



**Balmain Public School P & C**  
c/- Renate Harris  
balmainpspc@gmail.com

6 December 2022

Dear Renate,

**BALMAIN PUBLIC SCHOOL – FEE PROPOSAL FOR ‘MISS PAULINE’S GARDEN’ PROJECT**

Thank you for the opportunity to provide a fee proposal for this project.

I have attached a fee proposal based on your emails and our site meeting with the school principal. The following pages include information on our proposed scope of works and fees.

Please do not hesitate to contact me if you have any questions regarding this proposal.

Regards,

A handwritten signature in black ink, appearing to read "Andrew McMillan".

Andrew McMillan

andrew@civille.com.au  
0414 484 030

Suite 104  
27-39 Abercrombie St  
Chippendale NSW 2008  
www.civille.com.au

# 1 Introduction

Civille is a design consultancy focused on making urban places more in tune with their natural surrounds. We bridge the gap between green and grey infrastructure, transforming cities into more sustainable and liveable places by harnessing design and innovation. We collaborate with government, business and communities to create systems that transform urban environments into smarter, greener places. Our holistic and collaborative approach turns strategy into positive, sustainable outcomes – from the smallest neighbourhood project to the most ambitious urban transformation.

## 2 Project Understanding

The Parents & Citizens Association of Balmain Public School is seeking to undertake a project to rejuvenate and upgrade ‘Miss Pauline’s Garden’. A recent image of the garden is included below in Figure 1.



**Figure 1: Current garden**

There are multiple objectives for the project, including:

- a) ‘Water Sensitive Urban Design’ feature for management of the stormwater that drains through the garden. This is an important requirement to meet Inner West Council’s environment grant objectives.
- b) Demonstrate ecological values – “increasing biodiversity, protecting wildlife and creating habitat with layers of vegetation”.
- c) Make the space suitable to be used for nature-based quiet play or reflection; a zone where kids can take some time out from the busy main playground.
- d) Allow the space to be used as an outdoor classroom, and incorporate features that can be used as part of environmental education programs.

- e) Provide a clear pathway between the gate (at the boundary) and the playground.
- f) Consider first nations people.
- g) Items in the garden should be durable and made from natural materials, have appropriate maintenance requirements, allow children to be actively involved in upkeep.

Our design process for Miss Pauline’s Garden would be guided by the above objectives, the ideas and principles in the work prepared by the Environmental Warriors school group (Figure 2), feedback from the P&C representative, as well suitable precedents from other public schools and parks. We note that not all of the objectives may be achievable within the site constraints.



**Figure 2: Design inspiration from the Environmental Warriors**

The items that were previously identified by the P&C for possible inclusion within Miss Pauline’s Garden were:

- Raised planters
- Rainwater tank
- Compost bin
- Worm farm
- Pollination station (stingless bees)
- Rain gauge
- Bug hotel
- Bird nesting box

We would be keen to work with the P&C to review the above list and develop a considered plan for the garden based on our site inspection and further discussions. We could also review the items that are included in the *'Helping Balmain Public School become a more sustainable school'* report that was presented to the P&C in 2020 (available online).

Figure 3 shows a 'Streetview' image taken in 2009 that appears to show Miss Pauline's Garden after some works had been carried out to make the space a naturalistic area including native plantings and a stormwater swale (dry creek). The main items of these earlier works were the swale with small bridge to cater for stormwater flows through the area, and is generally consistent with a 'water sensitive urban design' sustainable approach. We understand there are some concerns about drainage and we would look to address these concerns by works to improve the drainage swale.

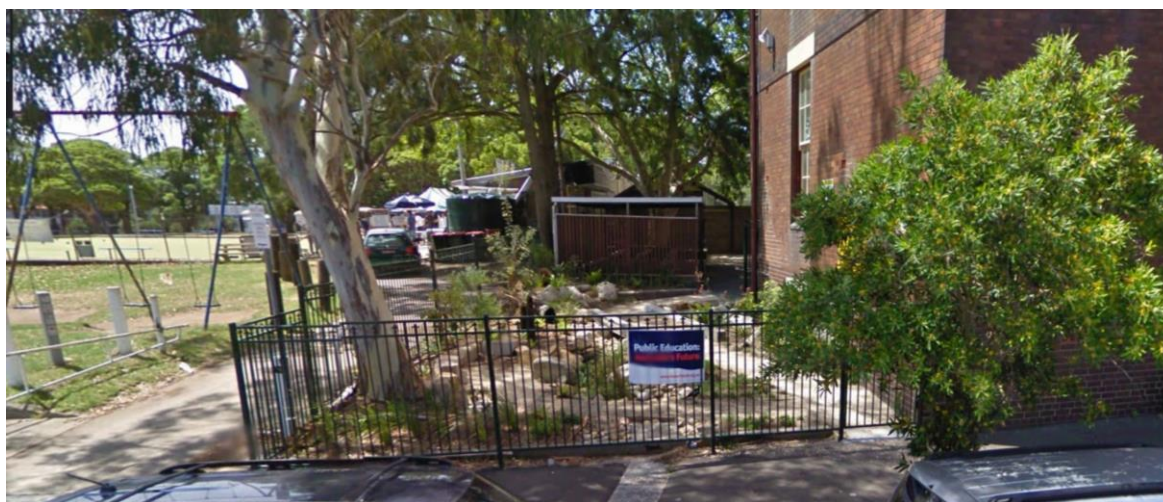


Figure 3: Garden in 2009, appears to be soon after construction of swale

### 3 Scope of work

Our proposed core scope of works is outlined in the table below.

Core task	Description
1. Conduct site visit	We would complete a site visit, which could include meeting with P&C representatives and school staff to discuss current perceived issues in the garden (e.g. drainage) and objectives for the upcoming project. We will also use this site visit to measure up and develop a sketch plan of existing site features, to assist with the design and with consideration of options for the garden.
2. Develop initial concept design and cost estimate	We will develop a concept design sketch plan for Miss Pauline's garden based on the discussed project objectives. The plan will show: <ul style="list-style-type: none"> <li>• Key existing elements to be retained</li> <li>• General arrangement and locations for path, swale, plants and new items</li> </ul> Along with the concept design plan, we will develop a preliminary cost estimate.

Core task	Description
3. Finalise design plan and product/materials schedule	<p>After receiving comments on the initial design we will update the design plan. To keep the design cost low, we are proposing to provide a simple design plan and schedule of products/materials rather than a complete set of construction details with accompanying technical specifications.</p> <p>The intent is that the design plan will show the desired design arrangement/layout and elements to be included in the garden, and will be suitable for the P&amp;C to provide to contractors for them to price the works. It would then be the responsibility of the contractor to address the finer construction details during the works.</p>

We would also be able to carry out the tasks in the table below if required, for additional fees.

Optional Task	Description
4. Design workshop with the 'Environmental Warriors'	If the school community would like, we could have a short workshop with a small group to explore ideas that were listed in the 'Our Dream Garden' document, get their additional input/ideas and co-design the garden.
5. Assistance with project management	<p>If required we could assist with the following:</p> <ul style="list-style-type: none"> <li>- Issue the final design plan and a scope of works to several contractors for quoting;</li> <li>- Assess the quotes and make a recommendation;</li> <li>- Provide direction/advice to the contractor during the works.</li> </ul>
6. Procure materials	<p>If some of the works are to be completed in a working bee (refer item 7), this task is to procure materials, including:</p> <ul style="list-style-type: none"> <li>• Shopping in person for the smaller hardware, plumbing and landscape items (e.g. pipe and fittings, plants)</li> <li>• Arranging delivery of larger items (e.g. planter box, soil, mulch), including co-ordination with the school to ensure someone is ready to receive deliveries.</li> <li>• Provide a final list of costs, including receipts.</li> </ul> <p>This could include items such as:</p> <ul style="list-style-type: none"> <li>○ Compost bin:</li> <li>○ Worm farm:</li> <li>○ Pollination station (stingless bees)</li> <li>○ Rain gauge</li> <li>○ Bug hotel</li> <li>○ Bird nesting box</li> </ul>
7. Attendance at working bee	If there is interest from the school community to undertake some of the works, we could attend a working bee with a group of P&C volunteers to carry out selected minor works to the garden. We could provide direction, supervise, assist with the works, answer any questions that arise on the day, explain how everything works and how to look after it.

Optional Task	Description
8. Knowledge sharing presentation	This task would include: <ul style="list-style-type: none"> <li>Preparation of presentation materials (e.g. a brief slide show or handout)</li> <li>Attendance at school to give presentation/lesson</li> </ul>

## 4 Proposed fees

Our proposed fees are outlined in the table below. We would be happy to review our proposed scope as required.

	Hours	Hourly rate	Fees
1. Conduct site visit	3	\$ 120	\$ 360
2. Develop initial concept design & cost estimate	12	\$ 120	\$ 1,440
3. Update design and product/materials schedule for quotation by contractors	24	\$ 120	\$ 2,880
		<b>Total (ex GST)</b>	<b>\$ 4,680</b>
		<b>GST (10%)</b>	<b>\$ 468</b>
		<b>Total (inc GST)</b>	<b>\$ 5,148</b>

Notes:

- The fee table above includes our time but excludes any materials and products.
- We would need to confirm materials, quantities and supply costs after the design for the garden is better resolved, but we would be happy to work to a specified budget set by the P&C.
- We assume that the following is not required:
  - Detailed site survey (assume that our site measure-up is sufficient)
  - Play certifier (assume that contractor will provide as part of their works)
  - Soil contamination sampling, arborist advice and other subconsultants

### HOURLY RATES AND PERSONNEL

This project will be delivered by Andrew McMillan with input from Civile's landscape architects. Andrew's hourly rate for any additional work on this project will be \$120 per hour + GST. This is approximately half of our usual consulting rates; we charge community workshops and similar projects at low rates, to make these projects more affordable, as we see value in sharing our practical WSUD knowledge with a broader community.