



# PART 1 – Consultant Brief

## REQUEST FOR PROPOSAL

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<b>Proposal Title</b>	<b>Architectural Services and Lead Design Consultant Services</b>
<b>Proposal Number</b>	<b>SGC-1052-Q1</b>
<b>Project Title</b>	<b>The Cultural and Civic Space Project, Coffs Harbour</b>
<b>Project Phases</b>	<b>Preliminary Schematic Design, Schematic Design, and Preparation of Development Application</b>
<b>Issue Date</b>	<b>Friday 30th November 2018</b>

**Sourced through NSWBuy Scheme 1191 – Consultants in Construction**  
**CHCC Eligibility Buyer No: 32119**

Proposal Closing Time and Lodgement Details	
Proposal Closing Date:	Friday 21 <sup>st</sup> December 2018
Proposal Closing Time:	9am AEST
Proposal Lodgement:	Upload to E Tendering Portal only <a href="http://www.tenderlink.com/coffsharbour">www.tenderlink.com/coffsharbour</a> There are two Tender Return Boxes, 1. Non-Price and 2. Price.
Other Lodgement Methods:	No other methods of lodgement will be accepted.
Proposal Validity Period:	90 days after the Closing Date
RFP Questions:	All questions and requests for clarification are to be lodged on the E Tender

## PART 1 – Consultant Brief

Nominated Contact details	
Contact Name	Ken Welham Note: only to be used in the event E Tendering Portal is not working.
Contact Email	ken.welham@chcc.nsw.gov.au

Documents Comprising this Request For Proposal		
Item No.	Document Header	Document Title
1	Part 1	Consultant Brief
2	Part 2	Technical Response Schedule
3	Part 3	Commercial Response Schedule

**\*Note to Vendor:**

- The Following response schedules are to be returned;
  - Part 2 Technical Response Schedule – to be lodged in the Non-Price Tender Box;
  - Part 3 Commercial Response Schedule – to be lodged in the Price Tender Box.
- Only the two pdf response schedules can be lodged on E Tender.

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## 1. Document Scope and Overview

### 1.1. Objective

This document is a Request for Proposal (hereafter called the “document” or “RFP”) for the purpose of the appointment of a suitably qualified and experienced Vendor to provide lead design consultancy services for the new Cultural and Civic Space Project (hereafter called the “Project”) located at 23-31 Gordon Street, Coffs Harbour.

“Vendor” is defined as the business which will contract with Coffs Harbour City Council (CHCC) and which will undertake the services.

It is being sent to organisations that have been shortlisted from NSW Government SCM1191 - Prequalification Scheme for Consultants in Construction for the provision of the services. It sets out information about CHCC, the Project and the work that has been undertaken to date, together with a description of the services that will be required, the tender submission deliverables and the process for selection.

### 1.2. Award and Contract

The selection process is a single stage tender process which may include a further short-listing exercise to establish which Vendors will be invited to an interview presentation.

This document is not a “Tender” or “Contract” nor will any contract be implied as a result of any response to this document. Following a process of engagement between CHCC and a Vendor as may be chosen by CHCC at its sole discretion, a contract will be concluded only when the Agreement as finally approved has been agreed and signed by CHCC and the successful Vendor.

The Vendor’s Proposal(s) constitute an offer to contract which shall remain open for a period of 90 days from the date of submission of the Vendor’s Proposal(s).

CHCC reserves the right to make a single, multiple or no award if it is determined to be in CHCC’s best interest.

CHCC may enter into negotiations with more than one consultant simultaneously and may make the award to any Vendor without prior notification to any other Vendor. CHCC also reserves the right at its sole discretion to cease negotiations at any time prior to the execution of the Agreement without incurring any liability.

CHCC reserves the right to amend this RFP in any manner prior to award.

The Vendor is responsible for all costs incurred in the preparation of its Proposals and any subsequent interview presentation, whether or not the Vendor is successful.

The Vendor is presumed to have satisfied itself as to the nature and complexity of the services required. If subsequently the delivery of the services is found to be non-compliant, compliant services will be provided at no extra cost to CHCC.

Vendors should note that CHCC reserves the right to disqualify a Vendor if any material misrepresentation is made in its Proposals or subsequently in the presentation interview.

## 2. Project Information

### 2.1. Introduction

The Coffs Harbour City Council has recently endorsed the Cultural and Civic Space project’s Concept Business Case to progress the project into Schematic Design phase and preparation of Approval Documentation (either Development Approval or State Significant Development (Planning Consultant to confirm)).

Coffs Harbour City is located on the Mid North Coast of New South Wales, about 540 kilometres north of Sydney and 440 kilometres south of Brisbane with an estimated resident population of 75,500 people. We understand that the population of Coffs Harbour is expected to increase to 96,087 by 2036.

It is important to this Project to note that Coffs Harbour City Council acknowledges the Gumbaynggirr Nation as the traditional custodians of the lands within its local government boundaries, and also that Coffs Harbour has a role as a regional service town and resettlement zone for refugees.

The drivers for this exciting regional project include:

- the need for enhanced cultural and social infrastructure etc. for both economic, cultural and social benefits including cultural and tourism economy.
- Developing a cultural and civic precinct and a cultural heart of the city;
- Enhancing amenities, services and programs by providing larger and improved spaces to enable higher level programs, activities and services to be accessed regionally;
- To enable Council to meet service obligations and community demand for things such as meeting space, workshop space, digital workshop space, etc.
- To invest in a central facility as a catalyst for change and to address some of the socio-economic disadvantages identified in the region such as educational disadvantage, youth disengagement, unemployment and low community participation;
- To address the limitations in Council's current office spaces and Council Chambers;
- To increase the number of meeting spaces for the community; and
- To improve organisational collaborations and staff cultures by locating a number of services in the one central space.

## **2.2. Project**

The Cultural & Civic Space project includes a Regional Gallery, central Library, Regional Museum, multipurpose meeting rooms, co-working space, shop, café, function space, (including use as Council Chambers), customer service area, Council staff office accommodation, car parking and an aero-bridge to the existing multi-deck car park across Riding Lane.

The project maximises the utilisation of 23-31 Gordon Street site and enables development of 2 Castle Street and Duke Street (Rigby House) in line with the City Centre Master Plan (including residential/mixed use). The project supports the City Centre Masterplan 2031 vision and objectives.

The Cultural & Civic Space is an innovative project that will provide many benefits to the local community. Along with a new fresh and modern building, some of the broader benefits will include:

- Access to cultural opportunities and facilities that are not currently available;
- Cultural precinct and cultural tourism activation opportunity;
- Lifelong learning, educational opportunities and improved literacy;
- Social wellbeing and access to information and connection;
- Economic benefit to artists, creative industries, retail and service sector;
- Vibrant and active City Centre.

## **2.3. Background Context**

The vision for developing a dedicated regional cultural facility in Coffs Harbour has been planned for at least thirty (30) years. Several sites and Proposals have been developed over that time. From approximately 2000 the focus has been to activate the City Centre. In 2013 Council adopted the most

recent City Centre Masterplan that outlined key strategies and objectives including cultural facility development. In 2016 Council adopted the Gordon Street site for a new library and gallery space. In 2017 Council adopted a Precinct Analysis (*Appendix H*) that outlined a cultural and civic precinct and the Cultural and Civic Space project.

In June 2018 Council also made the decision to include the Museum into the facility plans.

In 2016 engagement and consultation was undertaken in relation to the cultural needs and opportunities as well as library and gallery facility needs. This consultation informed both the concept design brief and Creative Coffs - Cultural Strategic Plan 2017-2022. In February and March 2018, comprehensive stakeholder and community engagement was initiated to seek input from stakeholders and the community on three (3) separate concept designs prepared in late 2017 and early 2018 (*Appendix K*). The main aim of the engagement was not to select a preferred concept design but rather to generate input on individual components that could form part of the schematic design in the next phase of the project. The outcomes from this community consultation process are recorded in Community Engagement Report (*Appendix L*), and are to inform the Preliminary Schematic Design. Please visit the Have Your Say Project page for further information regarding community engagement.

<https://haveyoursay.coffsharbour.nsw.gov.au/>

Supporting background documentation are located at;

- *Appendix G - Coffs Harbour City Centre Masterplan 2031*

The Coffs Harbour City Centre Masterplan 2031 represents a new approach to City design. In preparing this report, Council contracted in 2012 a multidisciplinary team comprising Robertsdays + AHH + GTA + I&BM + Northrop + Straight Talk to work with the community and stakeholders. The balance of the report supports the Vision and provide an overview of the City Centre Principles and Objective before focusing on the specific Strategies and Projects to realise the Vision and to create a prosperous City Centre by 2031. There are three components to this report;

1. Viewing collaboration of public and private actions as an evolving process
2. Recognising the value of quick, affordable tools in creating instant impact and promoting long term change; and
3. Aligning strategy with projects to built towards a pragmatic utopia.

- *Appendix H – CHCC Precinct Analysis Gordon Street Library & Gallery April 2017*

The Precinct Analysis is an adopted amendment to the City Centre Masterplan 2031.

- *Appendix I – Creative Coffs - Cultural Strategic Plan 2017-2022*
- *Appendix J – Cultural and Civic Space Project – Concept Design Brief*

Note this Design Brief is for background information only, the functional areas and design requirements are currently under review with stakeholders, also the community consultation feedback needs to be considered. The Lead Design Consultant is required to develop a Functional Technical Brief during the initial weeks of Preliminary Schematic Design Phase for endorsement by CHCC.

- *Appendix K – Three Concept Design Submissions*
- *Appendix L – Community Consultation Report – Concept Design 2018*
- *Appendix M – Creative Coffs - Cultural Strategic Plan 2017-2022*

## **2.4. Workplace Strategy**

CHCC are currently in the process of engaging a workplace strategy consultant for the Council Office. This work is will be given to the Lead Design Consultant to incorporate into the Schematic Design.

### 2.5. Related Projects

There are other projects in the CBD and elsewhere that will have an effect on the program and design of the Cultural and Civic Space Site. These projects may be designed in parallel with this project and become a design input. Some of these projects include:

1. The pedestrianisation and upgrade of Riding lane to the West of the Site.
3. A scoping study for cultural development options for the City Hill site.
4. Cultural collections storage offsite and staff/volunteer workspace.
5. Relocation of Geolink (currently occupy a building on the Site that will be demolished).
6. Upgrade of Gordon Street and planning for rerouting through traffic.
7. Relocation of Council Storage.

### 2.6. Approval Pathways

Approval pathway is to be confirmed however - the two likely options are:

- Development Application - lodged with a different Council to Coffs Harbour City Council. Following assessment will be sent to the Northern Regional Planning Panel for determination.
- State Significant Development

In both scenarios the application is required to be submitted by end June 2019 with determination anticipated by March 2020.

### 2.7. Project Budget

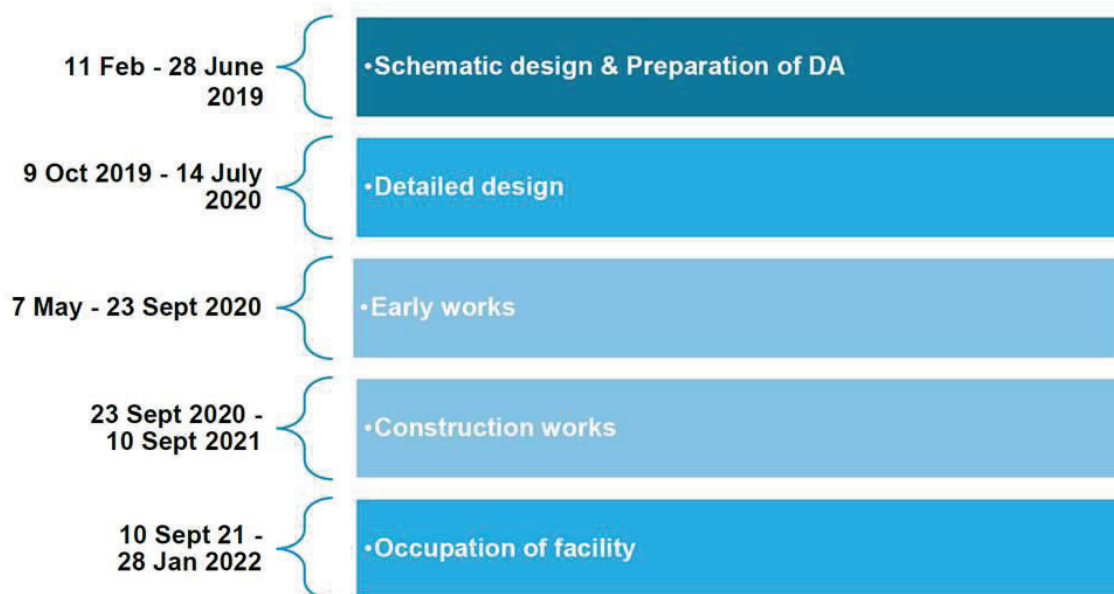
The Project has an approved development cost (at completion) of \$76,520,000.

### 2.8. Project Delivery

The project delivery model is Construction Management model with a 2 Stage Early Contractor Involvement (ECI). The Lead Design Consultant will be required to assist Turner and Townsend Thinc and CHCC with the documentation to form an Expressions of Interest to Contractors. This work will commence during the period of this commission, however, Stage 1 of the process will only commence once the DA has been submitted.

### 2.9. Key Project Milestones

Whilst this engagement is for the schematic design phases and lodgement of development application, the overall delivery programme is the driver with the award of Contract for construction being a time critical key milestone. Therefore the lodgement of development application by the end of June 2019 is a Key milestone set by CHCC. Key project milestone for the design and delivery of the Cultural and Civic Facility are:

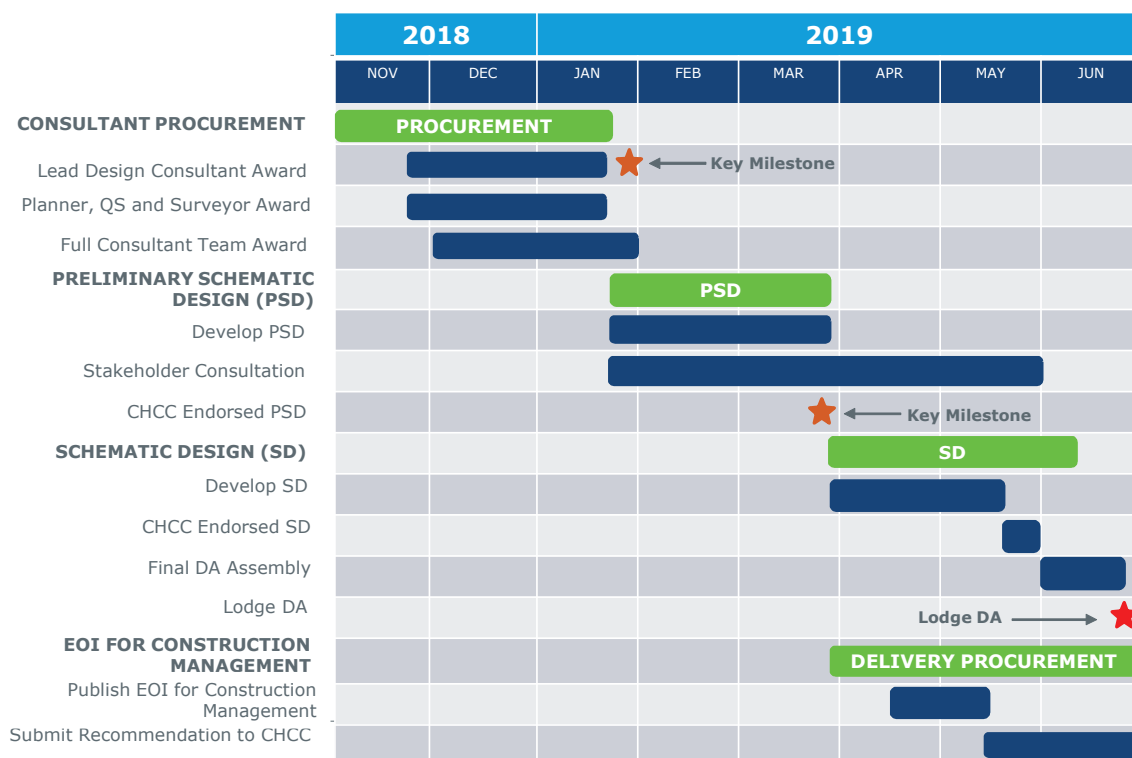


2.9.1.Table - Key Project Milestones

A DRAFT Milestone programme for is provided below for information only. The Vendor is to provide a design programme and detail on how the Vendor will discharge its responsibilities to deliver its services on time in accordance with Project Phases and lodgement of Approval Application (DA or SSD).

DRAFT - FOR INFORMATION ONLY

### Milestone Program - Schematic Design and Lodgement of DA



2.9.2.Table Draft Milestone Programme



## 2.10. Preliminary Schematic Design Phase

A Preliminary Schematic Design phase has been introduced to reflect the work that needs completed before this Project can move into Schematic Design phase. The Concept Design phase has informed a schedule of areas however this work needs tested, retested with stakeholders, validated and finally endorsed by CHCC before moving into Schematic Design phase. Typical concept design exploratory work such as functional adjacencies have not been undertaken, nor has the development of the Brief in terms of blue sky thinking which will involve significant engagement with Stakeholders.

## 2.11. Consultant Procurement Model

The Project consultant a team will be procured over the course of December 2018 and January 2019. Below is the consultant procurement model that has been endorsed by CHCC. The Lead Design Consultant is required to engage and manage the BCA, access and landscape consultants. Also the Lead Design Consultant is required to manage the design and coordination of the engineering consultant work. **The Lead Design Consultant must include their role within the Consultant Procurement Model in their Tender offer.**

Engaged by CHCC & Managed by T&T	Engaged by CHCC Commercials & Contract Managed by T&T  <u>Design Managed by Lead Design Consultant</u>	<u>Engaged and Managed by Lead Design Consultant</u>	Engaged and Managed by Planning Consultant
Architect	Acoustic Consultant	BCA Consultant	Archaeologist
Planner	Civil Engineer	Access Consultant	Arborist
Quantity Surveyor	Structural Engineer	Landscape Architect	Others
Communications Consultant	Electrical Engineer		
Social Impact Consultant	Fire Engineer		
Surveyor	Traffic Engineer		
Workplace Strategy	Hydraulic Engineer		
Potential additional consultants include:	Geotechnical Consultant		
- Indigenous Design <sup>1</sup> Consultant	ESD Consultant		
- Arts and Cultural Consultant <sup>1</sup>			
- Psychologist <sup>2</sup>			

2.11.1. Table - Consultant Procurement Model

1. CHCC have a strong desire to have indigenous design, and arts and cultural interpretations to inform the building design, not an afterthought to the design.
2. The inclusion of a Psychologist to consult with the Architect would be to inform the facility design so that it meets the needs of the full range of visitors the Cultural and Civic Centre intends to attract. A few examples include;
  - a. Coffs Harbour has an aging population and dementia is on the increase;
  - b. the region has a higher than average population with trauma symptoms (refugee resettlement & ex-service);
  - c. the Coffs Harbour tourism intent for the future is to attract tourists that are less abled (both physical and learning).
  - d. early childhood visitors are currently underserviced in the Coffs Region.

An inclusive design that ‘feels’ good and easy to navigate is to be considered in the design of internal and external space.

**2.12. Travel and Accommodation**

The Design Consultant shall be responsible for and include in the total Proposal price all costs associated with travel and accommodation for up to 8 site visits. A rate for additional site visits must also be provided.

### **3. Instructions to Tenderers**

**3.1. Requirements**

CHCC wishes to appoint a Vendor to provide Lead Design Consultant services as set out in Appendices A-G Scope of Services in relation to the project described in this RFP.

The vendor’s attention is drawn to the following project specific key requirements:-

- CHCC anticipates that the Vendor’s team will be led by a senior professional with extensive experience who will maintain a significant involvement throughout the whole project;
- The vendor’s team will be required to demonstrate a pro-active approach and ability to work with others to overcome problems in a constructive, timely and consensual manner, which recognises the primacy of the successful achievement of the project objectives over individual priorities; and
- The vendor’s team will be responsible for the seamless coordination and delivery of all aspects of the design to an agreed programme and within the approved budget.

**3.2. Compliance**

In addition to the submission by the Vendor of a compliant tender, tenderers may submit alternative Proposals that meet or exceed CHCC’s requirements.

CHCC takes no responsibility for any assumption or interpretation of this RFP that tenderers might make.

If the Vendor anticipates that any additional design services are required, this is to be clearly identified in the Tender submission.

### 3.3. Indicative Programme for Appointment of Vendor

The following dates are indicative and are subject to change:-

Item	Date
Issue RFP	30 November 2018
RFP Close	21 December 2018
Evaluate RFP Tender	16 January 2019
Interview Presentation	21-22 January 2019
Award Contract	25 January 2019

3.3.1. Table – Indicative Lead Design Consultant Procurement Programme

### 3.4. Interview Presentation

CHCC will advise the Vendor of its requirement, if any, to attend an interview presentation. The invitation will include details of the format of the presentation. The Vendor must ensure that the key personnel to be engaged on the commission are available to attend.

### 3.5. Documents Issued as part of this RFP

This RFP comprises the following documents:

Item	Content
Request for Proposal	This document including any supporting and accompanying information
<b>Appendix A</b>	General Requirements
<b>Appendix B</b>	Lead Design Consultant Scope of Work
<b>Appendix C</b>	BCA Consultant Scope of Work
<b>Appendix D</b>	Access Consultant Scope of Work
<b>Appendix E</b>	Landscape Design Consultant Scope of Work
<b>Appendix F</b>	The Agreement <ul style="list-style-type: none"> <li>AS4122 – General Conditions of Contract for Consultants</li> <li>Annexure of AS4122</li> </ul>
<b>Appendix G</b>	CHCC Coffs Harbour City Centre Masterplan 2031
<b>Appendix H</b>	CHCC Precinct Analysis Gordon Street Library & Gallery April 2017
<b>Appendix I</b>	CHCC Creative Coffs - Cultural Strategic Plan 2017-2022
<b>Appendix J</b>	Cultural and Civic Space Project – Concept Design Brief
<b>Appendix K</b>	Three Concept Design Submissions
<b>Appendix L</b>	Community Consultation Report 2018 – Concept Design
<b>Appendix M</b>	CHCC Environmental Policies - Sustainability, Climate Change, Wood
<b>Appendix N</b>	Fig Tree to be Retained

### **3.6. Acknowledgement and Intention to Submit Proposal**

Within one working day of receipt of this RFP the Vendor is requested to acknowledge receipt of this RFP and confirm its intention to submit a response.

### **3.7. Submission of Proposal**

All Response Schedules contained in Part 2 and Part 3 are to be fully completed and submitted by 9am on Friday 21st December 2018.

The Vendor is required to submit Soft Copies separately: -

- Part 2: Technical Proposal; and
- Part 3: Commercial Proposal (Form of Tender) should be submitted via two separate electronic documents to E Tender. The project name, the services being tendered and the Part clearly labelled.

\*Note: -

- Only two documents can be uploaded to E Tender Portal.
- There are two Tender Boxes, 1. Non-Price and 2. Price.

### **3.8. Late Submission of Proposal**

Failure to submit Proposal by the tender date will automatically preclude a Vendor's Proposal from being submitted.

### **3.9. CHCC Project Manager Contact**

CHCC contact is only provided in the event of an emergency. All communication must be via E Tender portal. The name and contact details of the CHCC Project Manager are as follows:

Ken Welham

Strategic Projects Officer

Coffs Harbour City Council

Email: ken.welham@chcc.nsw.gov.au

### **3.10. Queries**

All queries arising in connection with this RFP should be lodged on E Tender portal.

The Vendor must not discuss any matters with or seek any advice relating to this RFP from any CHCC employee or other consultant, Vendor or supplier to CHCC.

Should any Vendor raise a query the answer to which is of general interest to other Vendors, CHCC reserves the right to circulate both the query and answer to other Vendors tendering for the services the subject of this RFP. This will be provided via a Tender Addendum.

### **3.11. Quality**

#### **3.11.1. Quality Control**

The successful Lead Design Consultant shall provide resourcing to ensure quality control of all design and technical aspects are monitored and maintained.

#### **3.11.2. Quality Records**

The Consultant shall retain sufficient records as objective evidence to assure Council that project requirements are being met.

## 4. Evaluation and Selection

Vendor's responses will be evaluated against the criteria and allocated weightings.

The evaluation will be based on:-

- The information submitted by the Vendor in response to this RFP;
- The interview presentation and responses to questions (if required); and
- The extent to which the Vendor confirms its compliance or otherwise with the conditions set out in the Agreement.

The evaluation will be undertaken by CHCC and Turner & Townsend Thinc.

Evaluation Criteria
Vendor's corporate relevant experience, capacity, support and commitment
Understanding of the project's requirements, knowledge of the key issues involved in projects of this type and demonstrated relevant experience in successfully delivering services on similar projects.
Proposed team, relevant experience, technical expertise, management skills, communication skills and allocation of time
Organisational structure and ability to work effectively with CHCC and Turner & Townsend who are its appointed External Project Manager.
Fee including value for money and proposed payment schedule
Fitness for purpose of the products offered, Tenderer's Quality Standard and Quality Assurance System

4.1.1. Table - Evaluation Criteria

### 4.2. Notification of Award and Feedback

Unsuccessful Vendors will be notified in writing within three (3) weeks of the award.

It is CHCC and Turner & Townsend Thinc's policy to offer constructive feedback to unsuccessful Vendors.

## 5. Ownership of Intellectual Property

- 5.1. The Respondent grants to the Council an irrevocable, royalty-free and perpetual licence to use and exercise all intellectual property rights in the Respondent's design for the Cultural and Civic Facility and in all other materials submitted in its Response (collectively, "Response Materials"), including the right to sublicense the intellectual property rights in the Response Materials to a third party for the purposes of:
  - a) any subsequent approach to market made by the Council in relation to the Cultural and Civic Facility; and
  - b) the third party further developing, enhancing and adapting the Response Materials and combining the Response Materials with other designs and materials.

- 5.2. For the purposes of clause [12.1], intellectual property rights includes patents, copyright, trade marks, registered designs and all similar rights anywhere in the world.
- 5.3. The licence in clause [12.1] is granted by the Respondent to the Council despite any statement to the contrary in these terms and conditions or in any Response.

Upon the expiration or earlier termination of the contract, the Design Consultant will deliver to Council all records, contract material and all copies of it, and if necessary, transfer or have transferred any Intellectual Property Rights to Council.

Intellectual Property Rights in records supplied to the Design Consultant by Council for reproduction or guidance remain vested in Council.

## **6. No Agency**

The Lead Design Consultant will not:

- Represent itself or allow itself to be represented as being an employee or agent of Council
- By virtue of the contract be or become an employee of Council

## **7. Conflict of Interest**

The Lead Design Consultant is required to affirm that there is no, and there will not be any, conflict of interest as a result of the Consultancy. The Lead Design Consultant may be required to sign a Statutory Declaration to this effect.

The Lead Design Consultant shall not, during the course of the contract, engage in any activity or obtain any interest likely to conflict with or restrict the Lead Design Consultant in performing its obligations under the contract fairly and independently. The Lead Design Consultant shall immediately disclose to Council such activity or interest.

## **8. Insurances**

Please provide details of all insurances itemised in Part 2 – Technical Response Schedule. The successful Lead Design Consultant shall hold and keep current these insurances for the duration of the contract.

## **9. Participation in the Proposal Process**

### **9.1. Eligibility to Proposal**

If a Respondent or any of its officers, employees or agents has been involved or has assisted the Principal in relation to the preparation of this Request for Proposal (including but not limited to the specifications, conditions of contract or the criteria on which the assessment of Proposals will be based) the Principal may in its absolute discretion refuse to consider the Proposal and the Principal will not be liable to the Respondent for any expenses or costs incurred by the Respondent in relation to preparation and submission of the Proposal.

If a Respondent or any of its officers, employees or agents has in the 5 years preceding the date of this Request for Proposal or is presently providing services to the Principal as a consultant, contractor or subcontractor and in that capacity was or is being provided with access to information of the Principal that

is not publicly available the Principal may in its absolute discretion refuse to consider the Proposal and the Principal will not be liable to the Respondent for any expenses or costs incurred by the Respondent in relation to preparation and submission of the Proposal.

### **9.2. Jurisdiction**

The project, the RFP and the final Contract documents will be governed by the law of NSW. By lodging a Proposal the Respondent irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of NSW.

### **9.3. Costs of Proposal**

Respondents remain responsible for all costs incurred by them in connection with its Proposal whether before or after the Deadline and whether incurred directly by them or their advisers regardless of whether such costs arise as a direct or indirect consequence of amendments made to the Request by the Principal. For the avoidance of doubt, the Principal shall have no liability whatsoever to Respondents for the costs of any negotiations conducted in the event that the Principal decides not to accept any Proposals.

### **9.4. Canvassing of Officials**

Any Respondent who solicits or attempts to solicit support for its Proposal or otherwise seeks to influence the outcome of the Proposal process by:

- a) offers of any inducement, fee, or reward, to any member or officer of the Principal, or any person acting as an adviser for the Principal; or
- b) canvassing any persons referred to in this document; or
- c) contacting any member or officer of the Principal about the Request or any process relating thereto, except as authorised by this Request including (but without limitation) for the purposes of discussing the possible employment transfer of the Respondent member or officer, may be disqualified from involvement in the RFP process (without prejudice to any other civil remedies available to the Principal and without prejudice to any criminal liability which such conduct by a Respondent may attract), at the Principal's discretion.

### **9.5. Confidentiality**

The Principal makes information available on condition that it is treated as confidential by the Respondent and is not disclosed, copied, reproduced, distributed or passed to any other person at any time except for the purpose of enabling a Proposal to be made, for example by disclosure by a Respondent to its insurers or professional advisers, provided they have each given an undertaking at the time of receipt of the relevant information (and for the benefit of the Principal) to keep such information confidential. Other than specified above, or as required by law, and save insofar as the information is in the public domain, Respondents shall not make any of the information available to any other parties in any circumstances without the prior written consent of the Principal nor use it for any purpose other than that for which it is intended.

### **9.6. Statement of Business Ethics**

The Principal is committed to the highest standards of honesty, fairness and integrity in all its business dealings. The Principal's Statement of Business Ethics sets out the standards of behaviour that the Principal expects from its private sector partners. These standards of behaviour relate to fair, ethical and honest dealings with the Principal, and ensuring that the best level of service is provided to the community. This document is also attached to this Proposal document. Breaches of this Statement may constitute grounds for termination of this contract.

### **9.7. GIPA Requirements (where relevant)**

Where the Contract involves the Respondent providing Services on behalf of the Principal s121 of the Government Information (Public Access) Act 2009 (NSW) requires that the following be included in any Contract, and this will be part of the Contract with the Principal:

- 9.7.1. The Contractor must, within seven (7) days of receiving a written request by the Agency, provide the Agency with immediate access to the following information contained in records held by the Contractor:
  - 9.7.1.1. information that relates directly to the performance of the services provided to the Agency by the Contractor pursuant to the Contract;
  - 9.7.1.2. information collected by the Contractor from members of the public to whom it provides, or offers to provide, the services pursuant to the Contract; and
  - 9.7.1.3. information received by the Contractor from the Agency to enable it to provide the services pursuant to the Contract.
- 9.7.2. For the purposes of sub-clause 18.7.1 information does not include:
  - 9.7.2.1. information that discloses or would tend to disclose the Contractor's financing arrangements, financial modelling, cost structure or profit margin;
  - 9.7.2.2. information that the Contractor is prohibited from disclosing to the Agency by provision made by or under any Act, whether of any State or Territory, or of the Commonwealth; or
  - 9.7.2.3. information that, if disclosed to the Agency, could reasonably be expected to place the Contractor at a substantial commercial disadvantage in relation to the Agency, whether at present or in the future.
- 9.7.3. The Contractor will provide copies of any of the information in sub-clause 18.7.1, as requested by the Agency, at the Contractor's own expense.

Any failure by the Contractor to comply with any request pursuant to sub clause 18.7.1 or 18.7.3 will be considered a breach of an essential term and will allow the Agency to terminate the Contract by providing notice in writing of its intention to do so with the termination to take effect seven (7) days after receipt of the notice. Once the Contractor receives the notice, if it fails to remedy the breach within the seven (7) day period to the satisfaction of the Agency, then the termination will take effect seven (7) days after receipt of the notice.

## **9.8. Non Collusion**

Any Respondent who:

- 9.8.1. fixes or adjusts the amount of its Proposal by or in accordance with any agreement or arrangement with any other Respondents; or
- 9.8.2. enters into any agreement or arrangement with any other Respondent that it shall refrain from Responding or as to the amount of any Proposal to be submitted; or
- 9.8.3. causes or induces any person to enter such agreement or to inform the Respondent of the amount or approximate amount of any rival Proposal for the Contract; or
- 9.8.4. canvasses any of the persons previously discussed in connection with the Proposal or the outcome of the Proposal process; or
- 9.8.5. offers, agrees, or does; pay any sum of money, inducement or valuable consideration. This being directly or indirectly to any person for doing, having done, causing, or caused to be done in relation to any other Proposal or proposed Proposal any act or omission; or
- 9.8.6. communicates to any person other than the Principal the amount or approximate amount of its proposed Proposal (except where such disclosure made in confidence in order to obtain Proposals necessary for the preparation of the Proposal, for insurance or contract guarantee bonds and/or performance bonds or professional advice required for the preparation of a Proposal);



- 9.8.7. may, at the discretion of the Principal, be disqualified from any further involvement in this Proposal process (without prejudice to any other civil remedies available to the Principal and without prejudice to any criminal liability which such conduct by a Respondent may attract).

#### **9.9. Publicity**

Respondents must obtain the written approval from the Nominated Contact before any disclosures relating to the Proposal or the contract are made to the press or in any other public domain. Respondents must not undertake any publicity activities with any part of the media in relation to the Proposal or Contract without the agreement of the Principal, including agreement on the format and content of any publicity.

#### **9.10. Engagement of Consultant**

If a Proposal is accepted, CHCC will issue a Purchase Order for the Services required on a standard Purchase Order Form.

## Appendix A – General Requirements

The following services are the responsibility of the Lead Design Consultant (and the sub-consultants that form part of the Consultant's team – BCA Consultant, Access Consultant and Landscape Architect) throughout each phase of the project:

- The Architect shall coordinate all design and documentation with **all** consultants (including its sub-consultants and any other design consultant's which may be appointed by the Principal) on the project as necessary in an expedient and proactive manner.
- The Architect will fulfil the role of the 'Lead' designer / consultant and is responsible for all design coordination and outputs from **all** design consultants whether it be sub-consultants appointed by the consultants or other design consultants appointed by the Principal.
- Adhere to the agreed timeframe for design and documentation outputs to meet the objectives of the Project;
- Deliver effective services in accordance with industry practice and in accordance with the Principal's policies, procedures and current NSW Government design guideline standards for each function within the facility, which may be updated from time to time. The Consultant(s) is to be responsible for informing itself on such policies, procedures and guidelines.
- Attend, participate, chair and minute weekly (Lead Design Consultant) design coordination meetings and all other consultant disciplines appointed by the Principal.
- Weekly Design Team Meetings to be held in Sydney throughout the duration of the Contract.
- Attend and participate in a weekly Project Update meeting with the Principal and Project Manager. Project Update meetings will be via conference call.

All other consultant disciplines appointed by the Lead Consultant to attend by invitation.

- Attend monthly Project Board meetings, Project Team meetings and LGPAG meetings if requested by CHCC or Turner & Townsend Thinc to provide for the proper and effective delivery of the Services.

This will form part of the 8 site visits to Coffs Harbour. Site visits are not to be limited to once a month, they may become more frequent to meet CHCC and Project needs.

- Allow for attendance and participation in Risk and Value Management workshops as necessary throughout the Project. Provide assistance to the Project Manager and Cost Manager as required during these processes and workshops.
- Implement treatments to minimise project risks identified.
- The Lead Design Consultant to run and minute the safety-in-design workshop(s). Ensure minutes are issued within 24 hours of design coordination meetings. This workshop is to be attended by all Consultants / Sub-Consultants and CHCC representatives as selected by CHCC.
- The Consultant shall allow for senior staff attendance at all meetings.
- Liaise through meetings, and written communication, with other members of the consultant team and all relevant authorities and service providers as required for a

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project of this nature to meet standards and achieve approvals. Aconex may be used as the method of “e-mail” communications - TBC.

- Liaise with the Cost Manager and Project Manager throughout the Project for the purposes of cost and project planning.
- Assist the Cost Manager in the cost plan development by the provision of budgets for the scope of works, performance criteria and any other relevant information to the Cost Manager and Project Manager;
- Respond to queries from the Principal, Project Manager, Cost Manager and Consultants / Sub-Consultants, as required, at all stages of the project. Document minor variations and re-issue drawings, as required. All drawings and documents must be uploaded and transmitted via Aconex.
- Maintain a register of current drawings, revision and the date of issue throughout the course of the project (pertaining to the Consultant’s documents only). (Potentially via Aconex).
- Maintain a design change register and update weekly for review and weekly design team meetings and communicate design changes to CHCC at weekly Project Update meetings.
- Comply on an ongoing basis with the Principal’s procedures and approvals processes.
- Liaise with Authorities, as required, to meet standards and achieve approvals. Prepare applications for and obtain Consultant discipline related approvals (if applicable).
- Advise the Project Manager on the requirement for specialist consultants (within the field of the consultant’s discipline) if required to assist with the design process.
- Ensure detailed quality assurance (QA) checking of all documents and reporting thereon to the Project Manager.
- Be proactive and responsible for informing itself at all stages of the project.
- Work with the Project Planning Consultant and attend approval meetings such as Pre-DA or similar to ensure smooth assembly and lodgement of development approval application.
- Lead the assembly of Development Approval Documents or State Significant Development (Approval pathway TBC by Planning Consultant).
- Run workshops in Coffs Harbour with Stakeholders to refine the Project Brief and provide a Functional Technical Report for CHCC endorsement.
- Provide a Preliminary Schematic Design Report detailing functional brief, functional adjacencies including external environment/ site, typical ‘concept’ design diagrams. The report is to be issued to the Project Board for endorsement prior to proceeding with Schematic Design Phase.
- Provide a Schematic Design Report at the end of Schematic Design Phase for Council endorsement to proceed with lodgement of Development Approval/ or State Significant Development (TBC by Planning Consultant).
- Provide all necessary documentation to assist the Project Manager and CHCC with an EOI for the delivery of the project. Delivery model tbc.

#### **A-1.1 Project Programme**

- Meet the requirements of the project programme and liaise with the Project Manager for the delivery of the Services to meet the completion date or dates of all phases of the project.
- Provide a design delivery programme and update when requested by the Project Manager. Lead Design Consultant to review and issue the Master Design Programme.

#### **A-1.2 Communications**

- Communicate regularly and at all times necessary with the Principal, Project Manager, Planning Consultant, Cost Manager, and Authorities and other required project members or personnel.
- Allow for provision of regular updates to Principal and
- Respond to queries from the Principal, the Consultants, the Cost Manager and the Project Manager, as required, at all stages of the project.

#### **A-1.3 Checking, Signing and Certifications**

- All documents, drawings, specifications and the like prepared by or on behalf of the Consultant in the course of providing the Services shall be certified by the Consultant as having been prepared by its personnel who hold the appropriate qualifications and experience and as having:-
  - Been checked and approved for accuracy;
  - Complied with relevant laws and design codes; and
  - Meets the requirement of the brief and have been correctly coordinated with related documents.
- Establish and maintain a Quality Assurance Program and Quality Control Procedures for this project. Audit surveillance of the project in accordance with the Consultant's quality system and procedures.
- Ensure quality assurance (QA) through coordinating all documents, correspondence and the like provided or to be provided by its sub-consultants / other Consultants, with documents, correspondence and the like as generated by the Consultant and
- Remedy or direct the remedy of all and any deficiencies in all sub-consultants / other Consultant work before the work is used for its intended purpose and specify the deficiencies and the remedial work required.
- Provide Design Certification for works including those undertaken by sub-consultants at all stages of the project.

#### **A-1.4 Corrections**

- The Consultant shall be required to correct or clarify any reviews, approvals or directions undertaken or given by the Principal with respect to the documents prepared under the Contract.
- Any error, ambiguity or deficiency, which subsequently becomes apparent and is referred to the Consultant for correction or clarification must be corrected or clarified to the satisfaction of the Principal in a timely manner.

- The Consultant shall be entitled to an additional fee only where the correction or clarification arises from an act, default or omission of the Principal or from a matter which is beyond the control of the Consultant and which could not have easily been anticipated by the Consultant.

#### **A-1.5 Cost Control**

- The Consultant shall be responsible for cost control at a design level and shall employ appropriate cost control techniques following a format and procedures which are acceptable to the Principal / Project Manager to monitor that cost limitations are not exceeded without prior notification to the Project Manager, and subsequent approval by the Principal;
- The Consultant shall certify that all documents, drawings, specifications and the like generated by or on behalf of the Consultant through Sub-contractors (must be declared in Part 2 Tender Response Schedule)/ other Consultants remain within the cost limitations of the project budget; and
- Where during the provision of the Services, circumstances arise which may result in cost limitations being exceeded, the Consultant shall promptly notify the Project Manager in writing and recommend remedial action for the determination of the Principal.

#### **A-1.6 Review of Work by Others**

- Where the Consultant is required to take over or develop work provided by the Principal or another party on behalf of the Principal (e.g. Workplace Strategy, Site Survey), it shall review that work and notify the Principal in writing whether:
  - The work is satisfactory for use by the Consultant as to form and content; or
  - It is necessary for the Consultant to remedy deficiencies in the work before the work may be used for its intended purpose and shall specify the deficiencies and the remedial work necessary.
  - Review the site survey and existing urban conditions and promptly identify and advise on any issues which may impact Preliminary Schematic Design phase.

#### **A-1.7 Reporting**

- Provide a Functional Technical Brief Report for CHCC endorsement. This is to include a summary report on site conditions (e.g. constraints and opportunities), approvals (as advised by Planning Consultant) and key considerations and recommendations.
- Provide a Preliminary Schematic Design Report detailing functional brief, functional adjacencies including external environment/ site, typical 'concept' design diagrams. The report is to be issued to the Project Board for endorsement prior to proceeding with Schematic Design Phase.
- Provide a Schematic Design Report at the end of Schematic Design Phase for the Project Board and Chamber endorsement to proceed with lodgement of Development Approval/ or State Significant Development (TBC by Planning Consultant).
- Provide weekly design status dashboard report to the Project Manager in a format to be agreed to advise on design % status.

- Provide **monthly summary progress reports** to the Project Manager in a format to be agreed with the Project Manager to cover issues relevant to the Consultant's and sub-consultants progress.
- Provide coordinated input from all consultants input into the Project Manager's Gateways reports for Preliminary Schematic Design, Schematic Design and documents required for Development Approval Application (or State Significant Development TBC).

#### **A-1.8 Building Information Management (BIM) / Drawings**

- Provide Specifications format and drawing protocols using Building Information Modelling. REVIT drawing system.
- Prepare and Implement a BIM Execution Plan (BEP) in line with the project phases outlined in this brief.
- Provide advice for aligning contractual matters for BIM Implementation.
- Manage the coordination of BIM models and clash detection. The Lead Design Consultant is to perform the role of BIM Coordinator / Manager on the project and is responsible for liaising with the entire consultant team.
- Allow for production of 2D and 3D drawings from the BIM model to present to the Project Manager and Principal throughout the project.
- Maintain a register of current drawings/models, revision and date of issue throughout the course of the project (pertaining to the Consultant's documents only). This may be part of the Aconex system requirements.
- Respond to queries from the Principal, Project Manager and Consultants, as required, at all stages of the project. Document design changes and re-issue drawings, as required.
- Throughout the process the Consultant will be required to provide drawings/models in a timely manner as required by the Design Team to enable the incorporation of the information into the design of the building and external areas as it develops.
- Include for the provision of copies of all drawings/models and documents necessary for Authority approvals, checking and coordination.
- 3D images and fly over marketing material for communications regarding the progress of the Project with the Community.

#### **A-1.9 Safety-In-Design**

- Consider Work Health and Safety of the building design at all project stages/phases, adapting as necessary to minimise risk as required under WH&S legislation.
- The Lead Design Consultant will provide a fully coordinated Safety in Design report at all phases of the project (Preliminary Schematic Design, Schematic Design, and Approval) The Safety-In-Design report must be fully coordinated with input from the entire Consultant team.

## Appendix B – Lead Design Consultant Scope of Work

### B-1.0 Brief Development and Preliminary Schematic Design

- Upon appointment, the Lead Design Consultant (Consultant) is to undertake a review of all existing documentation, CHCC briefs, relevant reports, documentation from Authorities, and other information. This includes, but is not limited to, a review of the three existing concept designs and community consultation outcomes report, cost estimate and business case as made available by the Principal.
- The Consultant is to provide of a final project Functional Technical Brief that:-
  - Provides a summary report on site conditions (constraints and opportunities) approvals and key considerations and recommendations.
  - Reviews design alternatives and
  - Provides a draft functional brief including accommodation schedules, comparison of likely costs, meets established project budget costs and indicative conformance to the Principal and user requirements.
- Based on the brief as developed, provide initial advice to determine:-
  - Most effective architectural solution appropriate to the proposed design option(s);
  - General budget advice on design matters to enable the Cost Manager to develop high level cost plan.
- Undertake preliminary analysis of authority regulations and requirements.
- Provide initial ESD advice to allow parameters and targets to be agreed with the Principal and included into the brief.
- Advise the Turner & Townsend Project Manager on the requirement for specialist consultants (within the field of the consultant's discipline) if required to assist with the design process.
- Prepare Preliminary Schematic Design options for approval of CHCC that include:-
  - Review of CHCC needs and requirements;
  - Floor Plan layout, orientation and overall appearance;
  - Layout demonstrating the functional relationships of accommodation;
  - ESD requirements;
  - Potential for future expansion;
  - Building fabric materials and overall form;
  - Consideration of mechanical and electrical services and connections;
  - Statutory Requirements and permissions;
  - Landscaping requirements and interface with adjoining developments;
  - Single basement car park form and orientation; including the provision of internal and external Electric Vehicle (EV) charging points;
  - Compliance with the developed Project Brief; and
  - Meeting the established project budget by consulting with the Quantity Surveying consultant with costing PSD options.

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- Coordinate other design consultants to ensure that the preliminary schematic design is feasible.
- The Consultant shall liaise with the Cost Manager with preparing a refined cost estimate for inclusion within the Consultants final Preliminary Schematic Design submission report.
- Provide coordinated input from the consultant team into the Updated Preliminary Schematic Design Report
- Present the Preliminary Schematic Design to relevant CHCC Stakeholders at the Council offices in Coffs Harbour.
- Allow for virtual tour/walkthrough and perspective imagery to assist with the Preliminary Schematic Design presentations to Councillors and Community. Proposal to allow for feedback and updates to the walkthrough and imagery and should be used as a graphic tool to assist CHCC and Stakeholders visualise the design.
- Obtain the Principal's approval to prepare the Schematic Design.
- Liaise with Indigenous Design Consultant, Arts Consultant and Psychologist during all design phases. (CHCC are to confirm if these consultants are to be engaged).

### **B-1.1 Schematic Design**

- Prepare schematic drawings/models including sketches, diagrams and other information to adequately explain the schematic design.
- Prepare design briefs for consultants where required and obtain technical input as necessary for the development application /or State Significant Development.
- Determine appropriate treatments to the building façade (windows) and internal ceilings, in order to obtain an acceptable internal noise environment.
- Provide advice on requirements for acoustic separation of spaces and general reverberation times in spaces to suit requirements of NSW Government design guidelines (e.g. library, office, and potentially gallery).
- Develop an initial computerised energy model to test alternative options available so as to assess impact on building environmental performance. Energy modelling to follow the NABERS energy simulation validation protocol (Or alternative to meet the requirements of the brief). - To be priced as an option.
- Allow for alternative options to be prepared during the preliminary schematic design phase, to establish solutions which best meet the project brief, budget and programme. Provide advice to the Turner & Townsend Project Manager on each option to enable decisions to be made if various options are presented.
- Allow for the interior design to be prepared during the Schematic Design, to establish solutions which best meet the project brief, budget and program.
- The Consultant is to develop and refine the Schematic Design for approval by CHCC considering, but not limited to:-
  - The agreed functional requirements;
  - Building form and design including internal and external layouts;
  - Civil/Structural design;
  - Environmental and sustainable design;



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- Interior design;
  - Mechanical and Electrical services integration;
  - Meeting the Project budget;
  - Meeting statutory requirements; and
  - Full Compliance with the agreed Project Brief and NSW Government Design Guidelines (office, library, potentially gallery) as well as Cultural and Civic Project requirements.
- Coordinate other design consultants to ensure that all aspects of the Schematic Design are feasible.
  - Assist in cost plan development by the provision of further information to the Cost Consultant and the Project Manager.
  - The Consultant, before completion of schematic design, shall liaise with the Cost Consultant and Project Manager to verify that the design remains within project budget. Allow for input into and redesigns resulting from any value management to ensure that the project will be delivered within the budget.
  - In conjunction with the Project Manager, Cost Consultant and Principal, assist with the recommendation to the Project team on the preferred method of procurement.
  - Prepare an ESD Design report outlining proposed design responses in meeting the ESD Brief for the project.
  - Allow for alternative options (design options, material options, construction options, layout options) to be prepared during the schematic design phase, to establish solutions which best meet the project brief, budget and programme. Provide advice to the Project Manager on each option to enable decisions to be made if various options are presented.
  - Allow for presentation of an ESD design report in order to attain sign off from higher authority prior to proceeding with design development. Allow for amendments if required during this process.
  - Participate and assist with the submission of the Development Application / SSD. Include an ESD Report, if required.
  - Provide a written schematic design report covering all aspects of the architectural and interior design, acoustics, and environmentally sustainable design and coordinate all other input from the consultant team.
  - The Consultant shall liaise with the Cost Consultant with preparing a final cost estimate for inclusion within the Consultants final Schematic Design submission report; and
  - Prepare the necessary documents for the Development Application/ SSD and assist the Principal and the Planner with lodging the application. Attendance at pre-lodgement meetings and final lodgement meeting within the mid North Coast Region is required.
  - Present the Schematic Design to the Principal and relevant Stakeholders at the Principal's offices at each Site visit.
  - Allow for virtual tour/walkthrough and perspective imagery to assist with the Schematic Design presentations to Councillors and Community. Proposal to allow for feedback and updates to the walkthrough and imagery and should be used as a graphic tool to assist CHCC and Stakeholders visualise the design.

- Allow for final imagery and walkthrough to be developed so that it can be released to media and used in communication to the public.
- Obtain CHCC approval to proceed with assembly of development approval drawings for lodgement.

**B-1.2 Environmentally Sustainable Design (ESD) and Section J (BCA) requirements;**

- Allow for coordination with the Consultant team during the design process.
- Allow for updating the energy model to suit development of design.
- Provide input in to the detailed specification in terms of ESD considerations.
- Provide advice on BCA Section J requirements.
- Include ESD aspects of the project in the Schematic Design Report.
- Allow for alterations to ESD Proposals if necessary to achieve alternative cost outcomes.
- Prepare applications to connection authorities for relevant services items. Allow for coordination with others as required during this process, including attendance at meetings with Authorities if required.
- Develop a services performance specification in conjunction with service engineers as required for approval (DA/SSD).
- Finalise design with full coordination with all other design team members. Allow for peer review and cross referencing. Provide evidence of this taking place if requested by the Project Manager.
- Prepare Part J compliance documentation (or other as required for approval (DA/SSD)) and submit to the BCA Compliance Consultant.
- Review the BCA Compliance Report prepared by the BCA Compliance Consultant and make any amendments required to the design.
- Allow for presentation of design documents in order to attain sign off from higher authority prior to proceeding with full DA/SSD Assembly documentation. Allow for amendments to ESD Proposals if required during this process.
- Review the design solution against the budget and assist with preparation of updated cost estimate.
- Present the Design Solution to CHCC and relevant Stakeholders at the Principal's offices.

**B-1.3 Documentation for EOI for Delivery**

- Prepare drawings at an appropriate scale including plans, elevations and sections, together with other details, specifications and schedules (as appropriate for approval application) for inclusion in Architectural, Building Services and Structural documents to enable the project to be tendered.
- Coordinate and integrate the work of consultants with the design drawings and ESD requirements.
- In conjunction with the Project Manager, assist with calling tenders.
- During the tender process, allow for responding (via the Project Manager) to any relevant RFI's that may arise.
- In consultation with the Project Team, review and make recommendation on tender responses, including undertaking a thorough assessment of submissions relevant to the

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Consultant's discipline. The Consultant shall form part of a tender evaluation panel which shall involve reviewing tenders received, providing input into the tender recommendation report and attending a tender evaluation meeting.

- Assist with negotiations with the preferred tenderer.
- In conjunction with the Project Manager, finalise tender recommendation.

### **B-1.4 Design Development**

- N/A

### **B-1.5 Construction / Contract Administration**

- N/A

### **B-1.6 Completion / Handover**

- N/A

### **B-1.7 Defects Liability Period**

- N/A

## Appendix C – BCA Consultant Scope of Work

### C-1.0 General Requirements

Generally, in all stages of the project, the BCA Consultant shall:-

- Provide advice and undertake their services in a timely manner to ensure compliance with the design / development programme.

### C-1.1 Specific Requirements

- Undertake assessment of the proposed works against Building Code of Australia (BCA)
- Provide a BCA Assessment Report for review by the Consultant team;
- Liaise with the Consultant team with respect to BCA Compliance requirements and any Alternative Solution matters;
- Assess the design documentation against the requirements of the Disability (Access to Premises) Standards;
- Assess the proposed design to ensure the Development Approval/SSD documentation complies with the relevant requirements of the Building Code of Australia (BCA) and is not inconsistent with the State Environmental Planning Policy;
- Undertake a pre-approval site inspection and review site survey drawings;

### C-1.4 Construction Stage

- N/A

### C-1.5 Occupation Certificate Stage

- N/A

## Appendix D – Access Consultant Scope of Work

### D-1.0 General Requirements

Generally in all stages of the project the DDA consultant shall:-

- Analyse the design documentation to ensure access requirements and provisions according to the Federal Disability Discrimination Act (DDA) and the Building Code of Australia (BCA) are met;
- Provide recommendations that incorporate cost effective solutions to any identified design issued that is considered a breach of DDA or BCA compliance. Review and recommendations are to be provided at every stage of the design process;
- Allow for attendance at architectural consultant led, design coordination meetings;
- Review of documentation and specific design as required;
- Review design both internal, external and connectivity measures to surroundings (including adjacent multi-storey carpark) in accordance with DA conditions;
- Provide report(s) on overall project access issues and proposed solutions.
- Design certificate preparation and issue for approval.

## Appendix E – Landscape Design Consultant Scope of Work

### E-1.0 General Requirements

Generally in all stages of the project the Landscape Design consultant shall:-

- Analyse existing site information such as survey and arborist report;
- Review existing master planning documents (Coffs Harbour City Masterplan and Library/Gallery Precinct Analysis) and review existing CBD and Precinct Analysis palette of materials for potential integration;
- Work with Architect to assess existing urban design context, and consider other projects that are ongoing in parallel to this Project;
- Review all submissions / feedback received from the three concept submissions
- Allow for attendance at architectural consultant led, design coordination meetings;
- Allow for meeting with stakeholders regarding eternal events, e.g. pop-up events, vivid;
- Prepare all required documentation including a design certificate for authority approval.
- Allow to meet and liaise consultants that may be included in the Design Team; Indigenous Design, Arts and Cultural, and Psychologist.
- Allow to assist Architect in 3D imagery, artist impressions, photomontages and walkthroughs.
- Provide information to Quantity Surveyor to cost throughout the Project Phases.