

Section 221 of the *Local Government Regulation 2012* stipulates that a Significant Contracting Plan must be prepared prior to commencement of a contract that Council has identified as a Significant Contract. Council may, by resolution, amend a Significant Contracting Plan at any time before the end of the financial year to which the plan relates.

1. Key Information	
Significant Contract Title: Refurbishments and HVAC Upgrade works to The Events Centre Caloundra	
Group: Liveability and Natural Assets	Branch: Urban Projects
Contract Administrator: Roy Ventura	Position: Project Officer
Procurement Specialist: Rachael Lock	
Contract/Project Description: Refurbishments and HVAC Upgrade works to The Events Centre Caloundra	
Link to Procurement Plan:	

2. Council Resolutions	
Previous Council resolutions:	Nil
This plan endorsed by Council:	

3. Background
<p>The Events Centre Caloundra is one of the Sunshine Coasts leading entertainment centres, the facility has had a number of staged upgrades occurring over a period of time, and this project continues the upgrading of the facility to raise the standards and comfort for patrons and the general amenity of the centre.</p> <p>The Event Centre Facility Refurbishment includes the upgrade of the Heating Ventilation and Air Conditioning (HVAC), installation of a passenger lift, upgrades and enhancements include a new Porte Cochere and covered link, foyer upgrades, main theatre wall and ceiling treatments, operable wall, box office, bar and caf frontage upgrades, installation of a car park to Foyer PWD/Passenger Lift, new People with Disability (PWD) amenities, energy efficient air conditioning system to the main theatre, glasshouse, reef room and foyer with services upgrades to the electrical power, lighting, fire and communications systems.</p>

4. Objectives
<p>What are the objectives of this contract?</p> <p>Upgrade and modernisation of the current facility.</p> <p>The works are to include building refurbishment as per the design drawings and specification documentation, including but not limited to:</p> <ul style="list-style-type: none"> • Installation, testing and commissioning of HVAC system; • Internal building upgrade and refurbishment works • Installation of passenger lift • Upgrades of Mechanical, Electrical and Hydraulic Service • Entry/Foyer upgrade • Kitchen Upgrade
<p>How will objectives be achieved?</p>

Going out to public tender to obtain competitive pricing and a suitably qualified Principal Contractor to undertake the works.

How will achievement of objectives be measured?

Pre-determined weighted Probity Plan which takes into consideration:

- (a) Price
- (b) Capability and Experience;
- (c) Methodology;
- (d) Contribution to Local Economy;
- (e) Social Benefit and Indigenous Engagement

What are the alternative ways of achieving the objectives? Include reasons for not adopting alternative ways.

The alternative was to break the contract into separate smaller contracts utilising the businesses that could provide a particular service, for example HVAC installation, Passenger Lift installation and refurbishment construction, this would enable the upgrade to be carried out but would have been a difficult and inefficient process for the project.

It was decided that it would be more efficient construction contract if it was issued as one package, this would enable one capable principal contractor to build, administer and complete the project in a cost effective and timely manner.

This would give Council one point of contact for all matters in relation to the construction phase of the project.

8. Proposed category and contractual arrangements

Which category does this contract fall within?

Capital Works

Which contractual arrangements should be applied to this contract, and why?

Construction (AS2124 Medium to Large Construction)

Adequately govern the outcomes required by Council to deliver the project.

9. Market and Risk Assessment

Provide an assessment of the market in which the contract is to happen, including an assessment of any procurement risks. Refer to the Risk Assessment Calculator in the Procurement Plan.

Competitive building construction market. Risk that pricing will be greater than Council budget.

Proposed mitigations for identified risks:

Lump sum construction contract which will be delivered under structured Australian Standards Conditions of Contract.

Undertake an assessment of operational risks relating to the contract/project. Attach details.

1. Key performance Indicators (KPI's) will be developed and included with the tender document package. The Contract Administrator will be responsible for reviewing and enforcing the KPI's.
2. Price variation is considered an ongoing risk which will be mitigated through the development of a lump sum Pricing Schedule submitted at Tender. It will be the Contractor's responsibility to confirm quantities submitted are sufficient and correct to enable the completion of the works in accordance with the Specification. When submitting their lump sum price, the Contractor is obliged to price the entire works required for the successful completion of the Contract. The Pricing Schedule will be used as a guide for progress payments and to calculate any required variations throughout the administration of the Contract. Variations where the Contractor has not accurately calculated quantities will not be accepted by Council.
3. Workplace Health and Safety is considered an ongoing risk which will be mitigated through legislative requirements which the Contractor is required to adhere to.

Approvals

Position	Name	Signature	Date
Manager, (of Branch seeking contract)	Chris Sturgess		
Group Executive (of Group seeking contract)	Warren Bunker		
<i>Prior to going to Council</i>			
Manager, Business Development	Paul Skillen		
Chief Executive Officer	Michael Whittaker		