

### **3. Specification**

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# Specification

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## 1. INTRODUCTION

Port Melbourne Cricket Ground is located on the corner Williamstown Road and Ingles Street in Port Melbourne, approximately 2.5 km from the Melbourne CBD. Established in 1886 the ground has played an important role in establishing the identity of Port Melbourne by hosting a range of sport and cultural activities over many years.

As the Committee of Management for the reserve, the Port Phillip City Council recognises the role of the Port Melbourne Cricket Ground as a venue for both elite and community level activities, with strong historical and cultural links to the evolution of sports in the Port Melbourne region.



## 2. BACKGROUND

The Port Melbourne Cricket Ground is a reserve under the Crown Lands Act with the Port Phillip City Council designated as the Committee of Management. Occupation of the site is managed through seasonal crown licences with the Port Melbourne Football Club and Port Melbourne Cricket Club.

The Port Melbourne Football Club (PMFC) has used Port Melbourne Cricket Ground as its training and administration base since 1886 and has hosted a number of historical VFA and VFL matches. The Port Melbourne Cricket Club (PMCC) has also been located on the site since 1874 and is one of the eight original competing teams with the Victorian Sub district Cricket Association.

With the exception of the playing surface, since circa 1940 little has been spent on maintenance of the facilities and grandstands, resulting in many of the facilities being in a state of disrepair. This, combined with a lack of capital expenditure for modernisation, has allowed the venue to decay to its present unacceptable condition.

Football Victoria, Port Melbourne Football Club and the City of Port Phillip City Council have a joint desire to see the existing facilities refurbished / upgraded. To this end the parties commissioned the preparation of a project feasibility review for the future development of the Port Melbourne Cricket Ground to accommodate the objectives of the key stakeholders of the site.

In an area experiencing rapid changes in socio-economic and demographic characteristics, the venue affords both a tangible link to local history and an opportunity for delivery of a wide range of sports and recreational services to the community

Council's priorities for the venue relate to cultural, environmental, economic and social equity objectives as articulated in the City of Port Phillip Plan. The key outcomes of the proposed redevelopment are for a facility that is fit for purpose; opportunities to increase participation relevant to the venue; and provide an opportunity for Port Melbourne Football Club to reconnect with the Port Melbourne Community.

### **3. OBJECTIVES OF PROJECT**

The project objective is the redevelopment of the football club facilities at the North Port Oval, to be jointly funded by the City of Port Phillip, Sport & Recreation Victoria, Australian Football League and the Port Melbourne Football Club. Football Victoria has identified Port Melbourne Cricket Ground as a strategic asset for its operations due to its central location and acknowledges the upgrading of the venue as a facility that can continue to meet the needs of Port Melbourne Football Club and the VFL.

The proposal is to redevelop a combination of high quality training and administrative facilities for the Club as well as a range of multifunctional community focused facilities. This redevelopment will ensure the club has the standard of facilities required for the elite level sporting club as well as providing much needed community facilities to create a key activity hub in the precinct.

The initial phases of the project must review and establish the most effective location for the redevelopment taking into account the sites existing facilities and limitations to deliver the most efficient outcome in line stakeholders objectives. One of the key challenges in this project will be the management of the existing facilities and opportunities to improve the general landscape and access. Of particular interest is the inclusion of the existing grandstand (the Goss Stand) to ensure this iconic structure is managed and maintained for the future.

### **4. DESIGN REQUIREMENTS**

#### **4.1 Environmental Sustainable Design**

It is essential that an underlying principle of the redevelopment be to utilise an environmentally sustainable design philosophy in a holistic manner as well as in detail for energy and water usage. It is expected that leading edge ESD design principals will be incorporated into the design with the objective to achieve at least 5 Stars under the Green Star rating tool for public buildings, as produced by the Green Building Council of Australia (GBCA).

#### **4.1 Landscape**

It is essential that consideration be given to the landscape design with a view to improving both the perception and use of the facility and grounds by the broader / general public.

#### **4.2 Heritage**

It is essential that the heritage fabric of North Port Oval, and in particular the Grandstand be well understood and sympathetically treated in any redevelopment of the grounds and buildings and in the renewal of the Goss Grandstand itself.

#### **4.3 General design requirements include:**

- Practicality of designs.
- Flexibility for usable space.
- Sensitivity to resident opinion and local community requirements.
- Security & Safety
- Fire Safety Systems
- Voice and data systems
- Car parking and access
- Susceptibility to Vandalism and Graffiti
- Maintenance and cleansing ability (i.e. minimum maintenance)
- Aesthetics & Urban design
- Use of Recycled materials
- Natural and artificial lighting
- Functional design to ensure a “user friendly” environment that is” fit for purpose “.
- Long term operational costs and maintenance requirements
- Energy efficiency and Environmental Sustainable design practices.
- Compliance with relevant all Australian Standards
- Compliance with Building Code of Australia
- Compliance with DDA requirements
- Access and Egress
- Staff and Public Amenity

### **5 PROJECT BUDGET**

The overall estimated capital construction budget for this project is set to a maximum of

A\$ 4.7 million dollars. This figure is structured on provisional capital contributions through satisfactory obtainment of all stakeholders’ objectives through the initial phases of the project.

The key contributors to the project are: The City of Port Phillip, Sports & Recreation Victoria, The Port Melbourne Football Club and the Australian Football League.

This budget allocation includes:

- All design consultants and sub consultants fees
- Design, documentation and specifications
- All permits , fees and changes
- Construction costs.
- Project Contingencies and Administration
- Defect Control and Management

## **6 CLIENT**

A client group, the Project Control group (PCG) has been established and comprises representatives from the City Of Port Phillip, Sports & Recreation Victoria, The Port Melbourne Football Club and the AFL. The Principal for this commission will be the Port Phillip City Council.

## **7 LEVEL OF SERVICE**

The Principal and other stakeholders require the highest standard of design, coordination and quality assurance during the project to ensure a high quality project is produced on time and within budget. Should works exceed the budget specified above, the Consultant shall amend the drawings to bring costs within budget at no further expense to the Principal or stakeholders.

## **8 PROJECT GOVERNANCE**

### **8.1 Project Agreement**

It is proposed that the City of Port Phillip, AFL, Sports & Recreation and The Port Melbourne Football Club will enter into a joint funding and administrative agreement. This agreement will reinforce the project governance processes and structure.

### **8.2 Project Control Group**

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

### **8.3 Project Working Group**

The Project Working Group is to deliver the functional and operational input and decisions required to deliver the project. The group 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.

### **8.4 Project Manager**

The Project Manager will be responsible for:

- Management of the project team
- Design and documentation process
- Management of the construction budget
- Management of the project schedule & timelines
- Appointment of Superintendent under the General Condition of Contract
- Project delivery strategy
- Tender & contract documentation preparation
- Tender assessment and awarding of contracts
- Project management, construction and contract administration

### **8.5 Architect**

The Architect is responsible for the services as described in this brief.

The architect will be the principal consultant for this project and is responsible for the coordination of the design consultants and the development of the schematic design.

## **9 SCOPE OF SERVICES**

All architectural and associated services will be undertaken in accordance the objectives outlined in this project brief.

The tenderer 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 time a tender submission and fee proposal in accordance with this brief. The Architect shall be responsible for engaging his/her own sub-consultants to provide a wide range of expertise to the project.

The Architect shall be fully responsible for designing works to meet the projects budget and shall provide fully estimated cost plans by a registered quantity surveyor as required.

## **10 PHASES OF CONSULTANCY WORK**

To facilitate the delivery of this complex project and accommodate all stakeholders objectives the architectural consultancy will be delivered in phases as outlined in this project brief.

The engagement is to undertake all phases outlined in this brief, however the ongoing engagement for phase 3 & 4 is subject to council's ongoing financial commitment to this project. As such the initial works will be limited phase 1 (pre design) and phase 2 (Schematic design) at this time pending council's commitment to funding of the project in the 2010/2011 financial year.

**The initial consultancy commission will include but is not limited to:**

### **Phase 1: Pre- Design**

- 10.1 Review of existing reports & documentation.**
- 10.2 Site Investigation of existing facilities.**
- 10.3 Interviews with all key stakeholders & PCG.**
- 10.4 Conformation of positioning options for development**
- 10.5 Authority Requirements, planning, Heritage, traffic reports etc**
- 10.6 Development of Functional & Technical Brief (FTB).**
- 10.7 Pre Design Summary Report & Program. (Presentation)**

### **Phase 2: Schematic Design**

- 10.8 Development of ESD objectives**
- 10.9 Development of concept design option (A)**
- 10.10 Development of Cost Plan (A)**
- 10.11 Development of Estimated Lifecycle Management Plan (15 year)**
- 10.12 Design Development Report & Updated Program (Presentation)**

Possible subsequent phases of the consultancy may include but is not limited to:

**Phase 3: Design Development & Documentation**

- 10.13 Conformation of design
- 10.14 Detailed design
- 10.15 Detailed Cost plan (B)
- 10.16 Tender Documentation & Specification
- 10.17 Final Design Report & Delivery Program

**Phase 4: Tendering & Construction Management**

- 10.18 Tender Analysis, Evaluation & Reporting
- 10.19 Construction Supervision and Contract Administration
- 10.20 Defects Liability Supervision and Administration

**11 CONSULTATION**

**11.1 Community Consultation**

Council will coordinate and manage any and all consultation with the community. The successful consultant will be expected to attend meetings as requested and be reimbursed in accordance with tendered schedule of rates.

**11.2 External Consultation - (stakeholders)**

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

**11.3 Internal Consultation**

The consultant will be required to consult with all the relevant council officers and councillors in order to accurately and properly complete initial phases of this project.

**Internal consultation will include but not limited to:**

- Councillors
- CEO and Executive Team
- Client Manager

**12 INFORMATION AVAILABLE AS PART OF THE PROJECT. (TO BE MADE AVAILABLE ON APPOINTMENT OF CONSULTANT)**

**12.1 Previous studies, reports and data**

- Port Melbourne Oval Master Plan
- Port Melbourne Redevelopment

- Environmental Site Assessment
- Environmental Management Plan.
- Port Melbourne Cricket Club Master Plan 2009
- Sport and Recreation ( 5 Year )Strategic Resource Plan 2006
- Council's Sport and Recreation Service Review 2006
- Council's Sports Policy 2003: Values and Goals

#### **12.2 Project site information**

- Plans of site.
- Underground assets.
- Asbestos reports
- Structural reports
- Condition Assessments

#### **12.3 Site Ownership Information**

- Title information.
- Aerial photograph
- Easement implications.

#### **12.4 Town Planning, Historic and related information**

- Present zoning
- Heritage Act listing,
- National Trust of Australia

### **13 INSPECTION OF SITE**

To assist consultants to understand the purpose and extent of the project, a mandatory inspection of the site will be held at the North Port Oval Wednesday the 25<sup>th</sup> of March 2009 at 10.00am. Please contact Scott Hodges (Tel; 9209 6316) at the City of Port Phillip by the close of business Monday 23rd of March 2009 to confirm your attendance and the name of your company's representative.

### **14 PROJECT MILESTONES**

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

- |  |            |
|--|------------|
| • Submission of Tender                     | April 2009 |
| • Evaluation of Tender                     | April 2009 |
| • Letter of Acceptance                     | May 2009   |
| • Completion of Phase 1 – Pre Design       | June 2009  |
| • Completion of Phase 2 – Schematic design | July 2009  |
| • Letter of acceptance – Phase 3           | TBC        |
| • Completion of Stage 3 – Detailed Design  | TBC        |

The consultant shall allow the Port Phillip City Council 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.

## 15 MEETINGS

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 architect is expected to attend the meetings identified below and any other meetings as required to successfully complete the project.

### 15.1 Project Control Group (PCG)

Arranged and minuted by the CoPP on a monthly basis. The architect is to allow for attendance during all phases of the stages of the project. Estimated (8)

### 15.2 Project Working Group (PWG)

Arranged and minuted by the project manager on a minimum fortnightly basis (expected to be weekly if required). The architect is to allow for attendance during the pre design and schematic stages of the project. Estimated (12)

### 15.3 Consultants Team Meetings (CTM)

Arranged and minuted by the Architect on a minimum fortnightly basis. (Or more frequently as required). Consultant to confirm frequency and submit minutes of the meetings to the Project Manager.

## 16 REPORTING

The Architect 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.

## 17 DELIVERABLES

### 17.1 Documentation

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

- A4 written reports
- Technical specifications
- Full tender documentation
- Costs Plans
- Schedule of Prices/Rates
- Other Schedules as appropriate
- Engineering certification- Certificate of compliance- design

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

- No foldouts
- 1 bound coloured copy and 1 unbound coloured copy
- 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.

## **17.2 Drawings**

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

- Concept Design
- Locality and/or index plan
- Existing conditions plan
- Layout/set out plans
- Demolition plans
- Elevations
- Construction drawings and details
- 1 bound coloured copy and 1 unbound coloured copy
- Electronic Copy in MS Word format

## **18 PERMITS AND APPROVALS**

The Port Phillip City Council will be responsible for applying for, and obtaining, all relevant permits for the project. Council will submit and pay all fees associated with obtaining required permits for the works. The Consultant will be required to provide any information, plans or drawings etc required to secure each permit.

## **19 ENGAGEMENT OF SUB CONSULTANTS**

The Contractor must provide estimated costs in the pricing schedule for each of the various sub consultants proposed.

Typically these may include disciplines of:

- Mechanical/Ventilation
- Civil/Structural
- Drainage/Hydraulic/Water Quality
- Electrical
- Survey
- Landscape Architecture
- Heritage
- Quantity Surveying
- Green Star - Energy Conservation
- Water Harvesting
- Disability Access
- Traffic Management
- Community Evaluation / Net community Benefit
- 

### **19.1 Insurances**

The Contractor is required to 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.

### **19.2 Record & Information Management**

The contractor must ensure that all appropriate records are kept and provided to the Port Phillip City Council upon request.

## **20 FEE PROPOSAL**

The consultant is required to provide a lump sum cost (fixed) to complete each phase of the project as outlined in this brief. The 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, 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 phases of the project, however initially the works will be limited to the completion of phases 1 & 2 as ongoing commitment to funding is not yet confirmed.

The City of Port Phillip reserves the right to discontinue the consultancy services subject to councils continued funding of the project in the 2010/2011 financial year.

## **21 PAYMENT SCHEDULE**

Payment will be made on the satisfactory completion of the following phases as deemed by the Port Phillip City Council and as priced by the consultant (or as agreed with the appointed consultant):

- Satisfactory Completion of Phase 1 – Pre Design
- Satisfactory Completion of Phase 2 – Schematic Design
- The ongoing engagement and payment schedule details for Phase 3 & 4 is subject to councils' ongoing financial commitment to this project.

## **22 EVALUATION AND SELECTION CRITERIA**

Selection of the successful tenderer shall be based on (i) the material provided in the tender response, (ii) responses to tender interviews conducted with short-listed tenderers and (iii) past performance on similar projects, as determined by reference checks undertaken with previous clients of the tenderer.

Specific criteria taken into consideration by the Tender Evaluation Panel in selecting the successful tenderer will include the following:

- **Methodology / Approach**

Have a sound understanding of the issues surrounding the particular project and tailoring the sequence of activities to ensure desired project outcomes; identity of critical activities and outputs; the ability to effectively communicate key activities and steps to be performed, and the ability to challenge & promote lateral thought amongst all parties is an important consideration.

- **Team / Management**

The specific people to be engaged on the project, their experience particularly in relation to the projects mentioned for the above criterion, expertise and nominated tasks; how they will be managed and coordinated. Consideration has to be given to the consultant's recognition of their responsibility for the project process.

- **Program / Response**

Demonstrate an awareness of the time constraints placed on the project, and having considered the relevant timing issues to establish the sequence of tasks and associated schedules necessary to achieve any predetermined timelines.

- **Project Experience**

Demonstrate experience of the consulting organisation and sub-consultants in working with projects of this type, scale and environment with particular reference to achievement of function, aesthetic, and budget for recreational facilities. The ability to

communicate verbally and formally on the progress of the design options and process to clients.

- **Client Focus**

Competency in addressing client issues and concerns and demonstrated ability to elicit a cooperative and valuable contribution from the client.

- **Price / Value for Money**

Demonstrated understanding of the time and resources required to undertake the consultancy to a satisfactory standard. This will be assessed through the following sub criteria.

- Evaluation of allocated time percentage against each phase
- Detailed breakdown of hourly rates of staff to be involved in the assignment for each phase.
- Review of submissions for exclusions and inclusions and their impact on the project.
- Detailed breakdown and review of sub consultancy's submissions, skill set and experience.
- Review of all sundries items and administrative costing estimates
- Review of schedule rates for additional works for all levels of the consultancy and sub consultants.

- **Environmental Performance**

Demonstrate consultant's experience in the environmental performance of the project and the ability to meet the target Green star rating. Key performance elements are energy efficiency, water consumption, waste management, material selection and indoor environment quality.