

# SUPPLY & INSTALL STUDIO ACCOMMODATION UNITS SCOPE OF WORKS



**Shire of  
Pingelly**

17 Queen Street, Pingelly, WA, 6308  
pingelly.wa.gov.au | 08 9887 1066  
admin@pingelly.wa.gov.au

**Project:** Supply & Install Studio Accommodation Units

**Location:** Pingelly Recreation and Cultural Centre, Pingelly WA 6308

**Client:** Shire of Pingelly

## 1. PROJECT OVERVIEW

The Shire of Pingelly seeks tenders from registered builders for the supply, delivery, and installation of studio apartment accommodation units to be located at the Pingelly Recreation and Cultural Centre. Tenderers are required to provide pricing for two separate options: Option A for six (6) studio units and Option B for ten (10) studio units.

These units are intended for short-term tourist accommodation and must be professionally presented with quality finishes suitable for tourists. Units may be transportable or modular construction and must be designed as separate individual units.

## 2. TENDER OPTIONS

Tenderers must provide separate pricing and specifications for both of the following options:

**Option A:** Six (6) studio apartment units (minimum 1 disability accessible unit)

**Option B:** Ten (10) studio apartment units (minimum 2 disability accessible units)

## 3. BUILDING CLASSIFICATION AND STANDARDS

### 3.1 Building Classification

Units must be constructed to the most appropriate building classification for short-term tourist accommodation as determined by the tenderer and approved by the relevant building surveyor. This is anticipated to be Class 1b (boarding house, guest house) or Class 3 (residential building - hotel/motel) under the National Construction Code (NCC).

Tenderers must specify the proposed building classification in their submission and provide justification for the classification selected.

### 3.2 Compliance Standards

All works must comply with the (NCC), relevant Australian Standards, Western Australian Building Regulations, Shire of Pingelly Local Planning Scheme requirements, and tourism accommodation standards as applicable.

### 3.3 Energy Efficiency

While a mandatory energy efficiency rating is not required, tenderers must incorporate energy-efficient design principles into their proposal. This should include appropriate insulation, energy-efficient lighting, and consideration of passive design principles. Tenderers should specify the anticipated energy performance of their proposed design.

## **4. UNIT SPECIFICATIONS**

### **4.1 Size and Configuration**

Each studio apartment must have a minimum internal floor area of 24m<sup>2</sup>. Units are to be configured as self-contained studio apartments suitable for short-term tourist accommodation with basic hotel room facilities.

### **4.2 Required Facilities**

Each studio apartment must include an ensuite bathroom with shower (minimum 900mm x 900mm), toilet, vanity with basin and mirror, and fixtures. A kitchenette area with bar fridge, microwave, kettle, sink with mixer tap, and adequate bench and storage space is required. The sleeping and living area must have adequate space for bed, seating, and storage furniture. Each unit requires reverse cycle air conditioning appropriately sized for the floor area.

### **4.3 Design and Presentation**

Units must be professionally presented with quality finishes suitable for commercial tourist accommodation. The exterior must not resemble temporary or construction site accommodation (dongas). External cladding, roofing, windows, and doors must be of commercial quality with a contemporary aesthetic appropriate for tourist accommodation. Internal finishes to be durable, easy to clean, and of hotel/motel standard quality.

### **4.4 Disability Accessible Units**

Option A (6 units): minimum one (1) unit must be fully disability accessible in compliance with AS1428.1 Design for Access and Mobility and relevant NCC accessibility requirements.

Option B (10 units): minimum two (2) units must be fully disability accessible in compliance with AS1428.1 Design for Access and Mobility and relevant NCC accessibility requirements.

Disability accessible units must include wheelchair accessible bathroom with appropriate fixtures and clearances, wider doorways and circulation spaces, accessible kitchenette design, level access entry with appropriate ramps if required, and compliant door hardware and controls.

### **4.5 Fixtures and Fittings**

Quality fixtures and fittings appropriate for commercial tourist accommodation throughout. Floor coverings to be durable, water-resistant where appropriate, and suitable for high-traffic commercial use. Window furnishings (blinds or curtains) to all windows. TV antenna point and data/telecommunications point in each unit. Adequate power points throughout each unit. External lighting to each unit entry.

## **5. SITE WORKS AND FOUNDATIONS**

The contractor shall provide and install appropriate footings and foundations suitable for the soil conditions at the Pingelly Recreation and Cultural Centre site. Site preparation works to include survey and set-out, excavation as required for footings, construction of footings and sub-floor (if applicable), adequate drainage and stormwater management, and compliance with all structural engineering requirements.

All site works must be included in the tendered price with a separate line item breakdown provided in the price schedule.

## **6. SERVICES INFRASTRUCTURE**

### **6.1 Services Provision**

The contractor must install all necessary service infrastructure at each unit including electrical infrastructure to connection point at each unit, water supply infrastructure to connection point at each unit, and sewer infrastructure to connection point at each unit.

Service infrastructure must be installed to a connection-ready point at each unit but does not need to be connected to the main Recreation and Cultural Centre services as part of this contract.

### **6.2 Services Design**

Tenderers must provide a services design showing proposed connection points, infrastructure layout, compliance with Western Power and Water Corporation requirements, and coordination with existing Recreation and Cultural Centre services.

### **6.3 Pricing for Final Connection**

Connection to services is outside the scope of this tender and will be completed by others.

### **6.4 Optional Off Grid Power**

As an option, a price for suitable off grid power may be provided.

## **7. APPROVALS AND PERMITS**

The contractor is responsible for obtaining all necessary approvals, including but not limited to development approval (if required), building permit, and any other statutory approvals required. All approval costs must be included in the tendered price with the exception of costs paid to the Shire of Pingelly as the approval authority. Copies of all approvals must be provided to the Shire prior to commencement of works.

## **8. CONTRACTOR REQUIREMENTS**

Building work must be completed by a registered builder in Western Australia with current registration. Evidence of current registration must be provided with tender submission.

Contractor must hold appropriate insurances including public liability insurance (minimum \$20 million), contract works insurance, and workers compensation insurance. Evidence of current insurances must be provided prior to contract signing.

## **9. TIMEFRAME AND EARLY COMPLETION BONUS**

### **9.1 Project Timeframe**

Works must be commenced within three (3) months from the date of contract execution and completed within five (5) months from commencement.

Tenderers must provide a detailed construction programme showing design and approval timeframes, manufacturing/construction timeframes, delivery and installation timeframes, service infrastructure installation timeframes, and practical completion date.

### **9.2 Early Completion Bonus**

The total sum must include a bonus payment of 10% of the total contract sum (excluding GST) will be paid if all four (4) units reach practical completion within five (5) months from the date of contract execution.

Practical completion is defined as the date when all units are substantially complete, capable of occupation, and the building surveyor has issued occupation certificates for all four units.

Tenderers must include this potential bonus in their tender submission and pricing schedules.

## 10. PRICE SCHEDULE REQUIREMENTS

Tenderers must provide comprehensive price breakdowns for both Option A (6 units) & Option B (10 units).

### 10.1 Per Unit Costs

Unit supply (manufactured/constructed unit), delivery to site, site works and footings, installation and set-up, internal fit-out and fixtures, electrical infrastructure to connection point, water infrastructure to connection point, sewer infrastructure to connection point, building approval costs, and any other costs. Additional costs for disability accessible units to be identified separately.

### 10.2 Total Project Costs

**Option A (6 units):** Total cost for six (6) studio units including minimum one (1) disability accessible unit, excluding GST.

**Option B (10 units):** Total cost for ten (10) studio units including minimum two (2) disability accessible units, excluding GST.

### 10.3 Services Connection (Separate Price)

Final connection of all units to Recreation and Cultural Centre main services (electrical, water, sewer) to be priced separately for both Option A and Option B.

## 11. QUALITY AND WARRANTIES

All work must be of a high standard and comply with relevant Australian Standards. All materials must be new and fit for purpose. Contractor to provide a minimum 12-month defects liability period from practical completion, structural warranty as required under WA legislation, and manufacturer warranties for all fixtures, fittings, and appliances. All warranties to be provided in writing to the Shire.

## 12. TENDER SUBMISSION REQUIREMENTS

Tenderers must provide company details including business name and ABN, contact details, and evidence of WA building registration. Programme to include detailed construction programme and proposed completion date.

Technical submission to include detailed floor plans and elevations for proposed units (both standard and disability accessible units), specifications of all materials and fixtures, building classification and justification, energy efficiency features and anticipated performance, services infrastructure design and connection methodology, and examples/photographs of similar completed tourist accommodation projects.

Price schedule to include completed price schedules for both Option A and Option B as per Section 10, with all prices excluding GST.

## 13. NON-CONFORMING TENDERS

### 13.1 Conforming Tenders

Tenderers are required to submit tenders that fully comply with all specifications and requirements set out in this scope of works. A conforming tender must address all mandatory requirements including:

- Minimum 2 references for similar projects completed in the last three (3) years,
- Practical completion within 5 months,
- Professional presentation (may include verandahs, pitched roof etc.),
- Minimum 24m<sup>2</sup> floor area per unit,

- Basic hotel room facilities,
- 2 disability accessible units, and
- Registered builder requirements.

### **13.2 Alternative Proposals**

Tenderers may submit alternative proposals or design variations in addition to a fully conforming tender for each option. Alternative proposals must be clearly marked as "Alternative Proposal" and submitted separately from the conforming tender. Alternative proposals will only be considered if accompanied by a conforming tender submission for the relevant option.

### **13.3 Non-Conforming Tenders**

Tenders that do not meet the mandatory requirements specified in this scope of works may be deemed non-conforming and excluded from evaluation. The Shire of Pingelly reserves the right to reject any non-conforming tender without further consideration, request clarification or additional information from tenderers where minor non-conformance or ambiguity exists, or waive minor non-conformities at its absolute discretion where it is considered in the best interests of the Shire to do so.

### **13.4 Shire's Rights**

The Shire of Pingelly reserves the right to accept or reject any tender for either or both options, and is not bound to accept the lowest priced or any tender. The Shire is not liable for any costs incurred by tenderers in the preparation and submission of tenders.

## **14. EVALUATION CRITERIA**

Tenders will be evaluated on the following criteria:

- Price (55%),
- Design quality and suitability (25%), and
- Experience and capability (20%).

The Shire reserves the right to award a contract for Option A, Option B, both options, or neither option based on the evaluation outcomes and budget considerations.

## **15. SITE INSPECTION**

A site inspection is recommended and can be arranged by contacting the Shire of Pingelly, Executive Manager Works: Mike Hudson. Contact details available from the Shire administration.

## **16. TENDER CLOSING**

**Tender Closing Date:** 12 January 2026

**Tender Closing Time:** 4:00PM WST

**Submissions to:** [admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au) or via WALGA Procurement Panel only.

## **END OF SCOPE OF WORKS**