Nelson City Council Library, Community Hub and Civic Centre

Request for Expressions of Interest

Nelson City Council | Te Kaunihera o Whakatū

Foreword

Council continues to embark on a range of initiatives to enhance the city's economic and social vibrancy, including prioritising the economic health and vitality of the central city.

Investment in civic and community facilities is often a critical part of stimulating economic activity and urban renewal, as seen across other communities both nationally and internationally. As a result, Council's Long Term Plan (2024 to 2034) includes civic investment projects as part of the strategy to enhance the city centre.

In August 2024, Council approved an Indicative Business Case, setting out the investment needed to develop or lease a new Library, Community Hub and Civic Centre. This follows the early release of the Indicative Business Case for public feedback at the City Revitalisation Summit in March 2024.

A new facility will replace the current Elma Turner Library and potentially the existing Civic House building and provide a new community hub, with a new single-site integrated solution. Elma Turner Library is nearing end-of-life and Civic House requires substantial reinvestment to make it fit for purpose.

Council now invites responses from the market to help inform the next phase of investigation, planning and approval, leading to a preferred solution being identified and a Detailed Business Case being considered by Council.



Request for Expressions of Interest (REOI)

Parties are invited to respond to either one or more of the opportunities set out in this REOI:

- Option 1: Land for purchase by Council
- Option 2: A designed, built and delivered building for lease by Council
- Civic House divestment: Purchase of Civic House with vacant possession or with a short-medium term lease to Council

This REOI document provides:

1. Background on the strategic case for this initiative, the options being considered by Council through this REOI and other work concurrently underway, and indicative timeframes.
2. An outline of Council's requirements for a Library, Community Hub and Civic Centre to help inform responses for either Option 1 or 2, together with information on Civic House, to allow parties to consider the potential acquisition of this building, if it is not required by Council in the longer term.
3. Details on the REOI process, including information on what parties seeking to express an interest need to do, and the timeframes to be met, the evaluation process and next steps.

Contents

Section 1.0: Background 4

Section 2.0: Opportunity 6

Section 3.0: Indicative Timeframes 7

Section 4.0: Library, Community Hub and Civic Centre Requirements 8

Section 5.0: Potential Divestment of Civic House 10

Section 6.0: REOI Process 11

Appendicies

Appendix 1 – REOI Terms in Detail 12

Appendix 2 – REOI Administration 13

Appendix 3 – REOI Terms and Conditions 14

Appendix 4 – REOI Forms of Response 16

- Option 1: Land for purchase by Council
- Option 2: A designed, built and delivered building for lease by Council
- Civic House divestment: Purchase of Civic House with vacant possession or with a short-medium term lease to Council

Appendix 5 – Civic House Information Memorandum 19

Section 1.0
Background

Nelson City

Nelson offers a vibrant investment opportunity with a growing population, diverse cultural appeal, exceptional lifestyle amenities, and strategic infrastructure investments supporting business and community growth.

With a regional population growing faster than the national average, it's easy to see why Nelson is a great place to invest. Our lifestyle is a key advantage in attracting talent and workers, and Nelson appeals to aspiring entrepreneurs, remote workers, digital nomads, and those seeking a better work-life balance. One in five people living here were born elsewhere, representing 48 different cultures.

The land and sea shape our lifestyle, with a climate that allows us to enjoy our beautiful landscapes and recreational options. There are three national parks within an hour of Nelson city offering a variety of beach, coastal, lake, and alpine environments. We have over 300 mountain biking trails and are one of only six locations worldwide rated as a Gold Ride Centre. The Great Taste Cycling Trail links the city, waterfront, and Nelson Airport with New Zealand's most visited national park, Abel Tasman.

Active transport is more popular here than anywhere else in New Zealand thanks to our reliable weather and significant investments in cycle paths and public transport. Access to the city is enhanced by an expanded bus network, including electric buses and routes linking key towns in our rural hinterland with central Nelson.

Nelson is a well-connected city, just 15 minutes from the regional airport which services over 300 flights per week. The port, adjacent to the city, is Australasia's largest fishing port and supports extensive business activities in logistics, freight handling, and marine services. It also serves as a key facility and partner for other industries in the Top of the South. Moananui, New Zealand's leading Blue Economy Cluster, is also headquartered in Nelson and brings together a range of ocean-related innovations and activities.

The region offers excellent education with five high-performing secondary schools in Nelson and Richmond. Nelson College, founded in 1856, was New Zealand's first state school, and the city's Nelson Marlborough Institute of Technology (NMIT) provides tertiary education (up to Degree level) to over 6,500 students, serving as an important resource for local businesses.

The Nelson Regional Development Agency is actively working with local and central government to attract investment for a portfolio of prioritised regional projects, nine of which are located in central Nelson. This is in addition to administering the events fund, regional promotion, tourism, and economic development activities to enhance the city and region.

Nelson City Council's investment in the City Centre

Council is investing significantly in the city centre to boost its vitality and promote economic and cultural activities. This investment includes innovative public space designs, hosting engaging events, improving connectivity and infrastructure, and ensuring collaboration between Council and businesses.

Te Ara Ō Whakatū – Nelson City Centre Spatial Plan

Te Ara ō Whakatū, "the pathway for Whakatū Nelson," serves as a guide to transforming our city centre and its surroundings into a people-centric place, bustling with dynamic activities and attractive spaces. It identifies eight key actions that integrate our culture, environment, streets, precincts, developments, places, and connections into a cohesive framework.

We aim to encourage smart development and leverage Council's capital investments to create an even more appealing city centre, ensuring Nelson becomes renowned for its exceptional hospitality, outstanding living standards, and unique city centre experiences.

In the heart of the city, within the four ring roads, we envision a pedestrian-priority area that supports public life, local economies, and future investments. Redesigning our streets and other public spaces will enhance the city centre as both a local and regional destination and a hub for social, cultural, and economic activities.

Te Ara ō Whakatū is outlined in our Long Term Plan (LTP) with various projects to bring it to life, and we have a prime opportunity to lead the implementation of the spatial plan through a flagship project: Bridge to Better.

Bridge to Better

Accelerating development in Nelson's city centre is a key priority for Council in its LTP. To achieve this vision, housing intensification in the city centre is essential, and supporting infrastructure is crucial for accelerating this intensification.

Council has secured $36 million in Infrastructure Acceleration Funding, adding to the $44 million allocated in the LTP. This funding will be used to construct a high-amenity, slow-speed, multi-use active transport corridor connecting ANZAC Park to Queens Gardens, running east to west across the city. The project will increase development capacity in the central city through the upgrade of water, wastewater and stormwater, and a wastewater pump station upgrade and low-impact stormwater services. This represents the largest investment in the city centre in decades and will support the infrastructure and amenity needs of both residential and commercial development.

The construction of Bridge to Better is scheduled to commence in 2026/2027.



Section 2.0
Opportunity

Indicative business case

The Indicative Business Case (IBC) completed in late 2023 sets out the strategic context for investment in a new Library, Community Hub and Civic Centre, along with Council's forecast requirements, the full range of potential options, indicative costs, potential pathways for procurement and delivery, and how the project could be successfully delivered.

▶ A copy of the IBC is available via Council's website **shape.nelson.govt.nz/library-community-hub-and-civic-centre**

The IBC, together with supplementary advice to consider a redevelopment of Civic House, was approved by Council in August 2024.

Shortlisted options

Based on the approved recommendations from the IBC, Council is seeking to further explore three options through this REOI and market engagement, and through further investigation being commissioned concurrently.

Option 1: Land for purchase by Council (for a Council-owned Building).

This option involves Council acquiring a suitable site and leading the development of a new Library, Community Hub and Civic Centre, for long term occupation and ownership.

For the purpose of the REOI, Council is seeking responses from the market for suitable sites that could meet the requirements set out Section 4.0.

Option 2: A designed, built and delivered building (for a building to be leased by Council).

This option involves Council entering into a long term lease for a new Library, Community Hub and Civic Centre, designed, built and delivered by another party on agreed commercial terms.

For the purpose of the REOI, Council is seeking responses from the market from potential parties with suitable land, funding, capability and experience to provide a solution of this scale, that could meet the requirements set out in Section 4.0.

Option 3: Civic House Redevelopment (continued to be owned by Council but not part of this REOI).

In parallel with this REOI, Council is exploring options for how Civic House could be refurbished and extended to accommodate the needs of the Library, Community Hub and Civic Centre. Council is not seeking responses from the market for this option, however, this concept will be evaluated alongside Options 1 and 2 to determine the preferred option to move forward with.

▶ Further information about this option can be found via **shape.nelson.govt.nz/library-community-hub-and-civic-centre**

Potential divestment of Civic House

In the event Council progressed either Option 1 or Option 2, Civic House may no longer be required in the future.

While no decisions have been taken, and Council would need to consider a range of matters, including meeting legal requirements, before it could formally declare this property surplus and consider divestment, we are concurrently seeking interest from the market in purchasing Civic House at some point in the future, should it become surplus.

Even if Civic House proves not suitable for an integrated Library, Community Hub and Civic Centre, the ongoing activation and commercial or alternative use of this building and site is a key part of our city centre revitalisation strategy. As a result, Council is interested in understanding what the future of this building could look like to help inform its future planning and decisions.

For the purpose of the REOI, Council is seeking responses from the market from parties interested in acquiring this property, should it be declared surplus by Council at some point in the future, that could meet the requirements set out Section 5.0, either:

- With vacant possession if and when Council established a new Library, Community Hub and Civic Centre at a new location; or
- With a short-medium term lease back (circa 5 years) to Council in place, pending the eventual establishment of a new Library, Community Hub and Civic Centre at a new location.

Section 3.0
Indicative Timeframes

The findings from this REOI will help inform the next phase of investigation and planning, leading to Council identifying a preferred option and procurement pathway, further engagement with preferred parties and the preparation of a detailed business case for Council to consider in due course.

This may result in identifying and selecting a preferred party and solution from the REOI process, or a further closed RFP, requiring further engagement and responses from shortlisted parties.

Subject to the outcome of this initial phase, it is expected a detailed business case will be presented to Council in mid-2025 for consideration.

The timeframes for the design, build, delivery and occupation of a new solution will depend on the preferred option and the information received from this REOI process, but is expected to be no earlier than 2028/2029.

While we have set out indicative timeframes, these may change depending on the responses received, findings from other workstreams and report back timing for Council.

Indicative timeframe for REOI

- **REOI document released to market**
  12 September 2024
- **Latest date for questions**
  11 October 2024
- **Closing date for submission of responses**
  18 October 2024
- **Initial evaluation of responses**
  November 2024 – February 2025
- **Notification to parties**
  Early 2025

Timing information sought from respondents

Respondents to **Option 1** are asked to indicate:

- The expected timeframes for entering into a conditional Sale and Purchase Agreement with Council
- The indicative timeframes that would be made available to Council for appropriate due diligence
- The indicative timeframes for satisfying any vendor conditions and achieving an unconditional Sale and Purchase Agreement
- The indicative timeframes proposed for settlement and vacant possession.

Respondents to **Option 2** are asked to provide a preliminary programme outlining the timeframes for:

- Developing their concept design, feasibility, programme and commercial terms to a sufficient standard that could form the basis for a commercial agreement
- Negotiating a comprehensive Development Agreement and Lease, if selected as the preferred party
- Satisfying any conditions and achieving an unconditional Development Agreement
- Designing, consenting, procuring, constructing, and delivering a new building solution based on the indicative requirements set out in Section 4.0.

Respondents interested in the potential **purchase of Civic House** are asked to indicate:

- The expected timeframes for entering into a conditional Sale and Purchase Agreement with Council
- The indicative timeframes that would be needed for appropriate due diligence
- The indicative timeframes for satisfying any purchaser conditions and achieving an unconditional Sale and Purchase Agreement
- The indicative timeframes proposed for settlement and vacant possession, if a delayed settlement and vacant possession is preferred; or the indicative timeframes required to negotiate a lease with Council and the indicative lease back period (as part of your commercial response).

Section 4.0
Library, Community Hub and Civic Centre Requirements

Set out in this section is the indicative requirements for a new facility. These are framed as indicative only to provide guidance.

These requirements will continue to be refined as we move through each phase of this process, to ensure they represent an optimised solution and value for money. Any preferred solutions will be subject to a specific design briefing in due course.

Reference project

As part of scoping this initiative we have looked across local government to identify other examples of civic investment and projects which have similar characteristics. One of those examples is the recently completed Te Whare Whakatere, Ashburton District Council's new Library and Civic Centre. Information on this project is available at **shape.nelson.govt.nz/library-community-hub-and-civic-centre**. While any solution for Nelson will be carefully scoped and designed to reflect our community and specific requirements, this project is of a similar scale and provides some guidance.

Location

To support our city revitalisation strategy any solution needs to be within the Nelson central city area.

Land/sites for purchase or offered as part of a leased solution will also be considered based on:

- Proximity to amenities and other facilities
- Proximity to public parking
- Other uses within the immediate location.

Site characteristics

Initial assessment indicates any site needs to provide ~3,000m^2 of land and allow for a multi-storey building to accommodate the forecast space requirements and building attributes (as outlined further in this section), together with appropriate setback, landscaping and public space reflective of a civic facility of this scale and importance.

Sites will also be assessed on:

- Respondents demonstrating ownership and control of the land or an ability to achieve control within an acceptable timeframe if they are not the registered owner at present
- Any constraints such any covenants, easements, heritage obligations or other restrictions on the land that may impede development
- Any known environmental hazards or risks including any HAIL designations, contamination or similar
- The shape, topography and ability to easily meet the space and building requirements
- Nature of any existing improvements, any existing lease commitments and timeframes to clear and prepare the site for development, with respondents asked to provide details of any existing leases in place, lease terms and lease expiry dates if relevant
- Alignment with Nelson City's Spatial Plan, District Plan, other relevant planning initiatives and the likely resource consenting process and timeframes, including traffic, carparking, and vehicular and pedestrian access.

Space forecast

As part of developing the IBC, the requirements for integrated library, community hub and civic office facilities were further scoped and assessed. This included considering community feedback, similar facilities across local government and Council's workplace strategy, commissioned to inform its future office requirements (as set out in the IBC).

This preliminary assessment indicates 6,000m^2 of space is required. A summary of the requirements and forecast space is set out below.

Library and Community Hub (3,500m^2)

Based on community feedback, Council has explored the role and function of a contemporary facility in view of its wider strategic objectives. The aspiration for a new facility includes:

- Modern library facilities, including informal learning spaces and activity areas

- Multi-purpose areas for functions and community and cultural activities
- An accessible and inviting environment for all community stakeholders
- Revenue generating spaces and services (like a café and bookable meeting rooms for example)
- Co-located elected member facilities including a multi-purpose meeting area that can be used by the public
- A customer service area co-located within the ground floor of the Community Hub (~150m^2).

Civic Centre (2,500m^2)

The Council Workplace Strategy includes an estimate of the forecast space required to accommodate the civic office functions based on the following assumptions/requirements:

- 300 projected civic administration staff with some desk sharing adopted
- Team support facilities and front of house reception and external meeting facilities.

Building performance specification

A comprehensive design brief and Building Performance Specification (BPS) will be developed in due course to define the building quality and performance expectations, whether the solution is Council led or leased from the market.

For responses to Option 2, set out below are the headline features expected to be incorporated into a BPS, based on a similar standard of base building quality for the both the community hub and civic office facilities and those standards being adopted by other local authorities and central government.

Building specification

- New standalone building and/or extensively refurbished to an equivalent new building standard, reflective of a public building and including a Te Ao Māori influence as appropriate
- Low-rise campus style building with large floor plates with well-designed inter-floor stair connectivity to create space efficiency and to increase collaboration of functions and teams, with informal boundaries between the library, community hub and civic centre
- Modern building services providing high levels of occupant comfort and amenity, to provide a comfortable space and capacity for larger meetings and events
- Adoption of sustainability and energy efficiency principles (to potentially achieve a NABERSNZ energy efficiency rating) together with opportunities to consider further initiatives to support our sustainability objectives, with Council not mandating a Green Star rating
- Seismic resilience at 100% New Building Standard (NBS) at Importance Level 2 (IL2) on the basis there is no emergency management centre in the building and gatherings are restricted to a maximum of 299 people in one place
- At least 10 on-site carparks together with bike, e-bike and motorbike parking, end-of-trip facilities (showers, lockers and changing facilities) and storage.
- Access to a back-of-house area with a loading zone or similar.

For responses to Option 2, respondents should assume, for ease of evaluation at this point:

- Their solution provides for a typical demarcation between the landlord base building and the tenant hard fitout, i.e. the base building includes base building fitout (e.g. building services, carpet or equivalent, ceilings, lighting, bathrooms, and other core amenities)
- The hard fitout includes typical tenant fitout (e.g. meeting rooms, specialist spaces etc) that would be delivered by Council at its cost through its hard fitout workstream
- Opportunities will be sought to integrate the hard fitout workstream with the base building works to achieve cost and programme efficiencies as part of any final commercial negotiation.

Section 5.0
Potential Divestment of Civic House

As noted, in the event Council proceed with either Option 1 or Option 2, Civic House may no longer be required.

While no decisions have been taken, and Council would need to consider a range of matters, including meeting legal requirements, before it could formally declare this property surplus and consider divestment, we are concurrently seeking interest from the market in purchasing Civic House at some point in the future, should it become surplus.

Respondents interested in acquiring Civic House need to provide information about:

- The indicative redevelopment plans for the building including the likely extent of works to upgrade, renew and/or convert for alternative use
- The intended use/uses following completion of the redevelopment
- Whether the proposal is for owner/occupier use or investment/leasing to third parties and if the later, the current status of any tenant pre-commitment if known
- How any redevelopment will support Council's city centre activation, revitalisation and/or inner-city living aspirations
- Any preference for a short—medium term lease to Council (while it established an alternative solution) or deferred vacant possession once Council was able to relocate from the building
- Any early indications of the purchase price and other commercial terms or alternatively, an indication of how agreement could be reached on acceptable commercial terms
- The indicative timeframes as set out in Section 3.0
- Details on your company, location, organisational or consortia structure, key personnel, and contact details including background information on your scale, resourcing and experience as an investor or property developer
- Examples of similar redevelopment projects completed.



Section 6.0
REOI Process Overview

Respondents are invited to respond to either one or more of the opportunities set out in this REOI:

- Option 1: Land for purchase by Council
- Option 2: A designed, built and delivered building for lease by Council
- Civic House divestment: Purchase of Civic House with vacant possession or with a short-medium term lease to Council

In responding to this REOI, respondents are acknowledging that if shortlisted, they may be invited to participate in a further process including potentially a Request for Proposals (RFP).

Phase 1 – Request for expressions of interest (this phase)

- Interested parties (respondents) respond to this REOI and provide the information requested in Appendix 4.
- Council will consider EOIs and information about the respondents provided in response to Appendix 4. Nelson City Council may then select a preferred party or number of parties (shortlisted parties) for progression to the next phase: Phase 2, Request for Proposals.
- Factors that will be relevant to the shortlisting of an EOI respondent are those described in Appendix - Form of Response.
- The Council also reserves the right to negotiate with one or more respondents from the EOI process without the need to proceed through a RFP process.

Phase 2 – Request for proposal (RFP)

- Depending on the nature and quality of the expressions of interest received, Council may invite shortlisted parties to submit more detailed proposals including commercial terms and more fully developed concepts and specifications (if applicable) in a second phase.
- The Council may also invite persons that are not shortlisted parties to submit a proposal in the RFP process.
- The Council may, if it considers it appropriate, require shortlisted parties to sign a confidentiality deed before issuing them with a Request for Proposals.
- Council may select a preferred party out of the RFP process.
- The Council may enter into negotiations with the preferred party to finalise the proposal and negotiate the required documentation to implement a particular option.

Indicative timeframe for REOI

REOI document released to market
12 September 2024

Latest date for questions
11 October 2024

Closing date for submission of response
18 October 2024

Initial evaluation of responses
November 2024 – February 2025

Notification to parties
Early 2025

Appendix 1
REOI Terms in Detail

Contact details

Nelson City Council contact person	All communications relating to this REOI, including requests for clarification or additional information, should be directed by email to Nelson City Council's authorised representative via the Government Electronic Tenders Service (GETS), or **Dean Croucher, Principal & Managing Director, TwentyTwo** who is managing this REOI on behalf of Council. **dean@twentytwo.co.nz**
Nelson City Council's postal address	110 Trafalgar Street, PO Box 645, Nelson 7040

Guidance to respondents

REOI administration and next steps	Appendix 2
REOI terms and conditions	Appendix 3

Your response

You must respond in the form given in	No prescribed format
Size limit for responses (including attachments)	No prescribed format
Response format required	1 PDF copy
Response submission	Government Electronic Tender Service (GETS)

Timelines

You must ask questions before	11 October 2024, 4pm NZDT
You must submit your EOI by (closing date)	18 October 2024, 4pm NZDT
Respondents notified whether they are a shortlisted party by	February 2025

Appendix 2
REOI Administration

Due date for responses

Responses to this REOI are due by the closing date given in Section 3.0. NCC reserves the right at its sole discretion to extend the closing date for responses.

Format of responses

EOIs must provide the information set out in Appendix 4. The EOI must be signed by a duly authorised representative of the respondent.

Submission of responses

EOIs are to be delivered to the address given in Appendix 1.

Enquiries and communications

All communications relating to this REOI, or requests for clarification or further information, should be directed by email to the contact person stated in Appendix 1.

All requests for clarification or further information must be received by the time and date given in Section 3.0. Any requests received after this time and date may or may not be responded to, at NCC's sole discretion.

You must not make any public statements regarding this REOI, without prior written consent of NCC. Unauthorised public statements by you about this REOI may, at NCC's sole discretion, lead to your disqualification from this REOI process.

Evaluation

NCC will consider the information provided by the Respondent in response to the matters set out in Appendix 4.



Appendix 3
REOI Terms and Conditions

Acceptance of terms and conditions

By submitting an EOI, the respondent accepts the terms and conditions set out in this appendix.

Status of request for expressions of interest

Neither this REOI nor the REOI process shall create any contractual, equitable or other obligations on NCC or any right in favour of an interested respondent that is enforceable against NCC. In particular, and without limitation, this REOI is not a contractual offer.

NCC is not bound to invite any respondent as a shortlisted party and NCC may or may not proceed to a Request for Proposal Process.

If there is any conflict or inconsistency between the terms and conditions set out in this REOI and the terms contained in any EOI, the terms and conditions set out in this REOI shall prevail.

Confidentiality

NCC is subject to the provisions of the Local Government Official Information and Meetings Act 1987 (LGOIMA). If a respondent considers that specific information in its EOI is confidential, it may mark it as "Commercial: In Confidence". It is not acceptable that the entire EOI is marked as such.

However, NCC cannot guarantee that information marked "Commercial: In Confidence" will not be disclosed, as NCC may be required by law to disclose such information.

Nelson City Council as regulatory authority

This REOI is issued by NCC in its capacity as owner of Civic House and for the purpose of exploring alternative options from the market. Nothing in this REOI shall be deemed to amount to a consent, approval or permit by NCC in its capacity as consent authority under the Resource Management Act 1991, Building Act 2004 or any other Act which relates to the development of any land or buildings, or a representation or warranty that any such consent, approval or permission shall issue.

Collection of information

Each respondent authorises NCC to collect any information from the respondent and relevant third parties (such as referees) and to use that information as part of its consideration of the EOI.

Conflicts of interest

Each respondent must disclose any actual or potential conflict of interest (whether real or perceived) in relation to the matters covered by this REOI.

Information complete and accurate

By submitting an EOI, each respondent warrants that all information provided by it to NCC in, or in relation to, the EOI is complete and accurate in all material respects.

Respondents to inform themselves

NCC makes no representation and gives no warranty as to the accuracy or completeness of any information that is or will be provided by or on behalf of NCC in connection with the REOI process. NCC accepts no liability on account of errors in any statements made in this REOI document and each respondent must rely on its own enquiries.

Cost of responding

Each respondent shall be responsible for all of its costs associated with preparing and submitting its EOI.

Notification of request for expressions of interest outcome

The shortlisted parties (if any) will be advised if they have been selected to submit a proposal in an RFP process. NCC will notify all unsuccessful respondents to this REOI if they have not been invited to participate in the next stage of the process.

Exclusion of liability

To the extent permitted by law, NCC and NCC's employees, contractors and agents will not be directly or indirectly liable (whether in contract, tort or otherwise) for any damage, loss or cost arising from, or in connection with, this REOI.

Rights reserved by NCC

NCC reserves the right in its sole discretion to:

- reject all or any of the EOI;
- seek further details or clarification from a respondent about any aspect of its EOI, provided that NCC will not be obliged to seek the same details or clarification from each respondent;
- alter timelines (including those in Appendix 1 of this document); and
- negotiate with an EOI respondent without the need to go through an RFP process.

Governing law

This REOI is governed by New Zealand law and each respondent submits to the exclusive jurisdiction of the New Zealand courts as to all matters relating to this REOI.



Appendix 4
REOI Forms of Response

Response Form
Option 1: land for purchase by Council

Contact details and respondent information

- Trading name
- Legal name
- Name of Directors
- Address for service

Respondent's representative

- The respondent's representative (primary contact person) when submitting this EOI
- Contact phone number
- Contact email
- Postal address

Information required

- Location of the land/site including legal address, number of land parcels and titles, copies of certificates of titles, resource consents for subdivision (if the land holding needs to be separated) or other relevant information outlining the landholding proposed for purchase
- Any restrictions or constraints such any covenant, easements, heritage obligations or other restrictions on the land including the ability to aggregate titles if needed
- Any information on the proximity of the landholding to public amenities and public carparking
- Any due diligence held for the landholding which may affect the future development of the site including geotechnical advice, HAIL designations, environmental reports and any assessments of resilience against sea level rise and climate risk
- Information on the total site area available for development, boundaries, site plan and relevant information
- The nature of any existing improvements, any existing lease commitments and ability/timeframes to demolish and prepare the site for future development
- Any existing bulk and location planning and any existing assessments of planning and resource consent process including traffic for development if known
- Proposed commercial terms and conditions
- An outline of the timeframes as set out in Section 3.0
- Any other relevant information that would assist Council assess the potentially suitability of the landholding for purchase and development.

Response Form
Option 2: a designed, built and delivered building for lease by Council

Contact details and respondent information

- Trading name
- Legal name
- Name of Directors
- Address for service

Respondent's representative

- The respondent's representative (primary contact person) when submitting this EOI
- Contact phone number
- Contact email
- Postal address

Information required

- Location of the land/site including legal address, number of land parcels and titles, copies of certificates of titles, resource consents for subdivision (if the land holding needs to be separated) or other relevant information outlining the landholding proposed for development; or if the landholding is not currently owned, details on how the respondent intends to obtain effective control
- Any restrictions or constraints such any covenant, easements, heritage obligations or other restrictions on the land including the ability to aggregate titles if needed
- Any information on the proximity of the landholding to public amenities and public carparking
- Any due diligence held for the landholding which may affect the future development of the site including geotechnical advice, HAIL designations, environmental reports and any assessments of resilience against sea level rise and climate risk
- Information on the total site area available for development, boundaries, site plan and relevant information
- The nature of any existing improvements, any existing lease commitments and ability/timeframes to demolish and prepare the site for development
- Preliminary proposed bulk & location/pre-concept scheme demonstrating how ~6,000m^2 could be accommodated on the proposed site (including if there is any other planned uses or fully occupied by Council)
- Confirmation that any development solution will comply with the indicative building performance specification standards set out or identify any alternative proposals
- Proposed commercial framework including initial lease term, indicative rental and other parameters, including conditions (or alternatively how the Respondent proposes that commercial terms will be agreed in time)
- Any assessment of planning and resource consent process required to obtain approval including traffic and other relevant matters
- An outline of the timeframes as set out in Section 3.0
- Experience, nature, capacity and track record of the party and indication of team/process to appoint consultant team and building contractor
- Indication of funding and approval process
- Any other relevant information that would assist Council assess the potential suitability of the response.

Appendix 4 continued
REOI Forms of Response

Response Form
Civic House divestment: purchase of Civic House with vacant possession or with a short-medium term lease to Council

Contact details and respondent information

- Trading name
- Legal name
- Name of Directors
- Address for service

Respondent's representative

- The respondent's representative (primary contact person) when submitting this EOI
- Contact phone number
- Contact email
- Postal address

Information required

- The indicative redevelopment plans for the building including the likely extent of works to upgrade, renew and/or convert for alternative use
- The intended use/uses following completion of the redevelopment
- Whether the proposal is for owner/occupier use or investment/leasing to third parties and if the later the current status of any tenant pre-commitment if known
- How any redevelopment will support Council's city centre activation, revitalisation and/or inner-city living aspirations
- Any preference for a short-term lease to Council (while it established an alternative solution) or deferred vacant possession once Council was able to relocate from the building
- Any early indications of the purchase price and other commercial terms or alternatively, a indication of how agreement could be reached on acceptable commercial terms
- The indicative timeframes as set out in Section 3.0
- Details on your company, location, organisational or consortia structure, key personnel, and contact details including background information on your scale, resourcing and experience as an investor or property developer
- Examples of similar redevelopment projects completed.

Appendix 5
Civic House Information Memorandum

Nelson City Council
Te Kaunihera o **Whakatū**