

Liesl Malan Landscape Architects

Fred Exton  
 Director Technical Services  
 Berrigan Shire Council  
 PO Box 137  
 Berrigan NSW 2712

25<sup>th</sup> September 2016

Dear Fred

**Re : Berrigan and Barooga - Landscape Architectural Services Fee Proposal**

Thank you for the invitation to provide a fee proposal for the Berrigan and Barooga Town Concept Plans project. We would be delighted to work with you and Jo again.

Our understanding of the scope of works is as follows:

- Town Concept Plans are required for the towns of Berrigan and Barooga. Each Plan will be tailored to suit the particular needs, aspirations and challenges of each town and their respective community.
- The Plans will balance both the needs of local residents and visitors to the town.
- They will consider circulation and access holistically - pedestrians, cyclists, vehicles, trucks and caravans / motorhomes.
- One overall Concept Plan for each town will be included. This will be an overview plan, which will integrate up to five (5) Concept Plans for prioritised projects. Town Entry Design is expected to be one of these Concept Plans.
- A street tree masterplan for each town could also be included in the project Concept Plans. If required, it would consider existing plantings, previous concept plans, service and infrastructure requirements, Council resources and maintenance, site specific species selection, shade protection and improved town presentation.

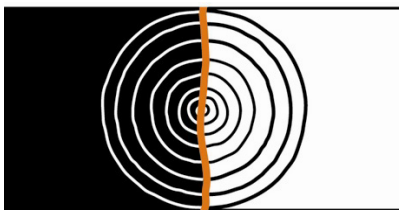
We approach all of our projects with flexibility and project specific dedication. Our design solutions are carefully considered and we will provide options for elements of each town. This will provide an opportunity for the project team to explore a range of possible options. We value collaboration and welcome feedback and use this approach to foster community input into the project.

Our fees to provide professional landscape architectural services are outlined below.

<b>Fee Structure – Berrigan &amp; Barooga</b>		
<i>Landscape Architectural services</i>	<i>deliverables</i>	<i>fees</i>
<p><b>Investigation and project set up</b></p> <p>This phase will incorporate project requirements, on site investigation and in studio research. The analysis will consider Council and community requirements, site opportunities and constraints, town heritage, topography, solar access, vehicle and pedestrian access, sight lines and drainage.</p>	<p>Individual project logo and graphic presentation for each town (no charge)</p> <p>Design survey / questionnaire</p> <p>Set up town base plan for Community Engagement 1 (one for each town)</p> <p>Event flyer for each town</p>	<p>\$4,525.00</p>

Registered Landscape Architects (AILA)

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 PO Box 78 Harcourt Victoria 3453



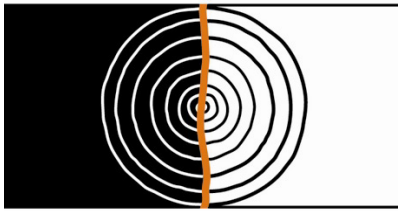
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Appendix "I"

<p><b>Community event 1</b> Community feedback in this phase is likely to cover a broad range of issues. In collaboration with Jo Ruffin, we'll sort this feedback into social / policy outcomes for inclusion in her work and spatial outcomes for inclusion in the project concept plans we'll be developing</p>	<p>Preparation for, and attendance at, small event in each town</p> <p>Workshop with BSC</p> <p>Site visit after community meeting to key project sites</p>	<p>\$3,375.00</p>
<p><b>Survey result and analysis</b> Community feedback will be used by Berrigan's Strategic and Social Planning Coordinator for review of the Community Strategic Plans, and by LMLA, as the basis for future design work.</p>	<p>Review survey results and community feedback with BSC Strategic and Social Planning Coordinator for each town</p> <p>Prepare Short Report for distribution back to each community</p>	<p>\$5,010.00</p>
<p><b>Preliminary Town Concept Plan</b> The focus for this phase is on setting a 'whole of town' approach for each town and on determining which projects will be included.</p>	<p>1 x Preliminary Draft Overall Concept Plan for each town</p> <p>Outline for each of the Concept Plans - up to five (5) for each town this could include SWOT analysis / diagrams / models / sketches</p>	<p>\$6,565.00</p>
<p><b>Community event 2</b> This event will seek community feedback on the overall town approach and the five Concept Plans. Options for elements of each plan will be included where possible.</p>	<p>Preparation for, and attendance at, small event in each town</p> <p>Workshop with BSC</p>	<p>\$1,415.00</p>
<p><b>Draft Town Concept Plans</b> The Draft Town Concept Plans will be based on the outcomes of the community workshops and BSC comment.</p>	<p>1 x Draft Town Concept Plan and up to five (5) Concept Plans for prioritised projects for each town</p> <p>Councillor presentation</p> <p>Liaison / meeting with BSC staff</p>	<p>\$10,470.00</p>
<p><b>Final Town Concept Plan</b> A Final Draft version of the Town Concept Plan with prioritised projects will be prepared for distribution by BSC and feedback incorporated into the final version.  The Final Reports will complement the plans by explaining why the proposed works are needed. This information is likely to be used to support funding applications.</p>	<p>1 x Draft Town Concept Plan and up to five (5) Concept Plans for prioritised projects for each town</p> <p>Action Plan Spreadsheet with 'order of cost' indications</p> <p>Liaison / meeting with BSC staff</p> <p>1 x Final Report for each town</p>	<p>\$7,315.00</p>

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	Subtotal	\$ 38,675.00
	GST	\$ 3,867.50
	<b>TOTAL</b>	<b>\$42,542.50</b>

Please note the following clauses to the fee proposal:

- Our understanding is that Berrigan Shire Council would facilitate and organise all community workshops. We are always happy to listen to community members who would like to share their thoughts on the project; however, we have assumed that BSC will provide the first point of contact. We have included provision for material for BSC to use for publicity purposes.
- BSC would provide all base material in a single .dwg file format (including high resolution aerial photographs, existing services, titleboundaries and proposed paths)
- This fee proposal does not allow for structural or civil engineering, surveyors or other professional services. We are happy to liaise with colleagues as required but have not included their fees in this proposal. This proposal does not include the cost of any permits or fees. We reserve the right to review this fee proposal on an annual basis.
- Our proposal allows for one hard copy and one electronic version of each sketch / plan / document. Any additional costs for plotting, printing, colour copying, plan production, authority fees and any other miscellaneous items will be charged at cost.
- Travel has been included for all community workshops and meetings outlined in this fee proposal. Any additional meetings or work outside of the scope of works outlined above will be charged at our agreed hourly rates.
- Our payment terms are fourteen (14) days. A thirty day payment period may be accepted with prior arrangement. The invoice for the previous stage of completed work must be paid before the drawings can be released for the next stage of works.

Thank you for the opportunity to submit this fee proposal. If this fee offer is acceptable could you please sign a copy and return to this office.

Yours sincerely

Liesl Malan  
Registered Landscape Architect

enc. project fee structure

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