CITY SQUARE COMPETITION

DESIGN BRIEF

COFFS HARBOUR CITY COUNCIL

Competition Closes 18th February 2014
Contents

Introduction .................................................................................................................. 2
Budget ......................................................................................................................... 2
Design Limitations ............................................................................................... 3
Vision and Objectives of the Master plan ............................................................. 5
Site Study Area and Site Analysis ....................................................................... 6
Design Needs/Requirements/Description .......................................................... 9
Submission ............................................................................................................. 12
APPENDIX 1 Conditions of Entry ................................................................. 13
Competition Terms and Conditions ................................................................. 14
APPENDIX 2 Site Analysis ............................................................................... 20
Introduction

Coffs Harbour is a major regional city on the NSW mid north coast serving a regional population in excess of 100,000. It is located on the Pacific Highway midway between Sydney and Brisbane. Major employment industry sectors include tourism, health, education, services, agriculture/fisheries and some specialist manufacturing. Coffs Harbour has a strong sporting and leisure and arts culture. Southern Cross University, located in Coffs Harbour provides courses in Arts, Social Sciences Nursing, Teaching, Marine Science, Business and Information Technology. Coffs Harbour also has a Regional Conservatorium and regular arts and cultural festivals.

The geography of Coffs Harbour supports 70km of the best ocean beaches in the country with significant areas of marine park conservation. There are significant areas of sub-tropical rainforest, large areas of state forest and picturesque rural valleys of lush pasture, character filled villages plus pockets of intensive horticulture.

The CBD of Coffs Harbour is located 2km inland and the main centre is bound to the west by the Pacific Highway. The building stock is predominantly low rise with the majority of construction occurring from the 1950s onwards. City Square is located on Harbour Drive, the main street in the CBD and a low-speed environment. Harbour Drive and the City Square were refurbished over 10 years ago.

Coffs Harbour City Council has embarked on an exciting journey to invigorate the City Centre. A business and community CBD Master plan Committee has been established and with the support of Council has undertaken an extensive master plan exercise. The City Centre Master plan 2031 is available on the Coffs Harbour City Council website at www.coffsharbour.nsw.gov.au for background information. A Special Rate Variation has been approved for CBD properties with support of property owners to assist with the funding of key projects.

A priority project in the Masterplan document is the City Square/Connecting Walkway redevelopment.

A limited design competition is proposed to develop concepts to guide the detailed design and implementation phase.

Budget

A total budget of $1,250,000 has been established for the City Square Project. The budget is inclusive of GST and all costs associated with the project, including design and documentation fees, materials cost and installation.
Design Limitations

Limited Design Competition

The limited design competition is open to AIA registered Architects, PIA registered Planners and AILA registered Landscape Architects. There will be three $5000 prizes awarded based on a specific judging criterion.

Judging Criteria

- Creative
- Responds to Mid North Coast character
- Iconic - point of difference, innovative and exciting
- People spaces
- Weather protection
- Technical/Build Ability - cost and construction
- Contemporary
- Sustainable
- Creative community spaces for performance
- Function Acoustically
- Design provides a longer term relevance for the space

Judging Panel

The judging panel will consist of the following:

- The Coffs Harbour City Council Mayor or representative.
- 4 x City Centre Committee Members including 1 Council Staff Member.
- 1 x Expert AIA Registered Architect with Urban Design experience, endorsed by AIA.
- 1 x Expert AILA Registered Landscape Architect with Urban Design experience, endorsed by AILA.
The purpose of the competition is to generate functional yet contemporary and dynamic concepts for the space that will give fresh ideas for the space. We seek an iconic, playful and creative public square and walkway. Part or all of the ideas may be used to guide and develop the detailed design for the space.

Competition winners may or may not be requested to provide a fee for services-to develop the ideas further. Refer to the conditions of entry Appendix 1.
Vision and Objectives of the Masterplan

Vision

The City Centre will be a destination featuring world class design of the physical fabric that creates a unique and creative streetscape to inspire all visitors.

Objectives

- City Square will be a focal point of the city for 2031.

- Ensure the long-term economic benefits of the Special Rate funds are in the long term passed to landholders through higher property values, to businesses through higher incomes and the community through better facilities and employment.

- At night, Coffs City Centre will come vibrantly to life with decorative lighting and light shows within the iconic shade sails while enhancing the safety and security of those out enjoying the cafes and alfresco dining that spills into the public domain.

- Current City Centre streetscapes will be enhanced as linear parks with trees, shrubs, street furniture and additional shade sails located to identify the City Centre, welcome visitors and provide clear pedestrian links and weather protection along key connections.

- City Square will become the beating heart of the City Centre, with an outdoors performance space featuring social and cultural events and attractions intermixed with bustling night as well as day markets, full of fresh local produce and wares from local creative industries.

- Strategies and Projects will support the goal of being a vibrant, connected and green City Centre.
City Square Competition - Design Brief

Site Study Area and Site Analysis

A number of site analysis and photographs have been included to describe the site.

(Appendix 2)

Site Study Area

The Study Area is shown in site analysis Appendix 2. The Study Area includes the City Square and its facades, the footpath area and Harbour Drive to the north, including the front of the entrance to Coffs Central. The Study Area also includes the car park facade to the south of the square, a section of the laneway and also the pedestrian arcade and facades from the square to Park Avenue. The square is 50 metres long x 30 metres wide and is 1500 metres square in area. The laneway adjoining is 40 metres long and 6 metres wide and is 240 metres square in area.

Surrounding Uses

Coffs Central Shopping Centre on the northern side of Harbour Drive is in the final stages of a major redevelopment. The developments’ high quality finishes activate the street level for outdoor restaurant dining. A new outdoor dining balcony on the upper level of the development has been installed which provides views over the City Square and the streetscape below.

A large supermarket is located on Park Avenue and the rear laneway is used for deliveries. Smaller delivery trucks and vans use the laneway and at times use part of the City Square pavement for short term parking.

Internal Square Uses

Currently there are two kiosks in the square with vine covered pergolas. The kiosks are in sound condition however the pergolas attached to the kiosks are at the end of their useful life. We are open to retention or removal of the kiosks, depending on the design, however it is recognised that the kiosk on the western side of the square activates the area.

Small retail buildings are located on the east and west boundaries and around half of the shops are café and food premises that rely on the square/sidewalk to locate their alfresco style tables.

There are several Business/ Government departments operating on the upper office levels with access from the City Square.
Facades

A multi-level car park is a prominent terminus to the square and provides a key opportunity for improvement to the space.

The lower business facades in the square consist of a variety of small cafes and businesses with small windows and open areas that provide vitality to the space. Upper levels are predominantly offices and have a single access point on each side of the square. A mixture of covered awnings and PVC small shade awnings are located on the east and west sides of the square.

Markets

City Square is a venue for the popular Coffs Coast Growers Market featuring fresh local and organic produce. Established in 2003, the market is a successful attraction for the city each Thursday. There are thirty white market canopies in the square, each 3x3 metres in size. A new afternoon Saturday art and craft market has been introduced in the same space as part of the initiatives to encourage extended shopping in the City Centre.

Civic Events

The City Square is an important meeting place for the community. Regular civic events occur in the space such as public health promotion and displays. The City Square is also an informal meeting and social gathering space using both the public and café seating areas. Major events include an Annual Buskers Festival that attracts large crowds in October. Other small and large events are planned for the future.

Access

The space contains major pedestrian connections to key streets and shopping destinations. Considerable expense was incurred as part of the previous square redevelopment for maintenance and event set-up, including engineered reinforced pavement infrastructure suitable for vehicular traffic installed in the central spine.

Coffs Harbour has a high proportion of elderly and mobility assisted residents.
Existing Shade Sails

There are cream-coloured PVC shade sails along the north/south along Harbour Drive. The sails provide year-round weather protection and align with the key pedestrian routes through the city. The sails also provide an identifiable Coffs Harbour CBD character and are to be retained and reinforced as part of the Masterplan place-making strategy. The east / west shade canopy is to be removed to open up the views into the space; however the north / south sails are to be retained. This east / west space is an opportunity for creative shade and weather protection options.

Services

Contemporary lighting was installed along Harbour Drive and within the square as part of the previous redevelopment. The lighting pole has three lights per pole. The square has dark, poorly lit areas in the evening and fluorescent lights are installed along the western awning. (Appendix 2)

The square has extensive drainage and has been designed with a slight camber to send storm water to surface entry pits on each side of the square. In addition the walkway and square form an important overland flow path to the east of Harbour Drive and into Coffs Creek.

Site analysis drawings indicate underground power and sewer services. (Appendix 2)

Further information on services is available from Council if required.

Vegetation

The current landscape planting scheme consists of an avenue of Leopard trees (Caesalpinia ferrea) that provide canopy, scale and dappled shade to the area. Fan palms are used near the current public seating area.

Shade and Sun Analysis

Shade drawings have been prepared. Currently there is a variety of shade options in the square provided by trees and shade structures. Coffs Harbour City experiences warm weather into the autumn.
Design Needs/Requirements/Description

Performance

A key objective for the design solution is the ability to provide for outdoor performances regularly in the square. Events such as outdoor drama, films, connection to world events and live music is required. We aim to activate the space year round. In non-performance times the space needs to maintain attractiveness and vitality. The challenge is to create a vibrant space without 'dead zones' or redundant spaces. The spaces should have vibrancy and interest, yet not be cluttered.

We seek a balance between the retail needs of private cafés, with the performance and civic meeting/seating needs within the space. View lines to performance areas are important. The outdoor dining balcony located on the north eastern side of Harbour Drive offers visual access to the public realm. Consideration and design for the human scale and experience within the square is a requirement.

Weather Protection

We see weather protection as a key opportunity to design an iconic contemporary, creative look for the square. A variety of covers that allows the space to retain the mid north coast's vegetated character, yet provides functional cover for large areas of the square. The structures should be able to be constructed but also demonstrate leading urban design / architectural excellence. The space must respond to our warm climate to be cool in summer and warm in winter while offering a variety of choice for the community.

Car park Facade

The Master plan states that the Council owned car park at the southern end of the square will be replaced with a civic building that addresses the square. The car park will be retained for the medium to long term and therefore the facade offers a significant design opportunity as a key focal point of the space. The Gumbaynggirr Indigenous artwork currently displayed on the facade of the car park can be integrated into the design or relocated. Possibilities include a green wall or an option to set up a covered artwork screen to be removed for projection.
City Square Competition - Design Brief

Furniture

Contemporary, comfortable and sturdy seating shall be arranged in a variety of options to encourage conversations and include provision for elderly, disabled and young families. The option for fixed and movable seating is encouraged. Permanent and non-permanent seating is required. To supplement permanent seating, sculpture artistic seating is required to enliven the space. Outdoor cafes provide their own seating for outdoor patrons.

Other furniture items such as drinking fountains, bike parking, and litter bins are to be included. Directional signage on north western side is required which will be detailed at a later stage.

Public Art

Opportunities for extensive public art should be included. The art will activate the space in the evenings and at times when there are limited people in the space. The art should be of varying scales - for example, small surprise art, major pieces and also integrated into structures and existing facades. The opportunity for 'pop up' low cost community art should be included in the design. Included in this option is the possibility of a space for informal play, perhaps movable.

Vegetation

The space must feel green and alive. The existing trees should be considered. The texture, scale and canopy provided by the trees are valued assets. The removal and replacement of the trees if required will be considered.

A key objective of the space is to include vegetation to create a lush sub-tropical character with flowers and/or leaf texture and variety. Trees are to be included in the design solutions. View lines should also be considered in the selection and placement of vegetation.
City Square Competition - Design Brief

Pavement

The Master plan includes a raised pedestrian threshold over the laneway and Harbour Drive which needs to be included in design proposals. The raised threshold will signal primacy for pedestrians over traffic and is an opportunity to extend the pavement from the square.

The master plan furniture guidelines suggest large format grey pavers with salmon relief, in addition feature colour pavement inserts. The surfaces shall meet access and mobility standards and provide a smooth transition through the space for equal access and mobility aids and meet slip resistance standards. The ground plane pavement treatment is an opportunity to add interest to the square and assist in place making for the space.

Lighting

Safe, ambient lighting is needed, in addition to feature and decorative lighting. The ability to view the screen in the evening is a design consideration.

Outdoor Dining

A key objective of the space is to provide outdoor dining. The design will need to balance the need for the cafes, general public access and seating; and the need for creating open areas for regular day and evening dining.

Walkway from City Square to Park Avenue

This space has opportunity for art, lighting and space activation. There are many blank surfaces and opportunities to install artistic night lighting scheme and art in this area. In addition the bus terminus near Park Avenue is a focal meeting and gathering node with numerous opportunities to be explored and included in the design.

Other

Innovative and creative solutions are important to this design. A combination of 'hard' construction and 'soft' landscape design solutions that balance the built form and natural vegetation with the social and economic needs of the space is required.

There are several options for locations of the functional areas within the square. At this stage the Committee and Council are open to design options.
City Square Competition - Design Brief

Submission

Competition entries are to include coloured drawings and design descriptions:

- Maximum 5 x A4 pages 12 point text.
- Maximum 6 x A3 coloured drawings
- Electronic versions of all information required. Pdf files for all documentation.
- All electronic copies maximum 4MB.

Method and Address for Lodgment of Entries

All entries must be lodged electronically via the electronic Tender Box located at Council’s eTendering website (TenderLink) www.tenderlink.com/coffsharbour. Entrants must first register on the site and then follow the prompts to submit their entry.

NOTE:

- Late electronic entries will not be accepted. Entrants must make adequate allowance for the time involved in submitting their entries electronically. Tenderlink provides guidance in the average times to upload files to their electronic Tender Box.
- Submissions to any of Coffs Harbour City Council’s facsimile numbers or email addresses (other than the Tenderlink address above) are not acceptable methods of submission and will not be considered.

Close of Competition

The Competition closes 3.30pm, 18 February 2014

Background Documents


Questions and Responses

A period for questions and responses is provided for competitors. Competitors are required to submit questions through their nominated representative. All questions relating to the competition must be put in writing to the Tenderlink forum.

Questions about the competition must be received via Tenderlink between the following dates: 30th November – 16th December 2013, and 16th January – close of business 7th February 2014. Responses to questions distributed to all competitors via the Tenderlink forum.

All entries must be fully submitted to Tenderlink by 3.30pm, 18 February, 2014.
APPENDIX 1

Conditions of Entry
Competition Terms and Conditions

1. DEFINITION AND INTERPRETATION

In the agreement between Coffs Harbour City Council and each competitor, unless the contrary intention appears:

Proposal means a design for the City Square, walkway and footpath area as shown on Study Area Diagram. This includes, but is not limited to: all designs, written material, drawings (including plans), photographs, and other material describing or relevant to the design submitted as part of this competition.

Competition Organiser is Coffs Harbour City Council.

Competitor is the person selected to participate in the competition and directly responsible for the control and liaison required by the competition organiser. Where there is an association of people — a competitor team — one member will be nominated by the association as its representative to be responsible for liaising with the competition organiser.

People nominated in the design brief to fulfill a specific role may be subject to change, depending on conditions outside the control of the competition organiser. Any attachments and appendices to this brief will form part of the competition conditions.

In the event of any conflict between the terms and conditions contained in the condition clauses and any other attachment, schedule or annexure, the terms of the clauses will take precedence.

2. ELIGIBILITY

This competition is open to all AIA registered Architects, PIA registered Planners and AILA registered Landscape Architects. To be eligible, potential competitors should be, or seek to be aligned with, practicing professionals in fields relevant to the preparation and submission of their design proposal.

The competition organiser encourages entries from mixed teams that could consist of (but not be limited to) landscape architects, artists, sculptors, engineers, architects and quantity surveyors.

The following people are ineligible to compete and must not assist any competitor:

- any member or employee of the competition organiser (CHCC)
- members of the judging panel of the competition or their employees
3. CONFLICT OF INTEREST

Where a competitor identifies that a conflict of interest exists or might arise in the submission of its proposal, the competitor must identify that actual or potential conflict of interest in the declaration attached to the conditions for the design competition. A conflict of interest may exist if, for example, the competitor or any of its personnel who are able to influence the matter have a relationship (whether professional, commercial or personal) with any party involved in the competition.

If at any time before completion of the competition, an actual or potential conflict of interest arises or may arise for any competitor, that competitor must immediately notify the competition organiser in writing.

If any conflict of interest exists or might arise for a competitor before completion of the competition, the competition organiser may, in its absolute discretion:

- enter into discussions to seek to resolve such conflict of interest
- disregard the proposal submitted by such a competitor
- take any other action it considers appropriate

4. SCOPE OF COMPETITION

The purpose of this competition is to generate design concepts that are able to be progressed into a detailed design for Coffs Harbour City Square and walkway. The competition will be conducted in accordance with the competition terms and conditions described in this document. Acceptance of these conditions is a condition of entry to the competition.

Competitors are to demonstrate how their proposals seek to address the elements in the judging criteria, that being:

- Creative
- Responds to mid north coast character
- Iconic- point of difference, Innovative and exciting
- People spaces
- Weather protection
- Technical/Build Ability - cost and construction
- Contemporary
- Sustainable
City Square Competition - Design Brief

- Creative community spaces for performance
- Function Acoustically
- Designs that demonstrate long term relevance to the space

The Judging Panel will select three winning entries. Each winning entry will be awarded a prize of five thousand dollars, at the discretion of Coffs Harbour City Council.

Each entry must depict only one solution.

Different options within an individual entry cannot be presented; however, a competitor may register several separate entries that represent different design solutions. This will require individual registration and assignment of separate registration numbers to each entry.

The scope of each entry should not go beyond the requirements of the competition brief. In the event that the judging panel is unable to select the winning entries, the panel reserves the right to seek design clarification from a limited number of competitors to facilitate a decision on the winning designs.

The conduct of this competition does not commit Coffs Harbour City Council to implement this project or to develop or construct any given design entered into the competition.

POST COMPETITION SERVICES

A winning competitor may be invited to enter into an appropriate agreement with Coffs Harbour City Council, to progress the design development. This will be subject to relevant local government procurement guidelines.

Coffs Harbour City Council reserves the right to terminate the agreement at any time should they decide not to proceed with the project.

Coffs Harbour City Council will not seek to engage the winning competitors unless it is satisfied that the individual, group of participants, or business has, or can acquire, the ability to develop and complete the works with appropriate professional skills and financial capacity.

In the event that competitors do not nominate a preferred firm to act as a superintendent, Coffs Harbour City Council reserves the right to do so.
5. QUESTIONS AND RESPONSES

A period for questions and responses is provided for competitors. Competitors are required to submit questions through their nominated representative. All questions relating to competition registration must be put in writing to the Tenderlink Forum.

Questions about the competition must be received between the following dates:

30th November 2013 - 16th December 2013 and
16th January 2014 - close of business, 10th February 2014.

All entries must be fully submitted to Tenderlink by 3.30pm 18th February 2014.

Responses to questions will be distributed to all competitors via the Tenderlink forum.

7. COMPETITION CONTACT

Cherelle Brooke from Coffs Harbour City Council will be the contact person through the competition. Questions should reference the relevant part, page or section of the brief or conditions.

No verbal enquiries concerning the competition rules, conditions or brief will be answered.

8. RIGHT TO VARY CONDITIONS

The competition organiser, where it considers it is in the public interest, may at its discretion alter the competition conditions or waive compliance with any condition.

9. COPYRIGHT

Competitors will retain the copyright in their designs, including the moral rights of attribution and integrity. The author of the winning designs will grant to Coffs Harbour City Council an exclusive, irrevocable, royalty-free license to use the design for the purpose for which it was created.

Coffs Harbour City Council reserves the right to reproduce any or all of the entries, in whole or in part, for archival or publication purposes.
EXHIBITION AND PUBLICATION

Coffs Harbour City Council may publish the whole or a part of entries submitted for this competition.

All competitors, as a condition of registration in the competition, agree to allow the public exhibition and publication of material submitted.

10. USE OF FEATURES FROM UNSUCCESSFUL DESIGNS

No feature from an unsuccessful design will be incorporated into the execution of the winning design without first reaching agreement with the author of the specific design feature.

11. CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

Disclosure to the media of any information relating to the competition is the prerogative of the competition organiser. No competitor may disclose to the media information relating to the competition such as the name of the winning competitor until after the official announcement by the competition organiser. Any enquiries from the media about this competition are to be directed in the contact person from Coffs Harbour City Council.

12. GOVERNMENT INFORMATION (PUBLIC ACCESS)

Under the Government Information (Public Access) Act 2010, any member of the public can seek information held in documentary form. Coffs Harbour City Council will follow any legislative requirement in the event of an access to information request. This means each competitor's proposal may be made available to the public.

13. DECLARATION FORM AND ACCEPTANCE OF CONDITIONS

Competitors must submit a completed declaration form including:

1. The name, address, telephone number and email address of the competitor and/or their nominated representative.
2. If a competitor team submission is entered, a list of the names of all members of the team who participated in the competition entry.

15. OWNERSHIP OF COMPETITION MATERIAL

Competition material submitted by competitors, subject to provisions of the copyright clause in this document, will become the property of the competition organiser and may be either physically or electronically archived, and may be publicly exhibited.
16. FUTURE CORRESPONDENCE

The Competition Organisers will not advise entrants of receipt of entry materials following the close of entries.

Future correspondence with entrants will be via email, unless in exceptional circumstances other arrangements have been agreed with the competition organiser.

17. CARE OF SUBMISSIONS

The competition organiser will take reasonable care of material received from each competitor, but will hold no liability for material damaged during transit or while in its possession.

18. NON-RETURN OF SUBMISSIONS

No submissions will be returned to competitors. Competitors should retain their own copies of material submitted for this competition.
VEGETATION ANALYSIS - continued

LEOPARD TREE -
GARDEN BED UNDERNEATH
CONCRETE SURROUND

FAN PALM TREE -
GARDEN BED UNDERNEATH
LIRIOPE
CONCRETE SURROUND

SYZIGIUM LUEHMANNII -
BARE GARDEN BED UNDERNEATH

WISTERIA -
OVER PFE 01 A
GARDEN BED UNDERNEATH

GARDEN BED -
LOMANDRA TANIKI
LIGHTING/AWNINGS ANALYSIS - continued

- Iconic PVC Shade Sails
- Cafe pergolas - with wisteria planting
- Small shade awnings - mixture of materials
- Balcony
- Lighting

[Diagram showing a layout with areas labeled as Woolworths, Car Park, Park Avenue, Iconic PVC Shade Sails, Cafe Pergolas, Small Shade Awnings, Balcony, and Lighting.]
STREET FURNITURE/MATERIALITY ANALYSIS - continued
SHADE ANALYSIS SUMMER

SUMMER 10 AM

SUMMER 12 PM

SUMMER 2 PM

SUMMER 4 PM
SHADE ANALYSIS  SUMMER NO TREES & SAILS

SUMMER 10 AM

SUMMER 12 PM

SUMMER 2 PM

SUMMER 4 PM
SHADE ANALYSIS  WINTER NO TREES & SAILS

WINTER 10 AM

WINTER 12 PM

WINTER 2 PM

WINTER 4 PM