

**INDOOROOPILLY GOLF CLUB (IGC)  
CLUBHOUSE AND SURROUNDS WORKING GROUP**

**ARCHITECTURAL BRIEF AND REQUEST FOR PROPOSAL (RFP)**

**We refer to the expression of interest (EOI) correspondence sent to you in December 2020.**

**Indooroopilly Golf Club (IGC)** requires the services of an appropriate **Architect/Architectural Practice** to work with the Club to deliver a program of works associated with the **Existing Clubhouse and its Immediate Surrounds** currently and in the longer term.

The Existing Clubhouse was designed by Patrick Moroney, Architect in the late 1970's and was constructed and opened to the Members in 1986.

There have been a number of alterations made to the clubhouse over the past 35 plus years. Most of those alterations have been made to meet the short-term changing needs of the Club over that period. Unfortunately, changes have tended to occur on an as needs basis, and have not always been made with the broader longer-term strategic needs of the Club fully considered.

The Club has established a Clubhouse and Surrounds Working Group charged with the task of evaluating the Clubhouse and Immediate Surrounds, and to make recommendations to the Board and Management regarding the possible Improvements and Refurbishments.

This group is required to consider all aspects of the current clubhouse, and the broad philosophy adopted includes:

1. Consider the current and future needs of the IGC membership.
2. Consider the trends occurring in the industry and determine how those trends may impact upon the way we use this facility.
3. Examine how the existing spaces may be better utilized and improved in order to maximize the amenity for Members and efficiency and amenity for Club Management and Staff.
4. Consider the potential to increase revenue in those reconfigured/refurbished spaces within the existing building. Spaces may be combined to allow better or more appropriate use/uses.
5. Consider other appropriate uses that may be developed in the near future and how and where they would be located both within the existing building footprint and external/complimentary to it.
6. Ensure that work undertaken would be integrated with that work being considered by other working groups within the overall Club environment. eg Course Master Plan Working Group
7. Ensure that the work undertaken is consistent with the Board's overall Vision and Values statements:

**MORE THAN A GREAT GOLF EXPERIENCE**

**Values: Respectful of history and traditions  
Family focused lifestyle facility  
Socially relevant  
Engaged with the Community  
Custodians of an outstanding natural setting**

**APPOINTMENT PROCESS AND TIMING**

The Club is seeking responses to this RFP by 5:00pm on Tuesday 30<sup>th</sup> March. To assist in framing your response the IGC Clubhouse and Surrounds Working Group is available for the next 2 weeks to meet with you to discuss this brief and provide you with a tour of the IGC facilities. Please contact our CEO Steve Lamerton to arrange a time to meet for that purpose.

Responses to the RFP should be succinct and specifically address the criteria set out below. Following receipt of responses to the RFP, the Working Group would like to meet with each respondent to discuss their submission.

Respondents should treat that meeting as if it were a “kick-off” meeting for the project. Following that, the Working Group will have a final meeting to discuss each respondent’s submission and proposed approach and make a recommendation to the IGC Board for the appointment. That recommendation is proposed to be discussed at an IGC Board Meeting in April. Respondents will be formally notified of the decision following that Board meeting.

## EVALUATION CRITERIA

The criteria that the Working Group will use to evaluate responses to this RFP will be (in no particular order or weighting):

- understanding of IGC’s expectations and needs in relation to the project, including ability to deliver in a timely manner
- experience and credentials with relevant references
- proposed team of individuals to be involved and their roles on the project team including team leadership
- perceived “commercial fit” with IGC and an ability to work with us over an extended period of time
- proposed methodology and approach to the task, and ability to create design solutions to complex problems

The Facilities to be provided need to be **Contemporary and Attractive** to not only the current Membership, and the future changing needs of that Membership, but also appeal to, and provide an incentive for new Members to join including those of a younger demographic.

One of the deliverables for the first stage of the project will be the development of a masterplan or concept design for the whole clubhouse. This process will inform the framework for the complete project and will ensure that future stages of the work are considered and accommodated with a consistent style and aesthetic.

It is envisaged that the works will be undertaken in **Stages/Phases**, and over a period of years. The timing of various Stages of the Works to be undertaken will depend on the need and availability of appropriate funding to undertake the works. Notwithstanding, our intention, subject to appropriate consultation with Members and formal Board approval, is to commence construction of the Stage 1 works (refer below) in 2021. As indicated previously in the EOI correspondence IGC has a budget for the first Phase of work in the order of \$1.5-\$2m. Accordingly, we envisage the appointed architect to commence substantive concept design work in April 2021. The Stage 2 works (refer below) involving the refurbishment and repurposing of Level 1 will likely not commence construction until after 2021 and will involve a process of engaging with Members to seek endorsement for those proposals/design concepts and development of appropriate business cases where relevant.

As noted in the EOI document sent to you in December 2020, IGC entered into a long-term lease of a parcel of land with a retirement village (RV) developer/operator for which an initial amount of approximately \$20m was received by IGC. The Board of IGC is currently working through a master planning process that will involve a proposed redevelopment of aspects of the Club including:

- a redesign and redevelopment of the course
- a proposed refurbishment of the clubhouse
- new practice facilities including driving range complex
- a new member cart shed.

IGC has appointed Perrett Webb (PW) as our Golf Course Architect and is working with them on a plan for the redevelopment of the course. A revised 36 hole concept Course Master Plan and practice facilities is expected to be presented to Members for consideration in April 2021, with decisions on scope of detailed design and costings to follow, with some course construction proposed to commence in 2022.

Please note that there is likely to be a need for IGC to provide a much broader offering to the current and future Members of our Club. This may lead to the development of more extensive plans to go outside the “traditional” golf only offer, and offer an increased range of complimentary uses more consistent with a family focused lifestyle facility.

## EXISTING CLUBHOUSE FACILITIES

You will note that the existing Clubhouse Building is a complicated structure whereby the Upper Level is orientated at a 45 degree angle to the Ground Level.

The **Ground Floor** consists of:

1. Management Offices
2. Entry Lobby and Stairs
3. Male and Female Locker and Toilet Facilities
4. Golf Operations including the Golf Shop, Retail, club and electric cart Storage, Repair etc
5. Back of House Facilities including Loading Bay
6. Public Toilets and Change Rooms
7. Motorised Golf Car Storage (internal and external) and wash down bay
8. Circulation spaces both internal and external

The **First Floor** consists of:

1. Upper Lobby area
2. Members Poinciana Bar and Restaurant areas and associated Terraces
3. Male, Female and disabled Toilet Facilities
4. Fairways Room Function area and Terraces
5. Terrace Room Function area and Terraces
6. Function and Poinciana Bar/Restaurant Kitchen Facilities
7. Function Area Storage room
8. Various Meeting Room Spaces and Terraces
9. Staff Facilities/Amenities
10. Circulation Spaces

This Brief outlines the current requirements being considered. IGC is conscious of its “carbon footprint” and so the design and execution of this brief need to take that into consideration. The use of low maintenance construction materials would also be considered desirable.

The Stages/Phases of work in order of importance are as follows.

Refer to the attached indicative floor plan:

## GROUND FLOOR

### STAGE 1.1

1. A complete rebuild of the Male and Female Locker Rooms and Toilet Facilities.  
These areas are to be modern/contemporary/comfortable. The working group considers that smaller more efficient locker rooms (vis a vis current locker rooms) are appropriate but would welcome your input and suggestions in this regard.
2. Refurbishment of the Golf Shop (both front and back of house) including Storage areas. Some additional new treatment of the Façade and Glazing to this area should also be provided. Detailed planning regarding these areas will need to be carefully coordinated with the golf course architect to ensure these areas are functional and flow well.
3. Relocation/expansion of the Members motorised cart storage areas, golf club storage and buggy storage (both powered and self propelled).
4. Installation of a Lift that will accommodate up to 6 people and be suitable for Disabled Access to the first floor (we would like to understand potential cost differentials for a general access lift vis a vis one focused on disabled access).
5. Relocation of the Meeting Rooms and Staff Amenities currently located on the First Floor to the area currently occupied by the Female Member Locker Room and Toilet Facilities. To the extent space permits, this area might also incorporate some form of business centre able to be utilized by Members.
6. Upgrading of the finishes to portions of the Ground Floor Lobby and Circulation Areas as may be necessary.
7. Extension of the IGC Club Cart Fleet external storage area. Provide appropriate screening and roof covering. Relocate associated cart wash down facility with suitable access and screening.

8. Consideration of the External Façade Treatment of these areas consistent with the overall external façade treatment that may be proposed for the building as a whole.
9. There must be a consistent and cohesive consideration and treatment of the finishes proposed for all new and refurbished spaces and surfaces.

## **FIRST FLOOR**

### **STAGE 1.1**

1. A complete refurbishment of the First Floor Male and Female Toilet Facilities
2. Upgrading of the finishes to portions of the First Floor Lobby and Circulation Areas as may be necessary.
3. Installation of a Lift for Disabled Access (refer Stage 1.1 Item 4 above).

## **IMMEDIATE SURROUNDS**

### **STAGE 1.2**

#### **GOLF DRIVING RANGE FACILITY**

This stage consists of the built form associated with the construction of a new state of the art Golf Driving Range Facility. These facilities would also assist in the possible development of a golf academy at IGC. The design of this facility will need to be coordinated with our Golf Course Architects, Perrett Webb. This facility will incorporate the following:

1. Around 30 all-weather Hitting Bays with the possibility to expand vertically if demand warrants it.
2. Golf Club Retail Sales Facility with adequate storage
3. Halfway House (Food and Drink) facility serving the Driving Range and Golf Courses (location of the halfway house to be confirmed)
4. Golf Club Fitting Facility
5. State of the Art Teaching Facilities including Golf Simulator(s) (location of the simulators to be confirmed)
6. Accommodation for 4 Teaching Professionals
7. Driving Range and associated practice facilities Night lighting that will comply with Council requirements and minimize impact on surrounding neighbours.

### **STAGE 1.3**

#### **MEMBER CART SHED**

The indicative location for this additional shed is behind the current shed. The specific location of this shed will need to be coordinated with our Golf Course Architect, Perrett Webb:

1. Separate new shed
2. Cut into the existing grade
3. To accommodate 108 carts

### **STAGE 1.4**

#### **EXPANDED CAR PARKING**

1. Car parking to be on grade (consideration has been given to constructing a level over the existing carpark. However for cost reasons we want to consider other possible on grade solutions as a medium term solution)
2. Provide for a net additional 100 Car parking spaces in consultation with Golf Course Architects on space allocation
3. Integrate Landscape zones as required

## **FIRST FLOOR**

The required task is to develop concepts for the First-Floor areas to allow IGC to undertake business cases to determine the viability of the various possible scenarios available.

The major uses to be accommodated will always be the Members Lounge and Bar Facilities and the Function Space/Spaces and their support facilities.

## **STAGE 2.1**

### **MEMBERS LOUNGE, POINCIANA BAR AND TERRACES**

1. Redesign and Refurbish the Existing Members Lounge, Poinciana Bar and covered Terrace areas.
2. Preferable over 1 level to provide better access generally.
3. Provide a New Bar Facility into a more centralized area. There may be a need to provide 2 separate Bar areas within the space in order to service the internal and external areas more efficiently albeit 1 Bar serving multiple areas is preferable (see further below). Respondents are expected to engage with experienced hospitality designers in undertaking this task to the extent they don't have that expertise internally.
4. All areas are to enhance the extensive views of the Golf Course, Brisbane River and Brisbane City.
5. Upgrade services as necessary including consideration of appropriate internal climate control and sun protection.
6. Consideration of the External Façade Treatment of these areas consistent with the overall external façade treatment that may be proposed for the building as a whole.
7. There must be a consistent and cohesive consideration and treatment of the finishes proposed for all new and refurbished spaces and surfaces.

## **STAGE 2.2**

### **FAIRWAYS FUNCTION AREAS**

1. Redesign and Refurbish the Existing Fairways Function Areas and covered Terrace areas.
2. Preferably over 1 level to provide better access generally (potential external access).
3. Construct a new covered External Terrace area at the same level as the internal areas to provide better access overall and to accommodate private wedding ceremonies.
4. All areas are to enhance the extensive views of the Golf Course, Brisbane River and Brisbane City.
5. Upgrade the Existing Bar Service facilities and finishes.
6. The Function areas must be able to accommodate approximately 150 Guests seated with dance floor and band.
7. Upgrade services as necessary and provide appropriate back of house FF&E storage.
8. Consideration of the External Façade Treatment of these areas consistent with the overall external façade treatment that may be proposed for the building as a whole.
9. There must be a consistent and cohesive consideration and treatment of the finishes proposed for all new and refurbished spaces and surfaces.

## **STAGE 2.3**

### **TERRACE BAR FACILITY**

1. This facility will be located in the area currently occupied by the Existing Meeting Room areas on the first floor. It is intended to provide a more relaxed environment that can accommodate multiple size groups of Members. This can be contrasted with the main Members Lounge which is a quieter traditional environment.
2. This area may be expanded to include part of the external terrace area.
3. This area may include a New Bar Facility to service this area and the external terrace areas adjacent to it albeit our preference is to have one bar area servicing this floor.
4. Provide covered terrace area adjacent overlooking the Golf Course generally.
5. Provide State of the Art facilities consistent with today's requirements including as one of its core facilities multiple TV screens with sports viewing potential.
6. Consideration of the External Façade Treatment of these areas consistent with the overall external façade treatment that may be proposed for the building as a whole.
7. There must be a consistent and cohesive consideration and treatment of the finishes proposed for all new and refurbished spaces and surfaces.

## **STAGE 2.4**

### **JUNIOR MEMBER AREA**

**The Course Working Group would like to facilitate an area where junior members (i.e. <18) can congregate and socialize separate from the licensed areas within the clubhouse. This space should be one that is seen as fun and attractive to our junior members.**

1. Locate in the area occupied by the existing Staff Amenities and Board Room.
1. Refurbish the existing toilet and shower areas.
2. Upgrade services as necessary.
3. Consideration of the External Façade Treatment of these areas consistent with the overall external façade treatment that may be proposed for the building as a whole.
4. There must be a consistent and cohesive consideration and treatment of the finishes proposed for all new and refurbished spaces and surfaces.

## **OTHER**

### **BUILDING EXTERIOR TREATMENT/FINISHES/FUNCTIONAL FLOW**

1. The Architect is to consider the potential treatment of the Exterior of the Building overall in order to provide a consistency of finish in the completed project. This will include all exterior finishes including Glazing systems.
2. Exterior Lighting of the building is to consider the Aesthetic, Practical and Security function and needs.
3. The works will be completed in Stages subject to availability of funding.
4. Development of appropriate “entrance statement” concepts (driveway access/gate) should form part of the ultimate deliverables by the successful respondent.
5. An important feature of the clubhouse and associated facilities design must be the external and internal flow, wayfinding, and movement networks. The design must not only include the functional elements outlined in this Brief, but must also function for safe, easy and logically directed movement of users, pedestrians, golf carts, servicing equipment etc. This will require a level of interaction with our Golf Course Architect in due course.
6. Displaying Club heritage items such as trophies and honour boards to be taken into consideration, along with suitable and compliant locations for DOSA’s.

## **FUTURE POSSIBILITIES**

IGC is interested in receiving concepts to repurpose other areas within the existing clubhouse first floor footprint that could provide additional amenity to Members and/or create additional revenue streams for the Club. For example, the current northern functions area (Terrace Room) is currently under-utilized and might be suitable as a health and wellbeing centre that may incorporate a gym, pilates, massage/physiotherapy. A business case would need to be developed by IGC to support any such amenity which would then be presented to Members for consideration. However, we are interested in receiving ideas/concepts that are consistent with the Club’s broader Vision.

Please contact Steve Lamerton ([s.lamerton@igcgolf.com.au](mailto:s.lamerton@igcgolf.com.au)) if you have any questions in relation to this RFP, and to arrange a time to meet with our Clubhouse and Surrounds Working Group.

Yours sincerely,

Paul Laxon  
Chair of Clubhouse and Surrounds Working Group

## **ANNEXURES**

1. Indicative Ground and First Floor Plans
2. 3D Revit model to be forwarded separately on request
3. Possible clubhouse space allocation