



Shire of
Serpentine
Jarrahdale

Project Manager

Request for Tender (OCM023/02/23)

Policy Concept Forum – PCF
3 April 2023

Background: Purpose of the original RFT

Provide resource support to the Major Projects Team in relation to **current** and **upcoming** Major Projects.
List if current active projects:

Current Funded Projects

- Keirnan Park
- Staff Amenities
- Council Chambers
- Depot site upgrades
- Staff Accommodation upgrades
- Oakford Brigade Fire-station

Note: This resource is also planned to be used for future major projects which are yet to be funded



Background: Current gaps where this resource would assist

- **Project Manager role:** over-seeing design development phases of the project
- **Superintendent role:** over-seeing construction phases as a Superintendent's Representative for SJ
- **Contract Administrator:** assist and support with contracts in design and/or construction phases

Background: GAPs

- Current:

	Projects in the pipeline: 2023-2024		
	Roles - required		
Projects	Project Manager	Superintendent	Contract Admin
Keirnan Park	✓	?	✓
Staff Amenities	✓	✓	✓
Council Chambers	✓	✓	✓
Depot upgrade	✓	✓	✓
Staff accomodation upgrade	✓	?	✓
Oakford Fire-station	✓	✓	✓

- Worst case:

Projects	Project Manager	Superintendent	Contract Admin
Keirnan Park	?	?	✓
Staff Amenities	?	?	✓
Council Chambers	?	?	✓
Depot upgrade	?	?	✓
Staff accomodation upgrade	?	?	✓
Oakford Fire-station	?	✓	✓

Discussion: Procurement Options

'RFT for Project Manager services'

- High level scope RFT which covers potential roles and upcoming projects for the shire
- Hourly rates confirmed should the service be required within a agreed timeframe

' Procurement through policy on needs base'

- As the need arises, case by case defined scope and discrete procurement exercise
- Following Shire's current procurement policy for each service as required

'Panel'

- Establishing a panel of pre-qualified suppliers per Part 4, Division 3 of the *LG (Functions and General) Regulations 1996*

Discussion: Pros and Cons for Shire

'RFT for Project Manager services'	' Procurement through policy on needs basis'	'Panel'
<p>Pros:</p> <ul style="list-style-type: none"> - Competitive rates fixed for a term - Resources available when required: at short notice 	<ul style="list-style-type: none"> - Clear definition of scope and project timeframes - Greater certainty concerning costs - Opportunity for new/other suppliers to bid 	<ul style="list-style-type: none"> - More than one supplier to choose from - Availability may be more certain than going to market but is not guaranteed
<p>Cons:</p> <ul style="list-style-type: none"> - Exact scope or timing not defined early on at engagement - Exact budget required will not be defined until there is a project scope confirmed 	<ul style="list-style-type: none"> - Shire will be paying industry rates at the time of the procurement process / tender - Almost certainly delay to projects, which will contribute to greater costs and time - Additional resources required to repeat each time 	<ul style="list-style-type: none"> - Does not necessarily guarantee availability or rates over the term - Being on a pre-qualified panel is not a contract and under policy either - Quotes must be sourced from panel members; or - Quite involved and Shire has not undertaken a panel in recent times and governing policy is 5+ years old, thus will require staff training - More complex to manage compared to standard RFI



Thank you

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