

Design Services Brief Yallock-Bulluk Marine and Coastal Park

1. About the Brief

Parks Victoria (PV) seeks tenders for design services associated with the development of the inaugural plan for the Yallock-Bulluk Marine and Coastal Park (formerly referred to as the Bass Coast Marine and Coastal Park). The Victorian government is establishing this new park with the “Yallock-Bulluk Marine and Coastal Park Access and Infrastructure Plan” is the first strategic plan for progressive changes to the consolidated park. One focus of this strategic planning is on the access and infrastructure that will support new experiences and journeys, such as walking, access to beaches, and a new campground. A second focus of the planning is testing how the park may change over time, such as scenarios for logical additions to the park estate over time, preferred directions for the management and services of adjacent interface areas (such as at townships) and analysing key challenges such as coastal processes.

Key planning considerations for the infrastructure across the planning area include (but not limited to); trail and access alignment; connections to and from, and interface with proposed alignment; consider trail and access design influences (i.e. crossing points, boardwalks, pedestrian bridges, vantage points/viewing platforms).

This brief outlines the design and experiential requirements, challenges and opportunities for development of these assets, and frameworks to consider land management in the sensitive coastal conditions of the Bass Coast and the Yallock-Bulluk Marine and Coastal Park.

2. Background

The Yallock-Bulluk Marine and Coastal Park is being established primarily from existing Crown Land managed by Parks Victoria, with other sections of Crown Land managed by Committees of Management. These parcels of land will amalgamate the existing Bunurong Marine Park and Bunurong Coastal Reserve, Kilcunda-Harmers Haven Coastal Reserve, Wonthaggi Heathlands Nature Conservation Reserve, Punchbowl Coastal Reserve and parts of San Remo, Kilcunda and Cape Paterson Foreshore reserves, to create a near continuous park along 40km of coastline from San Remo to Inverloch.

Over time the new park is expected to change to incorporate new land that is strategically relevant. Hence the planning process will holistically consider what other sections of land could be added to the park over time, to provide capacity to enable the journey to evolve its experiences over time, or to plan for changes induced by climate change or other factors

The new park is currently under consideration by the Victorian Parliament for its establishment under Schedule Three of the *National Parks Act 1975*. The Amendment Bill is for further consideration by the Parliament in early 2020. This includes the name of the park, some special conditions, and the geographic extent of the park.

The Bunurong Land Council Aboriginal Corporation (BLCAC) is the Registered Aboriginal Party for the Mornington Peninsula, Westernport and part of South-West Gippsland. BLCAC aim to preserve and protect the sacred lands and waterways of their ancestors, their places, traditional cultural practices, and stories. In support of this objective the park has been named a Bunurong Aboriginal name. Parks Victoria will be working in partnership with BLCAC in the development of this plan.

Yallock-Bulluk Marine and Coastal Park Access and Infrastructure Plan (San Remo to Inverloch)

This section of the Bass Coast has the potential to increase its popularity from existing population and visitation growth, with the planned offer a quality multi-day coastal experience for visitors. This may include in-park experiences and broader journeys incorporating adjacent townships and nature-based tourism offerings. The park and its environs will further become a popular contributor to the Bass Coast touring itinerary and provides economic benefit to regional and local Victorian communities.

Delivering a contemporary and site-specific trail and supportive park facilities will ensure that there is a safe, well maintained walk helping to inspire nature-based experiences and journeys. One feature of the park is the George Bass Coastal Walk. The visitor experience on offer is an easy self-guided walk 7 km walk along an ancient coastal environment.

A core intent of this project is to extend the George Bass Coastal Walk, plan for a new camping offer, and plan for how best to provide quality access through walks/trails/carparks or off-park opportunities. In addition, the project seeks to improve interpretive signage and information to provide and enhance a quality and contemporary visitor experience.

The related intent is to critically analyse where the park and adjacent environs best provide the trail experiences and journeys. With the establishment of a new park that has the potential to change and grow its boundaries, the project will proactively review where the park may change to consolidate elements into the park, or where it is clear that services are provided in adjacent areas that collectively contribute to the park's nature-based offer and generates value to the community. Some of this value may be at threat from natural processes, such as coastal processes, or if unplanned, changes to the regional and localised areas may miss opportunities for community connection and economic activity related to the park.

This brief and project create an outstanding opportunity for the progressive partners, featuring the Bass Coast Shire, Bunurong People, the Department of Environment, Land, Water and Planning (DELWP), and Parks Victoria, to review the short term and progressive features of a new park and its community in the stunning Bass Coast.



View along the rugged coastal headland.

3. Project Vision

To create a unique, site responsive visitor experiences through the design of a quality trail and associated infrastructure that will highlight and accentuate the coastal environment and significant natural features and cultural values of the site.

4. Project Objectives

At its simplest, the brief is to lead a project that considers a proposed trail and its supporting enhancements and influences including how a park may change over time to support quality experiences, potentially change its extent to support these services (or planned off-park services) and critically review the preferred solutions.

A key objective for this project is to plan for enhanced visitor experiences and journeys linked to or supports the proposed trail, featuring an extension of the George Bass Coastal Walk. It is to be developed to meet universal access requirements wherever possible, to encourage and support an expected increase in visitors to experience the coast, and to plan for journeys that may be short or long, in-park or spanning to adjacent areas. With the opportunity that the park boundaries may change, the planning for change to the existing walk can inform potential changes to the park boundary, meaning the planning process can contemplate various scenarios for change.

Other objectives are:

- To plan and provide high quality and contemporary visitor experience and visitor journey with appropriate enhancements across the park.
- To provide trail heads at key points.
- To create new or upgrade existing infrastructure with a palette of sustainable materials sympathetic to the environmental setting improved access to beaches, walking trails and increase the trail experience along the coast and specifically plan for a new camping offer.
- Understand and relay Bunurong cultural values in enhancing the visitor experience and journey of the park, or mitigate threats to the values.
- To consider and develop options and scenarios for management models or service models across the landscape that support the trail alignment and planned experiences, in the context of where services or infrastructure may be purposefully considered outside the park to complement and extend the in-park offer.
- To factor in analysis and strategic directions for complex threats to the park, such as from coastal processes and climate change.
- To develop scenarios for potential responsive changes to the extent of the park estate related to land acquisition that support enhanced park experiences or provide redundancy for further change.
- To consider the characteristics of the park that may elevate its attraction, with reference to creating a 'Geopark'.

5. Project Requirements

The project needs to combine the functions of land use planning options, planned access and infrastructure, and service models for the visitor experiences in park or reviewing where services in the landscape /

adjacent areas to the park. An approach to the brief is to plan for the visitor experiences and journeys outlined herein, and allied to this, review options and scenarios for change to the park or planned offers adjacent to the park.

The following requirements form the basis for achieving the outcome of a quality access and infrastructure plan.

5.1 Functional Requirements

Functional requirements include:

- **Capacity:** Review visitor data and modelling and design structures to cater to a defined maximum specific crowd load or spatial requirements. Consider methods to limit overcrowding during peak periods.
- **Universal Design:** Cater to all inclusive, diverse, all abilities and universal access, wherever possible, at the assets and along pathways to them. Structures should aim to provide universal access where possible and appropriate.
- **Safety:** Provide safety features with respect to management of risks, including beach and coastal cliff safety, particularly for people fishing, vehicular traffic management, cycle and pedestrian movements, and high-risk traffic areas, scaling and climbing the structures and Parks Victoria's duty of care to visitors.
Consider through design the safety to the environment and cultural heritage from visitation to the assets with an environmentally sensitive design principle overlay.
- **Amenity:** Provide integrated areas for seating, rest and respite. Consider the need for access to or provision of some amount of shelter. Ensure facilities or services are related and complement the setting.
- **Circulation:** Improve cyclist and pedestrian circulation and to ensure visitor circulation, whether in vehicles, on bicycles, or on foot, is logical, complimentary, efficient and safe. In reviewing the land use options, consider where changes to the park may be warranted based on ideal circulation.
- **Fabrication:** Consider the potential for componentry design and local supply of materials for ease of installation (including in remote, sensitive environments) and to reduce the impact on the site's natural and cultural values during installation.
- **Operation:** Work with key operational staff and technical experts to ensure that the planned changes and design are readily serviceable and cost effective to maintain and repair. Review who facilities services are for, and how these are best delivered by land managers or service providers.
- **Function:** Provide design responses and solutions to meet the weather and environmental conditions that influence and affect the site, particularly storm, rain and high wind events and consider the longer-term influence and impact of climate change sea level rise and existing and future predicted coastal processes. Ensure scenarios for land use change are based on function.

5.2 Performance requirements

Performance requirements include:

- **Protection:** Protection and preservation of existing environmental factors including flora, fauna and cultural values and artefacts in undisturbed areas of work is of paramount importance. Avoid, or if

not possible to avoid, mitigate any impacts of the new assets. Factor in analysis and strategic directions for complex threats to the park/experiences/journey, such as from coastal processes.

- **Engagement:** Engage with stakeholders and the community to creatively and directly inform them of the experience intent, and to seek feedback where appropriate to inform the design. Parks Victoria will work with the lead consultant to set the strategic engagement objectives and approach and key engagement activities. Parks Victoria specialist engagement staff will also work closely with the design team in the delivery of key engagement activities and in preparing materials.
- **Deliverability:** Ensure planned outcomes can be realised and a methodology that is capable of being delivered in a shortened timeframe or in a staged delivery. This needs to consider the understanding of the management challenges and implications for change; stakeholder expectations and influences; value-for-money; delivering regulatory requirements; confidence in the service offer over time; ability to realise change; planning for a dynamic place. Specifically, in reviewing land use change scenarios, clarity of the ability to realise change, for value, is fundamental.
- **Communications:** The capacity to effectively communicate the approach, concepts, ethos and design ideas including site investigation outcomes, to project partners and stakeholders will be crucial, and respond to critical feedback and ideas.

5.3 Quality Requirements

Quality requirements include:

- **World-class:** The construction of world-class assets and experience is of paramount importance in delivering on the objectives of the project. Bespoke designs are sought that are sensitive and responsive to their setting and the surrounding environment, elegant in both form and function, fit for purpose in terms of visitor experience, scale and architectural expression, offering long term legacy to their place.
- **Experience:** Designs should elevate the visitor experience, showcasing and connecting with the spectacular environment and providing a memorable journey.
- **Integration:** A quality design outcome that will ensure that the new assets are designed to holistically integrate with existing site features and each other, land use and service options, and experience and infrastructure.

5.4 Design Requirements

Design requirements include:

- Land acquisition planning options need to be logical and informed by a need to contribute to planned outcomes and be demonstrable in need.
- Each proposed feature is to be designed to touch lightly on the ground, and to be responsive to the sensitive environment that it sits in.
- Avoid or mitigate the removal of endemic vegetation and habitat with respect to trail design and layout including all other infrastructure.
- The designs are to provide simplicity of fabrication and installation in the sensitive and fragile environment and through design facilitate ease of maintenance over the life of the asset.
- Designs need to factor in change, such as from coastal processes or visitation growth.

- Materials shall be sympathetic and responsive to the natural coastal environment and park setting. Consider material sustainability such as recycled and low-cost maintenance and consider material selection that is robust and can be easily installed and maintained in the harsh, wet and salt exposed, yet stunning environment.
- Consider universal design and inclusive access to meet the needs for the diverse range of visitors. Consider spatial and turning needs, seating and rest points, along the visitor journey and experience.
- Determine management models and service delivery options in relation to the design outcomes across the landscape that would support the infrastructure.

6. Site Context

The region is currently experiencing change from growth in visitation. The consultant needs to expressly be cognisant of, and factor in, future changes to the extent of the park, and/or areas adjacent to the park, if there may potentially be changes to services offered or land manager responsibilities, or change considered from other strategic planning in the landscape. One example is the consultation and planning for areas being designed as a state significant 'distinctive landscape'.

The extent of the scope for this project, apart from being within the boundary of the existing marine and coastal park also crosses into land under private ownership, managed by Bass Coast Shire Council, other government agencies and crown land. The most appropriate future experiences may proceed into areas of land that do not fall within the existing park boundaries. The tenure of land is to be clearly identified and defined with respect to the alignment of the trail where this is the case, and options for change developed.

Initial preliminary planning for the location of the preferred trail alignment for the George Bass Coastal Walk has been reflected within *Preliminary Assessment of Walking Opportunities Within the Proposed Bunurong Marine and Coastal Park* report (Parks Victoria 2019), however this is a preliminary indicative thinking. The project team will be required to undertake a site appraisal of the potential changes to facilities and infrastructure, such as walking trails or the new camping offer, to determine the landscape qualities and cultural values to be highlighted through changed or new the trail experiences, the level of detailing required for the section of trail and requirements to meet universal access. Equally this applies to consider the appraisal of the land use and tenure characteristics of adjacent areas that may be considered for change, or understanding what services are currently or potentially delivered by community.

7. Scope of planning and design

7.1 Scope and Design considerations – Site investigation and appraisal

Initial desktop and site investigation and appraisal will require the clear understanding of the holistic view of the existing park, existing natural, cultural and other related values, logical potential changes to the park with supporting rationale, visitation needs and drivers, and regional / local change observed or planned that may impact on the planning. It needs to consider the existing services being provided by others adjacent to the park.

Of significant influence on the project are cultural heritage, sensitive and unique environments, specific flora and fauna, impactful coastal processes and predicted impacts of climate change, increasing visitation and encroaching housing developments, significant weather processes such as high winds, heavy rain, flooding as well as long dry spells, geological and hydrological influences such as shifting sands, the presence of mine shafts, flood plains and water courses. Additionally, it needs to identify elements of note, such as key historical stories, such as the recently identified presence of dinosaur fossils.

7.2 Scope and Design Considerations – trail, trail heads, walking tracks, boardwalk, lookouts, vantage points and crossings, new camping offer

Project scope shall include the addition, upgrade and renewing of the trail and built assets, and the establishment of a new camping offer. The placement and design of the vantage points and lookouts is to focus the visitor experience of the dramatic ocean and landscape vistas and more intimately the sensitive coastal environments, flora and features.

Two-way visitor trail and access along the coastal site is to be encouraged through smart, responsive and sensitive design.

The design of, upgrade and connection to tracks, trails, carparks and other structures are to avoid or mitigate endemic vegetation removal to limit the associated cost of vegetation offsets required for such removal.

Vegetation clearing, removal or management is to be considered with respect to the environmental value to the design, in the context of assets, to reduce damage to the environment and reduce visitor risk.

7.3 Scope and Design Considerations – land acquisition change scenarios; management and service models

The project scope shall include scenarios, for potential changes to the park boundary, options that may provide for access into adjacent areas, identification of what services are being provided by others adjacent or allied to the park, and a process that would refine or prioritise any land use or service changes.

7.4 Scope and Design Considerations – Facilities- Car park upgrades, Trail heads and access points

The project scope shall include traffic engineering design to improve the circulation, safety and efficiency of the existing car park footprints and proposed expansions including entry and exit movement. In addition, some of the existing car parks including pavement, signage and drainage require remediation works and upgrading.

Separation of vehicle parking / drop-off is to be considered to improve pedestrian safety whilst at the same time, improving overall capacity for vehicle parking in the designated carparking footprint.

The trail design is to include the connection with other existing trails, coastal walks, beach accesses and carparks. This is to include the potential for trail heads and defined access points along the new section of the shared trail. Other access points along the existing trail may require upgrading to facilitate universal and safe access and greater connectivity.

8. Services to be provided

With a project that covers management and service provision scenarios, integrated with planning for infrastructure and access facilities, and an integrated implementation options analysis, the indicative project team should consist of, but not limited to, the following service providers or disciplines:

- **Landscape architecture** (Lead Consultant)
Professional services including coordination of consultant team and overall planning and production of the Access and Infrastructure Plan
- **Engagement**
Work with Parks Victoria's specialist engagement team to plan and deliver an engagement and consultation process. Engagement will include corporation members, project partners, other government agencies and broader stakeholder and community.

- **Surveying and mapping**
Undertake specific feature survey of areas for new proposed and renewed infrastructure.
- **Land use / statutory planning**
Provide professional services and assistance with respect to planning processes required to facilitate the implementation of proposed works.
- **Business analysis**
Undertake high-level analysis of options for service delivery scenarios or, for example, land acquisition value. Of note, this is not 'business case' style analysis of economic activity or feasibility, or comprehensive land valuations, more informing of key considerations in reviewing any change, such as land manager.
- **Environmental assessment**
Undertake environmental assessment of area impacted by proposed works.
- **Cultural heritage assessment and cultural heritage plan**
Undertake cultural heritage assessment of area impacted by proposed works and prepare associated management plan. This may include facilitating cultural values assessments with Bunurong and what is relevant for planning and what is relevant for community connection to the values.
- **Civil / structural engineering**
Provide professional services, engineering advice and design services for proposed works
- **Traffic engineering**
Providing professional services, advice and design services for vehicle movements and parking
- **Geotechnical engineering**
Provide professional services, investigation and advice regarding geotechnical issues and impact to proposed works.
- **Quantity surveying / cost planning**
Provide cost planning services.
- **Accessibility and Universal design**
Providing professional services, design review and advice with respect to universal and safe access.
- **Coastal processes and climate change**
Providing professional services with respect to existing and proposed coastal processes and impact on proposed works.
- **Hydrological and water systems engineering**
Provide professional services with respect to hydrological systems and water flow that impact the proposed works.
- **Statutory Planning**
Provide professional services and assistance with respect to planning processes required to facilitate the implementation of proposed works.
- **Demography**
Provide professional services, research and advice with respect to demographics and future population growth in the region and potential visitor growth in the region over the next 10 to 20 years.

The lead consultant will be fully responsible for the coordination and integration of all advice, works and services provided by the sub-consultants. The lead consultant will be the primary contact with Parks Victoria.

9. Tasks and Deliverables

The following outlines the key outcomes and milestones that are essential, with the associated tasks / deliverables

9.1 Phase 1 – research and investigation

Timing:

March 2020 – May 2020

Outcome requirements:

All foundational information and initial concepts to inform options development including: Base information on land use considerations, such as to inform options to further analyse potential land use / tenure change, service considerations; all values assessments complete; preliminary scenarios for infrastructure changes and design and visitor services options and; Initial engagement and ideas from targeted partner / stakeholder engagement.

Tasks:

- Project start-up meeting. Confirm scope, budget, timelines and project program.
- Site appraisal, investigation and desktop analysis (incl. trail, carparks, access and camping) (Site investigation: environment, cultural heritage, hydrology, geological, coastal processes, demography and visitation, planning, site survey, existing conditions and trail alignment.)
- Review of all relevant information and summary of opportunities and constraints of the site and potential track and trail alignments, carpark layouts and all other structures.
- Bunurong Land Council Aboriginal Corporation engagement
- Project partners engagement
- Base information collation and project objectives summary (Milestone)
- Phase 1 – Community engagement (Initial analysis report, project objectives) (Milestone)

Deliverables:

- Site investigation and analysis report with opportunities and constraints
- Coordination of consultant team and all associated briefing and outputs.
- 1 x meeting on site (Wonthaggi)
- Concept design options including preliminary opinion of probable cost
- 1 x meeting with Project Working Group (PWG)
- 1 x meeting with Bunurong Land Council Aboriginal Corporation
- 1 x presentation to Project Coordination Group and Steering Committee (PCGSC).
- 1 x presentation to external stakeholders
- Progress meetings (Melbourne)
- Phase 1 - Community engagement summary report.

9.2 Phase 2 – Draft Access and Infrastructure plan

Timing:

June - August 2020

Outcomes:

Concepts have been documented for land use changes, services by land managers or others, and access, infrastructure change; concepts have been tested and clear feedback from partners / targeted stakeholders; draft plan finalised and approved by Parks Victoria for community exhibition

Tasks:

- Prepare draft access and infrastructure plan with concept design options for the trail, walks and associated facilities based on the site visits and base information provided.
- Prepare potential management models or service delivery approaches for proposed design outcomes.
- Prepare preliminary opinion of probable cost of the draft access and infrastructure plan and concept design. (Milestone)
- Bunurong Land Council Aboriginal Corporation engagement
- Project partners engagement
- PWG and PCGSC review and endorsement processes - present concept design options for review and approval - (Hold Point).
- Updated draft access and infrastructure plan for community engagement
- Phase 2 – Draft Access and Infrastructure Plan community engagement (Milestone)

Deliverables:

- Concept design options including preliminary cost plan
- 1 x Meeting on site (Wonthaggi)
- Progress meetings (Melbourne)
- 1 x Meeting with PWG
- 1 x Presentation to internal PCGSC.
- 1 x presentation to external stakeholders
- Phase 2 - Community engagement (Draft Access and Infrastructure Plan)

9.3 Phase 3 – Final Draft Access and Infrastructure Plan

Timing:

September – November 2020

Outcomes:

Finalisation of 'access and infrastructure plan' following community and partner feedback and ; final plan prepared for the approval of Parks Victoria

Yallock-Bulluk Marine and Coastal Park Access and Infrastructure Plan (San Remo to Inverloch)

Tasks:

- Following community engagement draft access and infrastructure plan feedback, incorporate PCGSC agreed updates to the final access and infrastructure plan and develop preferred design options based on feedback to Phase 2.
- Report on the suitability and viability of the design and how it meets the project brief requirements, including budget and with respect to the design principles and materials selection.
- Bunurong Land Council Aboriginal Corporation (BLCAC) endorsement of final access and infrastructure plan to ensure the plan recognises and respects the aspirations of Traditional Owners for Land and Sea Country.
- Update and develop the preferred design(s) in response to BLCAC feedback, to meet project requirements and recommendations and into an appropriately scaled and detailed Design Development set of drawings.
- Develop the schedule of products, materials and finishes.
- Identify and prepare a demolition plan and proposed methodology for remediation of affected natural areas.
- Prepare a cost plan for the developed design and ensure the project is on budget. The consultant is to make allowance in the cost planning for fee calculation for future project stages such as design documentation fees, costs to service the construction phase, contingencies and all project on costs.
- Prepare a coordinated works implementation plan with prioritised program of delivery.
- Define the proposed management models or service delivery methods for the documented design approach.
- Consult Parks Victoria as required throughout the development of the design particularly with respect to trail access and visitor circulation. Update the developing design to accommodate Parks Victoria advice and comments.
- Update cost plan for the defined scope and confirm budget for all future phases.
- PWG review and endorsement processes - (Milestone and Hold Point).
- Stakeholder and community – inform of final access and infrastructure plan outcome. (Milestone)

Deliverables:

- Final Access and Infrastructure Plan Report, comprising written and graphic summary of consultation outcomes, developed designs including plans, sections, elevations, preliminary indications of products, materials and finishes.
- Cost Plan for Final Access and Infrastructure Plan and developed designs and drawings.
- 1 x Presentation to PWG
- Progress meetings (Melbourne)
- Outputs for project partners, stakeholders and community information

9.4 Phase 4 – Technical Documentation (option / separable portion)

Outcomes:

Prepare construction technical drawings and specification for tender.

Timing:

December 2020 – February 2021

Tasks:

- Document the project to construction technical drawings and specification for tender.
- Provide pre-tender cost plan confirming design will meet the budget requirements including a staged implementation approach and plan. (Hold Point)
- Complete documentation package (drawing and specification) based on feedback from PWG including any cost engineering to ensure the project scope meets the budget requirements. (Milestone)
- Consult Parks Victoria as required throughout the documentation phase of the design.

Deliverables:

- Full tender documentation package including all drawings, specifications and materials schedules.
- Pre-Tender cost plan.
- 2 x documentation review meetings, at 75% and 95% completion.
- 1 x Presentation to PWG.
- Progress meetings (Melbourne)

10. Management of the Project

Critical Issues

There are critical project issues that require attention, understanding and due diligence through the project process including:

- Project delivery timeline and meeting the milestones as agreed and approved.
- Engagement with BLCAC, project partners, government agencies, stakeholders and community as initiated by Parks Victoria.
- Sound probity principles applied at all times, in particular with respect to options for any changes to land (acquisition / change from one crown land manager to another)
- Ensuring all relevant Australian Standards, design and universal access standards are adhered to including industry design codes are met.
- Identification and review of the required regulatory approvals or legislative pathways.
- Design principles and guidelines are adhered to and parameters are met.

11. Governance

The project will have oversight by the following governance structure with respect to review, endorsement and approval of the defined stages of the project. The project governance falls within the framework for the Project Coordination Group and Steering Committee (PCGSC) established for the Victorian Great Outdoors Initiative delivery model, that this planning falls within.

Yallock-Bulluk Marine and Coastal Park Access and Infrastructure Plan (San Remo to Inverloch)

The Project Working Group (PWG) will consist of representatives of Parks Victoria, DELWP, Bass Coast Shire and BLCAC and will be in place to oversee the project and process, provide approvals and endorsements as necessary for the project.

The project is to be managed by the Park Planning and Policy team of Parks Victoria.

Community engagement activities will be coordinated and serviced by Parks Victoria, based on an engagement plan to be jointly developed by the lead contractor and Parks Victoria. This will outline the timeframes, resources and objectives of engagement.

12. Meeting Requirements

The Project Coordination Group and Steering Committee (PCGSC) provide high level advice and direction on implementation of the projects. Progress meetings will generally be held in Melbourne. The role of the consultant team will be to present the project at key phases as listed in the deliverables, or more frequently as identified by the consultant team or Parks Victoria.

Indicatively, and for the consultant team to consider in planning a project methodology:

- Fortnightly progress meetings (Parks Victoria project team).
- Monthly PWG meetings for phases 1 and 2, then 6-weekly PWG meetings for phases 3 and 4.
- Bi-monthly PCGSC meetings
- As required meetings with project partners and stakeholders.
- Attending structured community engagement activities as developed in the engagement plan
- Targeted meetings as required

13. Tender submission and fees

13.1 Content

Tenderers' submission must address all the assessment criteria as stipulated in this brief and the contract documentation and schedules.

- Complete the pricing schedule in full including subconsultant fees separately listed.
- Provide full details of the nominated consultants and personnel that will be directly involved in the delivery of the project deliverables and outcomes.
- Include details of all assumptions and exclusions in the bid.
- Include a statement should the consultant wish to vary any part of the scope of works as briefed.
- Allow for all travel and accommodation associated with site visits itemised as a separate cost.
- Provide a statement of commensurate previous experience for similar project including examples.
- Provide a methodology of delivery of services with associated tasks, outputs and timeframes.

13.2 Project Fees

Parks Victoria requests the consultant to confirm in its submission:

- The lump sum fee payable to the consultant for the successful completion of the project.
- A cost breakdown of the project by phase entered into the pricing schedule.
- Details of all assumptions and any exclusions where the consultant will require additional payment above the stated fixed lump sum to complete the project.

- Hourly rates for each member of the consultant team for the project, and conditions that will apply should the scope of the project vary.

13.3 Exclusions

The following services will be provided by Parks Victoria and excluded from the current scope of this project scope:

- Community engagement activities; Parks Victoria will coordinate the community engagement activities, with the consultant team to participate as identified in the engagement plan to be developed.

14. Commitment Delivery Budget

The planning project is a key element of the establishment of the park and investment in its implementation to which the Victorian government has committed \$19.6 million. This includes up to \$10 million for any required land purchase.

The budget for all construction and delivery of facilities and associated ancillary works is indicatively \$6,000,000.

The consultant is to make allowance in the cost planning for all project delivery costs.

15. Key reference material

Parks Victoria has the following information and reference material available for the successful tender to support the delivery of the project.

1. *Bunurong Marine National Park, Bunurong Marine Park, Bunurong Coastal Reserve, Kilcunda – Harmers Haven Coastal Reserve Management Plan* (Parks Victoria 2003);
2. *Active Bass Coast Plan 2018-2028*;
3. *Bass Coast Shire Aspiration Network Pathways Plan, Gippsland Tracks and Trails Feasibility Study*;
4. Preliminary assessment of Walking opportunities within the proposed Bunurong Marine and Coastal Park;
5. Parks Victoria Visual style and branding guide.
6. Draft Conservation Action Plan.
7. Visitor Experience Framework.
8. Gippsland Tracks and Trails.
9. Catchment Management Authority (CMA) – Regional Catchment Information
10. Marine and Coastal Policy