

2.1 WEIGHTINGS FOR EVALUATION OF CONSULTANT SUBMISSIONS FOR THE MOUNT WAVERLEY RESERVE MASTER PLAN (JG)

Responsible Director: Julie Salomon

RECOMMENDATION

That Council approves the following weightings for evaluation of consultant submissions received in response to an invitation to tender for the development of the Mount Waverley Reserve Master Plan as recommended by the State Government:

- *Price/Value - 30%*
- *Response to brief and methodology - 35%*
- *Experience and capability - 35%*

INTRODUCTION

This report proposes that Council approves a specific weightings for an invitation to tender to satisfy State Government funding requirements.

BACKGROUND

Monash Council received a *Local Sports Grant - Minor* grant of \$150,000 from the Department of Jobs, Precincts and Regions (DJPR) to undertake a reserve master planning project for Mount Waverley Reserve located at 8-26 Charles Street, Mt Waverley.

It is proposed to engage a suitably qualified consultant team to undertake the master planning project through an invitation to tender process.

Monash Council's Procurement Policy requires officers to allocate a minimum weighting of 60% to the price assessment criteria for tenders. Typically officers would assess consultant submissions using the following weightings:

- Price/Value - 60%
- Response to brief and methodology - 20%
- Experience and capability - 20%

The State Government has requested that Council apply its preferred weightings to assess selection criteria for the proposed consultancy.

DISCUSSION

Mount Waverley Reserve is home to the Mount Waverley Cricket Club, Waverley Blues Football Club and Mount Waverley Tennis Club. In addition to the sports ground, four

club operated tennis courts and two pavilions, the reserve features a public asphalt community tennis court, basketball half court, cricket nets, playground, off-street car parking and an off-lead dog area. The reserve also hosts the Waverley Community Learning Centre (a neighbour house located off Fleet Street).

Total funding of \$150,000 has been received from the State Government to undertake a Master Plan for the Mount Waverley Reserve. The project will be fully funded through the grant and will only require Monash City Council officer time to complete the project.

A consultant brief will be developed for the Mount Waverley Reserve Master Plan in partnership with the State Government with the view to engaging a suitably qualified and experienced consultant to coordinate the development and delivery of the community consultation, integrated site plan (ISP) and reserve master plan.

The State Government has requested Council apply the following weightings to assess selection criteria for this consultancy:

- Price/Value - 30%
- Response to brief and methodology - 35%
- Experience and capability - 35%

Council's Procurement Policy states that any variation to the weighting of price less than 60% for all Tenders and Quotations must be approved by Council unless the Tender Process is managed by a party acting as Council's Agent.

Council approval is therefore required to allow the proposed consultancy to be evaluated in accordance with State Government preferred tender evaluation criteria which specifies a weighting of 30% to Price/Value compared to Council's Policy position of a minimum of 60%.

This report therefore recommends that Council approve the proposed evaluation weightings for the consultancy tender for the Mount Waverley Reserve Master Plan in accordance with the State Government preferred weightings outlined above.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this the recommendation as the development of the master plan has been fully funded by a State Government grant.

CONCLUSION

The Mount Waverley Reserve Master Planning Project is fully funded by the State Government.

In accordance with the State Government's tender evaluation protocol, it is recommended that Council approve the following weightings for evaluation of consultant submissions for the Mount Waverley Reserve Master Plan:

- Price/Value - 30%
- Response to brief and methodology - 35%
- Experience and capability - 35%.

Subject to State Government approval of the consultant brief for the Mt Waverley Reserve Master Plan, Council would be in a position to call for tenders for this consultancy service within the next 4-8 weeks with the view to having the master plan completed by the end of 2020.