



Hastings District Council

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OPEN A G E N D A

CIVIC AND ADMINISTRATION SUBCOMMITTEE MEETING

Meeting Date: **Thursday, 13 February 2020**

Time: **1.00pm**

Venue: **Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

Committee Members	<p>Councillor Dixon (Chair) Councillors: Harvey, Lawson, Nixon (Deputy Chair), O'Keefe, Schollum, Travers and Watkins Vacancy - Heretaunga Takoto Noa Māori Standing Committee member</p> <p>Transportation Manager, Mr J Pannu and Environmental Consents Manager, Mr M Arnold – for Item 4</p> <p>Chief Executive and Group Manager Asset Management: Mr C Thew – for Item 5</p> <p>Mayor Hazlehurst (ex-officio) <i>Quorum=3</i></p>
Officer Responsible	General Counsel – Mr S Smith
Democracy & Governance Advisor	Mrs C Hilton (Extn 5633)

Civic and Administration Subcommittee – Terms of Reference

A Subcommittee of the Operations and Monitoring Committee.

Fields of Activity

The Civic and Administration Subcommittee is responsible for making delegated decisions and advising the Operations and Monitoring Committee by;

- Assisting Council in the allocation of Community Grants by;
 - Reviewing applications for Community Grants.
 - Setting appropriate performance measures to assist in the measurement of delivery of activities funded from Grants.
 - Allocation of grant funding within the budget allocation.
- Assisting Council in its general overview of procurement and tender activity by accepting tenders which exceed the Chief Executive's delegated authority to approve, for projects previously approved by Council or a Standing Committee within the delegated authority.
- Assisting Council by reviewing and considering submissions and deciding applications for temporary closure of roads.
- Recommending to Council the appointment of trustees to Te Mata Park Trust Board.
- Recommending to Council the appointment of directors to Hastings District Holdings Limited.
- Recommending to Council the appointment of List Members to the District Licencing Committee.
- Assisting Council by reviewing, considering nominations and recommending recipients of Civic Awards.

Membership

- 8 Councillors.
- 1 Heretaunga Takoto Noa: Māori Standing Committee Member appointed by Council.
- Group Manager Planning and Regulatory Services to be a member only when the Subcommittee is recommending the appointment of List Members to The Hastings District Licencing Committee.
- The Chief Executive to be a member only when the Committee is making a decision on tendering and procurement matters.
- The Group Manager: Asset Management to be a member only when the Subcommittee is making a decision on tendering and procurement matters.
- The Transportation Manager to be a member only when the Committee is making a decision on applications for temporary closure of roads.
- The Environmental Consents Manager to be a member only when the Committee is making a decision on applications for temporary closure of roads.
- The Chair of the Te Mata Park Trust Board to be a member only when the Committee is making a decision on appointments to the Te Mata Park Trust Board.
- The Chief Financial Officer to be a member only when the Committee is making a decision on appointments to the boards of any Council Controlled Organisations.
- Chair appointed by Council.
- Deputy Chair appointed by Council.

Quorum – a minimum of 3 members

Delegated Powers

- 1) Authority to exercise all Council's powers, functions and authorities (except where prohibited by law or otherwise delegated) in relation to the allocation of grant funding within the budget allocation.
- 2) Authority to accept tenders for individual projects previously approved by the Council or a Standing Committee of the Council up to a value of \$10,000,000.
- 3) Responsibility to provide oversight and direction on tendering processes in general and/or specific issues relating to a particular project.
- 4) All the Council's powers and functions in respect to temporary prohibition of traffic under Section 342(1)(b) and clause 11(e) of Schedule 10 of the Local Government Act 1974.
- 5) Recommend to Council the appointment of Trustees to Te Mata Park Trust Board in accordance with the policy on Appointment of Trustees for Te Mata Park Trust Board, and the provisions of section 57 of the Local Government Act 2002.
- 6) Recommend to Council the appointment of director positions for Hastings District Holdings Limited in accordance with the Council's Policy on Appointment and Remuneration of Directors for Council Organisations.
- 7) Recommend to Council the recipients of Civic Awards.
- 8) Recommend to Council the appointment of List Members to the Hastings District Licensing Committee in accordance with the policy on the appointment of members for the District Licensing Committee, and the provisions of Sections 192 – 194 of the Sale and Supply of Alcohol Act 2012.

HASTINGS DISTRICT COUNCIL
CIVIC AND ADMINISTRATION SUBCOMMITTEE MEETING
THURSDAY, 13 FEBRUARY 2020

VENUE: Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings

TIME: 1.00pm

A G E N D A

1. Apologies

At the close of the agenda no apologies had been received.

At the close of the agenda no requests for leave of absence had been received.

2. Conflict of Interest

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Democratic Support Manager (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

3. Confirmation of Minutes

Minutes of the Extraordinary Civic and Administration Subcommittee Meeting held Monday 13 January 2020.
(Previously circulated)

4.	Temporary Road Closures - Lyndhurst Road and Percival Road - 18 February, Hastings Street South - 28 February - 1 March, Te Mata Peak Road - 7 March, Pohokura Road - 8 March, Elwood Road and Kenilworth Road 9 - 16 March 2020	7
5.	Professional Engineering Services Tender	27
6.	Additional Business Items	
7.	Extraordinary Business Items	

REPORT TO: CIVIC AND ADMINISTRATION SUBCOMMITTEE

MEETING DATE: THURSDAY 13 FEBRUARY 2020

FROM: TRANSPORTATION OFFICER
LYNN BURDEN

SUBJECT: TEMPORARY ROAD CLOSURES - LYNDHURST ROAD AND PERCIVAL ROAD - 18 FEBRUARY, HASTINGS STREET SOUTH - 28 FEBRUARY - 1 MARCH, TE MATA PEAK ROAD - 7 MARCH, POHOKURA ROAD - 8 MARCH, ELWOOD ROAD AND KENILWORTH ROAD 9 - 16 MARCH 2020

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

1.1 The purpose of this report is to obtain a decision from the Civic and Administration Subcommittee in regard to the following temporary road closures as requested below. These requests arise from the need to inform and gain Hastings District Council ("the Council") approval in order to comply with the legal process to temporarily close the roads listed below:

- SMC Events - **Lyndhurst Road and Percival Road**
Lyndhurst Road between Pakowhai Road and the end of the road
Percival Road between Lyndhurst Road and first entrance in to the Sports Park. These road closures will be between 6:00am and 2:00pm, Tuesday, 18 February 2020. The purpose of these road closures is to hold the Weet-bix Kids Tryathlon.
- Toitōi – Hawke’s Bay Arts and Events Centre – **Hastings Street South**
Hastings Street South between Eastbourne Street East and Heretaunga Street East. The road closure will be between 8:00pm, Friday, 28 February and 5:00pm, Sunday, 1 March 2020. The purpose of this road closure is hold the official opening of the Toitōi venue.
- Bennelong Mountain Bike Club – **Te Mata Peak Road**
Te Mata Peak Road 900m down from the summit. The road closure will be between 6.00am and 4.30pm on Saturday, 7 March 2020. The purpose of this road closure is to hold the Triple Peaks Challenge.
- Hawke’s Bay Car Club – **Pohokura Road**
Pohokura Road from rapid number 2046 to the Mohaka River Bridge. The road closure will be between 10:00am and 6:00pm, Sunday, 8 March 2020. The purpose of this road closure is hold a motorsport event.
- SMC Events – **Elwood Road and Kenilworth Road**

Elwood Road between Otene Road and the State Highway from 5:00am, Monday, 9 March to 5:00am, Monday, 16 March 2020

Kenilworth Road between Caroline Road and the dead end of Kenilworth Road from 5:00am, Monday, 9 March to 5:00am, Monday, 16 March 2020.

The purpose of these road closures is to hold the annual Horse of the Year Show.

- 1.2 This report contributes to the purpose of local government by primarily promoting the cultural and social wellbeing and specifically to the Council's strategic objectives by promoting the appealing visitor destination and wellbeing of communities in the present and for the future.
- 1.3 Given that there are no submissions in opposition to the closures and that subject to the recommended conditions the activity can proceed and be undertaken in a safe and controlled environment, the risks associated with these closures can then be minimised and safely managed to Council's satisfaction.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Council/Committee receives the report titled Temporary Road Closures - Lyndhurst Road and Percival Road - 18 February, Hastings Street South - 28 February - 1 March, Te Mata Peak Road - 7 March, Pohokura Road - 8 March, Elwood Road and Kenilworth Road 9 - 16 March 2020.
- B) SMC Events Lyndhurst Road between Pakowhai Road and the end of the road. Percival Road between Lyndhurst Road and first entrance in to the Sports Park. These road closures will be between 6:00am and 2:00pm, Tuesday, 18 February 2020.
- C) Toitōi – Hawke’s Bay Arts and Events Centre Toitōi – Hawke’s Bay Arts and Events Centre – Hastings Street South between Eastbourne Street East and Heretaunga Street East. The road closure will be between 8:00pm, Friday, 28 February and 5:00pm, Sunday, 1 March 2020.
- D) Bennelong Mountain Bike Club – Bennelong Mountain Bike Club – Te Mata Peak Road 900m down from the summit. The road closure will be between 6.00am and 4.30pm on Saturday, 7 March 2020.
- E) Hawke’s Bay Car Club – Pohokura Road from rapid number 2046 to the Mohaka River Bridge. The road closure will be between 10:00am and 6:00pm, Sunday, 8 March 2020.
- F) SMC Events – Elwood Road between Otene Road and the State Highway from 5:00am, Monday, 9 March to 5:00am, Monday, 16 March 2020. Kenilworth Road between Caroline Road and the dead end of Kenilworth Road from 5:00am, Monday, 9 March to 5:00am, Monday, 16 March 2020.
- G) The Committee approve the above temporary road closures subject to the following conditions to be complied with to the satisfaction of the Group Manager: Asset Management:
 - i. These events are conducted in accordance with the New Zealand Transport Agency Code of Practice Temporary Traffic Management (CoPTTM).
 - ii. The Traffic Management Plans including provision for appropriate signage are approved by the Traffic Management Coordinator acting under delegated authority.
 - iii. The Traffic Management Plans must be complied with including any specific conditions.
 - iv. Copies of the relevant liability insurance policies are received.
 - v. That the cost of all advertising is met by the event organisers.

- vi. Emergency Services are contacted regarding the holding of these events with details of the dates, locations and time frames.**
- vii. As per the Traffic Management Plan provisions - all emergency services will be accommodated and access provided through the sites as required.**
- viii. The applicant is responsible under the Health and Safety at Work Act 2015 for all health and safety risks associated with this activity and must take reasonably practicable steps to ensure the safety of all persons during these temporary road closures.**
- ix. The applicant has in place at all times, appropriate Health and Safety measures (to prevent harm to any persons), including (but not limited to) any measures provided for in the submitted Health and Safety Plans including any conditions attached.**
- x. The Hawke's Bay Car Club events shall be conducted in accordance with the requirements of the Motorsport New Zealand Motor Sport Manual, National Sporting Code and Appendices.**

3.0 BACKGROUND – *TE HOROPAKI*

- 3.1 This report covers the applications by SMC Events, Toitōi – Hawke's Bay Arts and Events Centre, Bennelong Mountain Bike Club and the Hawke's Bay Car Club to temporarily close roads so that four sporting events and one cultural event can be held. The preferred option is to allow the closure of the above roads so that the listed events can be undertaken.
- 3.2 The temporary road closures will be managed in accordance with the New Zealand Transport Agency Code of Practice Temporary Traffic Management (CoPTTM).
- 3.3 Detailed Traffic Management Plans are to be submitted to the Hastings District Council and the plans will be approved for implementation, subject to the temporary road closure applications being approved.
- 3.4 The temporary road closure checklist (**Attachment 1**) details the necessary items that the organisers need to submit as part of their application for the above proposed road closures.
- 3.5 GIS maps showing the area of the temporary road closures are also attached as part of **Attachment 1**: (SMC Events) Lyndhurst Road and Percival Road; (Toitōi - Hawke's Bay Arts and Events Centre) Hastings Street South; (Bennelong Mountain Bike Club) Te Mata Peak Road; (Hawke's Bay Car Club) Pohokura Road; (SMC Events) Elwood Road and Kenilworth Road.
- 3.6 At the time of writing this report there were no planned road works that will affect or impact the above temporary road closures.

4.0 DISCUSSION - *TE MATAPAKITANGA*

- 4.1 The above events are being undertaken by the following organisations:
 - SMC Events - **Lyndhurst Road and Percival Road**. This will be the first temporary road closures of the above roads this calendar year. The average daily traffic count for Lyndhurst Road is: 3296 vehicles per day and Percival Road is: 1118 vehicles per day.
 - Toitōi – Hawke's Bay Arts and Events Centre – **Hastings Street South**. This will be the first temporary road closure of the above road this calendar year. The average daily traffic count for Hastings Street South is: 6375 vehicles per day.
 - Bennelong Mountain Bike Club – **Te Mata Peak Road**. This will be the first temporary road closure of the above road this calendar year. The average daily traffic count for Te Mata Peak Road is: 442 vehicles per day.
 - Hawke's Bay Car Club – **Pohokura Road**. This will be the first temporary road closure of the above road this calendar year. The average daily traffic count for Pohokura Road is: 82 vehicles per day.
 - SMC Events – **Elwood Road and Kenilworth Road**. This will be the first temporary road closures of the above roads this calendar year. The average daily traffic count for Elwood Road is: 2065 vehicles per day and Kenilworth Road is: 931 vehicles per day.

5.0 OPTIONS - NGĀ KŌWHIRINGA

Option One - Recommended Option - *Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga*

- **Option A** is the preferred option. It recommends the Committee approve the temporary road closures detailed above, subject to conditions that will ensure public safety is maintained.

5.1 Temporary road closure options listed below:

- **Option A: Approve** the temporary road closures detailed above.

Advantages: All events can proceed and contribute to the safe use of roads within the district for these proposed events.

Disadvantages: Traffic will be impeded for a short period of time.

- **Option B: Do not approve** the temporary road closures detailed above.

Advantages: Traffic will not be impeded.

Disadvantages: All proposed events will need to be cancelled.

- **Option C: Approve only** one, two, three, four, five, six or seven of the temporary road closures detailed above.

Advantages: Only traffic on specific roads will be impeded.

Disadvantages: Depending on which roads are temporarily closed this may result in the cancellation of some or all of the proposed events.

6.0 NEXT STEPS - TE ANGA WHAKAMUA

6.1 See above for options related to these proposed temporary road closures.

Attachments:

- 1 [Temporary Road Closures - Checklists and Maps - CG-16-14-00011](#)
13 Feb 2020

SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

The above temporary road closures will be undertaken in accordance with The Local Government Act 1974 Schedule 10, section 11 and section 11(e) which states:

“11. The council may, subject to such conditions as it thinks fit (including the imposition of a reasonable bond), and after consultation with the Police and the Ministry of Transport, close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic).”

“(e) For a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function:

Provided that no road may be closed for any purpose specified in paragraph (e) of this clause if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.”

This report contributes to the purpose of local government by primarily promoting the cultural and social wellbeing of the community.

Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua*

This proposal promotes the appealing visitor destination wellbeing of communities in the present and for the future.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

There are no known impacts for Tangtata Whenua.

Sustainability - *Te Toitūtanga*

There are no known implications for sustainability.

Financial considerations - *Ngā Whaiwhakaaro Ahumoni*

The advertising cost for these events are being met by the event organisers: being SMC Events, Toitōi – Hawke's Bay Arts and Events Centre, Bennelong Mountain Bike Club and the Hawke's Bay Car Club.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This decision/report has been assessed under the Council's Significance and Engagement Policy as being of low significance.

Consultation – internal and/or external - Whakawhiti Whakaaro-ā-roto, ā-waho

The organisers of the above events have been in contact with affected parties/residents. They advise that no issues have been raised regarding the above proposed temporary road closures.

The temporary road closures of **Lyndhurst Road and Percival Road** have been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on: Saturday, 5 October 2019.

The closing date for submissions for Lyndhurst Road and Percival Road was 4:00pm, Monday, 21 October 2019. No submissions were received.

If the road closures are approved, final formal public notification will be published in the Hawke's Bay Today newspaper on: Saturday, 15 February 2020.

The temporary road closure of **Hastings Street South** has been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on: Saturday, 4 January 2020.

The closing date for submissions for **Hastings Street South** was 4:00pm, Monday, 20 January 2020. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on: Wednesday, 26 February 2020.

The temporary road closure of **Te Mata Peak Road** has been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on: Saturday, 4 January 2020. Additionally, the event organiser has been in contact with those organisations involved with the on shore itineraries of cruise ship passengers to advise them of the Triple Peak event and the implications of the temporary road closure.

The closing date for submissions for **Te Mata Peak Road** was 4:00pm, Monday, 20 January 2020. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on: Wednesday, 4 March 2020.

The temporary road closure of **Pohokura Road** has been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on: Wednesday, 15 January 2020.

The closing date for submissions for **Pohokura Road** was 4:00pm, Wednesday, 22 January 2020. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on: Wednesday, 4 March 2020.

The temporary road closures of **Elwood Road and Kenilworth Road** have been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on: Thursday, 16 January 2020.

The closing date for submissions for **Elwood Road and Kenilworth Road** was 4:00pm, Wednesday, 22 January 2020. No submissions were received.

If the road closures are approved, final formal public notification will be published in the Hawke's Bay Today newspaper on: Saturday, 7 March 2020.

Risks: Legal/ Health and Safety - *Ngā Tūraru: Ngā Ture / Hauora me te Haumarū*

As per the requirements of the Health and Safety at Work Act 2015, the applicant is required to include a Health and Safety Plan with their temporary road closure application. Additionally, conditions drawing the applicants' attention to their respective obligations have been provided in the recommendations.

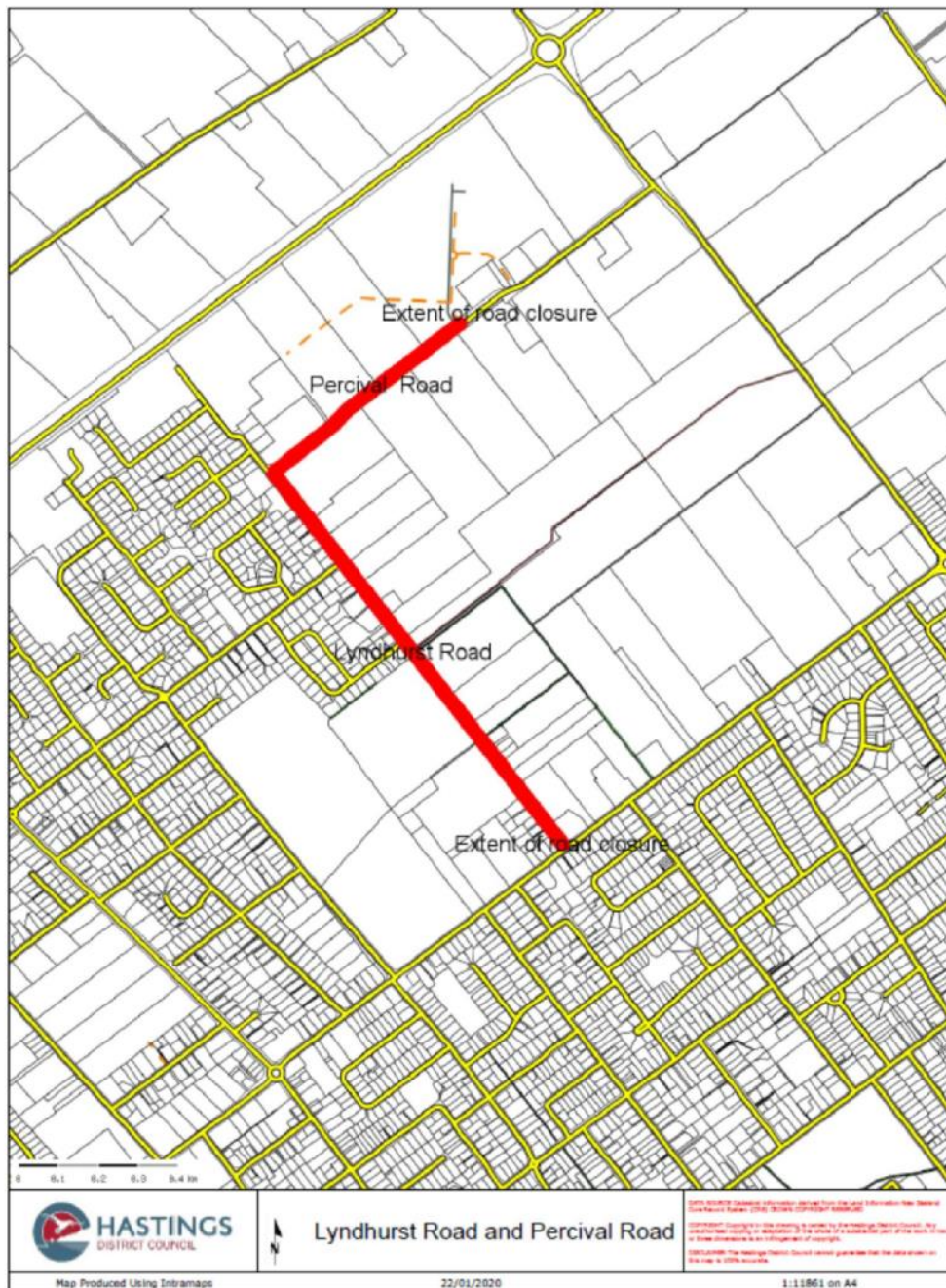
Rural Community Board - *Ngā Poari-ā-hapori*

There are no implications for the Rural Community Board. They have been advised of the proposed temporary road closures via an email containing the Notice for Submissions information.

Checklists and Maps - Temporary Road Closures:

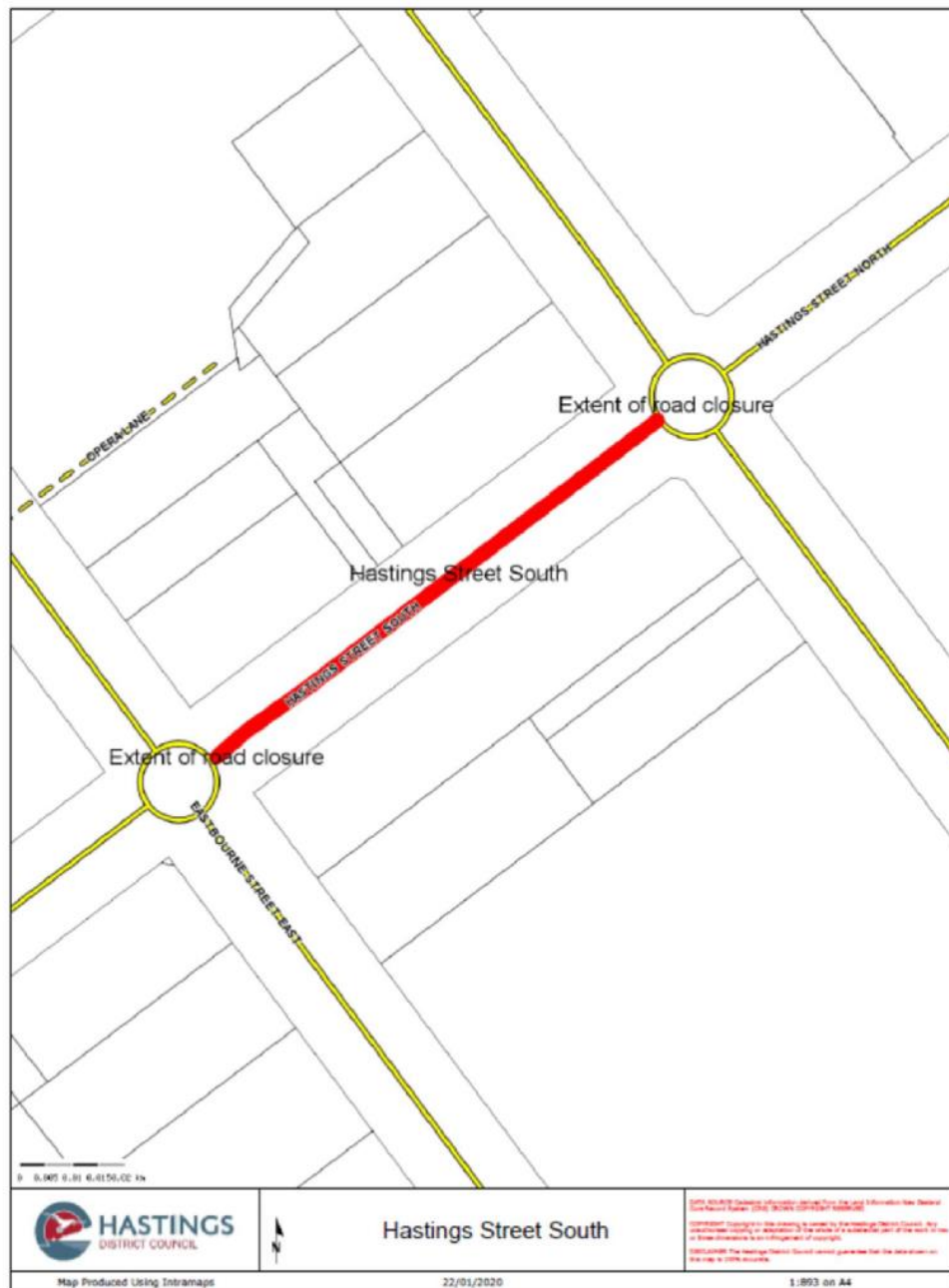
1. **SMC Events - Lyndhurst Road and Percival Road**
 Lyndhurst Road between Pakowhai Road and the end of the road.
 Percival Road between Lyndhurst Road and first entrance in to the
 Sports Park. These road closures will be between 6:00am and
 2:00pm, Tuesday, 18 February 2020.

Items Received:	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	N/A
Event Safety Plan	✓
Resident Visiting Form / Letter	✓



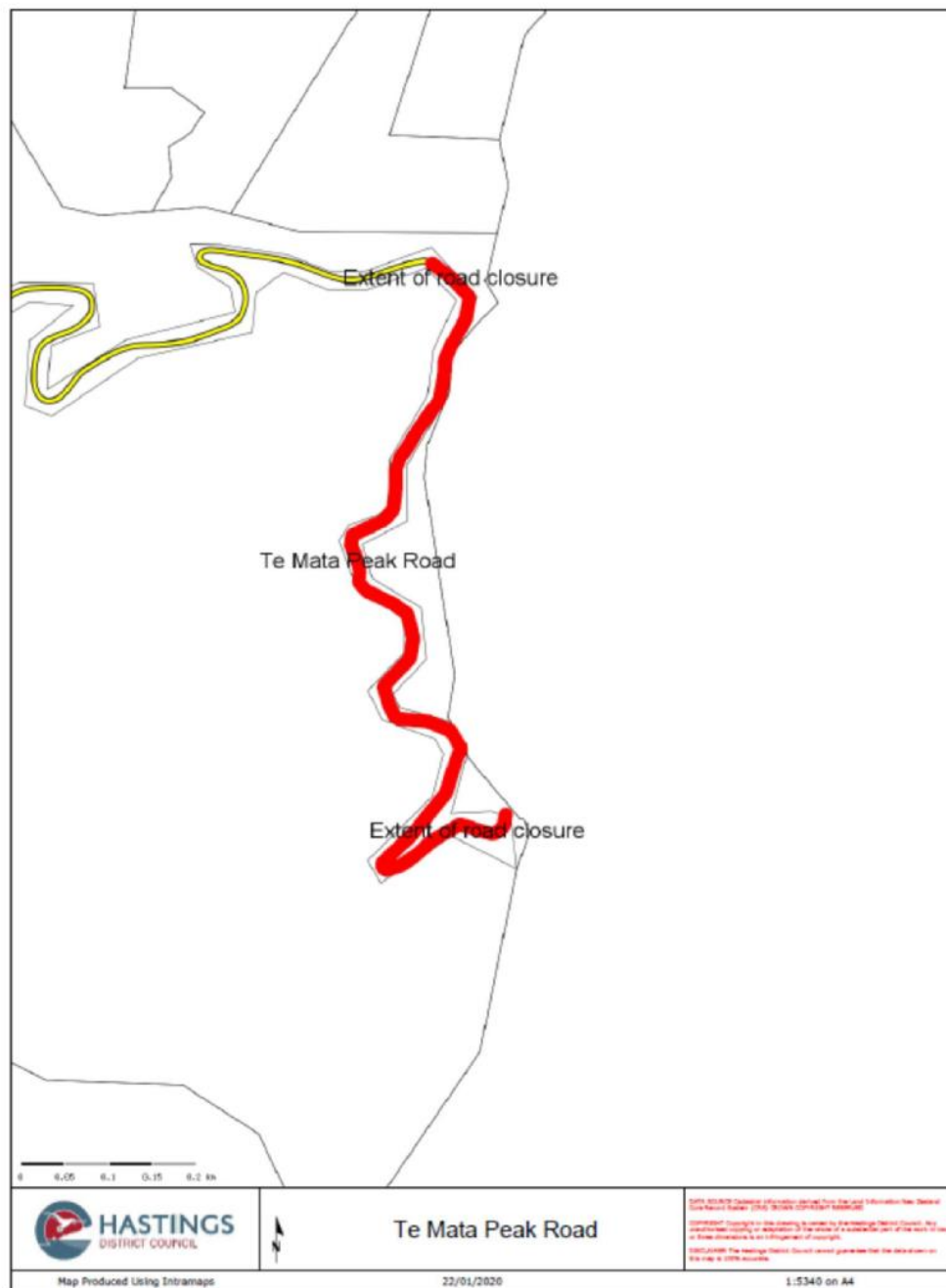
2. Toitoti – Hawke's Bay Arts and Events Centre – Hastings Street South between Eastbourne Street East and Heretaunga Street East. The road closure will be between 8:00pm, Friday, 28 February and 5:00pm, Sunday, 1 March 2020.

Items Received:	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	N/A
Event Safety Plan	✓
Resident Visiting Form / Letter	✓



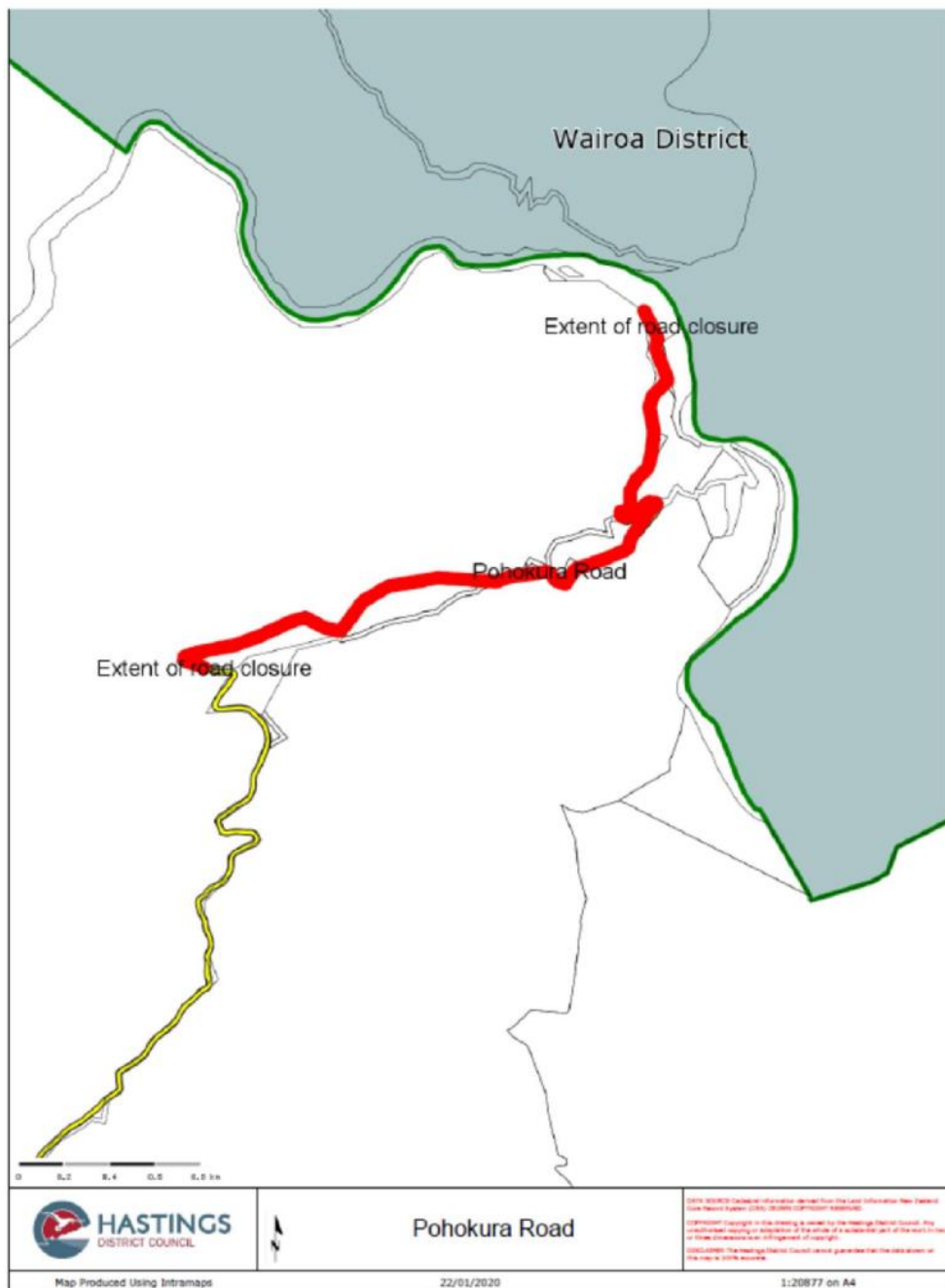
3. **Bennelong Mountain Bike Club – Te Mata Peak Road**
Te Mata Peak Road 900m down from the summit. The road closure will be between 6.00am and 4.30pm on Saturday, 7 March 2020.

Items Received:	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	N/A
Event Safety Plan	✓
Resident Visiting Form / Letter	✓



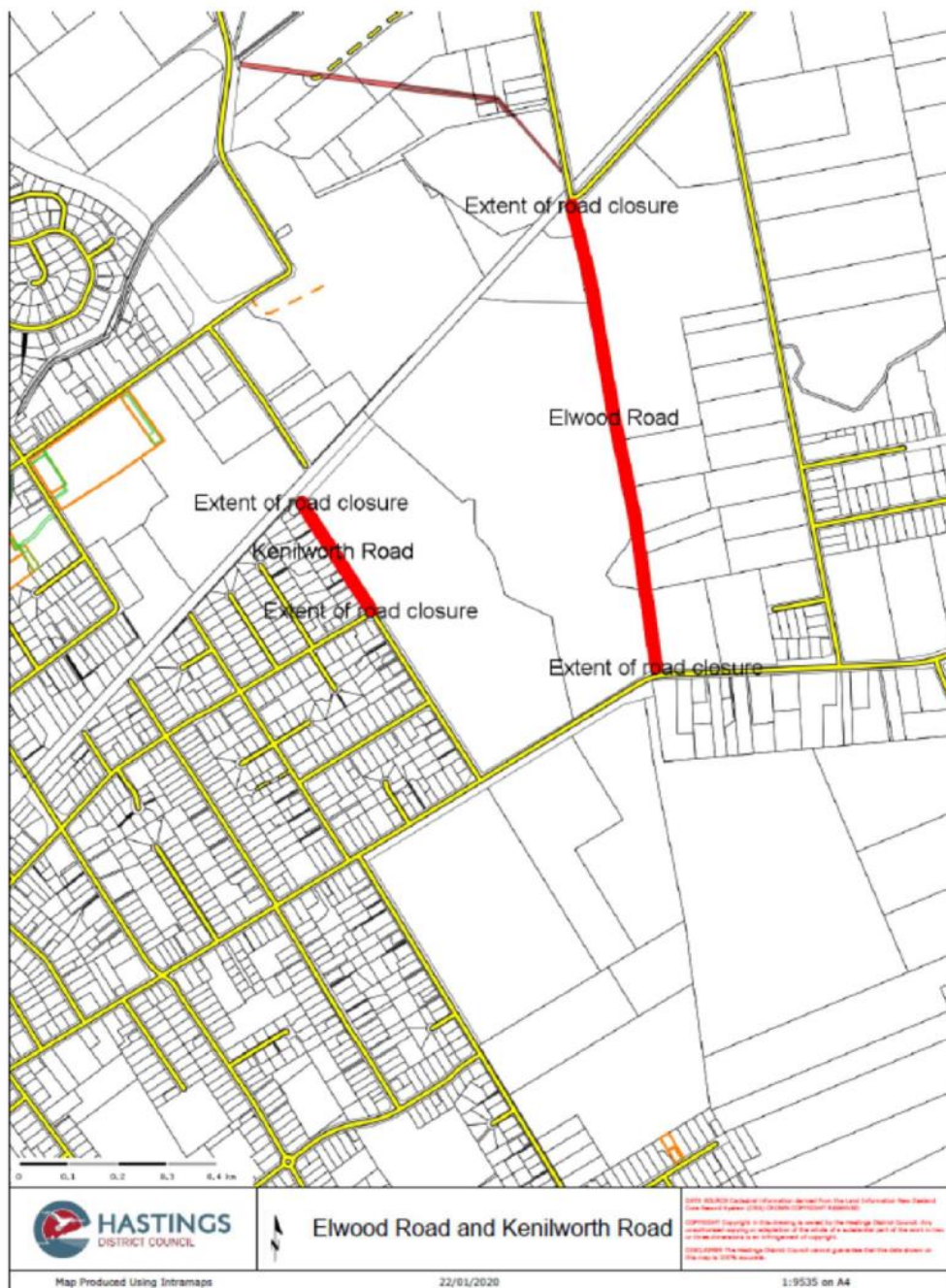
4. **Hawke's Bay Car Club – Pohokura Road**
Pohokura Road from rapid number 2046 to the Mohaka River Bridge.
The road closure will be between 10:00am and 6:00pm, Sunday, 8 March 2020.

Items Received:	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	✓
Event Safety Plan	✓
Resident Visiting Form / Letter	✓



5. **SMC Events – Elwood Road and Kenilworth Road**
Elwood Road between Otene Road and the State Highway from 5:00am, Monday, 9 March to 5:00am, Monday, 16 March 2020
Kenilworth Road between Caroline Road and the dead end of Kenilworth Road from 5:00am, Monday, 9 March to 5:00am, Monday, 16 March 2020.

Items Received:	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	N/A
Event Safety Plan	✓
Resident Visiting Form / Letter	✓



REPORT TO: CIVIC AND ADMINISTRATION

MEETING DATE: THURSDAY 13 FEBRUARY 2020

FROM: PROJECT DELIVERY MANAGER
FRANCOIS BLAY

SUBJECT: PROFESSIONAL ENGINEERING SERVICES TENDER

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to recommend to the Committee's that the Procurement Strategy for the Professional Engineering Services Panel Tender 2020 – 2023 be approved.
- 1.2 This report contributes to the purpose of local government by primarily promoting social and economic wellbeing and more specifically through the Council's strategic objective of accessible range of safe transport options, healthy drinking water and sanitary services and places and spaces for recreation.
- 1.3 The current Professional Engineering Services Alliance Contract (CON2012020) will reach its extended completion date at 30 June 2020 and a new contract is to be let.
- 1.4 The aim of the Tender is to enable Hastings District Council to deliver the outcomes sought by the community it represents, through the delivery of Professional Engineering Services by means of a Trusted Advisory Panel of Consultants from 1 July 2020 – 30 June 2023.
- 1.5 The majority of the Panel's work stems from the HDC Long Term Plan, Council's 10 year Plan.
- 1.6 The primary function of the Panel is to perform project delivery. This will mainly include project and contract management and design services. The Panel is based on a fluid approach ensuring optimum utilisation of resources.
- 1.7 The benefits of this Panel has continuous price tension built in to ensure optimal value for money over the contract duration, but also provides a bigger pool of knowledge for the Council to drawn on.
- 1.8 Key implications of approval of the procurement strategy are:
 - Establishment of a Panel of Professional Engineering Service providers
 - Enable access to an additional resource pool for Officers to engage on a project by project basis.
 - Proceed with the tender process:
 - Finalising the RFT document mid-February 2020
 - Proceed to advertise tender before end of February 2020

- Tenders close early to mid-April 2020
- Tender recommendation end of April 2020
- Selected Panellists preparation period May/June 2020.
- Contract effective commencement 1 July 2020

2.0 RECOMMENDATIONS - *NGĀ TŪTOHUNGA*

- A) **That the Committee receives the report titled Professional Engineering Services Tender.**
- B) **That the Committee approve the Procurement Strategy for the Professional Engineering Services Panel Tender 2020 – 2023.**

3.0 BACKGROUND – *TE HOROPAKI*

- 3.1 The current Professional Engineering Services Alliance Contract (CON2012020) will reach its extended completion date at 30 June 2020 and a new contract is to be let.
- 3.2 The Hastings District Council has mainly relied on a single supplier model for the provision of Professional Engineering Services over the past two decades.
- 3.3 Recent industry developments has progressed to multiple service providers being used in a collaborative model to provide professional engineering services in the local government market. During our market analysis we liaised with various councils and assessed the models they are using. We further consulted with various service providers to assess their experience of the models in the market. The following models we assessed:
- Tasman DC – A panel of primary and secondary service providers. This panel has a laborious procurement process and the majority of the work is eventually secured by the primary panellist.
 - New Plymouth DC – They have a trusted advisory panel with a primary and secondary service providers. The model is closely aligned with the current HDC alliance contract with the difference of having two service providers and using the New Engineering Contract as conditions of Contract, which is not used by HDC.
 - Wellington Water Ltd – Has a trusted advisory panel of three service providers. Work is distributed equally between the panel members. Both Wellington Water and Service providers consulted deem this model to be very successful and are gaining benefits in the second and thirds years especially as the panel is growing to maturity. We've selected this model as the basis for our new Professional Engineering Services panel.
- 3.4 Three major benefits of the Trusted Advisory Panel model are:
- Risk distribution across multiple service providers. Ensuring redundancy in the event of non-performance/ failure of one service providers
 - Continuous price and quality tension to ensure optimal value for money over the contract duration
 - A bigger & more diverse pool of knowledge for the Council to drawn on.
- 3.5 The contract will call for at least two suppliers, but consideration might be given to a third supplier.
- 3.6 This contract is a culmination of the capital delivery programmes of the Asset Management group including 3 Water services, Transport, Solid waste and Parks & Community Facilities and Properties, and therefore all the related projects has been grouped to be delivered through the panel.
- 3.7 The majority of work stems from the HDC Long Term Plan, Council's 10 year Plan. The primary function of the Panel is to perform project delivery.

- 3.8 The early engagement with Professional Engineering Service providers will support multiyear project planning and scheduling and will improve continuous effective and efficient project delivery.
- 3.9 The contract value would be determined by the annual capital budget of the council.
- The professional fees for the current Alliance contract were \$4.6m, \$5.6m and \$6m for the last three financial years.
 - It is expected that capital expenditure would remain at the current rate and would therefore render an estimated fee value of approximately \$6m per year for the first three years, suggesting an \$18m contract value over the first 3 year term of the contract.

4.0 DISCUSSION - *TE MATAPAKITANGA*

- 4.1 The aim of the tender is to enable Hastings District Council to deliver the outcomes sought by the community it represents, through the delivery of Professional Engineering Services, as defined within the contract document, by means of a Panel of Consultants from 1 July 2020 – 30 June 2023.
- 4.2 The Panel is expected to;
- Drive a regional approach to delivering Hastings District Council's outcomes
 - Create value by taking a whole of life approach to procurement
 - Strengthen Hastings District Council's response to health and safety through the supply chain
 - Reliably deliver the annual programmes
 - Streamline tendering processes to reduce unnecessary administrative burden
 - Maintain a healthy and sustainable market for the region
 - Provide value for money solutions
 - Work collaboratively to solve common issues and problems
 - Use common processes, procedures and templates jointly developed by the Panel
 - Deliver innovation in its solutions to yield long term benefits
- 4.3 The principal objective of this contract is for the Consultant to provide HDC with the technical services and administration support necessary to deliver the works defined within the contract document in a way that enables HDC to contribute to the outcomes sought by the community it represents.
- 4.4 The HDC would be seeking a Panel that will:
- Deliver value for money
 - Develop and establish an effective partnership and relationship between the Council and Consultants

- Ensure that the appropriate technical skills and designs are applied to each project
- Provide high quality and timely engineering design and construction management services that support optimised network management, through design and implementation of capital renewals and new works that is transparent, robust and credible under audit
- Provide professional engineering services for the broad components of water services, roads, solid waste, Parks & Community Facilities and Property and potentially other Council services.
- Implement projects that are in line with industry best practice, in particular the policies and procedures of HDC and all policies, procedures, rules and specifications of NZTA
- Develop and implement innovative work methods and/or techniques that result in improved performance and industry leading outcome that is commensurate with the total quality and continuous improvement culture that HDC aspires to
- Provide high quality and timely technical engineering design and construction management services that support optimised asset management practices in line with Council's Asset Management Plans
- Develop a process and culture of performance measurement and continuous improvement
- Integrate the following principles into all processes, technical advice and decision making:
 - Optimised lifecycles (incl. cross-asset optimisation) - lowest total cost of ownership [whole of life] solution to achieve the specified outcomes & Levels of Service
 - Robust and accurate financial management of projects
 - Sustainability, resilience and low impact urban design
 - Safety (road users and contractors)
 - Promotion and facilitation of walking & cycling (esp. integration with the iWay network)
 - HDC Best Practice Design Guide
 - Direction from HDC Asset Management Plans
- Effectively identify, quantify and advise on risk balance and trade-offs aligned with the above
- Identify & implement proactive strategies to enable management of risks and the timely completion of the contract works
- Consult effectively with HDC staff, Councillors, key stakeholder groups and the general public; and
- Develop and promote a constructive relationship with HDC staff, Councillors, key stakeholder groups and the general public

- 4.5 The majority of work stems from the HDC Long Term Plan, Council's 10 year Plan. This Plan was developed by the HDC Asset Management Group in consultation with the community. Further work may arise during the term of the Contract.
- 4.6 The primary function of the Panel would be to perform project delivery. This will mainly include project and contract management and design services. However, the Panel is based on a fluid approach ensuring optimum utilisation of resources. This may require Panel staff to develop in areas other than the main areas of project and contract management, ensuring development of a holistic appreciation of the whole project life cycle.
- 4.7 Excluded works and services are:
- Large complex projects or other work as decided by Hastings District Council to be out of scope
 - Services from Specialist Advisors.

5.0 OPTIONS - *NGĀ KŌWHIRINGA*

Option One - Recommended Option - *Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga*

- 5.1 Establishment of a Professional Engineering Service Providers Panel:

Advantages

- The spirit of the model is aligned to HDC's current Alliance model.
 - One team
 - Trust
 - Right team
 - Value for money
- Risk distribution across multiple service providers. Ensuring redundancy in the event of non-performance/ failure of one service providers
- Continuous price tension to ensure optimal value for money over the contract duration
- Creating a divers pool of resources and increased knowledgebase for HDC to draw on.
- Freedom of choice in work assignment
- Prospective major tenderers working on Wellington Water panel – well experienced in the model

Disadvantages

- New model of contract
- Will require a different management approach

- New entrants (at least one) to the HDC work environment will require extensive induction and on boarding.
- Additional service provider to manage

Option Two – Status Quo - *Te Kōwhiringa Tuarua – Te Āhuatanga o nāianeī*

5.2 Maintain current Professional Engineering Service Providers Alliance Model

Advantages

- The HDC team is well conversant with the contracting model
- Should the current supplier be successful in a rebid, it would be business as usual
- Single service provider to manage and monitor

Disadvantages

- Lack of price tension
- Lack of choice in work assignment
- One resource pool
- One knowledge base
- Should the current service provider not be successful in the bid, a new entrant to the HDC work environment will require extensive induction and on boarding.

6.0 NEXT STEPS - *TE ANGA WHAKAMUA*

6.1 Once the procurement strategy is approved:

- Finalising the RFT document mid-February 2020
- Proceed to advertise tender before end of February 2020
- Tenders close early to mid-April 2020
- Tender recommendation end of April 2020
- Selected Panellists preparation period May/June 2020.
- Contract effective commencement 1 July 2020

Attachments:

There are no attachments for this report.

SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO

The current Professional Engineering Services Alliance Contract (CON2012020) will reach its extended completion date at 30 June 2020 and a new contract is to be let.

The aim of the Tender is to enable Hastings District Council to deliver the outcomes sought by the community it represents, through the delivery of Professional Engineering Services by means of a Trusted Advisory Panel of Consultants from 1 July 2020 – 30 June 2023.

Key implications of approval of the procurement strategy are:

- Establishment of a Panel of Professional Engineering Service providers
- Enable access to an additional resource pool for Officers to engage on a project by project basis.
- Proceed with the tender process

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

This report contributes to the purpose of local government by primarily promoting social and economic wellbeing and more specifically through the Council's strategic objective of accessible range of safe transport options, healthy drinking water and sanitary services and places and spaces for recreation.

Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua*

This proposal promotes the social and economic well-being of communities in the present and for the future through the Council's strategic objective of accessible range of safe transport options, healthy drinking water and sanitary services and places and spaces for recreation.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

There are no impacts for the Tangata Whenua.

Sustainability - *Te Toitūtanga*

This contract is a culmination of the capital delivery programmes of the Asset Management group including Three water services, Transport, Solid waste and

Parks & Community Facilities and Properties, and therefore all the related projects has been grouped to be delivered through the panel. The effectiveness of the services providers will have a direct impact on the long term economic efficiencies, social acceptable and environmental sustainability of each and every project.

Financial considerations - *Ngā Whaiwhakaaro Ahumoni*

The potential professional fee value to the panel is estimated to be \$6m per year with a total value of \$18m for the three year contract period. This cost form part of budgeted project costs through the approved LTP and annual plan.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This report has been assessed under the Council's Significance and Engagement Policy as being of moderate significance.

Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto, ā-waho*

The Professional Engineering Services contract approach has been thoroughly consulted both internally, with Council's Asset Management Group and externally with a variety of professional service providers as well as other Councils and authorities to ascertain the different contract models applied currently and to identify the most suitable solution for HDC's requirements.

Risks: Legal/ Health and Safety - *Ngā Tūrarū: Ngā Ture / Hauora me te Haumarū*

There are no Health and Safety risks. The usual project based health and safety risk assessment and management will be applied.

Rural Community Board - *Ngā Poari-ā-hapori*

There are no implications to the Rural Community Board.