

2021/2022 – 315Q

City of Ballarat

Brown Hill Reserve

**Community Consultation Feasibility and Master Plan
Development Study**

EBMS Project Code - 2021/22-315Q

1. Introduction

City of Ballarat is seeking the services of suitably qualified and experienced consultant to lead community consultation, Feasibility Study and Master Planning for Progress Park - Brown Hill Reserve.

The Feasibility Study and resultant master plan will establish strategic directions for the planning, facility provision, site development, future programming opportunities and management models for infrastructure at the Reserve as well as passive active recreation opportunities based on clear evidence of sporting/community demand and sustainable asset management outcomes.

The importance of community facilities is clearly articulated in the City of Ballarat Council Plan 2011 – 2025.

Developing a masterplan for Progress Park - Brown Hill Reserve is to ensure suitable and equitable facilities for the tenants of the reserve and the wider community. The plan will need to protect the character of the reserve and ensure the enhancement of the sporting, social, environmental and heritage values that may be present. While also considering and accommodating the long-term development aspirations of the tenant clubs, community groups and residents.

Key elements to be identified are facilities, physical activities, landscape, and vehicles/roadways layout and current condition of the buildings that do not suit the current and projected needs of current and future user groups.

Key focus areas being:

- Brown Hill Community Pool,
- Brown Hill Community Hall,
- Community Sporting Clubroom
- Band Hall
- Brown Hill Reserves (Oval) and associated infrastructure Oval,
- Open space and connections
- Yarrowee Rail Trail link
- Playground infrastructure
- Public toilets

Council will be also be seeking a consultant with the capacity to undertake significant stakeholder community engagement especially within experience around community pools and provide detailed concept designs and costing associated with the potential further facility development. The provision of QS would also be required.

Finally, Brown Hill progress association have undertaken significant community consultation and this work will need to be considered in the feasibility and master planning process.

2. City of Ballarat

Location: City of Ballarat is in central Victoria, just over an hour from Melbourne. The City of Ballarat is bordered by Golden Plains Shire, Hepburn Shire, Pyrenees Shire and Moorabool Shires and is a leader for other regional Councils across the Central Highlands Grampians Region

Population: The municipality population is approximately 113,725 (2021). Between 2016 and 2036, the population for the City of Ballarat is forecast to increase to 144,108 (26.72% change over that period), at an average annual change of 1.67%.

General: City of Ballarat Council plays a major role in the provision of social connection and recreation opportunities for the broader community and provides a wide range of facilities and infrastructure.

3. Scope of Tender

Core scope:

- Development of a Feasibility study including significant stakeholder engagement, building concepts, designs and cost estimates for the facilities at Brown Hill Recreation Reserve.
- Background research to gain complete understanding of site and possible constraints/opportunities including heritage considerations, benchmarking and consideration of surrounding sporting/community facilities.
- Develop master plan of the Brown Hill site considering facilities, physical activities, landscape, and vehicles/roadways and egress through site, public transport access and other desired improvements to the existing site.
- Develop action plan with potential timelines for deliver for short, medium and long term projects.

4. Project Aims, Objectives and Outcomes

Feasibility Study and Master Plan will establish strategic directions for the planning, provision, development, programming opportunities and management models for sporting/community infrastructure at Progress Park based on clear evidenced based decision making, evidence of community demand and sustainable asset management outcomes. The feasibility study will articulate how recommended infrastructure will support local sporting groups and stakeholders, community groups, and existing user to improve sporting, social, health and wellbeing outcomes.

It needs to consider and evidence potential multi-use opportunities and broader opportunities for other activities for sport and the community and how any recommended infrastructure improvements or changes will increase programmable hours and range of use outcomes.

Innovative and Environmentally Sustainable Design and best practice approaches to both consultation and design are highly desirable as well as external facility design benchmarking. In addition to the overall aims identified above, the following key objectives should also be addressed:

The resultant Master Plan will:

- Identify and show the current facilities at the Progress Park - Brown Hill Reserve.
- Undertake the feasibility on the site focusing on the buildings and infrastructure at the site for redevelopment, practicality and or decommission.
- Consider any heritage requirements of the site.
- Develop high level concept plans and cost estimates (including life cycle costings) based on evidence of community need and considering potential management models.
- Provide high level broad cost estimates for agreed future redevelopment works by PWG.

- Provide Action Plan with short, medium and long term and timelines for site for approval by PWG.
- Develop Project Management Plan for approval by PWG on the delivery of the project for approval by PCG.
- Feasibility Study is to develop subsequent concept designs and cost estimate based on evidence of community need and which comply with the Community Infrastructure Planning Policy principles.
- Develop a new master plan to guide the development of Progress Park with consideration of works already completed.
- Achieve improved utilisation and user experience of existing spaces in line with present and future needs of sporting/community and user groups.
- Undertake clear and concise consultation with site stakeholders and surrounding community incorporating survey and consultation outcomes undertaken by Brown Hill Progress Association.
- Reinforce and demonstrate elements of the Council Plan through the provision of inclusive and accessible public spaces, quality services, and opportunities for our community to participate, feel safe and be active and healthy.

In addition to the overall aims identified above, the following key objectives should also be addressed:

Where are we now?

- Address the need for new and/ or improved facility provision
- Audit and map existing sporting and community infrastructure, services and programs within the local neighbourhood (utilisation and capacity and multipurpose use, demographic interested etc)
- Review the municipalities existing sporting/community infrastructure management principles, policies and practices and identify possible opportunities for improvement and gaps.
- Review City of Ballarat town planning scheme regarding sporting/community facilities to ensure alignment and linkage to City's strategic planning focus.

Where do we want to be?

- Through a combination of industry research, professional expertise, active community consultation and stakeholder engagement, identify (i.e. articulate and quantify) likely facility, service and infrastructure to meet the demand for existing and new user groups. (NB: Review current research and direction that exists within existing strategies and plans developed by Council)
- Consider the City of Ballarat Sporting & Community Infrastructure Planning principles in all recommendations.
- Identify trends and opportunities to increase participation in passive and active recreational and early learning activities and for co-location of community-based activities.
- Benefit men and women, people who are Indigenous, People from CALD backgrounds, People with Disabilities and those who are socio-economically disadvantaged.

What are our options?

- Identify possible options available to address the identified needs, recommended management or service improvement initiatives and intentions (i.e. policy framework) and infrastructure or service provision gaps or opportunities.
- In consultation with the Project Steering Committee, assess the pros and cons of each option, including likely sustainability and identify preferred options for possible implementation.

How will we get there?

- In-depth broad consultation
- Evidence based decision making
- Develop high level concept designs options and costings.
- Develop a detailed project management framework
- Understanding current usage
- Understanding possible site evaluation and possible options
- Benchmarking against existing facility provision within the municipality

5. Definition of Responsibilities, Stakeholder Engagement and Collaborative Partnership approach

The following section provides an overview of the key tasks that are required to be undertaken as part of the planning process.

Consultant submissions should provide a methodology that addresses these key tasks and any other actions that may be required to achieve the project aims and objectives.

- Undertake a review of site including existing background documents and cultural and heritage requirements, and consider and incorporate key directions, recommendations and information into a new Progress Park Brown Hill Reserve master plan with recommended sports/community facilities.
- Provide a clear rationale and justification for sport/community infrastructure development at the site for existing and new user groups.
- Review and identify and evidence increased participation and programming opportunities
- Provide policy/management advice to determine priorities and timing of potential project.
- Describe how a collaborative partnership approach will be undertaken and how both internal and external consultation will be delivered especially with City of Ballarat and existing user groups at the site.
- Review and confirm previous consultation with site stakeholders.
- Clarify and clearly articulate Council's role in relation to current infrastructure at reserve
- Identify and assess the current scope of sport/community facilities and services provided by Council in the local area, including indicative levels of use and other possible opportunities for additional use/s and/or gaps in addressing community demands.
- Review the current demographic profile of the community and forecast population projections, highlight possible community facility provision implications for Council.

5.1 Stakeholder Engagement

City of Ballarat is committed to active and effective community engagement and participation in key strategic planning processes.

Consultant submissions are required to outline an evidence based and participative consultation strategy that achieves objectives and assists to facilitate a high level of community understanding of the issues and proposed directions for sport/community infrastructure development at Progress Park.

Throughout the project development with City of Ballarat, the consultant is required to consult with the Project Manager, Project Control Group and the other stakeholders as identified.

A community engagement plan is required to be developed ensuring there is appropriate community and stakeholder consultation throughout the project.

The form and level of consultation will need to be appropriate to achieve the project objectives and maximise acceptance by stakeholders.

The successful Consultant will need to present their Engagement and Communication Plan for approval by identified Project Control Group.

As a part of developing the Brown Hill Reserve Community Consultation Feasibility and Master Plan study, the Consultant may be required to report and present to Council and however will be required to present to Project Control Group throughout the development of the study.

Key stakeholders to be consulted but not limited to will include:

City of Ballarat – Identified Directorates, Managements, Officers and Councillors

For example, but not limited to:

Infrastructure and Environment

- Infrastructure – Asset Management/Construction/Delivery
- Operations – Parks & Gardens
- Property and Facilities - Property & Facility Management
- Environment – Environmental Services
- Strategy & Implementation – Major Projects

Community Wellbeing

- Engaged Communities – Community Policy & Development
- Engaged Communities - Health and Social Planning (Strategic Planning)
- Arts & Tourism – Events
- Communications & Marketing – Communications

Development & Growth

- Development Facilitation – Growth & Development Contributions/ Statutory Planning
- Economic Growth - City Design & Strategic Planning
- Recreation Services - Sport & Active Living (Strategic Planning)

Clubs

- Brown Hill Cricket Club
- Eureka Athletics Club/ Fed Uni Pipe Band
- Brown Hill Progress Association

- Brown Hill Pool (Ballarat Aquatic and Lifestyle Centre)
- Brown Hill Community Hall Committee
- Wallaby Track Park Run
- Brown Hill Kindergarten
- Community Groups, Associations Clubs
- Landowners – i.e. DELWP

6. Key Performance Indicators

Key issues to be considered and addressed in the feasibility study include (but not limited to):

- Ensure alignment with infrastructure, systems, policy, management and programmatic changes that improves the sport, health, social, and economic wellbeing of the community.
- Ensure strategic alignment to City of Ballarat Community Infrastructure Planning Policy.
- Provide direction on the timing, need, process and feasibility of the establishment of potential new sporting/community infrastructure to service the existing user groups of the Brown Hill Recreation Reserve.
- Evidence of increased participation and programming for local residents.
- All recommendations should have regard to the likely impacts of future changes to the demographic profile of the Shire.
- Integration of key directions and recommendations with Councils existing corporate and strategic planning frameworks, including (where appropriate) the City of Ballarat Planning Scheme, Local Area Planning outcomes, Today Tomorrow Together: The Ballarat Strategy 2040, Council Plan, Design Lead Cities Strategies, Active Ballarat and Ballarat Aquatic Strategy

7. Project Deliverables

Communications and Engagement Plan, Draft and Final Feasibility reports and draft and final Facility Concept and Recreation Reserve Master Plan with costings are to be provided at key milestones in the Feasibility and Master Plan Study review and should be clearly identified in consultant submissions.

The Draft and Final reports should include an executive summary, key findings and action plan including any heritage requirements, consultation overview, options, and recommendations, followed by the facility and overall master plan concept designs and potential costings. All files and documents are also to be provided in electronic formats (including word versions) compatible with Councils current operating systems.

Completion of the project will be deemed to have occurred following the provision of all project deliverables and at the time when all finalised copies (electronic (including editable versions)).

8. Reference to other City of Ballarat planning and strategic documents

- Current masterplan work and older available plans associated with reserve if available
- Active Ballarat Strategy
- Council Plan 2021-2025
- Ballarat Strategy 2040
- Municipal Public Health and Wellbeing Plan 2021-2025
- Active Women and Girls Strategy
- Community Infrastructure Planning Policy

- Playspace Strategy
- Aquatic Strategy

9. Project Management

Project Manager:

Michael Hynes

Senior Advisor Strategy and Planning

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A Project Control Group (PCG) will be established at the commencement of the project. The successful Consultant is expected to:

- Appoint a Project Manager to lead and manage the consultant team in the preparation of the Progress Park - Brown Hill Reserve, Community Consultation, Feasibility and Master Planning work.
- Meet with Council Project Manager/Project Control Group at least monthly or as required and agreed. Meetings will occur online through Microsoft Teams or Zoom unless otherwise agreed by the Project Manager.
- Provide fortnightly project updates in writing via email to the Project Manager or as required and agreed.
- The Consultant may schedule project meetings with relevant parties where considered necessary, subject to the authorisation of the Project Manager.
- The Consultant will maintain minutes/actions of any project meetings and issue and provide these minutes to the Project Manager fortnightly via email to the Project Manager as required.
- The Consultant shall not be permitted to discuss this project or any associated issues with the media and will be required to direct any media enquiries to the City of Ballarat identified Officer.
- Should either Council or the Consultant find it necessary to see changes to the arrangements specified to effectively deliver the project; all parties are to consult at the earliest possible opportunity to discuss such matters fully with a view to reaching a mutually satisfactory position. Any amendments to the brief or timeframe must be confirmed in writing (email).

Council Project Manager shall, as and when reasonably necessary:

- Promptly answer any reasonable enquiries made by the Consultant about the service to be provided.
- Direct others to liaise and assist the Consultant if required.
- Give the Consultant all reasonable information and directions in the control of Council in accordance with the Contract.

The Consultant shall use its reasonable endeavours to:

- Liaise, cooperate, and assist others as directed by the Project Manager.
- Inform itself of the Project Manager/Project Control Groups requirements.

- Consult regularly with the Project Manager/Project Control Group.

10. Timelines

The tender is seeking submissions from interested parties including details of a proposed schedule of works and methodology and associated works that will deliver a Progress Park - Brown Hill Reserve Feasibility and Master Plan Development Study. Council will be favouring those consultants which can articulate and deliver a program and scope in alignment with this timeline. The project must be completed no later than June 2022.

The project timelines and key deadlines will be negotiated with the appointed project consultant; however, it is anticipated the project will be completed by June 30 2022.

The following table outlines likely timelines for the procurement process:

| Process | Date |
|---|---------------------------------|
| Opening of tender process | 30 th September 2021 |
| Closing of tender responses | 14 th October 2021 |
| Evaluation of tender responses and awarding of contract | 21 st October 2021 |

The following represents the expected project milestones:

| Milestone | Date |
|---|--|
| Project Plan | 15 th November 2021 |
| Engagement and Communications Plan | 22 nd November 2021 |
| Draft Feasibility Paper | 1 st th February 2022 |
| Final Feasibility Paper | 21 st February 2022 |
| Draft Facility Concept and Reserve Master Plans | 2 nd May 2022 |
| Final Facility Concept and Reserve Master Plans | 1 st – 30 th June 2022 |

11. Schedules

Consultants are required to provide a breakdown of the following pricing schedules.

Schedule of Rates:

- Schedule contractor and staffing prices
- Meetings costs
- Schedule of Variations
- Schedule of Sub-contractors (if applicable)
- Other expenses

12. Evaluation Criteria

The submission will be in accordance with this document and should address the key selection criteria as set out below:

| Criteria | |
|--|----|
| Experience demonstrating capacity to deliver similar projects to a high standard; and suitable skills within the project team to achieve an exceptional outcome. | 30 |

| | |
|-----------------------------------|----|
| Consultation Plan and Methodology | 30 |
| Timeline (Program) | 30 |
| Local Content | 10 |

13. Claims for payment

Payment for Works or Services will be made by the Principal on submission of Tax invoices by the Contractor in accordance with Council's payment policies. Claims must show the following details as applicable:

- Purchase Order Number:
- Description and location of works:
- Rates applicable and hours worked for each job:
- Cost of materials supplied for each job:
- Other relevant information as requested by the Authorised Officer.

The format of such invoicing shall be subject to approval by Council's Contract Administrator prior to commencement of the contract. Payment of all claims shall be subject to approval by the Principal's Authorised Officer that requested the works. All invoices shall be submitted in accordance with the Schedule of Rates forming part of this contract.

14. Insurance

The successful consultant must be the holder of a current:

- Public Liability Insurance policy with a minimum limit of indemnity per claim of \$(AUD)20,000,000 Professional Indemnity cover for a minimum of \$(AUD)5,000,000 per claim.
- Work Cover Insurance consistent with Victorian legislation and regulation. Proof of this insurance coverage must be forwarded to Council upon request.

15. Further information

Please feel free to contact Michael Hynes Senior Advisor Strategy and Planning, on 0428 296 499 or email michaelhynes@ballarat.vic.gov.au if you would like to discuss this project further.