Invitation for Expressions of Interest

Bright United Men’s Shed Building Design

BUMS

BRIGHT UNITED MEN'S SHED INC.

Prepared for:
Bright United Men’s Shed

Expressions of Interest close at 5.00 pm on Monday 26th May 2025

Invitation for Expressions of Interest

Background

The **Bright United Men's Shed (BUMS)** is located at 14 Churchill Avenue, Bright VIC. The facility comprises a large metal-clad shed (under 500m² in floor area), several shipping containers, and a garden shed, forming the operational base for its programs and activities. Established in collaboration with Alpine Shire Council (ASC), Alpine Health, and various community businesses, BUMS was purpose-built to support initiatives that enhance men's health and wellbeing, including woodworking, metalworking, skills development, and community engagement.

Over time, BUMS has experienced steady growth in membership and community engagement, largely due to its inclusive, skill-sharing model and recently strengthened partnership with the Alpine Multi Skill Group. As a result of this growth, BUMS began exploring options for facility expansion in consultation with Alpine Shire Council.

This process identified that there are components of the facility that are non-compliant with the Nation Construction Code and Building Regulations, that need to be addressed immediately.
The issues to be resolved are grouped into the following three categories;

1. Building work undertaken without a valid building permit;
2. Building work completed in breach of the *Building Regulations 2018*; and
3. A change of use requiring reclassification of the facility from Class 8a to Class 9b.

Purpose

This Expression of Interest is the first stage in a two-stage approach and serves to;

1. support applications for funding to complete the works; and
2. short list principal consultants to participate in an RFQ when released

Support External Funding Applications

Due to its charity status, BUMS is dependent on external funding sources to be able to undertake any projects specifically one of such scale and significance as this project. As such applications for funding streams available to BUMS require supporting documentation that evident the cost to engage consultants and carry out the services and works associated.

As such this EOI aims to identify Principal Consultants who have the capacity, capability and interest in providing leadership, design and documentation services for the project, as well as provide an indicative scope of services and costings to resolve the issues.

Shortlist Principal Consultants

BUMS recognises the time and effort required to respond to this document and would utilise the submissions to short list for the RFQ process.

BUMS reserves the right to not proceed with Stage 2.

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1. Proposed Scope of Services

The successful consultant will be responsible for managing and delivering all aspects of the design and documentation process required to support building upgrades. The scope includes:

A. Project Investigation and Stakeholder Engagement

- Initial site inspection and review of existing condition reports (provided once contract awarded).
- Consultation with the BUMS Secretary and Project Manager to define project needs, spatial requirements and desired outcomes.
- Confirmation of compliance gaps with current building use and 9b requirements.

B. Concept Design and Option Development

- Preparation of preliminary concept designs based on user needs and regulatory requirements.
- Presentation of up to 3 x concept options to the BUMS Project Manager for feedback and refinement.
- Consideration of accessibility upgrades, energy efficiency, and potential staged delivery.

C. Detailed Design and Documentation

- Finalisation of a preferred concept design.
- Preparation of full design documentation suitable for quantity surveying, building permit applications and future construction.
- Coordination of necessary sub-consultants (e.g. building surveyor, structural engineer, access consultant).

- Ensure all design elements are compliant with necessary regulations, codes ACTs and the like

D. Statutory Planning and Permitting Support

- Responsible for the building permit applications.
- Provide drawings and documentation needed for approvals.
- Support discussions with relevant authorities if required.

E. Cost Planning Support

- Provide a breakdown of areas and finishes for cost estimating purposes.
- Either undertake or work with an independent quantity surveyor to prepare a basic cost estimate.
- Identify potential staging opportunities aligned with funding options.

F. Construction Support

- Respond to builder queries during tender and construction.
- Support site meetings or inspections.
- Review shop drawings or material substitutions.
- Provide as built documentation in PDF and CAD format

2. Submission Requirements

Please provide a short proposal that includes the following:

1. Company profile and relevant experience delivering community or compliance-based building upgrades.

2. Proposed design team, including the discipline and a brief summary of why they are required. Availability to undertake the services and any foreseeable limitations

3. Brief summary confirming the proposed scope of services
Indicative fee estimate for concept design, detailed design and documentation stages. This is for planning and funding purposes only and is not binding.

4.

5. Indicative project timeline, outlining estimated durations for each stage (site assessment, concept design, detailed design, etc.). These are indicative only and do not commit you to specific delivery dates

3. Evaluation Criteria for Shortlisting for Stage 2

Submissions will be reviewed based on:

- Relevant experience and capability.
- Understanding of the project scope and needs.
- Indicative fees and value for money.
- Availability and proposed timeframes.
- Willingness to work closely with a volunteer-led community organisation.

4. Costs and expenses

Proponents will be responsible for all costs associated with making and submitting their Proposal in response to this Invitation.

5. Terms and Conditions

- Bright United Men's Shed Inc. reserves the right not to proceed with any engagement following the EOI process.
- Indicative fees and timelines provided by proponents are for planning purposes only and will not form a binding agreement.
- Shortlisted proponents may be invited to refine their proposal or provide further detail.

- All costs associated with the preparation of EOI submissions are borne by the applicant.
- Intellectual property in EOI submissions remains with the proponent but may be used by the Bright United Men's Shed for assessment purposes.
- Bright United Men's Shed may vary or cancel this EOI process at its discretion.

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6. Submissions and Further Information

Please submit your EOI by email to:

Jessica Short
Bright United Men's Shed
Alpine Shire Council
Email: secretary@bumsinc.com.au

All requests for further information or other questions regarding this Invitation should also be directed to:

Jessica Short
Bright United Men's Shed
Alpine Shire Council
Email: secretary@bumsinc.com.au