

Request for Quotation

Summary of Requirement	
Council Name	Uralla Shire Council
Project Name	Condition assessment and revaluation of Council's buildings assets and operational land
Summary of Requirement	Uralla Shire Council invites suitably qualified suppliers to submit quotes for the condition assessment and revaluation of Council's buildings assets and operational land for financial reporting and asset management planning purposes. Comprehensive building condition assessment is meant to determine the present physical condition of buildings assets in the register, provide a 20 year life cycle costing and define the extent to which occupancy/use levels meet desired service level requirements and scope for space maximisation. Revaluation is required for all Council buildings and operational land assets for financial reporting purposes as at 30 June 2023. Valuation for insurance purposes is NOT required . The revaluation is expected to involve substantial levels of physical inspection and revaluation of all appropriate aspects such as methodology, life cycle modelling, assumptions and valuer own/benchmarked unit rates based on their understanding of the asset class Unit Rates without the valuers requesting for data from Council .
Delivery Date	This project must be completed by 30 April 2023
Project Duration	01 December 2022 to 30 April 2023
RFQ Closing Date	11/11/2022
RFQ Closing Time	5.00 pm AEDT
Lodgement Instructions	Your quotation should be addressed General Manager, Uralla Shire Council (Attention: Philip Langat, Asset Manager) and be received by stated time and date via email to council@uralla.nsw.gov.au with a copy to plangat@uralla.nsw.gov.au . Scanned copy of a fee proposal signed by an authorised representative of your firm which would cover, as a minimum, information requested in this RFQ and invitation email.
Contract Person	Philip Langat
Contact Details	plangat@uralla.nsw.gov.au – Phone: 02 6778 6330

Description of Requirement	
Purpose of procurement	Uralla Shire Council requires: <ol style="list-style-type: none"> 1) Comprehensive condition assessment of all Council's all buildings assets, and 2) Revaluation of all Council buildings and operational land assets for financial reporting purposes as at 30 June 2023. Valuation for insurance purposes is NOT required. The effective date of the valuation is to be 30 June 2023;
Expected benefits to Council	Improved stewardship in asset management, better decision making, and enhanced financial planning and reporting
Scope of Requirements	<p>1) <u>Condition Assessment of Council Buildings Assets - Scope of Works</u></p> <p>As a minimum, the proponent will deliver the following as part of comprehensive building condition assessment for each of Council's building assets:</p> <ol style="list-style-type: none"> 1. Building facility component reports and recommendations (structural integrity, access, electrical, energy efficiency, mechanical, building envelope, exterior landscape) with consideration given to the findings; 2. Prioritized recommendation for predictive maintenance liabilities and life cycle costing, repair/remediation with estimated costs for up to a 20-year capital renewal and maintenance plan; 3. Quantity survey and life cycle costing report/spreadsheets; 4. A cost benefit assessment of repair/remediation plans versus planning for buildings components replacement. 5. Define the extent to which occupancy/use levels meet desired service level requirements and scope for space maximisation.

The physical conditions should include but not limited to:

Architectural & Structural:

- a) Review the structural condition of the building to assess its condition, structural adequacy and ability to accommodate the current and future uses.
- b) Assess the exterior cladding including skylights and overhead glazing systems, as to its structural integrity to meet the current Building Code and energy conservation criteria for conditions, suspected or potential moisture penetration, anchorage to structural frame and concerns with all joints and connections.
- c) Assess the condition of the roofing system, flashing, penetrations, skylights, sealant, perimeter curbs and drains.
- d) Assess the condition of exterior openings (doors and windows) as to air and moisture penetration, energy efficiency, and condition of weather-stripping, caulking and sealant.
- e) Provide a general assessment of the structural system inclusive of but not limited to: structural frame, floor loading, and columns/bay size.
- f) Assess the maintainability of the structures and its interior/ exterior components, including flooring, ceilings, walls, partitions, millwork (fixed position only), finished surfaces (including trim), doors and frames (including hardware).
- g) Assess drainage (including snow/ice) and interface with surrounding site services
- h) Assess the exterior condition of all buildings inclusive of landscaping, doorway aprons, exterior lighting, plaza areas and parking areas.

Mechanical and Fire Prevention:

- a) Provide a detailed description, inventory list & condition of all mechanical systems in the building, including but not limited to the following (where applicable): heating & cooling, all natural gas piping & accessories, circulating pumps, garage ventilation, stairwell pressurization, humidification, general exhaust, sanitary exhaust domestic hot/cold water, incoming domestic cold water service size/meter information, sanitary & storm systems including sump pumps fire protection and (HVAC) controls.
- b) Record actual data (type, make, serial no., air flow, horse power & electrical power supply, etc.) for each piece of equipment & system in the building,
- c) Assess code compliance of each piece of equipment and replacement cost.
- d) Provide a report and capital expenditure requirements.

Electrical and Life Safety Systems

- a) Provide a detailed description, inventory list & condition of all electrical systems in the building, including but not limited to the following (where applicable)
- b) Power incoming services -main electrical room, main disconnect switch, transformers, main switchgear & associated equipment
- c) Power distribution system- distribution switchgear, panel boards, power riser, lighting & receptacle panels, sub-electrical room(s)
- d) Motor control centres, inverter systems
- e) Outdoor lighting - type & control
- f) Emergency power system including generators & transfer switches
- g) Fire alarm system
- h) Emergency lighting system
- i) Electric snow melting system (if applicable)

Roofing Inspections

- a. The visual roof inspections will be carried out to determine the following information;
- b. Roof areas, type of roofing membrane, visual drainage issues, roof drains, gutters, flashing details, condition & life expectancy, year of installation, year of replacement, repair/replacement cost estimates and roofing plan layout;

Barrier Free Inspections

- a. To visually inspect and report on all listed buildings in order to access barrier-free accessibility

Elevator Condition Inspections if applicable

2) Valuation of Council Buildings and Operational Land Assets - Scope of Works

The attached document outlines the broad types, locations and volume of assets for which valuations are required. Council requires the services of a suitably qualified person to undertake this valuation work. Please note that the information provided is high level and further details on the assets, deliverables and instructions would be provided to the successful company.

The valuations are to be carried out on the fair value basis in accordance with the requirements of AASB 13 *Fair Value Measurement*, AASB 116 *Property, Plant and Equipment*, MSB 136 *Impairment of Assets* and *NSW Local Government Code of Accounting Practice and Financial Reporting* (the Code). All valuations must comply with the AASB 13 "fair value" definition ("the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date") and associated valuation principles in MSB 13. The valuations must also take into account the relevant asset characteristics (including but not limited to the assets' condition, location, legal restriction and commercial value (if any).

The valuations must be undertaken by member(s) of your firm (or contractors) who are experienced in valuation approaches for financial reporting purposes in accordance with AASB 13.

Asset Registers

Along with this request for quotation you have been provided with the PRELIMINARY Buildings and Operational land registers in Microsoft Excel spreadsheets as:

- Operational land register:
- Buildings register: Council's building assets include; offices, operational buildings, depots, town halls, community halls, sporting grounds facilities, toilet blocks, aquatic facilities, nursery and aged care centres, and libraries etc
 - Some small structures may be missing and when identified will be treated as additional details
 - Preliminary Operational land register detailing names of the property by lots for the purpose of valuation together with provisional
 - Buildings Register in Microsoft Excel Spreadsheet is attached for overall understanding of the scope. Detailed registers which will include necessary attributes will be sent to the successful bidder along with detailed instructions.
 - Current Buildings Register has approximately **21 major buildings, 57 minor buildings** and **5-7** small value buildings categorised as other structures.

Revaluation threshold

All Buildings assets should be valued. All land parcels should be valued.

Condition assessment

Every asset should have a condition assessment assigned based on the scale from 1 to 5 from the Integrated Planning and Reporting (IP&R) framework. This, however, does not mean that all assets with the same condition should have the same level of service potential as a fraction to gross book value. Council will accept, if for valuation purposes a more detailed scaling is used, that this should be easily translated to the IPR condition scale.

Methodology

The detailed methodology used in determination of fair value is required to be provided as part of the quotation and incorporated into the final revaluation report or delivered as a separate document. The methodology relevant to the revalued assets must include detailed explanation of how the Fair Value was determined. This includes, but is not limited to, the information in regard to:

- Approaches used in revaluation (market, income, cost) and reasons for that;

	<ul style="list-style-type: none"> • Determination of the principal market or the most advantageous market based on the requirements of para 16 of AASB 13; • Calculation of the remaining service potential and fair value. The latter represents the accumulated depreciation and impairment loss component of the fair value in the gross method of accounting of revaluation; and • Determination of the residual values. • site inspections for condition assessment, sourcing, providing and justifying local unit rates for renewal of different asset types and building components on their own. • Identifying “renewable”, “replaceable”, and “maintainable” components captured and the Gross Replacement Cost (GRC) of the assessed components • Assessing Level of service and quality of buildings using widely recognised Property Quality Standard (PQS) process, such as in IPWEA/NAMS Practice Note 3 for assessing buildings. <p><u>Buildings Inspections</u></p> <p>Each building in the register should be physically inspected. In the event that no onsite inspection is to be undertaken for the relevant asset, Council must be provided with reasons thereon and confirm what other adequate evidence is available to support the valuation.</p> <p><u>Componentisation</u></p> <p>Council requires all major buildings to be componentised based on our proposed componentisation structure as structural integrity, access, electrical, energy efficiency, mechanical, building envelope, exterior landscape). The componentisation hierarchy will be provided to a successful candidate as part of the detailed instructions.</p>												
Proposed Requirements Schedule	<table border="1"> <thead> <tr> <th data-bbox="424 925 1254 965">Key Deliverables</th> <th data-bbox="1254 925 1473 965">Milestone Dates</th> </tr> </thead> <tbody> <tr> <td data-bbox="424 965 1254 1021">Draft Buildings Condition Assessment Report</td> <td data-bbox="1254 965 1473 1021">15/03/2023</td> </tr> <tr> <td data-bbox="424 1021 1254 1077">Draft Buildings and Operational land Revaluation Report</td> <td data-bbox="1254 1021 1473 1077">14/04/2023</td> </tr> <tr> <td data-bbox="424 1077 1254 1162">Final Buildings Condition Report, one (1) electronic copy and one (1) signed hardcopy</td> <td data-bbox="1254 1077 1473 1162">28/04/2023</td> </tr> <tr> <td data-bbox="424 1162 1254 1283">Final Revaluation Report, one (1) electronic copy including digital photos of each listed asset; and one (1) signed hardcopy including digital photos of each listed asset</td> <td data-bbox="1254 1162 1473 1283">28/04/2023</td> </tr> <tr> <td data-bbox="424 1283 1254 1397">One (1) electronic copy of data in a format which can be uploaded into Council’s Civica Authority asset accounting system, required format to be provided</td> <td data-bbox="1254 1283 1473 1397">28/04/2023</td> </tr> </tbody> </table>	Key Deliverables	Milestone Dates	Draft Buildings Condition Assessment Report	15/03/2023	Draft Buildings and Operational land Revaluation Report	14/04/2023	Final Buildings Condition Report, one (1) electronic copy and one (1) signed hardcopy	28/04/2023	Final Revaluation Report, one (1) electronic copy including digital photos of each listed asset; and one (1) signed hardcopy including digital photos of each listed asset	28/04/2023	One (1) electronic copy of data in a format which can be uploaded into Council’s Civica Authority asset accounting system, required format to be provided	28/04/2023
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Respondent’s responsibilities	<ul style="list-style-type: none"> • Physically inspect each building in the register • Revalue buildings and identifying “renewable”, “replaceable”, and “maintainable” components captured and the Gross Replacement Cost (GRC) of the assessed components. • Prepare reports as stated • Project start-up meeting with Council’s point of contact – confirmation of scope, key tasks, timings, key stakeholder contacts, quality requirements and communications. • Weekly progress status report via email to Council contact person on project status until completed. • An email to the Council contact person if there is an issue or variation to the projects time, quality and/or costs. No variation work is to be undertaken without written approval/additional purchase order. • Project close-out meeting with Council’s point of contact – at completion of report 												
Location of Work	Uralla Shire Council												
Special requirements	<ul style="list-style-type: none"> • Proposals should clearly show the fixed price for the works outlined in this letter including all meetings, site inspections and reports. • Disbursements such as travel, additional copies of reports, accommodation etc should be identified. • In addition, the proposal should provide a schedule of fees for any variations additional or 												

	<p>works outside the scope of this project.</p> <ul style="list-style-type: none"> The successful valuer will be required to effect and maintain insurance policies in the following sums: Insurance cover for the statutory and common law liability for death or injury to persons employed by the contractor; Professional Indemnity Insurance in the sum of at least \$10,000,000 AUD in respect of any one occurrence. The policy must include provision for one automatic reinstatement of the sum insured; and Workers compensation
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Technical Evaluation Criteria		
Criterion 1	Compliance with scope of work	25%
Criterion 2	Methodology and technical approach	20%
Criterion 3	Corporate experience and resources including professional competence	30%
Criterion 4	Proposed Implementation Plan & Program	10%
Criterion 5	Environmental / Economic / Social Factors	5%

Commercial Evaluation Criteria			
Summary of Cost	Cost Breakdown		
	<Deliverable 1>		\$
	<Deliverable 2>		\$
	<Deliverable 3>		\$
	<Deliverable 4>		\$
	Total – Lump Sum		\$
Additional Options	<Provide costs associated with additions/options/ value-added innovations or alternatives proposed in Technical Submission (if any).>		
Discounts/Incentives			
Product availability /delivery conditions			
Other supply details			
Warranty/Guarantee offered			
Insurance	<input type="checkbox"/> Public Liability	<input type="checkbox"/> Professional Indemnity	<input type="checkbox"/> Workers Compensation
Rates for Variations	<Rates / pricing for any variations instructed to the Scope of Work.>		
Whole-of-life costs <Delete this section if not applicable>	<Acquisition/Initial Capital Expenditure: E.g., Price (Material, Labour, Hourly Rates, Overheads, Packaging) Commissioning Costs (Delivery, Installment, Training, Travel)>		
	<Owning/Operating/Recurrent Costs: E.g., Maintenance, Spares, Energy/Fuel costs, Upgrade Costs, Consumables>		
	<End of Life/Disposal/Exit: E.g., disposal/exit costs less residual value.>		

Respondent Information	
Company Name	
ABN	
Business Address	
Phone	
Email	
Website	
Respondent's Name	

Respondent's Contact Details	
Respondent Statement	
<i>"I certify that this offer is made without prior understanding, agreement or connection with any corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorised to sign this offer for the respondent."</i>	
Respondent's Authorised Representative Name	
Date	<i>Date</i>
Quotation Total (GST Incl)	
Respondent's Authorised Representative Signature	