



Expression of Interest

Contractor for design and construction of Terrestrial Centre Upgrade in Georgetown, Queensland

Project Name:	Terrestrial Centre Upgrade
Project Number:	GRP001

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EXPRESSION OF INTEREST (EOI) - REQUIREMENTS

A. EOI Submission

- A.1. Respondents are invited to make an EOI Submission, in accordance with the Submission Details set out on the Submission Form, to become an Invited Offeror, who may at a later date be invited, together with other offerors, to make an offer to provide the Services for the Project.

B. Conditions

- B.1. The terms and conditions that apply to the EOI Submission are the Conditions set out in these EOI Requirements.

C. Project Information

- C.1. When making an EOI Submission, Respondents are required to thoroughly examine and have due regard to all information and matters relevant to the Project and the Services, including those things provided or referenced in the section of the EOI Requirements titled Project Information.

D. Submission Requirements and Evaluation Criteria

- D.1. EOI Submissions must address all Submission Requirements set out in the EOI Requirements.
- D.2. EOI Submissions will be evaluated in accordance with the Conditions and the Evaluation Criteria contained in the EOI Requirements.

EXPRESSION OF INTEREST - CONDITIONS

1. Purpose

- 1.1 This Expression of Interest (EOI) is a pre-cursor for a tender process and is intended for information gathering purposes. The EOI is not intended to give rise to any legal or equitable relationship between the Client and the Respondent.
- 1.2 The purpose of this EOI is to secure expressions of interest in the Project, and to identify Respondents that have the necessary prerequisites to participate in potential future procurement activities in relation to Services for the Project.

2. Definitions

- 2.1 Meanings assigned to words and expressions in the Conditions of Contract apply to those words and expressions when used in the EOI Requirements, unless the context requires otherwise.
- 2.2 Unless the contrary intention applies, the following definitions also apply:

Client means the party named as such on the Submission Form, or such other party that may be notified in writing to the Respondent by the Client's Contact Officer;

Client's Contact Officer means the person named as such on the Submission Form, or such other person that may be notified in writing to the Respondent by the Client;

Conditions means the conditions upon which the Client invites, and the Respondent submits an EOI Submission as set out in Part B of this EOI;

Confidential Information means all information contained in the EOI Requirements which is not in the public domain and such other information which of its nature is confidential or which the parties ought reasonably to know is confidential;

EOI Requirements means the documents referred to in clause 3 of the Conditions.

EOI Submission means the submission made by the Respondent comprising:

- (a) the Submission Form;
- (b) all documents and information required to fulfil the Submission Requirements; and
- (c) any other documentation or information required by the EOI Requirements or requested by the Client's Contact Officer to be provided by the Respondent to demonstrate the Respondent's willingness, capacity, capability and suitability to become an Invited Offeror;

Evaluation Criteria means the criteria against which the EOI Submission will be evaluated by the Client, as set out in the EOI Requirements;

Invited Offeror means a Respondent who, as an outcome of the evaluation of the Respondent's EOI Submission, may be invited, together with other offerors, to make an offer or submit a tender to provide the Services for the Project;

Lodgement Address means the address described as such on the Submission Form, or any other address that may be notified in writing to the Respondent by the Client's Contact Officer;

Project means the project described as such on the Submission Form, to which the Project Information relates;

Project Information means the information set out in Part C of this EOI;

Respondent means any party who may properly make an EOI Submission;

RTI Act means the Right to Information Act 2009 (Qld);

Services means the services being sought for the Project, as described in the Project Information;

Submission Details means the Lodgement Address and the Time for Submission set out on the Submission Form, or if an addendum has been issued changing such details, the details stated in the addendum;

Submission Form means the form described as such in the EOI Requirements, which is to be completed and lodged by the Respondent with its EOI Submission;

Submission Requirements means the requirements to be addressed by the Respondent in the EOI Submission;

Time for Submission means the time and date stated as such on the Submission Form, or if an addendum has been issued changing the Time for Submission, the Time for Submission stated in the addendum.

Written Representation means any statement, representation or warranty that has been made by the Client in writing either in this EOI document or through the EOI process described in this EOI document that is directed to Respondents.

3. Documents comprising EOI Requirements

3.1 The documents comprising the EOI Requirements are:

- (a) all parts of the EOI, including the Submission Form, Conditions, Project Information, Submission Requirements and Evaluation Criteria;
- (b) any documents or parts of documents expressly referred to in the EOI; and
- (c) any other document provided to the Respondent by or on behalf of the Client for the purpose of submitting a EOI Submission;
- (d) but excluding any document or part thereof which is expressly stated to be excluded from the EOI Requirements.

4. Discrepancies, Errors and Omissions

4.1 Should the Respondent:

- (a) find any discrepancy, ambiguity, error, inconsistency or omission in the EOI Requirements or any other information provided by the Client (other than minor clerical matters); or
- (b) have any doubt as to the meaning of any portion of the EOI Requirements;

it must forthwith notify the Client's Contact Officer in writing requesting clarification, so that there is fair opportunity to consider what corrective action is necessary (if any).

Any actual discrepancy, ambiguity, error or inconsistency in the EOI Requirements or any other information provided by the Client will be corrected by the Client and may be provided (or the proper information made available) to all Respondents without attribution to the Respondent that provided the notice. Any clarification by the Client's Contact Officer will be valid only if issued in writing. The Client is not obliged to respond to any question or request.

5. Communication

- 5.1 All communications between the Respondent and the Client upon which the Respondent intends to rely for the purposes of making an EOI Submission are to be in writing and addressed to or issued by the Client's Contact Officer.
- 5.2 The Client will not be bound by, and the Respondent may not rely upon, any oral advice or information provided by any person, nor any written advice or information provided by anyone other than the Client's Contact Officer.
- 5.3 The Client may, at any time, make changes to the EOI, which are to be issued in writing by the Client's Contact Officer and made available to all Respondents.
- 5.4 The Respondent will not communicate with any person or corporation who is the intended owner, occupant, operator or manager of any facility that is or may become part of or associated with the Project, except with the express written approval of the Client's Contact Officer.

6. Addenda

- 6.1 The Client may at any time issue amendments to the EOI. Such amendments will be:
 - (a) issued in writing;
 - (b) issued to all Respondents; and
 - (c) identified as an addendum to the EOI.

7. Confidentiality

- 7.1 Confidential Information is to be treated as confidential and is only to be used for the purpose of preparing the EOI Submission in response to the EOI Requirements.
- 7.2 The Respondent:
 - (a) must ensure that only appropriate employees and agents have access to the Confidential Information and must inform those employees and agents of the confidential nature of the information and that it must not be disclosed; and
 - (b) must not and must ensure that its employees and agents do not at any time disclose such Confidential Information directly or indirectly to any person whatsoever, including without limitation any generative artificial intelligence technology for any reason, or use or permit it to be used directly or indirectly for any reason.

8. EOI Submission

- 8.1 The Respondent is required to make an EOI Submission by completing and lodging the Submission Form, completed accurately and in full, together with all documentation and information required to fulfil the Submission Requirements, in accordance with the requirements stipulated on the Submission Form and contained the EOI Requirements.
- 8.2 Where the Respondent fails to comply with the requirements of clause 8.1 of these Conditions, the Respondent's EOI Submission will be evaluated on the submission made and, subject to the evaluation, the Respondent may or may not become an Invited Offeror.

9. Submission Lodgement

- 9.1 The Respondent is required to lodge the EOI Submission by submitting the Submission Form, together with all documentation and information to fulfil the Submission Requirements, at the Lodgement Address by the Time for Submission.

- 9.2 The EOI Submission, if lodged electronically, is deemed to have been lodged at the time and date stated on the electronic receipt issued to the Respondent, or if the EOI Submission is lodged in hard copy, at the time of receipt of the EOI Submission at the Lodgement Address.
- 9.3 The Respondent acknowledges that if, for any reason, the Respondent fails to lodge the EOI Submission at the Lodgement Address by the Time for Submission:
- (a) the Client may, in its absolute discretion, decline to receive or evaluate the EOI Submission; or
 - (b) the Respondent may not become an Invited Offeror.

10. Ethical Supplier Threshold

- 10.1 The Respondent must comply with the Ethical Supplier Threshold and the Respondent must provide true and correct responses to the criteria set out in the Ethical Supplier Threshold questionnaire on the Submission Form.
- 10.2 If, at any time after the Respondent lodges its EOI Submission, the Respondent's responses to the criteria set out in the Ethical Supplier Threshold questionnaire are no longer true and correct for any reason, the Respondent must promptly notify the Client's Contact Officer of the change to the Respondent's response.
- 10.3 The Respondent acknowledges that if, at any time, the Respondent's response to a criterion set out in the Ethical Supplier Threshold questionnaire on the Submission Form is "yes":
- a) the Client may decline to evaluate, or conclude the evaluation of the EOI Submission; or
 - b) the Respondent may not become an Invited Offeror.

11. Conflicts of Interest

The Respondent must declare and provide details to the Client's Contact Officer of any interest, affiliation or relationship, or owing of an obligation (whether personal, financial, professional or otherwise), which conflicts, may reasonably have the potential to conflict, or may reasonably be perceived as conflicting with the ability of the Respondent to participate in an offer process or be awarded a contract for Services for the Project.

12. Evaluation

- 12.1 The Client will evaluate EOI Submissions in accordance with the Evaluation Criteria contained in the EOI Requirements, or in the absence of relevant Evaluation Criteria, on the basis of best value for Etheridge Shire Council determined in accordance with Etheridge Shire Council's ESC - S006 Procurement Policy and the State of Queensland's *Local Government Act 2009*.
- 12.2 In the evaluation of the EOI Submission (if any), the Client may, without being under any obligation to do so, in its absolute discretion and at any time:
- (a) seek clarification in respect of any aspect of the Respondent's EOI Submission; and
 - (b) discuss or negotiate with, or receive presentations or further submissions from, any one or more Respondents in respect of their EOI Submission, in such manner, and as to such aspects of the EOI Submission, as the Client determines.

14. Client's Discretion

Notwithstanding the evaluation of EOI Submissions (if any), or the Client's consideration of a Respondent's EOI Submission, the Client may in its absolute discretion and at any time:

- (a) seek clarification from, discuss, shortlist or negotiate with any one or more Respondents;
- (b) decide that a Respondent will, or will not, be an Invited Offeror;
- (c) invite offers to provide the Services for the Project in any manner and from any party it chooses;
- (d) decide not to invite offers for the provision of the Services for the Project; and
- (e) provide the Respondent's EOI Submission to a third party of the Client's choosing for the purposes of having that third party undertake procurement activities in relation to, or engage a party to provide, the Services for the Project.

15. No Claim

The Respondent acknowledges that the Client (including the Client's officers, employees, agents or advisers) will not be bound by any statement, representation or warranty made by, or on behalf of, the Client in relation to the EOI evaluation process or the subject matter of the EOI Requirements, unless that statement, representation or warranty is a Written Representation.

While all due care has been taken in the preparation of this EOI document, and while the Respondent may rely on any Written Representations for the purposes of submitting its EOI Submission, the Respondent acknowledges that it must not otherwise rely on, and has no separate ability to claim against the Client (or the Client's officers, employees, agents or advisers) in respect of the adequacy, accuracy, reasonableness or completeness of the information communicated or provided in this EOI document or through the EOI evaluation process.

The Client will not be liable for payment of any costs of any nature whatsoever, nor liable for any claim for loss or damage against the Client by the Respondent in relation to:

- (a) the preparation, submission or any negotiation of any EOI Submission;
- (b) the Respondent's or any other party's participation in or exclusion from any future procurement activity in relation to the Services for the Project; or
- (c) the Client's exercise or non-exercise of any discretion provided for in this EOI.

16. Respondents to Inform Themselves

The information in this RFT has been provided in good faith. It is intended only as an explanation of the Client's requirements and is not intended to form the basis of a Respondent's decision on whether to enter into any future contractual relationship with Council.

By responding to this RFT, the Tenderer will be deemed to have acknowledged and agreed that it has done so on the basis that it has the necessary skills, knowledge and experience to provide the Goods, Services or Works. Respondents will be deemed to have:

- (a) fully examined and understood the requirements of the EOI Requirements (including all documents and attachments referenced) and any other information made available by the Client to Respondents in relation to this EOI;
- (b) satisfied itself that it has a full set of the EOI Requirements and all relevant attachments;
- (c) made its own enquiries and assessed all risks regarding this EOI submission;
- (d) not relied on any warranty or representation (whether oral or in writing or by conduct) made on behalf of the Client except where such warranty or representation is set out in this EOI document,

made in writing by the Client through the processes specified by these EOI Conditions or otherwise constitutes a Written Representation;

- (e) ensured that it complies with all applicable laws with regard to preparing its EOI Submission (including but not limited to Australian Competition and Consumer Law and Occupational Health and Safety requirements);
- (f) met all costs and expenses related to the preparation and lodgement of its EOI Submission, and will meet all of its costs and expenses arising from subsequent negotiation, and any future costs connected with or relating to the EOI evaluation process.

17. Copyright and Intellectual Property

- 17.1 The EOI Requirements remain, at all times, the property of the Client.
- 17.2 All rights of intellectual property, including copyright, in the EOI Requirements and other documents supplied to the Respondent by or on behalf of the Client are the property of the Client and will not be used by the Respondent for purposes other than the preparation of the EOI Submission, except with the prior written approval of the Client.
- 17.3 All material of any nature whatsoever submitted as, with or in relation to the Respondent's EOI Submission is and remains the property of the Client.
- 17.4 The Respondent indemnifies the Client against any loss, costs, expenses, demands or liability, whether direct or indirect, arising out of any claim by a third party against the Client alleging that the material contained in the EOI Submission or acts by the Client in relation to the Client's use of the material contained in the EOI Submission infringe any Intellectual Property Rights of that third party.

18. Privacy and Personal Information

If the Respondent collects or has access to any Personal Information in connection with the EOI Requirements or the EOI Submission, the Respondent must comply, as if it was the Client, with the privacy principles in the Information Privacy Act 2009 (Qld) or the Australian Privacy Principles in the Privacy Act 1988 (Cth), as applicable, in relation to that Personal Information and comply with all reasonable directions of the Client relating to the Personal Information.

PROJECT INFORMATION

Project Overview

Introduction

The Terrestrial Centre Enhancement Project aims to upgrade the Visitor Centre (known as the Terrestrial Centre) in Georgetown, Queensland. Georgetown is the administrative hub of Etheridge Shire in Far North Queensland. The existing Terrestrial Centre serves as a significant local hub, with a Visitor Information Centre, community services for local residents and visitors, the Ted Elliot Mineral Collection, and the Unearth Etheridge exhibit, showcasing the area's geology and history. This project seeks to sustain and enhance these functions.

This initiative enhances the Etheridge Shire Tourism Masterplan's vision to establish Georgetown as a key tourism hub along the Savannah Way, attracting visitors seeking authentic experiences in Australia's outback. This project focuses on extending and upgrading the existing Terrestrial Centre, in order to rehouse the Ted Elliott Mineral Collection, improve the delivery of the Visitor Centre's operations, and connect the Terrestrial Centre with other planned developments through landscaped outdoor spaces to integrate the centre with the surrounding parkland. Ultimately, this project will help to position the Terrestrial Centre as a centrepiece of Etheridge Shire's cultural and educational offerings.

One of the primary aims of this project is to provide the location for an immersive and interactive revitalisation of the Ted Elliot Mineral Collection, which contains over 4,500 gem and mineral specimens. The design and fit-out for the revamped Collection will be a separate element that will have its own tender process – yet the successful contractor for this project will need to consider the requirements of the Ted Elliott Mineral Collection fit-out in their proposal and design.

Project Background and Strategic Significance

The Terrestrial Centre is strategically located in Georgetown, a key stop along the iconic Savannah Way, which connects travellers journeying across northern Australia between Cairns and Broome. This prime position allows the Centre to serve as a gateway for visitors exploring the Etheridge Shire's diverse natural and cultural attractions, such as the Undara Lava Tubes, Cobbold Gorge, and the Charleston Dam. With its proximity to essential amenities, including accommodations, dining, and fuel, the Terrestrial Centre is uniquely poised to capture the interest of tourists seeking both convenience and meaningful experiences.

Housed inside the Terrestrial Centre is the Ted Elliott Mineral Collection. The collection is a valuable resource that appeals to a broad audience, including enthusiasts, scholars, families, and school groups. Updating the exhibition will help present this collection in a way that encourages curiosity, enhances understanding of the region's geological history, and also drives increases in visitor numbers and average spend in Etheridge Shire.

This project and its objectives have been identified through a master planning process, documented in the attached Unearthing Etheridge: The Master Plan. This document represents a forward-thinking approach to tourism that prioritises cultural preservation, economic resilience, and community empowerment, ensuring that Georgetown remains a key destination for future generations.

Project Scope and Objectives

Etheridge Shire Council is seeking a construction company with proven design expertise to collaborate on the design, extension, and renovation of the Terrestrial Centre in Georgetown. The selected contractor will be pivotal in transforming conceptual designs into reality and ensuring that the outcomes align with the goals of the Etheridge Shire Tourism Masterplan and the community's aspirations.

Design and Construction of a New Wing

The new wing will be purpose-built to house the Ted Elliott Mineral Collection. Its designs will integrate the previously developed layout for the exhibition space. The contractor will work closely with the existing design

framework to refine and cost the layout while ensuring that the wing seamlessly complements the existing structure and aesthetic of the Terrestrial Centre. Planning approval is not required for the redeveloped building.

Redevelopment of the Visitor Centre

The Visitor Centre will be redesigned to improve its functionality, accessibility, and overall visitor experience. This includes modernising the interior layout, incorporating engaging interpretive displays, and providing upgraded facilities to accommodate a diverse audience. These facilities include a dedicated office space, an accessible toilet, a library space and service area.

Renovation of the Existing Building

Comprehensive renovations will be undertaken to modernise the existing Terrestrial Centre ensuring universal access. This may include demolishing parts of the existing structure, dependent on the design strategy proposed by the Respondent. These upgrades will include installing ramps, accessible pathways, and other features to meet contemporary accessibility standards and enhance the building's visual appeal and functionality. Respondents should consider the existing services to assess their suitability for reuse in the new works, and identify any services or operations (such as the Visitor Centre) that must remain functional during construction and account for these in their planning.

Landscaping and Outdoor Enhancements

Landscaping improvements will be designed and implemented to create a cohesive and welcoming visitor experience. Key elements include shaded seating areas, amphitheatre style seating at the rear of the building, improved pathways, and the integration of the surrounding parkland. These enhancements will emphasise sustainable practices, such as water-sensitive landscaping and native vegetation, to minimise environmental impact.

Sustainability and Environmental Considerations

The project emphasises the integration of environmentally responsible materials and energy-efficient systems during the design and construction phases. Strategies to reduce the project's carbon footprint include:

- Incorporating solar power and energy-efficient lighting systems.
- Designing water-sensitive landscapes with rainwater harvesting and filtration systems.
- Using sustainable construction materials wherever feasible.

Stakeholder and Community Collaboration

This project will continue to build on the extensive stakeholder engagement already conducted, ensuring that the outcomes align with community needs and aspirations, and the other elements of the Growing Regions project. The contractor will be expected to develop initiatives to involve local artisans and suppliers in the project, fostering economic benefits and community pride.

Description of the Services

At the tender stage, the selected contractor will provide the following services:

1. Detailed designs for the new wing and integration with the Ted Elliott exhibition layout, including full NCC certification
2. Detailed costings for all proposed works, ensuring transparency and alignment with the budget.
3. Construction of the new wing, redevelopment of the Visitor Centre, renovations to the existing building, and landscaping enhancements.
4. Documentation and reporting to ensure all design and construction milestones are met on schedule and within the agreed budget.

SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

The submission requirements corresponding to the evaluation criteria are set out herein. The EOI submission should include all documentation and information required to fulfil the submission requirements, which should be clearly marked to correspond with the evaluation criteria and lodged with the submission form. Submissions should not exceed the stipulated maximum number of pages (if any). Any documentation or information in excess of any stipulated page limits will not be considered in the evaluation of the EOI submission.

Evaluation Criteria

Criterion #1 Capability and Experience 25%

This criterion evaluates the respondent’s experience and capacity to deliver similar projects. Respondents should provide examples of past projects demonstrating their expertise in designing and constructing cultural or visitor centres, particularly those with exhibition components. The ability to manage complex, multi-phase projects is critical.

Criterion #2 Financial Capacity and Quality Assurance 25%

This criterion assesses the respondent’s financial stability and capacity to undertake a project of this scale. It evaluates whether the respondent has the necessary financial resources, systems, and risk management processes to successfully deliver the project within the required timelines and budget. The ability to demonstrate sound financial health and accountability will ensure the project is not delayed or disrupted due to financial constraints.

Criterion #3 Methodology and Approach 25%

This assesses the respondent’s proposed approach to the project, including their understanding of the project’s objectives, the design and construction process, and how they would manage collaboration with stakeholders and integrate feedback. Respondents should outline their approach to achieving accessibility, sustainability, and community involvement during the design and construction phases.

Criterion #4 Sustainability 10%

This criterion examines the respondent’s demonstrated commitment to sustainability and community engagement. Respondents should outline their strategies for incorporating environmentally responsible materials, energy-efficient systems, and water-sensitive landscaping.

Criterion #5 Indicative Pricing and Value Proposition 15%

While detailed cost estimates are not required at this stage, respondents should provide a high-level overview of their approach to pricing and cost management. This includes how they ensure value for money while maintaining quality and delivering on project objectives.

Submission requirements

As a minimum, the applicant should include the following:

EC1 Capability and Experience	
1.1 Company Profile and Relevant Project Experience	<ul style="list-style-type: none"> • Overview of the organisation, including years of operation, core services, and areas of expertise. • Case studies or descriptions of similar projects completed, particularly those involving visitor or cultural centres, exhibition spaces, or community-focused facilities. • Examples should include project size, scope, budget, timelines, and outcomes.

1.2 Key Personnel	<ul style="list-style-type: none"> Resumes or profiles of team members who would be involved in the project, highlighting their relevant qualifications and experience. Roles and responsibilities of key personnel in similar projects.
1.3 References	<ul style="list-style-type: none"> Contact information for clients or stakeholders from previous projects who can verify the respondent's performance and capabilities.
EC2 Financial Capability and Quality Assurance	
2.1 Evidence of Financial Stability and Project-Specific Capacity	<ul style="list-style-type: none"> Confirmation of current financial position, including access to sufficient working capital or credit lines to support project execution. Demonstration of the respondent's ability to allocate adequate financial resources for this project without impacting other commitments.
2.2 Insurance Coverage	<ul style="list-style-type: none"> Proof of relevant insurances, including public liability, professional indemnity, and worker's compensation, at levels appropriate to the project.
2.3 Risk Management	<ul style="list-style-type: none"> Outline of financial risk management strategies to address potential cost over-runs or unforeseen financial challenges during the project
EC3 Methodology and Approach	
3.1 Project Understanding	<ul style="list-style-type: none"> A statement demonstrating the respondent's understanding of the project's objectives, scope, and challenges.
3.2 Proposed Approach	<ul style="list-style-type: none"> A high-level outline of how the respondent plans to approach the design, stakeholder engagement, and construction phases. Specific strategies for collaborating with the Council, community members, and other stakeholders.
3.3 Risk Management Plan	<ul style="list-style-type: none"> Identification of potential risks (e.g., logistical, environmental, or community-related) and proposed strategies to mitigate them.
3.4 Project Timeline	<ul style="list-style-type: none"> A proposed timeline for completing key phases of the project, including design development, costing, and construction.
EC4 Sustainability	
4.1 Sustainability Approach	<ul style="list-style-type: none"> A description of how the respondent plans to integrate environmentally responsible practices, including the use of sustainable materials, energy-efficient systems, and water-sensitive landscaping. Examples of sustainability measures implemented in previous projects. Any innovative practices or technologies the respondent would introduce to achieve sustainability goals.
EC5 Indicative Pricing and Value Proposition	
5.1 Pricing Philosophy	<ul style="list-style-type: none"> A high-level explanation of the respondent's approach to cost estimation and budget management.
5.2 Indicative Budgeting	<ul style="list-style-type: none"> Broad indicative costs for the project (without detailed breakdowns), including how the respondent ensures value for money while delivering quality outcomes.
5.3 Cost Control Strategies	<ul style="list-style-type: none"> Details on how the respondent manages cost risks and maintains financial accountability throughout project delivery.
5.4 Added Value	<ul style="list-style-type: none"> Description of any additional value or unique benefits the respondent can bring to the project beyond the standard scope (e.g., additional community programs, enhanced design elements, or long-term sustainability benefits).