

## Section B. Council's Specifications

### 1 Introduction

The purpose of this Contract is to provide the Consultancy Services described in this Specification. Bayside City Council requires a suitably qualified Consultant or team of Consultants to design and deliver a methodology to assist Council to engage with the community to develop a viable, or series of viable options for the northern section of Elsternwick Park in Elsternwick to inform a subsequent Masterplan (by others).

Elsternwick Park is on Crown land that has been gazetted for public park and recreation purposes. Bayside City Council manages the park on behalf of the Department of Environment, Land, Water and Planning.

The northern section of Elsternwick Park (north of Bent Avenue) is approximately 20 ha in area with an organised sport and recreation focus. Some previous consultation with the community has already occurred at the park which attracted significant interest from with the Bayside municipality and from residents in neighbouring municipalities (Glen Eira and Port Phillip).

The Consultant/s is required to provide a team of suitably experienced and qualified personnel to previous feedback received and canvass options identified by Council with the community and any other options raised during the consultation process.

A summary of the basic terms of the proposed Contract are outlined in Table 1 below. More information on the project can be found in Appendix 1 – Background Information.

**Table 1.**

Item	Description	Particulars		
1	<b>Start Date:</b>	2 weeks after close of submissions (15 March 2016) or earlier in negotiation with Bayside City Council		
2	<b>Term:</b>	Stage 1-2: Provide report to enable officers to report to Council with results of consultation 26 April 2016 <b>(document deadline for meeting 15 April 2016)</b> Stage 3: 30 July 2016		
3	<b>Services:</b>	Refer to details in this Specification and the Consultant's <b>Quotation Offer</b>		
4	<b>Specified Personnel (if any)</b>	Refer to Consultant's <b>Quotation Offer</b>		
5	<b>Date of delivery of Deliverables:</b>	Stage 1: Broad Community Engagement – March Stage 2: Developing options – March/April Stage 3: Testing options for viability – May/June		
6	<b>Payment Schedule:</b>	<i>Instalment Number:</i>	<i>Date on which instalment is to be paid:</i>	<i>% of lump sum to be paid:</i>
		1.	Completion of stage 1.	40%
		2.	Completion of stage 2.	60%
		3.	Completion of stage 3.	100%
7	<b>Insurance:</b>	Public Liability insurance for not less than \$20 million dollars per a single occurrence. Professional Indemnity insurance for not less than \$10 million per a single occurrence.		



## **2. Scope**

### **2.1 Objectives**

Key objectives of this Consultancy are to:

1. Design and deliver a methodology that engages the community to create viable options for Elsternwick Park (north).
2. Engage with the community to identify and understand their ideas and aspirations for Elsternwick Park consistent with Council's resolution of 15 December 2015 (see further Appendix 1 Background Information)
3. Identify the types of activities that are of interest and supported by the community for Elsternwick Park.
4. Take a collaborative approach to consultation and ensure that development of concepts are community led.
5. Work with Council and community to test the viability of options.

### **2.2 Tasks**

Council envisages the project being carried out in three stages:

- Stage 1: Broad Community Engagement - to identify ideas and aspirations for Elsternwick Park via a collaborative, community led process. Prepare an engagement summary with key findings for reporting at Council's April meeting.
- Stage 2: Refining options – using initial community feedback identify what are the key community aspirations for Elsternwick Park and early option concepts.
- Stage 3: Testing viable options for community support - further develop concepts and work with community and Council to test options for viability and feasibility (including indicative costs) and to also understand level of support. This stage would also require specialist input (i.e.: Landscape Architect/Urban Design expertise) to ensure options are feasible for the site.

### **2.3 Within Scope**

The scope of works includes but is not limited to:

- The Elsternwick Park Master Plan (northern section) includes all land north of Bent Avenue – excluding the Victorian Amateur Football Association (VAFA) site, the Elsternwick Tennis Club and the Elsternwick Bowling Club)
- Facilitation of a consultation and engagement program
- Site inspections, field work and associated costs
- Providing all tools, equipment and materials to carry out the works
- Engaging with Council officers
- Organising, attending and facilitating project meetings

- Managing all external sub-consultants if required
- Project Management and reporting
- Document preparation and production
- Transportation costs for Consultant's travel

## **2.4 Outside Scope**

The Consultant is not required to do or provide:

- Preparation or lodgement of any permit applications or permits
- The VAFA site, the Elsternwick Tennis Club and Elsternwick Bowling Club are all excluded from this project
- Assistance with event logistics associated with consultation activities (venue hire, invitations, catering, RSVPs).

### 3. Background

'Greater' Elsternwick Park is approximately 35 hectares in area and consists of two sections. Elsternwick Park is situated on the municipal boundaries of Bayside, Port Phillip and Glen Eira City Councils.

Bent Avenue roughly divides the park into two distinct sections. This consultancy relates only to the northern sector (refer Appendix 1) which is approximately 20 hectares in area with an organised sport and recreation focus. The oval utilised by the Victorian Amateur Football Association (VAFA), Elsternwick Tennis Club and Elsternwick Bowls Club are excluded.

Elsternwick Park is on Crown land that has been gazetted for public park and recreation purposes and is classified as Regional open space in the Bayside Open Space Strategy (2012). Council is Committee of Management for this park on behalf of the Department of Environment, Land, Water and Planning.

The north sector consists of a nine-hole golf course, two football/cricket ovals, the headquarters of the, eight tennis courts and two bowling greens.

Leisure Management Services (LMS) is the current lessee of Elsternwick Golf Course and in accordance with their current lease, proposed a development of a driving range at Elsternwick Park.

In 2015, Council took this proposal to the community to test community support for a driving range on the existing ten hectare golf course site, taking two master plan options to the community. In both options the nine-hole golf course would close, as the lessees have been reporting financial losses each year. In each option the proposed plan would:

- Return a minimum of eight hectares of open space to the community
- Provide new walking and cycling paths through the site
- Provide a new playground
- New pavilions for ovals 1 and 2

The options put forward were:

- Option 1 – Driving Range: two-storey, 52 bay driving range using two hectares of the site. With accompanying infrastructure, 30m high safety fence, lighting and parking.
- Option 2 – Returns current golf course to open space.

The project attracted significant interest from within the Bayside municipality and from residents in neighbouring municipalities (Glen Eira and City of Port Phillip). The majority of participants (62%) were opposed the driving range, a portion of people (22%) supported the proposal for a driving range and another portion (15.9%) needed more information to make a decision.

### 3.1 Current requirement – Council Resolution

At the Council meeting on 15 December 2015, having considered the LMS proposal and listening to 26 speakers on the Elsternwick Park Master Plan, Council:

- 1) Resolve(d) not to proceed with a Golf Driving Range at Elsternwick Golf Course
- 2) Undertake additional consultation with residents and VAF to better inform the Elsternwick Park Master Plan. The additional consultation to include the following options:
  - a. Retention of the Golf Course
  - b. Turning the Golf Course into open space with a provision to allow the relocation of Oval 2
  - c. Turning the Golf Course into a 6-hole course with a provision to allow the relocation of Oval 2 to the south-west of the site; and
  - d. Any other viable options such as an eco-precinct.
- 3) The consideration of all options shall include the implications for water management and flooding mitigation implications;
- 4) Receives a preliminary report at the April 2016 Ordinary Meeting of Council on the results of the consultation with all stakeholders; and
- 5) Council notes that the extent of change possible at Elsternwick Park depends upon the LMS tenant's exercise of lease options.

In line with the Council resolution, we are seeking assistance with the design and delivery of a community consultation/engagement program to test the additional options supplied and any other viable options from the community to better inform the Elsternwick Park Master Plan. Council requires a process that encourages broad participation, in addition to local community representation, and a process that genders community support for the options put to Council. Refer to Appendix 1 to view the Background Information in more detail.

## 6. Statement of Requirement

### 6.1 Outputs

In addition to pricing the methodology proposed, the Consultant shall include and price the following in their quotation:

- Minimum 5 project meetings including 1 x pre-commencement meeting with Council officers and key stakeholders as appropriate, to be held at Council's Corporate Centre, 76 Royal Ave, Sandringham.
- For stage 1 and 3:
  - A preliminary draft report – one electronic Microsoft Word version, and one electronic PDF version, including all appendices and attachments.
  - A final draft report – one hard copy with full colour figures, maps and photos, one electronic word and one PDF version including all appendices and attachments.
  - A Final report – one hard copies with full colour figures, maps and photos, one electronic word and one PDF version including all appendices and attachments.

## 7. Risk Management

The Consultant is required to have in place a Risk Management Plan to identify and mitigate any risk which may be encountered throughout the project. The Consultant is responsible for implementing the risk management strategies within their plan and for updating the plan and notifying Council if any changes occur.

## 10. Indicative Timetable

This timetable is provided to give respondents an indication of the anticipated timing of the quotation process. The timetable is indicative only and Council reserves the right to vary key dates where necessary.

<b>Activity</b>	<b>Date</b>
Request for Quotation Issue Date	10 February 2016
<b>Closing Time</b>	2pm 29 February 2016
Intended completion of evaluation of RFQs	1 March 2016
Intended execution of agreement(s)	4 March 2016

## **12. Attachments**

The following attachments are provided to inform understanding of Council's requirements. Respondents are to note that Bayside City Council does not warrant the accuracy, currency or completeness of attachments and that these should not be relied upon when completing their response.

Appendix 1 – Background Information |