

4. Specification / Project Brief

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INTRODUCTION

1.1 Background

In 2011 the City of Port Phillip adopted an Arts and Culture Policy that aligns with Council Plan and demonstrates a commitment to supporting a culturally vibrant community and city. The policy outlines the principles and objectives to deliver arts and cultural services, programs and facilities to the municipality. This project seeks to deliver an upgrade to the facility as part of the objectives in contributing to the social, health and wellbeing and economic benefits of fostering a diverse, culturally engaged and active community.

The Gasworks Arts Park Inc. is one of Council's facilities used to deliver art and culture to the community.

This site provides an important facility for performing and visual arts within the City of Port Phillip. After operating as a gasworks for more than 100 years the former industrial buildings of the park were upgraded in the mid-1990's to house performance spaces, café, galleries and administration offices.

The buildings and site have a rich history in Melbourne's production of Gas, and has several stakeholder interests that are expanded on within this brief.

Council has committed to upgrading the Centre and allocated funding through the Capital Works Program.

After extensive investigation and consultation, capital works improvements have been identified at Gasworks Arts Park. Improvements have been recommended into the useability of the theatre and associated buildings by staff and performers and enhance the experience of audiences.

The investigation has highlighted the following improvements:

- Provision of new dressing rooms
- Provide a more visible and DDA compliant entry into the theatre building
- Soundproofing and acoustic upgrade to performance area (Studio and Theatre)
- Refurbishment and upgrade of internal amenities for patrons
- Provide internal link between the box office/foyer and studio.

In 2011 architects were engaged to design the upgrade to the centre. A full set of architectural drawings were finished that proposed an extension to the rear of the existing Theatre. This would provide for new dressing rooms, toilets and showers. The plans also proposed upgrade the Studio and Theatre spaces, and existing bank of patron toilets. When lodging a planning and building permit, it was revealed that the land to the rear of the building was Crown Land, not Council.

While the project continued along its path, and discussion between Property and DEPI continued, an alternative option was reviewed, where a like for like upgrade to the Centre could still occur by using the existing footprint.

Council has undertaken a initial review of the site, and discovered there are opportunities to upgrade the facility within the existing building footprints (rather than extending).

This opportunity means Council can internally rework spaces to achieve better functionality and upgrades, with our existing footprint.

Contamination

Council undertook a voluntary environmental site assessment of Gasworks Arts Park to assess soil contamination, and found significant contamination existed.

Officers worked in cooperation with the EPA to understand the possible response actions available, and given the level and nature of the contamination found, a Remediation Action Plan (RAP) is being developed by independent consultants that will adequately and effectively manage the long term use of the park for public and recreation activities.

Whilst this occurs an Interim Remediation Action Plan was developed and been applied to any works undertaken on the site.

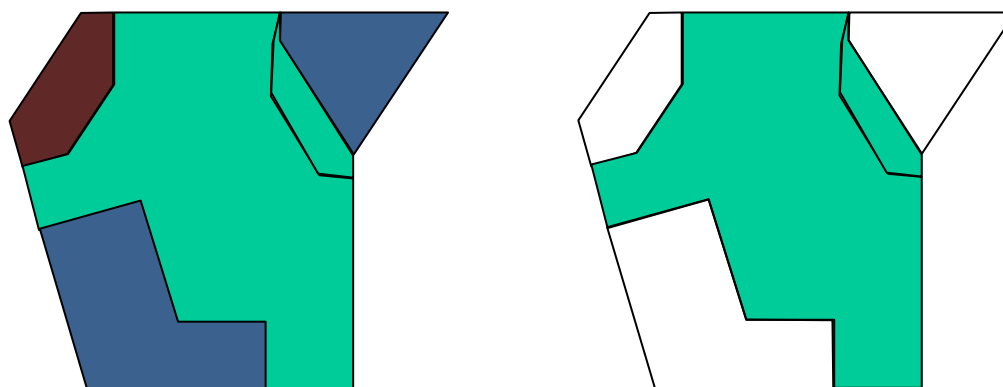
The Gasworks Arts Park had been identified for Master Plan designs, and given the results of the contamination, have since expanded their brief to respond to Contamination and the actions Council will undertake to improve the usability of the Park.

The Park Plan, is a separate project to the building upgrade and will be project Managed by Council’s Parks and Open Space team.

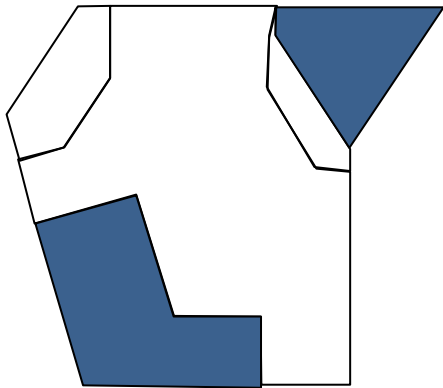
It is expected that as part of the Gasworks Building Upgrade project, the head consultant also undertakes soil testing for contamination, with the results of this testing being considered through the design phases.

1.2 Site Information

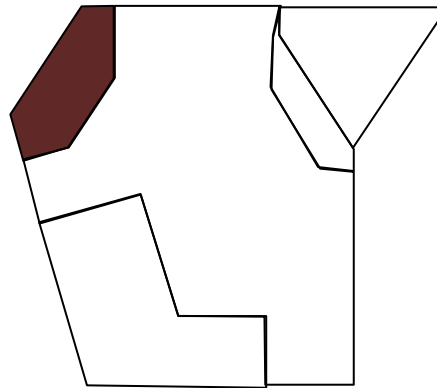
Precinct	Gasworks Arts Park, 21 Graham Street (crn Pickles & Graham St), Albert Park
Park	Part owned by Crown. Part owned by Council. Council is Committee of Management for the Park
Centre	Gasworks Arts Centre (inclusive with café, gallery, gatehouse building)



The Precinct

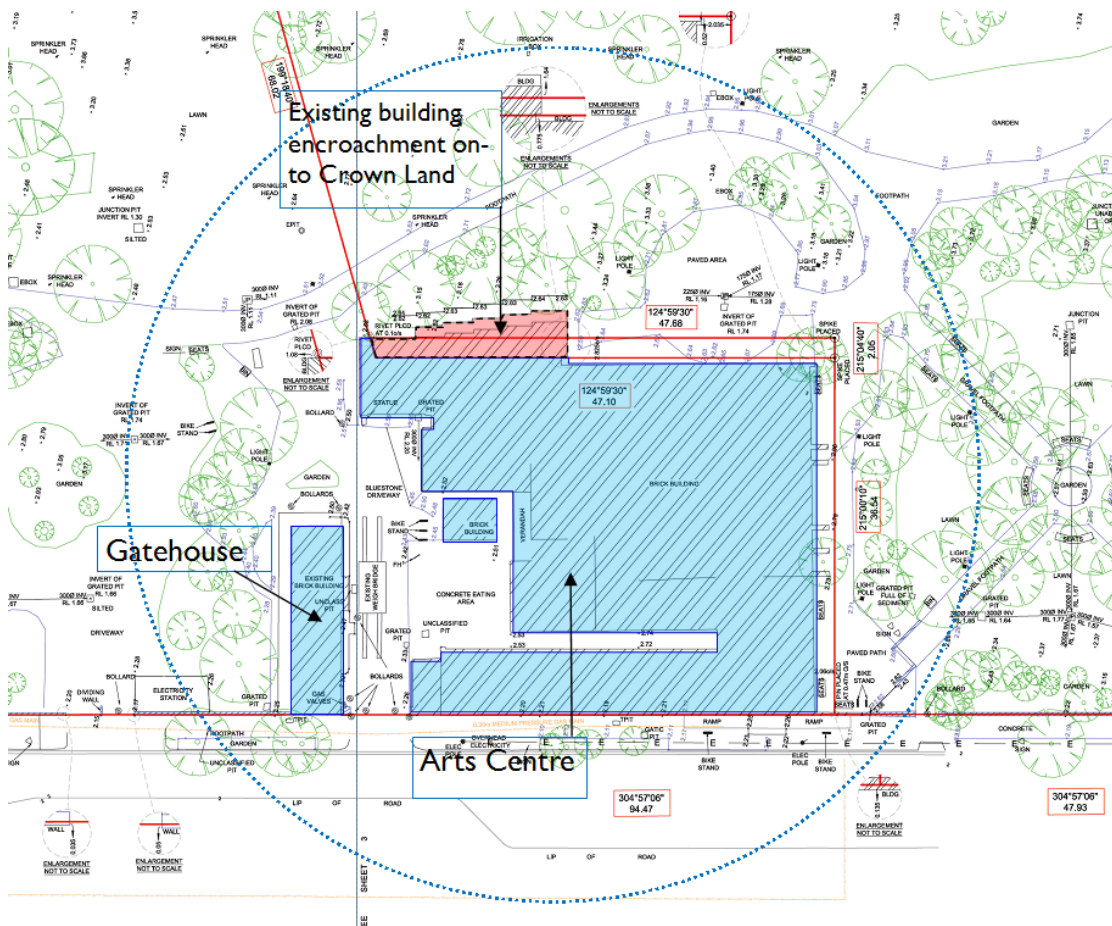


Crown Land



Council Freehold Land

Multinet Authority owned land



Existing building encroachment area



Aerial Photo, with title boundaries

The site operated as a gasworks up until the 1970s by private companies and eventually the Gas and Fuel Corporation. The site was purchased by the State and Local Governments in 1979 and subsequently developed as a park which it remains today.

The site is subject to a Heritage overlay as per the Port Phillip Planning Scheme. A copy of the Heritage Overlay has been provided with this brief (Attachment 5)

The park is also the location of the always popular monthly farmers' market. The layout of the existing buildings is attached

2. PROJECT MANAGEMENT

2.1 Project Name

The project shall hereafter be known as the 'Gasworks Building Upgrade Project'

2.2 Project Officer

The project contact is:

Jonathan Kambouris
Project Manager – Capital Works
City of Port Phillip

2.3 Stakeholders

Key Stakeholders:

- City of Port Phillip – Arts & Culture (Client Manager)
- Gasworks Arts Centre (Operations)
- Gasworks Arts Incorporated Board

Secondary Stakeholders:

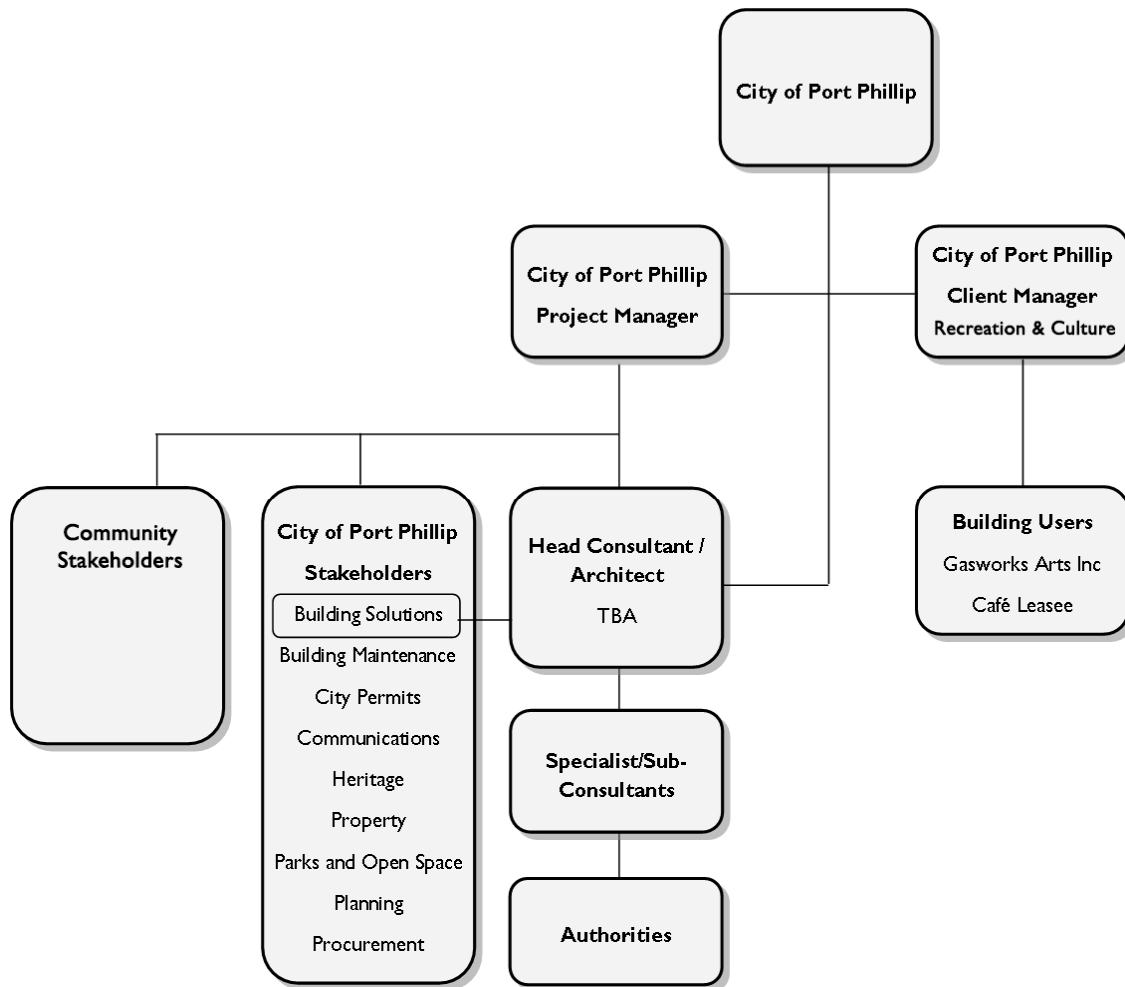
- DEPI (Department of Environment & Primary Industries)
- City of Port Phillip – Parks & Open Space, Maintenance, Property departments
- Community Stakeholders

2.4 Project Communication

Communication through the project (design and/or construction) may be undertaken through the Aconex system or similar program. Head Consultant should allow for this in their tender.

2.5 Project Management Structure

In response to the tasks to be undertaken and deliverables to be achieved with this commission, the following organisational structure has been adopted:



3. SCOPE

3.1 General

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

3.2 Project Objective

City of Port Phillip's Projects Delivery Department seek Architectural & Head Consultant Services to design and prepare a coordinated set of documents for the refurbishment and upgrade of Gasworks Arts Centre.

The Head Consultant shall provide the scope of services as specified. To design, document and redevelop Council's existing buildings on freehold title to provide:

- New Dressing Rooms
- New toilet facilities for patrons (including new sewer connection)
- Technical Upgrades to the Studio and Theatre spaces
- Improve Public Entry including compliance with the Disability Discrimination Act.

Operationally the design should provide:

- better functional layout for performers (so as to not cross paths with patrons), including direct access to the performance areas
- improved dressing room facilities, to attract new groups and match industry standard
- improved technical systems in studio/theatre spaces

Design is to address the following deliverables :-

Public Entry

- Public entry into Theatre complex to clear and inviting, and better circulation through the complex
- Entry to be compliant with DDA regulations, BCA and relevant standards.

Dressing Rooms

- Existing administration zone to be refurbished as new dressing rooms for performers.
- Design of new dressing rooms to include:
 - Segregation of male and female areas as requested
 - Include toilets and showers
 - Adequate lighting and bench space for make up
 - Costume hanging
 - Cleaner's storage
 - Laundry space

Existing Studio Space

- Existing 2012 design to be adopted and included in final documentation. This includes such items as:
 - Raised floor, provision for a 7.5 kPa floor and substructure
 - Lighting improvements

- Acoustic treatment including acoustic wall insulation and acoustic doors
- Provision of blackout shutter in existing glazed windows.
- New door with sound/light lock
- Design should also account for any electrical upgrade that may be required

NOTE: This design will be made available to the successful consultant

Existing Theatre

- Existing 2012 design to be adopted and included in final documentation, including such things as:
 - New (motorised) lighting bars
 - Acoustic treatments to doors and windows
 - New door with sound/light lock

NOTE: This design will be made available to the successful consultant

Patron Toilets (and ticket box/bar)

- Consideration of new location if necessary
- Sewer pipe upgrade

Backstage access

- Investigate the ability to remove brickwork for an access door subject to Heritage restrictions.
- Investigate the flows of backstage access including the loading and unloading of equipment from external sources.

3.3 Reference Documents

The Head Consultant must familiarise themselves with the following documents unique to this project to inform the design process:

- City of Port Phillip – Existing Floor Plan and Functions
- City of Port Phillip – Sustainable Design Strategy 2013
- City of Port Phillip – Towards Zero Sustainable Environment Strategy
- City of Port Phillip – Heritage Precinct Overlay Review – Citation No: 1155

3.4 Environmental Performance Benchmark

The Head Consultant is required to complete the City of Port Phillip Sustainable Design Scorecard as part of this commission and should consider the requirements of the scorecard at all stages of the design and documentation process. Details can be found here: <http://www.portphillip.vic.gov.au/sds.htm>

Our Sustainable Design Officers are available to respond to queries on this matter, however to ensure a transparent process, all questions must be lodged in writing through TenderLink.

3.5 Community Consultation

Council will coordinate and manage all consultation with the community.

The Head Consultant will be required to attend up to two (2) community consultation meetings (typically outside of business hours) and to present if required at such meetings. The Head Consultant is required to allow for design and production of material appropriate for presentation (A1 presentation boards etc).

3.6 Stakeholder Consultation

The Head Consultant shall consult with all relevant members in accordance with the Project Management Structure in section 2.4 of this brief, in order to accurately complete the commission in accordance with this brief.

As a minimum, the Head Consultant shall allow for the following consultation with, and briefing to, stakeholders in their tender submission:

- Initial discussions with internal stakeholders
- DEPI, Planning and Building Surveyor consultation as detailed under 'Statutory Permits'
- Schematic Design phases: attendance at monthly steering committee meetings
- Design development and contract documentation phases: meetings with Gasworks Reference Group members regarding building functionality, fit-out, materials and design. Note, all stakeholder consultation is to be arranged through the Project Manager
- Commencement to completion
 - attendance at monthly Project Control Group (PCG) meetings
 - attendance at fortnightly site meeting
- Meetings as required with the Project Manager

3.7 Statutory Permits

The Head Consultant will be required to prepare all documentation required to obtain the following permits:

- Planning Permit
- Building Permit
 - Including DEPI consent, due to part of the existing building crossing over title boundary

The Head Consultant is to ensure all documentation submitted for the purposes of obtaining a building permit is deemed to satisfy all relevant Standards and legislative requirements associated with the Building Code.

The Head Consultant is required to allow for consultations with Council's Planning department, and DEPI from the Schematic Design stages through to granting of permits. The consultant will prepare all documentation required for the permit applications and any amendments requested by the relevant authorities subsequent to submission. Permits will be submitted and paid for by City of Port Phillip.

The above excludes submissions relating to or attendance at Victorian Civil and Administrative Tribunal hearings.

The Head Consultant is responsible for briefing and co-ordinating the building surveyor. Council's Building Solutions Department will be engaged to provide building surveying services for this project. Building Solutions is located at the St Kilda Town Hall.

The Head Consultant shall assist in this process by preparing and submitting all of the necessary documentation, attending meetings and addressing all of the building surveyor's requirements sufficient to obtain a Building Permit.

3.8 OH&S

The Council is obliged to provide and maintain, so far as is practicable, a working environment for its employees and members of the public that is safe and without risk to health. The Head Consultant must itself, ensure that any Sub-Consultants at all times identify and take all necessary precautions for the health and safety of all persons, including the Head Consultant's employees and Sub-Consultants, staff of the Council, and members of the public, who may be affected by the performance of the Services.

The Head Consultant must inform itself of all OH&S policies, procedures or measures implemented or adopted by the Council. The Head Consultant and Sub-Consultants must comply with all such policies, procedures or measures.

The Head Consultant must comply with and ensure that its employees, Sub-Consultants and agents comply with any Acts, regulations, local laws, codes of practice and Australian Standards which are in any way applicable to OH&S and the performance of the Services.

The Head Consultant and its Sub-Consultants are required to comply with Section 28 of the *Occupational Health and Safety Act 2004* in designing safe buildings and structures where these buildings and structures may be used as a workplace. All Council buildings and open space areas should be regarded as a workplace for this purpose. The Head Consultant and its Sub-Consultants may not at any stage relinquish this responsibility nor attempt to transfer it to Council. The Head Consultant may choose to mitigate their exposure to risk by engaging an independent auditor to assess their designs. Any costs associated with this engagement should be included in the lump sum fee submitted.

3.9 Quality / Performance Requirements

The Head Consultant will have a major role in influencing the quality of the design. The Head Consultant must take all reasonable steps to provide designs that are appropriate for the site and surroundings, suitable for the intended usage and occupation, adhere to the brief, compliant with relevant codes, standards, Planning and heritage regulations.

3.10 Hold Points

Due the complexity of the community and statutory consultation and approval process required for this project, Council requires a number of hold points. The Head Consultant must ensure that the lump sum fee submitted accounts for reasonable delays in the process at these hold points. The lump sum fee must be broken up into discrete phases as indicated in the fee schedule, as these phases represent Council's required hold points. Should Council choose to discontinue the project at any stage, the Head Consultant shall be remunerated for services provided to that point.

4. SUB-CONSULTANTS

4.1 General

The Head Consultant shall include in their fee proposal all costs associated with the required Sub-Consultants including all overheads, margins and co-ordination.

4.2 Engagement of Sub-Consultants

The following specialist Sub-Consultants are required:

- Services Engineers (mechanical, electrical & data, hydraulic)
- Theatre Lighting Consultant
- Acoustic Consultant
- Civil/structural engineers
- Geotechnical consultant
- DDA Consultant
- Quantity Surveyor
- Fire Risk Engineer

The Head consultant shall note any additional Sub-Consultant they may require.

The Head Consultant is to ensure all sub consultants have all current and relevant licenses and accreditations.

5. PHASES OF SERVICES TO BE PROVIDED

5.1 General

Summary of services as follows:

PHASE 1: Concept Design

Hold Point

PHASE 2: Design Development

Hold Point

PHASE 3: Tender/Construction Drawings

Hold Point

PHASE 4: Public Tender

PHASE 5: Services during Construction and Contract Administration

PHASE 6: Post Construction and 12 month Defect Period

5.2 Phase 1: Concept Design

The Head Consultant shall prepare a Concept Design Report including plans, elevations, sections and perspective views, in addition to a detailed cost plan (Cost Plan B) for the design.

Upon submission of the Concept Design Report, Council will review the funding status and confirm that the concept design is to be pursued. The Head Consultant shall allow for minor amendments to the concept design based on feedback from the Gasworks Reference Group, & Council prior to the designs being presented for community consultation. The Head Consultant is required to prepare suitable presentation material (eg A1 presentation boards) for the community consultation process.

The concept design phase should address:

- **Innovation** - Council requires innovative design solutions, thinking outside the square and putting the City of Port Phillip at the forefront of good design.
- **Innovative storage solutions** - Creative methods to address substantial storage needs and potential options for future expansion.
- **Sensitive heritage design** - Designs to be sympathetic to the heritage nature of the buildings
- **After hours access** - for community groups and members of the public hiring the function spaces
- **Traffic flows** - Designs must pay due consideration to pedestrian flows within the complex of both performers/staff and members of the public. Consideration should also be taken as to safe entrance and egress. All entries and egresses are to be made compliant.
- **Planning / DEPI** - Design in line with Council's Planning Policy and feedback from Planner and DEPI at Phase 1.
- **Materials** – Innovative use of materials and consideration of longevity in this harsh coastal environment and use of sustainable materials.
- **Cost Plan(s) B** – Addressing all concept designs.
- **Building Compliance** – concept design should ensure that thought has been given to current standards as to toilets, access and egress etc. A review by

the Building Surveyor should be undertaken to highlight any potential issues before final concept design is presented.

- **Soil testing** – A Soil Contamination Report must be prepared, including all soil results, recommendations and cost implications, as well as a Soil Management Plan for the site. The test results shall be accounted for in the Cost Plan. Testing should also include testing for asbestos in the soil. The Head Consultant shall be aware that Council has an in-house Soil Contamination Advisor qualified to review and provide comment on the report. Contact should be made through the Project Manager.
- **Asbestos** – Head Consultant to undertake a Part 6 audit on the building. Any asbestos removal works is to be factored into the design solutions and the final design.

The Concept Design Report should demonstrate how the Head Consultant has addressed issues of planning, Heritage, design, materials selection and constructability as well as reflecting upon the critical findings of previous reports. The report should include preliminary engineering from each of the compulsory Sub-Consultants, in the form of sketches, drawings and reports. Cost Plans B for each of the designs will be included in the report along with comparisons of positive and negative aspects of each proposal and the Head Consultant's recommendations. The requirement for such a degree of specialist consultant input in advance of Design Development is to ensure that any logistical or financial unknowns unique to this site are fleshed out prior to the budget being set.

The Head Consultant shall allow for amendments to the completed Concept Designs following each of the following review stages:

- Council's review of the Concept Design Report submission.
- Community Consultation, DEPI, Planning & Building Surveyors feedback. Following Council's review of community feedback, DEPI and Planning's feedback, a final Concept Design Report will be submitted.

5.3 Phase 2: Design Development

The Head Consultant shall prepare a Schematic Design Report including plans, elevations, sections and perspective views, in addition to a detailed cost plan (Cost Plan C1).

Upon submission of the Schematic Design Report, Council will review the funding status. The Head Consultant shall allow for minor amendments to the base brief design based on Councillors's feedback, prior to the designs being presented for community consultation. The Head Consultant is required to prepare suitable presentation material (eg A1 presentation boards) for the community consultation process.

The schematic design phase should address:

- **Innovation** - Council requires innovative design solutions, thinking outside the square and putting the City of Port Phillip at the forefront of good design.
- **Innovative storage solutions** - Creative methods to address substantial storage needs and potential options for future expansion.
- **Sensitive heritage design** - Designs to be sympathetic to the heritage nature of the function spaces

- **After hours access** - for community groups and members of the public hiring the function spaces
- **Traffic flows** - Designs must pay due consideration to pedestrian and cyclist traffic flows, ambulance and vehicle access, allowing safe entrance and egress in line with Council's Planning Policy and feedback from Planner and DEPI at Phase 1.
- **Materials** – Innovative use of materials and consideration of longevity in this harsh coastal environment and use of sustainable materials.
- **Cost Plan(s) C1** – Addressing all schematic designs.
- **Building Compliance** – Consideration should be given to information received at concept design that ensures that thought has been given to current standards as to toilets, access and egress etc. Application for Building Permit will be undertaken at this Phase. The subsequent review by the Building Surveyor will highlight any potential issues before Design Development phase is completed.
- **Soil testing** – Design at this Phase is to have taken into account the Soil Contamination Report in Phase 1.

The Schematic Design Report should demonstrate how the Head Consultant has addressed issues of planning, Heritage, design, materials selection and constructability. The report should include preliminary engineering from each of the compulsory Sub-Consultants, in the form of sketches, drawings and reports. Cost Plans C1 for each of the designs will be included in the report along with comparisons of positive and negative aspects of each proposal and the Head Consultant's recommendations. The requirement for such a degree of specialist consultant input in advance of Design Development is to ensure that any logistical or financial unknowns unique to this site and typology are fleshed out prior to the budget being set.

The Head Consultant shall allow for amendments to the completed Schematic Designs following each of the following review stages:

- Council's review of the Schematic Design Report submission.
- Community Consultation, DEPI and Planning feedback. Following Council's review of community feedback, DEPI and Planning's feedback, a final Schematic Design Report will be submitted.

The Head Consultant must allow to prepare 2 x A1 presentation boards demonstrating the project with a site plan and visualisations suitable for public presentation.

Hold Point

Approval to proceed with Phase 3 will be granted once Council receives a Planning Permit (with endorsed drawings).

5.4 Phase 3: Contract Documentation

This phase involves the development of complete, properly coordinated, checked and up-to-date documents suitable for tendering, Building Permit and subsequent construction.

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

The Head Consultant must:

- Provide technical/trade specifications detailing in clear and measurable terms the quantity, standard and quality of all elements of the final design of the Gasworks Building Upgrade project, suitable for inclusion in the tender documents for the Building 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.
- 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 Building Agreement. All drawings shall be prepared under the Head Consultant's drawing template, unless specified otherwise, and be uniquely numbered to Council's specification;
- prepare a pricing schedule for a lump sum tender, suitable for inclusion in the tender documents prepared by Council. Pricing schedules must be capable of being used as the basis for pricing the Works and determining progress payments arising from the Building Agreement;
- liaise with the Project Manager to compile a master copy of the full suite of tender documents, including Council-prepared documents such as the Conditions of Tendering, Contract Conditions and annexure;
- provide electronic version of the tender document master copy and drawings in PDF and AutoCAD formats;
- assist the Project Manager in obtaining a building permit, as described under 'Statutory Permits'.

Upon completion of the tender documentation and prior to going to tender, Council will engage an independent quantity surveyor to prepare a Cost Plan D (pre-tender estimate). Cost Plan D will be used to determine if the documented project adheres to the budget agreed at the conclusion of Phase 3. If Cost Plan D is found to be over budget beyond a reasonable margin and the overrun was not due to scope increases initiated by Council, the Head Consultant is required to amend the documentation in accordance with agreed savings.

5.5 Phase 4: Public Tender

Council will invite submission through and Expression of Interest and Public Tender process.

The Head Consultant is required to participate in an advisory capacity (ie responding to Tender RFIs and issuing revised drawings if required), and to provide a 'Contract Set' as detailed under 'Deliverables'.

5.6 Phase 5: Contract Administration

Council will superintend the Building Agreement (AS4000). The Head Consultant responsibilities are as follows:

- respond to contractor's Requests for Information (RFIs) expeditiously

- Provide 3 x finishes boards for use by CoPP, Builder and head consultant.
- provide advice throughout construction on a broad range of issues regarding the documentation and site etc;
- provide advice from specialist Sub-Consultants;
- review of shop drawings, samples, prototypes;
- attendance at fortnightly site meetings ;
- issue drawing amendments as required;
- provide advice for the assessment of variations and additional claims;
- carry out regular site reviews and make recommendations to the superintendent based on observations regarding the works or non-compliance with the documentation
- resolve design and practical construction matters raised;
- make recommendations to the Council regarding any additional design work and execute those works upon approval by the Superintendent;
- prepare monthly reports for the Project Manager detailing the Builder's activities during the period under review with reference to program, budget, quality, environmental and other specified control;
- assist the Project Manager in ensuring the required inspections, tests and commissioning is carried out at the completion of the project.
- review as-built drawings prepared by the contractor along with manuals and warranties
- assist the Project Manager in ensuring Council staff and building users is provided with comprehensive training with regard to new equipment and processes.

The Head Consultant must provide all of the above in a timely manner such that the superintendent to the construction contract (the project manager) is able to comply with their obligations under AS4000. The Head Consultant's response times for RFIs on critical path items, shop drawing submissions etc must not extend to a duration that would reasonably entitle the Contractor to an extension of time (EOT)/variation/project suspension.

5.7 Phase 6: Post-Contract / Defects Liability Period

Refer 'Deliverables'

6. DELIVERABLES

6.1 Documents to be submitted

The Head Consultant is to submit the following as a minimum:

Phase 1 – Concept Design

- Site Plan
- Cost Plan B
- Diagrammatic plan layouts
- Identification of the building envelope
- Planning and DEPI input (if required)
- Engineering considerations
- Sketch elevations
- Evaluation and recommendation of the above

Phase 2 – Design Development

- Schematic / Schematic Design Report
- Cost Plans C1
- Floor plans
- Elevations and sections
- Perspective views
- Schematic design analysis and design explanation
- Evaluation and recommendations
- Planning and DEPI input (if required)
- 2 x presentation boards for public display
- Design Development Report
- Cost Plan C2
- Floor plans
- Elevations and sections
- Perspective views
- Preliminary engineering documentation
- Planning permit application and all documentation and amendments required by the relevant authority to obtain a Planning Permit.
- Building Permit application and all documentation and amendments required for the relevant authority to undertake an initial review
- DEPI Consent application and all documentation and amendments required by the relevant authority to receive consent
- Amended Plans – if Cost Plan has come over budget (a threshold of 5 % will apply, and be at the discretion of the Project Manager).

Phase 3 – Tender / Construction Drawings:

- Architectural and sub-consultant documentation package For Tender.
- Architectural and engineering specifications and schedules
- Engineering certificates
- Building Permit application and all documentation and amendments required by the relevant authority after the initial review (Phase 2) to obtain a Building Permit to be finalised
- Obtain and 'in principle' Building Permit Approval

Phase 5 - Public Tender

- Responses to Tender RFIs as required

- ‘Contract Set’ of documentation. The ‘Contract Set’ will account for all addenda items, post-tender clarifications and negotiations.

Phase 6 – Services during Construction and Contract Administration

- ‘Construction Issue’ documentation
- Responses to contractor RFIs as required
- Up-to-date drawings to be maintained throughout construction for submission at the completion of the project capturing all amendments issued during construction (through Architect’s Advice notices etc)

Phase 7 – Post Construction and 1 2month defect liability period

- Periodic defects reports (3 month intervals) throughout the DLP

Council shall endeavour to supply the Head Consultant with any information or documentation necessary to enable the services required from the brief to be performed.

The Head Consultant shall maintain records, including electronic records, survey information, data calculations, plans, designs, specifications, contract documents, reports, instructions and decisions pertinent to this brief and project.

7. PROGRAM

Council’s indicative timelines are as follows:

Milestone	Timeline
Phase 1: Consultant Engagement	
• EOI process	February 2014
• Short-list TENDER process	March 2014
• Consultant contract commencement	April 2014
Phase 2: Concept Design Report	
• Concept Design Report submission including Cost Plan B	June 2014
Councillor Review / Community Consultation	
• HOLD POINT – Council’s review of Concept Design Report	Up to 2 weeks
• Head Consultant to amend concept designs and report as required in preparation for community consultation	CTC (Consultant to Confirm)
• HOLD POINT community consultation	Up to 2 months
• Council’s review of community consultation feedback and direction on preferred design	Up to 2 weeks
Phase 3: Design Development Report	
• Design Development Report submission including Cost Plan C	CTC

<ul style="list-style-type: none"> Final submission following Council review and amendments 	CTC
<ul style="list-style-type: none"> Submit Planning and DEPI Coastal Consent applications 	CTC
<ul style="list-style-type: none"> HOLD POINT – Planning, Building Permit and DEPI approvals 	Allow up to 8 weeks
Phase 4: Contract Documentation	
<ul style="list-style-type: none"> Council final review and amendments as necessary 	CTC
<ul style="list-style-type: none"> Cost Plans D to be commissioned independently by Council 	TBC
<ul style="list-style-type: none"> Obtain 'in principle' Building Permit 	Allow up to 4weeks
<ul style="list-style-type: none"> Tender drawing package 	CTC
Phase 5: Tender	
<ul style="list-style-type: none"> Council to conduct public tender process 	Up to 3 months
<ul style="list-style-type: none"> Construction drawing package 	CTC
Phase 6: Contract Administration	
<ul style="list-style-type: none"> Construction to commence 	CTC
Phase 7: Defects Liability Period	
	12 months

The Head Consultant shall prepare a time line (Gantt chart) including all phases listed above.

8. BUDGET

The Gasworks Building Upgrade Project has a project budget of \$2,000,000, allocated from Council's Capital Works Program.

The project budget is required to service the following:-

- Design Costs
- Statutory permits and fees
- Other consultants costs
- Construction costs
- Project Contingency - 30 %

9. ATTACHMENTS

Schedules – To be completed and submitted by Head Consultant

1. City of Port Phillip – Existing Floor Plan and Functions
2. City of Port Phillip – Sustainable Design Guide
3. City of Port Phillip – Towards Zero Sustainable Environment Strategy
4. City of Port Phillip – Heritage Precinct Overlay Review – Citation No: 1155