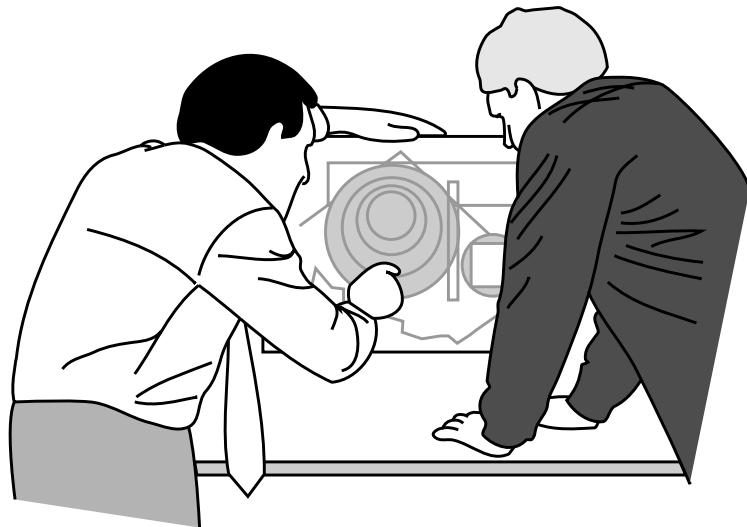


How to...

PREPARE A PROJECT DESIGN BRIEF FOR A SPORT OR RECREATION FACILITY



A GUIDE FOR SPORT AND RECREATION FACILITY PLANNERS

January 1996



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Executive Summary

A design brief has been defined as:

“...a set of instructions from the client to the designer, outlining what the client expects the final product (facility) to provide. It can vary in length, content and form depending on the nature and complexity of the project.

It is important to point out that the lack of well defined design briefs, as distinct from feasibility studies, has resulted in many mismatches between intent and outcome.”

(HILLARY COMMISSION, 1994, P.19)

The preparation of a project design brief should occur once the need for the facility has been identified, and a feasibility study has been undertaken to ascertain the suitability and viability of the proposal. When the decision has been made to proceed with the development, a management plan and design brief should be prepared.

A building committee / project control group should be established to prepare the design brief. Collectively, members of this group should have:

- Project management skills.
- An understanding of the design and construction process.
- Expertise in facility / venue management.
- A knowledge of the local culture and of local community processes.
- A familiarity with the local sport and recreation system.

Where possible, individuals who were involved in the earlier planning stages of the project (i.e. strategic plan, needs assessment, feasibility study) should be appointed as members of the project control group.

To identify what the project design brief should include, the project control group will need to work through the what, why, where, when and how process:

WHAT type of facility do we want to build? What is the purpose and function of the facility? What are the community’s aspirations and requirements? What are the standards to apply?

WHY do we want to build the facility? Why is it required?

WHERE is the facility to be built (in terms of site details)?

WHEN is the facility to be built (in terms of a design and construction timetable)?

HOW is the facility to be designed and constructed? How much will the facility cost and how will the project be financed?

The key elements of a project design brief for a sport or recreation facility are:

A description of the project, the project history and the client agency.

The purpose and nature of the facility.

General design characteristics.

A management plan.

A schedule of the required facility components and, where possible, a concept diagram.

Specific requirements in relation to utilities, services and external works.

Details of any environmental issues which need to be addressed.

The standards of quality and finishes required.

Site details.

Key dates for the commencement and conclusion of the project.

A revised project budget including, where stipulated, the cost limit of the project.

In developing the design brief, the project control group may seek information and advice from professional design consultants.

In the case of medium and large scale projects, the completed design brief is made available to the professional design team, comprising Architect, Structural Engineer, Mechanical and Electrical Engineer, Quantity Surveyor, and Landscape Architect – the design consultants engaged to develop the design of the facility.

An initial cost check is made by the quantity surveyor to ascertain that the requirements in the brief are realistically achievable within the budget. Design drawings are developed and a further check made. Once the design drawings are approved, working drawings are produced and specifications and a bill of quantities are prepared. Finally, tenders are called, a contract is entered into with the chosen builder, and the project enters the construction phase.

NOTE: *For small projects where no design consultants are being utilised, the completed design brief is provided directly to the builder.*

The preparation of the project design brief may, at first, appear to be a daunting task. The reality is that it provides you (the client agency) with an ideal opportunity to:

- Thoroughly review the project.
- Control the design development process.
- Establish the standards to apply.
- Become involved, in a very real sense, in the outcome of the project.

In order to achieve “value for money”, the design brief should clearly state your priority design requirements, and provide sufficient information to enable the designer / design team to interpret your ‘vision’. Remember, the more detail you supply to the professional design team, the better the final product (facility) will be.

1.0 Introduction

When designing a sport or recreation facility, the aim should be to provide functional spaces which enable cost efficient management, are energy efficient, and which integrate well with the surrounding environment. The single most important tool for achieving these objectives is a comprehensive project design brief.

The aim of a project design brief is to convert your expectations into reality

The preparation of the project design brief involves translating the conceptual ideas already developed in the feasibility study, into a set of instructions which will govern the design and construction of the facility.

The design of a sport or recreation facility should be practical and flexible, based on the specific functional requirements of those who will use it. In addition, it should foster a “sense of place”, reflecting local culture and identity. For these reasons, input from potential users and from the local community should be sought when preparing the design brief.

Importantly, the design brief should also reflect the needs of the proposed management structure. Management planning should occur concurrently with the physical planning process. The input of an experienced facility manager is vital to ensure the design promotes optimum staff efficiency.

A typical mistake in preparing a design brief is not providing enough information, or assuming that the designer / design team will cater to your requirements without being fully aware of what they are. For this reason the designer / design team is often consulted to assist with preparing the brief.

In preparing a comprehensive project design brief you are ensuring that the outcomes of the project will match your expectations; that the standards of quality and finishes you require will be complied with; and that you retain control of the design development. These are important factors in achieving a positive “value for money” result.

This ***How To...*** kit sets out a process for preparing a project design brief for a sport or recreation facility.

The extent of information to be provided in any design brief will vary according to the size and complexity of the project. For example, if you are planning the construction of an indoor aquatic centre there are several issues which should be addressed:

- Design capacity based on anticipated bather loads.
- Air quality.
- Filtration and water circulation.
- Disinfecting systems.
- Pool finishes.
- Life cycle costing.

Obviously, it would not be necessary to consider many of these issues if you were developing an outdoor hard court!

For these reasons, this kit is not intended to be a definitive document, and should be used as a guide only. The text is written from the perspective of preparing a design brief for a large, complex project such as a community recreation centre or a state sporting facility. However, the principles and processes which are discussed relate equally to smaller projects such as clubrooms or outdoor playing fields.

This document is the fourth in a series of ***How To... Kits*** published by the Ministry of Sport and Recreation which deal with facility planning.

- Kit 1** *How to Undertake a Needs Assessment for Sport or Recreation Facilities.* (For future publication)
- Kit 2** *How to Undertake a Feasibility Study for a Proposed Sport or Recreation Facility,* (1995).
- Kit 3** *How to Develop a Management Plan for your Facility,* (1995).
- Kit 4** *How to Prepare a Project Design Brief for a Sport or Recreation Facility,* (1996).
- Kit 5** *How To Appoint and Manage a Design Consultancy for a Sport or Recreation Facility.* (In preparation)

This series of resources is designed to assist local governments, State sporting associations, sport and recreation clubs and other relevant agencies, in the planning, design and management of sport and recreation facilities. Before embarking on preparing your design brief, it is recommended that you read Kit No. 2 titled ***How To Undertake a Feasibility Study for a Proposed Sport or Recreation Facility.***

Planing and designing a sport or recreation facility can be a lengthy and sometimes difficult task. The staff at the Ministry of Sport and Recreation are available to assist you through the provision of information and support. You should contact your nearest Ministry of Sport and Recreation office to discuss your project.

2.0 The Facility Planning Process

The preparation of the project design brief takes place in the DESIGN phase of the facility planning process as illustrated in the following diagram:

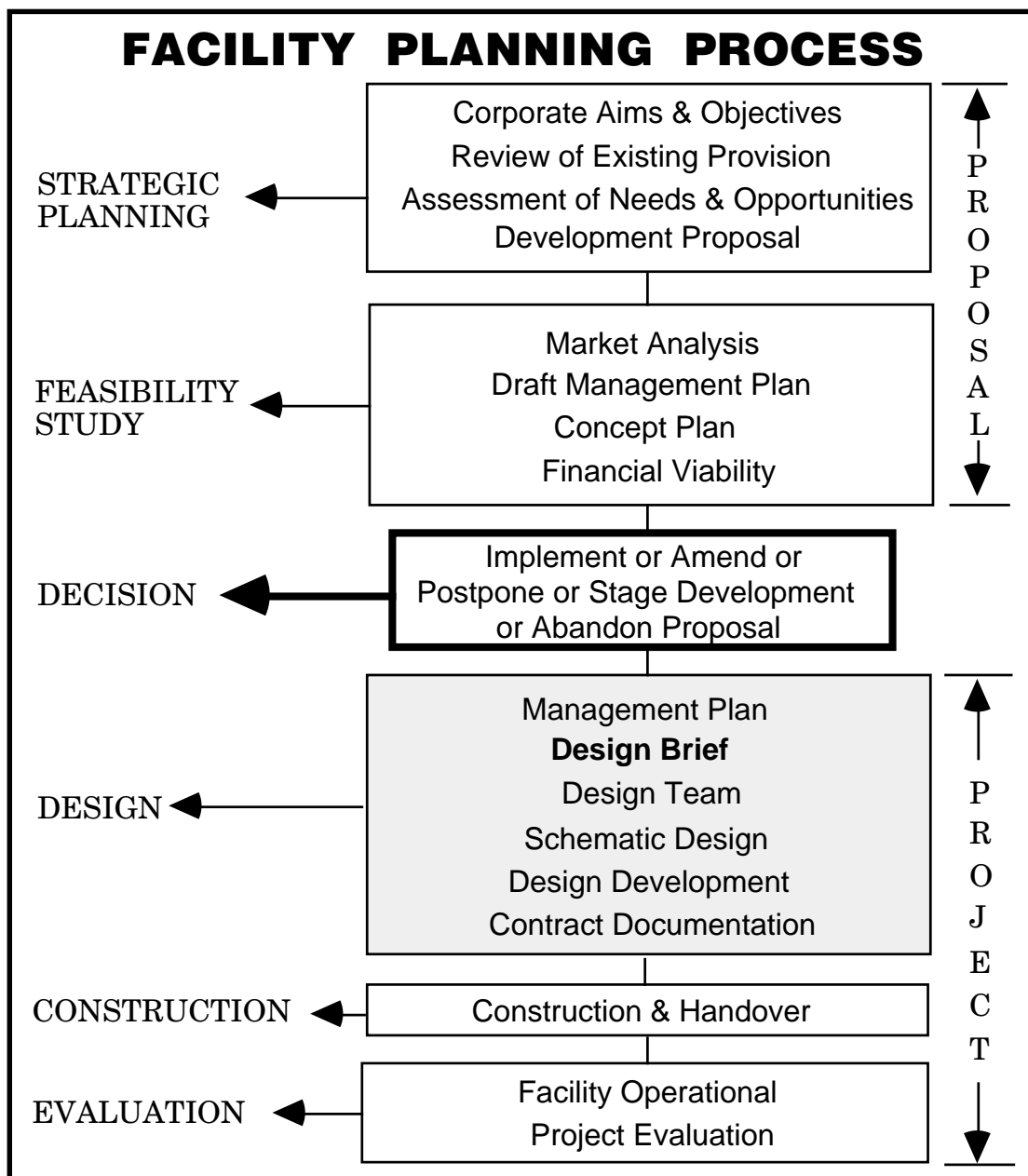


Figure 1: The Facility Planning Process.

It is important that the plan for the facility is integrated with your strategic plan, which has considered the long term development of your sport and / or recreation services and facilities. Furthermore, it is also crucial that a feasibility study has been undertaken to confirm the viability and suitability of the project. Once the feasibility study has been adopted and the decision to proceed with the project has been made, the project enters the Design Phase and the management plan and design brief should be prepared.

3.0 The Project Management Structure

Prior to preparing the design brief, it is important to resolve the management of the project. There are a number of management structures which can be adopted depending upon the size and complexity of the project, and the makeup of the client organisation.

THE PROJECT MANAGEMENT STRUCTURE

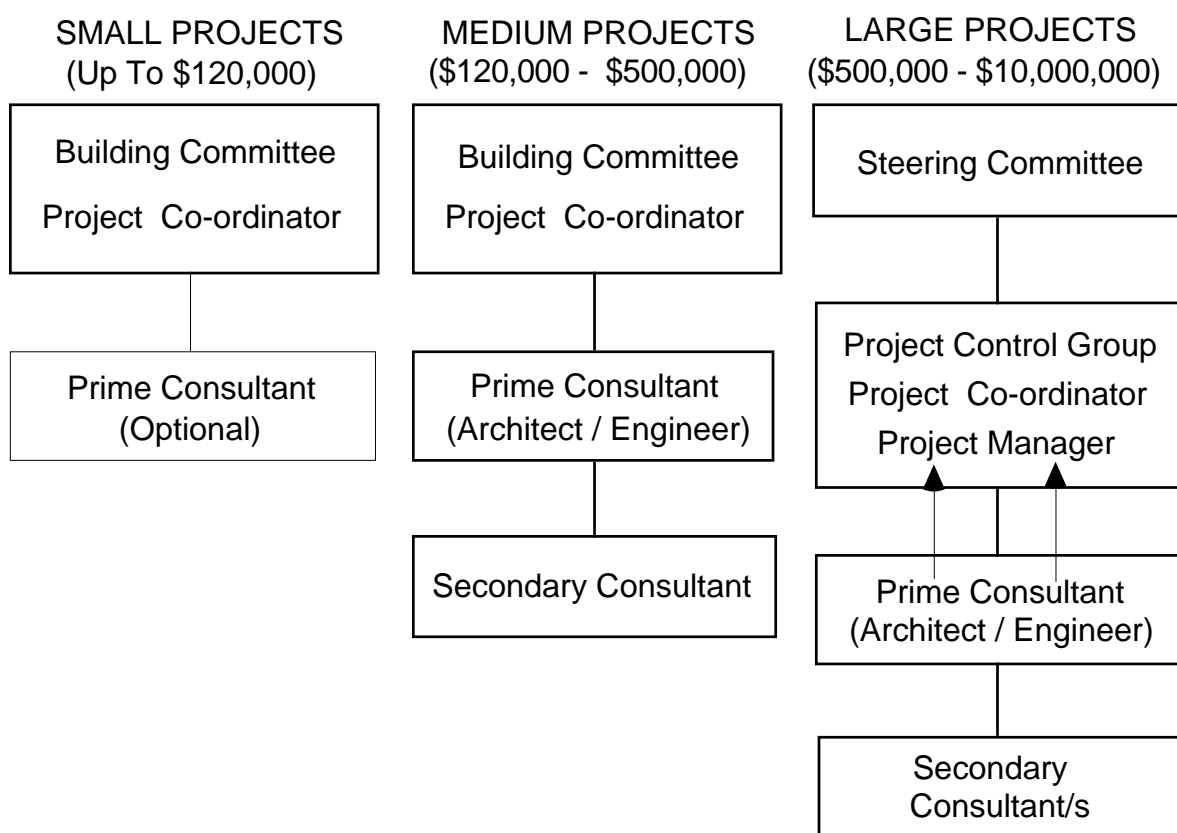


Figure 2: The Project Management Structure.

3.1 THE BUILDING COMMITTEE / PROJECT CONTROL GROUP

It is suggested that a building committee or project control group (depending upon the size and complexity of the project) be formed to control and direct the design and construction of the project. Specifically, the project control group is responsible for preparing the project design brief, liaising with and supervising the consultants, and ensuring the project is 'completed on time, to standard and within budget'.

The building committee / project control group may comprise:

- The Project Co-ordinator (the "in-house" officer responsible for the project).
- Other relevant members of the client agency.

- A sports development officer or recreation professional.
- An experienced facility / venue manager.
- Community representatives.
- Administrators of potential user groups.

The **Project Co-ordinator** should chair the project control group.

Where appropriate, those key people who participated in the preparation of the strategic plan and / or feasibility study should be appointed as members of the project control group. Involving people who are familiar with the project will ensure continuity throughout the planning process, and will assist in the efficient development of the design brief.

NOTE: *For an outline of the key members of the Feasibility Study Co-ordinating Committee, refer to the kit titled **How To Undertake A Feasibility Study For A Proposed Sport Or Recreation Facility;** (1995); Ministry of Sport and Recreation, Western Australian Government.*

For larger projects, the project control group would probably report to a steering committee – the key stakeholders / decision makers (i.e. board of directors, executive committee, councillors, etc).

3.2 TERMS OF REFERENCE

All structured project committees / groups should have defined terms of reference. The terms of reference should outline:

- What their job is.
- What their responsibilities and authorities are.
- What their reporting requirement is.

It is important to define these terms of reference at the start of the project. The Project Co-ordinator would normally be responsible for writing the terms of reference.

3.3 PRELIMINARY REVIEW OF DOCUMENTATION

As a preliminary task, the building committee / project control group should review all existing documentation which relates to the project. This could include the:

- **Needs Assessment** – The original report which may well form part of the strategic recreation plan which identified the need for this specific facility.
- **Feasibility Study** – A feasibility study should have been undertaken to examine the alternatives, confirm the viability of the proposal, and recommend the development of the facility.

- **Management Plan** – The final management plan detailing how the facility is to be managed, what services / programs are to be offered and usage estimates.
- **Budget / Cost Plan** – The approved project budget prepared by your Cost Planner / Quantity Surveyor.

3.4 CONSULTATION

In preparing the design brief, the building committee / project control group will need to examine each of the components of the facility and provide a detailed “specification” for each area. In addition, the desired design characteristics will need to be established and stated. (Refer to Section 6.0, page 12 for specific issues to consider).

To do this, you will need to translate the specific requirements of potential user groups and activities into design specifications. Therefore, adequate time should be allowed for consultation with those who will manage and use the facility.

The community consultation undertaken for the feasibility study should have identified the major components of the facility and the main design features which are required. However, in order to refine the concept plan into detailed specifications, it will be necessary to consult with a range of people such as:

- Potential user groups.
- Managers of similar existing facilities.
- Suppliers of surfaces, plant and equipment.
- Design consultants.
- Government sport and recreation agencies.
- Professional sport and recreation associations.

Once the design brief is finalised, it is a good idea to have it endorsed by potential user groups. This may avoid any potential disputes in the future.

3.5 THE PROFESSIONAL DESIGN TEAM

The professional design team consists of the design consultants engaged to develop the design of the facility. In the case of a small project, it may not be necessary to appoint design consultants. However, for medium and large scale projects, the following professionals are usually included in the design team:

- Architect.
- Structural Engineer.
- Mechanical and Electrical Engineer.
- Cost Planner / Quantity Surveyor.
- Landscape Architect (if appropriate).
- Acoustics Consultant (if appropriate).

For larger more complex projects, it may be worth considering the appointment of a professional **Project Manager**. The Project Manager would be responsible for managing the activities of the professional design team, and ultimately for the construction of the project. This person would report directly to the Project Co-ordinator and would attend the meetings of the project control group, providing the link between the professional design team and the project control group (Refer to Figure 2, page 6).

Should a Project Manager not be appointed, then the Architect would generally assume the role of co-ordinating all the other professionals involved. Where this is the case, the requirement to report to the Project Co-ordinator should still be maintained.

In developing the design brief, the project control group may seek information and advice from the professional design team. Once completed, the professional design team should receive the project design brief from the project control group to enable them to develop a detailed design of the facility.

Through adopting this management structure, you will be able to retain control of all facets of the design development thus ensuring the outcomes are meeting your expectations and requirements.

4.0 The Key Elements of a Design Brief

The following key elements should feature in a design brief for a sport or recreation facility. (Refer to sections 5.0 through to 9.0 for more detail).

Introduction

- A brief description of the project and the client agency.
- An overview of the project history to date, outlining of key events.
- The purpose and nature of the facility.

Design Specifications

- General design characteristics including integration with other community facilities and adjoining land uses. Detail any public involvement to be incorporated in the design process.
- A management plan detailing the intended management structure and the intended usage of the various components of the facility.
- A concept diagram, or at least a schedule of the required facility components (rooms / spaces). Indicate the function and required capacity for each component based on expected usage ranges / usage peaks. Where possible, provide floor areas and height limitations. Explain the inter-relationships between the various spaces. Bubble diagrams are a useful way to indicate relationships in terms of juxtaposition and strength.
- Specific requirements in relation to utilities and services, maintenance of plant and equipment, and external works (e.g. power and water supplies; mechanical and electrical services; security; lighting; signage; landscaping).
- Environmental issues which need to be addressed (e.g. traffic, parking, noise, waste, visual amenity).
- The standards of quality and finishes required.
- Details of any existing facilities to be demolished or upgraded. Indicate any planned / possible future developments.

Site Description

- Site details and any clearing constraints.
- An overview of any town planning constraints and / or conditions.

Design and Construction Timetable

- Key dates for the commencement and conclusion of the project.
- Details of the type of Construction contract to be utilised.

The Project Budget

- A revised project budget which distinguishes between construction costs, fees, equipment costs and other costs outside the construction budget. If necessary, specify the cost limit of the project.

5.0 *The Introductory Section of the Brief*

The introductory section of the design brief should clearly state the reasons why the facility is being developed. This should be set out in *general* terms as much of this information will be detailed in the attachments (i.e. the strategic plan, the needs assessment, the feasibility study, other relevant reports, etc).

The following information should be detailed in the introductory section of the design brief:

- **Project Description** – Set out a brief description of the project. For example:

“To design and construct a multi purpose sport and recreation centre on Active Reserve in FunTown to accommodate the current and future sport and recreational needs of the local residents”.

- **Identification of the Client** – The ‘client’ is generally described as the agency / organisation which has financial responsibility for the project. Identify the name of the client agency, its core business, and any relationships with other parties which have a particular interest in the project.
- **Project History** – Provide a synopsis of events leading up to when the decision was made to proceed with the project. Refer to any studies, reports or other data that is available and which forms part of the design brief.

Any conditions attached to the approval to proceed should also be detailed. This could relate to the financing of the project, land availability and / or site conditions.

- **Purpose and Nature of the Facility** – Outline the purpose of the facility, the uses it will accommodate and the components / rooms it will include. Describe your expectations and those of the community.

This statement could be supported with a brief summary of the Feasibility Study indicating the important functional requirements which are to be catered for.

6.0 *Design Specifications*

The main body of the design brief is where your expectations, and those of the community, are converted into written specifications. The intention is to provide the design team with a clear understanding about the style and type of facility you are seeking, and the function and purpose of each component.

You should also describe the desired aesthetic characteristics, and how the facility should be integrated with adjoining community facilities. Furthermore, you should indicate how the facility will be managed, as this will indicate the required amount of office accommodation and its most appropriate location within the facility.

The checklists which follow detail the *typical* issues that should be addressed in a design brief for a sport or recreation facility. While comprehensive, these checklists are not exhaustive nor specific to any one type of facility. Each project should be carefully examined and any *particular* requirements noted. Remember, the more information you provide, the better the final design is likely to be, and the greater opportunity there is of the project meeting its approved budget. Changes made later in the design stage, or after construction commences, always have a significant impact on the overall project cost.

6.1 ARCHITECTURAL ISSUES

Design Philosophies:

- Establish a general design statement which will guide the design process.
- Describe how the facility should blend in with the neighbourhood.
- Identify any special design characteristics required.
- Consider maintenance minimisation throughout the design process.
- Advise on life cycle costing requirements.
- Outline energy conservation and management requirements.

Building Regulations, Standards and Approvals:

- Outline any conditions contained within the Development Approval.
- Set out the need to comply with building regulations.
- Require the design to comply with the standards relating to disabled access.
- Detail any specific standards relating to the building fabric, acoustics, ventilation, and the structural system.

6.2 MANAGEMENT

Organisational Philosophy:

Set out a mission statement to define the desired social and financial outcomes which are aspired to through the provision of the facility. The following questions may assist you in developing your mission statement:

- Will the facility achieve a broader social benefit through fostering the development of a sense of community?
- Will the facility add to the quality of life in the surrounding environment and, in doing so, benefit non-users as well as users?
- Do you want the facility to be available to everyone to use, regardless of their ability to pay?
- Are you happy to subsidise the operational cost of the facility and if so what is the maximum subsidy you are willing to afford?
- Do you want the facility to achieve a break even or profit result?

Management Structure:

Describe the chosen management structure as detailed in your final management plan. For example:

- *Direct Management* – Where an “In-House” manager is employed directly by the facility owner.
- *Contract Management* – Where an individual or company is contracted to manage the operation of the facility.
- *Lease Management* – Where tenure of the facility is transferred to a company or community organisation for a specific period of time through a formal lease agreement.
- *Joint Management* – Where two or more parties agree to share ownership and usage of the facility.
- *Licence Management* – Where the usage rights of separate areas within the facility are granted to individual organisations by way of a licence.

NOTE: *If you have chosen the Direct Management option, the facility manager should be appointed as soon as possible so that person can be involved in the design process. At the latest, the manager should be appointed during the construction phase to enable him / her to “take over” the facility and be thoroughly conversant with its operation prior to opening. This has significant advantages when it comes to efficient operation of plant and equipment, ensuring warranties and guarantees are enforced, and the implementation of effective, preventive building maintenance.*

Staff:

- Provide details of the staff structure and indicate internal staff relationships, so that office accommodation and other facilities can be adequately planned.

6.3 FACILITY COMPONENTS

List each facility component (room / space within the facility). Where possible, consider dual or multi-use of space to maximise the efficiency of the facility. Some examples of facility components often featured in sport and recreation facilities include:

- Lobby/ foyer.
- Reception area.
- Staff administration offices.
- Office for use by umpires / sports clubs / community groups.
- Kitchen / kiosk / bar areas.
- Public toilets / changerooms; staff toilets.
- Crèche / childminding facilities; nappy change areas.
- Multi-purpose sports hall.
- Multi-purpose activities room.
- Function room.
- Meeting / workshop / seminar room.
- Aerobics room.
- Fitness gymnasium / climbing wall.
- Sauna / spa / steam room.
- First aid / physiotherapy room.
- Aquatic facilities.
- Martial arts area.
- Arts / crafts / hobby workshop.
- General store room (specific areas may require separate storage facilities).
- Outdoor sports field.
- Outdoor hard courts.
- Playground / outdoor courtyard.

Where appropriate, provide the following information for each component:

- Purpose / potential uses (i.e. Type and range of activities to be accommodated, competition standards, etc).
- Relationship to other areas within the facility.
- Access requirements.
- Administration space requirements.
- Supervision requirements.

- Minimum floor area required. Where available, refer to standard dimensions for playing areas.
- Special surfaces and finishes required. Ensure additional wall / floor tiles are supplied for future maintenance and repairs.
- Floor surfaces and coverings. Specify the characteristics you require the various floor surfaces to provide (i.e. degree of spring or comfort; durability; ease of maintenance; etc). Consider the provision of different coloured carpet in heavy wear areas.
- Furniture and equipment to be accommodated. Detail what is to be supplied as part of the construction contract; what is to be purchased separately by the client and installed by the contractor as part of the contract; and that which is to be purchased and installed by the client after construction.
- Storage. Require more than you think you will need - it is a common complaint that sport and recreation facilities don't provide enough storage space.
- Window treatments.
- Security requirements.
- Lighting.
- Heating and cooling.
- Acoustic isolation and privacy requirements.
- Specify any standards to be complied with.
- Specify any particular requirements to meet the needs of people with disabilities other than those required by standards.

6.4 UTILITIES, SERVICES AND EXTERNAL WORKS

Utility Services:

Where services to the site are already in place, provide details of all existing services.

Where services do not exist, require the Project Co-ordinator / Architect to determine all service requirements and locations for:

- Water.
- Gas.
- Power.
- Fire.
- Sewerage.
- Cable TV.

Mechanical Services:

Set out the requirements for:

- Heating.
- Reverse cycle air-conditioning.
- Mechanical ventilation.
- Evaporative air cooling.
- Refrigerated drinking fountains.
- Hot water requirements.

NOTE: *Where appropriate, energy efficient equipment and design should be encouraged to reduce the ongoing operational costs of the facility.*

Electrical Services:

Provide a general statement relating to electrical services. Require energy efficiency and conservation where possible.

Restrict the use of imported fittings. All should be locally available to minimise maintenance costs. If imported or special fittings are used, ensure the contract provides for the supply of spares.

Specify your requirements in relation to the following:

- Lighting: Refer to natural lighting, anti-glare for sports halls, and any other special requirements. Set out minimum lighting standards. Detail the requirement for any time switches or other devices. State where reduced lighting is needed for orientation.
- Public address system.
- Audio loop.
- Telephones including public telephones.
- Computer cabling.
- Automatic opening doors.
- Lifts / elevators.
- Fire detection and alarm systems.
- Smoke detectors.
- External Security Lighting.
- Transformer compound.
- Three phase / single phase supply.

Security:

Specify your requirements in relation to the following:

- Electronic security systems / telephone connections.
- Video surveillance.
- Keying systems for all windows and doors.
- Swipe cards, personal identification disks, ticketing systems, or other entry authorisation systems.
- Vandalism minimisation.
- Lighting.
- Staff ID cards.
- Safes / strong rooms.

NOTE: *If your security requirements are not known, agree the level of entry required for staff, users, etc and request a cost / benefit review of the available options.*

External Entry:

Provide a statement relating to the external entry area to promote a functional and welcoming environment.

Specify your requirements in relation to the following:

- Bicycle racks.
- Flag poles.
- External seating.
- External lighting.
- Letter boxes.

Signage:

Signage should be co-ordinated with the design of stationery, staff uniforms and other promotional material.

Specify your requirements in relation to the following:

- A directional site signage system. This may be colour-coded for larger sites and campuses.
- Identity signage to each building and / or building component.
- Sponsorship signage.
- Logo / commemorative plaques.
- Signage for the visually impaired.

Waste Disposal:

- Establish the number of mobile garbage units and bulk waste bins to be accommodated.
- Require that waste bins are sited in a practical location that is not intrusive. Ensure adequate site access and vehicle turning space for rubbish trucks.

Vehicle Parking and Associated Works:

Outline minimum requirements for vehicle parking. Consider the following:

- Number of bays; number of disabled parking bays.
- Construction standards; line marking; kerbing.
- Security lighting; landscaping; fencing; signage.
- Access road standards; crossovers; restricting devices for bicycles and skateboards.
- Storm water drainage.
- Metres or fee paying devices.
- Bus access and set down area; bus stops and shelters.
- Taxi stands; other drop off and pick up points.
- Emergency vehicle access; disabled access; pram ramps; hand rails.
- Ambulance access.

Landscaping:

Provide a statement setting out how the landscaping should compliment the facility. Generally describe the scope of landscaping works to be undertaken and the reasons for providing landscaping (i.e. aesthetics, wind breaks, traffic control, barriers / buffers, etc).

Specify your requirements in relation to the following:

- Special features / particular landscaping requirements.
- Reticulation.
- Seats and benches.
- Playground equipment.
- Litter bins.
- Lighting and power supply.
- Drinking fountains - refrigerated or normal.
- Stage areas.
- Paths / cycle ways.

- Artwork / murals.
- Fences / enclosed areas.
- Barbecues
- Patios / pergolas.
- Gardener's store / workshop; general external storage.

6.5 ENVIRONMENTAL ISSUES

Provide detail on any environmental issues which are likely to impact on the surrounding environment, i.e.:

- Traffic flow.
- Parking.
- Noise and light spill.
- Waste.
- Visual amenity.

6.6 EXISTING FACILITIES

Upgrades:

If the project involves the upgrading / improvement of any existing facilities, you should list the areas to be upgraded, outline why the upgrade is required, and detail the specific requirements as listed above.

Demolition:

Where the project requires existing facilities to be demolished:

- List all areas to be demolished.
- Note any special hazards (i.e. asbestos) and require compliance with codes and authorities for removal.
- Require that a demolition permit be obtained.
- Require all old services to be cut off.

7.0 *Site Description*

By this stage, you should have decided where the facility is to be located. In the process of conducting your feasibility study, a site analysis should have been undertaken to determine:

- The development control standards which apply to the site, and permitted uses.
- Ownership / title particulars.
- Size – capacity to accommodate the development and the required associated infrastructure such as vehicle parking, landscaping, access, etc.
- Topography of the site.
- Suitability of the site – social impact, environmental considerations, meteorological conditions, etc.

In this section of the design brief you should provide the following information:

- Full title details of the lot and the surrounding area.
- A detailed feature and contour levels survey from a licensed surveyor, which show existing structures, visible utility services (i.e. water, gas, reticulation), trees, etc.
- The street address and reserve name.
- Development control standards, permitted land uses and any urban design guidelines.
- A statement detailing the approval processes required for the development.

8.0 *Establishing a Timetable*

8.1 COMMENCEMENT AND COMPLETION DATES

A *broad* timetable should have been set for the design and construction process at the time the decision was made to proceed with the project (at the completion of the feasibility study).

In this section of the design brief, you should establish *firm* completion dates for each of the major steps in the design and construction process (refer to Section 8.2 below). This timetable will have a significant impact on the professional design team as it will set your performance criteria. Consequently, the timetable is likely to influence the final level of fees being proposed.

Issues which will influence the final completion date for the project include:

- Financing arrangements: loans, grants, fund-raising programs, etc.
- The internal decision making process.
- Site availability.
- Planning and other regulatory approvals.

For more complex projects involving a project manager, it may be useful to engage a Time Planner to prepare and update detailed design and construction schedules during the project.

8.2 SCOPE OF DESIGN AND CONSTRUCTION PROCESSES

The following schedule outlines, in chronological order, the major steps within the design and construction processes:

NOTE: *For additional information on the design process refer to the Kit No. 5 titled **How To... Appoint and Manage a Design Consultancy for a Sport or Recreation Facility**, Ministry of Sport and Recreation, Western Australian Government.*

Appointment of Professional Design Team:

- Preparation of consultants brief(s).
- Invite submissions.
- Close submissions.
- Evaluation of submissions.
- Acceptance of preferred submission.
- Appoint project manager, architect and other consultant members of the professional design team.

Schematic Design:

- Schematic design report.
- Cost plan review.
- Project control group review.
- Community consultation.
- Council approval.

Design Development:

- Design development report.
- Cost plan review.
- Independent energy audit.
- Project control group review.
- Community consultation / user group consultation.
- Council approval.

NOTE: *It is crucial to conduct an **INDEPENDENT energy audit** to identify all opportunities to minimise ongoing energy costs.*

Contract Documentation:

- Preparation of contract documentation.
- Review of form of tender, preliminaries and form of contract.
- Cost plan review.
- Project control group review.
- Council approval.

Tenders:

- Confirm tender process and selection criteria.
- Invite tenders.
- Close tenders.
- Professional design team recommendation.
- Cost plan review.
- Project control group review.
- Acceptance by Steering Committee / Client.
- Award contract.

Construction:

- Construction commence.
- Project control group review.
- Construction complete.

Handover and Evaluation**8.3 THE CONSTRUCTION CONTRACT**

In this section of the project design brief you should stipulate the type of construction contract to be utilised, as this will determine the level of administration to be undertaken by the Project Manager / Architect. Some of this information may be included in the consultant's brief, but it should also be clearly stated in the project design brief.

9.0 *The Project Budget*

An estimated project budget should have been prepared as part of the feasibility study, and adopted when the decision was made to proceed with the project.

In this section of the design brief you should include the *revised* project budget to indicate to the design team what you expect the project to cost. Where an upper limit has been placed on the project's capital budget, it should be specified and, if necessary, you should require the professional design team to adhere to that budget. However, it is recommended that, where possible, the project budget should be flexible enough to accommodate the capital cost of more appropriate design options which may emerge as a result of the design development process. Remember, it makes long term financial sense to afford the capital cost of products and design options which will minimise operating costs and promote cost efficient management!

The revised project budget should contain the following items:

- SITE COSTS**
 - Acquisition
 - Transfer fees
 - Site protection requirements (i.e. temporary services, temporary fencing, temporary access, etc)
- CONSTRUCTION COSTS**
 - Building
 - Site works
 - Vehicle parking
 - Services
 - Landscaping
 - Playing fields
- FEES**
 - Design Team
 - Cost Planning
 - Project Management
 - Legal and other
- FITTING OUT**
 - Furniture and office equipment
 - Sporting and recreation equipment
- CONTINGENCIES**
 - Allowances for cost overruns in each component

The Cost Planner / Quantity Surveyor, in preparing the budget, should have included a detailed report advising of the breakdown of the overall figure. This information should be included as an attachment to the brief.

10.0 Attachments

To assist with the design process, you should make any existing plans and reports available to the design team.

Where available, attach the following documentation to the design brief to support the detailed specifications:

- Concept plans.
- Site plans.
- Relevant studies / reports (i.e. strategic plan, needs assessment, feasibility study, etc).
- Cost planners' report.

11.0 Further Reading

Code of Practice for the WA Building and Construction Industry. (1993). Western Australia. Task Force for the Building and Construction Industry, Western Australian Government.

Community Recreation: Municipal Recreation Planning Guide. (1990). Melbourne. Department of Sport and Recreation, Victorian Government.

Community Sporting and Recreation Facilities Fund (CSRFF) Applicant's Kit. (1995). Perth. Ministry of Sport and Recreation, Western Australian Government.

Getting It Right – A Guide to Planning and Developing Sport and Recreation Facilities. (1994). Queensland: Hillary Commission for Sport, Fitness and Leisure in conjunction with the Queensland Department of Tourism, Sport and Racing.

How to Appoint and Manage a Design Consultancy for a Sport or Recreation Facility. (1995). Perth. Ministry of Sport and Recreation, Western Australian Government.

How to Develop a Management Plan For Your Facility. (1995). Perth. Ministry of Sport and Recreation, Western Australian Government.

How to Undertake a Feasibility Study for a Proposed Sport or Recreation Facility. (1995). Perth. Ministry of Sport and Recreation, Western Australian Government.

Maintenance Minimisation Handbook. (1991). Perth. Building Management Authority of Western Australia

Recreation Planning. A Manual for Local Government. (1987). South Australia: Department of Recreation and Sport.

Sport and Recreation Facility Provision: A Guide Document for Community Groups. (1994). Perth. Ministry of Sport and Recreation, Western Australian Government.

SPORT: Dimensions for Playing Areas. (1992). Victoria. An Initiative of the Australian Sport and Recreation Facilities Advisory Committee (AUSFAC), in conjunction with the West Australian Ministry of Sport and Recreation and Sport and Recreation Victoria.

You and Your Architect. (no date). Royal Australian Institute of Architects.

12.0 References

Getting It Right – A Guide to Planning and Developing Sport and Recreation Facilities. (1994). Queensland: Hillary Commission for Sport, Fitness and Leisure in conjunction with the Queensland Department of Tourism, Sport and Racing.