

Request for Quotation

QUOTATION NO:

000709

City of Casey Activity Centres: Retail and Other Commercial Floor Space Assessment

SUBMISSIONS CLOSE:

Friday 11 March 2016 at 4.00 pm

Enquiries to:

Contact Name:	Dana Mizrachi
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INTRODUCTION

The City of Casey Council invites you to quote for **City of Casey Activity Centres: Retail and Other Commercial Floor Space Assessment**

For any enquiries, please contact Dana Mizrachi on 9792 7208.

SCOPE

ITEM		
1	Description:	City of Casey Activity Centres: Retail and Other Commercial Floor Space Assessment
2	Location:	City of Casey
3	Work shall commence after acceptance of the quotation within:	7 days
4	The whole of works must be completed by:	Thursday 30 June 2016
5	Methods for Quotation to be submitted: PLEASE DO NOT PLACE QUOTATIONS IN THE TENDER BOX	- By Email to: dmizrachi@casey.vic.gov.au - Hand Delivered to Civic Centre addressed as follows: Confidential Quotation No: 000709 Attention: Dana Mizrachi City of Casey Magid Drive NARRE WARREN VIC 3805
6	Certificates of Currency are to be provided for the following Insurances where applicable: (Refer to Schedule 3)	- Public Liability (\$10 million minimum) - WorkCover Insurance for all employees - Professional Indemnity (\$1 million minimum)
7	A defects liability period shall commence on the date of practical completion of each concluded job.	12 months

Conditions of Tendering (Quotations)

1. This quotation shall be Lump Sum, as stated, on a firm price basis unless otherwise specified and subject to these Conditions and the Conditions of Contract (Quotations).
2. No late quotation will be considered.
3. The quotation must be addressed including quotation number and delivered to Council as specified.
4. Quotations shall allow for payroll tax and other loadings on all wages and for any fees royalties, premiums, costs, charges and the like which will be due or payable to any person or authority.
5. The contract price or rates are inclusive of all the Contractor's expenses, insurance, duties, imposts, and taxes which shall be paid by the Contractor but are exclusive of any GST.
6. The Contractor shall be deemed to have examined the site and its surroundings and obtained all available information before tendering and to have provided in their quotation for all matters required by or for the works.
7. Quotations shall be assessed using the following criteria
 - Price
 - Quality
 - Ability to complete the project by the specified completion date
8. Council reserves the right to reject any or all quotations. The lowest quotation will not necessarily be accepted.
9. The accepted quotation, letter of acceptance, conditions, plans and specifications shall together constitute a binding contract between the City of Casey and the successful Tenderer.

Conditions of Contract (Quotations)

1. This agreement shall be governed by Victorian law and the parties shall submit to the Victorian Courts.
2. Any written notice or instructions to be serviced on the Consultant under this agreement shall be deemed to have been served when handed to the Consultant or its Nominated Superintendent or posted to or left at the Consultant's address in the Annexure or subsequent address notified by the Consultant to Casey City Council in writing.
3. The Consultant shall from the Commencement Date perform the services required:
 - in accordance with sound practice employing due professional skill care and diligence; and
 - in accordance with all Australian and Victorian statutes, by laws, rules regulations and practices in respect of the assignment; and
 - ensure that all information and data is accurate and correct; and
 - ensure that the Consultant's services are fit for purpose and delivered by the Completion Date; and
 - carry out the assignment under principles and practices of quality management as specified or of relevant Australian and/or international standards where not otherwise specified.

The Consultant shall comply with and require all its Superintendents servants and agents to comply with the Occupational Health and Safety Act 1985 and regulations or similar laws and incorporate into the quality plan where one is appropriate an element covering the management of occupational health and safety.

4. The Consultant shall liaise with the Superintendent and keep the Superintendent informed as to the program, progress and outcomes of the assignment.
5. The Consultant shall not subcontract any part of the assignment without the prior written consent of the Superintendent. In giving written approval the Superintendent may impose such terms and conditions as the Superintendent thinks fit. Approval by the Superintendent of any assignment shall not relieve the Consultant of any liabilities under this contract: the Consultant shall be responsible for the acts, defaults or neglects of any subcontractor as if they were the Consultant's own acts, defaults or neglects.
6. If the Consultant is delayed in performing the assignment by any act, omission or breach of this agreement by Casey City Council or its servant or agents (except any act, omission or breach by or on behalf of the Consultant) the Consultant if it desires to claim an extension of time for completing this assignment may not later than 28 days after the cause of delay arose give to the Superintendent a written notice of claim together with detailed statement of facts on which the claim is based. If the Superintendent determines that the claim:
 - (a) justifies an extension of time, the Superintendent shall grant such extension of time for completion as the Superintendent considers appropriate;
 - (b) is not such as to justify a claim, shall not grant same.

The Superintendent may at any time and at the Superintendent's option, notwithstanding that the Consultant has not made a claim for an extension, extend the time for completion by notifying the Consultant of the later Completion Date.

If the Consultant fails to complete the assignment by the Completion Date or any extension thereof, the Consultant shall be liable to Casey City Council by way of pre-estimated and liquidated damages and not as a penalty for the amount stated in the Annexure for every week, or part thereof on a pro rata basis, that elapses after the Completion Date or the extension thereof until the whole assignment under this agreement has been completed or until this agreement is cancelled by Casey City Council, whichever is the sooner, and that amount shall be a debt due from the Consultant to Casey City Council. This debt may, in addition to any other remedies, be deducted or recovered by Casey City Council from moneys owing to the Consultant.

7. The Consultant shall not vary the execution of the assignment without the written approval of the Superintendent obtained beforehand.
8. The Superintendent may direct the Consultant to perform additional work or to delete work from the assignment and the Consultant shall comply with such directions. Work in addition to or in deletion from the assignment shall be paid for or deducted on the basis of charges that have been agreed in writing prior to the changes being directed by the Superintendent.
9. Provided the Consultant performs the work under the agreement as specified or subsequently required, Casey City Council shall pay to the Consultant the fees set out in the Tender Schedule or subsequently agreed in writing.
10. The Consultant shall indemnify and keep indemnified Casey City Council in respect of any legally enforceable claims, demands, actions, suits or proceedings, costs and expenses whatsoever which may have been instituted against Casey City Council arising out of or in any way connected with the Consultant's work under this agreement. The Consultant shall during the course of the assignment and for the period afterwards set out in this document carry the various insurances to the levels as set out in the Annexure. Any excesses applicable to the policy shall be to the account of and payable by the Consultant and not by Casey City Council.
11. The Consultant and its servants, agents and permitted subcontractors shall keep confidential this

Consultancy, together with all information provided by Casey City Council or generated by Casey City Council or the Consultant in the course of this consultancy and shall not disclose to any person this assignment or any information related thereto. If required by Casey City Council the Consultant shall arrange for its employees, agents and/or subcontractors to give written confidentiality undertakings in a form approved by Casey City Council.

12. The Consultant warrants that as at the date of this agreement no conflict of interest exists or is likely to arise during the course of this agreement. If a conflict of interest or risk of conflict of interests arises, the Consultant shall notify Casey City Council immediately of the conflict or risk.
13. Any intellectual property arising in the course of or out of the provision of services under this agreement shall upon creation vest exclusively in Casey City Council. Where the assignment involves ideas which were the Consultant's own ideas created prior to the assignment and not created in the course of it, the Consultant may use those ideas freely, without obligation to the Casey City Council, in the course of the Consultant's practice.

In performing the work under this assignment the Consultant shall not infringe any other person's intellectual property, and shall ensure in respect of systems and outcomes that no royalties or fees are payable by Casey City Council to any third persons. The Consultant shall indemnify Casey City Council against any suit or claim, together with associated costs and damages, whether arising directly or indirectly by reason of any infringement by the Consultant of any intellectual property by the Consultant or supplied by the Consultant for the purposes of this agreement.

The Casey City Council shall be entitled as it sees fit and at no cost either directly or through any other Consultant or otherwise to make use of any ideas, designs, data, reports or other products or outcomes used or developed by the Consultant in conjunction with this assignment which are not subject to royalties or patent rights for carrying out additional or similar work. The Consultant shall not be liable to Casey City Council or third parties in any way for such use of these outcomes or products.

14. If the Consultant fails to either:
 - (a) perform the work under this contract as required; or
 - (b) comply with a direction of the Principal; or
 - (c) proceed continuously and diligently with the carrying out of work under this contract and complete it by the Completion Date or any extension of time granted; or
 - (d) comply with any of the contract conditions; or

if the Consultant becomes insolvent or enters into an agreement with creditors or goes into liquidation or has a receiver and manager or administrator appointed whether voluntarily or compulsorily then without prejudice to any other remedies or rights Casey City Council may have under this agreement or at Common law Casey City Council may without notice to the Consultant determine this agreement by written notice served on the Consultant. From and after proven receipt of such notice this agreement shall be terminated in which event the Consultant shall deliver up all documents relating to this assignment which it has in its possession or control. Any costs or expenses incurred or damage sustained by Casey City Council in remedying such breach or in any way arising out of the Consultant's default shall become a debt due and payable to Casey City Council by the Consultant and may be recoverable from the Consultant by deduction from any moneys held on account of the Consultant or by action at law.

SPECIFICATION

1. Lodgement of Payment Claims

Payment claims must be received by the last day of a month to be considered for payment in the following month.

City of Casey Activity Centres Retail and Other Commercial Floor Space Assessment

CONSULTANCY BRIEF

FEBRUARY 2016

1. Introduction

The City of Casey is currently reviewing its Activity Centres Strategy (*Activities Areas and Non-Residential Uses Strategy*, Adopted December 2012). The primary goal of the strategy is to foster a highly accessible and robust activity centre network that maximises net community benefit. The City of Casey is seeking advice from a suitably qualified and experienced consultant on:

- The current and future demand for retail and other commercial office floor space within the municipality's activity centres.
- How growth should be apportioned across Casey's network of activity centres.
- If the activity centre hierarchy should be revised accordingly.
- The statutory planning and non-regulatory levers Council can utilise to attract more non-retail employment and local jobs in activity centres.
- How the City of Casey can encourage, incentivise and facilitate the delivery of job-rich, mixed-use development within its activity centres.

The advice will inform the review of Casey's 2012 Activity Centres Strategy and Activity Centre Structure Plans, and will assist Council to provide a coordinated municipal-wide response to managing demand for retail and other commercial floor space across the activity centre network. The revised Strategy will form the strategic basis for a subsequent planning scheme amendment to update the Retail and Non – Residential Uses in Residential Areas policies in the *Casey Planning Scheme*.

The closing date for submissions is **4pm, Friday 11 March 2016**.

2. Background and Project Need

2.1. About Casey

The City of Casey is located in Melbourne's south-east region. Covering an area of 395 square kilometres, Casey is characterised by a diverse environment that extends from the foothills of the Dandenong Ranges to the shores of Western Port, providing an interface between country Victoria (Gippsland) and metropolitan Melbourne. Casey is served by a range of activity centres varying in size from local convenience activity centres to its two principal activity centres: Fountain Gate-Narre Warren CBD and Cranbourne Town Centre.

The City of Casey forms part of the Casey-Cardinia Growth Area and is one of the fastest growing municipalities in Australia, with its population of 288,800 residents (2015) forecast to increase to approximately 420,000 residents by 2031. Casey is experiencing rapid growth in all areas, including housing, industry, and retail and other commercial facilities, which is supported by the ongoing roll-out of associated infrastructure.

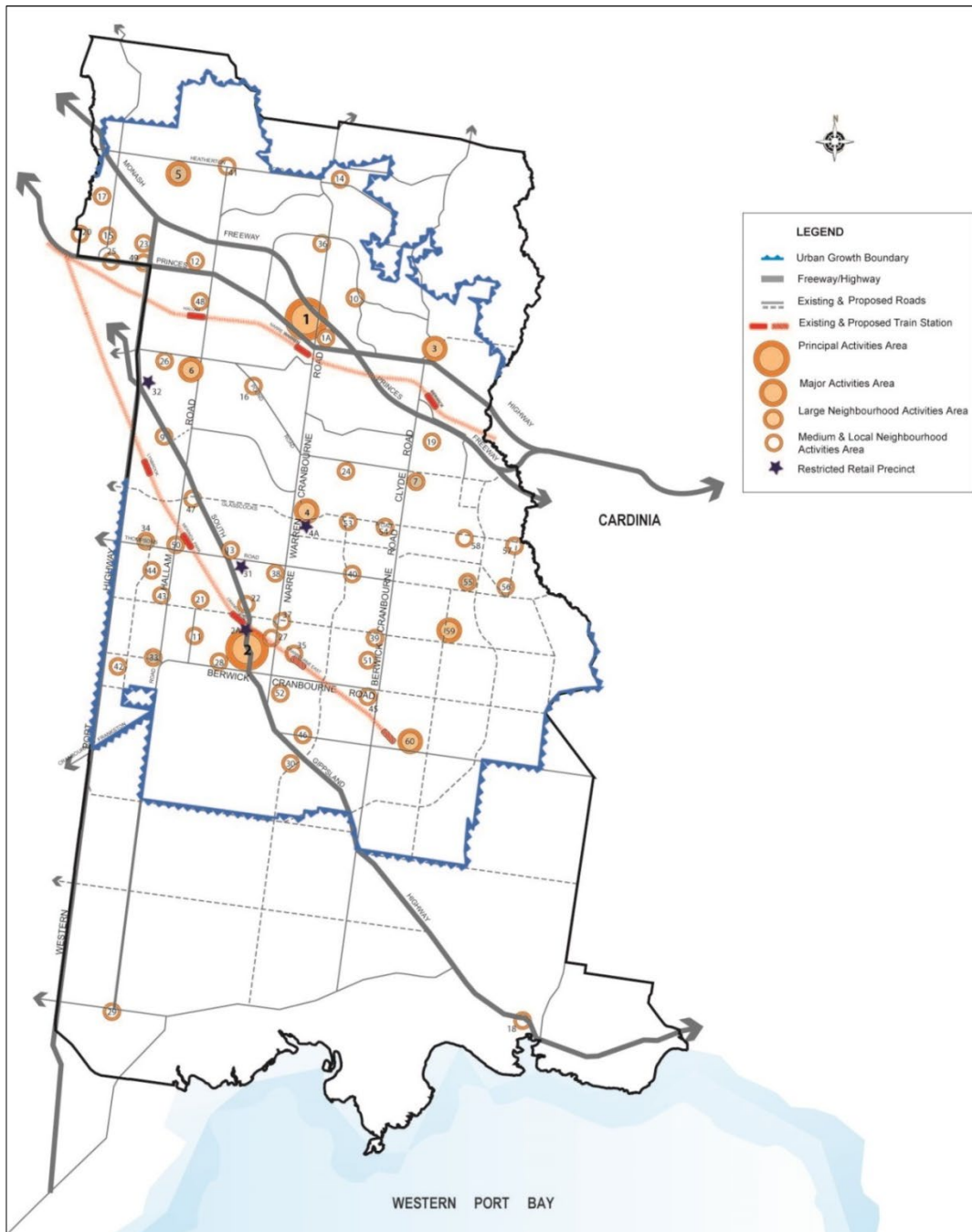
2.2. Casey's Activity Centre Strategy (2012)

Activity centres contribute to the social, economic and environmental health and wellbeing of the community and play a key role in providing employment opportunities for local residents. Casey's adopted

2012 Activity Centres Strategy provides direction for the location and design of non-residential uses and development throughout Casey, focusing on a diverse, robust and accessible activity centre network that meets community needs and expectations and forms a vibrant and sustainable focus for community.

The 2012 Strategy identifies (2) Principal Activity Centres, four (4) Major Activity Centres and twenty-six (26) Neighbourhood Centres, along with a further twenty-six (26) “proposed” centres to be developed across Casey’s growth areas (See Figure 1 on the next page). However, the 2012 Strategy does not have any statutory weight, with Council’s current retail policies based on the superseded 2006 *Activity Centres Strategy*. The 2012 Strategy must be updated to reflect current market conditions and projections, and policy directions, before it can be implemented via a planning scheme amendment.

Figure 1: Activity Centre Network (2012 Strategy)



The revised strategy must be informed by current evidence and intelligence regarding likely retail and other commercial floor space growth. The 2012 Strategy is based on retail floor space projections undertaken in 2004. The current context is significantly different from that which prevailed in 2004. There have been considerable changes in government policy in relation to activity centres, such as the introduction of the reformed Commercial Zones and *Plan Melbourne*. Moreover, the extension of the

Urban Growth Boundary has led to the City of Casey becoming one of the fastest growing municipalities in Australia. Although the role and size of activity centres in Casey's growth areas are defined by Precinct Structure Plans, Council requires a better understanding of how the growth areas may impact on existing activity centres within the established urban fringe areas.

Over recent years, there has been considerable interest from land owners and developers to bring forward new development and new uses within Casey's activity centres or establish new centres, particularly in the established urban fringe areas in proximity to Casey's growth areas. Many of these proposals have been inconsistent with the activity centre hierarchy articulated in the *Casey Planning Scheme* and the 2012 Strategy. In very recent years, activity centre structure planning and development planning processes have identified a need for retail floor space in specific locations, however, these plans and the associated floor space reviews are not providing a coordinated, municipal-wide response to managing the demand for retail and other commercial floor space. In this regard, Council requires an updated municipal-wide assessment of retail and other commercial floor space demand to ensure that the future needs of the Casey community can be met, while also contributing to the strategic basis for Council to provide suitable leadership in relation to the development of the City's activity centres network.

2.3. Facilitating Local Employment

The State Government aims to deliver one new job for every new household in the Casey-Cardinia region by 2031. In raw figures this equates to an estimated requirement for an additional 90,000 jobs in the region over a 20 year period. However, 2011 Census data has revealed that Casey's population has increased by an additional 20,662 workers between 2006 and 2011 (a 19.4% increase), whilst only an additional 5,702 jobs were created in Casey during the same period (a 13.4% increase).

To address this 'employment-deficit' the City of Casey and Cardinia Shire Council formed a partnership in April 2013 to focus on a new era of business investment and local employment opportunities within the region. Across the two municipalities, there is a total resident workforce of more than 156,000, however almost 70 per cent of workers are leaving the region for work each day. The purpose of the investment attraction partnership is to encourage businesses and investors to recognise opportunities in Casey and Cardinia, and to bring local people back to the region to do business.

Accordingly, a key aspiration of the Council is to increase provision of local jobs, with a greater emphasis placed on activity centres as 'employment centres'. The revised strategy will encourage greater diversification of activity centres to maximise opportunities for non-retail jobs, while also recognising the need to reflect the role of the activity centre in the retail hierarchy.

2.4. Casey Housing Strategy (2015)

Council's *Housing Strategy* (adopted 15 December 2015) takes a proactive approach to identifying specific areas close to public transport that are suitable for increased density within the established urban area. The *Housing Strategy* identifies locations for different rates of housing change (minimal, incremental and substantial change) and directs more intensive development (substantial change) into specific activity centres and areas with easy access to existing services and high frequency transport options.

Accordingly, the *Housing Strategy* proposes to revise Casey's residential planning framework by introducing the Residential Growth Zone in proximity to higher order Activity Centres. In 2016, Council officers will develop a Planning Scheme Amendment to implement the recommendations of the *Housing Strategy*.

The *Activity Centres – Retail and Other Commercial Floor Space Assessment* must have regard to the proposed residential framework articulated in the *Housing Strategy* to ensure that this assessment remains relevant in the longer term.

2.5. Fountain Gate–Narre Warren CBD Refresh (2016)

The Fountain Gate-Narre Warren Metropolitan Activity Centre is one of the largest and most significant retail and employment areas and recreation and cultural hubs in the Casey - Cardinia Region. Council is currently refreshing the *Fountain Gate–Narre Warren CBD Incorporated Plan 2013* with a view to streamline the current planning policy framework and encourage greater investment in the centre. An Economic Report has been prepared which outlines a demand assessment of the Metropolitan Activity Centre and provides an overall retail, and office floorspace and dwelling yield. The Fountain Gate-Narre

Warren CBD refresh will inform the preparation of the *Activity Centres – Retail and Other Commercial Floor Space Assessment*.

2.6. Berwick South Activity Centre Study (2016)

Berwick South is located approximately 50 kilometres from the Melbourne Central Business District. Berwick is generally residential in nature with a range of retail and non-retail land uses within the area. Significant changes to the retail and other commercial environment are being investigated in Berwick South. In late 2015, Council commenced a study to better understand the retail and other commercial floor space requirements of the precinct to 2036 and determine where and how this should be accommodated across current and proposed Activity Centres within the area. The Berwick South Activity Centres Study will inform the preparation of the *Activity Centres – Retail and Other Commercial Floor Space Assessment*.

3. Project Objectives

- To contribute to the strategic basis for Council's review and update of the 2012 Activity Centre Strategy, and subsequent amendment to the *Casey Planning Scheme*.
- To identify the current and future demand for retail and other commercial floor space within the City of Casey based on current and future population rates, while having regard to Council's adopted *Housing Strategy* (2015).
- To enable Council to establish a clear, evidence-based activity centres hierarchy with appropriately sized activity centres for current and future population catchments.
- To determine the current land supply available in activity centres to accommodate retail and other commercial uses and whether the current supplies are appropriately located.
- To provide advice on the 'market gap' (i.e. the over-supply or shortfall of retail and other commercial land supply, and in relation to supermarket and discount department store), including estimates that outline the additional land area required to accommodate retail and other commercial uses, where this should be located and when this is likely to be needed.
- To recommend how retail and other commercial floor space growth should be apportioned across Casey's network of activity centres.
- To provide advice on how the 2012 activity centre hierarchy should be revised to ensure the future needs of the Casey community can be met.
- To provide advice on the statutory and non-regulatory mechanisms available to Council to diversify the land use mix and attract more non-retail commercial jobs in to activity centres.
- To reduce the need for centre-specific economic impact assessments through the development of a robust activity centre hierarchy which is informed by current evidence and intelligence regarding likely retail and other commercial floor space growth.
- To consider current State and Local Government policy relating to activity centres, and retail and other commercial uses.
- To communicate the findings of the project and provide strategic advice to the Working Group at key points of the project.
- To develop a comprehensive report that includes all the outcomes from the Scope of Works listed in Sections 4 and 5 of this brief.

4. Scope of Services

It is anticipated that the following services will be provided in order to meet the project objectives outlined in Section 3.

4.1. Stage 1 - Project Inception

This service will involve an inception meeting with Council Officers and the collation of key Council documentation.

Reference Documents:

The following relevant reference documents can be accessed via the Casey website at:

<http://www.casey.vic.gov.au/council/policies-strategies>

- Casey C21 – Building a Greater City (2011)
- Casey Planning Scheme
- Activity Areas and Non-Residential Uses Strategy (2012)
- Housing Strategy (2015)
- Economic Development Strategy (2010)
- City of Casey Economic Development Strategy (2010)
- Working Draft Casey-Cardinia Economic Development Framework (2014, AEC Group)

Approved Precinct Structure Plans can be accessed via the MPA website at:

<http://www.mpa.vic.gov.au/planning-activities/greenfields-planning/precinct-structure-plans/casey/>

The following information will be provided to the successful consultant to assist in the preparation of this assessment:

- Preliminary Casey Activity Centres – Key Issues Paper (2016)
- Activity Areas and Non-Residential Uses Strategy (Volume 2) – Background Report (2011)
- Housing Market Assessment (2015, Charter Keck Cramer)
- Id. forecasting
- Fountain Gate–Narre Warren CBD Refresh and Economic Report (2016, Urbis)
- Berwick South Retail and Commercial Needs and Projections Analysis and Review (Charter Keck Cramer, 2016)
- Cranbourne Town Centre: Retail and Commercial Floorspace Requirements 2012-2036 (Renaissance Planning, 2013)
- Melbourne's South East Growth Area –Activity Centre Requirements (Renaissance Planning, 2011)
- Endeavour Hills Town Centre Council Land Commercial Feasibility Study - Site Assessment Report (MacroPlan Australia, 2010)
- Casey Corridor Growth Area: Economic Development and Employment Analysis (Essential Economics, 2009)
- Berwick Village Commercial Office Assessment (MacroPlan Australia, 2009)
- Hampton Park Activity Centre Review (Ratio Consultants, June 2006)
- Office Floorspace Planning Budgets: City of Casey's Centres (SGS Economics and Planning, 2005)

4.2. Stage 2 - Context

This stage will introduce the context to the project through analysis of economic and socio-economic data and current industry practice in relation to neighbourhood activity centres.

This will include:

- 4.2.1. An outline of key economic, demographic, employment, income and market trends that may impact on the activity centre network or the provision of non-retail employment in activity centres.
- 4.2.2. Provide advice on whether the “Opportunity for Choice” criteria used to define neighbourhood activity centres in the 2012 Strategy are still appropriate or should be revised to reflect current market trends.

4.3. Stage 3 - Demand assessment.

Expert advice is sought in regard to the demand for retail and other commercial floor space by major commodity/service groups within Casey’s activity centres in the period to 2036.

Specific tasks include:

- 4.3.1. Identify the catchments/trade areas for activity centres in the study area.
- 4.3.2. Review population growth in the City of Casey according to latest estimates (ID population data, *Housing Market Demand Assessment* and *Victoria In Future*), and having regard to the proposed residential framework set out in Council’s recently adopted *Housing Strategy* (2015)
- 4.3.3. Review latest estimates of expenditure per capita on household goods and other items sold on retail sites.
- 4.3.4. Determine the total growth in the expenditure pool for retailing and the volume of retail and other commercial floor space that is sustainable in the City of Casey.
- 4.3.5. Convert sustainable floor space into the net requirement for retail and other commercial land upon consideration of average net floor space ratios and store footprints (including allowances for escape expenditure and passing trade).
- 4.3.6. Project the likely scale of growth in demand for retail and other commercial floor space - Provide figures for 2016, 2021, 2026, 2031 and 2036.

4.4. Stage 4 - Supply-Demand Gap Assessment

Expert advice is sought in relation to whether the activity network has capacity to accommodate the anticipated scale of growth over the period to 2036. Specific tasks include:

- 4.4.1. Review the current and proposed zoned land supply.
- 4.4.2. Conduct a current and emerging supply-demand gap assessment (especially focussing on the provision of supermarkets and discount department sites and other “core” anchor retail uses) - Include estimates that outline the additional land area required to accommodate retail and other commercial uses, where this should be located and when it is likely to be needed.
- 4.4.3. Assess how the trade areas/catchments of Casey’s activity centres relate to each other, including estimates as to which centres require more or less land for retail and other commercial floorspace.
- 4.4.4. Provide a succinct summary of the overall projected demand for retail and other commercial floor space to 2036 and briefly discuss the implications for individual centres within this overall scale of growth.

4.5. Stage 5 – Strategic Planning Review

Expert advice is sought in regard to the distribution and allocation of future land uses and activities across Casey’s activity centre network, along with the nature of any change required to the activity centre network (including both changes in activity centre classifications and any need for the network to be supplemented with new centres).

Advice will address the following:

- 4.5.1. Recommendations as to how the City of Casey's 2012 activity centre network should be revised to better accommodate future retail and other commercial growth. This should involve a review of the role and designation of activity centres (having regard to their size, location and other strategic attributes) and their capacity to meet projected levels of floor space requirements into the future. If necessary, identify edge-of-centre locations and new centre locations to provide for anticipated growth.
- 4.5.2. Options and opportunities to encourage, incentivise and facilitate the diversification of centres and the delivery of new mixed use development within activity centres.
- 4.5.3. What statutory planning, design and non-regulatory levers Council can deploy or advocate to Federal and State Government to attract more non-retail commercial jobs to activity centres.

5. Notes on the Scope of Services

- The proposed scope of works will involve three (3) meeting with the Council's Working Group.
- The final report is likely to be presented and tested at future Planning Panels as part of various planning scheme amendment processes. Therefore, tenderers must be able to demonstrate their willingness and experience in providing expert witness evidence should it be required during a Planning Panel.
- Although this *Retail and Other Commercial Floor Space Assessment* will apply to the whole of the City of Casey, the role and size of activity centres in Casey's growth areas are being identified through Precinct Structure Planning Processes. Therefore, in relation to growth area planning, this project will acknowledge the activity centres proposed in precinct structure plans and will assess how the future development of Casey's growth areas will impact on existing activity centres within the established urban fringe areas.
- Due to budget constraints, it is envisaged that the project will not involve site assessments or field inspections. The Consultant is to conduct a desktop assessment to determine the floor space requirements using available data sets.
- The following is not included in the scope of services:
 - Detailed built form, transport, services and infrastructure and urban design analysis.
 - Community consultation
 - Retail and commercial land uses census for each centre.

6. Optional Activities

Core services associated with the project are detailed above. Council also requests that tenderers submit a response (proposed methodology, timeframes and fee) for the following optional activities for Council's consideration. Council's ability to engage a consultant for three (3) 'optional activities' listed below will depend on fee proposals submitted and Council's ability to fund the optional activity within existing resources. The successful tenderer will be advised on appointment if the optional activities listed below will be completed as part of the project.

A. Detailed advice on floor space requirements for the Cranbourne Activity Centre

Council has commenced a review of the *Cranbourne Town Centre Plan* (2011), with a view to updating the document to a 2016 context and streamlining existing planning scheme controls for the activity centre.

Building on the overarching *Retail and Other Commercial Floor Space Assessment*, the consultant will provide further detailed advice on the retail and other commercial floor space requirements for the Cranbourne Activity Centre and surrounds. This advice will inform the review of the *Cranbourne Town Centre Plan* (2011) and is likely to be presented to a Planning Panel as part of a future planning scheme amendment process.

This activity will provide advice on the following:

- A review of retail and other commercial floor space forecasts detailed in the *Cranbourne Town Centre: Retail and Commercial Floorspace Requirements 2012-2036* (Renaissance Planning, 2013).
- A census of current retail, bulky goods and other commercial land uses within the Cranbourne Activity Centre.
- Detailed advice on how the findings from the Scope of Services detailed in Section 4 impact on the Cranbourne Town Centre, including:
 - Provision of updated retail and other commercial floor space projections for the Cranbourne Activity Centre by major commodity/service group - Project the likely scale of growth in demand for retail and commercial floorspace (provide figures for 2016, 2021, 2026, 2031 and 2036)
 - A review of the current and proposed zoned land supply within Cranbourne Activity Centre to determine the additional retail and other commercial floor space requirements by major commodity/service group.
 - Complete a current and emerging supply-demand gap assessment - include estimates that outline the additional land area required to accommodate retail and other commercial uses, where this should be located and when it is likely to be needed.
 - Based on the projected retail and other commercial floor space forecasts, provide advice on whether revisions are required to the current planning framework in order to accommodate future retail and other commercial growth.

B. Detailed advice on floor space requirements for non-retail commercial floorspace.

The above Scope of Services provides for an assessment of retail and other commercial floorspace requirements as well as a demand-supply gap analysis. Council anticipates that the assessment of other commercial floorspace will be a 'high-level' assessment.

Council requests that the tenderers submit a proposal to prepare a more detailed model to forecast demand for non-retail activities (for example business, personal and health related services) across the activity centre network. This could involve benchmarking the study area against comparable locations with respect to employment and floor space.

C. Field Assessment of Casey's Activity Centres

Due to budget constraints, the Scope of Services above is based on a desktop assessment of the activity centre network using available data sets. Please submit a quote for the inclusion of field assessments to all activity centres within Casey's established urban area. Please detail the proposed methodology and describe how the field assessment will add value to the project and strengthen the findings of the *Retail and Other Commercial Floor Space Assessment*.

7. Project Timing and Reporting

7.1. Project Timing and Deliverables

Council anticipates the study (exclusive of optional activities listed in Section 6 of this brief) could be completed within approximately 4 months of appointment.

A proposed work plan is set out below. Consultants are to specify the proposed timing and completion date for all tasks and stages in their submission. Changes to agreed timeframes and deliverables during the project must be approved by the Project Manager.

Stage	Service and Deliverables
	Tender period closes
	Evaluate, interview and appoint consultant
1	Project Inception
	<i>Meeting 1: Project Inception Meeting with Council officers to confirm the project brief, project scope, timelines etc.</i>
2	Context
	<ul style="list-style-type: none"> Identify economic, demographic, employment and market trends. Review the criteria used to define neighbourhood activity centres in the 2012 Strategy.
3	Demand Assessment
	<ul style="list-style-type: none"> Review population growth and expenditure estimates. Retail and other commercial floor space forecasting <p>Deliverable: Submit a <i>Preliminary Draft Retail and Other Commercial Floor Space Assessment Report</i> for Council to review, documenting the outcomes of Services 1 to 3.</p>
	<i>Meeting 2: Presentation to the Working Group on the Preliminary Draft Report.</i>
	HOLD POINT – Council to review Draft Report and provide feedback to the Consultant
	<i>Consultant to amend all draft documents in accordance with Council feedback.</i>
4	Supply-demand gap assessment
	<ul style="list-style-type: none"> Assess current and proposed land supply Supply-demand gap assessment Assess implications for the activity centre network and individual centres.
5	Strategic Planning Review
	<p>Recommendations:</p> <ul style="list-style-type: none"> Revisions to the activity centre network. Statutory and non-statutory mechanisms to facilitate job-rich, mixed use development. <p>Deliverable: Submit a <i>Draft Retail and Other Commercial Floor Space Assessment Report</i> for Council to review, incorporating previous Council feedback and documenting the outcomes of Stages 1-5.</p>
	<i>Meeting 3: Presentation to the Working Group on the findings of the Draft Report</i>
	HOLD POINT – Council to review Draft Report
	<i>Consultant to amend report in accordance with Council feedback.</i>
	Deliverable: Submit <i>Final Retail and other Commercial Floor Space Assessment Report</i> , which includes amendments to the report as requested by Council.

7.2. Key Outcomes and Deliverables

General Requirements

All reports produced as part of this project will include an Executive Summary providing an overview of the key issues, directions and recommendations. Text and graphics produced as part of this project shall be:

- concise and legible – articulating the desired message;
- free of unnecessary jargon (a glossary is to be included if necessary) and;
- written in plain language that is easily understood by broader audiences outside of planning policy and economic disciplines.

Final Report and Recommendations

Presentation of a final report detailing the outcomes of all tasks listed in Section 4, including amendments to the report as requested by Council. The final report will contribute to the strategic basis to review and update the 2012 Activity Centre Strategy and will assist Council in providing a coordinated municipal-wide response to managing demand for retail and other commercial floor space and planning for the growth of the activity centre network. The report will encompass all the data gathered, outlining findings and recommendations from the assessment. The report should include summary recommendations with implementation measures.

The consultant will be required to submit:

- *Three (3) hard colour hardcopy documents, A4 size (with fold out A3 where necessary).*
- *Three (3) hard colour hardcopy plans, A1 size (if necessary).*
- *A final Word and PDF version of the document sent electronically.*
- *Electronic copies of all mapping.*

All graphic outputs should be provided in a digital format either as a scanned image (for freehand work) or a high resolution JPG/PDF format, as well as an AI, MapInfo Indesign or CDR document (for computer generated work). Other documents must be submitted in Word format.

8. Project Management

The successful consultant is responsible for delivering all outputs and reports to Council's satisfaction in accordance with Sections 4 and 5 of this brief.

The project will be managed by the City of Casey's Strategic Planning and Environment Department.

A working group comprising staff members from the City of Casey will be formed to review the projects progress at key milestone points.

9. Project Fees and Payment

As a guide in responding to the brief, Council's budget would be to an upper limit of between \$70,000-\$90,000 (inc. GST), exclusive of optional activities listed in Section 6 of this brief.

The fee submitted by the consultant shall be a lump sum inclusive of any nominated sub-consultants fees and project disbursements. The fee submitted is to outline the amount allocated for each stage of work. The lump sum is to include a schedule of rates for any additional work that may be required.

Consultants must submit a draft program outlining the various tasks to be undertaken and their respective timeframes to complete all the items in the project. The consultant shall submit in their response a proposed schedule for invoicing upon the successful completion of the project stages. Payment will be made in accordance with the following table:

Payments	Stage	Notes
Inception Payment (20% of agreed fee)	Commencement of Stage 1	Following the Inception Meeting confirmation of the project brief, project scope, timelines etc.
Interim Payment (30% of agreed fee)	Completion of Stage 3	Following the completion of Stage 3 - Demand Assessment to Council's satisfaction
Final Payment (50% of agreed fee)	Completion of Stage 5	Following completion of the project and the delivery of the final <i>Retail and other Commercial Floor Space Assessment</i> to Council's satisfaction.

The quotation price and invoice price will be inclusive of GST. The Consultant's fee will be paid at the satisfactory completion of each item of the payment schedule.

10. Submission Details and Requirements

10.1. Quotation Responses

Consultants are requested to provide the following information with their submission:

- A project methodology based on their understanding of the project brief, including expected outputs and timeframes.
- A response to the key selection criteria.
- A company profile and example projects of a similar nature to the services sought in this brief.
- A description of staff, experience and duties, including indicative resources for the project.
- A statement on the proposed project fee, inclusive of GST.
- Current contact details of at least three professional referees (for similar projects).
- Completed attached Schedule (Council will accept equivalent information in alternative format).
- Completed 'Contracts Disclosure of Conflict of Interest and Confidentiality' form

10.2. Performance Measures

A regular assessment about the progress of the project will be based on the following questions:

- Do the outputs of this project generally meet the project objectives outlined in Section 3?
- Is the Scope of Services requested in Section 4 being provided?
- Are the project timeframes and key deliverables set out in Section 5 being achieved?
- Has existing information been considered during the development of the project (where necessary)?

10.3. Skills Required

The City of Casey is seeking the services of a suitably qualified multi-disciplinary consultant with specialist skills in and extensive knowledge of the economic development and analysis, activity centre planning, strategic planning and Victorian land use policy development.

The consultant is required to have an extensive experience in similar projects and is required to submit details of similar or related work.

10.4. Selection Criteria

The successful consultant will be chosen based on:

- Experience and Reliability: Ability to complete by the specified completion date and previous experience with similar or related projects.
- Performance and Customer Service: Feedback from identified referees.
- Quality Benefit: Appreciation of the brief, project methodology.
- Resource Capacity: Skills of nominated team members and Team Leader that will be committed to the project and their roles.
- Business Capacity: Company profile and specialisation, previous experience with similar and related projects, ability to provide a continuous service etc.
- Price.

Consultants may be required to attend an interview to discuss their fee submission and clarify any issues raised in their fee proposal.

11. Confidentially

Any breach in confidentiality regarding Council records or files will result in the IMMEDIATE termination of the contract.

All documents and information given to the Contractor by the Council must be treated confidentially and must not be disclosed or given to any other person or used for any purpose other than in the performance of the nominated contract without the prior written consent of the Council's nominated representative.

The Contractor must ensure that any information provided its staff in respect of the Services is kept confidential. All information obtained by the Contractor or its staff for the purpose of this Contract remains the property of the City of Casey.

12. Declaration of Conflicts of Interest

The Consultant is required to complete and submit the attached '*Contracts Disclosure of Conflict of Interest and Confidentiality*' form as part of their submission.

If a conflict of interest or risk of conflict of interests arises, the Consultant shall notify Casey City Council immediately of the conflict or risk.

