

# Request for Expressions of Interest

## Former Opawa Children's Library Building - Louisson Place / Ford Road

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### The Opportunity

**Relocate the Building for a Community Use**

**Or**

**Purchase and Remove the Building**

<b>EOI Number</b>	26313575
<b>Date of issue:</b>	15 Sept 2022
<b>Closing date and time:</b>	29 November 2022 - 12:00 midday
<b>Electronic submission of response must be uploaded to:</b>	<a href="http://www.gets.govt.nz">www.gets.govt.nz</a>
<b>Hard copy of response:</b>	N/A
<b>EOI information contact person:</b>	Julian Clark Julian.clark@ccc.govt.nz

# 1. The Opportunity

## The building and the opportunity

### 1.1 Introduction

The Christchurch City Council (Council) has resolved that the former Opawa Children's Library building needs to be removed from its current location on the banks of the Heathcote River on Louisson Place off Ford Road, Opawa.

The Council is now seeking Expressions of Interest (EOI) from:

1. **Option 1: Incorporated, not-for-profit Community / Heritage organisations** – to relocate the building from the site for use as a community facility at an alternative location.
2. **Option 2: Private Operators or Individuals** - to purchase the building and relocate it from the site, or;
3. **Option 3: Short Term Incorporated Community Group users** – to utilise the building on an informal short term basis prior to removal of the building from its existing site.

The criteria for assessing these options differs and is outlined below at 1.3. However, common to all options is a requirement that they are to be achieved and delivered at no cost to Council.

It is noted that Council is prepared to incentivise Options 1 and 2 by contributing the Council's estimate of the cost to demolish the building to the successful respondent.

With reference to its [Strengthening Communities Together Strategy](#) and [Community Facilities Network Plan](#) the Council's preference is to see the building relocated for use as a community facility.

However, by gathering expressions of interest the results will allow the Council to consider whether any financially sustainable community based options exist. It will also enable Council to gauge the appetite from private operators or individuals to purchase and remove the building from site for a commercial / residential / other use.

Depending on the level of interest received a further process may be required to request detailed proposals for Options 1 and / or 2.

## 1.2 Description of the building

### Location

The building was originally the social hall on the upper storey of the New Brighton Fire Station from c1930 to 1965 – refer photograph below. As such it has some heritage significance.



It was relocated to its current site on Louisson Place / Ford Road between the legal road and banks of the Heathcote River in 1965 (shown yellow in the diagram above), primarily to accommodate the growing interest from young readers.

As a result of the 2010 / 2011 earthquake sequence both the Opawa Childrens Library and Opawa Public Library agreed to move into the rebuilt Opawa Library.

The new Opawa library eventually opened in 2020, since then the former Opawa Children’s Library building has remained closed.

### The Building

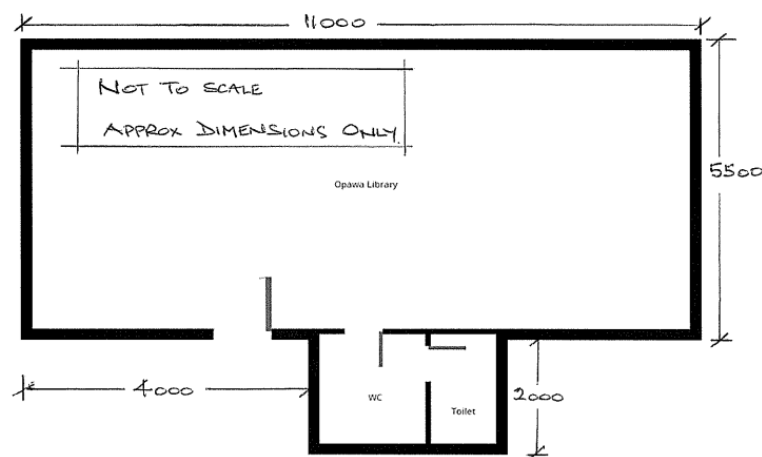
The small single storey building is of timber framed construction with external weatherboards and predominantly tongue and groove internal ceiling and wall linings. The toilet area is lined with gypsum.

The roof structure consists of timber purlins and roof trusses which are supported on timber framed walls with corrugated iron roof cladding. The ground floor consists of timber framing supported on concrete piles. A concrete ramp and wooden deck provides access to the entrance door.





Internally the building comprises one principal room measuring approximately 11 metres by 5.5 metres with a lobby and toilet area off to one side. The total floor area is in the region of 65m<sup>2</sup>. In the absence of actual floor plans a rough sketch of the floor area is included below.



### 1.3 What building outcome are we looking for?

The Council is looking to remove the former Opawa Children's Library building from its existing site at no cost to Council.

#### Who Should Respond?

While the preference is that the building is relocated by a community group for use as a sustainable community facility the Council are keen to consider proposals for the following options:

**Option 1: Incorporated, not-for-profit Community / Heritage organisations** – to relocate the building from the site for use as a community facility at an alternative location.

**Option 2: Private operators or individuals** – to purchase the building and relocate it from site, or;

**Option 3: Short Term Incorporated Community Group users** – to utilise the building on an informal short term basis should there be a reasonable time lag between Council accepting a proposal arising from Options 1 or 2 and physical relocation of the building from the site.

The key requirements specific to each of the options are detailed below.



## Option 1: Incorporated, not-for-profit, Community / Heritage organisations

As a minimum requirement you are required to:

1. Decommission and remove the building from the site, to include:
  - Remove the concrete ramp to the main door.
  - Identify, isolate and mark up a site plan showing all service terminations.
  - Remove the electrical supply to the site.
  - Prepare the building for transportation.
  - Remove the concrete piles and retain inside the building for installation at a new site.
  - Remediate the site: tidied, levelled and grassed.
  - Offload the building at another site.
  - Allow for the required Traffic Management Plan / Permits required to move the building off site.
2. Remove the building from the site within one calendar year (*note: to facilitate a proposed future community use the Council will permit the respondent to store the building off site for up to one year or, where the building is to be preserved for heritage purposes, for a longer period of 5 years, both at the cost of the respondent*).
3. Provide evidence that you have land (owned or leased) on which to site (or store) the relocated building.
4. Establish the building on the new site, to include:
  - A fully commissioned building with connections to all usual site services.
  - Full compliance with all/any Building Act code / compliance requirements.
  - All necessary resource consents secured and conditions complied with.
5. Provide details regarding the proposed, sustainable, future community use for the building, to include:
  - An outline of the purpose of the community use.
  - Details of the community outreach services and activities to be provided.
  - An indication of the likely group / individual users of the community facility.
  - Estimated annual / longer term building maintenance and OPEX costs.
  - Estimated use / activation of the building and estimated income from users.
  - Maximise community enjoyment and utilisation of the space and potential for shared community use.
6. Provide evidence of your financial capability / resources to fund items 1-5 above (ie at no cost to Council):
  - Remove the building from the current site.
  - Establish / commission / activate the building on the new site.
  - Fund any land purchase / lease costs.
  - Fund ongoing annual and longer term maintenance and OPEX costs.
7. Provide evidence that you are a registered incorporated community/ heritage / not-for-profit organisation.
8. (Refer '**Notes**' below).

## Option 2: Private Operators or Individuals

As a minimum requirement you will be required to:

1. Decommission and remove the building from site, to include:
  - Remove the concrete ramp to the main door.
  - Identify, isolate and mark up a site plan showing all service terminations.
  - Remove the electrical supply to the site.
  - Prepare the building for transportation.
  - Remove the concrete piles and retain inside the building for installation at a new site.
  - Remediate the site: tidied, levelled and grassed.
  - Offload the building at another site.
  - Allow for the required Traffic Management Plan / Permits required to move the building off site.
2. Remove the building from the site within one calendar year.
3. Information on the future location for, and proposed use of, the building is desirable but not essential.
4. Confirm your purchase price (ie your offer price for purchasing the building net of any relocation costs).
5. Provide evidence of your entity background and financial capability.
6. (Refer '**Notes**' below).

## Notes

Considerations relevant to both Option 1 and Option 2:

- The proposals are to be at no cost to Council.
- A contribution of up to \$40,000 is available if required from Council towards the removal of the building from the existing site.
- The building has a current book value of \$71,000.
- Documents available to respondents on request:
  - Asbestos Management Survey (ENGEO) – October 2020. Minor evidence of asbestos limited to the switchboard.
  - Quantative Assessment Report – February 2014.

### Option 3: Short Term Incorporated Community Group use

Considerations relevant to this arrangement include:

1. The group must have a community focus.
2. Use of the building will be limited to informal hourly, daily, weekly hire arrangements.
3. A hire fee will be charged.
4. Building services will be limited to power, lighting and water – no furniture / chattels.
5. All informal hire arrangements will be subject to one weeks notice at Council's discretion.

## 1.4 Why should you submit an expression of interest?

This is an opportunity to acquire and relocate a building with some heritage significance for use as a community / commercial / residential / storage / other facility.

This EOI is the only phase of the procurement 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.

## 1.5 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 visitors, including public transport, cycleways, drinking water, rubbish collection, libraries, swimming pools, parks, and the Botanic Gardens, as well as numerous community events and festivals.

The strategic framework for Ōtautahi–Christchurch is for it to be a city of opportunity for all, with resilient communities, liveable city, healthy environment and a prosperous economy being key community outcomes.

## 1.6 Response acknowledgment form

The Council would appreciate respondents who intend to participate in the EOI process to sign and return the response acknowledgement form at Appendix 2.

# The open procurement process

## 1.7 Expressions of interest

The Council is seeking an expression of interest (EOI) from any respondent interested in removing and relocating the Opawa Children's Library building from its existing location at Louisson Place / Ford Road, Opawa.

The purpose of this EOI is to prequalify and shortlist suitable respondents.

The EOI process involves a Pass/Fail methodology.

The following responses will be considered a fail:

- a) Not providing an answer to any of the questions - all questions require consideration; however, stating "not applicable to the proposal" or "unknown" are acceptable responses at an EOI stage.
- b) A proposal that involves any cost to, or funding contribution from, Council outside Council's normal Community Funding streams where they meet the relevant criteria and reporting requirements.  
<https://www.ccc.govt.nz/culture-and-community/community-funding>

It is anticipated that shortlisted respondents may be asked to provide proposals under a Request for Proposal (RFP) process.

## 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.
- A RFP may be instigated to shortlisted respondents.
- The Council receives proposals from the interested shortlisted respondents.
- The Council completes an assessment process to select a preferred purchaser of the building. The CCC assessment panel will include:
  - Local Community Advisor from the Spreydon-Cashmere-Heathcote Community Governance Team area.
  - Capital Delivery Project Manager.
  - Community Facilities Specialist.
  - Property Advisor.
  - Finance Partner (to review financials).
- Negotiation and due diligence stages will be undertaken with the preferred purchaser of the building.
- An appropriate formal agreement will be entered into with the preferred purchaser of the building.
- The agreement will be subject to a recommendation to, and approval by, the Waihoru Spreydon-Cashmere-Heathcote Community Board and full Council.

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

- it gains a clear understanding of the market interest in purchasing the building and its relocation / re-use;
- respondents provide clear, concise responses to allow the Council to robustly evaluate the responses and create a shortlist for the RFP stage (if required); and
- any proposed private purchase / relocation or community purchase / relocation / re-use proposals for the building are at no cost to Council.

## 1.9 Indicative timeframe

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

EOI issued	15 September 2022
Site visit (by arrangement)	Please email the contact person for details
Response acknowledgement form closing date	29 September 2022 – 12.00 midday
Last date for questions	09 November 2022 - 04.00 PM
Closing date and time	29 November 2022 – 12.00 midday
Respondents advised of outcome of EOI	January 2023
RFP process (if required)	February / March 2023

## 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
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.
- Please 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 responses.
- If you would like to view the premises please arrange an appointment with our contact person.
- Your response should be kept to a maximum of ten (10) pages (including any supporting information, pamphlets etc.).

## 1.12 Submitting your response

You will need to register on the GETS website ([www.gets.govt.nz](http://www.gets.govt.nz)) before a response can be submitted on the same website.

Alternatively, if you are unable to access the GETS website, please register and respond by email to our contact person.



## 2. Our requirements

### 2.1 Expressions of interest

Initially, and to confirm your interest in participating in the EOI process, please complete and return the Response Acknowledgement Form at Appendix 2 by 29 September 2022.

The closing date for receipt of EOI's by Council is 29 November 2022. Please complete and submit the Response Form (Appendix 3), supporting information and Conflict of interest declaration by this date.

In both cases please submit your information via the GETS website (link provided above at paragraph 1.12) or by email to our contact person.

### 2.2 Process

Key requirements for the 3 options are listed at 1.3 above. In short the following are prerequisites:

#### Options 1 and 2:

- The building must be removed from the site within one calendar year.
- Respondents must demonstrate that they have sufficient resources (financial and operational) to remove, relocate, set-up and operate the building (Option 1) or remove and relocate the building (Option 2).
- With regard to Option 1 respondents must also:
  - (1) provide evidence that they have land to relocate the building to, and;
  - (2) demonstrate that there is a sustainable future community use for the building.

**Option 3** is only available for as long as the building remains at its existing location.

All options are required to be at no cost to Council.

#### Council requirements before implementing any of the options

Any outcomes from this EOI process will require prior approval from the Waihoru Spreydon-Cashmere- Heathcote Community Board and Council.

## 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, and these secondary criteria will be detailed in the RFP documents.

Should Council receive only one 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 whether they pass or fail on each of the following criteria:

Criteria
<b>Option 1: Incorporated, not-for-profit, Community / Heritage organisations</b>
A. The building is to be removed from the site within one calendar year (and the site remediated).
B. The group must have land available to relocate the building to.
C. Demonstrated capability and methodology for re-establishing the building at the new location.
D. Must have a sustainable future community use and business case for the relocated building.
E. Must have proven organisational and sufficient financial resources to achieve A, B, C and D.
F. No cost to Council.
G. Evidence of status as a registered incorporated community / heritage not-for-profit organisation.
<b>Option 2: Private operators or individuals</b>
A. The building is to be removed from the site within one calendar year (and the site remediated).
B. Purchase price submitted for the building net of any relocation costs.
C. Evidence of financial viability and capability to relocate the building from its existing site.
D. No cost to Council
<b>Option 3: Short Term Incorporated Community group users</b>
A. To be assessed on a case by case basis.

## 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 section 4.8.

### 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 is to assist in the preparation of 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 GETS at [www.gets.govt.nz](http://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 respondent's 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 section 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 fourteen (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 extend a letter of intent to that respondent.

### Unsuccessful responses

- c) A respondent shall be notified in writing by the Council if its response is shortlisted within fourteen (14) 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 the 29 November 2022 – 12:00 midday, 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](http://www.gets.govt.nz). Refer 1.12.
- 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 on the front page.
- i) Evaluation methodology means the methodology set out section 3.
- 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.
- n) Working Day means a calendar day other than any Saturday, Sunday or public holiday in Christchurch.

# 5. Appendices

## Appendix 1 – Key information required from respondents

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

Note: This checklist is for the respondent’s use only and does not need to be returned to the Council with the response.

Document	Included (tick)
Appendix 3 - Response form and declaration including: <ul style="list-style-type: none"><li>• Part A – Respondent’s acknowledgment</li><li>• Part B – Profile of organisation</li><li>• Part C – Key aspects of the response</li><li>• Part D – Response to the Council’s requirements</li></ul>	<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) document 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 they 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:	Former Opawa Children’s Library building, Louisson Place / Ford Road, Opawa
EOI Number:	26313575

### Respondent’s acknowledgment

We acknowledge receipt of the EOI documents dated 15<sup>th</sup> September 2022

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 (Organisation / Company / Individual):	
Signed by contact person for the Respondent:	
Name and title of contact person:	
Contact details of the contact person	
Date:	

## Appendix 3 – Response Form

Response for:	Former Opawa Children’s Library building, Louisson Place / Ford Road, Opawa
EOI Number:	26313575

### 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 / Company / Individual

Please respond in full to the profile details required below.

Full legal name:	
Trading name: (if different)	
Country of residence:	
GST number: (if overseas tax number please state)	
Legal status of respondent: (incorporated society / individual / limited liability company / trust (if other please specify)	
Company / NZBN registration number:	
Physical address:	
Postal address: (if different from above)	
Website:	
Location of head office:	
Describe the type / purpose of the activities / business your organisation / business specialises in - information to include:  <b>For Incorporated Community Groups</b> <ul style="list-style-type: none"> <li>• Type / purpose of organisation.</li> <li>• Mission / Vision Statement.</li> <li>• Services, projects, activities provided in the community.</li> <li>• Local, metropolitan, regional, area?</li> <li>• People and numbers benefiting from the project/service ie: <ul style="list-style-type: none"> <li>○ Children/Infants/Young/Old</li> <li>○ Maori/Pacific/Refugee/Migrant/Other</li> <li>○ People with disabilities</li> <li>○ People with limited incomes</li> <li>○ Families/Whanau/Women</li> <li>○ General community/Other.</li> </ul> </li> </ul> <b>For Private / Individual Operators:</b> <ul style="list-style-type: none"> <li>• Type / purpose of business.</li> <li>• Services.</li> </ul>	

• Local, metropolitan, regional area?	
Year established:	
History: Briefly describe the history of organisation / business including current operations.	
Total number of paid full / part time staff in Christchurch:	
Number of volunteers (and hours per year):	
Total number of paid full / part -time staff in NZ:	
Total staff worldwide:	
Number of locations in NZ:	

## Part C: Key aspects of the response

### Key aspects - Context

1. The principle outcome of this EOI process is to ensure that the building is removed from its current location.
2. The preference is for the building to be relocated by an incorporated community group for community use.
3. However, if (2) above is not achievable then the sale to, and removal of the building from the site by, a private operator or individual will be considered.
4. If no acceptable proposals are received (from (2) or (3) above) the building will be demolished and the site remediated by Council.
5. Short term use by incorporated community groups will only be considered if there is a reasonable time lag between Council accepting a proposal arising from (2) or (3) and physical relocation of the building.
6. If (4) above applies then there will be no temporary use of the building (5).

NOTE: the questions below have been tailored to the different requirements for Options 1, 2 and 3. Please respond to the questions appropriate to your EOI.

### Option 1. Incorporated Community Groups (to relocate and reuse the building as a community facility)

#### Please provide / confirm:

Trading name: (if different)	
Details of how your organisation plans to physically decommission, remove, relocate and recommission the building (contractors / methodology etc).	
Where the building is being relocated to (address) and provide evidence that you own / lease that land.	
Brief details of your anticipated timeline for removing, relocating and commissioning the relocated building for occupation and use (assuming, hypothetically, that the building is available for relocation on 1 February 2023).	
If the building is to be removed and stored temporarily please confirm where and for how long (address).	
Your estimate of the cost to decommission, remove, relocate and recommission the building (including any Building Act and Resource Consent compliance requirements).	
Your proposed use / activation of the building and estimated: <ul style="list-style-type: none"> <li>• Income from users.</li> <li>• Annual / longer term building maintenance and OPEX costs (ie power, cleaning, repairs, maintenance etc).</li> </ul>	

Public Liability Insurance (amount and provider) (Estimated Building / Contents / Other Insurances - amount and provider)	
Provide evidence of your financial capability / resources to fund the following, at no cost to Council: <ul style="list-style-type: none"> <li>Remove the building from the current site.</li> <li>(Storage of the building – if required).</li> <li>Establish / commission / activate the building on the new site.</li> <li>Fund any land purchase / lease costs.</li> <li>Fund ongoing insurances, annual and longer term maintenance and OPEX costs.</li> </ul>	
Who are the key personnel that will be managing the use of the relocated premises?	
Brief details of the proposed community use of the building, the outreach services and activities to be provided, likely groups / users of the building and shared community use.	
Describe how your organisation will contribute to the Councils Strengthening Communities Strategy <a href="#">Strengthening Communities Together Strategy</a>	
Would you provide a personal guarantee or security deposit if required?	
Provide a list of any significant risks and/or hazards that your proposed use of the premises may encounter, and of your proposed actions to eliminate (at best) or mitigate (manage) them.	
<i>NOTE: It is assumed that your organisation will have established terms and conditions for hiring out the facility and associated hire and booking fee guidelines.</i>	

**Option 2. Private Operators or Individuals (to purchase the building and relocate it from site)**

**Please provide / confirm:**

Trading name: (if different)	
Brief details of how you plan to physically decommission and remove the building from, and remediate, the site.	
Details of your key personnel responsible for the decommissioning and removal of the building.	

Your estimated timeline for removing the building from site (assuming, hypothetically, that the building is available for relocation on 1 February 2023).	
Your cost proposal for purchasing the building, removing the building from site and site remediation.	
Public Liability Insurance (amount and provider)	
Would you provide a personal guarantee or security deposit if required?	
Provide a list of any significant risks and/or hazards that your proposed use of the premises may encounter, and of your proposed actions to eliminate (at best) or mitigate (manage) them.	
Optional: <ul style="list-style-type: none"> <li>Indicate the proposed location and use of the relocated building.</li> <li>Indicate the likely timeline for commissioning the relocated building.</li> </ul>	

### Option 3. Incorporated Community Groups (Short Term Use only)

Please provide / confirm:

NOTE: this option will only be available if there is a significant lag in time (3 months or more) between Council accepting a proposal arising from Options 1 or 2 and the physical relocation of the building.	
Trading name: (if different)	
You acknowledge that the building will only be available on a temporary week to week basis subject to one month's notice to terminate. (Yes/No).	
You acknowledge that the building will only be available for occupation on an as is / where is basis – no furniture and services limited to power and lighting. (Yes/No).	
What is your proposed community use of the premises?	
What are your likely hours of use on a day to day and weekly basis?	
Who are your key personnel and what is their role?	
Are you prepared to pay a hire fee?	



<p>Would you provide a personal guarantee or security deposit if required?</p>	
<p>Provide a list of any significant risks and/or hazards that your proposed use of the premises may encounter, and of your proposed actions to eliminate (at best) or mitigate (manage) them.</p>	
<p>Please provide any details on your experience with hiring / managing similar public facilities.</p>	

## Part D: Response to the Council’s requirements

NOTE: the questions below have been tailored to the different requirements for Options 1, 2 and 3. Please respond to the questions appropriate to your EOI.

### Option 1. Incorporated Community Groups

Question	Respondents response
<p><b>Past experience:</b> please provide examples of your past experience to prove relevant experience of the delivery of the proposed use of the property. ie management of public / community facilities.</p> <p>Each example should include the following:</p> <ul style="list-style-type: none"> <li>• Location of the owned / leased premises.</li> <li>• Ownership or Lease details.</li> <li>• Details on what activities were / are undertaken.</li> </ul>	
<p><b>References:</b> for each of the examples above please provide the following information:</p> <ul style="list-style-type: none"> <li>• Nominated referee (client/customer) whom the Council can contact, including their email address and phone number.</li> <li>• Experience managing health, safety, and environmental activity in your business.</li> </ul>	
<p><b>Financial position:</b> please provide a brief description of your current financial status and attach your most recent audited / verified accounts – to include the following for the last two years:</p> <ul style="list-style-type: none"> <li>• Total Income and Expenditure.</li> <li>• Council funding received (amount, purpose and attach returned accountability forms).</li> <li>• Non-Council funding received (amount, purpose and attach accountability forms).</li> </ul> <p><i>(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).</i></p> <p><b>Supporting Information</b></p> <p>You may wish to provide the following in support of your application:</p> <ul style="list-style-type: none"> <li>• Letters of support / references illustrating the</li> </ul>	

<p>value of your service to the community.</p> <ul style="list-style-type: none"> <li>• Copy of long term business plan or strategic plan.</li> </ul>	
<p><b>Health and Safety:</b></p> <p>Please describe your approach to health and safety. Please include details of the following;</p> <ul style="list-style-type: none"> <li>• Training (past and ongoing) provided to key personnel.</li> <li>• Any improvement, prohibition or infringement notices, fines and/or prosecutions received in the last 5 years.</li> <li>• Any serious harm accidents in the last five years.</li> </ul> <p>Please attach a copy of your current Health and Safety Policy.</p>	

## Option 2. Private Operators or Individuals

Question	Respondents response
<p><b>Past experience:</b> Please provide any examples of your (or your nominated contractors) past experience in the relocation of similar buildings and site remediation.</p>	
<p><b>Financial position:</b> 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>	
<p><b>Health and Safety:</b></p> <p>Please describe your approach to health and safety. Please include details of the following;</p> <ul style="list-style-type: none"> <li>• Training (past and ongoing) provided to key personnel.</li> <li>• Any improvement, prohibition or infringement notices, fines and/or prosecutions received in the last 5 years.</li> </ul> <p>Any serious harm accidents in the last five years.</p>	

## Appendix 4 – Conflict of interest declaration

Response for:	Former Opawa Children’s Library building, Louisson Place / Ford Road, Opawa
EOI Number:	26313575

### 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 organisation? (e.g. the person has used the respondent organisation’s corporate box)	Yes / No / Potentially (circle one)
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 (tick)	No (tick)
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:	