

Call for Expression of Interest

Exhibition Reserve Master Plan

Museums Victoria

Tender No:	EOI-20-001/REB
EOI Lodgement Address:	tenderbox@museum.vic.gov.au
Address:	<i>(Note that only email proposals can be submitted due to COVID-19 restrictions)</i>
Closing Date:	Monday 5 th October 2020
Closing Time:	2:00 pm

Issue Date: Monday 21st September 2020

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DISCLAIMER

This document is not a Tender Brief.

The purpose of this document is to provide information to assist Respondents in their EOI Submission. Museums Victoria and its employees, representatives and consultants make no representation or warranty as to the accuracy, reliability or completeness in respect of information provided.

Respondents should note that the legal entity that they will be dealing with under this Project is the Museums Board of Victoria trading as Museums Victoria.

Museums Victoria contracts only with respectably and financially viable legal entities.

OVERVIEW

1.1 Overview

Museums Victoria is looking to engage a design team to help develop a plan for the invigoration and protection of one of Australia's key public precincts, which combines beautiful heritage buildings and gardens, civic and event spaces, architectural icons and vibrant cultural, scientific and educational activity. The team we are looking for should be:

- Dynamic and innovative
- Thorough and analytical
- Multi-disciplinary and diverse
- Creative program and public activation focused

MV is looking to enrich opportunities for public engagement in a mix of integrated landscape treatments, interpretation installations and spaces for temporary structures to support commercial and civic events. The public space needs to be able to balance out: day-to-day recreation by locals; heritage and museum engagement by visitors; and active programming by MV and event hirers. It also needs to serve as a public thoroughfare for pedestrians and cyclists moving between Carlton and Fitzroy, as well as vehicles servicing events on site at the Royal Exhibition Building and Plaza.

1.2 Introduction

Museums Victoria is Australia's largest public museum organisation. As the State Museum for Victoria, it is responsible for looking after the State's collections, conducting research and as a multi-venue educational and cultural institution, providing cultural and science programs for the people of Victoria and visitors from interstate and overseas.

Museums Victoria (MV) is custodian for the State Government of the World Heritage listed Royal Exhibition Building and grounds (Exhibition Reserve). MV is charged with maintaining the site as part of the World Heritage Management Plan, including regularly updating the Heritage Management Plan, which is appended to and forms part of the World Heritage Management Plan.

Museums Victoria is responsible for managing the Exhibition Reserve under section 23 of the Museums Act:

"To control, manage, operate, promote, develop and maintain the Exhibition land as a place for the holding of public exhibitions ...for the assembly, education, instruction, entertainment or recreation of the public or any sector of the public."

The revised Master Plan is to form part of the review of the REB/Carlton Gardens World Heritage Management Plan and is to complement and reflect the other documents which are appended to the revised World Heritage Management Plan. A mix of skills and expertise is required to undertake this project including architecture, landscape architecture, heritage, engineering, wayfinding and interpretation.

Museums Victoria is seeking a framework for the management and improvement of the Royal Exhibition Building and the Exhibition Reserve, which will both fulfil its responsibilities under World Heritage provisions and provide a vibrant, functional environment for the community of Victoria and its visitors to engage with ideas, place and culture. For Museums Victoria this is a key part of its physical spaces, with all of the implicit facility management challenges in presenting events and programs while serving as the entry point to its flagship museum, Melbourne Museum. It is also a key civic space for Melbournians and integral to the Carlton Gardens. While it pays respect to the past, it must continue to serve contemporary society and be maintained for future communities.

1.3 Background to this Expression of Interest

The aim of the project is to provide design services to assist with the development of the update of the Royal Exhibition Building & Exhibition Reserve Master Plan. The document is to be reviewed and updated to reflect the current and future use of the site and to comply with the requirements of the EPBC Act for management plans for World Heritage sites.

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This brief seeks innovative ideas and solutions as well as sound heritage practice and documentation. The masterplan we develop needs to be realistic, deliverable and sustainable: socially, environmentally and economically.

1.4 Specific Details

Expressions of Interest are invited from appropriately experienced service providers (including consortia of practices) to be short-listed for a Request for Quotation process.

Museums Victoria is seeking expressions of interest from companies wishing to be shortlisted for these services. Each team is to establish which company is to be lead consultant for the purposes of contract administration.

Museums Victoria will assess the submitted Expressions of Interest on the basis of the information supplied in respect of the evaluation criteria. Suitable companies will be invited to proceed to a second stage in which formal quotations will be called.

1.5 Services Required

The required services will need a multi-disciplinary team comprised of design specialists including architects, heritage consultants, landscape architects and cost planners.

The Scope of Work may include:-

To prepare a draft Master Plan report for Museums Victoria including:

- Review of the previous master plan and status of its recommendations
- Assessment of current site and building conditions, noting areas requiring attention
- Consultation with Museums Victoria key staff regarding operational challenges and program aspirations and opportunities, and with key representatives of City of Melbourne open space planning

- Drafting of schematic layouts for site improvements or upgrades
- Notional costing and program of delivery for master plan improvements.

1.6 Essential/Recommended requirements

Contractors are to provide the following levels of insurance cover for:

- Public and Products liability \$20,000,000
- Professional indemnity insurance \$10,000,00

2 SELECTION PROCESS

2.1 Process Overview

The procurement of services for Museums Victoria will be by competitive tender. The tender process comprises two stages:

Stage 1 - a call for expressions of interest and short-listing of suitable contractors; and followed by

Stage 2 - an invitation to short-listed companies to submit a quotation, ending in the selection of a suitable contractor.

2.2 Stage 1: Expressions of Interest

At this stage interested parties are invited to submit their credentials to supply the requested services.

The form of submission is described in section 2.5 and section 3 (Information Schedules) of this document.

An evaluation and selection panel will assess the submissions received in response to this call for Expressions of Interest and identify those companies who will be short-listed and subsequently invited to submit full written submissions.

2.3 Stage 2: Invitation to Quote

This stage will be a competitive tender, based on the draft Request for Quotation (RFQ) document attached.

Respondents short-listed in the first stage will be provided with a final RFQ document, which will include a detailed brief, and a request to submit a detailed proposal.

The RFQ will provide, among other things, detailed selection criteria, timing details, detailed specifications of the required services and any additional information that is deemed relevant to the tender.

Nominated short listed tenderers may be required to give a presentation to Museums Victoria following submission of their tender submission.

The successful tenderer from this second phase will be contracted to undertake the Masterplan.

Applicants should note that the legal entity that they will be contracting with is the Museums Board of Victoria trading as Museums Victoria.

2.4 Evaluation Criteria

Assessment of submissions will be based on, but not limited to, the following selection criteria:

Description	Definition	EOI Weighting
Innovation and excellence	<ul style="list-style-type: none"> Evidence of an innovative approach to open space planning, including evidence of design recognition 	15%
Masterplan development experience	<ul style="list-style-type: none"> Evidence of experience in undertaking masterplan development in high profile sites 	20%
Understanding of the challenges and opportunities of managing the site	<ul style="list-style-type: none"> Demonstrate an understanding of the importance of maintaining and improving Museums Victoria's operational environment and protection of their valuable assets 	20%
Experience in cultural heritage management and planning	<ul style="list-style-type: none"> Demonstrate experience and technical expertise in design for sensitive heritage sites 	20%
Evidence of collaboration and co-creation	<ul style="list-style-type: none"> Demonstrate experience in engaging with a range of key staff, stakeholders and experts in developing strategic proposals 	15%
Sustainability	<ul style="list-style-type: none"> Demonstrate commitment to sustainability principles and practices 	10%
Essential	<ul style="list-style-type: none"> Public and Products liability Insurance Professional Indemnity Insurance 	Based on Risk assessment

Respondents will be notified in writing if they have been, successful and will be invited to proceed into stage 2 or unsuccessful through the EOI submission.

Respondents are advised that Museums Victoria:

- will not accept any non-conforming Expressions of Interest;
- may not consider late submissions of Expressions of Interest;
- EOI's received after the closing time and date may not be accepted. Museums Victoria reserves the right at its sole and unfettered discretion to accept or refuse to accept a late submission. If, in Museums Victoria's sole and absolute discretion, there is explicit and conclusive evidence that late receipt resulted from mishandling by Museums Victoria, a Tender will deemed to be received before the Closing and
- Is not bound to accept any Expressions of Interest submitted.
- will not be conducting site inspections during the EOI stage

INFORMATION REQUIRED FROM SUBMITTING SUPPLIERS

For this stage of the selection process, Museums Victoria requires that interested companies provide the information requested and any additional relevant promotional material in order to be considered for the short-list. It is recommended that all parties that intend to submit an expression of interest register their

intent via email, with the Museums Victoria contact person detailed below as soon as possible to allow communication regarding any updates to the EOI documentation.

QUESTIONS AND CLARIFICATIONS

All questions and requests for clarification must be submitted in writing, to the contact below. Note: where questions and requests for clarification affect the content of this Expression of interest, the enquiry will be de-identified and sent to all registered interested parties together with the response provided.

Enquiries, Monday to Friday 9.00am – 5.00pm, should be directed to:-

Name:	Christopher Dupé, Manager, Strategic Capital Projects
Email:	cdupe@museum.vic.gov.au
Telephone:	0419 524742

Request for further information closes 4.00pm, Thursday 1st October 2020

2.5 Expressions of Interest Submissions

Required Format & Copies Required

Expression of Interest submissions must contain the completed schedules (section 3 of this document), information and details as outlined in this EOI together with any other information required by this EOI.

The following number and types of copies of the EOI are required:

- One electronic copy PDF format electronically lodged to the Museums Victoria Tender Box email.

All emails and attachments must be scanned for viruses prior to submission. The EOI registration number and title must be contained in the email subject line together with the name of the organisation making the submission. Unnecessarily elaborate responses or other presentations beyond what is sufficient to present a complete and effective proposal are not desired or required.

The Electronic Tender Box can receive packages up to 10 MB.

All submissions and any accompanying documents become the property of Museums Victoria.

The Respondent licenses Museums Victoria to reproduce the whole or any portion of the EOI documents for the purposes of submission evaluation, notwithstanding any copyright or other intellectual property right that may subsist in those documents.

All documents provided by the Respondent will be held by Museums Victoria in confidence so far as the law permits. All information contained in this EOI and provided by Museums Victoria or its appointed consultant as part of this process is to be regarded as commercial-in-confidence.

Museums Victoria will treat all submissions as commercial-in-confidence. Respondents are advised however that Museums Victoria is subject to the *Freedom of Information Act 1982* and consequently is not able to provide an assurance that the contents of a submission will be kept confidential in all circumstances.

Closing Date

The Closing Time for submission of Expressions of Interest is 2:00pm on Monday 5th October 2020.

1. EOI submissions shall be electronically lodged at tenderbox@museum.vic.gov.au not later than the advertised Closing Time.

EOIs received after the closing time and date will not be accepted. If, in Museums Victoria’s sole and absolute discretion, there is explicit and conclusive evidence that late receipt resulted from mishandling by Museums Victoria, an EOI will be deemed to be received before the Closing Time.

2.6 Responsibility to Inform

All Respondents shall be deemed to have:

1. Examined this EOI and all documents issued by Museums Victoria to all Respondents
2. Examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries

It is the responsibility of Respondents to obtain all the information necessary to support their Submission. Neither Museums Victoria nor any of its consultants will accept responsibility if a Respondent has failed to become aware of matters which would have been apparent from the EOI or other documents referred to or from the failure of the Respondent to make proper enquiries.

2.7 Proposed Indicative Timeline

Description	Date
Call for Expressions of Interest	Monday 21 September 2020
Closing date for Expressions of Interest submissions	Monday 5 October 2020
Invitations to Request for Quotation released to shortlisted Tenderers	Thursday 8 October 2020
Request for Quotation submissions close	Tuesday 27 October 2020
Contracts signed (target)	Monday 7 November 2020

2.8 Conditions of Submissions

Museums Victoria reserves the right to:

1. Not select any submission
2. Reject non-conforming responses

3 INFORMATION SCHEDULES

Assessment of submissions will be based on, but not limited to, the following selection criteria. Respondents are to complete the schedules below by addressing each criteria and sub criteria.

3.1 Respondent Business and Point of Contact Details

Please complete all appropriate fields

Company Name:

Company Address:

Company Postal Address:

Australian Company Number (ACN)

Australian Business Number (ABN)

Name of contact:

Position of contact:

Phone number:

Email address:

Please complete the tables below. If additional space is required, or the selection criteria is addressed in other areas of the submission, ***please add references and section numbers*** in the response field. **Failure to clearly identify responses to the selection criteria may affect the evaluation process**

3.2 Respondent to address the Evaluation Criteria listed in Section 2.4	<u>Response</u>
<p>Innovation and excellence – demonstrate your practice’s value proposition in working collaboratively with Museums Victoria to develop an exceptional outcome for the site.</p>	<p>Max 350 words</p>
<p>Precinct planning experience, comprising multiple buildings, design practices and public realm elements – provide an example of a similar project undertaken in the past 10 years preferably in a similar operating environment that mixes public and commercial function. Include details of works undertaken, contract value and client referee.</p>	<p>Max 200 words</p>

<p>Demonstrate by way of a project example experience in undertaking planning for heritage sites, balancing heritage imperatives with exceptional contemporary design outcomes. Include details of works undertaken, contract value and client referee.</p>	<p>Max 200 words</p>
<p>Demonstrate by way of example experience with public and institutional agencies in co-creation of project briefs to inform a precinct strategy for complex projects. Include details of works undertaken, contract value and client/stakeholder referee.</p>	<p>Max 200 words</p>
<p>Provide evidence of your practice's commitment to the achievement of design excellence, including but not limited to industry awards, contribution to panels and juries and design culture in Victoria.</p>	<p>Max 200 words</p>
<p>Demonstrate by way of example your practice approach to sustainability in specific projects and in your business operations.</p>	<p>Max 200 words</p>

<p>3.3 Essential Respondent to address the Evaluation Criteria listed in Section 2.4 by attaching evidence of current Insurance cover</p>	<p><u>Response</u></p>
<ul style="list-style-type: none"> • Public and Products liability \$20,000,000 • Professional Indemnity Insurance \$10,000,000 	<p>Please reference this section number and subsection number, if your response is not in this table</p>

3.5 Subcontractors/Partner Practice Attribute	<i>Details</i>
Trading Name of Sub-contractor	
Scope of subcontractor	
Company Address	
Company Structure (include arrangements with Parent company)	
Principal business relevant to the contract.	
Staffing Levels (Include levels of training and certification)	

3.5 Subcontractors/Partner Practice Attribute	<i>Details</i>
Quality assurance – how you control/monitor the performance of the subcontractor	
Number of years/projects collaborating with the subcontractor	

Nominated Museums Victoria Contact Person

Respondents must direct all contact with Museums Victoria to the following Contact Person:

Name:	Christopher Dupé, Manager, Strategic Capital Projects
Email:	cdupe@museum.vic.gov.au
Telephone:	0419 524742 (Mon-Fri)
Postal Address:	N/A – email responses only