

Project Definition - Scope

Key Project Information

Project Name	Thames - Community Centres and Halls - Thames War Memorial Civic Centre/i-SITE Project		
Project Description	Thames War Memorial Civic Centre (Civic Centre) Alterations for tenancy of the Thames i-SITE and Destination Coromandel (DC).		
Project Code	HLL142409	Project Sponsor	Greg Hampton
CAPEX Budget	\$198,950	OPEX Budget	\$30,000
TOTAL - Long Term Plan (10 year) Budget	Nil	Asset ID (if applicable)	04881-20410
AC/ILOS split (where applicable)	TBC	Funding Source (if known)	Thames Local Halls Thames Local Rooding District Economic Development

Background - Thames i-SITE

At the 3 April 2013 Council meeting it was decided that the Council will District fund two i-SITES, those being Thames and Whitianga that will be operated by Destination Coromandel (DC), Councils Regional Tourism Operator (RTO). As a result the Thames i-SITE will be operated by DC from 1 July 2015.

The Thames i-SITE has been in its current location at the southern end of Pollen Street for the past 13 years and is currently run by an independent society (The Thames i-SITE Committee). The committee receives an annual grant from Council through the economic development activity for the management and operation of the i-SITE. This service level agreement expires on 30 June 2015 with DC taking over operation of the i-SITE on 1 July 2015.

Problem Statement

The current i-SITE premises has received low ratings from i-SITE New Zealand with negative feedback including comments relating to low presence and poor condition of the facilities. The issues with the current Pollen Street location include, but are not limited to:

- The location is remote from the town centre and within an unattractive service commercial area that does not present a good impression to visitors
- Low visibility and no street presence to Pollen Street
- The toilet amenities are poor
- The premises are not in a good state of repair

As a result of the above the Thames i-SITE Committee has wanted to relocate to a better location for several years but has been unsuccessful in finding a suitable site at an affordable cost.

i-SITE Location Options Assessment

The Thames Community Board (TCB) decided to assist the committee and undertook investigations into suitable relocation options. The recommended option was to relocate the i-SITE to the Thames War Memorial Civic Centre (Civic Centre) into the currently unutilised ticketing office. Both the i-SITE committee and DC were involved in assessing the options and are in agreement with the proposal to relocate to the Civic Centre. (The full relocation options report presented to the Thames Community Board on 8 September 2014 is appended as **Attachment A**.)

CIVIC CENTRE i-SITE Alterations Proposal

The current project proposal is have the Civic Centre i-SITE alteration works completed prior to 30 June 2015, to be available for i-SITE accommodation by 1 July 2015. The current Thames i-SITE lease in Pollen Street has expired and is currently on a month by month arrangement.

Architectural plans for the alterations have been developed in conjunction with both i-SITE Committee and DC to reconfigure the Civic Centre ticketing office to accommodate the i-SITE and create additional office space at the western frontage to house DC offices.

Approved building contractors have estimated the cost of alterations to be approximately \$130,000 ex GST. There is currently no budget allocation for the building alterations and bus parking. Final costs will be presented to the Board once builder's quotes are received for approval.

As part of the initial project work a Seismic Assessment of the Civic Centre was carried out by Opus. An initial Seismic Assessment Report was received by Council. This report has been provided to the Building Compliance team for peer review and consideration against the building code. This report shows no major concerns with the Civic Centre.

Tenancy Agreement

The i-SITE tenancy agreement will need to be in place with DC prior to the TCB committing funds to the alterations proposal. Terms are to be developed and agreed by the parties.

Civic Centre Management Agreement

A proposal for DC / i-SITE to undertake promotions and management of the Civic Centre complex is also being considered to replace the current custodian contract which is due to expire..

Thames i-SITE Relocation and Fit Out Costs

A budget of \$30,000 has been allocated in the 2014/2015 Annual Plan to aid with the relocation costs of the Thames i-SITE from the District Economic Development Activity budget. If additional budget is required, this will be a issue for the ED Manager and Council to consider.

Alignment to Council Mission/Vision

- This project contributes to a **Prosperous District** under the Economic Development Activity by supporting and encouraging visitors to Thames and promoting the increase in visitor guest nights.
- This project contributes to a **Prosperous District** under the Community Centres and Halls Activity by supporting and encouraging visitors to Thames and promoting an increase revenue source for the Civic Centre.
- This project will also provide a more visible presence of the Thames i-SITE within the centre of Thames and allow for ease of management between DC and i-SITE staff.

Alignment to Level of Service

- New levels of Service for Council activities are currently under review as part of the 2015-2025 Long Term Plan however, initial direction from Council and the Community Board is for the retention of existing levels of service.
- This project aligns with the Council's vision for Economic Development by:
 - partnering and working with others to promote the Coromandel Peninsula as a tourist destination
 - promoting the increased percentage of visitor guest nights
- The relocation of the i-SITE may impact on the number days the visitor information centre is open during the actual move.
- It also aligns with the Community Centres and Hall Activity by promoting the wider use of the Civic Centre whilst generating a further revenue source for this venue.

Project Objectives

The objectives of the project are to:

Relocate i-SITE;

- Provide a more visible presence of the Thames i-SITE within the centre of Thames.
- Provide two tenantable spaces with public conveniences available.
- Provide a space with sufficient room for retail souvenir sales.

Relocate DC;

- Provide for ease of management/communications for DC with the i-SITE in the same location.
- Provide a more prominent and attractive location within the centre of Thames.

Bus Terminal;

- Provide a Bus Terminal within the centre of Thames
- Visitors to Thames are delivered to the centre of Thames with a beneficial flow on to local businesses.

Project Stakeholders

The key stakeholders for the project are:-

- Thames i-SITE Committee
- DC
- Thames Community Board
- Visitors to Thames
- Tour Operators
- Local businesses

Project Deliverables

The project will deliver the following:-

- Detailed design and construction plans
- Building Permits
- Fire Compliance Report
- Construction works of office space/retail for i-SITE and DC as identified in the detailed design
- Roading alterations to accommodate buses

The project sponsor will be required to sign off the following:-

- Final scope of work
- The procurement process
- Budget variances within financial delegations
- Requests for additional budget outside of financial delegations
- Requests for additional budget outside of financial delegations

Project Resources

The project requires the following resources and technical skills to achieve the project deliverables and outcomes:-

- Project Team will be structured as follows:-
 - Project Sponsor Greg Hampton/Ben Day
 - Project Manager Jeanette England
 - Project Advisor(s) Internal Legal Team
 - Legal Agreements for tenancy
 - Contracts for funding
 - Parks Contract Manager
 - Streetscape Design
 - Roading Engineer
 - Traffic Design
 - Compliance Team
 - Building Consent and Monitoring
 - Finance Representative Richard Elgie
 - Communications Representative Michael Dobie
- Capacity to deliver based on the following:-
 - Critical tasks have been identified and prioritised
 - Each task will need to be completed in order for this project to be a success
 - Some tasks will need to occur simultaneously
- The project will require the following external technical skills:-
 - Assessment of the tenantable spaces for lease values
 - Architect to complete final designs
 - Traffic design to enable buses to park at the Civic Centre
 - Landscape Designer for minor streetscape alterations
 - Fire Inspector to assess compliance and provide report
 - Builder

- Electrician
- Plumber
- The project deliverables are being managed by an external partner/contractor:-
 - i-SITE/DC agreement will be managed by Thames Community Coordinator.

Scope

The scope of the project includes:-

- The following activities will be undertaken:-
 - Designs
 - Obtain and comply with any building consent regulations
 - Obtain and comply with fire authority regulations
 - Ensure sign off on the above regulations prior to final payment
 - Relocation of specified kitchenette and baby change tables
 - Construction of the alterations, as designed, in the two separate specified areas
 - Provide compliance certificate for Council records
 - Traffic modelling
 - Roading alterations as required by design
 - Streetscape design
 - Streetscape works as required by design
 - Parking By-Law amendment to Thames Schedule to allow for Bus Stop outside Civic Centre

The scope of the project does not include:-

- The following activities will not be undertaken:-
 - Funding and contracts to DC for the management of Thames i-SITE

Project Outputs

- Office, retail, kitchen and storage space provided for Thames i-SITE
- Office, meeting and tea making space provided for DC
- Tenancy agreements with Thames i-SITE and DC
- Parking By-Law amendments

Bus Depot Relocation:

- As the current i-SITE location also includes the pick-up/drop-off point for buses entering and exiting Thames, it is envisaged that this service will also be relocated outside the Civic Centre.
- Traffic tracking curves at the Civic Centre have been carried out to ensure that buses will be able to enter and exit Service Lane #6 (Refer attached).
- One bus park will be provided in the service lane and one in front of the Civic Centre on Mary Street. The bus parks will also be restricted parking when not in use by buses.
- This work will include:
 - widening the parking spaces outside the Civic Centre to accommodate the bus park
 - moving the pedestrian crossing on Queen Street closer to the roundabout to enable buses to turn into the Service Lane
 - installation of One Way signage at the Service Lane
 - surface alterations at the Mary Street end of the Service Lane to allow for pedestrian crossing and to slow vehicle exiting
- Parking by-law schedule for Thames will need amendment to accommodate the bus parking

Estimated costs for the Bus/Car Parking works is \$38,000

i-SITE and DC Relocation:

- Funding has been provided in the 2014/15 Annual Plan for the relocation of the Thames i-SITE (\$30,000)
- Building works include:
 - contractor selection will be carried out in accordance with council's procurement policy
 - registrations of interest have been requested from five building contractor selected from council's approved contractors list
 - only two have confirmed interest in this building work
 - preliminary estimates have been received from these two builders

Estimated costs for the building alterations is \$130,000 plus \$5,000 building consent fees.

Related Projects

- Successful negotiation of tenancy agreements with the Thames i-SITE Committee and DC
- Upgrade of the Public Conveniences on the outside of the Civic Centre
- Relocation of a tree and street lights outside the Civic Centre
- Streetscape upgrade to the Civic Centre forecourt area.

Assumptions

- Higher visibility of the i-SITE in Thames bringing the users (visitors) into the centre of Thames
- Prices received for the alterations will be within expected estimates
- The work will be completed by 30 June 2015
- Successful negotiation of tenancy agreements with the Thames i-SITE Committee and DC

Constraints

- Sufficient funding is not allocated
- Tenancy agreements needs to be negotiated
- Contractor availability to complete the work within the expected timeframe
- Roothing works required for buses cannot be completed simultaneously

Conflicts

- Anzac Day commemorations are planned for 25 April in the conference room, however Contractor will not commence on site prior to 25 April 2015.
- There are some regular users of the conference room who will be notified of the proposed works being carried out once we have received a programme from the contractor.
- The parent's room is used on a Sunday by the Equip Church, however they have been informed of the proposed work in this area and that the room will no longer be available once the work commences.

Risk Assessment

The key risks to this project are:-

- Service Agreement between i-SITE and DC is unsuccessful
- Tenancy agreements with Council are not successful
- Buses cannot be accommodated outside the facility
- Roothing works for buses prove to be more expensive than initially expected

The project risk register will be maintained throughout the duration of this project and reviewed on a regular basis to ensure mitigation and management of risks.

Project Benefits

- Utilises an otherwise unused part of the facility
- Increases tenancy and revenue at the facility
- Located in the town centre
- Allows the conference room to remain as a resource that the community can utilise
- Has an adjacent attractive outdoor public space forecourt
- Activates the Civic Centre forecourt area for greater public use and vibrancy
- Locates the i-SITE service within an existing TCDC asset
- Potential co-location of DC by utilising the storage rooms at the Queen Street end of Conference Room (each room is 4 metres by 4 metres).
- Convenient accessibility exists for buses/coaches utilising the Queen street roundabout and service lanes
- Additional existing dedicated bus parks are located close by in Brown Street for waiting buses
- Has potential for the i-SITE to promote and take bookings for the Civic Centre increasing utilisation. This proposal is still to be worked through as part of the lease negotiations.

Project Dis-Benefits

- The space is adequate for core i-SITE services but likely to result in reduced retail sales space for souvenirs and AA Express driver licensing office.
- Requires further building alterations to make fit for purpose

- Limited car parking close to the Civic Centre
- Amendments to the Parking By-law will need to be approved by Council to enable the bus and restricted car parking in the Service Lane and in front of the Civic Centre.
- Lost income from AA Express
- Short term closure

Project Funding/Budget

Initial estimates for the relocation of Thames i-SITE and DC to the Civic Centre at \$198,950(Capex) and \$30,000 (Opex).

The District/Local funding will be:

- | | | |
|--|-----------|-------|
| • District - Economic Development | \$30,000 | Opex |
| • Local Rooding - Thames | \$38,000 | Capex |
| • Local Community Centres & Halls - Thames | \$135,000 | Capex |
| • Plus Contingency - 15% (\$25,950) | | |

(Detailed working papers to be confirmed)

Operating Expenditure

- There will not be any additional operating costs with these alterations.
- Cleaning costs of the new spaces will be met by the occupants

Communications

- Notification of the alterations will be published on Council's website
- Regular users of the facility will be notified in writing prior to work commencing
- No further bookings of the conference room are being taken during May/June to allow for building works
- Communications plan will be discussed with the Comm's team
- Tour bus operators
- Business owners who utilise the Service Lane.
- Business owners on Mary Street
- Thames i-SITE and DC

Procurement Plan

- Building contractors have been selected to register their interest in this work
- Formal tenders will be sort once sign off of this project has been received
- A Contract will be awarded after evaluation of the tenders and funding approved.

Project Authorisation/Sign Off

Project Sponsor Greg Hampton

Date 31 March 2015

Key Reference Documents

1. *Budget Working Papers*
2. *Community Board Reports*
Report - Potential i-SITE Relocation Options - ECM Doc Set#3525423
Resolution - ECM Doc Set#3543153