

A vibrant, safe and liveable City
accessible to all



Melton Town Centre Revitalisation Project
Request for Quotation
**Kids Play Space Custom Design Project
Specification**

Melton City Council

November 2021

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1. PROJECT REQUIREMENTS

1.1 Overview

Melton City Council is seeking a suitably qualified consultant to custom design a fun and engaging play space for our younger community members within the Melton Town Centre. Rather than a traditional style playground usually found in a park setting, Council is looking for an innovative play space design within the urban setting of the Melton Town Centre.

Specifically, the play space is to be located within the heart of the Melton Town Centre, with close connection to the heritage listed Former Melton Courthouse which will shortly re-open as a café. The proximity of the Café and the play space will provide an opportunity to activate this area of the centre into a vibrant and busy space and provide a point of interest to the community, thus encouraging community visitation, dwell time, local community connections and local spending opportunities.

A play space in this location will also add to the previous civic (amphitheatre) and streetscape (Palmerston Street, McKenzie Street, Bakery Square and Wallace Square) improvement works in this area of the town centre known as the 'Pride of Melton' project which was jointly funded by Council, State and Federal governments.

The play space project is being funded jointly by Melton City Council and the Office of Suburban Development's Melton Town Centre Revitalisation Board. It sits amongst 12 other short-term projects and a longer-term Revitalisation Plan, funded to revitalise the centre. Some of these projects will need to be considered in the preparation of the design such as the Business Incubator Project.

1.2 Play Space Project Scope

This project will require a custom and innovative play space design in the heart of the Melton Town Centre. It is intended to provide a point of interest and engagement for our younger community members whilst also attracting their parents, guardians and carers. It is expected that through the provision of engaging play item/s extra foot traffic will be generated, visitation and dwell time within the centre will be increased, and it will enable local community connections to form, encouraging the community to spend locally.

The play infrastructure will need to be seamlessly imbedded into an already built environment, at a relative scale and complimentary appearance to the immediate surrounding environment.

The play space will be positioned adjacent to the former Melton Courthouse which will begin trading as a café in 2022. The close connection between the operation of future café and play space will help activate the area which also includes the amphitheatre, passive open space and public art (sculpture).

Specifically, the project scope includes:

1. Concept design including:

- Assessment of the location of the play space (see Section 1.3)
- Assessment and/or development of base data including but not limited to arborist assessment, service locations, levels etc

- Determining innovative and engaging play opportunities that are appropriate in scale and context
- Determining any proposed, reconfigured, or rectified infrastructure that is associated with the play space
- Consultation pre and post concept design stage with Stakeholders including but not limited to Council staff, Councillors, landowners traders and community members and if relevant government and non-government bodies. A Gender Impact Assessment will also need to be undertaken (with the assistance of Council staff) prior to consultation as per the *Gender Equality Act 2020*.
- Final concept based on consultation with Stakeholders

2. Detailed design documentation including:

- Production of detail documentation drawings and specification to all relevant and current Australian Standards and Codes of Practise, particularly AS4685 *Playground equipment and surfacing*.
- All sub-consultancy documentation and specification
- Any reinstatement works.
- Bill of quantities and estimate of costs

3. Project Supervision

Supervision of the manufacturing and construction of all elements relating to the proposed works and rectification works.

1.3 Play Space Location

The project will deliver a play space in close proximity and association to the Former Melton Courthouse (future café). The available land around the former Melton Courthouse is constrained therefore the play space will be designed to suit its context.

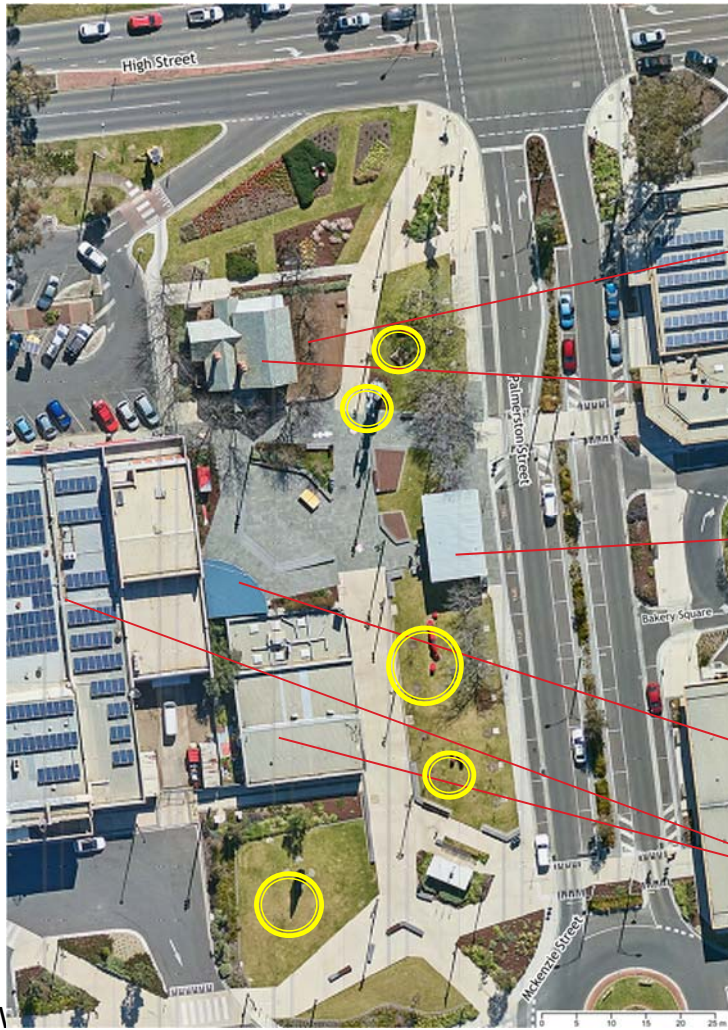
The design of the play space needs to take into consideration it's position, ensuring patron safety in proximity to any road or parking, avoiding impacting key pedestrian thoroughfares and opportunities for programmed activities to take place.







It is preferred that the play space is located on the current grassed area to the immediate east of the former Melton Courthouse, however Council is open to alternate locations considering the following:

- The play space is not located to the north or west of the former Melton Courthouse as due to constraints of landownership and safety issues of High Street
- The play space is not located in the amphitheatre
- The play space is not located at the site of current businesses/shops (to the south of the amphitheatre)
- The play space is not located at the taxi rank shelter

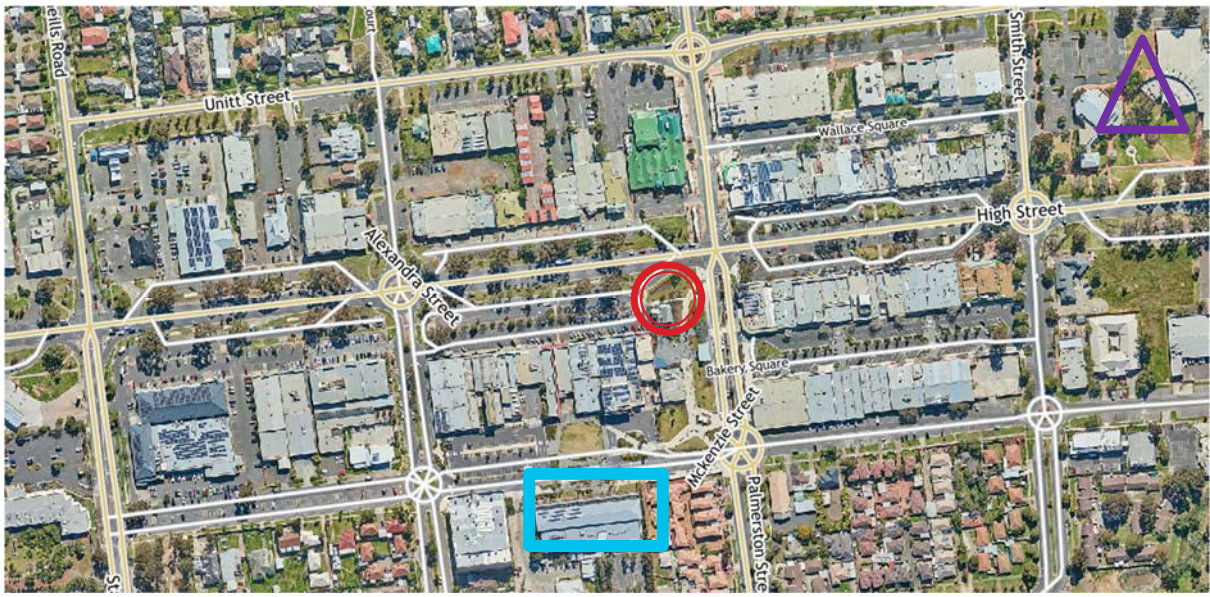
Map 1 shows the current area including the Former Melton Courthouse, its outdoor deck, the amphitheatre, taxi rank shelter, passive open space, artwork and associated infrastructure such as paving, street furniture, lighting and landscaping. It also shows the surrounding retail shops and local roads.

Map 2 below provides the broader context of the Melton Town Centre which is intersected by High Street and includes notable community services such as the Civic Centre and Melton Library and Learning Hub.






-  Artwork (sculpture)
-  Former Melton Courthouse Deck
-  Former Melton Courthouse
-  Taxi Rank Shelter
-  Amphitheatre
-  Businesses/shops

Map 1



Map 2

-  Former Melton Courthouse
-  Melton Library and Learning Hub
-  Council Civic Centre

1.4 Project Opportunities and Constraints

In addition to Sections 1.2 and 1.3 of this specification, the project has the following opportunities and constraints:

- The play space will be for children aged 0 – 12.
- All materials are to be durable and have a lifespan of 10 – 15 years
- The current artwork (sculpture) as identified in Map 1 are to remain in situ and are to be incorporated into the play space design
- Existing trees are to remain and be incorporated into the place space design
- Existing furniture such as timber benches can be relocated
- The widths of the pedestrian areas are to remain to allow provision of vehicle access
- The bluestone pavers are to remain in and around the Amphitheatre.

1.5 Legislative and Policy Considerations

The play space should be designed consistent with the following guidelines:

- Landscape Guidelines for the Shire of Melton 2010
- City of Melton Tree Planting and Removal policy
- All legislation, Codes of Practice and Australian Standards applicable to the proposed works and alterations.

The preparation of the play space design should consider the following:

- Citation 210, Heritage Overlay no. 076, Former Melton Courthouse

1.6 Project Timeframe and Cost

The design and construction of the play space will be procured separately with a combined budget of \$300,000.

The design, documentation and specification of the play space, is expected to be completed by 31 March 2022.

The construction of the play space will then occur by suitably qualified tradespeople and completed by 31 August 2022.

2. RFQ REQUIREMENTS

A clear scope of works and program for the delivery of the Design of the play space is critical to success of the project.

The RFQ submission must include:

1. A high-level vision of what the play space could be and an outline of what would be considered in the preparation of the design for the play space. This is an opportunity in the RFQ response to showcase innovative ideas.
2. An outline of the proposed project program/methodology demonstrating:
 - How the consultant would deliver the project

- How consultation would occur with internal Council staff, traders and the wider community. This should include any workshops, surveys, meetings, drop-in session etc. and include two presentations to the combined Council PCG/PWG for this project at key stages of the project (for example the concept stage and the final design).

Project meetings between the consultant and Council officers will be conducted via Microsoft Teams, unless otherwise agreed by both parties. In person consultation with traders and the community will be conducted at Council facilities except in circumstances where Council agrees otherwise or due to COVID-19 restrictions.

Consultation with the community cannot occur during school holidays being 18 December 2021 – 30 January 2022.

- A proposed project timeline based on the program/methodology noting that the project is to be completed by 31 March 2022. Council officers expect a minimum of two weeks to review and comment on draft concept plans (both pre and post consultation) and draft design documentation.
3. An outline of key personnel on the project and their experience including the proposed project manager
 4. Key personnel hourly rates (if a variation is needed)
 5. Demonstrated experience in custom design of play spaces, particularly of a non-traditional nature (playgrounds) and/or within urbanised environments such as a town centre (examples not in parks)
 6. Examples of previous projects that demonstrate delivery of the project brief and its direct results. For example, if the brief was to activate a space, did the play space achieve activation and attract the community? Is the play space valued by the community?
 7. A minimum of 1 referee that is project based
 8. A breakdown of the cost for the project noting the design and construction cost at section 1.6 of this Specification.
 9. Specification of a price to undertake the supervision requirements set out in 1.2.3.

3. PROJECT MANAGEMENT

3.1 Project Coordination

An internal Project Working Group (PWG) will provide regular expert input from various Council officers, and an internal Project Control Group (PCG) will guide the direction of the project and sign off on milestones in the project.

3.2 Project Administration

A successful consultant will be required to appoint a Project Manager to manage the consultant team. This project Manager will report to Council's appointed Project Manager.

The consultant Project Manager will be responsible for:

- Ensuring all agreed actions and milestones are achieved on time and within budget
- Providing fortnightly progress reports to the Project Manager (Council)
- Preparing minutes (minutes of all meetings or consultations sessions must be issued to the project manager (Council) within five working days of the meeting/session)

The project manager (Council) will be responsible for the organisation and scheduling of all meetings required by the Consultants.

Project meetings between the successful consultant team and Council officers will be conducted via Microsoft Teams, unless otherwise agreed by both parties (this does not include consultation activities such as workshops etc.).

Revision of work based on feedback from Council will not be an additional cost, unless agreed to by all parties.

No out of scope work is to be undertaken without prior written consent by the Project Manager.

3.3 Documentation Format

- All documentation is to be provided in MS Word 365 and PDF format.
- All final plans and diagrams prepared should be provided to Council in their original file formats e.g. Illustrator, Photoshop, AutoCAD etc
- Any documents prepared in InDesign format are to be provided to Council as a packaged file with all fonts, links and images included.
- All documentation is to accord with Council's Writing and Corporate Image Style Guides.
- All spatial and analytical information prepared shall be provided, where possible, in a format compatible with Council GIS system.