

# PARRAMATTA CITY COUNCIL

## PARRAMATTA SQUARE PUBLIC SPACE DESIGN BRIEF & SPECIFICATION TO ITT05/2015

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# INTRODUCTION

Parramatta City Council is seeking to engage a suitably qualified multi-disciplinary design team for the Parramatta Square Public Space. The multi-disciplinary design team will undertake Concept Design and Design Development for the entire public space. Following which, DA standard plans, Construction Documentation and Construction Certificate Plans and Specifications will be undertaken for parts of the public space which will be constructed in stages by the appointed Developers for each building stage.



Figure 1 Aerial View of Parramatta City, showing Parramatta Square adjacent to the Transport Interchange.



# BACKGROUND

Parramatta Square is a 3 ha mixed use redevelopment precinct located in Parramatta CBD, bounded by Church Street Mall, Macquarie, Smith and Darcy Streets. Parramatta Square will see Parramatta emerge as a vibrant, connected and liveable city in the heart of Sydney. There will be over 20,000 sqm public space (including footpaths, lanes and shared ways) surrounded by new buildings and institutions. Due to the project's scale and complexity and broad mix of uses, the buildings around the square are being designed and built to different programs by a range of developers.

The new buildings are numbered and are known as PS1, PS2, PS3, PS4, PS5 and PS6. Refer Figure 2. The new buildings will include; a University of Western Sydney campus in building PS1, the Sydney Water Headquarters Building, a 90,000 sqm 'A' grade retail and office space in buildings PS5 and PS6, a 25,000sqm commercial building in PS3, the new Parramatta Council building, including public library and community facilities, (location to be determined), a residential and hotel building in PS2, the Town Hall, PS4, the Uniting Church and community facilities.

Located adjacent to the Transport Interchange, the square will act as the front door for commuters arriving and departing by trains and busses and potentially by future light rail running along Macquarie Street. The square will also be built over a large basement area, to accommodate public and private parking, servicing areas and a Central Energy Plant. The primary public space is located centrally between the buildings and comprises a main level at RL 10.5 and a second partial level at RL 14.5.

The 20,000sqm of public space includes the central Main Public Space, Leigh Place, the Public Square East, the Station link, the lane between PS1 and PS3, part of Church Street Mall, Darcy Street, Macquarie Street southern footpath, Smith Street and the Civic Link, a future northern extension of the Leigh Place to Horwood Place and the River beyond. The design of the public space will need to coordinate and enhance all surrounding buildings and public spaces, both existing and proposed.



Figure 2 Diagram of Parramatta Square showing locations of PS buildings (blue) and the public spaces (green)

# PROJECT VISION

*THE VISION IS FOR*

*AN OUTSTANDING PUBLIC SPACE THAT IS, WORLD CLASS,  
INCLUSIVE, ANIMATED, INSPIRING, FUN AND  
THE HEART OF PARRAMATTA CBD AND  
WESTERN SYDNEY.*

This will be achieved by;

- Establishing a forward looking memorable identity for the public space through the design character and artistic program;
- Building on Key Strategic Initiatives, including Parramatta 2038, the Economic Development Strategy and the Parramatta Square project;
- Building on the LEP requirement for Design Excellence for the City Centre which includes Parramatta Square;
- Designing the Public Space to connect and enhance all surrounding buildings, public spaces, (both existing and proposed); and
- Creating an urbane, popular and inclusive place for the whole community that is activated for at least 18 hours every day.

# CONTEXT

## STRATEGIC CONTEXT

### Parramatta 2038 Community Strategic Plan

Parramatta's Strategic Vision described in Parramatta 2038, is to be the driving force and heart of Australia's most significant economic region; a vibrant home for diverse communities and a centre of excellence in research, education and enterprise. To achieve this vision, Parramatta 2038 outlines the following 6 strategic objectives:

#### Economy

Parramatta's economic growth will help build the City as a centre of high, value-adding employment and the driving force behind the generation of new wealth for Western Sydney.

#### Environment

Parramatta will be an eco-efficient city that effectively manages and uses the City's growth to improve and protect the environment.

#### Connectivity

Parramatta will be a city with fast, reliable transport and digital networks that connect people to each other, to the information and services they need and to where they need to go.

#### People and Neighbourhoods

Parramatta will be a world-class city at the centre of Sydney that attracts a diversity of people: a city where people can learn, succeed and find what they need; a city where people live well, get together with others, feel like they belong and can reach their potential.

#### Culture and Sport

Parramatta will be a place where people want to be: a place that provides opportunities to relate to one another, the City and the local area; a place that celebrates its cultural and sporting heritage; and a place that uses its energy and cultural richness to improve quality of life and drive positive growth and joy.

#### Leadership and Governance

Parramatta will be widely known as a great city, a centre of excellence and an effective capital of Western Sydney, with inspirational leadership and good governance.



## SOCIAL AND CULTURAL CONTEXT

Parramatta is a unique city with a wealth of assets: including the Parramatta River, ample green infrastructure, rich history, contemporary urbanism, multiple educational facilities, and a rapidly expanding business district. All of these factors contribute to Parramatta's liveability, making it a magnet for young immigrants. This is evidenced by a 13.4% growth in population within a span of 5 years: 2006-2011. Parramatta also enjoys a demographic makeup unlike any other city in the country. It is a city of approximately 166,858 people with a median age of 33. 140 different language groups are represented and 44.8% of residents were born overseas according to Council statistics, (within the CBD it is estimated 67% of the current population have a non-English speaking background). Parramatta is highly diverse. Currently in Parramatta, the young workforce (25-34yrs) and Homebuilders (35-49years) make up the largest segments. In 2026 the 925-34year old young workforce is expected to be the biggest group.

## TRANSPORT AND ACCESS CONTEXT

Effective access will be fundamental to the growth and regeneration of the CBD. Parramatta's transport interchange connects more than 50,000 people to Parramatta daily. Parramatta Square is located adjacent to the Parramatta Railway Station and Transport Interchange and 480 metres from Parramatta Ferry Wharf. It is also in close proximity to Victoria Road, Parramatta Road, the M4 Motorway, and enjoys good access to the metropolitan road network. This access network impacts on Parramatta Square and vice versa, due to the square's central location. Although the City is well served by public transport, car travel remains the dominant modal choice and 37% of work journeys to Parramatta CBD are by public transport. Car reliance is considered a significant hurdle to utilising more sustainable transport forms and a proposed light rail system is a key element of increasing public transport patronage. Pedestrian movement is relatively high in Parramatta CBD, future access strategies need to support pedestrian mobility. Increases in pedestrian movements around Parramatta Square are achievable through optimising spatial layout.

### Rail

Parramatta's transport interchange is a major transport hub in Greater Sydney and the fourth busiest rail station in NSW. The entire CBD is located within a 10 minute walk (or, 800m walking distance from the train station entrances (Space Syntax, 2006). While the station has a function as an origin for outbound commuter trips to Sydney CBD and other destinations, it is most important as a destination for workers and other travellers to Parramatta itself. The number of rail customers getting off trains at Parramatta station in the morning peak period is almost double the number getting on.

For those customers who catch trains at Parramatta station in the morning peak period to travel to other destinations, most (based on most recent available data, from 2008) walk to the station (64%), or catch the bus (22%). Since 1995, the proportion of rail customers walking to the station has increased from some 24%, while the proportion using buses to access the station has reduced from 54%. This reflects increasing population within walking distance of the station.

For customers catching trains to Parramatta for work and other purposes, while no egress mode data for the station are available, typically, the majority walk to their final destination.

Transport for NSW's customer hierarchy for transport interchange access gives pedestrians the highest priority and this is reinforced in Parramatta interchange – pedestrian access is the most important mode.

The Parramatta Transport Interchange has some unique features for a transport interchange in NSW. Despite being located on a bus-only section of Argyle Street, the interchange has a vibrant daytime and night-time retail strip, with restaurants and cafes being supported by interchange passenger activity. In addition, the interchange features almost seamless integration of the station concourse with Westfield's shoppingtown centre, giving public transport customers direct access to high quality retail offers. The value of the close relationship of the shopping centre to the interchange is underlined by the provision of real-time train departure information displays in the Westfield shoppingtown food court, more than 200 metres from the station.

## Bus

Parramatta is a hub for a large network of bus services, all of which operate through the Parramatta Transport Interchange. Key bus corridors in the city centre include Church Street, George Street and Macquarie Street (though at present buses are excluded from Church Street due to construction activities), Smith Street (which is a major north-south bus corridor connecting to the transport interchange) and Argyle Street on the south side of the line. The transport interchange in Argyle Street is a key hub where bus routes merge, permitting intermodal transfer, as well as access to nearby destinations. The interchange accommodates 150-160 buses per hour in each direction. An important factor in making the transport interchange as compact as possible, to accommodate bus flows on this scale in the available space, is the provision of off-site bus layover for terminating bus routes.

The construction of the Parramatta Transport Interchange established an underpass of the rail line at the eastern end of Argyle Street, permitting buses to cross from one side of the city centre to the other. After calling at the interchange buses approaching Parramatta from the south side of the rail line can cross to the north side of the line (and vice versa for bus routes approaching from the north side of the line). This is important for better servicing of the city centre.

As with train services, it is likely that the role of buses in Parramatta is evolving from primarily providing feeder services to the train station, to increasingly also providing access to Parramatta CBD itself. This dual role is recognised in Transport for NSW's Parramatta City Centre Bus and Cycle Network Study which identifies key roles for the bus network being to provide access to Parramatta itself from the surrounding area and areas not served by the rail network; and to provide public transport connections to Parramatta station, the ferry wharf and other bus routes.

## PUBLIC DOMAIN CONTEXT

Parramatta City is undergoing significant development, change and densification. To support the projected 50,000 new residents and 50,000 new workers envisaged, a large public domain transformation is being planned of which Parramatta Square will be the centre-piece.

The *Parramatta Public Domain Framework Plan 2012* defines the future Public Domain Structure. Key adjacent projects to Parramatta Square are; Church Street Mall and Centenary Square which have recently been upgraded, Macquarie Street one of Parramatta City's 3 main east west streets and which will hold the future light rail; and the Civic Link, which connects to the future River Square and Parramatta City River foreshore.

Three differently sized squares are envisaged for Parramatta City. Centenary Square in the order of 3,000 sqm and the smallest and oldest. It has just been refurbished and acts as the City's Town Square, and a focus for outdoor dining.

River Square is planned to be approximately 4,000 sqm and will act as the Recreation Square, creating a meeting place alongside the river and is also in the heart of the city's night-time entertainment zone. River Square will enjoy a different character during weekdays, when it may be a quieter retreat near the river to that on weekends and nights when it will be a vibrant destination for relaxation and entertainment.

At potentially 9,000 sqm (combined size of main central area) Parramatta Square will be the largest and most urban of the three. It will be a dynamic, bustling space, and will house the city's and region's largest gatherings and will have a strong focus on students and workers during the weekdays, and markets and community events on the weekends.

# KEY CONSIDERATIONS

Key considerations for the design are described following.

## PLANNING CONSIDERATIONS

### The Parramatta DCP 2011

Parramatta Square is a City Centre Special Area in the Parramatta DCP 2011. The DCP describes the desired future character for the square and includes specific Objectives and Controls. The DCP forms part of the design brief, Objectives and Controls are provided; for the Square generally, for the site, for buildings; for sustainability; for Access, Parking and Servicing, for heritage, for Public Art, and for Utilities.

## DESIGN CONSIDERATIONS

*“By far the greatest and most admirable form of wisdom is that needed to plan and beautify cities and human communities”*

(Socrates 469-399 BC)

### Design Excellence

Parramatta City Council has a Design Excellence program supported by the Design Excellence Panel and the Design Competition Process. Parramatta's Design Excellence program aims to ensure Parramatta is recognised as a 'City of Great Design'. Great design is to reflect the brand of Parramatta ““We're Building Australia's Next Great City”” and apply to every aspect of the city. Design Excellence is mandatory for the entire Parramatta square precinct, which is a designated design excellence area in the Parramatta LEP. A Public Domain Excellence Panel will be convened to provide peer review of the design to the team and Parramatta City Council during the concept and design development phases.

### Flexible and Futureproof Design

Throughout the design and construction documentation process, the final floor plans and form of some of the buildings edging the square will still be evolving. The square will also evolve over time to reflect changes in the city and community. The design will need to respond to program changes during design and construction and also be sufficiently robust and flexible to accommodate the evolving city.

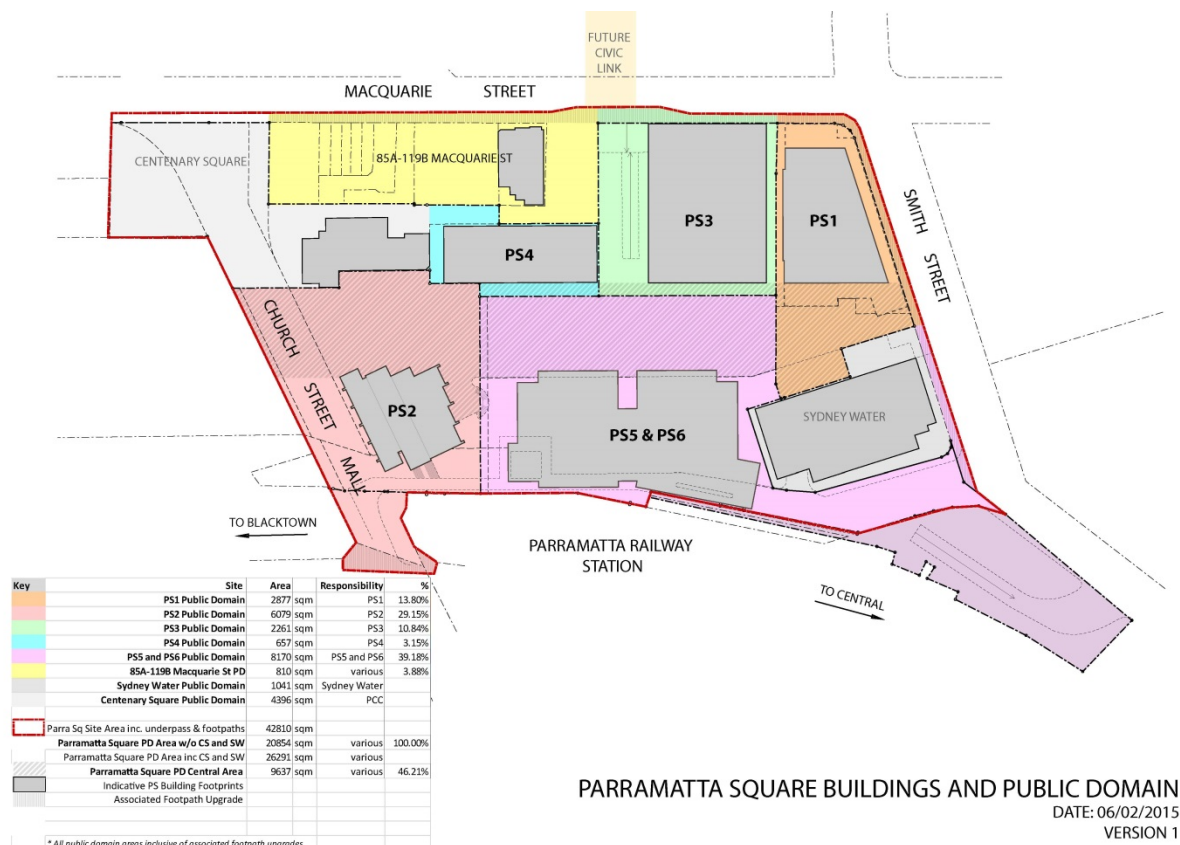


Figure 3 Indicative Areas of Construction Responsibility for each of the PS Buildings.

Figure 3 shows the areas of construction responsibility for each of the Parramatta Square buildings portions with the preliminary program of public domain construction as follows:

- PS1 Public Domain built by Jan 2017
- PS5 and PS6 Public Domain built by Jan 2018
- PS2 Public Domain built by Jan 2018
- PS3 Public Domain built by Jan 2018
- PS4 and North-West PS Area Public Domain built by Jan 2018.

As these dates could change the design needs to address how each completed portion will be capable of functioning in a relatively autonomous manner until other sections are complete, especially regarding utilities, servicing and access for events and festivals, and, location of structures and elements including, shade structures, kiosks, markets digital screens and the like.

Consideration should be given to creating a design option that is expressed as a base option that meets the functional and quality brief with some potential add-on elements that can be separately costed and funded at later stage through a range of alternative funding sources e.g. grants and corporate sponsorship and the like.

## Design Character and Place Making- The Community's View

The size, scale and purpose of the square are new to Parramatta and Western Sydney and the Square presents an opportunity to create a symbol for Parramatta and Western Sydney's communities looking forward. Parramatta and Western Sydney and a true people place.

Initial surveys and engagement with the community about the future square have suggested the following as being important starting points for developing this character.

- Our true centre and the heart of Western Sydney
- The main arrival point for Parramatta
- A place in which to orientate from which to explore Parramatta City
- A preeminent destination and meeting place in Western Sydney and Parramatta
- A harmonious and inclusive place
- World Class
- Fun
- Inspiring,
- Animated
- Vibrant



Figure 4 'Wordle' Created from Consultation undertaken in 2012



## The Parramatta DCP 2011 Spatial Framework

This spatial framework:

- Is centred on the St John's Cathedral centreline axis. (For consistency the centreline is parallel to Macquarie Street);
- Establishes a dual spatial reading, as an integrated whole and a sequence of spaces;
- Protects the axial vista to St Johns church with consistent edge alignments; and
- Reinforces the historic Church Street, Macquarie Street and Smith Street with consistent alignments reinforcing each street edge.

### A Destination with Multiple Sub-Destinations

Parramatta Square is to be a truly urbane place. The success of the Square will depend on it being welcoming for everyone and well activated for at least 18 hours each day.

A broad range of complementary uses have been gathered around the square to support continuous activation and these will be supplemented by well-managed programme of festivals and events. Creative programming and a variety of activities will produce places where residents form strong social bonds and make lasting memories, these places could eventually be the first thing that comes to mind when someone mentions Parramatta.

A series of variously sized spaces that provide for a range of different characters and uses and which can combine to form larger spaces for less frequent major events is required. The square's design needs to create a destination that also contains multiple sub-destinations. Additionally the square will function as the front door to surrounding buildings and uses. These include residential, retail, university, commercial, community services and council offices and amenities. The Council amenities will include; a public library and technology centre, community meeting rooms, childcare facilities, and a civic facility.

The square must be designed to function as the local outdoor space for city residents, a lunchtime space for office workers to meet and mingle, a forecourt and public space for university students, a community gathering focus for different groups to meet as well as being an exciting entertainment drawcard and focal point for large events and festivals.

*"What Attracts people most, it would appear, is other people,"*

William H. Whyte- The Social Life of Small Urban Spaces 1980

### Wayfinding

Ensure there is a legible pedestrian network, with multiple paths connecting between station and existing streets through the square and establish clear sightlines through and between spaces for legibility and passive surveillance.

### The Parramatta Square Urban Design, Access and Parking Plan

The Parramatta Square Urban Design, Access and Parking Plan, (UDAPP) project was undertaken in 2014 to resolve a number of conflicting issues between individual building requirements for Parramatta Square and to synthesise design and functional requirements for the public space. It comprises 4 volumes;

- Volume 1: Urban Design Guidelines and Principles
- Volume 2: Parking, Transport, Access and Circulation Plan
- Volume 3: Services and Infrastructure Plan
- Volume 4: Opinion of Probable Cost

All 4 Volumes are provided as Key References for this Project, with the Urban Design Guidelines and Principles, being of most relevance. Whilst a number of changes have occurred since this document was prepared, it outlines some key design elements that are fundamental to the successful design of the Parramatta Square project and should guide and influence the Public Space design. These include

- The coordination of basement parking levels
- The generous 4150mm floor to floor height of the interstitial servicing zone that allows for coordinated servicing and accessing, plus deep soil planting , plus coordinated services and piping, and
- The layering of the public domain areas at 10.65 and 14.5 to create greater activation and passive surveillance.

Figure 5 shows the General Basement Carpark Section developed by Johnson Pilton Walker as part of the UDAPP to resolve a number of potentially conflicting requirements including;

- Providing public space over basement carpark,
- Providing for deep soil
- Providing for shared access to a number of basement carparks beneath individual buildings
- Providing for utilities beneath the ground
- Providing for servicing and access to the public space, necessitating large vehicles.

This general condition is to occur beneath the central public space simultaneously with the individual carparks. The design is to assume that deep soil and utilities can be accommodated in the 4150 high Central Servicing Zone as shown. Access between the Central Servicing Zone and the public space that supports 'bumping in' of events and festivals will be required.

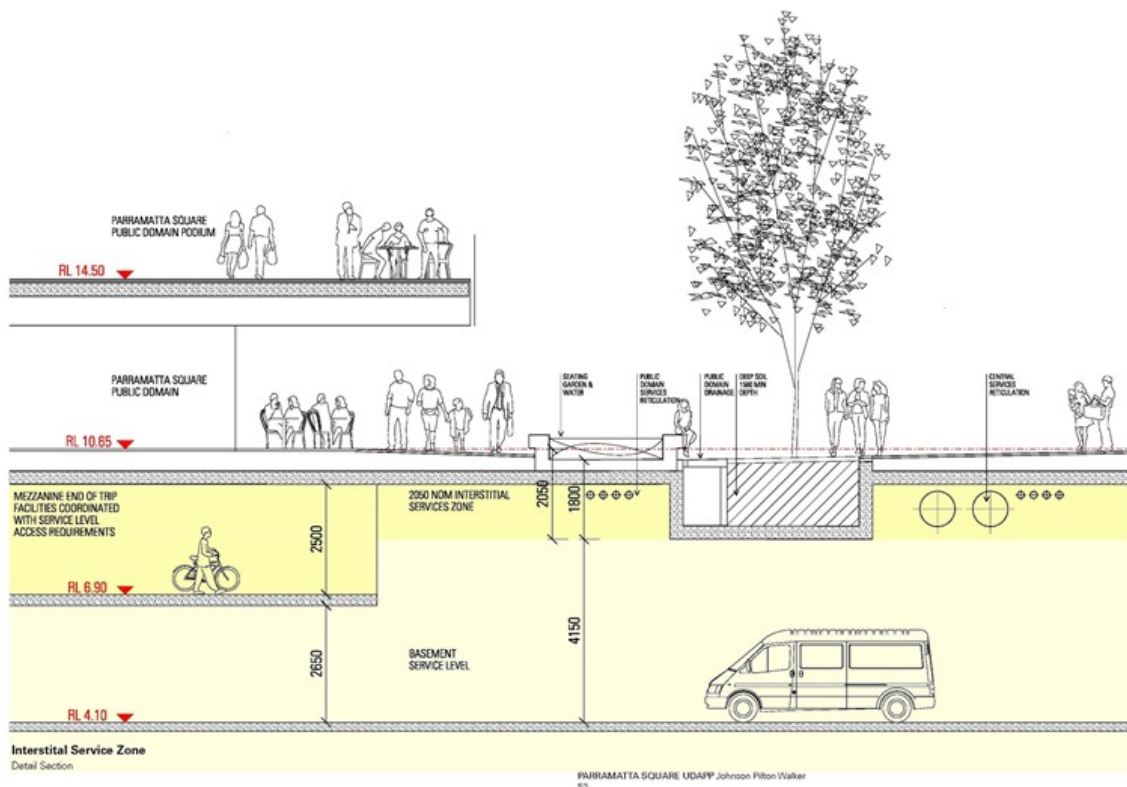


Figure 5 General Basement Carpark Section, incorporating the Interstitial Servicing Zone developed by Johnson Pilton Walker as part of the UDAPP.

## A Well Accessed and Serviced Public Space

A range of studies and have been prepared to resolve and streamline the interconnected traffic, parking, and servicing requirements for the site. These in include the *Parramatta Square Urban Design, Access and Parking Plan Volume 2 Parking, Transport Access and Circulation Plan* and the *Parramatta Square Access Strategy* (Aurecon 2015). In addition to meeting the Objectives and Controls in the *Parramatta DCP 2011*, these documents guide the access arrangements. Where there is conflict between the 2 documents the *Parramatta Square Access Strategy* takes precedence about long term strategy and location of future dive structures. For the short term location and setout of the dive structure in Darcy Street refer to PS UDAPP Concept Dwg RL 14 by JPW-SK-A\_101. The report by Aurecon outlines the following key considerations:

- Horwood Carpark Site to Supplement Parramatta Square Site
- Basement access to the Parramatta Square:
- Light rail in Macquarie and Church Streets
- Church Street Mall

## Horwood Carpark Site to Supplement Parramatta Square Site

The PCC Horwood Place Car Park site should be considered an integral component of the Parramatta Square Development this supports the creation of the Civic link , the north-south pedestrian route from Parramatta Square to the Riverbank Precinct and will;

- Stimulate the development and economic growth of the commercial core of the CBD.
- Facilitate an independent and branded access to the basement public car park within the Parramatta Square development (separate from the common service basement access)
- Facilitate an independent access point for a new above ground car park on the Horwood Place site (also incorporating a commercial development)

## Basement access to the Parramatta Square:

Access to the common service basement level is to be separated from access to the shared public car park in the lower levels of the basement. This common service level is best accessed from Smith Street via a ramp.

The basement car parks independently serving PS1 and PS2 are best accessed from the common service basement level as currently proposed; and

Access to the shared basement car park level from a new basement car park under the eastern end of the Horwood Place car park site via a tunnel under Macquarie Street linking directly to the Parramatta Square basement car park, should be considered.

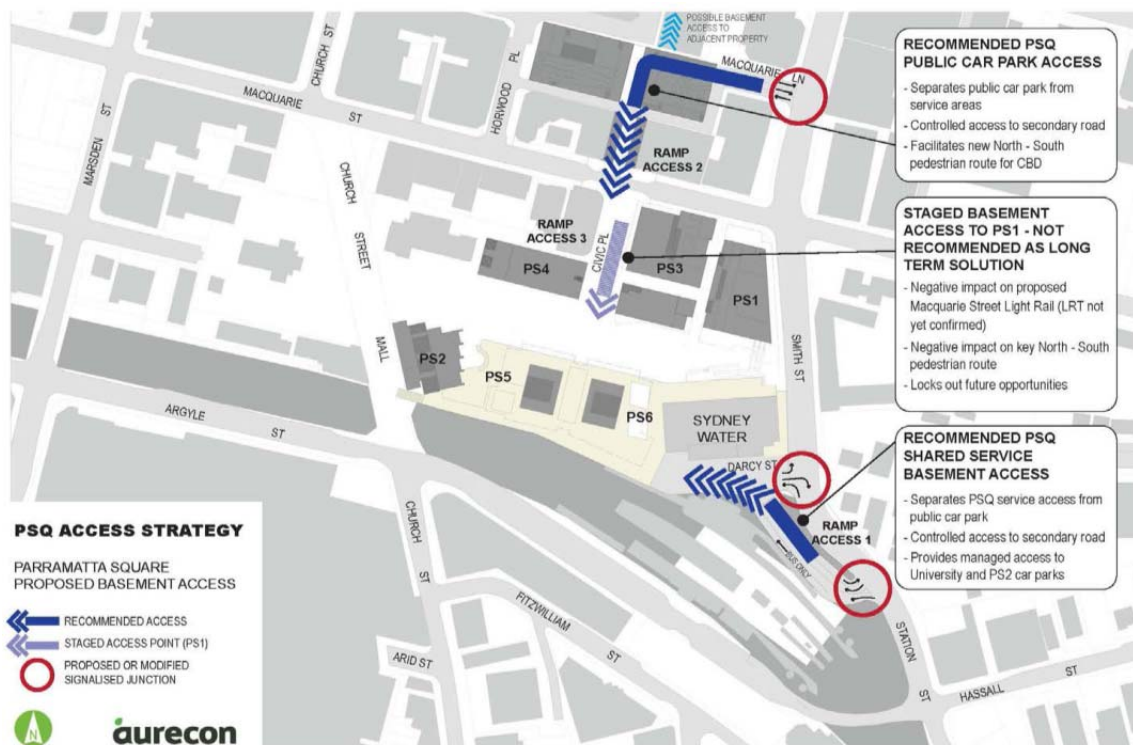


Figure 6 PSQ Access Strategy –Long term Vision by Aurecon

### Light Rail in Macquarie and Church Streets

The currently proposed light rail route along Church Street and Macquarie Street through the CBD is endorsed and the bus route network through the CBD (including the free shuttle) should be adjusted to avoid the light rail route.

### Darcy Street

Darcy Street is to be closed to through traffic but with access maintained for a bus drop-off – pick-up loop from Smith Street via Darcy Street back to Smith Street, and basement access to the Sydney Water building.

### Church Street Mall

An additional pedestrian route from the Church Street Mall southern end into the Parramatta Square ground level shopping arcade is considered beneficial. It is suggested that Church Street Mall is closed to vehicular access at the southern end and the pedestrian crossing upgraded to provide a ‘barn dance’ cycle.

### Bicycle Parking

The successful public domain design team is requested to include the following bicycle parking requirements in the design of the public domain -

Parramatta Squares needs to include both short stay bike hoops for visitors to the public domain and surrounding services and long stay secure parking for people riding to the station.

At total of 50 hoops (100 spaces) should be provided in the public domain. These are to be located at key attractors such as the entrance to the transport interchange, Council facilities such as the Library and scattered throughout the square for visitors to café etc.

It has been proposed that a public cycle centre is also included in Parramatta Square. This facility should accommodate 400 bicycle parking spaces, end of trip facilities to comfortably accommodate users, a reception area and space for a small business such as a café or bicycle retailer. The facility must be publically accessible, with exits to the interchange. This facility needs to be accessible by bike. An example of this type of facility is the Cycle2city centre in Brisbane <http://www.cycle2city.com.au/>.

## SOCIAL AND CULTURAL CONSIDERATIONS

### Main User Groups

Parramatta’s diverse social and cultural mix of peoples is considered a key asset for the city’s future success and growth. Youth and 20 and 30 year olds are expected to be prevalent in the square due to the projected change in workforce and the presence of the University campus. A full profile of the main user groups who will be using Parramatta Square is listed following;

- CBD office workers seeking out of office recreation including Council staff;
- Shoppers for the retail in the square, *Westfield’s* and the rest of the city;

- Visitors to the Council and Library;
- Visitors accessing the hotel and serviced apartments;
- Visitors, residents and workers accessing services including; homeless services, health services, over 55 services, leisure services and learning services, youth services and disability services;
- Visitors, residents and workers accessing amenities in other parts of the city;
- Students and teachers from University of Western Sydney and nearby high school; and
- Residents of the square

The square must act to strengthen bonds between residents and workers living and working nearby, who will rely on it as their community gathering space.

Special consideration needs to be given to more vulnerable members of the community including the very young and the elderly. For young children this includes including informal play opportunities. The design team is encouraged to use seating, paving, lighting, planting and water features creatively to instil a sense of fun and adventure in the public space. Additionally the design must appeal to the imagination and activity levels of young people whilst discouraging destructive behaviours.

For the elderly, the following 'aging in place strategies' need to be considered ; good lighting, low gradient ramps, rails on stairs, lifts where needed, shade and seating, spaces for wheelchairs, seating with handrails so people can get up with ease.

## ENVIRONMENTAL CONSIDERATIONS

*'Of the spaces we have studied, by far the best liked spaces are those affording a good look at the passing scene and the pleasure of being comfortably under a tree while doing so,'*

William H. Whyte- The Social Life of Small Urban Spaces 1980

A high standard of environmental performance is required from the parramatta square project. Western Sydney experiences temperatures on average 10 degrees hotter than Eastern Sydney. Water, shade, and planted areas that will mitigate heat island impacts are crucial. Solar access to the square in winter is protected in the DCP. The following will help to ameliorate the heat and ensure the square is usable throughout the day and the seasons.

- Water elements;
- A range of trees to mediate the scale of adjoining tall buildings, provide summer shade, spatial definition and for green respite;
- Shade from operable louvers/canopies that can provide shade, in the hotter months, whilst the trees are growing and/or larger shaded elements; and
- Some green/turfed area for play, sport and casual seating.



## Flooding

The majority of Parramatta CBD is within the probable maximum flood zone (PMF) and so is considered to be within the floodplain of Parramatta River. Parramatta Square is a mix of medium and low flood risk precincts. The majority of the site is above 1:20 YR & 1:100 YR flood levels and so considered a low flood risk precinct. Areas around Macquarie St and Leigh Place are within the 1:100 Yr. flood levels and so considered a medium flood risk precinct. The flood classification will impact upon finished levels of the public spaces, the building and basement car park entrances. Refer to Council's Flood Mapping and DCP Provisions.

## Vegetation

The existing trees and other site vegetation will be removed to make way for the new layout.

## Wind

Wind tunnel impacts will increase with the height and scale of the Parramatta Square buildings. These are to be avoided as they erode the comfort of the public space and people's willingness to spend time there. Adjacent buildings are required to model potential wind tunnel impacts and the design will need to coordinate with awnings and the like that may be required to modify these impacts.

## Water Sensitive Urban Design

One of the objectives of the Parramatta square DCP is to implement the principles of WSUD on an individual and precinct scale. The public space design consultant will need to ensure alignment with the DCP principles and importantly ensure design alignment with the Central Water Plant provider who is proposing to develop water capture and water supply services to the precinct which will include recycling stormwater capture and storage.

## Green Star Communities Rating

The Parramatta DCP 2011 requires a minimum 5 star building rating for Parramatta Square and additionally Council has registered the Parramatta Square project as a pilot for the Green Star Communities Pilot Tool. It is expected that a five star rating will be achieved for the precinct.

The public space design must support this accreditation.

Specific Requirements include;

- A formal Site and Context Analysis must be prepared adequate to the Green star Tool (Green Star Credit -Des 2)
- The capability of the new design to support Ecological Enhancement will be measured under Green Star Credit- Econ 2 and the design should support this with green space and plant species selection.
- Green Star Credit - Env 3 measures heat island effect and the design should mitigate this.

- Green Star Credit -Env4 measures light pollution and these needs to be considered in conjunction with the requirement for light levels required for good ambience and safety.
- Green Star Credit -Liv 3 measures healthy and active living and the design must support this;
- Green Star Credit -Liv 4 measures access to fresh food and community gardens and edible landscaping are encouraged;
- Green Star Credit-Liv 5 measures Safe Places and the design must meet these requirements; and
- Green Star Credit-Liv 7 measures Access and Adaptability and the design must meet these requirements.

The design also needs to contribute to meeting Green Star Credits Env11-Transport, Econ 7-Digital Economy, Econ 8-Peak Electrical Demand, Env 5-Greenhouse gas Emissions, Env 7-Potable Water Consumption and Env 8-Stormwater.

## Central Energy and Water Plant

A Central Energy and Water Plant will be the centrepiece of the service strategy and will make a sizable contribution to its overall improved environmental performance. The plants will be separately located in the basement over several levels. The public space design will need to coordinate with the plant, which will require access hatches and exhaust and supply shafts at ground level. As the shafts will potentially be very visible options for incorporating them into free standing kiosk/information centre /digital screen structures and/or creating decorative covers are encouraged. Additionally the exhaust will noise created by mechanical ventilation and this may need to be masked. The public space design team will need to work with Brookfield Energy Australia to finalise energy and water plant design impacts and opportunities on the public domain.

## HERITAGE CONSIDERATIONS

Historical development and previous land use patterns, including the use of this land by the indigenous culture is expected to be considered in the public space design.

The majority of the site has been acknowledged as offering a high possibility for yielding aboriginal artefacts, in addition there are several key heritage items both adjacent to and within the boundary of Parramatta Square.

The Parramatta DCP 2011 sets out the heritage requirements. The key important heritage items within and adjoining the Parramatta Square site area are listed in the Parramatta LEP 2011 and are;

- St John's Cathedral
- the Royal memorial gates
- the Centennial Memorial Clock
- the Leigh Memorial Church

- the Parramatta Town Hall; and
- the Convict Drain

Heritage and Archaeological Research has been undertaken for the site and project over a number of years and the following references are available:

- The Parramatta Square Indigenous Archaeological Study and AHIP by Comber 2015
- The Parramatta Square Non Indigenous Archaeological Study and Section 140 Application by Casey and Lowe

## PUBLIC ART CONSIDERATIONS

### Bring Your Dreams

The importance of Parramatta's creative and cultural life is highlighted in the Parramatta 2038 Community Strategic Plan. Public Art and Interpretation are important vehicles for telling the Parramatta Story.

A *Parramatta Square Public Art Master Plan* was adopted in 2014 and will inform the design. The Master Plan requires artworks to be distinctive, revealing, enriching, activating and memorable. The Master Plan describes the Vision for the Square as 'Bring Your Dreams'.

The Master Plan also describes 3 themes to reflect bold aspirations for growth and development in the city centre-

Table 1 Themes of the *Parramatta Square Public Art Master Plan*

Exchange	Diversity/Culture, Migration, Arrival/Departure, Memories /Stories
Create	Potential/Anticipation, Energy/Movement/Rhythm, Change/Evolution/Contrast
Achieve	History/Heritage, Growth/Expansion/Transition, Celebration/Joy

A range of differently scales for artworks is considered important and these are identified following;

- Landmark;
- Key Nodal;
- Discovery; and

- Functional.

The role of the artist(s) in this project is to further develop the Master Plans Vision and Themes and ensure artistic input is integrated into the design approach through a multi-disciplinary art-design approach and/or input into bespoke urban elements and/or the development of some landmark artistic work(s). Additionally the design is to nominate suitable locations for a second layering of artistic works to be created in the place which can be procured over time by a range of artists to ensure diverse and rich array of artistic response.

## INTERPRETATION CONSIDERATIONS

The Visitor Strategy for Parramatta (2011-2016) identified the culture, heritage and identity of Parramatta as an asset and highlights interpretation as a priority for people to share and experience Parramatta's culture and to develop a connection to the place and its people. Interpretation of the site's cultural meanings, sense of place, archaeology and heritage has an important role in creating place, preserving cultural memory, education and city identity.

The Parramatta DCP 2011 requires Interpretation of Archaeology and Heritage both European and Non-European. Interpretation needs to be considered as part of the overall design of the public space, within the art program, within the signage strategy and also as separate bespoke interpretive elements. The Interpretation Framework for Parramatta 2012 provides the means to address interpretation needs utilising a range of appealing interpretative media, including new tours, events, performing arts, theatre, digital media, public art and new technologies that are designed to attract and engage people over time. Research developed under this Framework has identified the following themes which represent major resonating aspects of the site's multilayered histories.

- Natural environment – billabongs, endemic native trees
- Aboriginal heritage thousands of years – clan associations, place for all
- Native Feasts – a British intervention but developed as Corroboree, gathering place
- Native Institution – British intervention marking removal of children from culture but also with amazing stories of children's resilience and achievement
- St John's cathedral – heartland of Anglican religion in Australia
- Market Place – nucleus for fresh produce and trade!
- SME businesses – dotted around the site for decades

These themes are to inform the design and/or art and/or signage. The Interpretation Framework for Parramatta (Draft 2012) should guide the development of an interpretative strategy for the site.

The role of the Interpretation Consultant in this project is to further develop the identified themes and create a strategy for interpreting the site and the identified themes that integrates the interpretation with design, art and signage. Also to curate the implementation of this strategy as relevant including any stand-alone interpretative elements that may be required.

## PUBLIC DOMAIN PALETTE CONSIDERATIONS

The *Parramatta Square Draft Materials and Furniture Palette* was established to ensure a high standard of materials and elements are used to build the square. It sets a benchmark for quality and durability that any new materials must equal or better. Importantly the Square is considered the most important public space in Parramatta and the materials and quality of detail and construction must be commensurate with this. Both the *Parramatta Square Draft Materials and Furniture Palette* and the *Parramatta Public Domain Guidelines* should inform the design. Whilst deviation from these is allowed due to the special nature of the place, the proposed edited palette must have clear relationship to the surrounding public domain palette and be to the approval of Parramatta City Council. The Parramatta Square site area includes, footpaths, Darcy Street, new lanes, connection to the Parramatta Station Concourse and Centenary Square and there must be seamless connection to all these adjacent areas with the design and materials of the main public spaces.

## EQUITABLE ACCESS CONSIDERATIONS

Access through the site and to and within facilities and amenities is to be an example of best practice solutions to providing equitable, dignified facilities and experiences for all people. The design for the public space is to maximise accessibility and permeability. Entry points are to be legible and accessible, with minimal reliance on external signage and all new pathways will comply with relevant codes and guidance for accessibility. Consideration should be given to: people with mobility issues, fragility, wheelchair users, mobility scooter users, people using walking aids and visually impaired people.

## SAFETY CONSIDERATIONS

Council has recently endorsed the Parramatta Safety Plan 2014-18. As well as CPTED, generally, consideration needs to be given to the interface between adjoining building areas, the public domain and critical destinations such as car parks, toilets, public transport and residential areas especially regarding signposting and lighting.

Ensure the design meets CPTED principles and best practice for safer by design including clear site lines through the space and clear site lines between adjoining building areas and the space to support passive surveillance.

## MANAGEMENT AND MAINTENANCE CONSIDERATIONS

Considerations for the maintenance are paramount and the maintenance team will be consulted during design phase. The Design is to reduce adverse effect on the environment during the development's life cycle and construction.

## FUNCTIONAL CONSIDERATIONS

The design needs to allow for a variety of activities. Flexible spaces that can accommodate a range of initiatives during days and seasons are important. The following are to be considered potential uses in the future public space.

- Major Events, including regional and city scaled events for up to 30,000 people
- Ceremonies of different scales
- Festivals
- Markets and food trucks
- Civic and local programmed activations for groups that will attract groups larger than 100 people
- Gatherings of Education and Visitor Groups, including small focus groups max 15-20
- School tours up to 120 students(including 6 staff per day x 3 groups per day)
- Niche tours (similar to school tours) but 2 x 20to 30 participants at any one time
- Daily life generated by uses within the square and the city for individuals and groups up to 100.
- Product Launches
- Seasonal programs
- Guided walks and tours(up to 15 people in each)
- Story telling
- Theatre and performances
- Outdoor classrooms including craft workshops and dance workshops
- Recreation type uses i.e. yoga, Qi gong, tai chi
- Potential permanent sport type facilities i.e. half Hard ball court (basketball etc.)
- Lunchtime sport activation areas e.g. corporate sports
- Formal and informal play
- Jugglers, Magicians and Buskers
- Multi-player games on big screens
- University student gatherings both casual and formal



Table 2 Specific Functional Considerations

Function	Dimensions and Metrics	Notes
Performance and Event Space(s)	<p>Capable of accommodating temporary stages up to 15m x 22m with associated sheds, dressing rooms etc.</p> <p>Capable of accommodating informal and impromptu performances and events including lunch time sport and temporary outdoor exhibitions</p> <p>Capable of acting as outdoor classrooms</p>	
Seating	<p>Formal urban seats, both fixed and movable</p> <p>Outdoor dining Seating Areas</p> <p>Grassed /green casual seating areas</p> <p>Informal amphitheatre(s)</p>	Seating is to suit needs of different users including; kids, youth, workers and the elderly.
Bins	Refer to Public Domain palette for minimum standard	Quantity to be determined in consultation with Council's maintenance team, and will be advised as required.
Public Domain Lighting	<p>Lighting is to be to P1 levels.</p> <p>Multi-Function poles are to be incorporated on the streets surrounding the square.</p>	
Public digital screen capacity	A large LED screen (65sqm, 16:9 aspect ratio) is required.	<p>Could be accommodated in a PS building or kiosk</p> <p>This may be in addition to projecting onto buildings.</p> <p>Size and form will depend on whether is used primarily for information and entertainment as per federation square Big Screen or whether it is also conceived as an outdoor gallery as per SESI-SP Gallery in San Paulo</p>

Market Space	Able to accommodate up to 80 stalls at 3m x 3m	Some stalls may be semi-permanent; others may be weekly or for events.  Consider incorporating a permanent roof/shade element to shelter/define markets.
Play area for under 6 year olds	TBA	
Public Toilets with 24hr access	TBA  Dedicated toilets will be required plus areas where portable toilets can be located for the larger events.	These will be supplemented by public toilets in Council building, retail area and university.
Freestanding Kiosks to provide activation and retail facility in the central square	TBA	May be used for hospitality, and/or visitor information.
Storage	For the City Animation team, the Civic Events team and the Visitor Information teams and to also provide for any items that are created as part of Parramatta Square Public Space Design i.e. umbrellas and movable seating	There is potential this may be included as part of the Council facility. This will be confirmed at later date.
Parramatta Square Management Centre		This will be a Central Point for security, will probably be incorporated into adjoining buildings and excluded from this brief.
Power	Power for the public spaces will be supplied by the Central Energy Plant which will reduce peak energy demand by 25% when compared to business as usual. To meet Green Star Credit ECON 8.  Both 20amp 240v and 32amp 3 phase 5 pin (preferably established as an overall grid and readily accessible, i.e. from Smart poles or similar-not in sub-ground room with large hatch)  Digital capability  Plug in recharging stations are required and Wi Fi access across the whole square.	

Stormwater	<p>To meet Green Star Credit ENV8, ensure that more than 5% of total annual stormwater runoff volume is filtered and treated before reaching stormwater system or receiving water and that less than 5% of the volume of stormwater runoff runs untreated to the stormwater system or receiving waters.</p> <p>Integrate stormwater design with Central Energy and Water Plant.</p>	
Water Supply	<p>Irrigation water for the landscaping must be recycled or from rainwater tanks.</p> <p>Real –time, side-wide leak detection and monitoring systems are required for all potable water sources for Green Star Credit ENV7.</p> <p>Integrate water supply design with Central Energy and Water Plant.</p>	
Multi-function communications infrastructure, Data Access including Wi-Fi	<p>To meet Green Star Credit ECON 7, potential for data to be included in the district utility package is to be provided.</p> <p>A free wireless LAN and telecommute infrastructure are to be provided at location to future nomination.</p>	
CCTV cameras	CCTV cameras will be required throughout the public space of the square.	
Sydney Water Building Access Deed	<p>There are a number of requirements in the deed that must be addressed. These include matters relating to provision of public domain access to the Sydney Water Building, including; easements; the location and provision of a setdown facility and vehicle access ramps. There are also matters in the same deed relating to provisions around location of hoardings and cranes during the construction period of the Public Doman and matters relating to BCA certification around fire safety etc and the provision of certificates to Sydney water.</p>	

Vehicle Access	<p>Slab on ground and pavements must be rated for large heavy vehicles.</p> <p>Path of travel for event trucks must be established that allows for delivery and pick up without reversing or 3 point turns.</p> <p>Garbage and service vehicles generally will be in basement.</p>	
Signage	<p>Signage will be an integral part of the design. In the absence of an overall signage &amp; way-finding strategy for Parramatta City, a signage and way-finding strategy is required that will generate a city-wide approach.</p> <p>Signage and Wayfinding must coordinate with the existing Walk Parramatta Signage and recently installed Centenary Square Signage.</p>	

# PLANNING AND DEVELOPMENT

## STATUTORY APPROVAL AUTHORITIES

The Joint Regional Planning Panel, (JRPP), is the Approval Authority for the buildings and public space in the Parramatta Square project. The entire Public Space area will be conceived of, designed, documented and eventually managed as a whole. However for the purposes of approval and construction, the public space has been divided into parts associated with the various surrounding PS buildings. Figure 3 shows the public space associated with the various PS buildings.

Within Parramatta City, approval for public space design, including footpath designs is a 2 step process outlined in detail in the Parramatta Public Domain Design Guidelines.

At DA Stage, a Design Concept Public Domain Plan is required showing all elements and levels as well as Alignments Plans showing the cross and longitudinal falls.

At Construction Certificate Stage, a more detailed plan with technical specification is required showing final layout and construction details of elements. Given the significance of the Parramatta Square public space, approval by Parramatta Council will also be required for the Concept Plan and then for the Developed Design Plan and Final Materials/Furniture Palette. The current program is outlined in Statutory and Non Statutory Approval Table.

## NON STATUTORY APPROVALS

Authority concurrence approval will be required from Railcorp and the State Transit Authority as part of Development Approval assessment. Parramatta Council is required to forward Development Application plans to Railcorp to approve works near the existing corridor.

The consultant will liaise, consult and coordinate with the authorities and utility companies on matters of design, approvals, strategy, process, program and administration to achieve the milestone approvals and incorporate all requirements in the "For Construction" documentation. Utility companies, authorities and stakeholders will include but may not necessarily be limited to: RMS; STA; Telco Companies (Telstra, Optus, etc.); Ausgrid; Sydney Water.

In consultation with Council, the consultant will also obtain information regarding any future works proposed by the authorities / utility companies and incorporate this information into the construction documentation.

Table 3 Statutory and Non Statutory Approvals

Date	Approval Required	Type
Aug 2015	Final Concept Plan and Draft Materials Palette	Council
Sept 2015	DA Stage Public Domain plans, - Concept Design Plans and Alignment Plans) related to PS5 and PS6	JRPP
Dec 2015	Revised DA Stage Public Domain plans, - Concept Design Plans and Alignment Plans for Public Space	JRPP
Nov 2015 to Nov2017	DA Stage Public Domain plans, - Concept Design Plans and Alignment Plans) related to PS2, PS3, and PS4	JRPP
Mar 2016	Developed Design Plan and Major Elements	Council
May 2016	Revised CC Plans - Public Domain Plans for PS1	JRPP
June 2016	CC Plans - Public Domain Plans for PS5 and PS6	JRPP
July 2016	Construction Documentation package for Public Domain PS1	Non-Statutory
Aug 2016 to July 2018	CC Plans - Public Domain Plans for PS2, PS3 and PS4	JRPP
Jan 2017	Construction Documentation package for Public Domain PS5 and PS6	Non-Statutory
TBD	Construction Documentation package for Public Domain remaining PS buildings	Non-Statutory



# SITE AREA, BASE PLANS AND REFERENCES

## SITE AREA

The site area is shown in the Parramatta Square Public Domain Site Area Plan.

## PLANS AND REFERENCE DOCUMENTS

### Documents Provided for Tender Information.

The following plans and reference documents provided for Tenders information.

Table 4 Plans and background documents provided for Tenderers Information.

Name	Location
Parramatta Square Public Domain Site Area Plan	Attachment 1- ITT05 2015
Parramatta Square Public Domain Staging Diagram	Attachment 2- ITT05 2015
Parramatta Square UDAPP Concept Drawings –Site Plan and Surrounds, JPW-SK-A-001	Attachment 3- ITT05 2015
Parramatta Square UDAPP Concept Drawings –Upper Ground Level RL 14.5, JPW-SK-A-101.1	Attachment 3- ITT05 2015
Parramatta Square UDAPP Concept Drawings –Ground Plan	Attachment 3- ITT05 2015
Parramatta Square UDAPP Concept Drawings- East West Section B-B, JPW-SK-A-302	Attachment 3- ITT05 2015
Parramatta Square UDAPP Concept Drawings- North South Section A-A, JPW-SK-A-351	Appendix 3- ITT05 2015
Excerpt from Parramatta DCP Chapter 4.3.3.7b Parramatta Square	Appendix 4- ITT05 2015
Parramatta City Centre Urban Design Analysis Series	Appendix 5- ITT05 2015
The Parramatta City Centre Public Domain Framework Plan - 2012	Appendix 6- ITT05 2015
Parramatta Square Public Art Master Plan	Appendix 7- ITT05 2015
The Parramatta Square Draft Materials and Furniture Palette	Appendix 8- ITT05 2015

## Documents to Be Provided to Successful Consultant

A table of the documents that will be provided to the successful tenderer is listed in the following table.

Table 5 Plans and background documents provided to the successful Tenderers. (This list is preliminary and will be supplemented)

Area	Title
Base Plan Data	Parramatta Square Site Survey. Craig & Rhodes. Updated 2015
Base Plan Data	Table of Lots and DP's included in the Site Survey
Base Plan Data	All relevant GIS layers of parramatta square and Surrounds
Base Plan Data	Parramatta Square UDAPP Concept Drawings. Updated version 18.02.2015
Base Plan Data	Most Current Full Set of Plans for PS5 and PS6 (and any accompanying documents)
Base Plan Data	Most Current Full Set of Plans for PS2 (and any accompanying documents)
Base Plan Data	Most Current Full Set of Plans for PS3 (and any accompanying documents)
Base Plan Data	Most Current Full Set of Plans for PS1 (and any accompanying documents)
Base Plan Data	Most Current Full Set of Plans for PS4 (and any accompanying documents)
3 D Model	3D Model in dwg format of existing City Centre
3 D Model	Parramatta Square UDAPP 3D Model 2014
Central Energy Plant	Most current revised plans and specification
Art	Parramatta Square Public Art Master Plan
Art	Parramatta Square Public Art Developer Guidelines
Design Detail	Parramatta Square Draft Materials and Furniture Palette
Design Detail	Smart Pole Specifications used in Centenary Square and for CCTV cameras in Parramatta City
Design Detail	Sydney Water Access Deed
Transport and Access	Parramatta Square Access Strategy. Aurecon. February 2015

Transport and Access	Parramatta Square UDAPP. Volume 2: Parking Transport Access & Circulation Plan. PTAC.2014.
Transport and Access	Parramatta Square Rail Corridor Assessment. Opus.
Transport and Access	Parramatta square Traffic and pedestrian Access Strategy. Traffix .2013
Urban Design	Parramatta Square UDAPP. Volume 1: Urban Design Guidelines and Principles. JPW. 2014
Urban Design	Parramatta City Public Domain Framework Plan 2012
Urban Design Context	Parramatta City Urban Design Analysis Series
Urban Design	Parramatta Public Domain Guidelines
Urban Design Context	The Parramatta Lanes Strategy 2009
Placemaking Guide	Parramatta Square Place Making Guide (Project for Public Spaces)
Services and Infrastructure	Parramatta Square UDAPP. Volume 3: Services & Infrastructure Plan.SIP.2014
Parramatta	Parramatta DCP 2011(with updated Parramatta Square currently in draft awaiting Public Exhibition)
Visitor Strategy	Visitor Strategy (2011 to 2016)
Parramatta	Parramatta 2038 Community Strategic Plan
Heritage	The Parramatta Square Indigenous Archaeological Study and AHIP . Comber. 2015
Heritage	The Parramatta Square Non Indigenous Archaeological Study and Section 140 Application. Casey and Lowe. 2015
Interpretation	Interpretation Framework for Parramatta 2012
Safety	The Parramatta Safety Plan 2014-18( <a href="http://www.parracity.nsw.gov.au/_data/assets/pdf_file/0007/103579/ParramattaSafetyPlan2014-2018.pdf">http://www.parracity.nsw.gov.au/_data/assets/pdf_file/0007/103579/ParramattaSafetyPlan2014-2018.pdf</a> ).
Population Data	<a href="http://www.parracity.nsw.gov.au/your_council/future_planning/parramatta_lga_demographics_and_data">http://www.parracity.nsw.gov.au/your_council/future_planning/parramatta_lga_demographics_and_data</a>  <a href="http://www.parracity.nsw.gov.au/_data/assets/pdf_file/0018/139104/Infographics_-_Parramatta_CBD_2014.pdf">http://www.parracity.nsw.gov.au/_data/assets/pdf_file/0018/139104/Infographics - Parramatta CBD 2014.pdf</a>  <a href="http://www.parracity.nsw.gov.au/_data/assets/pdf_file/0019/139105/Infographics_-_Parramatta_LGA_2014.pdf">http://www.parracity.nsw.gov.au/_data/assets/pdf_file/0019/139105/Infographics - Parramatta LGA 2014.pdf</a>

# CLIENT AND STAKEHOLDERS

Parramatta City Council will be the project client and collaborator of the design project.

A Project Manager and Design Manager from or appointed by Parramatta City Council will facilitate the on-going development and delivery of the project, and help co-ordinate input by Parramatta City Council stakeholders, including Councillors, the Community, and the Parramatta Square Stakeholders. Consultation with internal stakeholders will take place in project meetings and site visits as required.

There will be an in-house Project Working group, called the PS Public Space Project Working Group established and led by the Design Manager and Project Manager. The design will be presented to the; Property Development Steering Group; the Council Significant Property Project Committee; and the Parramatta Square Public Space Project Working Group for review, feedback and endorsement prior to being presented to the Lord Mayor's Activation Committee and Councillors. The Parramatta Square Public Space Project Working Group will include members from; Place Services; City Strategy; City Activation; City Marketing and Development; the Property Development Group and City Assets and Environment.

Main Stakeholders include:

- Councillors;
- Council Officer Stakeholders, (Represented by PS Public Space Project Working Group);
- External authorities;
- Community Stakeholders;
- Parramatta Square Building Developers and Consultant teams;
- Parramatta Square Stakeholders (owners and tenants of PS buildings and in the vicinity); and
- The Project Management team appointed by Council to co-ordinate the entire Parramatta Square Project.

# CONSULTATION

## COMMUNITY CONSULTATION

Parramatta City Council considers public consultation an important component of this project, to develop an inclusive and participatory design with broad support.

Community consultation will be broadly managed and co-ordinated by Parramatta city Council and a Separate Stakeholder engagement plan is being currently developed.

Formal consultation will be carried out during Concept Design Stage and Developed Design Phase.

The consultant team will be required to prepare material, respond to stakeholder input and issues and participate in presentations of the design to community meetings. The consultant team will be required to make recommendations as to how the issues raised are to be addressed and incorporated into the design. Any changes as agreed with the Parramatta City Council will be incorporated.

# CONSTRUCTION BUDGET

The construction budget for the Public Space including Public Art is \$35million.

For this project, the budget allocated to key aspects will depend on the development of the overall design. However, the project team will develop the design and integrated public art to be within this budget.

## FEE PROPOSAL

The fee proposal shall be in the form of a lump sum fee, inclusive of all costs to provide the services, separated into the project portions and stages identified in the Fee Schedule.

The lump sum fee shall be based on the scope of work, not on the project budget/costs.

All incidentals (printing costs, delivery costs, travel costs etc.) to achieve the level of service defined by this brief shall be included in the fee inclusive of the head consultant and sub-consultants.

The consultant will engage sub-consultants and will present monthly integrated fee invoices to Parramatta Council.

Variations to consultant fees will be assessed on the basis of identifiable increase in scope of work, as compared to the original scope as defined in this Request for Quotation.

# PROJECT STAGES AND PROGRAM

The public space will be designed and documented as a unified project. DA Stage Public Domain Plans, CC Stage Public Domain Plans and Construction Documentation Plans are planned to occur in stages to suit the design and construct timetables for the designated adjoining buildings. The table below shows the planned timetable in February 2015. Due to the complex commercial arrangements, multiple owners and builders, and large number of stakeholders, the project brief, project deliverables and project program are all subject to change. The consultant must meet the program and incorporate, respond to and coordinate with changes as they occur. Potential changes to be addressed include the design of the adjoining buildings, most of which are still being developed, and these changes may impact on the final form of the public space. Additionally, due to developer and landowner arrangements, and/or delayed construction of some of the buildings, interim design stages may be required in addition to the overall final plans. This may affect the designs for drive structures and footpath and road design. Prior to commencing any stage of work, the consultant must confirm the brief, confirm the budget, confirm the program and confirm the deliverables with Council.

## PROJECT STAGES

The consultant is to carry out the following stages of the project. Some of the stages are for precinct wide solutions and some stages require the precinct deliverable to be provided in discrete portions. Parts of Stages 2, 3, 4 and 5 may need to be carried out at the same time to meet the approval and construction deadlines of some PS buildings. Stages 2, 4 and 5 will need to be coordinated with various developer designers, including structural and services designers.

### Stage 1

Concept Design, including developing Options for feedback to form the Final Concept Design for Council Approval

### Stage 2

Preparation of DA Plans and Alignments Plans in separate stages for parts of the square to suit approval schedule for all PS Buildings.

### Stage 3

Design Development of Entire Space including Major Elements and Final Materials/Furniture Palette for Council Approval.

### Stage 4

Construction Documentation Package in stages to suit construction schedule of the various PS buildings.

### Stage 5

Preparation of Public Domain CC Plans to suit approval schedule for individual PS Buildings.



## Stage 6

Construction Stage Services including Post Construction Services

### PRELIMINARY PROGRAM

The consultant will be responsible for development of the design and documentation program that aligns with the outline program below.

Table 5 Preliminary Program

Stage	Name	Start date	Finish Date	Length
	Appointment of Design Team	28-04-2015		
1	Concept Design	28-04-2015	18-08-2015	16 wks
2	Preparation of Public Domain Concept Plans and Alignments Plans for DA Approval of PS Buildings	18-08-2015	TBD	NA
3	Design Development and Final Materials/Furniture Palette	Sept 2015	March 2016	16 wks
4	Construction Documentation Package in stages to suit construction schedule of the various PS buildings.	March 2016	TBD	TBD
5	Preparation of Public Domain CC Plans to suit approval schedule for individual PS Buildings	04-01-2016	TBD	TBD
6	Construction Stage Services including Post Construction Services	06-06-2016	TBD	TBD

# PROJECT TEAM

## HEAD CONSULTANT

The consultancy team will provide a complete packaged design service. The head consultant The Head consultant will engage, manage, coordinate, direct, integrate and pay all the sub-consultants (including those appointed by Parramatta City Council at all stages. The output will be integrated and consistent within the project budget, program and quality as defined and agreed with Parramatta City Council.

The consultant will present integrated fee invoices to Parramatta City Council.

Throughout the project, the head consultant will liaise with Parramatta City Council and stakeholders to confirm and clarify Parramatta City Council's requirements for the project and services. This would be in the form of weekly meetings and general project correspondence.

## CONSULTANT TEAM

It is expected that the consultancy team will include the following expertise;

- Landscape Architecture;
- Architecture;
- Public Art;
- Water feature design and construction;
- Playground design;
- Soil Specialist;
- Structural Engineering;
- Civil and Stormwater engineering;
- Hydraulic Engineering;
- ESD/Environmental Consultant Expertise (familiar with Greenstar Communities Tool);
- Accessibility Expertise;
- Transport Infrastructure Design;
- Lighting Design;
- Electrical Engineering;

- Signage, Way Finding/Environmental Graphics Expertise;
- Interpretation/Heritage Expertise;
- Photomontage Presentation Expertise;
- Quantity Surveying; and
- Specification Writing

## ADDITIONAL EXPERTISE/SERVICES

Additional specialist services may be nominated or recommended for each stage. The submission should identify any other sub consultants that may be required, or desirable to complete the works described or implied in this request for Quote. These are to be identified under Additional Services.

The absence of a sub consultancy in the offer will not rescind the consultant's responsibility for completing the works in full, unless specifically noted otherwise in their response to this request for services.

# DESCRIPTION OF SERVICES & STAGES

## INTRODUCTION

This Description of Services is provided as a guide and as best understood at the time of tender. Whilst the overall scale of the project and budget remain fixed, the construction program and design of the buildings surrounding the Square could change through the design and documentation project. For this reason before commencing any stage of the project the successful consultant must confirm the following with Parramatta City Council.

- The most up to date base plans
- The most current Programme
- The revised schedule of Services
- The revised Deliverables.

Generally the consultant shall:

- Provide all necessary documentation and graphic material to achieve these approvals and sign off and to ensure that the documentation complies, to achieve all necessary statutory approvals, such as RMS, STA and LPCTCC approval.
- Discuss all approval requirements with relevant utility companies, authorities and stakeholders.
- Prepare approval submissions in accordance with the requirements of the utility companies, authorities and stakeholders.
- Prepare all submissions in liaison with Council, the PS building developers and their design consultants and provide to the PS building developers to form part of the lodgement package to ensure approvals are obtained in timely manner to allow authority requirements to be integrated into the finalised design. This may require the consultant to commence some submissions early in the Design Development phase and incorporate approvals into the Documentation phase.

## Meetings

Regular meetings will be held between the consultant team and Parramatta City Council to review progress and discuss matters relating to design and documentation of the project. The minimum number of meetings to be allowed for is outlined in the Schedule of Services.

## STAGE 1 CONCEPT DESIGN STAGE

### Stage 1 Meetings and Presentations

Allow for the following minimum number of meetings and presentations, additional may be required:

- Weekly meetings with Parramatta City Council
- Presentation of Options to Design Review Team x 2 (will be combined with Council weekly meetings)
- Presentation of Options to Lord Mayors Activation Committee and/or Council Workshops x 5
- Presentation to Parramatta Stakeholder Group and/or Community Consultation meetings x 3

### Stage 1 Task Summary

The successful consultant team shall undertake all necessary work to develop a Final Concept Design, including developing Concept Design Options for feedback to form the Final Concept Design for Council Approval. The Concept Design shall be for the entire space. In addition to the public space design, the Concept Design will include integrated concepts for Art, Interpretation, Major Elements and Signage.

- Confirm the project brief, the program and the deliverables with Parramatta city Council and prepare revised versions for approval as required.
- Become thoroughly familiar with the project brief, the background documents, the precinct, current and future site conditions and all other relevant background information and investigations carried out thus far and provide an assessment of issues and recommend solutions.
- Update base plan with the most current designs for the PS buildings and any other changes that have arisen in the interim.
- Receive stakeholder feedback from the community and the Parramatta Square Stakeholders by Council undertaken during the interim.
- Advise on Requirements necessary at this stage to meet 5 Star Greenstar Communities rating and agree on deliverables with Council.
- Advise on any additional specialist services or studies required and incorporate recommendations.
- Initiate liaison with relevant authorities, if required.
- Coordinate, integrate and monitor the performance of all sub-consultants and their personnel.

- Prepare minimum 2 Concept Options for the Parramatta Square Public Space for presentation to Design Review team, the Project Working Group and other stakeholders, including Lord Mayor's Activation Committee.
- Following Council's direction, Prepare Final Concept Design for presentation to relevant meetings and groups. Ensure the following are addressed;
  - Proposed finishes and materials for main project elements
  - Seamless integration with Centenary Square
  - Proposed furniture and equipment layout
  - Water features
  - Small kiosks and free standing structures
  - Outdoor lighting scheme,
  - Play area, markets space and digital screen
  - Proposed ESD initiatives and systems;
  - Tree and Landscape Character;
  - Circulation & Accessibility requirements;
  - Proposed structural, civil and services systems and how they support and integrate with the public space design, Central Energy Plant and surrounding buildings.
  - Outdoor dining areas
- Receive and respond to feedback provided by Parramatta City Council and further develop areas as required.
- Liaise with authorities and designers and builders of adjoining buildings as directed by Parramatta City Council to coordinate services, utilities, levels, material finishes and other shared and adjoining elements as required.
- Identify civil and services engineering issues, with consideration of drainage, levels, storm water, contamination, services supply etc. to confirm the developed design.
- Provide Final Concept Design including outline specifications to Council's nominated QS for review and confirmation of costing.

## Stage 1 Deliverables

- A Revised Return Brief, Program and List of Deliverables for Stage 1 for Council's Confirmation.
- A Final Concept design including minimum 2 options and development of a preferred option following Council's comment and review including

- Sketches, Plans, Elevations, Sections, 3D views and animations necessary to fully explain and the design. Plans at both RL 10.65 and RL 14.5 are required. At a minimum these are to include a site plan of the entire Parramatta Square area, including surrounding streets at minimum scale 1:500; A plan of the main central area at scale 1:250, 2 cross sections at 1:250, 1 x Long section at 1:250 and min one overall view plus smaller sketches of specific elements.
  - CGI's and /fly through images of the entire space and images suitable to be mounted and/or projected for Stakeholder meetings
  - 3D sketch views of any structures or small buildings conceived as part of the Public Space
  - Proposed materials of main project elements
  - All plans are to include final levels ad falls, including levels at all building entrances.
- Proposed structural, civil and services systems and all necessary documentation to explain them and integrate them with the public space design, Central Energy Plant and surrounding buildings.
  - An illustrated approach to public domain elements including, pavement, seating, lights, bins, and bike racks.
  - A Concept Public Art Approach- with visualisations, precedents and text as required to explain
  - A Concept Interpretation Approach - with visualisations, precedents and text as required to explain
  - A Concept Sign/Wayfinding Approach with visualisations, precedents and text as required to explain
  - Final Concept Design Report describing design approach, summarising how functional requirements are met, describing the approach to Public Art , Interpretation, Signage and Wayfinding and the Approach to meeting 5 Star Communities Green Star Rating.
  - Full documentation requirements necessary at this stage to meet 5 Star Greenstar Communities rating as agreed with Council
  - An estimate or statement of cost prepared by Consultant QS
  - Meeting Minutes from all Stage 1 Meetings.



## STAGE 2 PREPARATION OF PUBLIC DOMAIN CONCEPT PLANS AND ALIGNMENTS PLANS FOR DA'S OF PS BUILDINGS STAGE

### Stage 2 Task Summary

The consultant team shall prepare plans for the area of public space associated with each PS buildings to support the DA submission and Approval of the various PS buildings as required for their individual building programs. Where Developers have previously submitted a DA plan for the public space to expedite the process of a building approval, revised plans that correspond to the Council Approved Concept Design will need to be prepared for DA Approval.

### Stage 2 Deliverables

- A Revised Return Brief, Program and List of Deliverables for Stage 2 for Council's Confirmation.
- All Plans and Reports necessary to obtain DA Approval, including Public Domain/Layout Plans and Alignments Plans for any footpath areas as well as similar level of detail for the adjoining public space areas.
- Any specialist report identified as being necessary for DA Approval or to substantiate the design which may include the following;
  - Statement of Environmental Effects
  - Survey drawings (supplied by Parramatta city Council)
  - Drawings to scale including location plan, site plans, demolition plans, proposed floor plans, sections, elevations, shadow diagrams and all other drawings necessary to fully describe the project for the purposes of planning assessment
  - Perspectives and/or photomontages of proposal
  - Sample boards including specification of finishes
  - Design Statement
  - Access Report

## STAGE 3 DESIGN DEVELOPMENT AND FINAL MATERIALS/FURNITURE PALETTE STAGE

### Stage 3 Meetings and Presentations

Allow for the following minimum number of meetings and presentations, additional may be required:

- Fortnightly meetings with Parramatta City Council
- Presentation of Options to Design Review Team x 2 (will be combined with Council weekly meetings)
- Presentation of Options to Lord Mayors Activation Committee and/or Council Workshops x 4
- Presentation to Parramatta Stakeholder Group and/or Community Consultation meetings x 3

### Stage 3 Task Summary

This stage will develop the design including the major elements to enable Council to approve a Final Developed Design and Final Materials/Furniture Palette for the entire space.

Undertake all necessary work to provide the deliverables at the specified time, including the following.

- Prepare a return brief, and list of schedules and elements to be documented and drawing set to be approved by Council before commencing this stage.
- Prepare a revised delivery program to coincide with the updated construction schedules for PS buildings.
- Receive and respond to Council QS advice about cost and budget
- Regularly liaise with consultant team QS to ensure project remains on budget.
- Liaise with authorities and designers and builders of adjoining buildings as directed by Council to coordinate services, utilities, levels, material finishes and other shared and adjoining elements as required.
- Update base plan with any further detailed changes that have become available from adjoining PS buildings.
- Advise Parramatta City Council of any potential conflicts with the design of the PS buildings and seek clarification about direction forward.
- Resolve civil and services engineering issues, with consideration of drainage, levels, storm water, contamination, services supply etc. to confirm the construction plans and specifications sets for the different PS buildings.

- Integrate all sub-consultants proposals.
- Develop design proposals for all components of the scheme. Develop the suite of details that will apply to these components, such as kerbs, pavements, pit lids, trees, landscaping, street furniture, public art components, street lighting, signage, art, and interpretation.
- Ensure the following are addressed
  - Seamless integration with Centenary Square
  - Proposed finishes and materials for main project elements
  - Proposed furniture and equipment layout
  - Water features
  - Small kiosks and free standing structures
  - Outdoor lighting scheme to square and footpaths
  - Play area, markets space and digital screen
  - Proposed ESD initiatives and systems;
  - Tree and Landscape Character;
  - Circulation & Accessibility requirements;
  - Proposed structural, civil and services systems and how they support and integrate them with the public space design, Central Energy Plant and surrounding buildings.
  - Outdoor dining areas
  - A Final palette for public domain elements including, pavement, seating, lights, bins, and bike racks. The palette should include indicative locations and likely quantities of each.
- Receive and respond to feedback provided by Parramatta City Council and further develop areas as required.
- Liaise with authorities and designers and builders of adjoining buildings as directed by Parramatta City Council to coordinate services, utilities, levels, material finishes and other shared and adjoining elements as required.
- Provide Final Concept Design to Council's nominated QS for review and confirmation of costing.

### Stage 3 Deliverables

- A Revised Return Brief, Program and List of Deliverables for Stage 2 for Council's Confirmation.

- A Developed Design including options for individual elements and development of a Preferred Design following Council's comment and review including Sketches, Plans, Elevations, Sections and 3D views necessary to explain and the design. Plans to both RL 10.65 and RL 14.5 are required. At a minimum these are to include a site plan of the entire Parramatta Square area, including surrounding streets at minimum scale 1:250; A plan of the main central area at scale 1:250, cross sections and Long sections and plans of parts of the square at 1:100; including lanes, a defined spatial elements.
- Scaled Elevations and 3D views of any structures or small buildings conceived as part of the Public Space
  - Proposed structural, civil and services systems and all necessary documentation to explain them and integrate them with the public space design, Central Energy Plant and surrounding buildings.
  - Proposed finishes and materials of all projects elements
  - All plans are to include final levels ad falls, including levels at all building entrances.
  - Plans to both RL 10.65 and RL 14.5 are required.
- CGI's and /fly through images of the entire space and images suitable to be mounted and/or projected for Stakeholder meetings
- The Developed Public Art Approach- with visualisations, precedents and text as required to explain
- The Developed Interpretation Approach - with visualisations, precedents and text as required to explain
- The Developed Sign/wayfinding Approach with scaled drawings of main elements.
- The Developed Design Report describing design approach, summarising how functional requirements are met, describing the approach to Public Art , Interpretation, Signage and Wayfinding and the Approach to meeting 5 Star Communities Green Star Rating.
- Requirements necessary at this stage to meet 5 Star Greenstar Communities rating as agreed with Council
- An estimate of Cost or Statement prepared by Consultant QS
- Meeting Minutes from all Stage 3 Meetings.
- An Accessibility Report outlining approach to accessibility and how it will be achieved in the design and ensuing documentation.
- Integration of all sub-consultants proposals.
- Any specialist report identified as being necessary for DA Approval or to substantiate the design.

## STAGE 4 CONSTRUCTION DOCUMENTATION STAGE

### Stage 4 Meetings and Presentations

Allow for the following minimum number of meetings and presentations, additional may be required:

- Fortnightly meetings with Parramatta City Council
- Liaison meetings with PS Building Design Teams for coordination
- Meetings with Authorities /Utilities

### Stage 4 Task Summary

This stage will complete all necessary documentation and approvals ready for construction of the project in stages. The consultant team shall develop the developed design to prepare a full construction set of plans including all necessary drawings and Specifications. These construction plans and specifications are to be delivered in parcels to coincide with the PS building program. Prepare each set of construction documents to enable it to be built as a stand-alone stage, including coordination and connection to precinct wide services and utilities.

For some staged elements different versions may be required in successive construction stages, e.g. some access ramps will be built and then supplemented by a new access ramp in different location, requiring the area of the initial location to be redesigned and rebuilt.

Undertake all necessary work to provide the deliverables at the specified time, including the following;

- Prepare a list of schedules and elements to be documented and drawing set to be approved by Council before commencing this stage.
- Prepare a revised delivery program to coincide with the updated construction schedules for PS buildings.
- Co-ordinate with the cost planner appointed by the City regarding preparation and checking of schedule of quantities and estimates of costs and cash flow projections. Maintain the project cost within the City Project budget. Allow for reviews of the cost plan at 50%, 80%, 100%.
- Liaise with authorities and designers and builders of adjoining buildings as directed by Council to coordinate services, utilities, levels, material finishes and other shared and adjoining elements as required.
- Update base plan with any further detailed changes that have become available from adjoining PS buildings.
- Advise Parramatta City Council of any potential conflicts with the design of the PS buildings and seek clarification about direction forward.

- Resolve civil and services engineering issues, with consideration of drainage, levels, storm water, contamination, services supply etc. to confirm the construction plans and specifications sets for the different PS buildings.
- Integrate all sub-consultants proposals.
- Prepare construction documentation for all components of the scheme. Develop the suite of details that will apply to these components, such as kerbs, pavements, pit lids, trees, street furniture, public art components, street lighting, signage, line marking, traffic calming devices and thresholds. Prioritise the elements that are required to be finalised to coincide with the PS Building program.
- Continue to identify and coordinate the requirements of service authorities, for all works to services, access lids, manholes and other infrastructure and incorporate into documentation.
- Finalise documentation in order to obtain all required approvals from utility companies and authorities and stakeholders for works to services and incorporate into the documentation, in consultation with PS Building Developers.
- Develop and document the final construction, finishes and materials for elements and equipment as necessary to produce a Construction Ready set of plans and Public Domain elements and all deliverables. At this stage it is envisaged the following will be included; (however this may change depending on the approved design)
  - Proposed structural, civil and services systems including performance standards, calculations and design of all built elements.
  - Develop details and documentation for all integrated art components including integration with design and interpretation.
  - Signage/Wayfinding Guidelines and Technical Specification including associated poles, structure, footings and supports.
  - Develop details and documentation for all integrated interpretation components including integration with design and art and signage elements
  - Outdoor dining areas elements
  - Public Domain Elements, Specification and construction including; pavement, seating, lights, bins, and bike racks.
- Incorporate changes arising out of all assessments carried out in the previous stages of the project into the design as agreed with the Parramatta city Council.
- Advise on and manage any additional specialist services, studies or prototypes that may be required to further develop the design of integrated art components.
- Issue design documentation (drawings, specifications, schedules) for review by Parramatta City Council and the relevant PS Building Design Consultant at the 50%, 80% and 100%.
  - 50% including, but not limited to: schedule of all existing structures, list of specification sections, list of all drawings to be prepared, 1st submission on levels and other such plans that have long lead time for approval submitted

to relevant authorities for their approvals, results / schedules from inspections with stakeholders (ongoing).

- 80% including drawings in final layout, completed surface finishes and location of structures and furniture plus cross-sections and longitudinal sections, all results / schedules from inspections with stakeholders, all drawings and documents issued to authorities / stakeholders for their approvals. Specifications and schedules 80% complete.
  - 100% - Issue for pricing by cost planner and final comments. It is anticipated that the documents must contain all information necessary for the contractor to price and carry out the works and for service authorities to understand the extent of works. This issue must include all specifications, schedules and drawings etc.
  - Note: Parramatta City Council will complete a review of all documentation (either internally or externally) and provide feedback. The Head Consultant must update the documentation to integrate the feedback and correct errors.
- The drawings, specifications and schedules are to be signed as checked and coordinated by the head consultant at each stage.
  - Prepare hold point lists and nominate responsibilities and how they will be assessed and managed.
  - Undertake a detailed review of the project site and identify any key findings for incorporation into the preparation of the Traffic Management Plan (TMP) for construction purposes.
  - Prepare a draft TMP for review with the RMS and incorporate any comments into the final TMP for submission to the LPCTC Committee for approval and inclusion in the construction package documents.
  - Attend and minute project meetings.

#### Stage 4 Deliverables

- Technical specification, including all schedules, notes, schedule of any Prime Cost and Nominated Supply items
- Note: Specification to be based on NATSPEC, improved upon to meet the City's standards
- Provide complete and fully coordinated 'For Construction' documentation to correspond to each construction stage of the public space.
- A complete and fully coordinated documentation package that clearly define and describe all project requirements in relation to all aspects of the public domain and any other requirements to allow the construction of the works. Information must include but is not limited to:
  - Schedules of proposed (including but not limited to)
  - Lighting (including all required smart pole components)



- CCTV Cameras
- Pit Covers (showing Authority, proposed type and alignments)
- Street furniture
- General Arrangement Plans / surface treatment plan (over full survey) showing all materials, levels, features and setout for construction at 1:100 on A1 (1:200 when reduced to A3).
- Complete set of coordinates for all streetscape elements such as kerb alignments, kerb ramps, furniture, trees, poles, existing and new pits, etc.
- Co-ordination and integration of existing Parramatta City Council standard details and specifications. All relevant standard Parramatta City Council details should be included in the detail drawings prepared by consultants. All other standard requirements should be included as integral part of the specifications.
- Project specific, exceptional detailing and specifications as required for construction
- Concrete paving slab joint layout plans
- Long and cross sections at regular intervals showing road and footpath cross falls (cross sections generally @ 10m intervals or as where required where more detailed information is necessary due to the proposed changes to the road geometry)
- Coordinates and levels for all kerb returns all change in direction, radius, arc and tangents for all non-linear kerbs. Lengths of kerbs at prism ramps and corners plus radius, arc and tangents at these places.
- Lighting and electrical plans, including simulation results where stipulated
- Stormwater and subsoil drainage plans, also showing downpipes.
- Pole foundation details
- Tree Management Plans
- Traffic and Pedestrian Management Plans for the construction of the works and staging plans
- Detailed Statutory and Non-Statutory Signage plans
- Detailed Line Marking plans
- Information contained in the documentation must include but is not necessarily limited to the following:
  - Australian Height Datum levels, finished levels and falls, including levels at all building entrances and changes in level (retaining walls, steps, ramps)
  - Cadastral data (street alignment and building detail of adjacent properties);

- Adjacent pedestrian connections (building entries etc., with threshold level at junction with public footway);
  - Surface materials (type/extent/pattern of paving, extent of grassed and garden areas);
  - Kerbs, gutter, kerb ramps and driveways (with levels and coordinates for the wings and footpath connection points);
  - Road details (lane markings, traffic islands, traffic signals, etc.);
  - Light poles; CCTV poles, Banner poles sign poles and signage (Statutory / Regulatory / Way Finding);
  - Awnings (including the structural and architectural details for penetrations / cut-outs);
  - Street furniture (bus shelters, kiosks, bins, parking meters, seats, telephones etc);
  - Integrated public art works;
  - Integrated interpretation works;
  - Trees and associated works like planting, water supply, drainage and tree grate details;
  - Surface location of existing and proposed services (manholes, pit lids, drainage gullies/lintels etc. with sizes shown);
  - Tactile indicators for change in levels and around street furniture, with the correct luminance contrast, as specified by the relevant standards;
  - The location, size, nature of all existing, new and existing services requiring diversion (water, stormwater, sewer, electrical, communications, & gas etc.) including a comprehensive pit schedule. The approval of service authorities and utility/service companies' will be obtained, by the consultant, for all works to services, access lids and manholes.
- Final Design Report describing design approach, summarising how functional requirements are met, describing the approach to Public Art , Interpretation, Signage and Wayfinding and the Approach to meeting 5 Star Communities Green Star Rating.
  - Accessibility Report outlining approach to accessibility and how it will be achieved in the design and ensuing documentation.
  - Meeting Minutes from all Stage 4 Meetings.

# STAGE 5 PREPARATION OF PUBLIC DOMAIN PLANS FOR CC APPROVAL OF INDIVIDUAL PS BUILDINGS STAGE

## Stage 5 Task Summary

The consultant team shall prepare plans for the area of public space associated with each PS buildings to support the CC submission and Approval of the various PS buildings as required for their individual building programs. Where Developers have previously submitted a CC plan for the public space to expedite the process of a building approval, revised plans that correspond to the Council Approved Developed Design will need to be prepared for CC Approval.

- Certification that the design complies with the Building Code of Australia, City of Sydney requirements and all relevant regulations, codes and Australian and International Standards.
- Copies of all correspondence with statutory authorities and others regarding approvals to the City.

## Stage 5 Deliverables

- CC ready public domain plans and specifications including the following (need to check these)
- Full documentation of any structures or small buildings conceived as part of the Public Space
- Compliance with Authority's and statutory requirements including Australian Standards and BCA.
- Documentation of structural, civil and services systems and all necessary documentation to explain them and integrate them with the public space design, Central Energy Plant and surrounding buildings.
- Accessibility Report outlining approach to accessibility and how it will be achieved in the design and ensuing documentation.

## STAGE 6 CONSTRUCTION SUPERVISION AND POST CONSTRUCTION SERVICES STAGE

### Stage 6 Task Summary

The public space will be built in stages to coincide with the construction of the PS buildings by the same builders. The consultant team is to respond to RFI's throughout the construction period. Regular inspections will be undertaken by Parramatta Council to ensure the works are constructed to plan and to satisfactory quality. The consultant team is to advise Parramatta City Council during this process on issues relating to maintenance of design intent and quality issues during this stage. Following completion of the works the Head Design Consultant will be required to assist Council in monitoring of defects rectification works.

### Stage 6 Tasks

- Issue updated / revised contract drawings / specifications / schedules incorporating any design clarifications arising during construction phase. All amendments are required to be captured in updated documentation. Updated Documentation is to be issued monthly with Quality Control reports. It is the responsibility of the Head Consultant to co-ordinate all sub consultant works and responses through construction works.

Complete the following tasks for the duration of the construction works:

- Produce documentation to support the construction as required including: Landscape Architect/Engineers Advice Notices in response to RFI's, site inspection reports, updated contract drawings, site photographs and all other written/drawn documentation required to achieve the services outlined above.
- Undertake periodic site visits as agreed with Council to inspect the quality, material selection, workmanship and performance of the builder against the contract documents and conditions and advise the Parramatta City Council's Representative of design and quality control issues. Produce a monthly Quality Report commenting on the quality of work carried out and compliance of the installed works with the design intent.
- Review, assess and approve shop drawings and other contractor's submissions in association with the Parramatta City Council's Representative.
- Assess and make recommendations regarding alternative methods and products proposed by the contractor.
- Resolve through Parramatta City Council's Representative requests for information ("RFI's") with the contractor and provide supplementary details and information, and instructions to clarify the contract documents as required. If any RFI has cost or time implications for Parramatta City Council, discuss those RFI's with Parramatta City Council's Representative.

- Regularly attend site in order to assure a high quality of work and at critical hold points. The consultants must allow for inspections that will be required for quality assurance of these works.
- Attend weekly site meetings for the duration of the construction works.
- Advise and co-ordinate all testing, inspections and certifications including sub consultants required under the technical specifications, construction certificate requirements or quality assurance systems for the project
- Attend off-site inspections for approval of fabrication/samples/materials/plants as required.
- Review and comment on methodologies proposed by the contractor.
- Complete the following tasks for commissioning of works:
  - Prepare a defects list including all incomplete and defective works prior to Practical Completion. Defects lists are to be prepared by all consultants for each component of the works.
  - Review and approve contractor's as-built drawings.
  - Review and approve contractor's operations / maintenance manuals required under the technical specifications.
  - Prepare a Design Manual to assist in the operation and maintenance of the streets and open space by the City including; a description of the design concepts and specific features i.e. environmental initiatives, special materials etc.; operation / maintenance requirements / guidelines for custom elements; and final Updated Documentation plans, specifications and details.
- Upon completion of works, carry out defects inspections during 12 months Defects Liability Period (DLP) and at the end of DLP. It is anticipated that it may take approximately 3 inspections.

## Stage 6 Deliverables

- Supporting documentation for Construction including but not limited to; Landscape Architect and Architect's Advice Notices in response to RFI's, site inspection reports, updated contract drawings, site photographs and all other written / drawn documentation required to achieve the services outlined above.
- Quality Reports are required at the completion of the inspections (weekly) are brief reports detailing the outstanding issues and compliance with the design and specification.
- A Defects Schedule; Electronic copy and hard copy A4 or A3 format including schedule and photos.
- A Maintenance Manual; Provide a concise maintenance manual outlining overall design approach and a schedule of maintenance requirements for specific elements.