

AGENDA ITEM NO.: **CONFIDENTIAL ITEM 3.1**

Partially Released on 09/10/2018

Authorised by the CEO

TO: Special Council on Tuesday 5 September 2017**DIRECTOR:** Cate Hart, Chief Executive Officer**REPORT AUTHOR:** Chris Newby, CLIC Project Lead**SUBJECT:** Consideration of Architect Submissions for Community Hub, Library and Innovation Centre (CLIC)

1. EXECUTIVE SUMMARY

A call for expressions of interest (EOI) from architects for the design and construction of the Community Hub, Library and Innovation Centre at 128 Prospect Road was released on Friday 11 August 2017 to twelve (12) architects. The EOI period closed on Monday 28 August 2017 with seven (7) highly regarded firms making submissions (refer **Attachments 1-7**). Each submission goes into different levels of detail in respect of the scope of services, inclusions and costs (particularly in relation to supporting consultants), whilst highlighting a number of relevant projects that each firm has been involved in.

These submissions have been reviewed by senior staff and the appointed Project Manager, and circulated to Elected Members. The purpose of this report is to provide some background on the EOI process, how the EOIs are reviewed and assessed, and the course of action that will allow for an architect to be appointed.

Briefly, Council's Project Manager will complete an assessment matrix to accompany a future report to Council. Shortlisted candidates, which are yet to be determined, will be invited to present to Council's CEO, the CLIC Project Lead and the Project Manager on Thursday 7 September 2017.

Following these presentations and further discussion with the Project Manager, a report and recommendation will be prepared for the appointment of the preferred architect(s), who will make a presentation to a special meeting of Council on 12 September 2017, prior to Council's decision to appoint.

2. RECOMMENDATION

2.1 Order pursuant to section 90(3)(d) & 90(3)(k)

That under the provisions of Section 90(2) of the *Local Government Act 1999*, an order be made that the public with the exception of the Chief Executive Officer, Cate Hart; Director Corporate Services, Ginny Moon; Director Business and Innovation, Chris Hannaford; Acting Director Community and Planning, Ben Footner; CLIC Project Lead, Chris Newby and Manager Governance and Administration, Jo-Ann Tanti, be excluded from attendance at the meeting of the Special Council in order to consider in confidence Agenda Item 3.1 titled "Consideration of Architect Submissions for Community Hub, Library and Innovation Centre (CLIC)".

The Council is satisfied that it is necessary that the public be excluded to enable the Council to consider the report at the meeting:

- on the grounds provided by Section 90(3)(d) of the Act, Commercial information of a confidential nature (not being a trade secret) the disclosure of which (i) Could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party, (ii) would, on balance, be contrary to the public interest; and (3)(k) Tenders for the supply of goods, the provision of services or the carrying out of works.
- the Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be discussed has the potential to impact adversely on each of the tenderers as competitive commercial information will be disclosed.

2.2 Recommendations

- (1) Council notes the seven (7) submissions from architects in respect of the design and construction of the Community Hub, Library and Innovation Centre, and endorses the process for assessment of submissions.**
- (2) Council notes a report recommending the appointment of an architect will be presented to a special Council meeting on 12 September 2017.**

2.3 Order Pursuant to section 91(7)

that in accordance with Section 91(7) and Section 91(9) of the Local Government Act 1999 and on the grounds that Item 3.1 for the meeting of the Special Council held on 5 September 2017 was received, discussed and considered in confidence pursuant to Section 90(3)(d) & 90(3)(k) of the Local Government Act 1999, this meeting of the Special Council, orders that the agenda item, report and attachments and any other associated information submitted to this meeting and the minutes of this meeting in relation to the report titled "Consideration of Architect Submissions for Community Hub, Library and Innovation Centre (CLIC)" remain confidential and not available for public inspection for a period of 2 years and that this order be reviewed every 12 months.

3. RELEVANCE TO CORE STRATEGIES / POLICY

Strategic Plan to 2020 Theme 1 – People "Know, empower, celebrate, educate and activate our community"

Strategy 1.1	Know our community	The Community Engagement Plan for the project is based upon the requirement to 'know' our communities, be inclusive of a broad cross section of our residents and ensure that residents are well informed of the steps being taken for the development of the CLIC. The selection of an architect to complete the concept design is an essential step to allow further community involvement in the project.
Strategy 1.2	Environmentally active, sustainably focused	
Strategy 1.3	Active living for every age, every stage	
Strategy 1.4	Celebrate our diverse and creative community	

Strategic Plan to 2020 Theme 2 – Place “Loved heritage, leafy streets, fabulous places”

Strategy 2.1	Respect the past, create our future	Delivery of the CLIC will be based upon that aspect of the Strategic Plan referring to ‘fabulous places’, requiring a high quality facility that is loved by our communities. The selection of a suitable architect is required to create a fabulous place for our community’s future needs.
Strategy 2.2	Loved parks and places	
Strategy 2.3	An accessible City	
Strategy 2.4	A greener future	

Strategic Plan to 2020 Theme 3 – Prosperity “More jobs, more investment, more activity, more vibrancy”

Strategy 3.1	A stronger local economy	The CLIC’s location in the heart of Prospect Road, in combination with the improved community facilities and longer hours of accessibility, will contribute to more vibrancy in this part of the city. The selection of an architect is a key step in the delivery of a facility that will increase footfall in the Prospect Road Village Heart, day and night.
Strategy 3.2	A more vibrant night-time	
Strategy 3.3	Leverage our digital advantage	
Strategy 3.4	International Prospect	

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1	Excellence in Infrastructure	The strategies within Theme 4 of the Strategic Plan speak to Council’s requirement that the CLIC is delivered on time and on budget according to our standards of excellence. The selection of the architect (and associated design team) must give due consideration to the timeliness, anticipated cost and desired quality required of the project.
Strategy 4.2	Sound Financial Management	
Strategy 4.3	Responsible Waste Management	
Strategy 4.4	Accountable and people-focused services	

Intelligent Community Indicators

1. Innovation	Intelligent Communities pursue innovation through a relationship between business, government and institutions (ie. universities).	The selection of an architect is an important part of Council's process in delivering a facility with the potential to provide for new relationships with businesses and institutions, whilst allowing access to broadband technologies and continuing to provide services to improve their skills in the use of technology.
2. Digital Equality	Allowing everyone access to broadband technologies and skills to use them	
3. Sustainability	Economic growth while reducing the environmental impact of that growth	

4. REGIONAL IMPACT

The selection of an architect for the CLIC project would not have a regional impact.

5. COMMUNITY INVOLVEMENT

Community consultation was not undertaken in relation to the selection of an architect for the CLIC project. Community consultation will occur following the completion of concept plans by the appointed architect.

6. DISCUSSION

6.1 Project Outline

The selection of an architect and design team is required to undertake the necessary design and construction of a new Community Hub, Library and Innovation Centre (CLIC), integrated with a new Council Civic Centre for City of Prospect. Collectively known as Civic128, it is anticipated that the new facility will incorporate into its design the existing Town Hall, while providing for an active frontage to Prospect Road and a tangible connection to Vine Street Plaza, with potential for an improved plaza entrance or retail offering to add vibrancy to the precinct.

Council engaged architecture firm Brown Falconer, in association with Snohetta and Hudson Howells, to undertake a spatial needs analysis for the integrated Civic128 facility and determine the extent of site required for its development. Over the course of these investigations, a greater understanding was reached of the scale of the building required to accommodate the various functional spaces, alongside a clearer definition of the nature or 'feel' that the new building would achieve:

Civic128 should be a place that brings the Prospect community together. It should feel welcoming, inclusive, and inviting for anyone to use; a democratic space that fosters interaction and connects people with each other.

It should be a comfortable and inspiring space that invites exploration, innovation and learning through technology that is integrated simply and accessibly. At the same time, it should feel authentic and uniquely 'Prospect'; an environmentally sustainable building that both fits in its place, as well as offers a new, stimulating place for people to share and enjoy.

The Emotional Brief developed for the Project draws attention to the community's desire to create a space that is 'uniquely Prospect' and that feels 'welcoming, inclusive and inviting'. These aspects in particular have informed the key design drivers of 'Prospect' and 'Oasis'. By establishing places of refuge and respite, the Community Hub will create a calming environment within City of Prospect.

6.2 Project Brief

The brief released to architects identified that the key functions of Civic128 are to accommodate the provision of services for the community together with the functions of Council, and to provide a range of facilities for community and Council use. The potential area allocation that informs the future design of the Civic128 facility has been derived from consultation processes, benchmarking of precedent projects and an assessment of facility requirements into the future.

Key drivers of the area requirements are:

- A desire for active foyer and arrival spaces, designed to accommodate a multi-faceted customer service strategy
- An identified need for shared meeting and event spaces for community, civic and operation activities, with integrated gallery spaces
- An anticipated 75 full-time equivalent staff on site (with 50% of staff with fixed desks, 6 in enclosed offices, and 50% staff at 80% occupancy located within an activity/work-based office arrangement)
- Allowing potential for future partnerships with complementary services

The different components of the facility are to be organised into the following areas: Arrival Spaces, Multipurpose Facilities, Library and Learning, and Council Operations. There will be a combination of public and private areas with the Arrival, Multi-purpose Facilities and Library and Learning facilities predominantly open to the public and a greater degree of privacy within the Operations area as necessitated by the functional requirements of particular council activities.

The provision of access to the building's various areas will have regard to the following:

- Customer service, gallery, library, digital hub and similar areas will be readily accessible by members of the community during operating hours
- Meeting rooms and facilities provided for use by community members and groups will be accessible at all times
- Administration areas for Council staff will be secure and accessible at all times by staff, with community members able to access when permitted

- Secure areas will be provided with limited access for key staff, potentially separated across levels of the building.

Other objectives for the design of the building relate to:

- The allocation of areas of sufficient space to provide for the current and future needs of the community through the provision of leading edge services
- Achieving healthy design objectives, including ease of access for People with Disability and CPTED (Crime Prevention through Environmental Design) principles.
- Consistency with the guidelines contained within Council's Development Plan
- Achieving the highest level of environmental performance possible within the constraints of the budget.
- Delivering the necessary plans and documentation to enable the completion of the building prior to August 2019.

The work undertaken by Brown Falconer and Snohetta has identified a total floor area that would be required to accommodate the likely future needs of Council, the site area required for the building and the possible relationships between the various component parts/functions of the facility. While this work subsequently informs the concept design process, it does not necessarily dictate the design outcome, with the identified building scale and envelope providing ample opportunity for a variety of design responses.

The interior design is also an essential component of the building and, to ensure that it integrates well with the design of the building as a whole, it is desirable that it be undertaken by the appointed architect/ design team. The expectation is that the appointed architect sees the project through from concept plan to construction completion, with the necessary consultants (including all engineers and advisers) engaged in consultation with the Project Manager to complete detailed design documentation.

6.3 Selecting an Architect

Given the demands of the project as described in the brief and the importance of this project in the delivery of services to the community, an architect is required who has proven and demonstrated experience in the design and delivery of projects of a similar type. Experience working in a local government environment, which may provide for a deeper understanding of a Council and community needs, is beneficial but not essential.

The components of project delivery can be grouped generally into the factors of time, cost and quality, with the selection of an architect based on an assessment that has regard to:

- The methodology that will be used to ensure Council's timelines are met (including explanation of ability/capacity to meet project timeframes, together with commitments on how this is to be achieved), whilst ensuring works are substantially commenced on site as soon as possible.
- How the various component parts of the project will be performed, as well as any potential risks to project delivery and how these will be mitigated

- Competitiveness in the fee for services, with a good understanding of the anticipated fee for service, either through a fixed price or an indicative fee for relevant stages/activities
- The quality, relevant experience and technical skills of the individuals being proposed to undertake the design of the new facility, and the organisation's relevant experience in carrying out similar contracts (and the improvements that their involvement has resulted in).

Separately, Council released a (select) call for Expressions of Interest for a Project Manager who would coordinate the design, construction and delivery of the project, in liaison with the appointed architect. Jim Allen & Associates (JAA), a highly regarded project management firm, has been appointed to drive the design, tendering and construction processes and to work closely with Council and the appointed architect.

Luigi Rossi and Pete Reilly of JAA have subsequently been involved in preliminary discussion on the process to be undertaken in shortlisting and selection of an architect.

6.4 Summary and Analysis of Architect Submissions

The project brief was released to twelve (12) architects for the submission of expressions of interest (EOI). Seven (7) submissions had been received by the close of the EOI period, with [REDACTED] JPE Design Studio, [REDACTED] all submitting EOIs. All firms have relevant experience in the design and delivery of multi-storey office and community facilities.

The level of detail provided within each submission varied, with some providing a detailed list of the other consultants and engineers who would be involved, while others focused on the core architectural and interior design services, and anticipated that other consultants would be engaged. As expected, the methodology that each firm brings to the design and construction of the project also differs, as does the cost of architectural and interior design services.

A detailed summary and analysis of the submissions will form part of a future report to Council. The Project Manager is undertaking an independent review of the submissions to assist in this process. This approach will provide a further element of audit to the selection process to minimise any risk or criticism of the project delivery, and their information will further assist Council in making this important decision.

Financial and Resource Implications

Funding of the project, including architectural services, has been allocated for in the Annual Business Plan and the Long Term Financial Plan. \$1.043million has been allocated over two years for project management and architectural services.

Project management costs are anticipated to be \$244,000 plus contingencies. With costs varying between each firm, and an acknowledgement that a managing contractor approach to procurement would allow for potential savings, it is anticipated that no additional funding would be required beyond that allocated in the Long Term Financial Plan.

7. CONCLUDING STATEMENTS

The project brief released to architects emphasised the relatively short time frame for delivery of the concept designs, through to the commencement of construction and subsequent completion prior to August 2019. Firms were invited to identify innovative ways in which these time frames could be met, while highlighting the desire for a “uniquely Prospect” building consistent with the emotional brief and spatial needs analysis previously undertaken.

The expressions of interest received showcase the talents and relevant projects of some of the best architects in South Australia (and beyond), which ensures that Council has sufficient options to make a decision on a preferred architect to design and deliver the new facility. It has also been demonstrated that the costs associated with the design documentation and construction phases are consistent with Council’s earlier estimates for the project.

The relationships forged between Council, the architect and the project manager now and into the future are critical to the success of the project in delivering a new facility (and associated services) for the community.

ATTACHMENTS

<u>Attachment 1:</u>	Expression of Interest	[REDACTED]
<u>Attachment 2:</u>	Expression of Interest	[REDACTED]
<u>Attachment 3:</u>	Expression of Interest	[REDACTED]
<u>Attachment 4:</u>	Expression of Interest	[REDACTED]
<u>Attachment 5:</u>	Expression of Interest	[REDACTED]
<u>Attachment 6:</u>	Expression of Interest	[REDACTED]
<u>Attachment 7:</u>	Expression of Interest	[REDACTED]

