

National Council for Persons with Disabilities (NCPD)

Scope of Services

For

Infrastructure & Investment Master Planning for the NCPD's No. 3 Brown Street Complex

Introduction

This Scope of Services sets out the purpose of the master planning services required by NCPD Council for 3 Brown Street Complex in Toorak, Suva and includes a preliminary brief (the Preliminary Brief) for the master planning exercise at Annex 1.

Purpose / Objective of the Services

Develop an infrastructure master plan ("the Master Plan") for NCPD's Brown Street complex ("the Complex") which sets out a staged infrastructure development plan with a corresponding investment plan (estimated costs) for a 10 to 15 year period to develop the Complex according to the Council's needs and vision.

The Services

The master planning exercise will:

1. Existing Conditions and Functional Operation of Complex

Document the existing site, buildings and functions of each space within all the existing buildings and facilities.

Deliverables:

- a) Technical Site Plan of the Complex with boundaries, all buildings and structures, pavements, entrance/s, driveways, parking, easements, power supply, water supply, sewerage and wastewater infrastructure and back-up rainwater storage, etc. according to the existing conditions
- b) Functional Site Plan of the Complex identifying current use of space within each building and all outdoor space and facilities in the Complex according to the existing conditions.

2. Stakeholder consultations

Conduct minimum of four meetings with NCPD staff (and other stakeholders if required) to establish infrastructure and function development priorities and needs for the Council and users for the next 10-15 years according to NCPD's vision.

Deliverables:

- a) Consultation Report that sets out the infrastructure and function development priorities and needs for the Council and users as an update to the Preliminary Brief.

3. Development Analysis and Master Plan

Analyse the information gathered and priorities/needs from the stakeholder consultation to propose solutions through a 10-15 year Master Plan for the Complex in stages in order of priority.

Deliverables:

- a. Master Plan for Complex proposing a minimum of 5 stages of infrastructure development ranging from \$250,000 to \$1.5million in construction works value – including:
 - I) Technical Master Plan setting out the Infrastructure Development Stages for Stages 1 to 5.
 - II) Functional Master Plan setting out the Infrastructure Development Stages for Stages 1 to 5.
 - III) Master Plan Report including:
 - a. Summary of the process undertaken to develop the Master Plan.
 - b. The purpose for each Stage according to the Council's visions and priorities for the Complex.
 - c. The estimated costs or investment required to complete each Stage, and
 - d. Any other relevant information or observations.
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ANNEX 1

Preliminary Brief for Master Planning

Objective: To provide the architects/consultants with a preliminary brief for the master planning services.

The master planning exercise aims to address Council's needs and vision including the growing issue of a lack of office space in the Complex while also fostering an inclusive and accessible environment that supports the rights, well-being, and empowerment of people with disabilities while promoting a sense of community and social engagement.

Key Considerations:

1. Accessibility and Universal Design:

Ensure the complex is universally accessible, providing barrier-free access to all areas including:

- a) Appropriate floor levels throughout the Complex to facilitate the most accessible built environment feasible
- b) Handrails for safety and as well as support where required
- c) Proper accessible WC & bathroom facilities to current building code standards
- d) Properly delineated and designed under-cover vehicle pickup and drop off area with appropriate lighting.
- e) Consistent and appropriate use of proper tactile wayfinding elements and appropriate signage for individuals with visual impairments.
- f) Consider the needs of individuals with hearing impairments by incorporating visual and audio aids.
- g) Use of appropriate type of doors (dimensions, materials, accessibility)
- h) Use of proper ramps (gradients, construction system particularly surfaces and handrails)
- i) Consideration of inclusion of accessible lift to service any potential second level office administration building
- j) Covered surface V drains in all areas of the Complex

2. Building Design and Layout:

Conduct thorough site analysis, taking into account elements like topography, climate, existing infrastructure, and the creation of additional usable space.

Entrance to Complex

Re-design and configure the entrance to achieve:

- a) A welcoming entrance that is easily identifiable and inclusive
- b) Separate vehicle entrances for the Complex and the Car Wash, with a clearly marked pedestrian entrance and a railing-equipped walkway inside the complex entrance
- c) Modify the entrance's gradient to make it easier for wheelchair users to enter and exit the complex.
- d) separate pedestrian entrance with footpath and railings

The redesign will need to address the relocation of Coffee House to create space for the re-designed and configured entrance to the Complex.

Administration Offices

Provide for an increase in number and floor area of administrative offices through consideration of expansion of NCPD Office Wing Building vertically – to a two-level structure.

Evaluate the number and placement of general-purpose outlets (GPOs) in each existing office, as well as the appropriateness of the power circuits and re-design.

Training Room

Consider the feasibility and provide potential solutions to provide the Complex with an additional Training Room facility with capacity for 30 people.

Use of Site on West Side of Complex

Consider the feasibility and provide potential solutions for the use of the area on the western boundary towards Brown Street (adjacent to the Frank Hilton property) for car parking.

Other

- Include multi-functioning facilities that can be used for a variety of activities, including supporting people with disabilities in spaces that cater to a wide range of abilities, such as sports, therapy trainings, events, or accessible outdoor environment activity.

e.g., Covering the main car parking area and provision of appropriate even floor surface.

- Incorporate assistive technologies, such as adjustable workstations and hearing loop systems and
 1. Emergency systems, light and sound
 2. Easily accessible shelves and installed countertops
- Implement appropriate safety measures, including emergency exits, fire suppression systems, and accessible evacuation routes.
- Integrate natural lighting and ventilation strategies to enhance the overall comfort and well-being of occupants in the master planning process and all subsequent detailed design of buildings or refurbishment or upgrading works.