

## **Specification**

## **Table of Contents – Specification**

---

1	INTRODUCTION	3
2	PROJECT GOVERNANCE	6
3	PROJECT ORGANISATION STRUCTURE	7
4	KEY OBJECTIVES	8
5	SCOPE OF SERVICES	9
6	STAGES OF SERVICES TO BE PROVIDED	14
7	SUB-CONSULTANTS	19
8	DELIVERABLES	20
9	CONSULTATION AND REPORTING	22
10	RECORDS	23
11	PROGRAM	24
12	BUDGET	24
13	FEE PROPOSAL	25
14	ATTACHMENTS	26

# Specification

---

## 1 INTRODUCTION

### 1.1 BACKGROUND

Port Phillip City Council (“Council”) has decided to update the Marina Reserve to revitalise a coastal open space to a more inviting community recreational environment, including skateable components. Council is excited about delivering this project.

The search for a suitable site for skateable infrastructure in St Kilda has been underway since 1998. Choosing a site that best complies with all relevant criteria and is acceptable to all members of the community has been a challenge.

The services of a Head Consultant will be required to design the improved Marina Reserve Concept Masterplan including skateable components, ongoing operational plan and relevant presentation material for public and various internal consultations.

Following the concept Masterplan design, a report will be presented to Council seeking endorsement of the concept Masterplan. This will be followed by community consultations, prior to requesting consent under the *Coastal Management Act 1995*. Once consent is granted, the project will proceed to the design development, contract documentation and construction of the skateable components and associated works only.

The design development, contract documentation and construction of the remainder of the Masterplan is envisaged at a later stage.

The final design will integrate into its coastal location and successfully address specific project needs arising from consultation.

The skateable components shall provide a high standard of service for users (skaters) in terms of skating performance, be of low maintenance, durable, promote high quality space and be ecologically sustainable design. Special emphasis will be given to user group’s input during concept design with respect to the functionality and fit-for-purpose of the skateable components.

Sub-consultants appointed by the Head Consultant will provide a wide range of expertise to the project to ensure that all specialist are engaged and available at the required times to ensure a seamless implementation of the project.

The Marina Reserve Masterplan shall offer a well thought through urban design which encompass diverse and vibrant sensory experiences that engage young people, families, residents and visitors.

### 1.2 SITE INFORMATION

The Marina Reserve is located on Marine Parade St Kilda, opposite Blessington and Wordsworth Streets in St Kilda, approximately 10 km from

the Melbourne CBD (refer to map: Attachment 1). The Marina Reserve is a triangular open space site that abuts the St Kilda Marina and the foreshore to the south, measuring about 19,000 m<sup>2</sup>. Council manages this parcel of land as the Committee of Management.

The Marina Reserve lies within the Coastal Crown Land Reserve – P362393 and as such, consultation with the Department of Sustainability and Environment (DSE) is required for consent under *Coastal Management Act* 1995 will be required for the use and development aspects. The Council will manage this process with technical input and support (including any necessary reports and drawings) from the Head Consultant.

The Marina Reserve is Council's preferred site for the location of a skateable infrastructure within the municipality due to the following key attributes of the site:

- a. relatively central location within St Kilda;
- b. its size, scale and topography that is relatively flat;
- c. its coastal location provides an exciting opportunity to capitalise on the backdrop of Port Phillip Bay when staging events;
- d. it has good exposure and offers good opportunities for facility surveillance that will enhance its safety and attractiveness for skaters of all ages and abilities;
- e. the strategic placement of skateable components on this site should still ensure significant sections of open space remain available for broad community recreational use. As a result, the skateable components on this site are likely to significantly increase the community use and enjoyment of this space;
- f. the site is easy to access for skaters who need to use public transport or a car to arrive at the site. Public transport is available via the No.96 tram and bus services No. 246, 600, 922, 923. Ample off road and on road parking is available adjacent to the site; and
- g. the site has been recommended by both the St Kilda Skate Park Community Reference Group and an independent Assessor, Mr Richard Simon of Simon Leisure Consulting ([www.simonleisure.com](http://www.simonleisure.com))

Other features of the site include:

- a. flat to undulating topography;
- b. coastal dune with good grass covering;
- c. the soil type and sub surfaces appear to be sandy;
- d. the reserve is a local open space with a native, marine theme;
- e. the site offers opportunities for passive and active recreation pursuits;
- f. the site is 100 metres from the nearest residence and 110 metres to the nearest business; and
- g. the site is reclaimed land. Approximately 3078 m<sup>3</sup> of fill material was placed on the site in 2002 to create a 1.5m mound (stage 1), however sub surface conditions are unknown and would require a geo-technical report to establish.

Council will commission a separate soil contamination investigation to assess the subsurface material. A report which identifies the findings will be produced and subsequently distributed to the Head Consultant for consideration in the event that any soil remediation may be required to be included into the design and contract documentation.

### **1.3 CONTRACT INFORMATION**

- The successful head consultant shall be required to execute a Formal Instrument of Agreement with Council.
- The Head Consultant shall be engaged according to the Council's Terms and General Conditions of Engagement of Consultant – Short Form (Services).

The engagement will be per stages as outlined in this Brief (Refer to Stages of Services to Be Provided section). The Council may decide to terminate the project upon completion of each and any stage. Decision to proceed to the next stage/s is subject to consent under the *Coastal Management Act 1995* and Council's ongoing financial commitment to this project.

As such the initial works will be limited to Stage 1 (Concept Design) and Stages 2, 3, 4 and 5 are subject to Council's commitment to funding of the project in the following financial years.

The scope of the services including design, landscaping, engineering and associated disciplines required for the duration of the engagement is covered within this brief.

### **1.4 INVITATION**

Council invites suitably experienced design consultants to submit a proposal for the services as specified. Tenderers should read this Brief in full, familiarise themselves with the site and all existing information relating to the project, and submit before the time specified on the cover of this brief, a tender submission and fee proposal in accordance with this Brief.

The Brief shall be read in conjunction with the Tendering Conditions.

### **1.5 COUNCIL STRATEGIC DIRECTIONS AND THE PROJECT**

The project must be delivered in accordance with Council's four strategic directions.

#### **Engaging and Governing the City**

- The expanded promenade and skate components have the potential to attract and provide a focus for a range of users.
- The consultative process will bring a range of individuals across demographic and economic sectors, residents, traders and visitors in the design, construction and operation of the proposal. This participatory component builds social connectivity and exchange as well as developing pride in, and ownership of, place.
- Design options should be developed to increase overall operational efficiency and effectiveness of the facility.
- Reduction of long term operational and maintenance costs.

## **Taking Action on Climate Change**

- Any development should ensure environmentally sustainable design features are included and that the design is suitable for and responds to its coastal location.

## **Strengthening Our Diverse and Inclusive Community**

- The Masterplan will provide increased opportunities for all ages and all abilities to enjoy the proposed foreshore promenade and environments.
- The skateable components will contribute to the expression of youth culture within the context of a purpose built facility.
- The skateable components will increase access to opportunities for self expression and enhance well being, expression of youth culture in an accessible environment.

## **Enhancing Liveability**

- The overall plan will provide more opportunities for the community to enjoy a range of experiences in a coastal setting from quiet contemplative spaces to more active pursuits.
- The skateable components will encourage and create opportunities for social interaction between a range of age groups and may over time, lead to the valuing of what can be perceived as an anti social activity practised in civic space.
- The skateable components will provide a valuable sporting facility that aims to increase participation providing active outlets for youth.

## **2 PROJECT GOVERNANCE**

A client group, the Project Control Group (PCG) has been established and comprises Council representatives.

The Advisory Working Group (AWG) will assist the Head Consultant in the design and will comprise representatives of Council, skater groups and other relevant areas.

### **2.1 PROJECT CONTROL GROUP**

The PCG will provide overall direction of the project. The PCG is a core group to direct, guide and facilitate development and delivery to ensure that the key objectives are successfully delivered.

### **2.2 ADVISORY WORKING GROUP**

The AWG is to deliver the functional and operational input and decisions required to deliver the project. The AWG is the key operational link that will inform and guide the consultancy team to deliver a fit for purpose facility in line with user's expectations.

The user groups of skateable components (Skaters) will assist with the functional and operational requirement providing valuable input that the Head Consultant will incorporate in the design. Consultation with user groups is expected from early stages of the design. Consultation meetings will be organised by the Council.

### **2.3 PROJECT MANAGER**

The Project Manager will be responsible for:

- a. management of the project team;
- b. design and documentation process;
- c. management of the project and construction budget;
- d. management of the project schedule and timelines;
- e. project delivery strategy;
- f. tender and contract documentation preparation;
- g. tender assessment and awarding of contracts; and
- h. project management, construction and contract administration.

### **2.4 HEAD CONSULTANT**

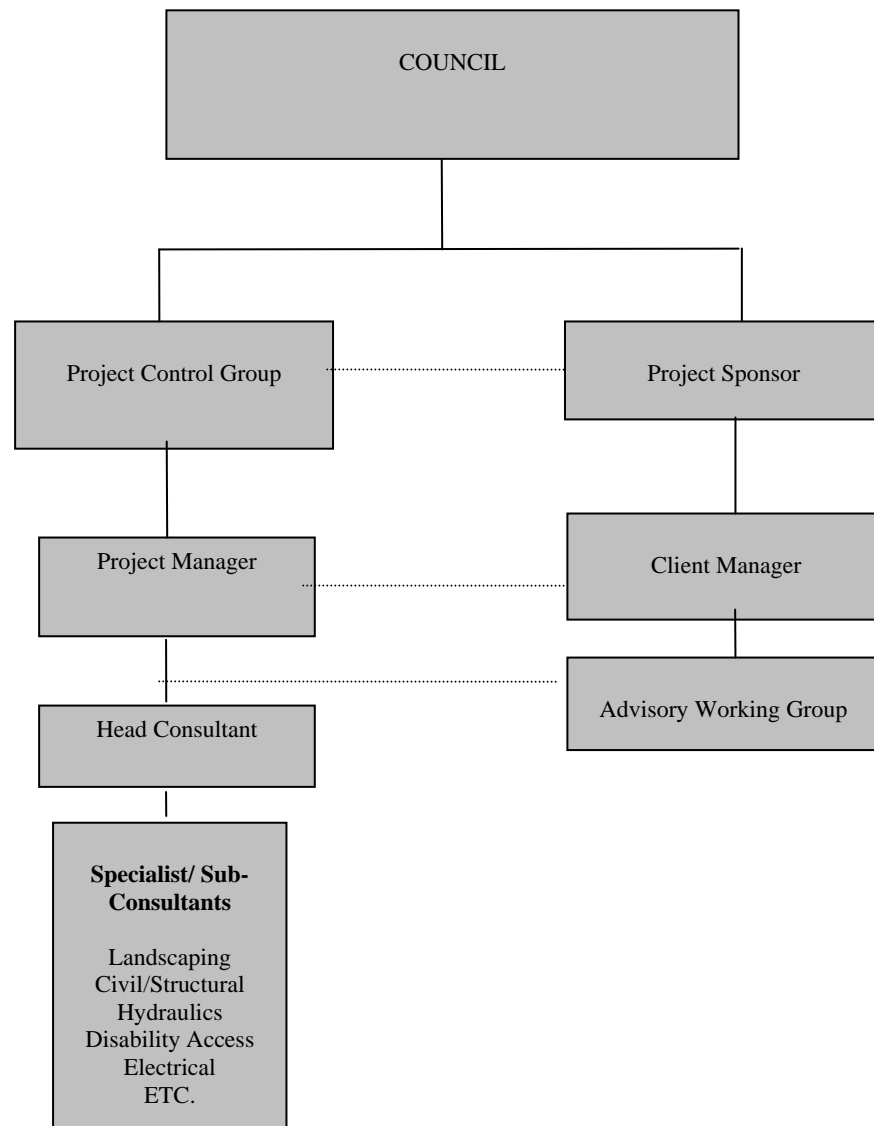
The Head Consultant is responsible for the services as described in this Brief.

The Head Consultant will be the lead consultant for this project and is responsible for the coordination of any and all design consultants and the development of the schematic design.

## **3 PROJECT ORGANISATION STRUCTURE**

In response to the tasks to be undertaken and deliverables to be achieved, the following project organisation structure has been adopted.

## MARINA RESERVE MASTERPLAN PROJECT ORGANISATION STRUCTURE



\_\_\_\_\_ Lines of control  
 - - - - - Lines of Communication

### 4 KEY OBJECTIVES

The key objectives in the development of the Marina Reserve are:

- a. develop the Marina Reserve Masterplan to revitalise and improve the quality of a public open space in accordance with relevant policies, addressing community concerns and responding to its prominent coastal setting;

- b. assist the Council to conduct extensive public consultations on the updated Marina Reserve Masterplan and skateable components' location, design and future operational plan;
- c. celebrate, acknowledge and contribute to the development of youth culture and infrastructure in our city;
- d. deliver a Masterplan that responds to Council's extensive public consultations and incorporates community feedback such as view lines, amenity, and potential loss of turf/grass;
- e. deliver a design that is innovative and artistic, yet functional and fit-for-purpose; and
- f. deliver the project within budget and timeline.

## **5 SCOPE of services**

### **5.1 GENERAL**

The Head Consultant shall provide the scope of services as specified in this Brief, unless otherwise specified or excluded.

All design and associated services will be undertaken to meet the objectives in Section 4.

Tenderers shall read this Brief in full, familiarise themselves with the site and all existing information relating to the project and submit within the time specified a tender submission and fee proposal in accordance with this Brief. The tenderer/Head Consultant shall be responsible for engaging his/her own sub-consultants to provide a wide range of expertise to the project.

The Head Consultant and associated consultants shall be required to prepare a detailed set of documents, plans and other items to facilitate the construction of the new facilities.

### **5.2 design requirements**

The Marina Reserve Masterplan is envisaged as a public open space that responds to its prominent coastal setting. Acute consideration will be given to the surrounding context and to the active-semiactive character that the open space will promote acknowledging that skating will not become an exclusive activity on site.

The Marina Reserve will also constitute an important link from the southern areas (St Kilda Marina and Moran Reserve) to the St Kilda Foreshore Promenade. A shared (pedestrian, cyclist, skaters) main path will link the southern end of the site with the northern end.

The extension of the St Kilda Foreshore Promenade from Brookes Jetty to Marina Reserve will be undertaken as a future separate stand alone capital works project which has been programmed for design in 2010/11 with construction in 2011/12 and will not form part of the scope of works of this project.

It is essential that the landscape design improves both perception and use of the grounds by the broader / general public. Consideration must be given to

visitors to the area and sight lines of residents. Design should avoid any obtrusive structures that may have impact on sight lines.

Landscaping vegetation preference is for indigenous coastal plants rather than imported exotic plants. Integration of WSUD principles should be given priority into design.

Indicative use of land ratios are 70% for soft landscaping (green/sand areas) and 30% for hard landscaping (pathways, circulation, etc), of which no more than 1/3 of the hard landscaping will cover all skateable components.

The design shall include the assessment and reconfiguration of car parking including careful consideration of traffic conditions (cars, bicycles, pedestrians). The design will include vehicular access/circulation/parking and fully accessible pedestrian walkways along the Marina Reserve with intention to offer the maximum level of participation to people with less mobility. Three options for reconfiguration of car parking should be provided. Ultimately the traffic design will respond to principles of safety and efficiency.

The skateable components will offer diverse skating experiences for beginners through to experienced skaters. The components will also respond to a broad range of user ages, from young children to adults. Ultimately the fit-for-purpose of the skate components will be assessed according to the skating performance capacity.

The skateable components will include a skate bowl and skateable infrastructure. It is essential that the Marina Reserve Masterplan design integrates skateable components into landscaping.

Design of viewing areas for spectators to include viewing mounds and seating fully integrated into the landscape.

Minimum public ancillary services such as drinking fountains, BBQ facilities, fixed seats and benches, shading devices, site furniture and bins shall be provided as suitable in design and quantity. Design of public amenities (male and female toilets) may be considered to respond to user needs (skaters, cyclist, visitors, and pedestrians). Options for the suitable location of public amenities within the vicinity of Marina Reserve (but maybe not necessarily in the Reserve) should be provided.

An adult playground with fixed equipment shall also be considered in the preparation of the Masterplan.

The services to be provided for this project shall take into consideration such items as listed below. The Head Consultant is to note that this list is not comprehensive, and Council is seeking innovative solutions.

- Planning Requirements – the design should be consistent with:
  - Port Phillip Planning Scheme
  - St Kilda Foreshore Urban Design Framework
  - Victoria Coastal Strategy
  - DSE and Crown Land legislation obligations
  - Toilet Strategy 2007/2011
  - Open Space Strategy 2006
  - Council policy

- Key considerations are:
  - Security and Safety
    - Enhanced surveillance of the public realm
    - Functional design to ensure a “user friendly” environment that is “fit for purpose”
    - Practicality of design
    - Flexibility for usable space
    - Public amenity
    - Family friendly facility
    - Functioning requirements of the St Kilda Marina
    - Functioning requirements of Melbourne Water weather station
    - Sensitivity to resident opinion and local community requirements
    - Susceptibility to vandalism and graffiti
    - Sustainable design
    - Long term maintenance
    - Replacement parts (if any)
    - Use of local products
    - Use of recycled materials
    - The size of the footprint and its impact on loss of turf/grass space;
    - Aesthetics and urban design
    - The height of any future structure
    - Maintenance and cleansing ability (i.e. minimum maintenance)
    - Long term operational costs and maintenance requirements
    - Access and egress
    - Car parking and access
- Consideration of equal access for all
- Compliance with Special Building Overlay.
- Compliance with all relevant Australian Standards and the Building Code of Australia
- Construction constraints such as access, traffic management, environmental impacts etc.
- Explore the opportunities of the site, to create a sophisticated facility from modest means.
- The detailing should be consistent to provide maximum durability for severe coastal environments
- Consideration for view-lines and a design layering that informs the manner in which the bay views are revealed.
- Preference is for timber with marine grade stainless steel fixings to help minimise corrosion.

### **5.3 Specialist Services**

The Head Consultant shall engage the services of suitably qualified professionals to provide the required services.

#### **5.3.1 Landscape Design**

The Head Consultant shall provide landscape design services required to design the proposed Masterplan, including the WSUD element. It is the Head Consultant’s responsibility to assess the level of service required and identify the costs associated with their provision in the fee proposal.

#### 5.3.2 Civil/Structural Engineering

The Consultant shall provide any engineering services required to design the proposed elements/ works including the WSUD element and all earthworks. It is the Head Consultant's responsibility to assess the level of service required and identify the costs associated with their provision in the fee proposal.

#### 5.3.3 Lighting Design

The design of new lighting system will form part of this assignment. Engage a suitable qualified Lighting Design Consultant to aid in the design and improvement of the lighting infrastructure as per remainder of St Kilda Foreshore Promenade.

#### 5.3.4 Irrigation Design

The investigation and provision of an irrigation system for the proposed landscaping will form part of this assignment. Engage a suitably qualified Irrigation Consultant to aid in the design of irrigation infrastructure.

#### 5.3.5 Geotechnical Consultants

The Consultant shall provide any geotechnical services that may be required to design the proposed elements/ works. It is the Head Consultant's responsibility to assess the level of service required and identify the costs associated with their provision in the fee proposal.

#### 5.3.6 Specialist Sub-consultants

The Head Consultant shall provide any specialist sub-consultants, including skate park designers, DDA consultants, traffic consultants, directional/place signages and other specialists as deemed fit by the Head Consultant. It is the Consultant's responsibility to assess the level of service required and identify the costs associated with their provision in the fee proposal.

### 5.4 RESPONSE TO COMMUNITY CONCERNS RAISED

In developing a Marina Reserve proposal design for this site it is essential that the following elements are considered by the Head Consultant. The elements described below were raised at a meeting with residents and the community held on the 15<sup>th</sup> of June 2009. Some of the elements will require to be addressed at the design phase of the project and also through an efficient ongoing operation of the facility:

- a. residential amenity – noise, lighting spill, rubbish, anti social behaviours, parking, visual impact and site lines of the park, any fencing required (or other security), the hard landscaping and its visual amenity, potential for graffiti and vandalism;
- b. site issues/constraints – drainage, the sub soil, lighting requirements and shade requirements, competing demands from users, the bike and walk paths, no toilet or drinking fountains, sand being blown into skateable components, any fill in the sub surface, potential sea level rises, aboriginal heritage requirements, the harmony required for open space and a skateable components;
- c. user behaviour – use of the skateable components, public alcohol use, noise, rubbish, increased footpath use by skaters, graffiti, safety for skaters, and vandalism;

- d. Council's ongoing operational issues – occupational health and safety, after hours security, lighting, toilets, vegetation maintenance, pollution, safety of other users, noise, hours of operation, maintenance costs; and
- e. other issues – pedestrian safety, balance between skaters and other users of the site, balance the size of the skateable components with the remaining turf/grass space and potential damage to boats in the Marina.

Note – The Council will continue to welcome and receive community comments and any new issues raised will be added to the design brief and need to be addressed in the design.

## **5.5 VICTORIAN COASTAL STRATEGY COMPLIANCE**

Compliance with the Victoria Coastal Strategy 2008 for use and development on coastal Crown land shall be observed as applicable (<http://www.vcc.vic.gov.au/2008vcs/part4.htm>). Refer in particular to the following criteria

*“Criteria for use and development on coastal Crown land...*

- has demonstrated need to be sited on the coast and requires a coastal location to function*
- located within an activity node or recreation node*
- fulfils an identifiable need or demand that cannot be met elsewhere*
- demonstrates considerable net community and public benefit and ensures equity in community access to new and existing use and development*
- involved consultation with local and broader community*
- facilitates multi-use of sites and existing infrastructure and the rationalisation of existing buildings and car parks without resulting in over-use*
- facilitates improvements of sites or existing developments that have poor environmental or social performance*
- is consistent with the requirements of Coastal Action Plans, management plans and the relevant planning scheme*
- exhibits excellence in siting and design, complements or integrates with the coastal landscape and setting, maintains important public views, vistas and sightlines and is set back from the coast as far as practicable in line with vulnerability assessments (please see the “Siting and Design Guidelines for Structures on the Victorian Coast” and the “Good Design and the Coast” brochure, both available at [www.vcc.vic.gov.au](http://www.vcc.vic.gov.au))*
- will not be vulnerable to climate change risk within the lifespan of the new development*
- enhances public access to the coast and will not result in a reduction of open space*
- has carefully considered access, pedestrian safety and implications to the surrounding community from demand likely to be generated by the new use*
- encourages access by modes other than private vehicle*
- ensures that off-site impacts of the use or development do not detrimentally affect coastal and marine natural and cultural values*
- does not disturb coastal acid sulfate soils*
- supports market rent and appropriate rates and taxes for all commercial use of coastal Crown land to discourage the use of coastal Crown land as a cheap alternative to private land.”*

## **5.6 ENVIRONMENTAL CONSIDERATIONS**

The Council has a strong commitment towards achieving a sustainable built environment as reflected in our Sustainable Design Policy and Towards Zero Sustainable Environment Strategy. The cornerstone of this is the voluntary sustainable design assessment process undertaken by planning permit applicants. For Council projects this process is not voluntary. As such this project is required to submit a Sustainable Design Statement to the satisfaction of Council's Sustainable Design Officer.

For further information of the Sustainable Design Policy and Sustainable Design Strategy, visit [http://www.portphillip.vic.gov.au/sustainable\\_design\\_policy.htm](http://www.portphillip.vic.gov.au/sustainable_design_policy.htm)

This project shall address environmental initiatives including, but not limited to:

- a. low carbon footprint;
- b. rainwater re-use opportunities;
- c. energy efficient light fittings;
- d. innovative use of solar energy;
- e. recycling;
- f. plantation/sustainable timber; and
- g. low volatile organic compounds paint.

## **6 STAGES OF SERVICES TO BE PROVIDED**

To facilitate the delivery of this complex project and accommodate all stakeholders' objectives the design consultancy will be delivered in stages as outlined below.

### **6.1 Concept Masterplan Design & OnGoing OPERATIONAL Plan – STAGE 1**

The Head Consultant, shall review existing reports and relevant documentation (Refer to Attachment 2), engage all sub consultants, commission relevant site investigations, sub surface investigation and engineering analysis, investigate authority requirements, planning, traffic, etc.

The Head Consultant shall undertake a review of utility infrastructure including consultation with service authorities to ensure availability and capacity of respective supplies.

The Head Consultant is expected to engage with the various stakeholders (internal and external) and user groups to refine the plans, make suggestions for improvements and, in conjunction with the Project Team, prepare further solutions and develop a draft concept Masterplan design together with a statement on how stakeholders' needs and concerns have been addressed for Council's consideration and approval followed by public consultation. The Council will manage the community consultation process with technical input and support from the Head Consultant.

The Head Consultant shall produce an Ongoing Operational Plan for the operation of the facility in accordance with Council policies and also addressing site specific requirements including residents and community concerns.

Following the public consultation the Head Consultant shall develop and refine the preferred concept Masterplan design incorporating all the client's requirements and the relevant feedback obtained into the design.

A **Concept Masterplan Design Report** shall be prepared that demonstrates that a thorough analysis of design and engineering services has occurred that ensures that the services offered from this facility can be delivered in an efficient, effective, safe and environmentally responsible manner. The Concept Masterplan Design Report shall include capital, running, lifecycle cost analysis and a detailed cost plan (**Cost Plan A**).

The final concept Masterplan and design report will be used to lodge an application to DSE for consent under *Coastal Management Act 1995*. The Council will manage this process with technical input and support from the Head Consultant.

## **6.2 Design Development (SKATEABLE COMPONENTS ONLY) – STAGE 2**

A decision to proceed to this Stage is subject to consent under *Coastal Management Act 1995* for the “development” and Council's ongoing financial commitment to this project.

The Head Consultant shall allow for any necessary modifications or adjustments to design to meet budget constraints, unless clear justification for additional funding can be argued.

The Head Consultant shall further develop the plans and drawings to be suitable for or equivalent to submission for a planning permit. A detailed cost plan (**Cost Plan B**) will also be required.

The Head Consultant shall provide details to be incorporated in the design including, but not limited to:

- a. finishes;
- b. lighting;
- c. energy conservation;
- d. services;
- e. fittings and fixtures;
- f. renewable energy systems;
- g. car parking and road works;
- h. landscape; and
- i. stormwater drainage.

The Head Consultant shall refine the Ongoing Operational Plan for the operation of the skateable components.

A **Design Development Report** shall be prepared demonstrating that issues of planning, design, materials selection, constructability, have been

coordinated and integrated into the proposal to ensure an effective project outcome.

The Head Consultant shall provide two copies of a site plan and elevations of the facility design in colour, suitable for public presentation purposes.

In addition, the Head Consultant shall attend a meeting of the Councillors, PCG, AWG and stakeholders to give a presentation of the final design.

### **6.3 FINAL DESIGN AND CONSTRUCTION DOCUMENTATION (SKATEABLE COMPONENTS ONLY) – STAGE 3**

Decision to proceed to this Stage is subject to consent under *Coastal Management Act* 1995 and Council's ongoing financial commitment to this project.

This stage involves the development of complete, properly coordinated, checked and up-to-date documents suitable for tendering and subsequent construction. A further Cost Plan (**Cost Plan C**) estimate shall be prepared to demonstrate that the project is still within budget.

All technical, aesthetic, environmental, and structural elements will be documented and fully and completely specified.

The Head Consultant must:

- a. provide technical/trade specifications detailing in clear and measurable terms the quantity, standard and quality of all elements of the final design of the new centre, suitable for inclusion in the tender documents for the Construction Agreement. Specifications and/or schedules and/or supporting information from the Head Consultant and sub-consultants shall be combined into one singular and comprehensive document, rather than bound separately;
- b. prepare detailed drawings that define the quantity, position, assembly and extent of all elements of the construction of the works to a standard suitable for inclusion in the tender documents for the Construction Agreement. All drawings shall be prepared under the Head Consultant's drawing template, unless specified otherwise, and be uniquely numbered to Council's specification;
- c. prepare a pricing schedule for a lump sum tender, suitable for inclusion in the tender documents and that is capable of being used as the basis for pricing the Works and determining progress payments arising from the Construction Agreement;

- d. interact with the Project Manager to compile a master copy of the tender documents, including the Conditions of Tendering, Contract Conditions/Preliminaries, Trade/Technical Specification, Schedules and detailed drawings;
- e. provide with electronic version of the tender document master copy and drawings in Word and AutoCAD formats respectively;
- f. provide in PDF format, five hardcopies of the tender document master copy and drawings; and
- g. assist the Project Manager in obtaining any necessary planning permits for removal and planting of vegetation, building permit and all other necessary approvals (including electricity, natural gas, water, sewer and drainage) for the works, including the performance of all necessary liaisons.

#### **6.4 PUBLIC TENDER (CONSTRUCTION-SKATEABLE COMPONENTS ONLY) – STAGE 4**

Decision to proceed to this Stage is subject to consent under *Coastal Management Act* 1995 and Council's ongoing financial commitment to this project.

The Head Consultant may be expected to assist the Project Manager and PCG to determine a suitable builder. The Head Consultant may be required to:

- a. check tenders for conformance, interpretation of schedules, as well as reference checks on the short-listed builders; and
- b. assist the Tender Evaluation Team to provide Council with a detailed report analysing the pricing of each tender and addressing the evaluation criteria and other issues that may impact on Council entering into a Construction Agreement. The Project Manager will include this tender assessment report into a standard Council Report and presented to Council to consider.

The Head Contractor will be required to sign a Confidentiality Agreement in relation to the construction tender process.

Should the Head Consultant be required to perform the services described above, this shall be reimbursed at the hourly rate rates as nominated by the Head Consultant in their fees proposal.

#### **6.5 CONTRACT ADMINISTRATION (SKATEABLE COMPONENTS ONLY) – STAGE 5**

Decision to proceed to this Stage is subject to consent under *Coastal Management Act* 1995 and Council's ongoing financial commitment to this project.

- A Council employee will be appointed as the Superintendent for the Construction Agreement in accordance with AS 2124 – 1992. The Head Consultant shall assist the Superintendent in administering the Construction Agreement by carrying out the following duties. These duties listed are not comprehensive and may vary throughout the duration of the Construction Agreement.

- a. call regular progress meetings with the Builder and minuting those meetings;
- b. check works program and schedules;
- c. check claims for payment for accuracy and completeness and issue payment certificates;
- d. respond to Builder's queries in a prompt and effective manner;
- e. issue drawing amendments as required;
- f. provide advice for, and assessing variations and additional claims;
- g. prepare and issue Notices to Builder/Contractor as required;
- h. carry out detailed and comprehensive site inspections to monitor and maintain adequate records of the standard of workmanship, materials and equipment used or carried out by the Builder;
- i. ensure that the works are constructed in accordance with the drawings and specifications;
- j. use reasonable endeavours to ensure harmonious and effective industrial relations policies and practices are employed by the Builder;
- k. audit the worksite in accordance with Codes of Practices;
- l. address any occupational health and safety issues;
- m. resolve design and practical construction matters raised;
- n. make recommendations to the Superintendent regarding any additional design work and execute those works upon approval by the Superintendent;
- o. establish and maintain such records and registers arising from or in connection with the Project as required under the Construction Agreement;
- p. prepare monthly reports to the PCG detailing the Builder's activities during the period under review with reference to program, budget, quality, environmental and other specified control; and

- q. arrange for the commissioning of the works by the Builder, including auditing the completeness of any inspection and test plans, manuals and warranties and ensuring Council staff are given proper training of new equipment and processes.

#### **6.6 Handover and Occupation (SKATEABLE COMPONENTS ONLY)**

- The Head Consultant shall facilitate the handover and occupation of the new facility.

Prior to the issuing of the Certificate of Practical Completion and prior to the occupation of the new facility, the Head Consultant shall ensure that all defects and omissions are identified and rectified within 14 days of notification to the Builder.

#### **6.7 AS-BUILT DRAWINGS (SKATEABLE COMPONENTS ONLY)**

- During the construction of the Works, the Head Consultant shall ensure that any changes in the Works are properly and completely documented.
- At Practical Completion of the Construction Agreement, the Head Consultant shall prepare a complete and accurate set of drawings and documentation, including manuals of all installed items. The manual shall incorporate manufacturer's instructions, installations, operations and maintenance instructions. All documentation, other than manuals, shall be in digital format using the Microsoft Office suite of software and current AutoCAD. The daily site diary and all files relating to the Project shall be provided to Council.

#### **6.8 DESIGN AND CONSTRUCTION (REMAINING MASTERPLAN)**

- Design development, final design/construction documentation and contract administration (construction) of the remaining Marina Reserve is envisaged at a later stage.

### **7 SUB-CONSULTANTS**

#### **7.1 General**

The Head Consultant shall include in their fee proposal all costs associated with the required sub-consultants including all overheads and margins.

The Head Consultant shall include a list of the proposed sub-consultants comprising their team.

It is the Head Consultant's responsibility to assess the level of service required and to engage the services of suitably qualified professionals to provide the required services.

#### **7.2 ENGAGEMENT OF SUB-CONSULTANTS**

It is envisaged that the services of the following specialist sub-consultants will be required, however this list is not exhaustive and the Head Consultant shall make their own assessment. The Head Consultant shall provide estimated costs in the pricing schedule for each of the various sub consultants proposed.

- a. Surveyor;
- b. Geotechnical consultant;
- c. Landscape designer;
- d. Civil/structural engineer;
- e. Sustainable design consultant/engineer (Green Star accredited);
- f. Lighting engineer;
- g. Fire risk engineer;
- h. Electrical and data designer;
- i. Hydraulic engineer;
- j. Disability access consultant;
- k. Occupational Health and Safety consultant; and
- l. Water harvesting consultant

### **7.3 INSURANCES**

The Contractor must ensure that each sub consultant and/or other contractors have adequate insurance coverage for the duties to be undertaken and have appropriate Safety Plans for working on the project.

### **7.4 PermitS and APPROVALS**

The Project Manager will directly be responsible for applying for, and obtaining, all relevant permits for the project. The Head Consultant shall assist in this process by assisting in the preparation and submission of all necessary documentation, and responding to planning enquiries. The Council will submit and pay all fees associated with obtaining required permits for works.

## **8 DELIVERABLES**

### **8.1 Documents to be Submitted**

Documentation to be submitted by the Head Consultant shall include, but not limited to:

- a. A4 written reports;
- b. Sustainable Design Statement;
- c. Trade/Technical Specification;
- d. Full Tender documentation;
- e. Cost Plans (A, B and C);
- f. Schedule of Price/Rates;

- g. Other Schedules as appropriate; and
- h. Engineering certifications – Certificate of Compliance (Design) and forms.

The consultant is required to provide the Final Report in the following format:

- a. one (1) bound coloured copy and one (1) unbound coloured copy; and
- b. electronic copy in MS Word format.

The use of images and maps are encouraged in the report, however it should be readable if printed in black and white.

## **8.2 Drawings to be Submitted**

Drawings to be submitted by the Head Consultant shall include, but not limited to:

- a. site survey
- b. colour perspectives;
- c. indicative floor plans and elevations;
- d. locality and/or index plan;
- e. existing conditions plan;
- f. demolition plan;
- g. layout/set out plan;
- h. grading/level plans;
- i. architectural, civil, mechanical, hydraulics, electrical and landscape;
- j. elevations;
- k. construction drawings and details;
- l. environmental performance diagrams (where applicable); and
- m. as-built drawings (CAD format).

## **8.3 COUNCIL'S Obligations**

The Council shall endeavour to supply to the Head Consultant any information or documents necessary to enable the services required under this Brief to be performed.

## **8.4 Others**

Other documents sought by the Council include:

- a. digital photographic representation of the exterior of the proposed open space including skateable components;
- b. large scale digital photographic representation of the Marina Reserve proposal and its relativity to adjacent buildings and terrain, suitable for presentation at public consultation; and
- c. digital model enabling "walkthrough" and viewing from various angles of the Marina Reserve proposal suitable for presentation to Council and at public consultation.

## **9 CONSULTATION AND REPORTING**

During the course of the project it is expected that a number of regular meetings will be held to deliver and manage the progress of the works. The Head Consultant is expected to attend the meetings identified below and any other meetings as required to successfully complete the project.

### **9.1 COMMUNITY CONSULTATION**

Council will coordinate and manage any and all consultation with the community.

The Head Consultant will be required to attend three (3) public consultation sessions (two hours per sessions).

Additional meetings will be reimbursed at the hourly rate rates as nominated by the Head Consultant in their fees proposal.

The Head Consultant shall allow for the production of material necessary for presentation in the Stage 1 lump sum fee submitted with their tender proposal and assist with the delivery of information to the public.

### **9.2 EXTERNAL CONSULTATION**

The Head Consultant will be required to consult with all the relevant external stakeholders through the allocated meetings structure and reporting requirements.

The Head Consultant will also be required to consult with user groups which will contribute to the design process from early stages of the project to guarantee a cohesive design that responds to user group needs.

### **9.3 Internal Consultation**

The Head Consultant shall consult with all relevant council officers, Client Manager, PCG, AWG and Councillors in order to accurately and properly design the works in accordance with this Brief.

This consultation will include key staff members, user groups and staff members with special interests and skills, as well community groups.

As a minimum, the Head Consultant shall allow for the following consultation with, and briefing to staff:

- a. initial discussion with internal stakeholders;
- b. arranged and minuted by the Council on a monthly basis: Six (6) consultations over the term of the contract with the PCG (two hours per sessions); and

- c. arranged and minuted by the project manager on a minimum fortnightly basis (expected to be weekly if required): Estimate of Three (3) meetings at each of the design stages with the AWG.

#### **9.4 MEETINGS**

- At intervals of not more than two (2) weeks or as directed by the Project Manager, the Head Consultant's Representative and any key staff nominated by the Project Manager, shall meet to review the progress of the services. To assist with such meetings, the Head Consultant shall, not less than two (2) working days before each such meeting, submit to the Project Manager two (2) copies of a progress report detailing:
  - a. previous meeting minutes, actions taken, conclusions reached and recommendations made by the Head Consultant since the previous meeting;
  - b. issues outstanding and the party responsible for resolution;
  - c. directions required from the Project Manager;
  - d. actions to be taken by the Head Consultant prior to the next meeting; and
  - e. an assessment of the actual time required and the costs involved in completing the project.

Not more than five (5) days after each meeting, the Head Consultant shall distribute the meeting minutes to each attendee, in a format approved by the Project Manager.

#### **9.5 REPORTING**

The Consultant is expected to provide regular updates and a monthly summary report for the Project Manager and PCG. These updates are to be received for review two days in advance of the pending PCG meeting.

### **10 RECORDS**

#### **10.1 MAINTAIN RECORDS**

The Head Consultant shall keep and maintain all records, including electronic records, models, survey information, ground investigations, data calculations, plans, designs, specifications, contract documents, reports, instructions and decisions pertinent to this brief and the Project.

#### **10.2 PROPERTY OF THE COUNCIL**

All records referred to in Clause 10.1 are the property of Council. Any records nominated by the Council must be delivered to the Council within two (2) working days of a direction to do so.

#### **10.3 DELIVERY TO THE COUNCIL**

Except in the cases of records which the Head Consultant has delivered to the Council in accordance with Clause 10.2, the Head Consultant must keep all records referred to in Clause 10.1 for a minimum of seven (7) years after the completion of the services under this brief. The Head Consultant is responsible for the safekeeping of the records and must rectify any loss or damage.

#### **10.4 DEED of confidentiality**

The Head Consultant shall sign a Deed of Confidentiality relating to any information made available by the Council.

### **11 PROGRAM**

The Assignment shall be completed in accordance with the following program:

- |   |               |
|---|---------------|
| • Submission of Fees Proposal                             | October 2009  |
| • Evaluation of Proposals                                 | November 2009 |
| • Letter of Acceptance – Stage 1                          | December 2009 |
| • Stage 1 – Draft Concept Masterplan Design               | February 2010 |
| • Stage 1 – Public Consultation                           | May 2010      |
| • Completion of Stage 1 – Final Concept Masterplan Design | June 2010     |
| • Coastal Management Act Consent (DSE)                    | TBC           |
| • Letter of acceptance – Stage 2                          | TBC           |
| • Stage 2 – Design Development                            | TBC           |
| • Letter of acceptance – Stage 3                          | TBC           |
| • Stage 3 – Construction Documentation                    | TBC           |

Decision to proceed to Stages 2, 3, 4 and 5 is subject consent under the *Coastal Management Act 1995* and Council's ongoing financial commitment to this project.

The Head Consultant shall allow sufficient time within these nominated milestones for the Council, PCG, AWG and key stakeholders to review each of the submissions and then finalise their submissions within one (1) week between stages. The consultant shall organise their work plan to achieve the target dates above.

### **12 BUDGET**

The overall indicative capital current budget for this project is set at \$582,000. This figure is structured on provisional capital contributions through satisfactory obtainment of all stakeholders' objectives through the initial stages of the project.

Staging of construction works is envisaged to allow for sourcing of additional funds to finalise the complete development.

The key contributors to the project are the Council and Sport & Recreation Victoria.

The budget incorporates all facets and costs associated with this project, including:

- a. all design consultants and sub-consultant's fees;
- b. all public, internal and external consultation fees and charges;
- c. all permit fees and charges;
- d. all public tender consideration fees;
- e. capital cost of the works (construction);
- f. design and construction contingencies; and
- g. defect control and management.

A key responsibility of the Head Consultant throughout the development and implementation of the project is to monitor and control the budget to ensure that this project is delivered within budget.

Three tentative construction stages are under consideration, the first stage will include skate components and the extending of the foreshore promenade into Marina Reseve. The second stage will consist of planting, viewing lawns, seating and public amenities; and the third stage will include car parking, additional seating and other ancillary services.

## 13 FEE PROPOSAL

The Head Consultant is required to provide a **lump sum cost** (fixed), including GST (Refer to the Tender Conditions) to complete **Stage 1** of the project including public consultation as outlined in this Brief.

The Head Consultant is also required to provide a breakdown of fees proposal for professional consulting services to complete each of the **remaining stages** of the project as outlined in this Brief. These fees will be provided in the form of a **percentage per stage of the estimated value of construction cost** of the project.

The Head Consultant is required to provide office hourly-rate rates.

The Head Consultant must also provide a detailed outline of the methodology and human resources to be used including full details of each of the members of the Consultant's Project Team (sub-consultants), the tasks each will be involved in and their expertise as applicable to the project.

As previously outlined, the consultant is required to submit a costing for all stages of the project, however initially the works will be limited to the completion of Stage 1 as ongoing commitment to funding is not yet confirmed.

Decision to proceed to Stages 2, 3, 4 and 5 is subject to consent under the *Coastal Management Act 1995* and Council's ongoing financial commitment to this project.

The Council reserves the right to discontinue the consultancy services subject to the information received from the DSE and subject to Council's ongoing financial commitment to the project.

### **13.1 Tender**

**NOTE:** *Tenderers are advised that, at this stage there is no guarantee that the project will proceed to Design Development and onwards. For this reason tenderers should assume, in preparation of their costs, that the costs of each of the stages in SECTION 6 are self sufficient and are not reliant on other phases to achieve cost recovery.*

*While it is the intention of Council to proceed with the same design team through all stages, Council reserves the right to call for new tender submissions for the design development and contract documentation of the remaining Masterplan.*

## **14 ATTACHMENTS**

The following attachments are provided to assist with the tender submission and fee proposal.

- Attachment 1: List of Relevant Information
- Attachment 2: Aerial photograph
- Attachment 3: CMA Consent for Marina Reserve Landscape Concept Plan 2002 Stage 1
- Attachment 4: CPTED (Crime Prevention Through Environmental Design)
- Attachment 5: St Kilda Marina Geotechnical Reports 1966 (Foundation Investigation)