

**ITEM 11 TENDER T1000227 - ARCHITECT AND SUBCONSULTANT SERVICES - HELENSBURGH COMMUNITY CENTRE AND LIBRARY**

The Helensburgh Community Centre and Library is a cornerstone project for the Helensburgh township, designed to meet the evolving needs of residents and support a diverse range of community activities. The new facility will provide a central, inclusive, flexible, and accessible space for people of all ages and backgrounds. It will accommodate meetings, classes, events, and cultural programs, foster stronger community connections and enhance social engagement.

Both the current Helensburgh Library and Helensburgh Community Centre have reached the end of their functional lives, prompting the need for forward planning to meet the community’s future needs. As part of this planning, provision has been made for a new, integrated Community Centre and Library at 53-55 Walker Street, Helensburgh. Council’s Infrastructure Delivery Program outlines the design phase for the Helensburgh Community Centre and Library to occur in financial year 2025/26, with construction scheduled across 2026/27 to 2027/28.

This report recommends acceptance of a tender for an Architect and Subconsultant team for the design of the Helensburgh Community Centre & Library in accordance with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

**RECOMMENDATION**

1. In accordance with Regulation 169(8) Council adopt the NSW SCM1191 Scheme for Consultants in Construction up to \$9M Consultancy Fee, as a list of contractors prepared by NSW Public Works for the purposes of inviting selective tenders for Tender T1000227 - Architect and Subconsultant Services - Helensburgh Community Centre and Library.
2. In accordance with Section 178(1)(a) of the *Local Government (General) Regulation 2021*, Council accept the tender of Sherson Architecture Pty Ltd for Architectural and Subconsultant Services, in the sum of \$1,382,295.14, including GST.
3. Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
4. Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

**REPORT AUTHORISATIONS**

Report of: Jeremy Morgan, Manager Project Delivery  
 Authorised by: Joanne Page, Director Infrastructure + Works

**ATTACHMENTS**

There are no attachments for this report

**ACRONYMS USED IN REPORT**

Abbreviation	Meaning
DN&C	Design, Novate and Construct
NSW SCM1191 Scheme	NSW SCM1191 Scheme for Consultants in Construction up to \$9M Consultancy Fee

**BACKGROUND**

The new Helensburgh Community Centres and Library will play a vital role in fostering a strong, connected, and resilient community. The new facility is being designed to provide flexible community spaces as well as a library. It will be an inclusive, safe, welcoming and accessible space for the community to hire for meetings, classes or events. We're also working to make sure it's sustainable and has flexible features to meet our community's needs for many years.

The scope for the project is as follows:

- It will be an integrated Community Centre & Library
- There will be flexible spaces, including a community hall that can expand to increase its size
- The project will be targeting best practice environmentally sustainable design
- The design will aim to provide views to the east
- Public art will be commissioned for the centre

Council has partnered with NSW Public Works to assist with the procurement, design and construction management for an integrated community centre and library facility at 53–55 Walker Street, Helensburgh. Comprising a planned infrastructure renewal and upgrade, this newly constructed facility is planned to be delivered through a Design, Novate and Construct (DN&C) contract and procurement methodology.

The purpose of the design tender is to develop concept designs, obtain planning approval and develop tender documentation which will be used in the subsequent request for a tender package for the Head Contractor for design finalisation and construction. The design tender sum includes provision for full detailed design documentation suitable for construction and construction phase services. The Architect and subconsultant team, along with any remaining fees, will be novated to the Head Contractor upon award of the Head Contract tender.

Tenders were invited for this project by the selective tender method with a close of tenders of 3.00 pm on 5 August 2025. Selected tenderers were invited from the *NSW SCM1191 Scheme for Consultants in Construction up to \$9M Consultancy Fee*. This approach is pursuant to Regulation 169(8) of the *Local Government (General) Regulation 2021*, in that Council proposes to adopt the list of contractors prepared by a public authority for the purpose of selective tendering.

Four (4) tenders were invited, from consultants listed on the NSW SCM1191 Scheme based on their capacity to fulfil the requirements of the contract, and the number of occasions on which each consultant has previously been invited to tender for similar proposed contracts.

Three (3) tenders were subsequently received by the close of tenders and all tenders have been scrutinised and evaluated by a Tender Evaluation Panel constituted in accordance with NSW Public Works Procurement Policies and Procedures and comprising representatives from NSW Public Works, Wollongong City Council Project Delivery and Library & Community Facilities Divisions.

The Tender Evaluation Panel evaluated all tenders in accordance with the following Evaluation criteria and weightings as set out in the formal tender documents:

#### **Mandatory Criteria**

- 1 Satisfactory references from referees for previous projects of similar size and scope
- 2 Accredited Quality Management System in place – ISO9001 or equivalent
- 3 Attend the Pre-Tender Site Inspection & meeting

#### **Evaluation Criteria**

- 1 Cost to Council including total Fee and Rates for Variations – 40%
- 2 Evidence of previous modern methods of construction initiatives including key subconsultants – 10%
- 3 Previous relevant organisational experience delivering similar scoped projects – 5%
- 4 Proposed teams experience including resource commitment including % commitment of Design Principal – 35%
- 5 Demonstrated strengthening of local economic capacity – 10%

The mandatory evaluation criteria have been met by the recommended tenderer.

The Tender Evaluation Panel utilised a weighted scoring method for the evaluation of tenders which allocates a numerical score out of 100 in relation to the level of compliance offered by the tenders to each of the evaluation criteria as specified in the tender documentation. The method then considers pre-

determined weightings for each of the evaluation criteria which provides for a total score out of 100 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the consultants that submitted a tender for the proposed contract.

TABLE 1 – SUMMARY OF TENDERERS

Name of Tenderer
SHERSON ARCHITECTURE PTY LTD
NBRS & PARTNERS PTY LTD
BVN PTY LTD

## PROPOSAL

It is recommended that Council accept the tender of Sherson Architecture Pty Ltd to carry out the service in accordance with the tendered scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Evaluation Panel that it is capable of undertaking the works to Council’s standards and in accordance with the technical specification.

Recent Consultant Performance Reports held by NSW Public Works indicate satisfactory performance by Sherson Architecture Pty Ltd.

## CONSULTATION AND COMMUNICATION

- Members of the Tender Evaluation Panel (Scoring and Observers)

## PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2035 Goal 4 – “We have a healthy, respectful, and inclusive community”. It specifically delivers on the following:

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	Service
4.8 Provide our community with equitable services, access to education, and information to help them make informed decisions.	Community Services Library Services
4.9 Provide programs, services and places including libraries and facilities for social cohesion, cultural activities and community belonging.	
4.13 Support and strengthen the local community services sector	

## RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process fully complied with NSW Public Works Procurement Policies and Procedures and the *Local Government Act 1993*.

The risk of the project works or services is considered medium based upon Council’s risk assessment matrix and appropriate risk management strategies will be implemented. The Design, Novate & Construct methodology has the potential to accelerate the program and invite innovation, whilst still carrying some financial and contractual risk to Council. These risks are being managed by engaging NSW Public Works to procure and manage the project through the contractual phases, as they have demonstrated experience working with this procurement methodology and contract methodology.

## SUSTAINABILITY IMPLICATIONS

The following sustainability implications have been considered and integrated into the project:

- Promoting more efficient and improved service delivery through collaboration and innovation -
  - The Integrated Community Centre and Library facility will reduce duplication by combining public circulation spaces, public and staff amenities and one plant room.
  - The Design, Novate & Construct delivery provides an opportunity for innovation in construction methodology; potentially reducing waste in construction, operational power required to construct the facility, and local environmental impact of ongoing construction activities by reducing the construction duration.
- Contribute to emission reduction and meeting the 2030 Net Zero Target, and use of sustainable materials and practices -
  - The design brief emphasises an efficient building fabric and equipment (reduce consumption), all electric equipment (no fossil fuels), and on-site electrical generation (PV solar system and potential batteries if viable).
- Sustainable materials and practices -
  - The design brief preferences resilient materials (reduce maintenance requirements), natural materials (low toxicity), and low embodied emission materials (local and global emissions reduction).
  - The design of lighting and stormwater water management will need to consider and mitigate the impacts on nearby ecological communities.

## FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Operational Plan – Capital Budget 2025/2026, 2026/2027 and 2027/2028.

## CONCLUSION

Council has forward planned the renewal and upgrade of the Helensburgh Community Centre and Library and identified this project in the Infrastructure Delivery Program. The existing library is at the end of its useful life and is not suitable to provide an acceptable level of service into the future. It is proposed to deliver a new integrated facility to replace the existing buildings, under a Design, Novate and Construct methodology. The subject of this report is to commence the design phase. It is recommended that Council accepts the recommendations of this report in relation to the Tender T1000227 – Architect and Subconsultant Services – Helensburgh Community Centre and Library so that the building design works can commence.