



Request for Tender Jubilee Complex Forecourt Renewal

Tender No. 01/2026

RELEASE DATE: 5 May 2026

Contents

About Centennial Park	1
Our Guiding Principles	1
Our Strategic Pillars	1
Information, Transparency and Choice	1
Our Natural Environment	2
Connections and Collaboration	2
A People-First Culture	2
The Opportunity	2
Objectives of the Request for Tender	3
Scope of Work	3
Project Timelines	3
Tender Requirements	3
Format of Response	3
Response Part 1 - Cover Letter	3
Response Part 2 - Respondent Organisation’s Information	4
Response Part 3 - Evaluation Criteria	4
Tender/RFP Process	5
Contact Details and Communication	5
Timeline	5
Submissions	6
Conditions	6
Confidentiality	6
Conflict of Interest	6
Schedule 1	7
Respondent’s Information Checklist	7
Appendix A – General Conditions of Contract	8
Appendix B – Architectural Specifications, Drawings and Schedules	9
Appendix C	10
Cemetery Operating Environment	10
Communication	10



About Centennial Park

Centennial Park is a regional subsidiary established by the City of Mitcham and the Corporation of the City of Unley (constituent councils) under the Local Government Act (SA) 1999. Its functions and powers are set out in the Regional Subsidiary Charter 2021. Many of its compliance requirements mirror those of local government.

Our team operates in a highly sensitive environment, helping families every day as they cope with grief and loss. It's an environment of heightened emotion, where mental wellbeing is a priority.

We work with a wide range of stakeholders including families, funeral directors, monumental masons, and our owner Councils. Managing these complex stakeholder priorities requires a delicate balance of commerciality and compassion.

Our organisation Park is governed by an independent skills-based Board of five and is managed by an experienced CEO and Executive Team, supported by a team of around 60.

Our Guiding Principles

We are a place for the living; a vibrant community hub. A place where life is cherished, commemorated, contemplated, and celebrated.

We provide a welcoming sanctuary; promoting peace, healing, renewal, and hope. We facilitate connection - to each other and to those no longer with us.

We champion the importance of memorialisation; a physical place, an emotional anchor point.

We foster a culture of kindness and respect; of physical and mental wellbeing.

Our Strategic Pillars

Information, Transparency and Choice

We will engage with, and gather insights from, our community. We will keep ourselves informed about global trends.

We will provide clear information to our community so that people are aware of their options and are in control of their choices in relation to end-of-life.

Our Natural Environment

We value our natural environment and the positive impact it has on physical and mental wellbeing.

We will maintain and continually improve our natural environment through the enhancement of our green space.

We will minimise our impact on the broader environment through the development and implementation of an environmental sustainability plan that targets emission reduction and the responsible management of energy, water, and waste.

Connections and Collaboration

We will connect and collaborate with others, whose values align with our own, to help us to maximise the value we provide to our community.

A People-First Culture

People are at the heart of who we are and what we do. We value individuality and personal choice.

We demonstrate compassion and respect in helping families when they are grieving and in acknowledging the impact this can have on our team. The physical and mental health of our visitors and our team is our highest priority.

Further information about Centennial Park is available on our website: <http://www.centennialpark.org/about-us/corporate-information/>

The Opportunity

Centennial Park is looking to develop a partnership with a contractor that will work collaboratively with us and our other contractors to enhance the standards, amenity, and reputation of the business.

We are seeking submissions from service providers of the highest calibre to deliver the Jubilee Complex Forecourt renewal including removal of existing slate paving, installation of non-slip bluestone (or similar) paving, central water feature and canopy, pedestrian flow management and wayfinding improvements.

Due date for submissions is 03/06/2026.



Objectives of the Request for Tender

The objectives of this Tender are to select a qualified contractor to complete the Jubilee Forecourt Renewal project with the least disruption to the range of services delivered from the Jubilee Complex, including managing visual, noise and other environmental impacts, while maintaining the highest degree of safety and sensitivity to our visitors.

It is proposed to engage the preferred Tenderer through an Australian Building Industry Contract – Simple Works, please refer to Appendix A.

Scope of Work

Jubilee Complex Forecourt renewal including:

- Demolition of the existing water feature.
- Removal of flagstone slate pavers, including all mortar, retain and make good the existing slab for new stone.
- Supply and install of new central water feature, planter bed, and timber seats.
- Supply and install of footings for new central canopy structure.
- Supply and install new central canopy structure (provisional).
- Supply and install of bluestone (or similar) non-slip paving throughout the forecourt integrating into the existing stormwater and new central water feature.
- Supply and install of aluminium 'timber look' battens for improving visitor movement through the forecourt in and out of the chapels.
- Supply and install power and data connections for new signage (to be supplied by others).

Project Timelines

Centennial Park is seeking to have a contract awarded by 10 July 2026.

The preferred construction period is September to November 2026, with completion by 30 November 2026.

Tender Requirements

Centennial Park welcomes tenders for the Jubilee Forecourt Renewal by 5pm (ACST) on Wednesday 3 June 2026.

Submitted tenders will be evaluated against a range of criteria as detailed below.

Format of Response

The format of the response is to be structured into four parts as follows:

1. Response Part 1- Cover Letter/introduction.
2. Response Part 2 - Respondent Organisation's Information.
3. Response Part 3 - Evaluation Criteria.
4. References and other relevant and appropriate information to support the tender.

Please note Centennial Park may seek further clarification, information or additional documentation to the Tenderer responses at their discretion.

Response Part 1 - Cover Letter

The Respondent is required to detail, in a cover letter, a brief overview of their experience, approach and demonstrate why they are submitting a tender for this project.

The Respondent should prepare the cover letter identify it as Response Part 1.

Response Part 2 - Respondent Organisation's Information

The Respondent is required to detail the following information as part of the response requirements:

- Corporate structure and full name of the entity. If there are multiple entities involved, the response must highlight the responsible entity which will enter into the agreement with Centennial Park.
- Beneficial ownership interests in the responsible entity and any related entities.
- The ABN of the responsible entity.
- Operational background including years in business, organisation chart, management bios, locations and corporate mission, values and vision.
- Details of the nominated representative who will be the main contact throughout the tender process including name, email address and contact numbers.
- Provide a copy of current Public Liability & Products Insurance in the amount of not less than \$20 million.
- Provide details of environmental sustainability practices.
- A comprehensive understanding of and adherence to Appendix B and Appendix C.

A checklist has been provided at Schedule 1.

Response Part 3 - Evaluation Criteria

Tenders will be evaluated against the following criteria:

Standard	Criteria
1. How the Respondent will uphold the standards, amenity, and reputation of Centennial Park.	A summary demonstrating an understanding of the culture and vision of Centennial Park including the capacity of the respondent to uphold these same values.
2. Experience & Qualification	<p>Details of the Respondent's experience in providing the requirements of the tender. Evidence must be provided of previous experience in the delivery of similar projects, and the scale in South Australia or nationally.</p> <p>Details of proposed sub-contractors including relevant experience, registrations and licences.</p>
3. Methodology	<p>How the Respondent proposes to successfully carry out the described works, including:</p> <ul style="list-style-type: none"> • Project approach including how the tenderer will work with Centennial Park to achieve the shared objectives. • Proposed working hours. • Program, including preferred option(s) for delivery staging. • Construction site visual amenity and pedestrian access management. • Commitment to environmentally sustainable practices. • Value-add options. • Commitment to adherence to Appendix B and Appendix C.
4. Commercial Risk	<p>Information provided regarding:</p> <ul style="list-style-type: none"> • Financial Viability • Quality Assurance Systems

- Commitment to WHS Management and State and National Work Health & Safety Legislation
- Registration and Licences
- Insurances.

The Respondent is required to prepare and submit answers to each evaluation criteria in a clear and precise manner referencing each individual standard as Response Part 3 (1-3).

Tender/RFP Process

Contact Details and Communication

Respondents to this tender are requested to limit contact, with Centennial Park regarding their submission, or any questions to the Nominated Contact Person:

Name: Amy Smedley

Title: Director, S2 Architects

Email: amy@s2architects.com.au

Phone: 0412 811 247

A non-mandatory site briefing will be held at **9am on Tuesday 19 May 2026**. Tenderers are requested to acknowledge their intent to attend the site briefing to the Nominated Contact Person by no later than 5pm Wednesday 13 May 2026.

Any other site visit or inspection by Respondents must be by appointment.

Timeline

The closing time for submissions to this Tender is 5pm (ACST)Wednesday 3 June 2026.

All submissions will be evaluated by the Centennial Park Authority against the evaluation criteria outlined in this Tender.

Following is an indicative outline of the evaluation timeline for the appointment of an operator

Stage	Indicative Completion Date
Stage 1 – Tender issued	Tuesday 5 May 2026
Non-mandatory site briefing	9am Tuesday 19 May 2026
Closing date for Submissions to the Tender	5pm Wednesday 3 June 2026
Evaluation of Tender Responses	Friday 19 June 2026
Negotiations with preferred Respondent	Friday 3 July 2026
Formal Agreement executed	Friday 10 July 2026
Project Commencement	Monday 13 July 2026

Please note Respondents may be required to present to Centennial Park's evaluation team and advisers on their tender responses, at Centennial Park's discretion.

Submissions

Submissions in response to this tender close at 5pm (ACST) Wednesday 3 June 2026.

Tenders are to be emailed to tenders@centpark.org.au addressed as follows:

Tender 1/2026 - Centennial Park Cemetery Jubilee Complex Forecourt Renewal
Attention: Amy Smedley

Please note the following in relation to lodgement of submissions Respondents acknowledge that lodgement of their tender on time, and in accordance with the lodgement requirements, is entirely their responsibility. Centennial Park Cemetery Authority accepts no responsibility for submissions received after the closing date and time.

Conditions

Centennial Park Cemetery Authority reserves the right to:

- Not select any or all of the Respondents.
- Select a provider other than a Respondent.
- Consider non-complying Respondents.
- Reject non-complying Respondents.
- Negotiate with a selected Respondent(s) after submission of the Response.
- Change the date and timelines of the Tender, if required.
- Change/update its requirements under this Tender.
- Conduct competitive parallel negotiations with two or more short-listed Respondents.

Confidentiality

All information contained in this Tender is provided by Centennial Park Cemetery Authority, and information issued by Centennial Park or its contact person as part of this process, is to be regarded as commercial-in-confidence.

Each Respondent must ensure that no person receiving such confidential information may use, copy or disclose any of it to any person except for the purpose of preparing the Tender submission.

Conflict of Interest

Respondents are required to identify any actual or potential conflict of interest in their response to the Tender or notify the Nominated Contact Person in writing immediately.

Schedule 1

Respondent's Information Checklist

- Organisation Name
- Organisation ABN
- Corporate Structure Type
- If a Company, provide ASIC Company Extract
- Organisation Background
- Numbers of years in operation/business
- Organisation Chart
- Biographies of key management personnel
- Location of Organisation and business operations
- Corporate Mission
- Values & Vision
- Nominated Representative Contact
- Nominated Representative Contact Details (email and phone)
- Overview of organisation's financial status including equity, debt and other financial commitments

Appendix A – General Conditions of Contract

Appendix B – Architectural Specifications, Drawings and Schedules

Appendix C

Cemetery Operating Environment

The works are to be completed within the grounds of Centennial Park Cemetery Authority (Centennial Park), 760 Goodwood Road, Pasadena, SA.

Contractors and their representatives must be considerate of the cemetery context and sensitive around burial areas at all times.

Customer service at the highest level is paramount. Extra care must be taken when operating on site, especially during opening times to ensure the safety of all Park users. It is expected that the contractor will work in partnership with Centennial Park to conduct their business in a professional and respectful manner that is consistent with the values of the Park: Compassion, Inclusion, Excellence and Innovation.

The cemetery will continue to operate throughout the works program and it is critical that all care is taken to ensure minimal disruption to Centennial Park visitors and staff. Visitors to the site will primarily be mourners and may be attending a burial or memorial service within the immediate area, or have a relative buried within the works area, so an increased level of consideration must be afforded to all visitors in and around the works area.

There may be a need to access the works area for a burial service during the works program. In this event special measures will need to be implemented to allow for the service to be conducted within the works area. A full site shut down of works for this period and provision for safe access to and from the area for mourners, funeral director and cemetery staff will be required.

The operating hours of Centennial Park are:

- Administration - Monday to Friday 9.00am – 5.00pm
- Car Park and grounds open to the public - Monday to Sunday 7am – 7pm (9pm during Daylight Savings).

Noisy works are not allowed after hours and must be coordinated around burial services. Daily updates will be provided by Centennial Park regarding services to be conducted that day.

All works must stop when instructed by Centennial Park staff in the event of a burial service or other Park operations which requires a quiet environment.

The contractor will be responsible to establish and agree with Centennial Park regarding site management measures, WHS requirements and Safety in Design (SiD) considerations.

There are existing trees and landscaped gardens within and close to burial areas. These are to remain and should be protected during the works as required. Removal of any tree or existing structure is not permitted without prior consultation and approval from Centennial Park.

The wider cemetery site contains asbestos. While it is unlikely any will be encountered during these works it is the contractor's responsibility to read the Asbestos Register (register No. AS3823), contained in the specification and to comply with the authorities requirements and the information contained in the specification regarding Hazardous Materials identification and removal.

Communication

Centennial Park will seek to provide adequate communication of the works to the public and the Interment Right Holders of relevant areas where works may occur. The contractor must immediately notify Centennial Park of any complaints or communications with members of the public and mourners. Failure to do so may result in termination of the contract.

This Tender for **the Jubilee Complex Forecourt Renewal** should be read and responded to in conjunction with the Tender Requirements at **Appendix A and Appendix B**.