

Catalina

Landscape and Irrigation Maintenance

TENDER NO: 07/2025



Tender close:

3:00pm (WST), Thursday 4th December 2025

Tender to be lodged online at:

<https://tenders.net/dtp/catalina-regional-council/>

Tenders received after the time specified for closing will not be accepted

Contents

Background..... 3

Supporting Documents..... 3

Submission Requirements..... 4

Assessment Process 4

Selection Criteria 4

Management and Reporting Structure 6

Terms of Engagement 6

General Conditions of Tendering 6

Enquiries..... 7

Annexure A – Tender Form 8

Annexure B - General Conditions 10

Annexure C - Estate Master Plan..... 14

Annexure D - Landscape and Irrigation Estate Maintenance – Contract and Technical Specification . 15

Background

The Catalina Regional Council (CRC) is developing Catalina Estate in the suburbs of Clarkson and Mindarie within Perth's north coast corridor. The CRC is comprised of the Town of Cambridge, City of Joondalup, City of Perth, City of Stirling, Town of Victoria Park, City of Vincent and City of Wanneroo. These member Councils have a joint holding in the Project. Satterley Property Group (Satterley) acts as project manager and exclusive selling agent on behalf of the CRC.

The vision of the CRC and in turn Catalina can be summarised as:

"To create a sustainable urban community offering diverse housing choice, social connectivity and employment opportunities."

Catalina is positioned in the Perth northern corridor, leveraging on its unique urban infill position, located close to existing community facilities in retail/shopping, health, education and transport. At completion Catalina will comprise around 2,400 lots, with approximately 1,400 homes completed to date. It is anticipated that development of the Estate will be complete in early 2027.

Catalina comprises three precincts being:

- Catalina Beach located west of Marmion Avenue in Mindarie;
- Catalina Central located between Marmion Avenue and Connolly Drive in Clarkson;
- Catalina Green located between Connolly Drive and the Mitchell Freeway in Clarkson.

Further details of Catalina and its features can be found on the Project website:

<https://satterley.com.au/catalina>

Scope of Services

The CRC is seeking to appoint a landscape maintenance contractor to be responsible for the landscape maintenance of Catalina Estate as detailed in the Landscape and Irrigation Maintenance Contract and Technical Specification contained in Annexure D.

The landscape maintenance contractor will be responsible for the continual landscape maintenance and care of all POS and nominated streetscape areas throughout the Catalina Estate. It should be noted that the list of sites requiring maintenance is dynamic, as responsibility for established sites is handed over to the City of Wanneroo and new sites are developed.

The intended contract term of appointment will be from 1 March 2026 until 30 June 2027, with the potential for a one-year extension at the absolute discretion of the CRC.

Supporting Documents

The following information is appended to this Tender to assist in the preparation of a submission:

- Tender Form (Annexure A).
- General Conditions (Annexure B).
- Estate Master Plan (Annexure C).
- Landscape and Irrigation Maintenance Contract and Technical Specifications (Annexure D).

Submission Requirements

Tenderers shall provide a written submission that individually addresses the Selection Criteria set out below.

Tenderers shall also complete the Tender Form provided under Annexure A, including responses to the Compliance Criteria and provide this with their written submission.

Tenders must be submitted no later than the time and date on the cover page of the Tender Document online at:

<https://tenders.net/dtp/catalina-regional-council/>

Tenders received after the time specified for closing will not be accepted.

Assessment Process

At the close of the Tender period, all Tender submissions received will be recorded by the CRC office.

An Evaluation Panel will be appointed to undertake the evaluation of all received Tender submissions against the requirements of the selection criteria contained in this Tender Document.

Upon completion of its evaluation, the Evaluation Panel will make a recommendation to the CRC in respect to the award of the Tender.

Selection Criteria

Compliance Criteria

Tenderers are required to complete Part 4 of Appendix A – Tender Form and provide additional information as requested. A failure to respond to the compliance criteria or certain responses to them may result in the exclusion of a Tender submission from further consideration.

Qualitative Criteria

Tender submissions must address each of the following selection criteria individually:

1. Tender Price 50%

Tenderers shall provide lump sum fees to undertake landscape maintenance of the sites identified in the Technical Specifications included in Annexure D by completing the fee schedules contained in these Specifications. Note that not some of the maintenance sites are presently under construction or are soon to commence construction.

The tendered price shall be fixed and not be subject to any rise and fall.

The Tenderer shall include all costs and disbursements of the Tenderer and nominated Subcontractors, and the tendered price shall be deemed to include:

- (a) Labour, machines, and materials:
- (b) Fees and levies including B.C.I.T.F.;

- (c) Fees as indicated in the price schedule;
- (d) Profit and attendance;
- (e) Insurance costs;
- (f) All kinds of surcharges;
- (g) Mobilisation, demobilisation, and establishment charges;
- (h) All State and Commonwealth duties, taxes, and charges (excluding GST); and
- (i) Any other necessary costs to complete the Contract.

GST shall not be included in the pricing however the successful Tenderer will be required to separately itemise GST on each invoice.

2. Demonstrated Track Record and Experience 15%

Tenderers should demonstrate a proven track record in delivering landscape maintenance services for land development projects that are comparable to Catalina Estate.

Details of the background of the company and services it has provided to similar projects and the projects themselves should be provided, demonstrating achievement of strong results in landscape maintenance, particularly with sites that are environmentally sensitive.

The names and contact numbers of a minimum of two referees that can vouch for the company's past performance shall be provided. Written references in this respect may also be provided.

3. Capacity 15%

Details of the project team and resources to be allocated to landscape maintenance of Catalina Estate shall be provided, including:

- Organisational structure and the key personnel who will be responsible for administering and carrying out the required services.
- Resources that will be applied to the required works (that is, crew type, number of personnel in each crew, level of qualifications and plant and equipment).

Where any subcontractors are proposed, the following details are required:

- Portion of the Works described to be subcontracted.
- Name and address of the subcontractor.
- Similar projects undertaken.

4. Methodology 10%

Tenderers should demonstrate an understanding of landscape maintenance issues facing Catalina Estate and present a proposed strategy to address these issues, including:

- The Management system to be employed, citing where appropriate examples of previous contracts of a similar nature to the Works described. In support, provide details on how it is intended to project manage the Works described.
- Details of how similar issues have been dealt with in other similar projects.
- Methodology or management system that will be applied to management of a typical maintenance stage, including descriptions of cost efficiencies and processes and strategies to be utilised to ensure work completed is of adequate quality, within budget and on time

Tenderers should provide:

- Details of any Quality Assurance (QA) documents used in managing the works to be undertaken
- The name, qualifications and experience of the Tenderer's QA Representative;
- A list of projects carried out by the Contractor where quality assurance to AS/NZS/ISO 9001 (as a minimum standard) has been implemented.
- Relevant examples of previously used maintenance reports
- A list of standard forms to be used;
- OSH policy and management plan details (manual or system), together with a general risk assessment relevant to the Works described. The risk assessment must include an evaluation impact on all persons including; the Contractor and the Contractor's personnel or agents; the Superintendent to the Contract, Catalina Park Regional Council personnel and members of the public. There must also be evidence of a commitment to safety, adequate safety training of the Contractor's personnel, with details of the Contractor's personnel dedicated to OSH responsibilities.
- Examples of any processes currently in place relating to safety, such as Job Safety Analysis sheets, induction forms, workplace inspections and training. Provide actual samples from previous Contracts that are relevant to the Works described. Note: References to client names are to be deleted.
- Environmental policy and management systems together with a general review of how environmental issues will be managed as well as details of experience and understanding of environmental issues on previous similar projects.

Management and Reporting Structure

The successful Contractor will be appointed directly by the CRC but will report to Satterley Property Group as project managers on behalf of the CRC. The CRC has appointed Landscape Architects, Emerge Associates to assist Satterley and act as Superintendent to oversee the performance of the successful Contractor.

The CRC operates under the *Local Government Act 1995*. Further information on the CRC, its structure and policies can be found on the CRC website www.Catalina.wa.gov.au.

Terms of Engagement

The successful contractor will be required to enter into a formal contract of engagement (AS2124) with the CRC upon appointment. The initial term of appointment will be from 1 March 2026 until 30 June 2027 with the potential for a one-year extension at the absolute discretion of the CRC.

The CRC reserves the right, at its absolute discretion, to terminate the contract at any time should the company not be able to meet acceptable performance standards.

General Conditions of Tendering

This Tender is subject to the General Conditions of Tendering detailed in Annexure B.

Enquiries

Additional information with respect to the consultancy and the requirements of the tender can be obtained by contacting:

Contact: Zac Fried, Principle Landscape Architect, Emerge Associates

Email: Zac.Fried@emergeassociates.com.au

OR

Contact: Drew Tomkins, Project Director, Satterley Property Group

Email: drewt@satterley.com.au

Annexure A – Tender Form

Tender Number: 07/2025

Date:

Tenderers must ensure that they fully and completely disclose all relevant information in completing this form. Terms used in this form have the same meaning as given in the Tender Document, unless the context otherwise requires:

1. IDENTITY OF THE PROPONENT ENTITY

Name of Organisation(s) ACN /ABN

Business Address

Postal Address

2. CONTACT DETAILS

Name of Contact Person

Position

Telephone

Email

3. COMPANY DIRECTORS

Please list the names of all Company Directors:

4. COMPLIANCE CRITERIA

Please complete the following questions by ticking either yes or no. If relevant, please supply the requested information in the space provided or by appending it to your submission.

Compliance Criteria	Met?
The Tenderer is to confirm it currently has the required insurances (professional indemnity (minimum \$5M) and public and products liability (minimum \$10M)) or, if successful, is willing to obtain the required insurances, prior to executing a contract with the CRC. If no, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Tenderer is to confirm there are no instances of any material event, litigation, insolvency, breeches of law, offence or other matters involving the Tenderer or its Directors over the past 5 years. If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Tenderer agrees to be bound by the terms and conditions set out in Annexure B – General Conditions. If no, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Tenderer agrees to the General Conditions of Contract. If no, please provide a listing of departures by clause, the reason for the departure, and proposed alternate wording for the clause in question:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Tenderer is to confirm whether it is acting as an agent or trustee for another person or persons. If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Tenderer is to confirm whether it is acting jointly or in association with another person or persons. If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Tenderer is to confirm whether it or any of the specified personnel have any actual, potential or perceived conflict of interest in relation to the performance of the contract. If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. AGREEMENT TO TERMS AND CONDITIONS

By completing and signing this Tender Form, the Tenderer confirms that it:

- a) has read and understood Tender No. 07/2025 including noting and accounting for any Addenda:
- b) agrees to be bound by the terms and conditions set out in the Tender Document; and
- c) acknowledges the Selection Criteria and Annexures A – D, contained within the Tender Document.

Signed by Director of entity Tendering:

.....

Name: Date:

Complete and submit this form with your Tender submission.

Annexure B - General Conditions

1. Definitions and Interpretations

The interpretations contained in the General Conditions of Contract are applicable to the Tender Document.

In addition, the following definitions of terms used in this document will apply unless the context otherwise dictates so.

“General Conditions of Contract”	means Australian Standard – general conditions of contract for engagement of consultants (AS2124-2010).
“CRC”	means the Catalina Regional Council.
“Sub-Contractor”	means a sub-contractor contracted to the Tenderer to provide goods or services to contribute to the Project.
“Tender”	means a valid written offer submitted by a Tenderer following the invitation of the CRC.
“Tenderer”	means any party submitting a Tender.
“Tender Document”	includes those documents referred to in Clause 2.

2. Tender Document

This Tender Document shall comprise:

- (a) CRC Tender Document 07/2025:
- (b) Annexures A-D:
- (c) These General Conditions of Tendering.

The above listed items shall not be altered in any way including the Council’s format or wording. Tender submissions with alterations may not be considered for evaluation.

3. Documents to be submitted with Tender

Tenderers should be aware that Tender Submissions may be publicly available.

In accordance with these General Conditions of Tendering the following document shall be completed, signed and submitted with the Tender:

Tender Form (Annexure A).

4. Tender Assessment

Tenders will be assessed on their compliance with the Tender Document and Tender submission addressing the assessment criteria including price submitted.

5. Site Inspection

Tenderers are encouraged to visit the site to be familiar with the Catalina Estate location and context. Tenderers will not have access to areas of the site under construction.

6. Lodgement of Tender

Tenders must be submitted no later than the time and date on the cover page of the Tender Document online at:

<https://tenders.net/dtp/catalina-regional-council/>

A Tender may be rejected without consideration of its merits in the event that:

- (a) The Tenderer does not submit a Tender Form which has been completed and signed together with all required schedules and supporting documentation; or
- (b) The Tenderer fails to comply with any other requirement of the Tender Document.

Hard copy, facsimile, electronic mail (email) and oral Tenders shall not be admitted for consideration.

A Tender not submitted on the CRC's online portal by the time and date of Tender opening will be considered a late Tender.

A late Tender shall not be considered for evaluation.

The CRC accepts no responsibility whatsoever for submitted Tenders failing to be submitted by the time and date of closing.

7. Acceptance of Tenders

The CRC has the right to accept or reject any Tender and to not accept any Tenders at all.

Tenders will be judged by the CRC as best suited to the interests of the CRC.

No Tender shall be deemed to have been accepted until the Tenderer has been notified of such acceptance in writing by or on behalf of the CRC.

8. Disclosure of Contract Information

- (a) Tenderers should be aware that Tenders may be publicly available.
- (b) Documents and other information relevant to the outcome of this Tender process may be disclosed when required by law under the *Freedom of Information Act (WA) 1992* or under a court order:
- (c) The CRC shall not provide content or comment for use by suppliers to promote their work, products or services by using association with the Council's projects or image:
- (d) Section 17, Part 4 of the *Local Government (Functions and General) Regulations 1996* (the "Regulations") requires that the Council maintain a Tender Register which must include, amongst

other detail, the name of each Tenderer whose Tender has been opened and the amount of consideration or a summary of the consideration amount.

By submitting a Tender, the Tenderer acknowledges and agrees to the "Regulations" requirements as outlined above.

9. Alternative Tenders

All alternative Tenders shall be accompanied by a conforming Tender.

Tenders submitted as alternative Tenders or made subject to conditions other than the General Conditions of Contract shall be clearly marked by the Tenderer as an "Alternative Tender". The CRC may decline to accept any alternative Tender.

10. Expiry or Withdrawal of Tenders

A Tender shall constitute an offer and shall remain open for acceptance for ninety (90) days from the date of closing of Tenders. The CRC and Tenderers may agree to extend this period by agreement in writing.

Tenders shall not be withdrawn after the date and time for the closing of Tenders without the consent of the CRC.

11. Tenderers to Inform Themselves

By submitting a Tender, a Tenderer shall be deemed to have:

- (a) Examined carefully and to have acquired actual knowledge of the contents of this Tender Document;
- (b) Examined all information relevant to the risks, contingencies, and other circumstances which have an effect on its proposal, and which is obtainable by the making of reasonable enquiries;
- (c) Satisfied itself as to the correctness and sufficiency of its proposal and the arrangements stipulated by it;
- (d) Made itself aware of the site location, conditions, traffic, and other conditions;
- (e) Made itself aware of any statutory or legal requirements necessary to implement the proposal; and
- (f) Satisfied itself that it, its suppliers, and its contractors are fully aware of any applicable provisions of the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996* and be able to comply with these.

12. Alterations

The Tenderer shall not alter or add to the Tender Form or other required documents unless required by these General Conditions of Tendering.

It is the responsibility of Tenderers to refer to the CRC website (www.catalina.wa.gov.au) and its tendering portal (<https://tenders.net/dtp/catalina-regional-council/>) in order to access any addenda which the CRC may make to the Tender Document, where matters of significance make it necessary.

Tenderers must sign the Tender Form provided under Annexure A, acknowledging that addenda have been noted and accounted for.

13. Canvassing of Councilors and Council Staff

If a Tenderer, whether personally or by any agent, canvasses any of the CRC's Councilors or staff with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the CRC may at its discretion omit the Tender from consideration.

14. Tender Opening

All Tenders will be opened in the CRC's offices, following the advertised closing time. No discussions, including disclosure of submitted Tender pricing, will be entered into between Tenderers and the CRC's officers present or otherwise concerning the Tenders submitted.

15. Clarification of Tenders

A Tenderer may be requested to clarify a Tender in any respect before final consideration provided that no variation to the Tender sum is offered.

16. Copyright

Copyright in all documents provided by the CRC for the purposes of Tendering remains with the CRC except those documents comprising Australian Standards. No Tenderer shall use all or any part of any such copyright property except for the purpose of this Tender. Property of the logos of the CRC lies with the CRC.

Annexure C - Estate Master Plan

**Annexure D - Landscape and Irrigation Estate Maintenance –
Contract and Technical Specification**