

REQUEST FOR EXPRESSIONS OF INTEREST

151-153 Gilberthorpes Road, Hei Hei

Repair and lease

Demolish, rebuild and lease

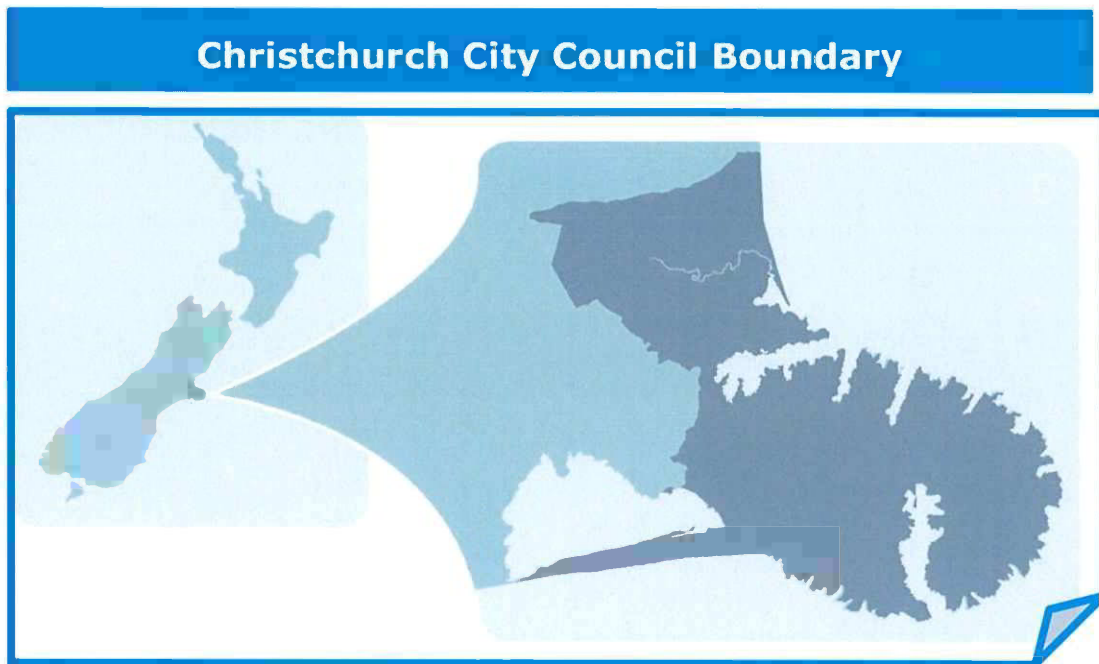
Purchase on an “as is where is” condition



EOI Number	26443922
Date of issue:	24 October 2022
Closing Date and Time:	14 December 2022 12.00 Midday
Electronic submission of Response must be uploaded to:	www.gets.govt.nz
Hard copy of Response:	N/A
EOI information contact person:	Julian Clark, Procurement and Contracts Lead

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1. The Opportunity

The property and the opportunity

1.1. Introduction

Christchurch City Council (*Council*) owns 151-153 Gilberthorpes Road, Hei Hei, which is a site containing a number of buildings on it (the **Building**). The Council is seeking responses to this Expression of Interest from community groups and not-for-profit organisations to either repair and lease the Building, or to demolish, rebuild and lease or alternatively purchase the site on an “as is where is” condition for community purposes.

The future owner or tenant will be responsible for undertaking, at its own cost, to repair the Building to current building code standards including any seismic works (if required). The future owner or tenant will also need to undertake all future repairs for the Building and the ongoing maintenance which includes paying for all outgoing costs (rates, utilities, insurance premiums and etc.). An option that the Council will consider is to gift the Building at no cost and lease the land under a standard Council community lease template.

The site will be provided on an “as is where is” condition and it would be up to each prospective respondent to undertake a full investigation at their own time and cost.

The Council will collate any interest for the property and may undertake a further tender process where specific detailed proposals will be requested.

The site will have viewing times scheduled for all parties wishing to attend. The Building is currently fenced off from the public for health and safety and security reasons.

1.2. Description of the Site

Physical Description

Overall a regular shaped site which fronts both Gilberthorpes Road and Kaniere Avenue, offering good frontages to both and an overall level contour to the land.

Access

Currently, access is formed off Gilberthorpes Road.

MBIE Zone Classification

Technical category 1, Grey.

Services

Power (some have been capped due to the demolition of the fire damage) and currently not connected, telecommunication, town water and sewer reticulation services are all available to the property.

Environment Canterbury's Listed Land Use Register

The Environment Canterbury's Listed Land use Register currently has no information about hazardous activities and industries on this land parcel.

Site shape and Dimension



Premises available

The site has a total combined land area of 3,146m² and is legally described as Part Lot 1 Deposited Plan 9514 and Part Lot 1 Deposited Plan 15320 contained in the Record of Title CB674/99 and also Lot 2 Deposited Plan 20850 contained in Record of Title CB6C/339.

The hall has a gross leasable area of approximately 183m².

The admin building has a gross leasable area of approximately 452m² however due to the fire, the area measurement is no longer accurate.

The building floor plan is available in **Appendix 5**. Note the majority of the fire-damaged area of the Building has been removed and has been made secure (but no longer watertight) as temporary means while options are being explored.

Building Condition

The buildings were approximately built in the 1940s and located in Burnham Military Camp, the buildings were then transported in 1989, 1990 and 1992 to their current location. The buildings have corrugated iron roofs, timber rafters and timber framed walls, clad externally in weatherboard and lined internally with fibreboard. The buildings are founded on timber and concrete piles.

A part of the admin block building has been subject to an arson attack on 23 August 2022 and the Council has engaged a demolition company based on health and safety & structural advice to remove the fire-damaged area of the building. The demolition area is contained in the red area and the blue area will be left "as is" shown in the diagram.

To note, this demolition project is only a temporary exercise while future options are being explored. Our structural advice to support the demolition is available in **Appendix 6**.

The Building has been vacant since January 2022 and a visual inspection (before the fire) was undertaken to roughly estimate the CAPEX and OPEX costs. This is available in **Appendix 7** and is not QS-approved.

Zoning

District Plan

Christchurch District Plan

Zoning

Residential Suburban

Zone description

The Residential Suburban

Overlays and Notations

Christchurch International Airport Protection Surfaces

Power line 33kv Electricity Distributions Lines

Form of agreement

The Council will consider differing forms of property transactions as outlined below:

- >Repair and enter into a standard Council community lease template – land and building “as is where is”
- >Demo, rebuild and then enter into a standard Council community lease template – land-only lease “as is”
- >Enter into a Sale and Purchase Agreement on an “as is where is” condition at market price – land and buildings “as is where is”

1.3. What Council is looking for

The Council is seeking a party that has proven experience in the delivery space of projects with a focus on community-based outcomes.

Desirable traits to include but are not limited to:

- (a) Evidence of financial resources or funding sources
- (b) Robust plan to support the EOI process
- (c) Proven track record with experience in property-related projects – demonstrating, project management skills and delivery of outcomes.
- (d) Collaboration with the Council to meet EOI objectives
- (e) Focus on community outcomes-based approach

1.4. Why should you submit an expression of interest?

This is an opportunity to take over a desirable location and work with the Council under unique circumstances with a community focus.

The Council is willing to look at all types of property transactions.

1.5. About us

Christchurch is New Zealand's second-largest city and the gateway to the South Island. Bordered by hills and the Pacific Ocean, it is situated on the edge of the Canterbury Plains that stretch to the Southern Alps.

Christchurch City Council is one of the city's largest businesses, employing 3,000 staff across multiple locations throughout the city and Banks Peninsula. We provide a wide variety of services and facilities to over 340,000 residents and a multitude of visitors, including public transport, cycle ways, drinking water, rubbish collection, libraries, swimming pools, parks, and the Botanic Gardens, as well as numerous community events and festivals.

The Council's goal is to create a liveable city with strong communities, a healthy environment and a prosperous economy. Our future Christchurch is a world-class boutique city, where people enjoy a sustainable lifestyle, a healthy environment, a strong economic base and the diverse landscapes of the city and peninsula. This vision for our city is a goal that is ongoing and history is being made here every day – seize the opportunity, come be a part of it with us.

1.6. Response Acknowledgment Form

The Council would appreciate Respondents who intend to participate in the EOI process to acknowledge receipt of this EOI by signing and returning the Response Acknowledgement Form at Appendix 2.

The open procurement process

1.7. Expressions of Interest

The Council is seeking Expressions of Interest (EOI's) from suitable Respondents who are interested in both repairing and leasing, or to demolish, rebuild and lease or alternatively purchase the property at market price.

1.8. Process

The following high-level steps are anticipated:

- this EOI is issued to the public to establish a group of Respondents;
- the Council completes an assessment process to shortlist the Respondents;
- the RFP may be issued to shortlisted Respondents;
- the Council receives proposals from the interested shortlisted Respondents;
- the Council completes an assessment process to select a preferred Respondent;
- negotiation and due diligence stages will be undertaken with the preferred respondent; and
- a recommendation of the preferred respondent is made to the Community Board, which is reviewed and approved [or rejected].

It is the Council's intention through this EOI that:

- it gains a clear understanding of the market interest in the property; and
- Respondents provide clear, concise responses to allow the Council to robustly evaluate the responses and create a shortlist for the RFP stage.

1.9. Indicative timeline

The Council reserves the right to modify the steps and/or dates at any time, at its sole discretion.

EOI issued	24 October 2022
Site visit	Scheduled viewing times: 7 November 2022 @ 2 to 4pm 14 November 2022 @ 2 to 4pm
Last date for queries	1 December 2022
Response acknowledgement form closing date	14 December 2022 12.00 Midday
Closing date and time	14 December 2022 12.00 Midday
Respondents advised of outcome of EOI	End of January 2023
RFP Process	N/A

1.10. How to contact the Council

All enquiries and requests to inspect the premises must be directed to our designated contact person.

Contact person:	Julian Clark
Title:	Procurement and Contracts Lead
Email:	Julian.Clark@ccc.govt.nz

1.11. Developing your Response

When you are developing your Response, please note the following:

- this is an open, competitive tender process;
- take time to read and understand the EOI. In particular it is important that you develop a strong understanding of our Requirements detailed in section 2 below;
- in structuring your Response consider how it will be evaluated. Section 3 describes our evaluation approach;
- if anything is unclear or you have a question, ask us to explain. Please do so before the Deadline for Questions;
- if you would like to view the premises please arrange an appointment with our Contact Person; and
- your Response should be kept to a maximum of 15 pages (including any supporting information, pamphlets etc.).

1.12. Submitting your Response

Registrations can be only submitted by www.gets.govt.nz

2. Our Requirements

2.1 What do you need to include in your response?

We have included the Response Form at Appendix 3. Please complete the Response Form and submit your response, along with any supporting information, the Response Acknowledgment Form (Appendix 2) and Conflict of Interest Declaration (Appendix 4) as provided above at paragraph 1.12.

2.2 Things to note

The overall condition of the Building is poor externally and internally. It will require extensive repairs and will need to be done to current building code requirements that may require building consent.

There are no guarantees over the Building water tightness.

The demolition of the fire-damaged area of the admin block was completed for safety reasons based on structural advice as temporary means while options are being explored.

Where it notes investigation and repair is recommended will be left as is for the respondent to carry out in their due diligence period.

The Council is providing the Building strictly on a “as is where is” condition and comes with no warranties for any chattels (if any). The power has been disconnected to the property as it is no longer being used and some services have been capped during the demolition project for safety reasons.

Note that the historical use and activities by previous occupants of this site no longer apply and the relevant district plan applies – please refer to the Christchurch District Plan website for information at www.districtplan.ccc.govt.nz/PropertySearch/PropertySearchContainer.html.

It is recommended respondents should seek professional planning advice at the respondent's sole cost including other investigations that may be required.

Where the Building is not feasible to repair and occupy under a leasing arrangement, the Council will also consider selling the site at market price and may impose specific outcomes to achieve the objective set out in the introduction.

3. Evaluating your responses

3.1 Evaluation Model

The evaluation model that we will use to shortlist EOI responses is a system with pass fail criteria in the initial stage and then weighted criteria in the second stage, these secondary criteria will be detailed in the RFP documents.

Should Council receive only 1 response that it considers suitable to proceed then the right is reserved to enter into negotiations with that respondent without proceeding with a further stage process

3.2 Evaluation criteria

Responses will be evaluated on their merits according to the following criteria:

Criteria	Weighting
Alignment of Proposal to Council values	PASS/FAIL
The potential viability of proposal for long term success	PASS/FAIL
Perceived benefits to Council or/and the community of the proposal	PASS/FAIL
Initial Financial Viability	PASS/FAIL

4. EOI terms and conditions

The terms and conditions of this EOI are set out below. All terms defined in this EOI have the meanings set out in paragraph 10.1.

4.1 Preparing a response

EOI Documents

- (a) EOI Documents issued to Respondents for use in the preparation of a Response remain the property of the Council.
- (b) Any information provided by the Council to Respondents has been provided to assist Respondents in preparing Responses. The Council does not represent or warrant the completeness or accuracy of such information. Respondents shall rely on all information at their own risk and are responsible for the interpretation of the information.
- (c) Respondents are requested to acknowledge receipt of the EOI Documents by completing and returning the Response Acknowledgment Form included as **Appendix 2** and returning it to the EOI Information Contact Person by the time indicated in the Response Acknowledgment Form.

Respondents to inform themselves

- (d) Each Respondent shall be deemed to have examined the EOI Documents and any other information supplied in writing and inspected any relevant site and surroundings. The Respondent must undertake all reasonable and practicable investigations and measurements, familiarise itself with the requirements of all relevant authorities, and have satisfied itself as far as is practicable as to the correctness and sufficiency of its Response before submitting a Response.

4.2 Communications during the EOI process

- (a) The Council may issue notices to add, amend or provide explanatory information to the EOI Documents via the Council Tender Portal. All Respondents will be emailed at the email address as per the Respondent's user profile on the Council Tender Portal of any notices available for download on the Council Tender Portal and all such notices shall become part of the EOI Documents. All correspondence will be emailed from the GETS at www.gets.govt.nz website, and will be clearly marked as being from the Council. It shall remain the Respondent's sole responsibility to download notices posted on the Council Tender Portal. The Respondent's response to this EOI shall be considered as having taking into account all notices issued via the Council Tender Portal.
- (b) The EOI Information Contact Person identified on the front page is the only person authorised to receive questions, requests for information or other communications by Respondents regarding this EOI. Any such questions, requests for information or other communications must be submitted in the forum facility via the Council Tender Portal and should not be directly sent to the EOI Information Contact Person.

- (c) Questions submitted to the Council Tender Portal will only be responded to during business hours.
- (d) The Council shall not be bound by any statement, written or verbal, made by any person including the EOI Information Contact Person.
- (e) Where the EOI Documents issued to Respondents are ambiguous or unclear to a Respondent, it may request the issue of an explanatory notice. If an explanatory notice is issued, it shall be sent to all Respondents who have notified the Council that they are participating in the EOI process and shall upon issue become part of the EOI Documents. Requests for information or clarifications that relate solely to the Respondents Response will be provided to the Respondent requesting the information for clarification only.
- (f) When required, notification of Response clarifications, document amendments, and addendums will be emailed to the Respondents via the Council Tender Portal.
- (g) After the date for submission of Responses has closed, the EOI Information Contact Person may further communicate with Respondents directly in order to set meeting times, and advise the outcomes of the evaluation process.

4.3 Submission of response

Closing Date and Time

- (a) The Council requires that each Response is submitted by the Closing Date and Time.
- (b) Responses cannot be uploaded onto the Council Tender Portal after the Closing Date and Time. If the Response arrives after the Closing Date and Time then it may be considered invalid. However, the Council reserves the right to accept a late submission or extend the Closing Date and/or Time for the upload of submissions onto the Council Tender Portal at its sole discretion. Any late Response in respect of which the Council chooses not to exercise its discretion shall be returned to the Respondent.

Form of Responses

- (a) Responses must be prepared and submitted in the form provided in Part 5.
- (b) The Responses shall be signed by or on behalf of the Respondent.
- (c) The cost of preparing and submitting a Response shall be borne by the Respondent.

Respondent Warranties

- (a) The Respondent warrants that:
 - (i) all information provided by the Respondent is complete and accurate; and
 - (ii) the provision of information to the Council, and the use of it by the Council for the evaluation of Responses and for the negotiation of any resulting contractual agreement, will not breach any third party intellectual property rights.

4.4 Shortlisted response

Shortlisted Response

- (a) A Respondent shall be notified in writing by the Council if its Response is shortlisted within 14 Working Days of the Closing Date and Time to proceed to the next stage of the process.

- (b) Making the Shortlist does not constitute an acceptance by the Council of the Respondent's Response, or imply or create any obligation on the Council to grant a lease to that Respondent.

Unsuccessful Responses

- (c) A Respondent shall be notified by the Council if its Response is **not** shortlisted within 60 Working Days of the Closing Date and Time to proceed to the next stage of the process.

4.5 Reservation of Council's rights

- (a) The Council reserves the right at its sole discretion to:
 - (i) waive or change the requirements of this EOI process from time to time without prior (or any) notice being given;
 - (ii) seek clarification and/or an adjustment of aspects of a Respondent's Response;
 - (iii) immediately disqualify any Respondent that does not submit a compliant Response;
 - (iv) re-invite Responses on the same or any alternative basis;
 - (v) amend or change the evaluation methodology and/or the weighting and/or any criteria;
 - (vi) to accept none or any of the Responses;
 - (vii) at any time withdraw the EOI; or
 - (viii) not proceed with any RFP process.

4.6 No obligations

- (a) No legal or other obligations shall arise between the Respondent and the Council in relation to the conduct or outcome of the EOI process.
- (b) The Council and its agents or advisors will not be liable in contract or tort or in any other way for any direct or indirect damage, loss or cost incurred by any Respondent or other person in respect of the EOI process.

4.7 General information

The Council to Make Enquiries

- (a) The Council reserves the right to make enquiries regarding the Respondent and to consider relevant information obtained from any source in the evaluation of the Response. The Council may verify with any third party any information included in the Response or disclosed to the Council in connection with the Response, including carrying out a credit check on the Respondent.

Canvassing of Council Officers and/or Elected Members of the Council

- (b) Any attempt made by a Respondent to influence the outcome of the EOI process by canvassing, lobbying or otherwise seeking support of the Council officers or elected representatives of the Council, shall be deemed valid grounds for the exclusion of that Response from the evaluation process.

Ethics

- (c) By submitting a Response, Respondents acknowledge that they have not and shall not engage in any practices that gives one party an improper advantage over another, and/or engage in any unfair and unethical practices, in particular any collusion, secret commissions or such other improper practices.

Confidentiality

- (d) The information supplied by the Council (either itself or through its consultants, agents or advisors) in connection with the EOI process through the Council Tender Portal is confidential. Respondents should not release or disclose any of the information to any other person (other than their employees or advisors), without the prior written consent of the Council. Any publicity or media statements also require the Council's prior written consent.
- (e) The Council may, at its discretion, require any Respondent to sign a confidentiality agreement before releasing any Confidential Information to the Respondent. The Respondent agrees to sign the confidentiality agreement, if required to do so.
- (f) The Council is subject to the Local Government Official Information and Meetings Act 1987. Information provided by a Respondent may be required to be disclosed under that Act.

Due Diligence

- (g) As part of the EOI process, the Council, together with its agents, professional advisors and/or consultants, may carry out due diligence investigations of any or all Respondents.
- (h) By submitting a Response, a Respondent consents to the Council (and its agents, professional advisors and consultants) carrying out all due diligence investigations of the Respondent as may be required by the Council, acting reasonably. The Respondents will promptly provide all information and answer all questions as may be required by the Council, acting reasonably, in carrying out such investigations subject only to:
 - (i) confidentiality obligations owed to unrelated third parties (which if applicable, must be identified and, if then requested by the Council, the Respondent will take all reasonable steps to have such confidentiality waived to enable disclosure to the Council); or
 - (ii) the rules of any stock exchange on which the Respondent or its parent company is listed (which, if applicable, must be identified).
- (i) By submitting a Response, each Respondent expressly acknowledges and agrees that the Council shall not have any obligation to enter into any agreement or arrangement with any Respondent if the Council is not satisfied, in its sole and exclusive discretion, with the outcome of its due diligence investigations regarding that Respondent.

Conflict of Interest

- (j) Respondents shall complete the declaration at Appendix 4 and disclose any potential Conflict of Interest that may arise. The Council shall, at its sole discretion, determine whether a conflict may prevent a Respondent's Response from being evaluated.

4.8 Definitions

The following words and expressions (where they appear in this EOI and/or any attachments) have the meanings set out below:

- (a) **Closing Date and Time** means Midday 14 December 2022 being the deadline for Responses to be submitted;

- (b) **Confidential Information** means information that:
 - (i) is by its nature confidential;
 - (ii) is marked as "Confidential"; or
 - (iii) is provided "In Confidence";
- (c) **Conflict of Interest** means where:
 - (i) an actual conflict of interest currently exists; or
 - (ii) a conflict of interest is about to happen or could happen; or
 - (iii) other people may reasonably think that a person is compromised;
- (d) **Council** means the Christchurch City Council;
- (e) **Council Tender Portal** means GETS at www.gets.govt.nz;
- (f) **EOI** means Expression of Interest;
- (g) **EOI Documents** means the documents which are issued to Respondents including this Request for Expressions of Interest;
- (h) **EOI Information Contact Person** means the person identified in on the front page;
- (i) **Evaluation Methodology** means the methodology set out clause 3.1;
- (j) **Respondent** means the person or entity that submits, or expresses an interest in submitting, a Response in response to this EOI;
- (k) **Response** means the Respondent's submission responding to this EOI process;
- (l) **RFP** means Request for Proposal;
- (m) **RFP Process** means the process that may be conducted following this EOI process where selected Respondents are invited to submit a proposal to tenant the property; and
- (n) **Working Day** means a calendar day other than any Saturday, Sunday or public holiday in Christchurch.

Appendix 1– Key Information required from Respondents

The checklist below sets out the information that must accompany any Response.

Note: This form is for Respondent's use only and does not need to be returned to the Council with the Response.

Document	Included
Appendix 3 - Response Form and Declaration including: <ul style="list-style-type: none">• Part A – Profile of Organisation• Part B – Referees• Part C – Response to the Council's requirements	<input type="checkbox"/>
Appendix 4 – Conflict of Interest Declaration	<input type="checkbox"/>

Appendix 2 – Response Acknowledgement Form

This completed form should be emailed as a signed (scanned) PDF to the EOI Information Contact Person. This enables the Council to understand the level of interest in the EOI and the potential market response. Confirmation that a Respondent may participate in the process is not binding, and a Respondent may elect not to submit a Response after initially indicating it may participate in the process. A Respondent will not be precluded from submitting a Response if this form is not completed and emailed to the EOI Information Contact Person by the time and date stated above.

Response for:	151-153 Gilberthorpes Road, Hei Hei, Christchurch
EOI Number:	26443922

Respondent's acknowledgment

We acknowledge receipt of the EOI Documents dated .

Please tick the applicable statement below:

- ☐ We may participate in this EOI process
OR
☐ We will not participate in this EOI process

Name of Respondent:	
Signed by Contact Person for the Respondent:	
Name and title of Contact Person:	
Contact details of the Contact Person	
Date:	

Appendix 3 – Form of Response

Response for:	151-153 Gilberthorpes Road, Hei Hei, Christchurch
EOI Number:	26443922

Part A: Respondent's acknowledgment

1. We, being the Respondent named below, acknowledge and agree:
 - (a) that we are interested in participating in this EOI process and any subsequent RFP process;
 - (b) that we understand that the Council is not bound to accept the lowest priced, highest scoring or any Response received nor to proceed with an RFP process.
2. We understand that no legal or other obligations shall arise between the Respondent and the Council in relation to the conduct or outcome of the EOI process.
3. We attach the information required to be submitted with this Response (as set out in the Key Information checklist in **Appendix 1**), and confirm that all such information is complete and accurate.
4. We nominate the following person to communicate on our behalf in relation to the EOI process and our Response:

Name of Respondent:	
Name and position of contact person:	
Contact person's address:	
Contact person's telephone number:	
Contact person's email address:	
Signed by authorised signatory of the Respondent:	
Name and title of authorised signatory:	
Date:	

Part B - Profile of Organisation

Respondent organisational profile	
Full legal name:	
Trading name: <i>(if different)</i>	
Country of residence:	
GST number: <i>(if overseas tax number please state)</i>	
Legal status of Respondent: <i>(individual/limited liability company/trust/ff other please specify)</i>	
Company registration number:	
Physical address:	
Postal address: <i>(if different from above)</i>	
Website:	
Location of head office:	
Type of business: <i>(Briefly describe the type of business your organisation specialises in)</i>	
Year established:	
History: <i>(Briefly describe the history of organisation including current operations)</i>	
Total number of staff in Christchurch:	
Total number of staff in NZ:	
Total staff worldwide:	
Number of locations in NZ:	

Part C – Key aspects of the Response

Key aspects	
What is your proposed use of the premises?	
Please provide brief details of your business plan for your proposed usage and occupation of the premises:	
What is your preferred length of tenure?	
Please provide brief details on your estimated timeline for handover of the premises:	
When do you expect the lease to commence?	
What are your expectations and ability to pay a rental for the premises?	
Please provide brief details of the indicative funding model for your proposed use and occupation of the premises:	
Briefly describe how your proposed use will benefit visitors to the property:	
Who are the key personnel that will be managing the use of the property?	
Would you provide a personal guarantee or security deposit if required?	
How does your proposed use ensure the 'public good' elements of the premises are maintained?	
Provide a list of any significant risks and/or hazards that your proposed use of the property may encounter and your proposed actions to eliminate (at best) or mitigate (manage) them.	
Please provide any details on your experience with buildings/sites	
<p>*Information only – not scored*</p> <p>Would you or your organisation be prepared to self-fund repairs to this property in exchange for concessions on leasing costs?</p>	

Part D – Response to the Council’s requirements

Question	Respondents Response
<p>Past experience: Please provide examples of your past experience to prove relevant experience of the delivery of the proposed use of the property.</p> <p>Each example should include the following:</p> <ul style="list-style-type: none"> • Location of the leased premises • The dates the lease ran / is running for • Details on what activities were undertaken 	
<p>References: For each of the examples above please provide the following information:</p> <ul style="list-style-type: none"> • Nominated referee (Client / Customer) whom the Council can contact, including their e-mail address and phone number • Initial agreement length and if any rights of renewal were included in the agreement (and if these have been taken or not) • Experience managing health, safety, and environmental activity in your business 	
<p>Financial position: Please provide a brief description of your current financial status.</p> <p>If this information is not available, the Council will accept a letter (from a Bank or Chartered Accountant) confirming the status of the Respondent's financial performance and position.</p>	

Appendix 4 – Conflict of Interest Declaration

Note: This form must accompany each submitted Response.

Response for:	151-153 Gilberthorpes Road, Hei Hei, Christchurch
EOI Number:	26443922

CONFLICT OF INTEREST DEFINITION:

A conflict of interest is a situation in which a Respondent could gain (or be seen to gain) an unfair advantage through an association with an individual or organisation. Associations include financial, personal, professional, family-related or community-related relationships.

- An *actual* conflict of interest is where there already is a conflict
- A *potential* conflict of interest is where the conflict is about to happen or could happen
- A *perceived* conflict of interest is where other people might reasonably think there is a conflict

QUESTIONNAIRE:

Question	Response (Select one answer for each question. Select "potentially" if others could perceive that a conflict exists.)
Does any person in the Respondent organisation have a close friend or relative who they are aware is (or could be) involved in any evaluation or decision-making relating to this EOI process?	Yes / No / Potentially (circle one)
Has any person in the Respondent organisation recently offered any special discounts, gifts, trips, hospitality, rewards or favours to any person they are aware is (or could be) involved in any evaluation or decision-making relating to this EOI process? (e.g. free travel, free samples for personal use)	Yes / No / Potentially (circle one)
Is the Respondent aware of any person involved in any evaluation or decision-making relating to this EOI process having a financial interest in the Respondent organisation? (e.g. the person is an employee of, or a shareholder in, the Respondent organisation)	Yes / No / Potentially (circle one)
Is the Respondent aware of anything that might give the appearance that any person involved in the evaluation stage or decision-making stage of this EOI process is biased towards or against the Respondent	Yes / No / Potentially (circle one)

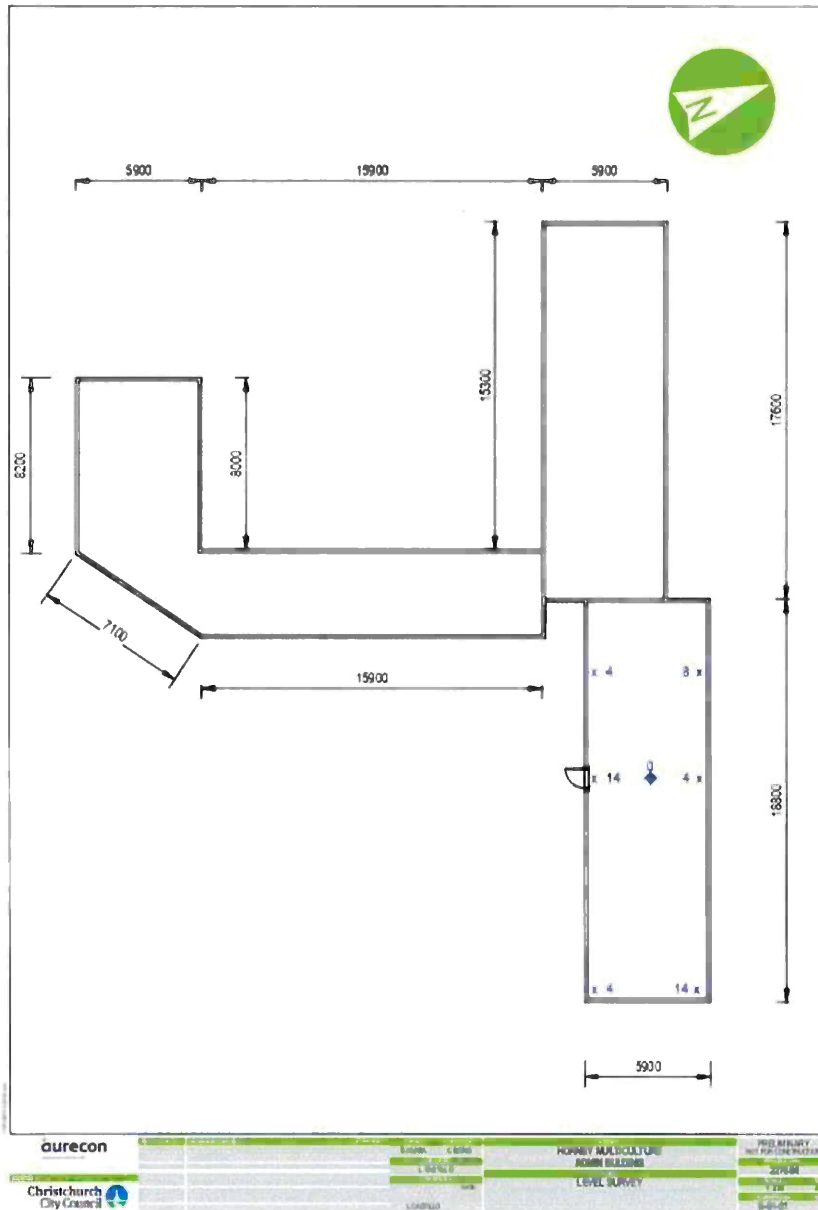
organisation? (e.g. the person has used the Respondent organisation's corporate box)	
Is the Respondent aware of any other arrangement it currently has, or clients it currently provides works to that may give rise to a conflict with the EOI?	Yes / No / Potentially (circle one)
Is there anything else that the Council should know?	Yes / No / Potentially (circle one)

If the Respondent answered "yes" or "potentially" to any of the questions above, please set out the details of the situation below.

Declaration	Yes	No
I am authorised to provide this information and sign this form.	<input type="checkbox"/>	<input type="checkbox"/>
The information provided in this form is true and correct.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that if the information I have provided is not true and correct, the Council may terminate any future contract (if the Council has reasonably relied on the accuracy of information provided in this questionnaire), at any time and with immediate effect by written notice.	<input type="checkbox"/>	<input type="checkbox"/>

Signed by authorised signatory of the Respondent:	
Name and title of authorised signatory:	
Date:	

Office/Admin Block



Appendix 6 – Admin block Post Fire Structural Report



Post Fire Condition Inspection Report

City Services – Technical Services and Design

STRUCTURE: Rear of Administration Building	
ADDRESS: 151 Gilberthorpes Road, Hornby, Christchurch	
SIZE: Approx 18m x 6m	
YEAR BUILT: Originally built 1940's then transported to site in 1990's	
DRAWINGS: None found	
INSPECTION BY: Mark Humphery & David Greenslade	DATE: 29/8/2022
REPORT PREPARED BY: Mark Humphery	DATE: 1/9/2022
REVIEW BY: David Greenslade	DATE:

1. BACKGROUND

The Hornby Multicultural Centre Administration Building consists of 4 interconnected timber framed buildings arranged in a "number 4" pattern when viewed in plan. Originally built in the 1940s and located in Burnham Military Camp, the buildings were transported in 1989, 1990 and 1992 to their current location. The buildings have corrugated iron roofs, timber rafters and timber framed walls, clad externally in weatherboard lined internally with fibreboard. The buildings are founded on timber and concrete piles.

A fire was started at the rear (Western End) of one of the halls on the 23rd August 2022. It is understood the fire burnt for approximately one hour before being fully extinguished by the fire service (<https://www.stuff.co.nz/the-press/news/129653422/fire-at-council-owned-building-once-used-for-health-and-education-deemed-suspicious>)

TSD were asked to inspect the fire damage to determine its impact on the building structure.

2. INSPECTION (29/08/2022)

TSD were asked to inspect the fire damage to determine its impact on the building structure. Due to the condition of the remaining structure, it was not safe to get in close to inspect damage. A visual inspection was undertaken from the internal entry to the building and from the outside.

The fire appears to have started at ground level of the external gable end of the building and has propagated upwards into the roof void. The fire then spread along the roof void partially entering the roof of the adjacent hall.

The majority of the structural damage was caused by the fire and then from the water used to extinguish it.

The roof structure comprised of timber king post trusses spaced approximately every 3.0m along the buildings length. Timber purlins span between the trusses and support a tongue-and-groove timber boarding with corrugated metal sheet roofing over. The king post trusses support a timber framed ceiling structure lined with an insulated fibreboard ceiling.

The wall structure is timber frame with internal fibreboard lining and external timber weatherboards.

The observed fire damage to the rear hall is as follows:

- Weatherboard fire damage to gable end and door.

- All king post trusses completely burned through resulting in loss of central support to ceiling structure
- All timber purlins, tongue-and-groove boarding and other roof trimmers badly charred or completely burned through

-
- Metal roof sheeting badly damaged from overheating, where fire has burned through or where the roof was opened up for fire-fighting purposes
 - Timber ceiling structure significantly deflecting due to loss of central vertical support and from water damage completely destroying soffit.
 - Roof to wall connections appeared fire damaged with charring of top wall plate.
 - It is likely the side timber walls and internal linings will have suffered water damage from the fire fighting.
 - The timber suspended floor was carpeted and covered with the collapsed ceiling. It was saturated from the fire fighting and would have most likely suffered some damage from water.
 - Services within the roof void (electrical wiring and water tank) completely destroyed by the fire.
 - Some fire has propagated across the roof into the gable end of the adjacent hall. There is damage to the roof gable structure and most likely some minor fire and significant water damage to this area. However it was not possible to directly observe the damage, so this must be confirmed further.

3. RECCOMENDATIONS


The entire roof structure over the rear hall has effectively been completely destroyed by the fire. It would not be possible to repair or salvage any material. The rear gable wall is effectively completely destroyed by the fire and has no salvageable elements. The side walls, although not completely fire damaged are likely to have sustained some damage due to excess water from fire-fighting and potentially damage from loss of restraint from the roof trusses. The floor of the building has sustained water damage.

It is my opinion that it would not be economically feasible to repair or retain any of the rear hall superstructure. The building should be completely demolished as soon as possible due to its extensive damage creating a safety hazard. The internal entry to the hall should be boarded up to make it secure and weathersealed.

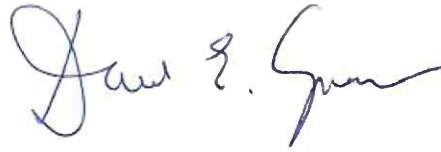
The western end of the adjacent hall has suffered some nominal fire and water damage. The extent of this should be determined further by opening up the roof in this area, however it is most likely repairable.

5. PHOTOGRAPHIC RECORD

A photographic record of the inspection is in Appendix A of this report.

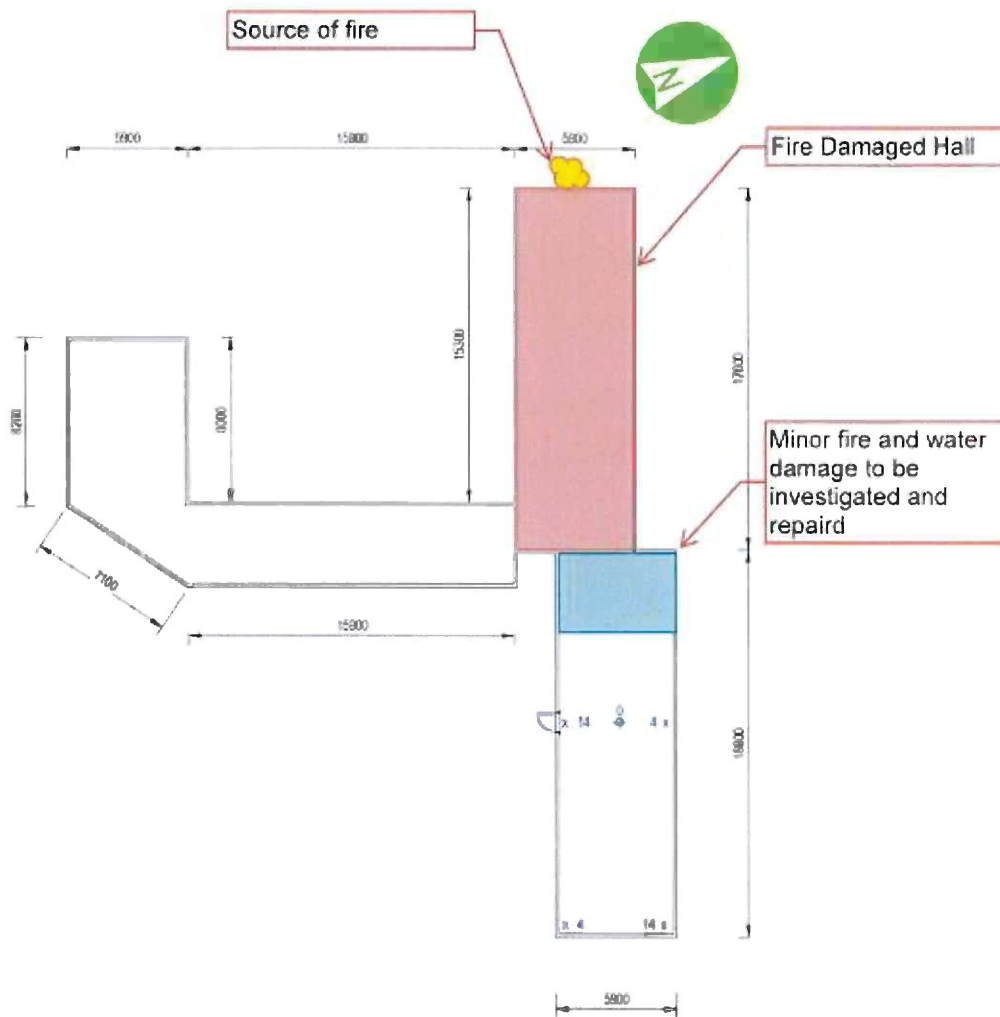


Report By:
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Senior Structural Engineer
Architectural & Structural Team
City Services – Technical Services and Design
CHRISTCHURCH CITY COUNCIL



Reviewed By:
David Greenslade
Architectural Designer
Architectural & Structural Team
City Services – Technical Services and Design
CHRISTCHURCH CITY COUNCIL

Appendix A





View inside rear hall. Fire started adjacent to rear fire escape



Fire entered into roof structure at this location



Roof trusses completely burned through causing loss of ceiling support



Fire passed into adjacent hall roof causing damage.

Appendix 7 – Estimated CAPEX and OPEX costs before the fire

Facilities, Property and Planning

Hornby Multicultural Centre, Building 1 & 2, 151-153 Gilberthorpes Road, Hei Hei, Christchurch

Date: 27 April 2022
From: Nigel Johnson, Estimator/Capital Planner, REFP Asset Planning & Data Management
To: Bruce Rendall, Head of Facilities, Property & Planning, REFP Facilities, Property & Planning

Background:

To assist with making an informed decision with the future of the Hornby Multicultural Centre.

While no condition assessment has been completed by City Care, Nigel Johnson visited the site 05/04/2022.

Observations with accompanying pictures were used to estimate the cost to operate as community facilities buildings.



Building Summary:

Functional Location	FAC_2522
Building Area m2	183 (BLDG_B01 Hall) 452 (BLDG_B02 Admin)
Site Area m2	3,146
Year of Construction	1962 (BLDG_B01 Hall) Various (BLDG_B02 Admin)
Year of Last Refurbishment	Unknown
NBS % / DEE	BLDG_B01 Hall - 67% - DEE 15/06/2012 (TRIM 14/311937) BLDG_B02 Admin 62% - DEE 17/07/2013 (TRIM 14/311935)
	15/06/2012 (TRIM 14/311937) BLDG_B02 Admin 62% - DEE 17/07/2013 (TRIM 14/311935)
Additional Strengthening Required	Not required.
Asbestos / Asbestos Management Plan	BLDG_B01 Hall (TRIM 21/739979) BLDG_B02 Admin (TRIM 21/872176)
Capacity	Not recorded
Carpark	Not marked
Accessibility Access	Yes
Accessibility Facilities	Yes
Public Toilet Facilities	Yes
Staff Facilities	Tearoom & Toilets
Lift	No
HVAC	Needs to be reassessed (some units have been removed).
Building Warrant of Fitness	BLDG_B01 Hall (BWOF/2020/807) BLDG_B02 Admin - None
Heritage (HPT / District Plan)	No
Natural Hazards	No

CAPEX: - Estimated cost for a change of use of the buildings:

Costs are based on the current condition of the buildings.

As noted from the site visit, the buildings are in poor condition and needs attention to the following:

- Roof iron needs replacing.
- Weatherboards are rotting in places and will need replacing.
- External paint is in poor condition and in need of being stripped and repainted.
- Most windows need replacing, all windows need re-putty.
- External doors in poor condition.
- Soft and hard landscaping required, overgrown and old rotten raised garden bed removal.
- Internal walls need plaster and painting.
- HVAC to be installed (removed by previous tenant legitimately).
- New floor covering required.
- Semi commercial kitchen required.
- Bathroom/toilets need refurbishment.
- Lighting to be upgrade to LED.
- Internal furnishings need replacing, new blinds and curtains.
- Several large trees need to be removed.
- Gardens over grown.
- Car park to be sealed with line marking.
- Significant re-levelling work required for Hall.
- New unisex and accessible toilets
- Significant re-levelling work required for Hall.
- New unisex and accessible toilets.

Estimate to complete capital works on this site is \$1.5 million
Summary pricing outlined below with detailed breakdown (Pages 4 to 5) based on visual inspection only.



Summary

Project	Capital Planning - Facilities	Details:	Hornby MC Building
Building	Hornby Multicultural Centre		
	Description		Total
P & O			144,298
Structure			88,660
Roofing			22,000
Exterior			60,500
Building Interior			135,487
Building Exterior			44,985
Windows & Doors			95,185
Roofing			173,215
HVAC			31,000
Landscaping			144,142
PA&E			80,000
Contractor Margin			170,629
Project estimate			1,509,500

OPEX: - Combined Costs for Multicultural Centre Buildings:

Estimated annual operating costs are \$40,000 as below.

Scheduled Maintenance	Claim Quantity	Estimated cost 21-22
Building Maintenance	1	\$ 2,201
Caretaking & Cleaning Services	1	\$ 10,250
Excess Water	1	\$ 152
Fire Service Contract	1	\$ 2,750
H/V contract	1	\$ 3,196
Maintenance Fixed Rate	1	\$ 2,875
Maintenance Variable Rate	1	\$ 3,170
Grounds maintenance	1	\$ 3,600
Security Patrol	1	\$ 2,625
	Sum	\$ 30,820
Power/Energy	1	\$ 2,000
Insurance	1	\$ 7,165
Depreciation	1	Currently Excluded
	Sum	\$ 9,165
	Total	\$ 39,985

Aerial Photo:



Assumptions and Exclusions:

- Scheduled maintenance costs have been estimated from comparable buildings as historical costs are not available.
- Costs to repurpose the buildings have been estimated based on the current information on building layout and the requirement for a new kitchen and associated works.
- It should be noted that the building is in close proximity to residential housing and additional requirements such as sound proofing or noise walls may be required.
- All values are based on 2022 base costs and not inflated.
- Energy use based on estimates of similar buildings.
- The estimated capital costs are based on Citycare's rates including material, labour and a management fee – consistent with Council's procurement rules. If a change of building ownership occurred, then the group could arrange for this work to be carried out by other contractors, (who may have a lower cost structure for example) as well as carrying-out some of the work themselves (i.e. painting).
- The scheduling of work could be changed to suit available funds, there is no bundling and blending of like work in this report (i.e. painting).
- The Building Summary information is based on a visual inspection and available information and may not meet the current Building Code requirements.

Supporting Documents / Photos:



CAPEX: Detailed Breakdown



Project: Capital Planning - Facilities			Details: Hornby MC building			
Building: Hornby - Multicultural Centre						
Description	Quantity	Unit	Rate	Subtotal	Factor	Total
P & G						
Project preliminary and general costs (15%)	1		144,298.00	144,298		144,298
						144,298
Structural						
Relieve and underpin toilet block on hall building	1	sum	80,000.00	80,000		80,000
						80,000
Drainage						
Inspect drains for damage	1	sum	2,000.00	2,000		2,000
Repairs to stop drains flowing under building causing subsidence	1	sum	20,000.00	20,000		20,000
						22,000
Electrical						
Allowance to bring wiring up to standard, replace switches, power points etc.	1	sum	25,000.00	25,000		25,000
Install fire alarm system	1	sum	20,000.00	20,000		20,000
Upgrade lighting to LED	1	sum	15,000.00	15,000		15,000
						60,000
Building Interior						
Clean and repair internal linings	1,242	m2	15.00	18,637		18,637
Paint internal linings	1,242	m2	21.38	26,539		26,539
Clean, prep and paint ceilings	496	m2	26.00	12,887		12,887
Remove existing flooring and dispose	496	m2	18.00	8,922		8,922
Supply and place new carpet	393	m2	120.00	47,210		47,210
Supply and place new vinyl	96	m2	95.00	9,076		9,076
Remove existing curtains and blinds	52	m2	25.00	1,310		1,310
Replace curtains and blinds	52	m2	180.00	9,434		9,434
Remove existing kitchen	2	no	2,500.00	5,000		5,000
Supply new kitchen areas, including cupboards, oven, microwave, fridges etc.	2	no	25,236.32	50,473		50,473
Strip, remove and dispose of existing bathrooms items	1	Sum	5,500.00	5,500		5,500
Update bathroom with compliant fixings, water saving toilets, air hand dryers etc.				35,468		35,468
						230,457
Building Exterior						
Clean and prep weatherboards	567	m2	10.00	5,669		5,669
Replace rotten weatherboards (10% replacement)	567	m2	350.00	198,408	0.1000	19,841
Paint	567	m2	25.07	14,212		14,212
Clean and paint soffit	202	m	26.00	5,264		5,264
						44,966



Project: Capital Planning - Facilities			Details: Hornby MC building			
Building: Hornby - Multicultural Centre						
Description	Quantity	Unit	Rate	Subtotal	Factor	Total
Windows & Doors (Continued)						
Supply and install new ranch slider	1	no	4,500.00	4,500		4,500
						90,165
Roofing						
Remove and dispose of existing roofing material	754	m2	35.00	26,404		26,404
Supply and place new long run Coloursteel with underlay	754	m2	175.00	132,022		132,022
New spouting	191	m	65.00	12,392		12,392
New downpipes	16	no	150.00	2,400		2,400
						173,218
HVAC						
Supply and install new heat pumps	5	no	5,000.00	25,000		25,000
Install range hoods	2	no	1,500.00	3,000		3,000
Automatic extractor fan to bathrooms	4	no	750.00	3,000		3,000
						31,000
Landscaping						
Prep and asphalt car park	723	m2	180.00	130,196		130,196
Line marking	1	sum	10,000.00	10,000		10,000
Clean up garden and replant	1	sum	10,000.00	10,000		10,000
Remove trees	5	no	2,000.00	10,000		10,000
New signage (rebrand)	1	sum	10,000.00	10,000		10,000
New decking area to rear of building	100	m2	200.00	20,000		20,000
Replace and repair boundary fence	344	m2	160.00	54,966		54,966
						245,162
FF&E						
New tables and chairs	1	sum	30,000.00	30,000		30,000
Fitout to vacant rooms, desks, storage etc.	1	sum	20,000.00	20,000		20,000
						50,000
Contractor Margin						
Margin (10%)	1		110,629.00	110,629		110,629
						110,629
Project overheads						
Internal CCC Overheads (8%)	1		92,343.00	92,343		92,343
Contingency (10%)	1		124,663.00	124,663		124,663
Professional fees	1		25,000.00	25,000		25,000
						242,006
						1,523,922