

## PARKS IMPLEMENTATION GUIDE

The following is a general implementation checklist describing the typical tasks and questions to think about during a park design project, from inception through to built outcome. A few or all of these sections may be relevant to your particular project.

### 1. ESTABLISH A NEED FOR THE PROJECT

- Confirm the scope and nature of the project**
  - Will the project provide facilities that are needed for an area?
  - Will the project focus on a particular site?
  - Engage with the Local Board for the area
  - Identify any relevant plans that exist for the area which could inform the scope

### 2. SELECTING A SITE

- Evaluate location options**
  - Evaluate the capacity of potential sites to perform a function or support an activity
  - Identify any planning designations that exist eg. heritage or ecological designations

### 3. UNDERSTANDING THE SITE

- Understanding your site context**
  - Review the relationship with surrounding properties
  - Establish the surrounding public facilities
  - Identify surrounding movement networks including public transport
  - Identify hydrological systems, including runoff, streams and ponds
  - Identify ecological corridors and habitats
  - Identify important views and viewshafts
  - Identify the area's strengths and weaknesses from collected field data, desktop information and community engagement
  - Visit the site at different times of the day and week to get a 'feel' for it
  - Identify potential climate change effects eg. flooding
  - Identify surrounding car parking capacity
- Understand the community and how the space is used**
  - Define the community including business, schools and community groups
  - Identify if there is a best-loved local feature
  - Identify the range of facilities that are needed for the area and community
  - Review the council's resident and user surveys
  - Workshop with identified stakeholders
    - Volunteer and 'Friends of' groups
    - Manawhenua
    - Children and young people
    - Demographic profile
    - Guardians/individuals with a special and longstanding relationship with the park
    - Neighbours
- Review existing documentation**
  - Management plans
  - As-built drawings
  - Council plans, strategies and policy documents. These may provide the opportunity to tie into existing regeneration plans which could help with additional funding or resources for your project
  - Heritage Conservation Plans
  - Ecological surveys
  - Technical reports
  - Historic books and newspaper articles

- **Project benchmarks**
  - Successful local examples
  - Review of overseas benchmarks
  - Inspirational prompts
  - Previous park projects
  
- **Understand site conditions**
  - Identify heritage values and overlays including archaeological sites
  - Identify existing vegetation and fauna (ecological survey)
  - Identify environmental conditions - wind, sun, shade, prevailing wind, shelter, sea breezes and salt spray, effects from neighbouring activities, topography and microclimatic conditions
  - Identify sensory conditions – smells, tastes, sights, sounds, tactile
  - Identify soil type and geology
  - Identify spatial conditions – prospect, refuge, elevation, enclosure, exposure
  - Identify edge conditions, fence, vegetation, streets etc
  - CPTED study- full term
  - IPTED study – full term
  - Identify how people use and move around the space over time
  - Create a photographic database
  - Identify building thresholds
  - Carry out a site survey including site boundaries
  - Identify contamination sites
  - Identify existing and planned services and infrastructure
  - Identify special features and distinctive elements contributing to uniqueness and sense of place
  - Does a Conservation Plan need to be completed to inform the treatment of heritage qualities and features?
  - Complete a women's safety audit and a children and young people's audit of the park space.

#### **4. DEVELOPING YOUR IDEAS**

- **Developing the vision**
  - Vision can spring from an understanding of the site's characteristics, community aspirations and mana whenua
  - Construct a short written statement of shared aspirations for the project
  - Develop the initial vision early in project by Client, mana whenua, key stakeholders and community
  - Hold a visioning workshop with the community and stakeholders. This develops the vision and manages expectations through IAP2
  - Ensure alignment with strategic documents e.g. Auckland Plan
  
- **Translating your ideas and vision into a successful brief**
  - Clarify the project goals
  - Identify any known risks
  - Clarify roles and responsibilities
  - Identify collaborators and contributors
  - Identify appropriate mana whenua
  - Outline the extent of community engagement
  - Outline the project background
  - Define services required
  - Determine deliverables
  
- **Information to include in the brief**
  - Survey information to identify physical characteristics of site
    - Orientation and dimensions of site
    - Contours and different levels across the site
    - Existing boundaries
    - Existing structures

- Services to the site
  - Existing trees and vegetation
- Any planning constraints or designations
- How the site is currently used, through user surveys and visitor counts
- The surrounding context ,eg. does it link with surrounding streets, spaces or ecological areas
- Outline maintenance aspirations. Refer to criteria of Green Flag Award scheme.

## 5. **SELECTING A DESIGN TEAM**

### □ **Identify right mix of knowledge skills and creativity to form the team**

- Select a team tailored to meet the project brief, with specialist skills engaged where required
- Skills and expertise for the team could include:
  - Landscape Architect
  - Urban Designer
  - Design Consultant
  - Architect
  - Ecologist
  - Statutory Planner
  - Transportation
  - Heritage
  - Engineer
  - Wayfinding and interpretive signage
  - Lighting Design
  - Arts
  - Disability Advisor
  - Quantity Surveyor
  - Project Management
  - IPTED and CPTED
  - Recreation Planner
  - Children and young people advisor
  - Older people advisor
  - Play specialist
  - Building consent consultant

### □ **Establish the client team and roles**

- Establish a structure for capturing input from various stakeholders
- Ensure team members understand and respect the different team members and their range of specific interests
- Typical client team roles include:
  - Project Leader
  - Project Manager
  - Steering Group
  - Design Champion

## 6. **ENGAGING WITH THE COMMUNITY**

### □ **Engage with the community**

- Before any engagement occurs clearly communicate the level of engagement (on the IAP2 spectrum ) proposed for the project to the community
- Identify techniques to involve and engage community using the IAP2 public participation toolbox
- Use early engagement to shape the brief
- Establish current and future uses
- Establish users with a financial or legal interest

### □ **Engage stakeholders**

- Community stakeholders
- Landowners

- Local resident bodies
- Council departments and services
- Statutory stakeholders i.e. NZHPT
- Mana whenua both as stakeholders and partners in the project
- Children and young people
- Service providers
- Voluntary sector
- Local businesses and business associations
- Sports clubs
- Regional sports organisation (RSO)
- Visitors to the area

□ **Consultation plan**

- Complete a consultation plan at the outset to decide who to involve and how to involve them. Clearly establish with the community the level of engagement proposed for the project on the IAP2 spectrum.
- Consultation Plan to include:
  - Why is the consultation being carried out?
  - Who are the key stakeholders?
  - Who should be involved and what interest will they have in the project?
  - What previous consultation has been carried out that may provide a useful starting point?
  - What existing groups are in the area that may have an interest?
  - What kind of information or outcomes do you want to get out of the consultation?
  - At what stage will it be important to involve different groups of people?
  - What techniques will achieve the desired outcomes?
  - How will we provide feedback and keep the community updated on progress?
  - How will we involve and engage a range of members of the community – different ages and ethnicities?

**7. DESIGN PROCESS**

□ **Overall key design issues to address**

- Environment / Natural systems
- Scale
- Enclosure
- Circulation
- Materials
- Topography and levels
- Drainage
- Infrastructure
- Lighting
- Safety
- Budget
- Timing – time of year and programme
- Harness the environmental to maximise positives and mitigate negatives
- End users
- Ease of build
- Robust design – resilience for the physical and social conditions

□ **Connections and accessibility**

- Connections to surrounding movement networks
- View shafts integrated
- Maximise accessibility – universal access considering visual and physical impairment
- Activate edges
- Wayfinding strategy
- Clear entry points
- Maintenance and emergency vehicle access

- **Safety**
  - Carryout CPTED and IPTED review
  - Incorporate lighting where appropriate
  - Maximise passive surveillance
  - High risk elements in high visibility areas
  - Manage noise and light nuisance
  
- **Activation and Education**
  - Incorporate play opportunities
  - Incorporate interpretive signage
  
- **Comfort**
  - Incorporate amenities - seating, bins, toilets, lighting etc.
  - Incorporate comfort - shelter, shade, wind protection etc.
  - Incorporate spectator areas
  
- **Natural Systems**
  - Provide access to natural systems
  - Provide access to water
  - Protect and enhance sensitive areas of ecological value
  - Incorporate low impact design stormwater treatment
  - Eco source restoration planting
  - Provide setbacks and buffers
  - Control animal and plant pests
  - Mitigate kauri die back
  - Take appropriate biosecurity measures (e.g. protocol to prevent distributing disease and pests via equipment)
  - Work with natural contours
  - Minimise earthworks
  
- **Materials and identity**
  - Use of durable materials
  - Vandal and graffiti protection
  - Reflect local identity and heritage
  - Consider integration of art
  
- **Resourcefulness**
  - This approach requires thorough planning, thoughtful design and quality construction
  - Consider adaptive reuse of materials
  - Use building techniques that will last
  - Design and build elements that minimise ongoing costs to operate
  - Provide designs that contribute to increased productivity
  - Protect and conserve natural resources
  - Create built environments where ecosystems, people, enterprises and communities can thrive and prosper

## 8. DESIGN AND DOCUMENTATION PROCESS

Throughout all of the design stages budget, time and quality parameters should be carefully tracked and monitored to ensure each successive stage becomes more defined.

- **Pre design**
  - Identify project specific goals and vision
  - Identify design opportunities and constraints
  - Identify consents and compliance which will be required
  - Research comparable projects
  - Complete site investigations
  - Identify any issues which may influence budget or programme delivery
  - Utilise initial stakeholder engagement to refine brief

- **Concept design**
  - Understand site conditions
  - Establish conceptual approach
  - Complete site analysis and include:
    - Topographic survey
    - Existing structures
    - Existing infrastructure
    - Cadastral boundaries
    - Ecology (including SEA)
    - Social patterns and use
  - Complete site plans and include:
    - Building plans
    - Sections
    - Elevations
    - Other graphic methods to communicate design intent
  
- **Developed design**
  - Use plans, sections, elevations, typical construction details, layout of facilities and plantings to:
    - Establish spatial relationships
    - Establish forms
    - Establish size
    - Establish overall appearance
  - Develop preliminary specifications and samples for key elements and materials
  - Integrate input from the client and other internal stakeholders
  - Enrich design with input from:
    - Engineers
    - Ecologists
    - Artists
    - Lighting Designers etc.
  - Prepare cost estimate
  
- **Planning approval and building consent**
  - Many of the approval and consent processes are not limited to a single step which occurs once during the design process. A variety of approvals and consent processes will be ongoing through the life of the project
  - Landowner consent
  - Building consent and resource consent [pre-application](#) meetings
  - Application for resource consent for land use, coastal permits and discharge consents
  - Application to change or cancel resource consent conditions
  - Application for building consent
  - Application for Certificate of Compliance
  - Historic Places Trust archaeological authority
  - Consider ongoing maintenance budget
  - Heritage Conservation Plan
  - Local Board approval
  
- **Detailed design**
  - Documentation clearly defines design
  - Design coordinated with other disciplines
  - Documentation:
    - Standard detail notes
    - Schedule of elements
    - Extent of works
    - Downtaking plans
    - General arrangement plans
    - Planting plans
    - Earthworks plan
    - Services plans

- Levels plans
  - Elevations / Sections
  - Details
  - General specification
  - Method of measurement
  - Basis of payment
  - Preliminary specification
  - Technical specification
  - Schedule of quantities
- **Tender Documentation**
- All documents complete for contractor to cost and build the project including:
    - Plans
    - Construction details
    - Written specifications
    - Schedule of quantities
    - Programme of construction
  - Include specified maintenance period for soft and hard works
- **Contract preparation**
- Preparing the contract for tender is a comprehensive task
  - Common NZ Standard used is NZ 3910:2003 New Zealand Standard :Conditions of Contract for Building and Civil Engineering Construction

## 9. SELECTING A CONTRACTOR

- **Highly skilled contractors**
- Consider suitable contractors when compiling the tender list
  - Check if there is a Council list of pre-qualified preferred suppliers
  - Works can be open tender or invite tender
  - Analyse tenders when submitted carefully, remembering the lowest cost is not always best
  - Client to check the quality of projects the contractors have worked on previously
  - Review sub contractors skill set and any tender conditions
- **Contract ( Provide link to full Standard Operating Procedure)**
- Client to agree start date with contractor
  - Establish legal roles
  - Design consultant can act as the client's agent to oversee contract
  - Client to be aware of all their legal obligations including obligations under the Health and Safety Act
  - Ensure contract is signed by the principle and the contractor
  - Ensure all information is in place for works to start on site

## 10. BUILDING BETTER OUTCOMES

- **Implementation**
- Continue to engage with stakeholders
  - Provide project signage to inform residents of construction time scale
  - Site safety audit is completed
  - Complete a women's safety audit and children and young people's audit of the park space
  - Stakeholder participation in construction
  - Important that contingences have been built into the budget for this stage of project, as this is the most likely stage for unforeseen circumstances and delays to occur
- **Oversee contract** (often completed by design consultant acting as Client's agent)
- Complete site visits to inspect progress and review quality

- Check and certify the contractors' payments
- Keep track of construction costs and keep the client informed
- Agree with client that works are satisfactory
  
- **Project handovers**
  - Complete practical completion
  - Defects and omissions
  - Design consultant to prepare a handover manual that includes:
    - As-builts drawings
    - Warranties
    - Supplier information
    - Instruction manuals
  
- **Final Competition**
  - Defects and liability period for most contracts is 12 months
  - Contractor is responsible for any failures in construction and planting during the defects and liability period
  - End of defects and liability period contractors roles is completed
  - Management plan becomes the guiding document for the site
  
- **Maintenance**
  - Ensure a management plan has been completed to:
    - Maintain, develop the space in the best way
    - Secure funding from certain streams
    - Outline a maintenance plan over five (minimum), preferably 10 years
  - Ensure a conservation management plan is in place for the site if it is a historic heritage site
  - Engage with maintenance providers
  - Consider ongoing maintenance budget
  - Minimise maintenance input
  
- **Celebrate success**
  - Organise an opening when the project is complete
  - Invite project funders and local leaders who may like to say a few words
  - Invite everyone who has voiced an interest and been involved
  - Alternative methods of communication could be though a press release to the local media, local newspapers and radio stations

For further information on the procurement and implementation process refer to the Parks Design Process Section.