



Request for Quotations

**RFQ 5-2022 –Architectural Services for the Proposed
Brookton Railway Station Refurbishment – November 2022**

Close of submissions: 4pm Tuesday 8th November 2022

1. Purpose

The purpose of this Brief is to outline the scope of works required for the provision of Design, Construction Cost Estimate, Detailed construction drawings and Tender Specifications, for the proposed refurbishment of the Brookton Railway Station from suitable qualified and experienced architects.

2. Preparing Your quotation

- a) Carefully read all parts of this document
- b) Ensure you understand the requirements
- c) Complete and lodge the Offer (Schedule 1), Qualitative Criteria (Schedule 2), Qualitative Criteria (Schedule 3) and Price Breakdown (Schedule 4)
- d) Make sure that you have signed the Offer Form and responded to the Selection Criteria
- e) Lodge your Quotation by the Deadline.

3. Contact Person

Name: Kevin D'Alton, Manager Projects
Telephone: 08 9642 1106
Email: Kevin.Dalton@brookton.wa.gov.au

4. Lodgement of Quotation and Delivery Method

The Quotation must be lodged by the Deadline of **4pm Tuesday 8th November 2022**.

The Quotation responses must be submitted electronically in PDF format to:

mail@brookton.wa.gov.au

Quotations submitted by facsimile, e-mail, post, or by hand, will not be accepted.

5. Rejection of Quotations

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

- a) It is not submitted by the Deadline; or
- b) It fails to comply with any other requirements of the Request.

6. Requests for Clarification

Respondents may submit a written request for clarification on any part of the RFQ documents prior to lodgement of their Quotation, via email to the nominated contact person listed in 3.

No requests for information or clarification to the RFQ Documents will be accepted later than 3 days prior to the Deadline of this Request.

7. Selection Criteria

The Contract may be awarded to the Respondent who best demonstrates the ability to provide quality products and/or services at a competitive price. The quoted prices will

be assessed together with compliance and qualitative criteria to determine the most advantageous outcome for the Shire of Brookton.

The Shire of Brookton has adopted a best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer be ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Response that provides all the information requested will be assessed as satisfactory. The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

8. Compliance Criteria

These criteria are detailed below and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Responder from consideration.

9. Qualitative Criteria

In determining the most advantageous Response, the Evaluation Panel will score each Response against the qualitative criteria as detailed below. Each criterion will be weighted to indicate the relative degree of importance that the Shire of Brookton places on the technical aspects of the goods or services being purchased.

Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the quotation evaluation process or a low score.

10. Response Validity Period

All Responses will remain valid and open for a minimum period of ninety (90) days from the deadline.

11. Alterations

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding. The Shire will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the deadline.

12. Canvassing of Councillors or Officers

If a Respondent, whether personally or by agent, canvasses any of the Shire of Brookton’s Councillors or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Shire may at its discretion omit the Respondent from consideration.

13. Identity of the Respondent

The identity of the Respondent and Consultant is fundamental to the Shire. The Respondent shall be the person, persons, corporation or corporations named as the Respondent within your Response. Upon acceptance of the Response, the Respondent will become the Consultant.

14. Opening of Responses

Responses will be opened at the Shire of Brookton Administration Office, at 14 White Steet, Brookton, as soon as practicable following the advertised deadline.

15. Consultants

It's expected that subconsultants will be required as part of the Consultants design team to provide the service requested in this 'Request for Quotation'. The engagement of any subconsultants must be approved first by the Shire of Brookton contact person. The Shire will then issue a Purchase Order for these services either to the Consultant or subcontractor as agreed.

16. Procurement

When the Consultant is required to undertake any purchasing activity of behalf of the Shire of Brookton the Consultant must adhere to the Shire's procurement policy and procedures.

17. Background

Shire of Brookton is at the 'crossroads' of addressing community need with the existing Railway Station buildings pictured below having experienced limited use in recent years and requiring rejuvenation structurally and aesthetically. The buildings have traditionally been central to the community's social fabric but the facility is now aged, and through a lack of attentive maintenance presents as tied, outdated, and structurally unsound. This all has detracted from its meaningful purpose and earlier popularity.

To provide further context of the Railway Station an aerial photo illustrating the location of the building is presented in **Figure 1** below together with the listing of the Railway Station taken from the Shire's Municipal Heritage Inventory 2015 as **Figure 2**.

In 2021 the Council engaged the services of an architect consultant to develop concept design options for the Brookton Railway Station. Following community consultation and submissions on the four options provided, in January 2022 Council endorsed option 1B. Information about this outcome is included as an Attachment.



Figure 1 – Location Plan (NTS)



NAME OF PLACE	BROOKTON RAILWAY STATION GROUP		
Other names			
Address	Robinson Road		
Suburb/Town	BROOKTON		
Railway Reserve 10325	Lot 143	Plan/Diagram	C.T. Vol Fol
CONSTRUCTION DATE	1924		
Original Use	Railway Station		
Present Use			
Other Use			
CONSTRUCTION MATERIALS:			
Walls	Timber framed	Weatherboards	
Roof	Hipped	Marseille clay tiles	
Other			
ARCHITECTURAL STYLE:	Interwar period standard railway design		
DESCRIPTION:	Railway station, goods shed, loading ramp, and various sites (migrants' barrack site, railway barracks site, water tank sites, CBH bin, sugar gum trees etc)		
<p>The station building, a single storey building, is located central on the bitumen platform. It is predominately rectangular in form and comprises two separate buildings under the main roof, with an open (roofed) area in between.</p>			
CONDITION	Good		
INTEGRITY	High degree		
AUTHENTICITY	High degree for each period of development		
STATEMENT OF SIGNIFICANCE			
<p>Brookton Railway Station comprising the platform, railway station building, goods shed, loading platform and crane, has cultural heritage significance for the following reasons:</p> <ul style="list-style-type: none"> • The development and demise Brookton Railway Station reflects the development of the town of Brookton and the railway system. it demonstrates functions and a way of life no longer practiced. • it is highly valued by the Brookton community as an identifiable built representation of the significant railway presence in the town. • Each place within the group is valued for its individual aesthetic characteristics, and together they form a significant group; • it is a representative example of a larger Type 2 station building reserved for junction stations, that was one of two new designs developed by the Railways Department in the 1920s for country stations; and, • it is a landmark in the town and makes a significant contribution to the townscape and character of Brookton and the local and the wider community's sense of place. 			
MANAGEMENT RECOMMENDATION			
<p>Grade B: Shire of Brookton 'Heritage List.' TPS: Development Application. Retain & conserve.</p>			

HISTORICAL NOTES

A railway station was in Brookton as early as c.1900 but by the early 1920s, pressure was on to upgrade and extend the facilities and a new brick railway station was called for. The railway turntable was a critical element of the junction function of Brookton Railway Station.

In 1924, this station was built further south in the railway reserve than the original station. The railway station was closed in 1984, and the Brookton community took responsibility in 1988. Various functions have taken place since that time, none requiring any change to the fabric of the place. Brookton Railway Station provides a focus in the main street, as a community function and tourism venue.

LISTINGS

State Heritage Office Database Nos.
 8833 Railway station, goods shed & loading ramp
 8848 Site of migrants' barracks
 8847 Site of railway barracks
 8825 Site of railway turntable
 8851 Site of CBH bin
 23842 Site of water tank
 23843 Site of water tank
 8831 Sugar Gum Trees

Shire of Brookton: 1996 Municipal Inventory Cat 2 TPS 1998

SUPPORTING INFORMATION/BIBLIOGRAPHY	DOCUMENT TYPE
Conservation Plan Conservation Plan by L Gray for PTA 2004	

Figure 2 – Heritage Listing for Shire of Brookton Municipal Heritage Inventory 2015

18. Scope of Work

- Arrange initial meetings with Project Working Group (PWG) to validate the scope of the proposed facility, based on the Council endorsed Concept Design 2B (December 2022).
- Prepare a final Concept Design based on PWG feedback (28 February 2023)
- Provide a cost estimate based on final Concept Design (28 February 2023)
- Assist the Shire with appointment of secondary consultants (18 March 2023)
- Prepare Design Development for presentation and discussion with PWG (29 April 2023)
- Provide a cost estimate based on final Design Development (29 April 2023)
- Prepare Construction Documentation that includes tender drawings and specifications (01 July 2023)
- Provide pre-tender QS estimate (01 July 2023)
- Assist Shire with Tender Evaluation and Report

19. ADMINISTRATION

Unless otherwise agreed, the following shall apply:

19.1 Project Management

Liaison on this project will be with the Chief Executive Officer (designated project manager).

19.2 Pricing

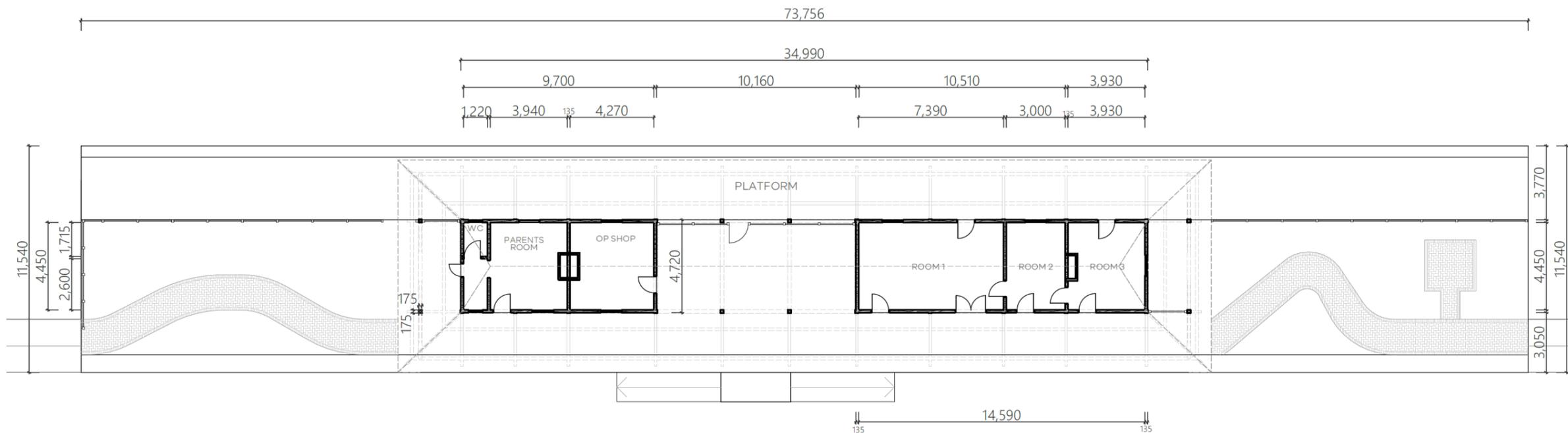
The pricing for completing the requested works shall be inclusive of:

- a. Good and Services Tax (GST).
- b. all disbursement costs accounting for travel and meal expenses, telephone, copying and other administration costs

19.3 Intellectual Property Rights

The Intellectual property rights to all original material, plans or documents produced under this project shall remain the property of the Shire of Brookton.

Such plans **shall not** be marked copyright to preclude the Shire from using the concept plans and associated costings in progressing to construction as a sperate process that may involve another architectural company / business.



As Existing Floor Plan
1:200


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NOTES - GENERAL

G.1 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS

G.2 ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION PRIOR TO PROCEEDING WITH THE WORK

G.3 ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK

G.4 BUILDER OR CONTRACTOR SHALL ENSURE ALL WORK COMPLIES WITH THE LATEST AS CODES AND AMENDMENTS

G.5 DRAWINGS TO BE READ IN CONJUNCTION WITH ALL SCHEDULES AND SPECIFICATIONS

Brookton Railway

Project No. 7309

Brookton WA 6306

RevID	Change Name	Date

DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION.

As Existing - Floor Plan

A3.1

Scale : 1:200 @ A3



○ EAST ELEVATION
1:150



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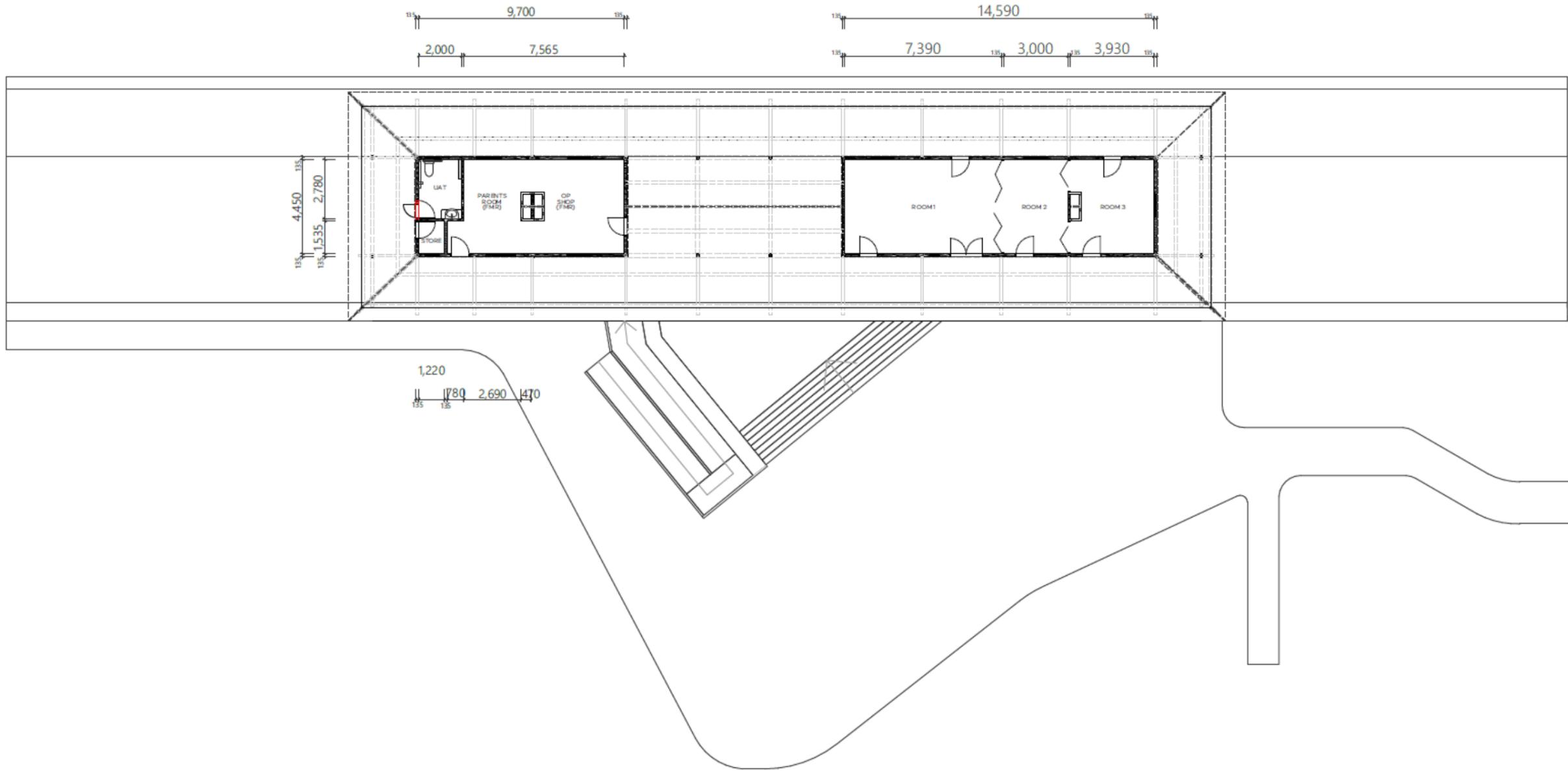
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Brookton Railway
 Project No. 7309
 Brookton WA 6306

RevID	Change Name	Date

DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION.

As Existing - East Elevation
A3.2
 Scale : 1:150 @ A3



UAT LAYOUT INTERNAL - 1
1:200


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Brookton Railway

Project No. 7309

Brookton WA 6306

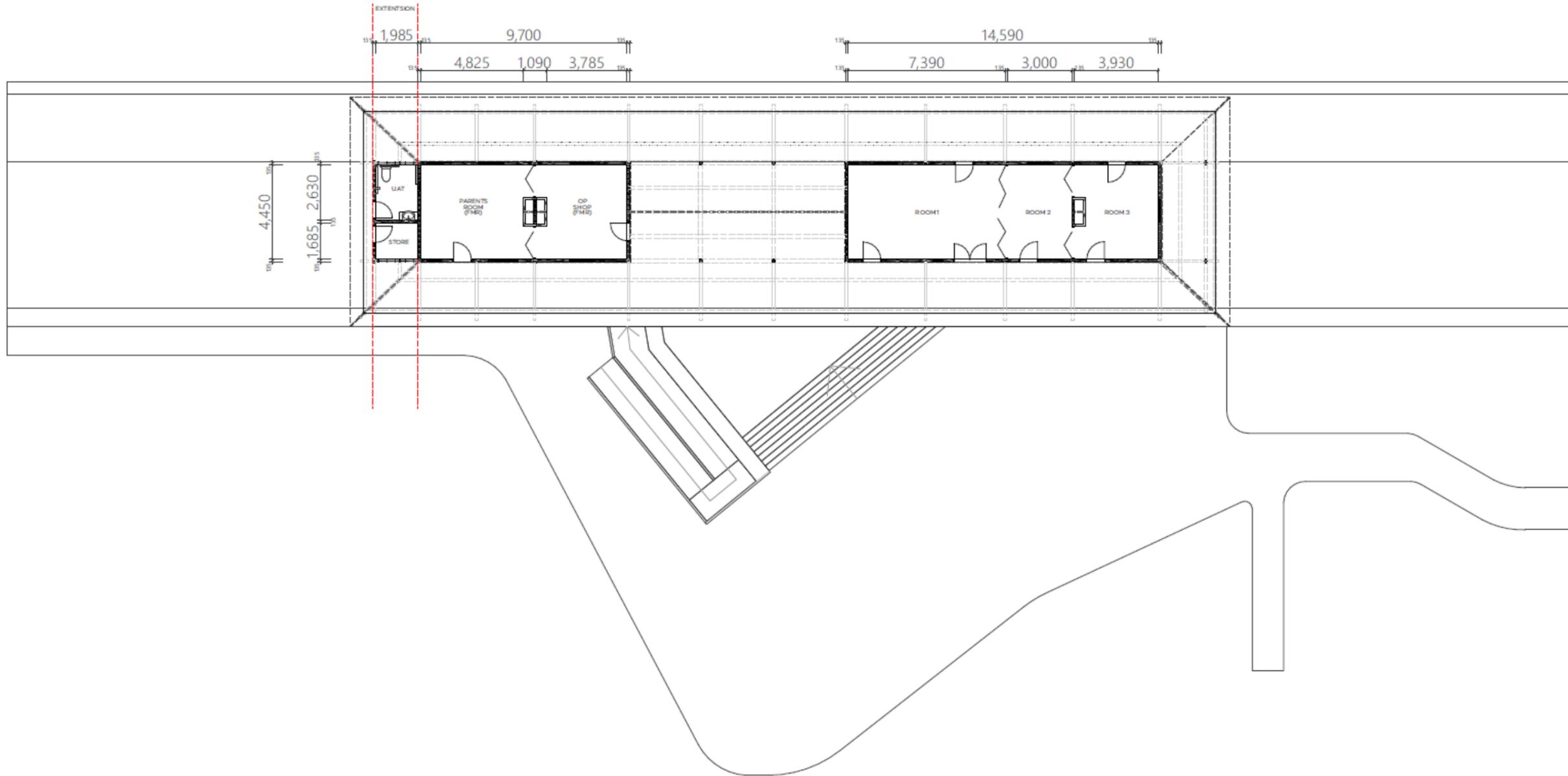
RevID	Change Name	Date

DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION.

UAT Floor Plan - (Internal) 1

A3.3

Scale: 1:200 @ A3



UAT LAYOUT EXTERNAL
1:200

DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION.

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Brookton Railway
 Project No. 7309
 Brookton WA 6306

RevID	Change Name	Date

UAT Floor Plan (External)
A3.5
 Scale: 1:200 @ A3



E-04

EAST ELEVATION - EXTENSION
1:150



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Brookton Railway

Project No. 7309

Brookton WA 6306

RevID	Change Name	Date

DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION.

UAT (EXTERNAL) - EAST ELEVATION

A3.6

Scale: 1:150 @ A3

Schedule 1 – COMPLETE AND RETURN THIS PART

Respondents Offer

The Chief Executive Officer
Shire of Brookton
14 White Street
Brookton WA 6306

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN: _____ ACN (if any) _____

Telephone No: _____

E-mail: _____

In response to Request for Quote (RFQ) 5-2022 Architectural Consultancy Services for the Proposed Brookton Railway Station Refurbishment:

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of quoting contained in this Request signed and completed. I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Quotation irrespective of its outcome. The consideration is provided below:

Services Provided	Lump Sum Price (Ex-GST) \$	GST \$	Lump Sum Price (Inc GST) \$
Architectural Services			

Dated this _____ day of _____ 20____

Signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

Schedule 2 – COMPLIANCE CRITERIA

Quote (RFQ) 5-2022 Architectural Consultancy Services for the Proposed Brookton Railway Station Refurbishment

Respondents Name:

a)	Respondent’s Declaration Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Quotation including completion of the Offer Form and provision of your pricing submitted in the format required by the Shire of Brookton	Yes / No
b)	Financial Position Respondents must address the following information <ul style="list-style-type: none"> i. Does your organisation have the ability to pay all debts in full as and when they fall due? (If no, please provide details) ii. Does your organisation have any current litigation, claim or judgement as a result of which you may be liable for \$50,000 or more? (If yes, please provide details) 	Yes / No
c)	Conflict of Interest Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? (If yes, please provide details.)	Yes / No
d)	Insurance Details Please provide your organisational insurance details for: <ul style="list-style-type: none"> i. Public Liability Insurance, Value (\$20,000,000) / Expiry Date; ii. Professional Liability Insurance, Value (\$2m) / Expiry Date; iii. Workers Compensation, Insurance Value (\$10M) / Expiry Date. 	Yes / No
e)	Acknowledgement of Addenda Does the Respondent acknowledge receipt of any addendum issued and has allowed for any price adjustments resulting in any issued addendum?	Yes / No
f)	Critical Assumptions Respondents are to specify any assumptions they have made that are critical to the Response, including assumptions relating to pricing and ability to provide the Requirements in the manner specified in this Request.	Yes / No
g)	Licences/Registrations Does the Respondent and Lead Architect have a current registration number with the Architects Board of Western Australia? If Yes confirm the licence number and expiry date. The Shire will require a copy of the registration from the successful Architect to validate status prior to entering into agreement.	Yes / No
h)	Pricing Complete the Pricing Breakdown at Schedule 4	Yes / No

Schedule 3 – QUALITATIVE CRITERIA

Quote (RFQ) 5-2022 Architectural Consultancy Services for the Proposed Brookton Railway Station Refurbishment

Respondents Name:

A. Relevant Experience Respondents must address the following information in an attachment and label it “ Relevant Experience ”:	Weighting 35%	
a) Provide up to 3 examples of projects of a comparable scale, cost and complexity for which the Architect has provided a similar suite of services, including details of outcomes; b) Provide contact details of referees for the projects listed in (a) above to enable the Principal to undertake a reference check on performance and quality on performed Architectural services; c) Demonstrate your capacity, competency and proven track record of achieving outcomes for your clients;	“Relevant Experience”	Tick if attached <input type="checkbox"/>

B. Demonstrated Understanding and Methodology Respondents must address the following information in an attachment and label it “ Demonstrated Understanding and Methodology ”:	Weighting 35%	
a) Provide a project schedule/timeline with the Project’s Architectural planning and delivery of the proposed service; b) Demonstrate your understanding of the Scope of Work; c) Provide a summary of any perceived risks with the delivery of this project and how these risks will be managed;	“Demonstrated Understanding and Methodology”	Tick if attached <input type="checkbox"/>

C. Architect’s Resources Respondents must address the following information in an attachment and label it “ Architect’s Resources ”:	Weighting 30%	
a) Confirm other work commitments that the Respondents will have that will run concurrent with this Contract; b) Detail the Architect’s team nominated for this project. Include the relevant roles to be performed, relevant experience and qualifications, and the suitability of each project team member for this project.	“Respondents Resources”	Tick if attached <input type="checkbox"/>

Schedule 4 – PRICING BREAKDOWN

Quote (RFQ) 5-2022 Architectural Consultancy Services for the Proposed Brookton Railway Station Refurbishment

Respondents Name:

1. Complete all required information under correct heading in table provided. Additional information may be added, if necessary, by adding rows as required, but format is to be retained.
2. Respondents are required to provide a summary of their price, including and provisional sums allowed for and the overall project value.

Lump Sum			
Item	Description	Fee (Excl. GST) \$	Fee (Inc GST) \$
1	Lump Sum Fee -		

Progress Claims			
(The total value of progress claims must equal the project lump sum fee)			
Item	Description	Fee (Excl. GST) \$	Fee (Inc GST) \$
1	Letter of Acceptance		
2	Completion of Final Concept Design & Costing Estimate		
3	Completion of Design Development & Cost Estimate		
4	Completion of Construction Documentation, including Tender Drawings & Specifications & QS Estimate		
5	Assist Shire with Tender Evaluation & Report		
Total			

Disbursements			
Item	Description	Fee (Excl. GST) \$	Fee (Inc GST) \$
1	Travel		
2	Additional Meetings		
3	Accommodation		
4	Other		
5			