



**GILGANDRA  
SHIRE COUNCIL**

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***QUOTATION DOCUMENTATION  
Q42/24***

***PROJECT MANAGEMENT SERVICES  
Aged Care Staff Accommodation Project  
Gilgandra***

**Quotations close at 11:00am  
on Friday, 24 January 2025**

## 1. Introduction

Gilgandra Shire Council (GSC) is proceeding with the development of a new staff housing accommodation project within the township of Gilgandra. This project supports the Gilgandra Shire Council's corporate strategy of providing accommodation for staff working within the Aged Care Services of Gilgandra Shire Council.

Gilgandra Shire Council is seeking quotations from suitably experienced and qualified Project Managers with Building Structural experience to act for Council in the delivery of the housing project which will include development on two different sites:

1. A unit complex with a combination of 2 bedroom and 1 bedroom units (proposed 5 x 2 bedroom and 1 x 1 bedroom plus common area)
2. Two x 3 bedroom dwellings (dual occupancy or duplex)

Council is seeking to engage a suitably qualified and experienced person in project management to assist with the delivery of the Aged Care Staff Accommodation Project by:

- providing a high quality of professional service that meets the expectations of the Principal and other involved parties (e.g. other consultants and suppliers)
- assisting the Principal in its objective of delivering the project to the stated
  - delivery times
  - effective co-ordination of resources and materials;
  - provide cost effective Services that are performed in a safe, environmentally responsible
- acting in full compliance with relevant statutory requirements
- providing a high level of document management and control (including reporting)

## 2. Scope

The scope of the entire project for the new aged care staff housing accommodation includes working in conjunction with the successful building designer to complete the planning, design, development, construction and commissioning of numerous accommodation dwellings which includes:

1. A unit complex with a combination of 2 bedroom and 1 bedroom units (proposed 5 x 2 bedroom and 1 x 1 bedroom plus common area)
2. Two x 3 bedroom dwellings (dual occupancy or duplex)

The housing is to accommodate aged care workers for longer term temporary and/or permanent occupancy. The building classification is a Class 1 for both buildings.

The Quotation is to include all project management functions as listed below to enable accurate tendering for the construction work, and working documents to ensure a quality, well-constructed building.

The project manager will work in conjunction with Council's appointed building designer and PCA to complete the projects. The Project Manager will provide advice to the Principal to ensure the design will be compliant with Gilgandra's LEP, DCP and the National Construction Code.

A summary of the scope of works to be undertaken is provided below:

- Prepare “construct only” tender documentation for the unit complex
- Prepare design and construct tender documentation for the dual occupancy / duplex project
- Work with Council as a member of the Project team to provide input into the assessment of the tenders for both projects
- Liaise with Council’s Project team to ensure the building is fit for purpose
- Work with the appointed building designer and Council staff to prepare and lodge development application and construction certificates via the NSW Planning Portal
- Management, administration and supervision of the construction contracts
- Provide effective contractor management
- With the support of Council’s project lead, assist with budget advice
- Report to Council’s Project Team
- Assess progress claims and provide approval for payment by Council
- Assess any variations and provide appropriate advice to Council
- Represent and act in the best interests of the Principal to deliver the project or work
- Work with any consultants engaged by Council on this project
- Provide professional mentoring for Council's developing project staff, in particular Council’s appointed superintendent representative.
- Work primarily remotely, via video-conference and on-site as needed and as directed by the Principal

It is anticipated that the projects will be completed before June 2026.

### 3. **Sites**

#### ***3.1 Unit Complex***

The proposed site at 68 Myrtle Street is within an existing developed residential area. Any design and subsequent construction activities shall be considerate of adjoining neighbours and the locality of existing services.

Demolition of the existing house will occur prior to construction.



68 Myrtle Street, Gilgandra

### 3.2 Dual Occupancy / Duplex

The dual occupancy duplex will be constructed on Lot 37 Hercules Place within Council's Aero Park Estate. This is likely to be the first house built in the Aero Park subdivision. It is on a corner block and Council's vision is that this dual occupancy / duplex construction will set the standard for well appointed housing within the estate.



#### 4. Assumptions

The main assumptions are:

- That the sites do not contain contaminated fill of any type
- All design works to be in accordance with National Construction Code

#### 5. Project Management

Gilgandra Shire Council's appointed Project Manager will act as a Superintendent on the project on behalf of the Principal (Gilgandra Shire Council), to ensure a quality, well-constructed building delivered in the desired timeframe.

#### 6. Site Inspection

Inspection of the sites can be arranged if required.

#### 7. Enquiries

All enquires in relation to this quotation are to be directed to the Tenderlink Forum. Answers will be posted on the Forum and circulated via email to all who have downloaded Tender Documents.

#### 8. Submission of Quotations

Quotations must be submitted using the attached Quotation Form and submitted via the Tenderlink website prior to 11:00am on Friday, 24 January 2025. Late quotations will not be accepted.

Please note that all documents must be fully submitted by this time so tenderers should allow sufficient time to upload documents.

## **9. Assessment Criteria**

- Price
- Previous experience with similar projects, including Referee checks
- Experience in working within Local Government - context in relation to reporting and budgeting

Please note Council has a local purchasing policy.

## **10. Work Health & Safety Regulations**

The successful consultant will be required to participate in site induction and risk assessment and any safe work method statements necessary to complete the role.

Consultants are obligated to abide by Council's WH&S policies including, UV policy, drug and alcohol and personal protective equipment (copies can be obtained at Council's office) and to observe directions on health and safety from designated officers of the organisation. Failure to comply with this will be considered a breach of the agreement and sufficient grounds for termination.

The successful consultant will be required to provide a copy of all relevant licences.

General monitoring will occur during the course of the contract.

## **11. Registration and Insurance**

The successful consultant will be required to be registered on State Cover's Vault – Contractor Insurance Management System. The VAULT system will verify your insurances, being:

- Public Liability Insurance policy of a minimum \$20,000,000
- Workers' Compensation Insurance or, for a sole trader or operative partner of partnership, evidence of a Personal Accident Insurance policy
- Professional Indemnity Insurance

All registration and insurance documents to be supplied to the VAULT portal prior to the consultant commencing work.

## **12. Contracts**

The successful contractor will be engaged using *AS4122 – 2010 General Conditions for Consultants*.

## **13. Other Conditions**

- a) Council is not bound to accept the lowest or any quotation, nor are they responsible for, or pay for expenses or losses which may be incurred by any consultant in the preparation of this quotation.
- b) By submitting a quotation, the consultant recognises and agrees to the terms and conditions outlined in this document as well as the conditions of consultancy agreement as attached.

- c) The consultant shall be satisfied as to the correctness of their quotation and sufficiency of the quotation for the works, and that the price covers the cost of complying with all obligations under this quotation documentation and all matters and things necessary for the due and proper performance and completion of the project.
- d) Notice of acceptance of a quotation shall be given in writing.

**PROJECT MANAGEMENT SERVICES**  
**Aged Care Staff Accommodation Project**  
**Gilgandra**

**CLOSING TIME – 11:00AM ON FRIDAY, 24 JANUARY 2025**

I/We the undersigned, submit the following quotation (GST exclusive) for the provision of Project Management Services for the Aged Care Staff Accommodation Project in Gilgandra:

<b>TOTAL LUMP SUM FOR PROJECT MANAGEMENT SERVICES</b>	\$	<b>GST exclusive</b>
<b>LIST TOTAL ESTIMATED HOURS OF PROJECT MANAGEMENT SERVICE</b>		<b>HOURS</b>

<b>Please confirm total quotation amount in words (exclusive of GST):</b>	
	<b>dollars</b>
	<b>cents</b>

<b>Provisional Items:</b>		
<b>LIST HOURLY RATES BY STAFF MEMBERS</b>	\$	<b>Per Hour</b>

<b>Company:</b>	
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**REFEREES:**

No.	Client/Contact Person	Phone	Details of Work Undertaken
1			
2			
3			

Please tick:

I/we have read, understand and agree to abide by the Quotation Documentation.

I/we confirm that I/we have read and are aware of Gilgandra Shire Council's Statement of Business Ethics.

I/we confirm that I/we have noted Council's requirements and confirm that I/we have not colluded with other persons submitting quotations in preparing this proposal.

**(Please print)**

<b>Company:</b>			
<b>ABN:</b>			
<b>Name of contact person:</b>			
<b>Address:</b>			
<b>Phone No:</b>			
<b>Email:</b>			
<b>Signed:</b>		<b>Date:</b>	

Please submit this Quotation form, via the Tenderlink website: [www.tenderlink.com/gilgandra](http://www.tenderlink.com/gilgandra)