

M1722 – 2023Q

PROJECT MANAGER

CONSULTANT BRIEF –
EXTERNAL PROJECT MANAGER

CAMP RESERVE PAVILION AND
NETBALL COURT DESIGN

Revision 1 – 15th May 2023

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1. Introduction

Mount Alexander Shire Council (MASC) is seeking to engage the services of a highly skilled project manager or consultancy to assist with the design development of the upgraded sports facilities at Camp Reserve.

This role will require variable resourcing of a qualified and experienced Project Manager throughout the different phases of the project.

2. Background

Camp Reserve is Mount Alexander Shire's premier sporting reserve and is located centrally in the shire's main population centre of Castlemaine. The reserve currently accommodates a range of sporting and community uses including football, netball, cricket, table tennis and annual events such as the Castlemaine and District Agricultural Society Annual Show.

Camp Reserve is located on Crown Land and is managed by Council, with responsibility for day to day management delegated to a Community Asset Committee (CAC). However, Council retains responsibility for planning of long-term facility maintenance and development of the site.

In 2021, Council endorsed a masterplan for the site and have subsequently been working through a sequential design process for stage 1 of the masterplan which includes the following:

- Construction of a new sports pavilion with all gender change rooms, new social room and community space, match day kiosk, umpires all gender change rooms, and public toilets.
- Two new netball/multipurpose courts with player shelters and sports lighting.
- Improved car parking, pathways, access roads and landscaping surrounding the new development zones.

The following table outlines the design stages and status:

Stage	Status
Stage 1: Masterplan	Completed and endorsed by Council
Stage 2: Concept Plans for stage 1 of masterplan	Completed
Stage 3: Schematic Plans for stage 1 of masterplan	75% complete

Stage 3a	Planning Permit preparation, lodgment and receipt
Hold point	
Stage 4	Detailed design
Hold point	
Stage 5	Tender documentation for build

The project is now progressing to stage 3a, development of planning permit documentation and lodgment of a planning permit application. Additional technical advice is required to support the schematic designs of the pavilion and netball/multipurpose courts. Specifically, advice to address clauses within the Planning Scheme regarding the following:

- Heritage
- Flood Risk
- Cultural Heritage
- Storm Water
- Emergency Management
- Acoustics
- Traffic and Car Parking (update)
- Arboriculture (update)
- Tree planting plans and landscape details

Some of this technical information has previously been obtained through the Master Plan process, however as the designs have been further developed over the past two years, some updated reports or information is required. Council is in the process of engaging the technical consultants to undertake these reports.

3. Scope of Works

The scope of works is for project management services to oversee the following stages of the Camp Reserve Pavilion and multi-purpose Sports Court design project:

- Stage 3: completion of schematic designs to meet planning permit requirements

- Stage 3a: development of planning permit documentation, lodgment of planning permit application, coordination of any materials or expert advice for any potential VCAT hearings

Hold point: A hold point may be invoked at the end of stage 3a and end of stage 4. Council reserves the right to terminate the Project Management contract at either of these points, or extend to the following stage.

- Stage 4: Detailed design

Hold point: as described above.

- Stage 5: Tender documentation

See section 4 below for specific tasks required to be undertaken by the Project Manager during stages 3, 3a, 4 and 5 of the project.

The Project Manager will be expected to consider the following throughout the design development process:

- Heritage and Environment sensitivities
- Budget constraints
- Permit requirements (Planning, Land Use Activity Agreement)
- Existing design documentation
- Stakeholder requirements
- Existing technical reports, investigations and studies

This role will require variable resourcing throughout different stages of the design development process and as such a schedule of rates pricing approach is requested. An estimation of hours required to undertake project management for each stage is also requested.

General project management tasks, as listed in Section 4, are to be considered part of this role.

An hourly rate based on the above assumptions is requested to be provided.

Local Government project management experience is desirable.

4. Project Methodology/ Scope of Services

This role may include, but not be limited to undertaking the following tasks (as applicable):

Overall

- Develop and implement a Project Management Plan (PMP)
- Develop, maintain and implement a Risk Register
- Develop, maintain and implement a Communications Plan
- Negotiation of internal and external stakeholder and State Sporting Association approvals

- Coordination of a monthly internal Project Control Group (PCG) meeting, including development and presentation of a Project Status Report.
- Management of all consultants contracted on the project, including, but not limited to, the design consultant and town planning consultants
- Preparation and management of a project control budget to ensure that the project budget is not only contained but opportunities for cost savings are maximized
- Preparation of monthly financial report
- Management and negotiation of any consultant contract variations
- Oversee procurement and/or engagement of consultants as required.
- Oversee all approvals, including but not limited to: regulatory, planning, heritage, native vegetation, Aboriginal and cultural, VicRoads, Land Use Activity Agreement
- Development of written briefs and verbal presentations for the Executive Leadership Team and Councillors
- Review and evaluation after each phase (Lessons Learned)

Stage 3: Schematic Design

All relevant tasks outlined in 'overall' above, including:

- Management of design consultants to ensure that all design elements required for the planning permit application are developed and delivered.

Stage 3a Planning Permit

All relevant tasks outlined in 'overall' above, including:

- Management of Town Planning consultants and any subconsultants as required.
- Assistance with coordination of planning permit documentation where required.

Coordination of materials and expert witnesses for VCAT challenge, if required.

Hold point

Stage 4: Detailed design

All relevant tasks outlined in 'overall' above, including:

- Development of Cost Plan
- Review and implementation of Project Management Plan
- Development of contractor procurement strategy
- Development of a funding and/or advocacy strategy

Hold point

Stage 5: Tender documentation

All relevant tasks outlined in 'overall' above, including:

- Undertake procurement of construction contractor (including specification/brief where required) and seek delegate approval, including:
 - Preparation of documentation and noting the requirements of Council's procurement policy (refer attachment B), for Council approval;
 - Preparation and issuing of tender documents to selected tenderers;
 - Responding to tenderers' queries during the tender period;
 - Evaluation of tender submissions;
 - Conduct of tender interviews as required, and assist in tender negotiations with the preferred contractor (if applicable);
 - Preparation of contract documents for review and approval by Council (if required); and
 - Submission of a contract award recommendation to Council.

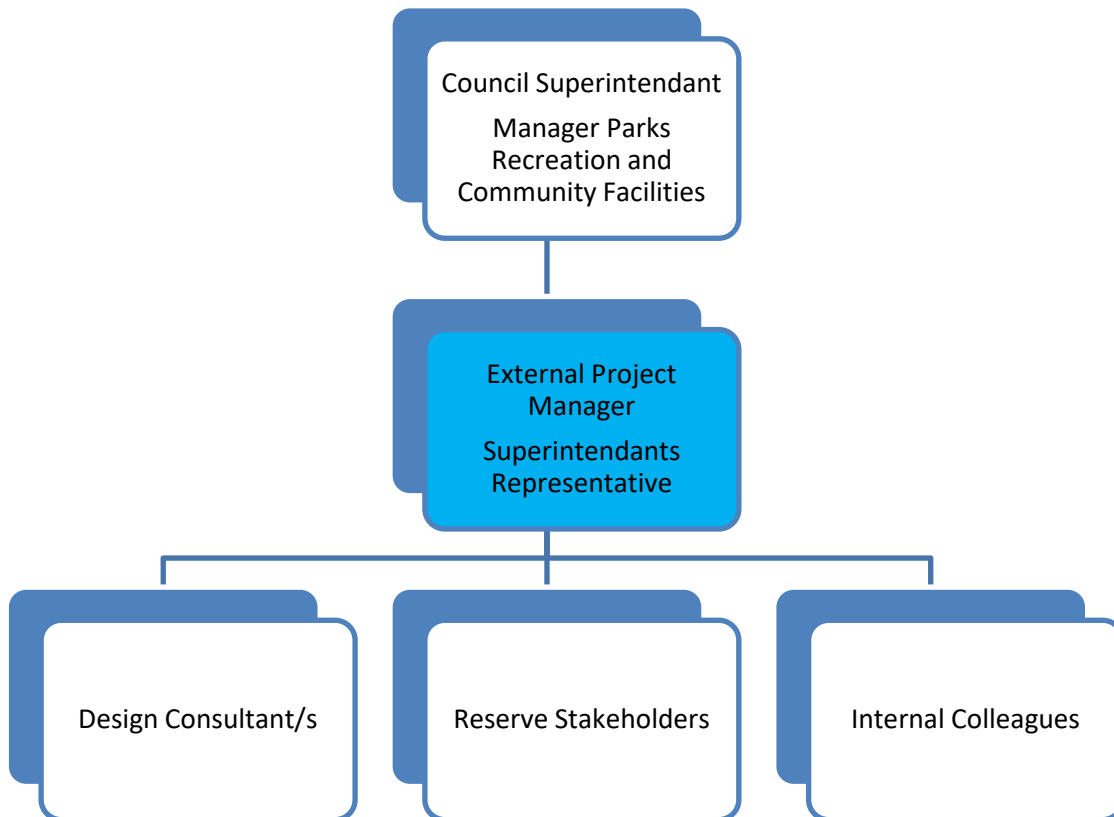
5. General Administration

The following general administration is expected:

- Maintenance of all documents and files in accordance with Council's Records Management Policy, to enable uploading to Trim;
- Preparation and management of grant funding requirements (if required), including but not limited to tender and contract requirements, funding acquittal, milestone achievements, milestone reporting and associated documentation;
- Provision of a fortnightly status report to Council Project Manager (template to be agreed); and
- Contract administration and performance of Superintendent duties in accordance with associated design/ construction contract/s, noting delegations (unless otherwise agreed) will remain with Council Officers.

6. Management Structure

The proposed management structure is as follows:



7. Schedule and Resourcing and Length of Contract

This role will require variable resourcing of a qualified and experienced Project Manager throughout the different phases of the project.

Council will nominate the proposed tasks to be completed for the project and the successful contractor will provide a forecast estimate of hours to complete the proposed tasks. As part of the fortnightly project status reports, the successful contractor will be required to report on actual hours worked on the project, and a monthly payment claim will be agreed to.

It's estimated that project management services for stage 3a (Planning permit) will be required up until the end of 2023/24 Financial year. This is dependent on Council approval processes and potential VCAT challenges.

Upon completion of stage 3a, a project review will be undertaken to determine the timeline for progression to stage 4.

8. Work conditions

The project manager will be required to provide their own office, IT equipment and communication devices to undertake the requested tasks.

There may be times when working from a desk within Council offices is possible, however, such an option should not be relied upon.

On request the successful Project Manager should be available to attend meetings at council offices and reimbursement for reasonable costs will be provided.

9. Consultancy Engagement

The successful consultant/s will be engaged under the Council's Consultant Agreement.

The Project Manager engaged by Council will be asked to sign a confidentiality agreement, noting access to commercially or politically sensitive information which is not be saved or distributed.

10. Attachments

- A. [Mount Alexander Shire Council Procurement Policy, November 2021](#)