



**NATIONAL FILM
AND SOUND ARCHIVE
OF AUSTRALIA**

Request for Tender NFSA RFT 2425/P060A

Nitrate Vault Extension and Refit Project Lead Consultant for Design Services

RFT Document 2 Statement of Requirements

Request For Tender Closing Time:
2:00 PM Canberra Time, Monday 2 September 2024

Important Dates

2 August 2024	Request For Tender Release Time (2:00PM Canberra Time)
19 August 2024	RFT Briefing and Site Inspection
23 August 2024	Question and Clarification Request Deadline
2 September 2024	Request For Tender Closing Time (2:00PM Canberra Time)

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1. Introduction

- 1.1 The National Film and Sound Archive of Australia (NFSA) invites Tender Responses from suitably qualified and experienced organisations for the provision of a Nitrate Vault Extension and Refit Project Lead Consultant for Design Services **(Goods/Services)** as set out in this *RFT Document 2 – Statement of Requirements* in accordance with NFSA Request for Tender (**RFT**) 2425/PO60A.
- 1.2 For more information about this RFT process, refer to *RFT Document 1 – Conditions of Tender*.

2. Statement of Requirements

2.1 Background and Scope

On 15 May 2024, the Minister for the Arts announced that the NFSA will receive \$9.3 million over four years to upgrade and extend the existing facilities, located in Canberra, for the storage and preservation of nitrate film and images.

This funding will allow the NFSA to double its nitrate storage capacity and provide international best practice storage for nitrate collection materials. This will ensure the long-term preservation of these materials for Australians to view and access.

The NFSA is committed to providing the best possible care and security for the national audiovisual collection. Nitrate containing collection materials are challenging to store; they are flammable and require low temperatures and humidity. The construction of nitrate storage facilities for audiovisual collections is relatively rare internationally, and this project offers both the challenge and opportunity of designing and delivering a unique collection storage facility that will be in operation for decades to come.

2.2 Objectives and Outcomes

Storage of nitrate containing audiovisual and photographic materials is high risk due to the flammability of nitrate cellulose materials. The NFSA's current nitrate vault facility is at capacity. For a number of years additional nitrate collection material has been housed in modified shipping containers. The NFSA has made diligent efforts to ensure site safety; however, given advancements in fire and mechanical systems, there is an urgent need for renovation and expansion to ensure a minimal risk of ignition.

The NFSA and other national collecting institutions continue to identify and bring nitrate containing materials into their collections, and this new extension is intended to cover collection growth for the next 20 years.

The project will consist of two parts:

- Design and construction of a new Nitrate Vault facility that meets current Australian standards for nitrate material and provides best practice storage for nitrate collection materials. The extension will be on the same site as the existing facility, needs a connection to the existing building, but should be considered a separate storage location.

- Design and implementation of a prioritised refit of the existing Nitrate Vault facility, which was built in the late 1970s. The facility needs upgrades to mechanical and fire services, storage shelving, doors and staff facilities.

2.3 Codes, Standards and Legislative Requirements

The storage of nitrate cellulose containing collection material requires expert consideration of fire risk mitigation and appropriate implementation of mechanical services to provide the best possible environmental conditions. Research into the storage of nitrate cellulose film and image collections is ongoing, and the design options for nitrate storage are not fixed. This project will seek the best possible option for storage in the Canberra environment and within the project budget and construction timelines.

Australian Standards will be applied, however consideration of relevant international standards and advice will be a design consideration. The storage of nitrocellulose requires the precautions as per *AS/NZS 5026:2012 The storage and handling of Class 4 dangerous goods*.

ACT Workcover classifies nitrate motion picture film as a Dangerous Goods Class 4.1. Film vaults are classified as flammability hazard Zone 2.

Nitrate vaults constructed in the USA and Canada have applied the National Fire Protection Standard (NFPA40) for their facilities. This standard has been generally used as advice for facilities internationally.

The British Film Institute apply the Buildings Research Establishment Group advice to their storage facilities, including environmental, thermal and health and safety standards.

2.4 Goods/Services Description

The NFSA is seeking Responses for a Lead Consultant to deliver Design Services, inclusive of relevant service providers to enable the full documentation of the Nitrate Collection Vault Extension and Refit Project.

The NFSA is open to options for the Lead Consultant, which will not necessarily be an architectural service provider. The Lead Consultant will coordinate and manage all required service providers to deliver the Design including but not limited to:

- Architectural Services
- Mechanical engineering
- Fire engineering
- Chemical/dangerous goods consultant
- Electrical and Communications (including Security and BMS systems) engineering
- Hydraulic engineering
- Structural engineering
- Quantity Surveyor

- Urban Planning and Development consultant
- Collection storage shelving provider
- Building certification services

The final outcome of these services will be complete design and documentation of a new nitrate vault facility (the Extension) and relevant documentation required to bring the existing nitrate vault facility up to contemporary best practice standards.

This Tender represents the first stage of the NFSA Nitrate Extension and Refit Project.

Detailed information of the NFSA's Requirement is provided at *RFT Document 2A – Project Scope Briefing*.

2.5 Deliverables and Milestones

2.5.1 General Scope of Services

- a. Act as the Lead Consultant to brief, manage, and coordinate all aspects of the design documentation including designs by other Consultants.
- b. Acquire and review all available existing project documentation as far as practically possible, including drawings, specifications, schedules, and other documents.
- c. Attend regular design coordination meetings, project meetings, site meetings, or workshops as required through the project in person or via video teleconference platform (Microsoft Teams preferred). Attendance at site meetings during construction is expected to be in person.
- d. Regularly liaise with the wider project team and provide advice in relation to all building design aspects as required.
- e. Provide information, as required, to assist the NFSA with the preparation of a detailed project delivery program.
- f. Design, specify, and coordinate all equipment, infrastructure and controls to support NFSA systems, including Building Management and Monitoring Systems, Security and IT infrastructure.
- g. Always provide the NFSA with accurate and complete advice, as far as practically possible, including commentary to support/inform the overall risk management and mitigation strategies.
- h. Develop the design to sufficient detail to allow the works to be measured, priced, and procured under a construction tender process.
- i. Utilise an electronic document management system to regularly maintain all building services design documentation, noting that consultation with NFSA over system selection will be required to meet relevant cybersecurity requirements.
- j. Prepare a Safety in Design statement and report in accordance with relevant authority requirements.

- k. Provide all relevant information as requested by the NFSA to assist the preparation of the project cost plan.
- l. Provide design documentation in AutoCAD, DWG, PDF or other agreed formats as per the structure agreed with the NFSA.
- m. Allow for attendance and input into value engineering and peer-review consultant workshops as required. Incorporate the changes into the design documentation as required.
- n. Investigate and advise on alternative material uses, construction methodologies, and buildability issues as far as practically possible.
- o. Make an allowance for the provision of as many sets of each document produced during the design development phase as reasonably requested by the NFSA/ Superintendent/other Consultants.
- p. Ensure that design documentation complies with all relevant authority requirements, including but not limited to the requirements of the:
 - i. National Construction Code
 - ii. Australian Standards
 - iii. Local Authorities
 - iv. Building Certifier.

2.5.2 **Phase 1: Concept Design (Preliminary Sketch Plans) Services**

Before commencing any design work, the Lead Consultant must:

- a. Meet with the wider project team to discuss and understand the Project, stakeholder requirements and any known site information.
- b. Become familiar with the site and other considerations that may impact the design outcomes, including review of existing documentation.
- c. Undertake a physical on-site review of existing services and systems.
- d. Develop concept design for the Nitrate Collection Vault Extension (Preliminary Sketch Plans) in consultation with NFSA and stakeholders.
- e. Develop initial scope and design for the Nitrate Collection Vault Refit of existing facility.
- f. Coordinate provision of information to relevant planning authorities for the purposes of any consultation and approvals process.
- g. Review services engineering consultants PSPs and coordinate all consultant documentation as required.
- h. Present final concept design for feedback and approval by the NFSA.
- i. Determine and assist with any sustainable design targets for the project if required.
- j. Assist the NFSA in preparing a detailed project program.
- k. Attend and provide active input into all project meetings as required.

- l. Coordinate preliminary cost estimates with the Quantity Surveyor/Cost Planner and provide input as required during preparation of preliminary cost estimate.
- m. Coordinate the Building Certifier and provide input as required during preliminary review of PSPs.

2.5.3 **Phase 2: Detailed Design and Documentation (Final Sketch Plan) Services**

- a. Develop Preliminary Sketch Plans (PSPs) into Final Sketch Plans (FSPs), including but not limited to:
 - i. Site Plans
 - ii. Floor Plans, including any Demolition Plans
 - iii. Ceiling Plans
 - iv. Wall Elevation
 - v. Services documentation.
- b. Develop finishes, joinery, and workstations/loose furniture concepts, including but not limited to:
 - i. Storage shelving Schedule
 - ii. Furniture & Workstation Schedule
 - iii. Finishes Board
 - iv. Present FSPs as requested by the NFSA.
- c. Review services engineering consultants FSPs and coordinate all consultant documentation as required.
 - i. Present final FSPs for approval by the NFSA.
- d. Continuously liaise with Quantity Surveyor and provide input as required to confirm that developed design is within preliminary cost estimate.
- e. Review design against the NCC, relevant Australian Standards, codes of practice, and relevant authority requirements.

2.5.4 **Phase 3: Tender Design and Documentation Services**

- a. Provide comprehensive documentation consisting of all necessary drawings, schedules, specifications, reports, contract preliminaries and other information reasonably required by a Managing Contractor to tender and engage trade Subcontractors for the project. This may require separate trade Subcontractors and document packages relevant to the final design option selected and scope for the refit of the existing facility.
- b. All tender documentation must adequately and fully show the intent, quality, and scope of the work required for the project.
- c. Ensure all design and documentation is consistent with the project budget. Seek clarifications from the NFSA where required. Continuously liaise with Quantity Surveyor and provide input as required to produce a pre-tender

estimate that meets the Department of Finance's p80 estimate requirements. Continuously review and verify that developed design is within the pre-tender estimate.

- d. Advise on lead times for materials, equipment, and components. Recommend suitable alternatives where appropriate.
- e. Nominate all warranties and maintenance requirements to be provided by the Managing Contractor and/or trade Subcontractors.
- f. Coordinate with the Building Certifier and provide assistance to the NFSA to ensure all necessary Building Approvals are obtained prior to commencement of construction work.
- g. Liaise with all engineering consultants and coordinate all consultant documentation.
- h. Review design against the NCC, relevant Australian Standards, codes of practice, and relevant authority requirements prior to issuing final tender documentation.
- i. Submit documents for review by the wider project team prior to the completion of the tender documentation.

2.5.5 **Phase 4: Construction Services**

- a. Provide comprehensive documentation consisting of all necessary drawings, schedules, specifications, reports, contract preliminaries and other information reasonably required by a Managing Contractor and/or trade Subcontractors for construction.
- b. Update and issue design documentation as required to capture:
 - i. Agreed changes in the scope of works including value management.
 - ii. Alternative materials, methodologies, equipment and products proposed by the Managing Contractor and/or Subcontractors.
 - iii. Other items reasonably requested by the NFSA.
- c. Assist the NFSA/Managing Contractor in obtaining Building Approval.
- d. Liaise with the wider project team and other stakeholders as required during the construction phase.
- e. Undertake ongoing site inspection as directed by the NFSA.
- f. Respond to RFI's as required during construction.
- g. Attend all site/coordination/design meetings as required.
- h. Attend any program hold point tests, meetings and the like and provide advice during construction as needed.
- i. As required review shop drawings, samples, materials, inspection test plans and technical data sheets provided by the Managing Contractor.

- j. Undertake monthly site inspections (as a minimum) to monitor the general progress of the building work and ensure compliance with the design documentation, design intent, authority requirements and the like. Immediately report any findings, non-compliances or other issues to the NFSA.
- k. Provide inspection reports and final certification that the completed works as in accordance with the design documentation.

2.5.6 **Phase 5: Defects Liability Period (DLP) Services**

- a. Assist the NFSA during the defects inspections and defects close out phase as required.
- b. Witness any tests to be performed by the Managing Contractor and/or Subcontractors.
- c. Prior to Practical Completion and handover undertake defect inspections and provide advice to enable rectification of defects by the Managing Contractor and/or Subcontractors including the maintenance of defects, omissions and incomplete works register.
- d. Collate, review and comment on the Managing Contractor's certificates, manuals, warranties and 'as built' documentation applicable for accuracy and compliance prior to issue to the NFSA.
- e. During the DLP (12 months from Practical Completion) undertake follow up defects inspections if/as required and closing out all defect rectification work until a final certificate can be issued.

2.6 **Physical Security Requirements**

Strict physical security protocols are in place to ensure the current and enduring preservation of archive collections, sophisticated equipment and cultural sensitive material stored at the proposed work premises.

The Lead Consultant must comply with all security procedures and protocols and conform to all instructions and directives issued by the NFSA as they relate to security and preservation of property, processes, collections and intellectual assets onsite, including but not limited to the NFSA Contractor Protocols and all reasonable directions of the Australian Government Protective Security Policy Framework (PSPF).

The NFSA may require that Lead Consultant personnel obtain and maintain an Australian Government Security Vetting Agency (AGSVA) Baseline security clearance and/or undergo an Australian Federal Police Check with no adverse findings.

2.7 **IT Security Requirements**

To the extent that the Lead Consultant may be required to access IT systems in the onsite or remote delivery of the Goods/Services, the Lead Consultant must comply with all IT security procedures and protocols and conform to all instructions and directives issued by the NFSA as they relate to IT security, including but not limited to the NFSA IT Acceptable Use Policy and all reasonable directions of the Australian Government Information Security Manual (ISM).

2.8 Work Health and Safety Plan

The Lead Consultant must comply with all procedures and protocols, and conform to all instructions and directives issued by the NFSA, as they relate to work health and safety, including but not limited to the NFSA Work Health and Safety Policy, the *Work Health and Safety Act 2011* (Cth), *Work Health and Safety Regulations 2011* (Cth), and the National Construction Code.

3. Delivery Timeframes

3.1 Goods/Services Delivery Timetable

The NFSA is seeking to complete this project, inclusive of return of collection material to the new facility, by no later than 30 June 2027.

Due to timelines for budgetary information, the NFSA is seeking confirmation of a P80 cost estimate by no later than March 2025.

All other delivery scheduling is open to negotiation with the Lead Consultant.

An indicative Goods/Services delivery timetable is set out below, noting these dates may change subject to any received Tender Response(s):

Task/Deliverable	State Date	Due Date
Procure Lead Consultant Services	July 2024	September 2024
Concept Design Stage	September 2024	November 2024
Final Sketch Plan Stage	December 2024	March 2025
Quantity Surveyor Cost Plan	February 2025	March 2025
Final Documentation for Construction Tender	April 2025	July 2025
Engage Construction Managing Contractor	July 2025	September 2025
Decant Current Storage	March 2025	September 2025
Construction Period	November 2025	December 2026
Refit of Existing Facility	July 2026	December 2026
Return of Collection Material	February 2027	April 2027
Project Completion Due	Not later than 30 June 2027	

4. Tenderer Non-compliance

4.1 Tenderers must set out any identified or proposed non-compliance with each RFT Document at Section 7 of *RFT Document 3 – Tenderer Response Form*.

4.2 Tenderers are advised that non-compliance with any RFT Document that is not clearly set out in its Tender Response may not be considered by the NFSA at a later stage in the process, including possible revocation of a successful or preferred Tenderer status.

5. END