

Notice of Meeting:

I hereby give notice that an ordinary meeting of Hamilton City Council will be held on:

Date: Tuesday 16 February 2016
Time: 12:00pm
Meeting Room: Council Chamber
Venue: Municipal Building, Garden Place, Hamilton

Richard Briggs
Chief Executive

Council OPEN AGENDA

Membership

Chairperson	Her Worship the Mayor J Hardaker
Deputy Chairperson	Cr G Chesterman
Members	Cr M Forsyth
	Cr M Gallagher
	Cr K Green
	Cr A King
	Cr D Macpherson
	Cr G Mallett
	Cr A O'Leary
	Cr R Pascoe
	Cr L Tooman
	Cr E Wilson
	Cr P Yeung

Quorum: A majority of members (including vacancies)

Jude Pani
Democracy Manager

11 February 2016
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Terms of Reference:

- To carry out leadership functions including advocacy and facilitation on behalf of the community.
- To exercise all non-delegatable and non-delegated functions and powers of the Council.
- To make those decisions which are required by legislation to be made by resolution of the local authority.
- To consider any matters referred to it from any of the Standing or Special Committees.
- To authorise all expenditure not delegated to staff or other Committees.
- To receive the Council Risk Register and legal issues reports.
- To receive reports from the Audit & Risk Committee.
- To develop and approve the draft Long Term Plan (LTP) (including any amendments or variations) and Annual Plans (including the Budget and Funding and Financial policies); ensure their effective communication to the community; hear submissions and approve the final plan.
- To approve the Hamilton Plan and to retain overview of it through setting direction on key strategic projects and receiving regular reports on its overall achievement
- Make decisions in respect of District Plan matters.
- The authority to agree to settle and submit draft consent orders to the Environment Court relating to an appeal on a Proposed District Plan, Plan Change, Plan Variation or Notice of Requirement to designate land or for a heritage order, or a resource consent application.
- The authority to reject a private plan change request.

Financial:

- To determine all financial matters not delegated.
- To receive reports of the exercise of financial delegated authority pursuant to the Public Bodies Contracts Act 1959.
- To approve Council's borrowing programme and treasury management strategy.
- To undertake the statutory audit processes and to consider and approve the external audit arrangements, to receive the Auditor's reports and to approve the audited annual report.

Procedural Matters:

- Delegation of all Committee powers.
- Adoption of Standing Orders.
- Confirmation of all Standing and Special Committee minutes.
- Approval of Special Orders.
- Employment of Chief Executive, setting of the Chief Executive's performance targets and review of the Chief Executive's Performance and Remuneration (in accordance with the Employment Agreement).
- Other Delegations.

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1 Apologies

2 Confirmation of Agenda

The Council to confirm the agenda.

3 Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

Committee: Council

Date: 16 February 2016

Report Name: Ferrybank Development Plan

Author: Luke O'Dwyer

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Hamilton River Plan, Ferrybank Development Plan, 10-Year Plan, Hamilton Plan</i>
Financial status	<i>There is budget allocated Amount \$200,000 budget allocated as part of the approved \$250,000 River Plan budget 2015/16.</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is/is not considered to have a high degree of significance</i>

1. Purpose of the Report

- To endorse a recommendation from the Ferrybank Development Plan tender evaluation panel to appoint Wraight Athfield Landscape Architecture, A Stafford and Associates PTY Ltd, Anatanas Procuta Architects, McIndoe Urban, Tonkin Taylor (Wraight Athfield) to complete the detailed Ferrybank Development Plan in 2016.

3. Executive Summary

- Council approved a Design Brief on 30 July 2015 ([agenda/minutes](#)) for the delivery of the Ferrybank Development Plan.
- A Request for Expressions of Interest (REOI) process was undertaken to procure relevant professional services for the delivery of the Ferrybank Development Plan, a key deliverable of the Hamilton City River Plan.
- Of nine teams that submitted an Expression of Interest (REOI), three were selected by a Tender Evaluation Panel to prepare a concept plan for public display.
- The three teams selected have each been paid \$10,000 excluding GST for the delivery of the concept plan.
- The three teams submitted a Request for Proposal (RFP). Two of the teams, Chow:Hill and Wraight Athfield were asked to provide further information and were reevaluated against the evaluation criteria January 2016.
- Wraight Athfield has been recommended by the Tender Evaluation Panel to further develop the Ferrybank Development Plan.

10. The process established within the Design Brief requires Council to endorse the tender evaluation panel's recommendation for the Chief Executive to award a contract to the finalist design team.
11. Wraight Athfield will be paid \$150,000 excluding GST for the delivery of the plan.

12. Recommendations from Management

- a) That the report be received;
- b) Contract 15000 for The Ferrybank Development Plan is awarded to Wraight Athfield;
- c) The Chief Executive is delegated to negotiate and finalise contract terms with Wraight Athfield;
- d) The Approved Contract Sum for Contract 15000 is set at One Hundred and Fifty Thousand Dollars \$150,000 excluding GST; and
- e) That the final design is presented for Council endorsement in August 2016.

13. Attachments

14. There are no attachments for this report.

15. Key Issues

16. Background
17. The Ferrybank Development Plan has been identified in the Hamilton City River Plan as a priority project.
18. The Ferrybank Development Plan design brief and process was developed and approved by Council on 30 July 2015 ([agenda/minutes](#)).
19. The Design Brief included a process, timeline and procurement method for the delivery of the Ferrybank Development Plan.
20. Following approval of the Design Brief, a seven member Tender Evaluation Panel was convened that included expertise in urban design and architecture, environmental planning, project management, tangata whenua and representation from two HCC elected members (Mayor Julie Hardaker and Councillor Martin Gallagher).
21. Nine REOI's were received from individual respondents and consortiums which were assessed against the criteria by the Tender Evaluation Panel.
22. On the 13th October, the Tender Evaluation Panel selected a shortlist of three teams to progress to the concept design.
23. The three shortlist teams were:
 - Chow:Hill Architects;
 - Boffa Miskell, BCD Group, Fresh Concepts, RCG and Warren and Mahoney; and
 - Wraight Athfield Landscape Architecture Ltd, A Stafford and Associates PTY Ltd, Anatanas Procuta Architects, McIndoe Urban, Tonkin Taylor.

24. The shortlisted team's concept designs were publically exhibited and available online via the River Plan website (www.HamiltonCityRiverPlan.co.nz) from 28 November to 6 December 2015.
25. Key stakeholders have been engaged throughout the process.
26. Public and stakeholder feedback on all three of the concept designs has been positive. Feedback was received through feedback forms (online and paper), face-to-face stakeholder engagement and through the River Plan newsletter.
27. The Tender Evaluation Panel met on Monday 7th December 2015 to assess the three concept plans, review public feedback and recommend the finalist design team to complete the Ferrybank Development Plan.
28. The Tender Evaluation Panel assessed each of the concept plans using a comparative scoring method, and assessed each plan against the criteria that was outlined in the Request for Proposal (RFP) document that was provided to each of the teams.
29. The Chow:Hill team and the Wraight Athfield team both presented strong concepts and a decision was made to follow the RFP process and exercise the right to request further information from each team. This meant that the Tender Evaluation Panel's decision was deferred to January 2016.
30. The two teams have been reevaluated using the same evaluation criteria and a recommendation has been made by the Tender Evaluation Panel that the Wraight Athfield has best met the attributes of the criteria and should be awarded the contract.
31. The budget for the Ferrybank Development Plan comes from the \$250,000 River Plan budget approved for in the 2015-25 10 Year Plan.
32. The successful design team will be paid \$150,000 excluding GST for the delivery of the plan.
33. Council sign-off stages:
34. The Design Brief approved by Council provides for the following approval requirements from Council. Council will be asked to:
 - Sign-off the Design Brief (completed July 2015)
 - Approve a recommendation from the Tender Evaluation Panel for the Chief Executive to appoint the final design team to complete Stage 3 (January 2016)
 - Adopt the final Development Plan (July/august 2016)

The Tender Evaluation Panel will meet on a regular basis with the design team throughout the development of the plan to ensure the concept is delivered in the detailed design. Through the development of the plan, the Council will be briefed on progress, with final briefing dates to be confirmed subject to finalization of a detailed program with the consultant team once the contract is executed.

35. Financial and Resourcing Implications

- 36. The Ferrybank Development Plan has an approved project budget of \$200,000 for 2015/16. The funding comes from the \$250,000 River Plan budget approved for the same period in the 10 Year Plan.
- 37. The Ferrybank Development Plan budget is:
 - \$30,000 for concept planning (\$10,000 fee for each Stage 2 selected design team);
 - \$150,000 for detailed development planning (fee for the Stage 3 design team);
 - \$15,000 for publicity, communications, technical fees, associated events and project costs;
 - \$5,000 for travel and accommodation costs of Tender Evaluation Panel members.

38. Risk

- 39. Council has endorsed the procurement process for the Ferrybank Development Plan.
- 40. Failure to endorse the recommendation made by the Tender Evaluation Panel will mean that the process becomes null and void, it will be retendered and will create delay in delivering the Ferrybank Development Plan.

Signatory

Authoriser	Richard Briggs, Chief Executive
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