the performance of the works.

Cossill and Webley have achieved the highest ranking in accordance with the Selection Criteria, and while the fee in comparison to Wave International and CPG is high, the fee does remain within the overall project budget and in line with market expectations for a consultant with the skills and expertise offered by Cossill and Webley.

Should you wish to discuss further do not hesitate to contact the undersigned.

Yours faithfully,



**JUSTIN CROOKS**  
PROJECT DIRECTOR