ACT Government
Infrastructure Canberra

Statement of Requirements

ENABLING WORKS – ARCADIA HOUSE RELOCATION

On behalf of

INFRASTRUCTURE CANBERRA

NORTHSIDE HOSPITAL PROJECT

Infrastructure Canberra

Date October 2025 Version 1.2

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1. INTRODUCTION

The ACT Government is committed to delivering a high performing and safe public healthcare system, providing high-quality, person-centred care that is effective and efficient.

The ACT Government is investing significantly in new and upgraded health infrastructure projects across the region to meet the growing and changing healthcare needs of the community, ensuring that high-quality and cost-efficient public healthcare services are available to our community now and into the future.

A cornerstone of this investment is the design and construction of a new Northside Hospital to be constructed at the North Canberra Hospital Campus in Bruce. The Northside Hospital Project (NHP) will deliver contemporary, state-of-the-art healthcare facilities, which will enable the delivery of a high quality, person-centred care for the Territory and surrounding region.

Planning for the NHP highlighted the need to relocate existing services located on the northern portion of the North Canberra Hospital site, including Arcadia House. Arcadia House services are provided by Directions Health Services and include residential and day programs for people seeking to abstain from alcohol, tobacco and other drugs.

Developing a fit-for-purpose facility for Arcadia House provides a range of benefits including:

- enabling the delivery of an accessible consumer centric contemporary model of service that supports the further destigmatisation of voluntary rehabilitation; and
- a more suitable suburban based setting with excellent adjacency to open space, proximity to public transport and amenities.

2. PURPOSE

The Territory is seeking to engage a Design Consultant for the Arcadia House Relocation Project (Project). The purpose of this Request for Tender (RFT) is to:

- invite Tenderers to submit a fully costed and binding Submission;
- provide Tenderers with general information to assist in the preparation and lodgement of Submissions;
- provide further information for the Procurement Process;
- provide Tenderers with information regarding the two preferred sites;
- disclose the Evaluation Criteria that the Territory will apply to evaluate Submissions; and
- detail the Tender Requirements to be provided by Tenderers in response to the Evaluation Criteria and other specific requirements of the Territory.

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Following the assessment of Submissions in accordance with this RFT, the Territory intends to select a Preferred Tenderer to undertake negotiations for the Construction Related Consultancy Agreement (CRCA).

Tenderers are invited to make Submissions for the delivery of the Services of the Project which includes:

- Multicriteria Analysis (MCA)
- Master plan
- Concept design
- Design Development
- Development Application (DA)
- Detailed Design.

3. BACKGROUND

As part of the early planning activities to prepare for the relocation of Arcadia House, the Territory engaged a Health Planner (Johnstaff) to develop a Functional Design Brief (FDB) and Schedule of Accommodation (SoA). A preliminary Project Architect (GHD) was then engaged to conduct site investigations across three suitable sites, with consideration of the FDB and SoA. Of those three sites, two were found to be preferred, both in the suburb of Cook.

The Project Team is currently conducting engagement activities with local community groups and residents. The outcomes from these community engagement activities will form part of the criteria used to recommend a preferred site to the ACT Minister for Health.

Approval of the preferred site by the ACT Minister for Health will enable the Project Team and Design Consultant to progress into the subsequent stages of design.

3.1 Service Overview

Arcadia House programs offer residential, day program and withdrawal services for people seeking to abstain from alcohol, tobacco and other drugs and develop positive life skills that can be utilised to achieve personal goals and maintain a healthy lifestyle. Clients are supported in a 24/7 staffed environment with individual case management, counselling and therapeutic groups, using evidence based Cognitive Behavioural Therapy and the “therapeutic community” method to provide opportunities for personal growth and peer support.

Arcadia House is a 12-bed facility that offers a range of rehabilitation programs, including a 1-2 week withdrawal program, a 12 week day program and a 12 week residential program with additional ‘step-down’ 4 week day program.

3.2 Project Timeline

The indicative project timeline is shown in Table 1 below.

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Table 1: Indicative Project Timeline

Milestone	Indicative Timeline
Design Consultant Award	June 2026
Multicriteria Assessment	August 2026
Master Plan	October 2026
Concept Design	December 2026
Major Plan Amendment[1]	*November 2027-March 2028*
Design Development	March 2027
Development Application submission	April 2027
Development Application approval	July 2027
Detailed Design	August 2027

3.3 The Sites

Site A: Templeton Street

Site A is located at Section 13, Block 1, Cook near the intersection of Templeton Street and Ellis Street, as shown in Figure 1 below.

The proposed site is zoned as CF Community Facilities. It is surrounded by PRZ1 Urban Open Space Zone to the north, CF zone and CZ4 Commercial zone to the east, and is otherwise proximate to RZ1 Residential zoning.

The Site has a gentle slope with less than 2 metres of fall across the extent of the site.

[1] This milestone applies only to Site B, if it is selected. In this case, design development can progress in parallel, but the indicative timeframe for the Development Application would be delayed 12-18 months.

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Figure 1: Templeton Street Site



There are four existing buildings on this block, all of which will be retained. The three buildings to the south-west constitute the Cook Community Hub and include a neighbourhood hall, community services offices, meeting rooms, and spaces dedicated to theatre and ballet programs. The building to the west is Emma Ruby House and provides specialised short-stay accommodation for young people with disabilities.

Site B: Biffin Street

Site B is located at Section 13, Block 12, Cook, at the intersection of Biffin Street and Ellis Street, as shown in Figure 2 below.

The proposed site is zoned as PRZ1 Urban Open Space. It is surrounded by PRZ1 to the east and south, is near CF zone to the south, and is otherwise proximate to RZ1 Residential zoning to the north and west.

The Site has a moderate slope with a 4-meter fall from west to east with gentler slope in the centre.

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Figure 2: Biffin Street Site



The block includes an oval with track and field focus, sports field amenities, and circles for discus and shotput. The discus and shotput circles would need to be relocated but other elements of the block would be retained. If selected, this site would require a major planning amendment and subdivision.

3.4 Site Investigations

Site investigations were conducted in 2025 to test three potential sites. Site investigation reports for the two preferred sites are attached at Appendices A 'Site Investigation – Cook Site A_Templeton Street' and B 'Site Investigation – Cook Site B_Biffin Street'.

Site investigations considered:

- site conditions;
- statutory requirements;
- sustainability; and
- a range of test fit options.

The Tenderers should consider any information gaps in these reports and propose any necessary additional validation activities.

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3.5 Test Fit Options

A test fit assessment was undertaken for each proposed site based on the Schedule of Accommodation and Project Brief, and informed by the AusHFG for Non-Acute Inpatient Mental Health Unit. The standard Functional Relationship Diagram was translated into three spatial planning models, each tested against site constraints and opportunities to assess suitability and alignment with project requirements. Key planning considerations included discreet entry and reception, collocated day-use areas, separated staff zones, and inpatient accommodation arranged into linked pods. Branch, courtyard and linear spatial models were explored for each site.

Site A: Templeton Street

Following initial test fits and feedback from stakeholders, the preferred option is a linear building overlooking the oval to the north (see Figure 3 below). Further detail, including advantages and disadvantages, is provided in Appendix A.

Figure 3: Site A preferred test fit

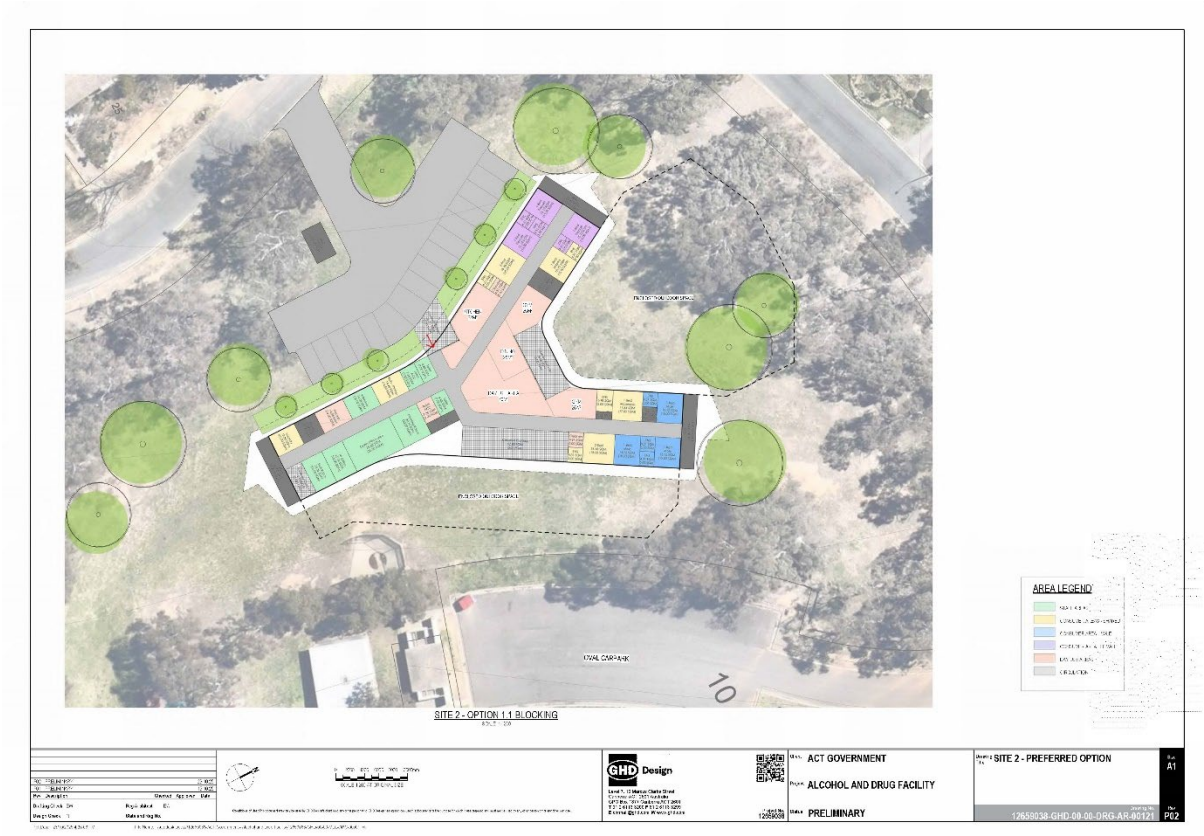


Site B: Biffin Street

Following initial test fits and feedback from stakeholders, the preferred option is a branching building taking advantage of views to the east (see Figure 4 below). Further detail, including advantages and disadvantages, is provided in Appendix B.

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Figure 4: Site B preferred test fit



4. PROCESS

The Design Consultant will be required to develop and deliver a design that aligns to the estimated total cost. At each milestone, the Design Contractor must demonstrate their design can achieve the estimated total cost.

Escalation, contingencies and other internal costs are not included in the estimated total cost and will be separately managed by the Territory.

The Design Consultant will be required to undertake value management with the Territory, and to amend design accordingly, to maintain the estimated total cost. Any value management measures, and any redesign required to maintain the estimated total cost, are the responsibility of the Design Consultant.

Any value management measures and redesign required to maintain estimated total cost are the responsibility of the Design Consultant and will not entitle the Design Consultant to a variation claim or an Extension of Time.

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4.1 Meeting requirements

The Design Consultant must attend regular meetings throughout the course of the Project as required for the successful delivery of the services or at the direction of the Territory.

The Design Consultant must:

- lead, present and take meeting minutes at weekly design team meetings, with the Project Team as an invitee;
- participate in on site liaison meetings, where required;
- lead stakeholder User Group meetings, including taking meeting minutes and record User feedback throughout the sessions;
- nominate in its Submission the number of User Groups required at each design stage to successfully delivery the Services, allowing for a minimum of two (2) at each stage;
- issue for review no more than three (3) Business Days after the meeting, in instances where the Design Consultant is responsible for minuting meetings; and
- maintain accurate records of decisions and actions.

4.2 Liaison with the Territory

The Design Consultant must:

- engage with the Project Officer, as the Project's primary contact and the main conduit to interface with the Territory, Authorities, and Stakeholders.
- where required engage with the Territory's Senior Design Representative; and
- work collaboratively with other Territory Consultants, Non-Government organisations (NGOs), stakeholders and advisors throughout the project to ensure that the design solution works in an integrated manner across all the design elements.

4.3 Interface Management and Coordination

The Consultant must attend and contribute to interface and authority meetings as required by the Territory for successful delivery of the Services.

For clarity, authority meetings will be chaired by the Territory.

5. SCOPE OF SERVICES

5.1 General Scope and Design Consultant Obligations

The Design Consultant is required to provide multidisciplinary design consultancy services for the Project in accordance with this Statement of Requirements and the CRCA.

The services are to be delivered in clearly defined, separable stages, subject to review and approval by the Territory at nominated approval gates. Progression beyond each stage is at the sole discretion of the Territory.

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The Consultant must perform the services:

- with the degree of skill, care, and diligence ordinarily exercised by competent professionals providing similar services in the Australian Capital Territory;
- in coordination with Territory-appointed consultants and advisors; and
- in accordance with all relevant legislation, codes, standards, and authority requirements applicable in the Australian Capital Territory.

Community engagement activities are currently being undertaken by the Territory. The Consultant is not required to undertake additional community engagement services beyond incorporating completed engagement outcomes and facilitating defined user group involvement during the design.

5.2 Legislation, Code and ACT Standards Requirements

The Design Consultant's activities must comply with:

- Infrastructure Canberra's Infrastructure Design Requirements (IDR) – Rev1.4;
- all Acts, Ordinances, regulations, by-laws, orders, awards and proclamations of the Commonwealth and the ACT, and the Territory's Agencies and Authorities;
- the most current version of the Building Code of Australia (Volumes One and Two of the National Construction Code (NCC) and Volume One – Appendices Variations and Additions);
- the regulations, directives and guidelines of statutory authorities having jurisdiction over the Project;
- the regulations, directives, guidelines and requirements of utility supply agencies, as they apply to the Project;
- the regulations, directives, guidelines and requirements of Transport Canberra and City Services, as they apply to the Project;
- ACT Work Health and Safety ACT 2011 (incorporating all subsequent amendments);
- the National Code of Practice for the Construction Industry;
- the requirements of all relevant Australian Standards (being the current edition, and all relevant parts or sections or amendments, of a named Standard or any relevant Standards published by Standards Australia), and must provide reasonable and professional interpretation of the application of Australian Standards where those Standards provide options for interpretation by the user.

In instances where the Design Consultant believes deviations from any current relevant Statutory Requirements and Standards are required, these must be documented and approved by the Territory prior to proceeding with design documentation.

As Arcadia House is operated by a not-for-profit, it is not a Canberra Health Services (CHS) facility and it is intended that the building will be operated and maintained by Infrastructure Canberra. As such, the full suite of CHS standards and specification does not apply to this Project.

5.3 Subconsultants

The Design Consultant is to engage Subconsultants as required and is responsible for the supervision and coordination of the services provided by them during the Contract.

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The Design Consultant shall submit a list of proposed Subconsultants and specialists for the project and detail how they intend to assure the quality of services provided as part of their Submission to the Territory. The Design Consultant shall include the Subconsultant's fee proposals as attachments to their Submission, as further described in '58318-NCT-001 – Design Consultant – Request for Tender'. Territory approval must be sought prior to changing any nominated specialist consultant/contractor.

The following Subconsultants should be considered for inclusion on the Project where appropriate. Subconsultants may include, but are not limited to:

- Landscape Architect;
- Electrical, Communications and AV Engineer;
- Security Engineer;
- Civil Engineer;
- Structural Engineer;
- Hydraulic Engineer;
- Mechanical Engineer;
- Building Code of Australia (BCA) Consultant;
- DDA/Access Consultant; and
- Ecologically Sustainable Development (ESD) Consultant.

In addition to the works performed by the Subconsultants, iCBR will undertake the following investigations to support the MCA stage and to support the design of the facility:

- site survey;
- geotechnical investigation;
- hazardous material and/contamination investigation.

The site investigation findings will be shared with the design team to inform the subsequent stages of design.

The general responsibilities for the Design Consultant required across all stages include the following:

- coordinate the design documentation of all Subconsultants. This will include ensuring that all design outputs respond to and are reconciled against the FDB or other design and briefing documents relevant to the stage.
- monitor and check the design work of the Subconsultants to ensure design integration.
- maintain quality control systems that ensure all information, data and documentation provided by the Design Consultant and Subconsultants is complete, comprehensive, up to date, checked and coordinated;
- coordinate consistency of room naming, room numbers and other numbering conventions with all Subconsultants;
- responsibility for the development of design BIM and dRofus Project Database content;
- communicate with, and coordinate inputs to, all relevant authorities as required and directed by the Territory;
- make provision for a minimum of two (2) rounds of documentation amendments arising from feedback provided by the Territory and its stakeholders prior to finalisation; and
- provide to the Territory's Cost Manager information required for the production of an updated Project Cost Plans, including Subconsultants developing high level cost estimates where required;

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5.4 Separable Stages, Sequencing and Approval Gates

The Scope of Services is divided into the following separable stages:

- Stage 1 – Multicriteria Analysis (MCA).
- Stage 2 – Master Planning
- Stage 3 – Concept Design
- Stage 4 – Design Development
- Stage 5 – Development Application and Approval
- Stage 6 – Detailed Design

Tenderers must provide separate pricing for each stage in their Submission, as described in '58318-NCT-001 – Design Consultant – Request for Tender'.

While the stages are intended to flow sequentially, the Territory:

- retains the right to approve, pause, terminate the services, or vary the sequencing of stages in accordance with the Contract;
- is under no obligation to instruct the Design Consultant to proceed to a subsequent stage; and
- will only authorise progression to the next stage following written approval at the relevant stage approval gate.

No entitlement to additional fees or compensation arises from the Territory electing not to proceed beyond any stage.

The following Stage descriptions supplement the Infrastructure Canberra Infrastructure Design Requirements (IDR) document by providing additional detail for each identified design stage.

5.5 Stage 1 – Multicriteria Analysis

5.5.1 Objective

The objective of Stage 1 is to support a robust, transparent, and evidence-based recommendation between the two preferred site options, suitable for consideration through Territory governance processes.

5.5.2 Scope of Services and Deliverables

The Consultant must:

- review completed community engagement outcomes provided by the Territory;
- review all existing site investigation reports and supporting documentation for each preferred site;
- identify any information gaps in existing site investigations or data sets and recommend validation or supplementary investigations to the Territory for approval prior to undertaking such activities;
- summarise validation activities undertaken (where applicable);
- develop a proposed Multicriteria Analysis framework, including:

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    - recommended assessment criteria, including the completed community engagement outcomes;
    - proposed weightings; and
    - a transparent scoring methodology;
- collaborate with Territory-nominated stakeholders to confirm and finalise MCA criteria and weightings;
- compile and analyse comparative data for each preferred site;
- plan, lead, and minute a User Group meeting to undertake final MCA scoring; and
- prepare a final MCA report clearly documenting:
    - methodology and assumptions;
    - weighted scoring results;
    - any sensitivity testing undertaken (if applicable); and
    - a recommended preferred site.

5.5.3 Stage 1 Approval Gate

Stage 1 is complete upon written acceptance of the final MCA report by the Territory

5.6 Stage 2 – Master Planning

5.6.1 Objective

As noted in iCBR's IDR, the purpose of the Master planning stage is to translate the Territory's requirements and strategic vision and associated service provisioning strategy into its physical infrastructure. The Master Planning activities will be undertaken for the preferred site once endorsed as part of the previous Stage.

5.6.2 Scope of Services and Deliverables

In addition to the Master Planning scope stated in the IDR, the Design Consultant must:

- confirm design assumptions and parameters based on the endorsed Stage 1 outcome;
- ensure the outcome of the Master Plan does not create any significant impediments to the Project or the way in which the site might be developed in the future;
- develop a minimum of three (3) site massing options and potential building form interpretations of the Master Plan; and
- prepare a final Master Plan Report for progression through governance, including the necessary coordination of Subconsultants to produce the required deliverables.

5.6.3 Stage 2 Approval Gate

Stage 2 is complete upon written acceptance of the final Master Plan report by the Territory

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5.7 Stage 3 – Concept Design

5.7.1 Objective

As noted in iCBR's IDR, the objective of the Concept Design stage is for the Design Consultant to prepare a Concept Design that aligns with the Project briefing material and budget. The Concept Design option ultimately agreed upon will form the basis of the final design.

5.7.2 Scope of Services and Deliverables

In addition to the Concept Design scope stated in the IDR, the Design Consultant must:

- confirm design assumptions and parameters based on the endorsed Stage 2 outcome;
- lead and minute a Safety in Design workshop with relevant subconsultants and Territory stakeholders;
- prepare a Safety in Design register;
- plan, lead, and minute User Group meetings to present a minimum of three (3) design concepts and work collaboratively with Users to select a preferred option; and
- incorporate User feedback iteratively, and demonstrate how feedback has been considered and resolved within the design;
- prepare a Concept Design report for progression through governance, including the necessary coordination of Subconsultants to produce the required deliverables; and
- include a preferred Concept Design in the report and provide a recommendation to Territory to justify the preferred option.

5.7.3 Stage 3 Approval Gate

Stage 3 is complete upon written acceptance of the final Concept Design report by the Territory

5.8 Stage 4 – Design Development

5.8.1 Objectives

As noted in iCBR's IDR, the objective of Stage 4 Design Development is to confirm design decisions and spatially coordinate architectural, landscape and engineering information.

5.8.2 Scope of Services and Deliverables

In addition to the Design Development scope stated in the IDR, the Design Consultant must:

- review the endorsed Stage 3 Concept Design to ensure the design continues to meet the requirements of the FDB.
- further refine the Concept Design to integrate building services and structural concepts;
- plan, lead, and minute User Group meetings to review the Design Development progression.
- incorporate User feedback iteratively, and demonstrate how feedback has been considered and resolved within the design.
- commence development of Room Data Sheets and Room Layout Sheets;
- prepare finishes board and initial interior design plan;
- prepare Furniture Fixtures and Equipment (FFE) and ICT lists in consultation with iCBR;
- conduct a quality assurance audit of the Design Development and examine the drawings so

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that any errors, omissions and ambiguities in the drawings or design data have been identified and corrected;

- ensure the design is accurately reflected in the Project cost plan and is within the Project Budget or funding constraints;
- continue consultation with Authorities as required to ensure the relevant Authority applications have commenced in preparation for to Stage 5 – Development Application;
- perform multidisciplinary clash detection and update design to reflect outcomes;
- perform a Security Risk Assessment (SRA), including facilitating an SRA meeting with relevant stakeholders to finalise assessment and prepare an SRA report;
- undertake all required computer modelling for thermal modelling, energy modelling and Section J JV3 modelling and provide advice on any issues related to Section J compliance, including building envelope and/or structure; and
- prepare a final Design Development Report for progression through governance, including the necessary coordination of Subconsultants to produce the required deliverables.

5.8.3 Stage 4 Approval Gate

Stage 4 is complete upon written acceptance of the final Design Development report by the Territory

5.9 Stage 5 – Development Application

5.9.1 Objectives

The objective of Stage 5 is to prepare documentation required for the Development Application (DA) submission and approval.

5.9.2 Scope of Services and Deliverables

In preparation for this Stage, the Territory in conjunction with its appointed Town Planner, will develop a Development Application strategy. The Town Planner will prepare a DA checklist, which includes documentation required for lodgement and the party responsible for the preparation of each deliverable. An example of the DA checklist is provided at Appendix C. Lodgement of the Development Application will be coordinated by the Town Planner.

In this Stage, the Design Consultant must:

- prepare documentation required for Development Application submission as noted in the DA checklist;
- coordinate all subconsultant inputs to ensure completeness, accuracy, and consistency;
- prepare information required for authority consultation as directed by the Territory; and
- attend authority meetings as required by the Territory.

Utilities Approvals

Unless otherwise directed by the Territory, during this Stage the Design Consultant and relevant Subconsultants must:

- prepare and submit an Evoenergy Preliminary Network Application (PNA);
- amend documentation and consult with Evoenergy until such time as the PNA is approved;
- prepare and submit Icon Water In-Principle Design Acceptance documentation;

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- amend documentation and consult with Icon Water until such time as the in Principal Design Acceptance is granted; and
- use reasonable endeavors in collaboration with the Territory's Utilities Strategic Lead Advisor to address feedback and achieve acceptance from the relevant authorities prior to Development Application submission.

Support During DA Assessment

If during the DA Assessment the Territory receives Further Information Requests from the City and Environment Directorate as a result of public or entity feedback, the Design Consultant must:

- prepare responses to Further Information Requests;
- amend documentation as reasonably required to address authority feedback, consistent with the approved design and project assumptions; and
- provide ongoing technical support to the Territory and the Territory's town planner until Development Approval is granted.

5.9.3 Stage 5 Completion

Stage 5 is complete once an approved DA Notice of Decision is granted.

5.10.1 Stage 6 – Detailed Design

5.10.1 Objectives

As noted in iCBR's IDR, the objective of Stage 6 Detailed Design is the completion of all required project design, design information and set of coordinated technical design documentation to enable the tendering and construction process.

5.10.2 Scope of Services and Deliverables

In addition to the Detailed Design scope stated in the IDR, the Design Consultant:

- plan, lead, and minute User Group meetings to review the Detailed Design progression;
- prepare Room Layout Sheets and Room Data Sheets for every individual room and space showing all furniture and equipment, and coordinate services layouts and review these layouts with all relevant User Groups;
- ensure the design is accurately reflected in the Project cost plan and is within the Project Budget or funding constraints;
- update the Furniture Fixtures and Equipment (FFE) and ICT lists;
- conduct a quality assurance audit of the Detailed Design and examine the drawings so that any errors, omissions and ambiguities in the drawings or design data have been identified and corrected;
- prepare a final Detailed Design Report for progression through governance, including the necessary coordination of Subconsultants to produce the required deliverables.

5.10.3 Stage 6 Approval Gate

Stage 6 is complete upon written acceptance of the final Detailed Design report by the Territory

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5.11 Assumptions and Exclusions

Unless expressly stated otherwise in this Statement of Requirements:

- no additional community engagement services are required to be undertaken by the Consultant; and
- reliance on Territory-provided information is subject to the Consultant's obligation to identify and address information gaps in accordance with Stage 1 requirements.

6. INDICATIVE BUDGET

The indicative budget for the Project is TBA.

7. CONTRACT MANAGEMENT

The Contract will be managed by the Northside Hospital Project team at Infrastructure Canberra. The key contacts will be Amanda Slater and Aaron Reefman.

8. GOVERNANCE

A dedicated Project Team (Arcadia House Project Team) has been established by Infrastructure Canberra to manage the Project through planning, design, procurement and construction. The Arcadia House Project team will work with key stakeholders throughout the Project.

As part of the Northside Hospital Project a Project Control Group (NHP PCG) has been established. The Arcadia House Project reports to the NHP PCG. The purpose of the NHP PCG is to provide governance, oversight, and strategic direction to ensure the successful delivery of the projects.

The NHP PCG acts as the primary decision-making body for significant project issues, resolves conflicts, and ensures alignment with organisational objectives. It manages risks, allocates resources, monitors project performance, and facilitates effective communication between the project team and key stakeholders. The NHP PCG ensures that the project adheres to scope, time, and budget constraints, and maintains transparency throughout the project's lifecycle.

The membership of the NHP PCG includes executive from CHS, Health and Community Services, Treasury and Digital Canberra. Infrastructure Canberra are standing attendees at the NHP PCG meetings.

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