



DESCRIPTION OF SERVICE AND TENDER REQUIREMENTS

GENERAL PLANNING SERVICES GOETHE-INSTITUT MELBOURNE

Date: September 17th, 2024

Objective: General planning services for fitting out the new accommodation for the Goethe-Institut e.V. Melbourne.

The Goethe-Institut e.V. is the cultural institute of the Federal Republic of Germany with a global reach.

We promote knowledge of the German language abroad and foster international cultural cooperation. We convey a comprehensive image of Germany by providing information about cultural, social and political life in our nation. Our cultural and educational programs encourage intercultural dialogue and enable cultural involvement. They strengthen the development of structures in civil society and foster worldwide mobility.

Subject of tender

The Goethe-Institut e.V. Melbourne will move into the 1st floor of the building at 341 George Street, Fitzroy, VIC.

A total area of approx. 200sqm is to be fitted out. A feasibility study has already been developed for a suitable fit out.

The construction documents will include architectural, HVAC, plumbing, electricity planning and IT-planning. The tender for the executing construction companies must be prepared and the client is to be supported in this tender. The construction site must be managed and controlled daily by an on-site construction manager.

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BSB 032-054
Account 410765

ABN 57 279 421 607

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Scope of Work

The service is to be rendered in a tight time schedule. It is to be carried out according to local regulations. Please also refer to Annex B2 – B5 for detailed service profiles.

- Approval:
Developing, compiling and submission of the templates and documents for public approvals or consents are necessary.
Building plans exist.
- Execution:
Developing the final design solution to be implemented based on the existing feasibility study (execution planning); inspection of assembly plans, cost control, updated time schedule, furniture plan that includes existing furniture of the Institute, coordinating the architectural drawings with the HVAC-plans, electricity planning and plumbing-plans, planning acoustic measures in offices, event space and classroom, designing a small reception desk on the ground floor.
- Preparation of Tendering/ Awarding Process of construction companies:
Preparation of the tendering/awarding process, compilation of quantities and creation of service directories, pricing service directories, cost control.
- Assisting with the Tendering/Awarding Process of construction companies:
Monitoring of costs and support and assisting with the order placement.
- Project Monitoring:
Daily monitoring of the construction on-site, detection of faults or shortcomings, monitoring of rectification of

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faults or shortcomings, technical acceptance of contractor services, auditing.

Project Supervision:

Specialist evaluation of the warranty claims during the limitation period, project inspection to detect faults or shortcomings, assistance with the approval of safety services.

Additionally, a fire safety concept is to be provided according to local requirements also regarding a German fire safety concept provided by the client.

Place of performance

Address, construction site and place of meeting:

Goethe-Institut e.V. Melbourne
341 George Street First Floor Fitzroy, VIC 3065

It is possible to arrange an individual visiting date at the new premises to review the site.

Please contact Mr. Tim Onkes tim.onkes@goethe.de to arrange a visiting date.

Budget

The average fit-out costs for Melbourne are 2,676AUD/sqm (source: The Property Tribune). The budget for the project was calculated accordingly.

2,676AUD/sqm, 200sqm = 535.200 AUD

Important Dates

The following deadlines are planned:

Submission of tenders:

September 30th, 2024, 12:00pm AEST

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Selection Criteria

The following selection criteria must be addressed and demonstrated with respective documents. If these selection criteria are not met, the tenderer will be disqualified. Therefore, please attach all necessary documents.

Qualification

Please provide evidence of the following qualifications with respective certificates and/or diplomas:

- Registered architect in Victoria
- Specialist planner HVAC
- Specialist planner electricity
- Specialist planner plumbing
- Proof of professional liability insurance with coverage of AUD 1.5 million for personal injury and AUD 500,000 for other damages must be enclosed (self-declaration permissible).

Experience

Please provide evidence of a portfolio comprising a minimum of 3 reference projects of the tenderer (built) during the last 3 years (max. 2 pages per project):

- Experience in projects with equivalent use - at least in one of the following categories:
 - cultural (e.g. gallery, auditorium)
 - educational (classrooms, libraries)
 - office
- Experience in projects in Australia
- Experience in realizing sustainable solutions

Award Criteria

The selection of the most suitable candidate is made based on the following criteria. The following criteria must be addressed and demonstrated with respective documents. Please attach all necessary documents.

Price /Remuneration

40%

- Remuneration offer (please fill out Annex A2).

Execution concept

20%

The execution concept with timetable is to be submitted by the bidder. It should describe how the bidder will ensure that the

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services are carried out in accordance with the contract and in what time frame. Please describe in particular:

- Personal and technical capacity to perform the requested services,
- The proposed timeline

- Timetable for the scope of work: please describe in a schedule how the project will proceed and on what date each project step (permit set, construction documents, Preparation of Tendering/ Awarding Process of construction companies, assisting with the Tendering/Awarding Process of construction companies, Project Monitoring) can be completed.

- **The Goethe-Institut e.V. Melbourne must move in as soon as possible. We therefore need a contractor who works quickly and reliably to complete the project.**

Qualification of the project team members 15%

- Qualification of the team members that will work on the project: please introduce the team in a self-declaration and describe their qualifications.

Sustainability and Environmental Impact 15%

- The bidder should provide details on how the project will incorporate sustainable practices. This includes using energy-efficient systems, sustainable building materials, waste reduction strategies, and ensuring a low environmental impact throughout the construction process. Supporting documents or certifications that demonstrate the bidder's commitment to sustainability should also be included.

German Culture Awareness 10%

- The bidder should demonstrate how German cultural and modern design aspects will be integrated into the project. This could include architectural design elements, the use of traditional German materials, or creating

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spaces that reflect the cultural heritage and values of the Goethe-Institut.

Documents to be Rendered

- All requested attachments (certificates, diplomas, self-declarations, reference projects and schedules)
- Filled-out remuneration offer (Annex A2)
- Proof of professional liability insurance

All rendered documents must be dated and signed by a duly authorized representative. Only documents written in German or English are accepted. Documents in other languages must be translated.

Submission of Tendering Documents

The offer, including the annexes to be submitted, **must be** submitted electronically via email with encrypted attachments to:

Please send the code separately via email after the submission date to:

Goethe-Institut Melbourne
Tim Onkes
Head of Finance and Administration
Tim.onkes@goethe.de

Other forms of delivery, such as paper or fax, are not permitted.

Submission Deadline

The tenders must be submitted no later than:

September 30th, 2024, 12:00pm AEST

Annexes:

Remuneration offer (Annex A2)
Service profiles (Annex B2-B5)
Floorplan and Images (Annex C1)
Proposed floor plan (Annex D)

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