

Invitation to Quote for Project Management Service – Development Control Order – Fire Safety Order

Background

41 Rocklands Road (Pacific Park – SP47991) was completed and certified in 1994, deemed to satisfy BCA (1990). Following a false alarm in early 2022, an officer from NSW Fire & Rescue visited the site and made representations to North Sydney Council. Subsequently a North Sydney Council Officer undertook an inspection of the premises in July 2022, which indicated that the premises may be deficient in terms of fire safety provisions, in particular, Sections C, D and E of the National Construction Code (2019).

The Brief

We seek the services of a Registered Design Practitioner and Certifier (Fire Safety Engineering) to undertake Project Management Services to assist and guide the Owners Corporation to achieve satisfactory compliance with North Sydney Council at most economical method. The Owner Corporation have outlined below but not limited to the activities that should be done to achieve compliance.

- Engage with the Owners Corporation to clarify the brief to ensure outcomes are achieved.
- to review the documentation provided, clarifying any discrepancies between the Report (document 3) and Council's response (document 4)
- to define the scope of work required needed to comply with NCC (2019)
- Provide detailed Performance Solutions, program of activities (Gantt chart – including professional service, tendering activities, and construction) and submit to Council before the final Fire Service Order is issued.
- to prepare detailed specifications drawings and other documents necessary for tendering and provide cost estimate to complete the works.
- Undertake tender process and recommend acceptable tenderer and
- to oversee and certify the works of the successful tenderer.
- Provide WAE drawings, manuals of new equipment with schedule inspection times frames,
- Annual Fire Safety Statement of all essential fire equipment

Documents provided, in chronological order.

1. **Notice of intention to issue a development control order** – fire safety order. North Sydney Council 13 July 2022 and 12 August 2022.
2. **Terms of Proposed Order** North Sydney Council 13 July 2022 and 12 August 2022.
3. **Report** of Registered Building Surveyor. Assessment based on on-site inspections on 5 October & 16 November 2022 by Building Code Professionals Pty Ltd (G McGrath) and delivered on 7 December 2022. The report was signed off by Erol Urludag, Registered Building Surveyor (Unrestricted) of BCA Matters Pty Ltd, a different company from the company which undertook the on-site inspection.
4. North Sydney Council's **response** on 11 January 2023, including terms of proposed order.
5. The proposed order was discussed at the Annual General Meeting of SP47991 on 31 January 2023. At the AGM a new Strata committee was chosen, which through its solicitor requested a 3-month extension to act on the North Sydney Council's correspondence of 11 January 2023.

6. Copies of the **as-built architectural plan drawings** of 41 Rocklands Road from **1994**.

- **Closure date for submission of quote and responses ...14th April 2023 5:00 pm.**
- **Submission is to be lodged with Stephen Wardrop (Chair of the Committee by email: stephenr.wardrop@outlook.com**
- **Site Visit - 10:00am – 3rd April 2023 Contact for the day is Tony Moon 0419 261 879**

Selection Criteria:

- Demonstrated experience in leading Owners Corporation in successfully upgrading fire service in strata multi-unit developments.
- Demonstrated experience in successfully negotiating with the consent authority to achieve cost effective outcomes.
- Demonstrated experience in providing economic, innovative solutions to unique attributes of building.
- Demonstrate ability to work on tight time frames both with the consent authority and managing the works to completion.
- Demonstrated experience in setting budgets, managing budgets and ensuring the completed works do not exceed 10% of the contract sum.
- Demonstrated experience in measuring risk, risk plans and analysis and successful mitigation of risks.
- Demonstrated experience in engage with and managing quality service contractors.

Evaluation Criteria

- Detail response to the selection criteria
- Company structure, resourcing
- Insurances, Professional Indemnity, Workers Compensation, Public Liability,
- Work Health Safety Management Plan
- Quality Management System
- Price – As per the schedule below:

*All Prices are deemed to be inclusive of GST

Phase	\$ Amount (whole dollars)
Engagement with OC – Subcommittee to confirm the brief, roles and responsibilities	
Provide to the consent authority proposed scope of works including performance solutions to achieve the outcomes of the NCC.	

Develop tender documents, undertake tender process and recommend the awarding of the tender.	
Contract Administration	
Project Finalisation	
Allow for 4 meetings with the Owners Corporation	
Total:	

Please provide hourly rates (inclusive of GST) for key staff that will be working on the project.

Please provide rate (inclusive of GST) for meetings above 4 allowed in the submission.