

Wellington City Council Call for Registrations of Interest (ROI)



Proposal for use and lease of 86 Clark Street, Khandallah

ROI released: 25th June 2018

Pre-arranged Visitation of House for Viewing: 6th July 2018

Deadline for Questions: 4pm 16th July 2018

Deadline for Registrations: 4pm 27th July 2018

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The opportunity in a nutshell

What we need

Whilst retaining the ownership, Wellington City Council wants to find a feasible and long term use for the former Khandallah Custodian's residence located within the quiet surrounds of Khandallah Park. The house and surrounding reserve has heritage significance and Council believes this is an ideal opportunity for a not-for-profit organisation¹.

It is the Council's expectation that any use and lease of the house should ensure that it:

- *maximises the building's unique setting, character and layout while minimising the effects on the surrounding amenity values and building's heritage values*
- *is a viable, long-term use for the building*
- *has one or more 'public good' elements, namely conservation, recreation, , community/cultural, or education.*
- *will 'actively' use the building and is not a static activity such as a storage facility*
- *maximises the building's use both temporarily and spatially i.e. not occupied or used for just a few hours a week, or limited to using just part of the lease area.*

Please refer to Attachment One, Two and Three for the Custodian's residence Layout Plans.

What is important to us?

Finding a long term viable use of the house is of most importance to us. Some of the matters we will assess your proposal against will include:

- The proposed not-for-profit use for the property
- How that proposed usage fits within the nature of the house and if applicable, the outcomes of the Outer Green Belt Management Plan (refer section 2.2 of this ROI)
- The soundness and sustainability of the proposed business concept
- The track record and the experience of the proposer
- Entry into a formal agreement that captures the responsibilities required for both parties. The form of agreement will be contingent on the proposed usage.

Any arrangement is anticipated to preclude proposals around for-profit activities or services and also a new activity that requires alterations or additions to the building or grounds.

We will give priority to proposals that help meet the objectives of the Outer Green Belt Management Plan, see Section 2.2 for more information.

Why should you submit a registration of interest?

This is a rare opportunity to be associated with a unique part of Wellington's heritage and to operate within a Victorian Georgian building.

This is a well-known landmark for people entering Khandallah Park, and its presence makes a strong contribution to this setting.

This ROI is the only phase of the process that will be openly advertised. If the Council decides to progress with any of the responses received, it will **only contact those parties directly**.

¹ A not-for-profit organisation is an organisation that is not a household, government or for-profit business. It is an organisation that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals.

What do I need to complete?

Section 4, provides the outline of how your proposal should be developed, what content is required and the minimum information that the Council does need to have included. This information is provided to help you to provide your information in a manner that can be used to enable to Council to make its decision for the long term use of the House.

What types of proposal are we looking for?

This Registration of Interest relates to finding a long term use and occupation of the Custodian's residence and we wish to find a use that will contribute to the provision of community good purposes, sustainability and preservation of the house, and enhancement of surrounding reserve areas.

Note that an activity that changes the use of the building or land, for example, commercial (or for some reason that required building consent), may also trigger the need for a resource consent application.

A bit about us

Wellington City Council's 'Parks, Sports and Recreation' (PSR) Business Unit is responsible for managing the open spaces, botanic gardens and many of the passive and active recreational facilities and art works within the City. We also manage some of the heritage buildings, which are located within the city's botanic gardens and reserves. PSR would be the party that any tenant would engage with in regard to matters of the lease agreement.

SECTION 1: Key information



1.1 Context

- a. This is an invitation to interested parties to submit a Registration of Interest (ROI) for the future use of the Custodian's residence in the Khandallah reserve.
- b. This ROI is the first step in a multi-step procurement process. Following evaluation, shortlisted Respondent/s will be invited to undertake commercial dialogue with the Council to conclude the identification of the preferred party and the agreement to the terms of a lease agreement. This document deals only with the first step i.e. the ROI process.
- c. Words and phrases that have special meanings are shown by the use of capitals e.g. Respondent, which means 'a person, organisation, business or other entity that submits a Registration in response to the ROI. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Registration.' Definitions are at the end of [Section 4](#).



1.2 Our timeline

- a. Here is our estimate timeline for this ROI.

Step in ROI process:	Date:
Site visit and interior inspection (by arrangement see 1.3)	06/07/2018
Deadline for Questions from parties:	16/07/2018
Deadline for Wellington City Council to answer supplier's questions:	20/07/2018
Deadline for Registrations:	4pm 27/07/2018
Respondents notified of shortlisting:	30/07/2018
Commercial dialogue with shortlisted supplier/s:	early August 2018
- b. All dates and times are dates and times in New Zealand.



1.3 How to contact us

- a. All enquiries and requests to inspect the building must be directed to our Point of Contact. We will manage all external communications through this Point of Contact.
- b. **Our Point of Contact**

Authorised representative:	Brendan McNeice
Title:	Contract and Procurement Specialist
Email:	procurement@wcc.govt.nz



1.4 Developing and submitting your Registration

- a. This is an open, competitive tender process. The ROI sets out the step-by-step process and conditions that apply.
- b. Take time to read and understand the ROI. In particular:
 - i. develop a strong understanding of our Requirements detailed in [Section 2](#).
 - ii. in structuring your Registration consider how it will be evaluated. [Section 3](#) describes our Evaluation Approach.
- c. If anything is unclear or you have a question, ask us to explain. Please do so before the Deadline for Questions. Email our [Point of Contact](#).
- d. The house will be open to view by appointment only on 6th July during business hours. Please make an appointment to view the house on this day by emailing

procurement@wcc.govt.nz

- e. Please ensure your proposal is keep to a minimum of 10 pages (including supporting information, brochures etc.).
- f. In sending your ROI response via email, please restrict email to less than 10MB (otherwise these will not be accepted). Also, ensure they are in PDF format in Calibri font (size no smaller than 11)
- g. Check you have provided all information requested, and in the format and order asked for.
- h. Having done the work don't be late – please ensure you get your Registration to us before the Deadline for Registration!



1.5 Address for submitting your Registration

Registrations can be either submitted by email or in hard copy.

Registrations submitted by email must be sent to the following address

To: WCCProcurementTender@wcc.govt.nz

Subject: ROI – Proposal for use of the Custodian's residence , 86 Clark Street, Khandallah



1.6 Our ROI Process, Terms and Conditions

- a. The ROIs is subject to the government's standard ROI Process, Terms and Conditions (shortened to ROI-Terms) described in Section 4. We have made the following variation/s to the ROI-Terms:
- b. The Supplier acknowledges that Wellington City Council is a local authority and that in terms of its regulatory functions as a local authority Wellington City Council is obliged to and shall act as an independent local authority and not as a party to any Contract that may be entered into. Any consent or approval of Wellington City Council acting as a party to a Contract shall not be construed as a consent or approval of, or bind it in its regulatory capacity.



1.7 Later changes to the ROI or ROI process

If, after publishing the ROIs, we need to change anything about the ROIs, or ROI process, or want to provide parties with additional information, this will be posted on the Councils website or by direct email to parties that have communicated directly with our contact person (Point 1.3).

SECTION 2: Our Requirements

2.1 Background

The Custodian's residence is located within Khandallah Park and this reserve is covered by the Outer Green Belt Management Plan:

A bit about the site

The area for lease includes the entire house, immediate surrounding grounds with a maximum curtilage of 10m, the driveway, and wood shed. There is also a large lawn area and garage which could be part of the leased area, but this would be subject to negotiation.

The house, which became the Khandallah Reserve custodian's residence, was constructed for a local woman, Caroline Pickin circa 1901-1902. The site and reserve lands have had various private owners before being sold to the Onslow Borough in 1909 as part of a wider acquisition of land in the area by the Borough for waterworks purposes. The reserve lands were transferred to the management of the Onslow Borough in 1908, and in 1919 the Borough was amalgamated with the Wellington City Council, and the reserve with the house and land was transferred to the Council.

The Custodian's residence occupies an elevated site on a large section surrounded by native bush at the end of the Clark Street cul-se-sac on the lower slopes of Mt Kaukau. It is approached by a flight of steps up a shallow rise surrounded by garden.

Outbuildings include an old corrugated iron wood shed beyond the north end of the house and a garage set down the slope to the east of the house. The garage, once the original stables, was substantially repaired and modified in the late 1980s.

Site specific information

- The site address is 86 Clark Street Khandallah, Wellington;
- The legal description is Lot 1 DP 738;
- District Plan Reference is 21/427;
- The house is NOT a heritage listed building;
- The land falls under the Council's Outer Green Belt Management Plan; and
- The property is subject to the provisions of the Reserves Act 1977.

For non-residential purposes, some minor change to the house and/or surrounds will need to be made to meet the compliance requirements for the required change of use. Council will be responsible for that aspect and will work with the successful tenderer to ensure this occurs before start of any tenancy.

Addition site information: <http://www.wellingtoncityheritage.org.nz/buildings/301-450/427-custodians-residence?q=>

The Custodian's residence is located within the reserve and could be used for a not-for-profit activity that is sympathetic to the goals and purpose of the reserve. While the Council owns the building, it has no specified need for its future use. It is however supportive of a feasible and long term use and proposes to undertake this process to facilitate:

- ownership to be retained by the Council
- a registration of interest process to be undertaken to market this opportunity openly and transparently
- identify the most appropriate party for a long term lease of the property

Any use and lease of the house should ensure that it:

- maximises the building's unique setting, character and layout while minimising the effects on the surrounding amenity values and building's heritage values
- is a viable, long-term use for the building
- has one or more 'public good' elements, potentially conservation, recreation, community/cultural, or education.
- will 'actively' use the building and that use is not a static activity such as a storage facility
- maximises the building's use both temporarily and spatially i.e. not occupied or used for just a few hours a week, or limited to using just part of the lease area.

Form of lease agreement

It is anticipated that the following lease conditions would apply:

- Wellington City Council Recreational or Community Lease (as a non-commercial activity)
- Stated lease term of 3 + 3 years
- Outgoings: insurance, utilities, water, power, phone, building maintenance fee
- Public Liability Insurance of \$1,000,000

2.2 Outer Green Belt Management Plan

The constraints to any future use needs to consider the Councils strategic elements below. For example, being within the reserve, surrounding areas are accessible for use by the public, so cannot be exclusively used by the house occupier.

Any activity proposed must not restrict public access to the reserve which is set aside for community use to ensure the 'public good' elements under the Outer Green Belt Management Plan (OGBMP) are maintained.

Under the OGMP, the following is mentioned about Khandallah/(Johnsonville) Park:

Long-term vision

- Khandallah and Johnsonville Parks are managed together as one of the five principal groups of remnant forest and major key native ecosystems in the Outer Green Belt.
- Biodiversity in this area is managed and enhanced in a way that reflects its ecological linkages with the adjoining Korimako catchment.
- Access to Mt. Kaukau, the best known peak in the Outer Green Belt, is a key function of this area, and this access will be enhanced wherever appropriate for walkers and mountain bikers.
- Key entrance areas provide access to the Outer Green Belt, but are also important as community recreation areas for playing, picnicking and other activities.

Management programme

- Monitor and maintain control over the spread of Darwin's Barberry, particularly on the upper slopes and ridges around Mt. Kaukau.
- Support the goals and programmes of Project Podocarp, to re-establish viable populations of podocarps in this area.
- Continue improvements to the track network, focusing on providing safe and enjoyable walking and cycling access to Mt. Kaukau, and clear and easy access along the main ridge.
- Consider eradication of scattered pines on the southern and eastern slopes of Mt. Kaukau.

Public use and enjoyment

- Public access for walking will be provided for as the main recreation activity.
- Access for vehicles will be confined to management purposes, unless there are exceptional reasons.

A proposal under this ROI may be able to help fulfil one or more of these objectives, however as a minimum they should not preclude these from being fulfilled in the long term.

2.3 Stipulations to consider

The building is in excellent condition, recently occupied by a tenant (vacant December 2017) and so won't need any improvements to the building fabric to make it a wonderful place to occupy. However, due to the heritage significance of the house there are limits to the changes that can be made to make it fit for your proposed purpose;

1. No significant fit-out that results in changes to the exterior façade, present room layout or building works that materially detract from the heritage aspects of the house
2. Any furniture, fixture and equipment or as-built installations required for your proposed activity must be able to be removed and any damage to the building 'made good'.
3. Any services, wiring and cabling required for a functional workplace must be installed using external conduit as wall intrusions are to be minimised.

Continued community use of the reserve and surrounding land

1. The respondent must acknowledge that the wider reserve area will always be accessible by the public.
2. The respondent cannot control or prevent access to and use by the public to the reserve grounds during their tenancy, unless expressly given permission by Council.

Council requirements

1. Any final agreement/lease will be approved by a Council committee and may need to be publically notified.
2. Any future use would not likely trigger the need for resource consent.

2.4 Visiting the House

You need to pre-arrange access. If you wish to view the house please contact Brendan McNeice (see contact information in section 1.3). Council will be happy to show you around the house on the nominated date being 6/07/2018. Noting that appointments are available in 30 minute slots, during business hours.

SECTION 3: Our Evaluation Approach

This section sets out the Evaluation Approach that will be used to assess Registrations.

3.1 Evaluation model

The evaluation model that will be used to shortlist Respondents is a scored system with weighted criteria.

3.2 Evaluation criteria

Registrations will be evaluated on their merits according to the following evaluation criteria and weightings.

Criterion: How will the proposal;	Weighting
1. <i>maximise the building's unique setting, character and layout while minimising the effects on the surrounding amenity values and building's heritage values</i>	30%
2. <i>demonstrate that it is a viable, long-term use for the building</i>	20%
3. <i>provide one or more 'public good' elements, namely conservation, recreation, community/cultural, or education.</i>	20%
4. <i>'actively' use the building and is not a static activity such as a storage facility</i>	10%
5. <i>maximises the building's use both temporarily and spatially i.e. not occupied or used for just a few hours a week, or limited to using just part of the lease area.</i>	10%
6. <i>document the track record and experience of the person and/or in the operation proposed</i>	10%
Total weightings	100%

3.3 Scoring

The following scoring scale will be used as a guide when evaluating Registrations. Scores by individual panel members may be modified through a moderation process across the whole evaluation panel.

Rating	Definition	Score
EXCELLENT significantly exceeds the criterion	Exceeds the criterion. Exceptional demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. The Registration identifies factors that will offer potential added value, with supporting evidence.	9-10
GOOD exceeds the criterion in some aspects	Satisfies the criterion with minor additional benefits. Above average demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. The Registration identifies factors that will offer potential added value, with supporting evidence.	7-8
ACCEPTABLE meets the criterion in full, but at a minimal level	Satisfies the criterion. Demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource, and quality measures required to meet the criterion, with supporting evidence.	5-6
MINOR RESERVATIONS marginally	Satisfies the criterion with minor reservations. Some minor reservations of the Respondent's relevant ability, understanding, experience, skills, resource and quality	3-4

deficient	measures required to meet the criterion, with little or no supporting evidence.	
SERIOUS RESERVATIONS significant issues that need to be addressed	Satisfies the criterion with major reservations. Considerable reservations of the respondent's relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	1-2
UNACCEPTABLE significant issues not capable of being resolved	Does not meet the criterion. Does not comply and/or insufficient information provided to demonstrate that the Respondent has the ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	0

SECTION 4: Required Proposal for Your Use and Occupation

The Respondents must document their use and occupation proposal as part of their response and this document must address and provide solutions for the points below (as a minimum).

1. **Executive summary;** that outlines or provides:
 - a. Introduction to yourself, your group, or your organisation
 - b. the key aspects of your proposal to the Council,
 - c. how you will meet the key requirements of this RFP
2. **Business Plan Detail:** This document will summarise the key attributes of your proposed usage and occupation of the property, how it will contribute to the long term use and preservation of the house, ensure that 'public good' elements are maintained, indicative funding model or income plan, timeline for handover, personnel and management structure and other information which evidences the ongoing sustainability of your proposal. *Note it is essential here that you clearly link your planned activity to the evaluation criteria points Section 3, point 3.2).*
3. **Known Constraints or Conflicts of Interest:** in the personnel that are directly involved in your activity, are there any such issues that the Council should be made aware of (e.g. working for other local government organisations, for media organisations, personal relationship with any Council staff and Councillors, business relationships with Council staff or Councillors other than providing services to the Council)?
 - a) How would you manage any such conflict of interest identified above?
4. **Risks and Hazards:** provide a list of any significant risks and/or hazards that your proposed occupation or usage of the property may encounter and your proposed actions to eliminate (at best) or mitigate (manage) them.
5. **Assumptions:** Please detail the core assumptions you have made about: :
 - a) Your ability to comply with the Council's requirements for the occupation or usage of the Property
 - b) Your requirements for the occupation and/or usage of the Property
 - c) Your use and occupation of the property and interaction with the 'public good' elements
 - d) any other relevant matters of significance.

We would expect that any such proposal should not consist of more than 10 pages.

SECTION 5: ROI Process, Terms and Conditions

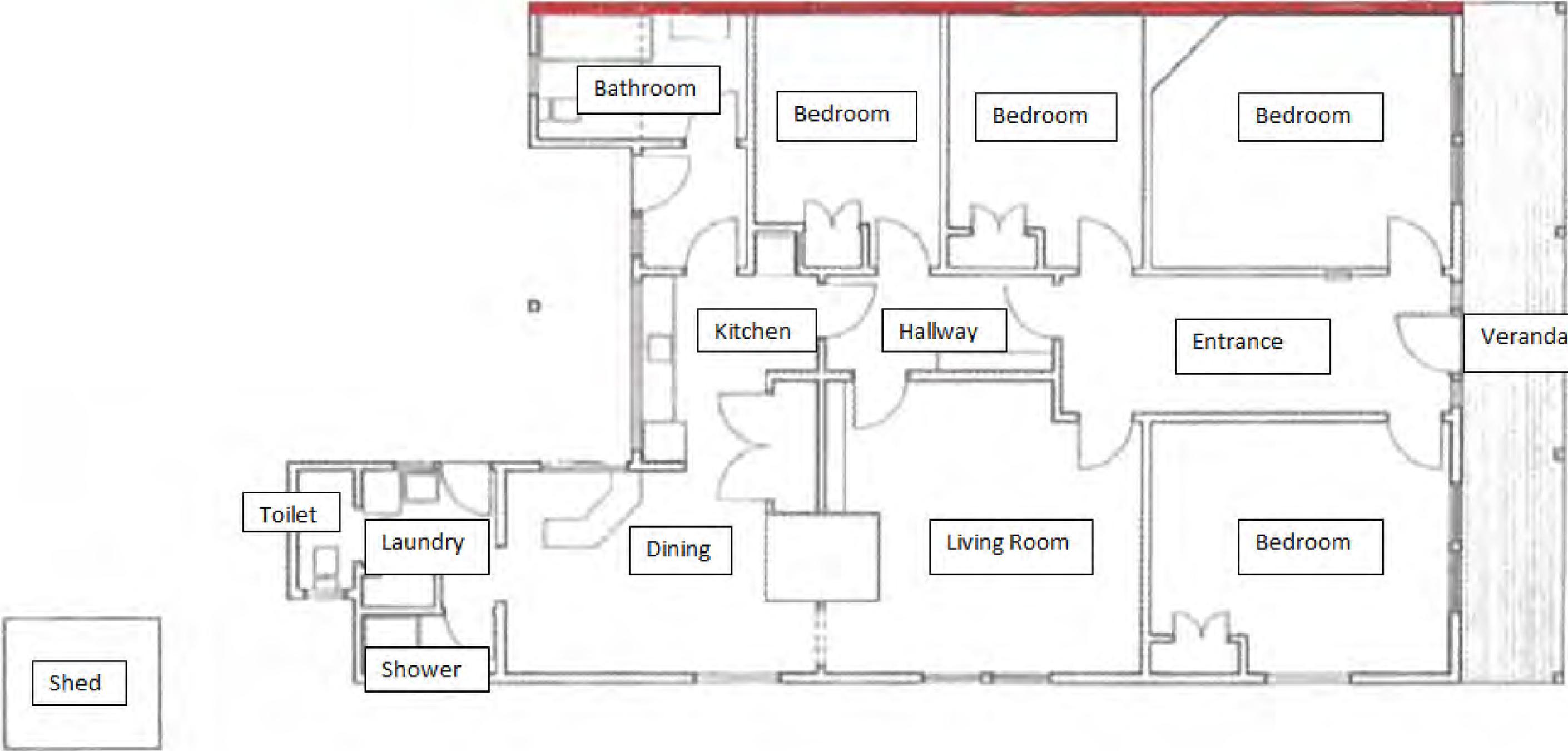
Note to parties and Respondents

- i. In managing this process Wellington City Council will endeavour to act fairly and reasonably in all of its dealings with interested Respondents, and to follow due process which is open and transparent.
 - ii. This section contains the government's standard ROI Process, Terms and Conditions (shortened to ROI-Terms) which apply to this procurement. Any variation to the ROI-Terms will be recorded in Section 1, [paragraph 1.6](#). Check to see if any changes have been made for this ROI.
 - iii. Words and phrases that have special meanings are shown by the use of capitals e.g. Respondent, which means *'a person, organisation, business or other entity that submits a Registration in response to the ROI. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Registration.'* Definitions are at the end of this section.
 - iv. If you have any questions about the ROI-Terms please get in touch with our [Point of Contact](#).
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Standard ROI process

Access this information using this link <https://www.procurement.govt.nz/assets/procurement-property/documents/process-terms-and-conditions-roi-government-model.pdf>

ATTACHMENT 1 –CLARK STREET HOUSE LAYOUT



ATTACHMENT 2 – LOCATION OF HOUSE

