



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF MEETING

TENDERS SUBCOMMITTEE

I hereby give notice that a Meeting of the Tenders Subcommittee will be held on:-

DATE: **Friday** **14 July 2006** **TIME:** **9.00 am**

VENUE: **Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City**

to consider the business as set out herein and to take any necessary action connected therewith.

7 July 2006

Ngareta Delamere
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8552

MEMBERSHIP:

Councillors JM Clews, QSO, JP (Chairperson)
 RI Clow (Deputy Chairperson)

Chief Executive Officer

Director: City Services

Director: Corporate & Civic Services

Director: Strategy & Development

Director: Quality Assurance

Director: Finance

Maori Issues Manager

Mayor RA Harvey, QSO, JP (ex officio)

Deputy Mayor CA Stone (ex officio)

(Quorum 4 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

**AGENDA FOR A MEETING OF THE TENDERS SUBCOMMITTEE TO BE HELD IN THE
CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON FRIDAY, 14 JULY 2006, COMMENCING AT 9.00 AM.**

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the Committee by resolution so decides; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Meeting Minutes - Friday, 30 June 2006

RECOMMENDATION

That the minutes of the Meeting of the Tenders Subcommittee held on Friday, 30 June 2006, as circulated including the Public Excluded Minutes as set out at page 6 in the Confidential Supplement, be taken as read and now be confirmed.



4 **REGISTRATION OF INTEREST FOR PROFESSIONAL SERVICES - ASSET GROUP, CITY SERVICES**

PURPOSE OF THE REPORT

The purpose of the report is to seek approval from the Tenders Subcommittee for the process to manage procurement of professional services for projects delivered by the Asset Group, City Services.

BACKGROUND

The Asset Group is accountable for the provision of infrastructural services in Waitakere, including Transport, Three Waters, Parks, Property, Quarry and Asset Management and Activity Plans.

The provision of these services require a wide range of professional services to provide expertise in specific areas, where it is more efficient to engage external service providers as compared to employing full-time Council staff.

In previous years, delays have been experienced in implementing the annual work programme and it is proposed to carry out a number of initiatives to minimise delays. These include reducing the time involved in more conventional procurement processes.

SCOPE OF WORK

The scope of works includes provision of engineering, project management, resource management and multi-disciplinary professional services.

PROCUREMENT PROCESS

Subject to approval by the Tenders Subcommittee it is proposed to carry out the following process as set out below:

- Registration of Interest to be publicly advertised, including professional services for Project Twin Streams and work programmes for the Asset Group;
- All organisations that submit a Registration of interest will then be considered to invite tenders as appropriate;
- Tenders will be invited based on normal tendering procedures, with acceptance in accordance with delegated authority and reporting to the Tenders Subcommittee when the value of contracts exceed the delegated authority;
- Tenders will generally be for fixed sum contracts, with the exception of projects where an hourly rate is more appropriate;
- Tenders will generally be evaluated using Land Transport New Zealand's Competitive Pricing Procedures Manual, with the exception that hourly rate contracts will be awarded to the lowest price complying tenderer;
- The Group Manager: Asset Management will maintain a Register for providers of professional services. The Register will be updated on a regular basis to allow for new entrants and also to record the performance of service providers and any issues that may arise.

RESOURCES

The scope of work will be funded from funding approved in the Annual Plan 2006/2007 and Long Term Council Community Plan 2006-2016.

CONCLUSION

This report recommends that a Registration of Interest process be implemented to assist in the delivery of annual work programmes for the Asset Group, City Services. As well the report sets out a procurement process for approval by the Tenders Subcommittee.

RECOMMENDATIONS

1. That the Registration of Interest for Professional Services - Asset Group, City Services report be received.
2. That the Group Manager: Asset Management be delegated authority to maintain a register for providers of professional services and to implement the procurement process set out in this report.

Report prepared by: Tony Miguel, Group Manager: Asset Management.



5 SUSTAINABLE MANAGEMENT FUND CONTRACTS

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to enter into contracts funding with the Sustainable Management Fund.

BACKGROUND

The Council lodged an expression of interest with the Sustainable Management Fund to seek funding of \$258,000 as a contribution towards Project Twin Streams cycleways and development for tools for urban development assessment.

The Sustainable Management Fund has approved funding for these projects, but it is necessary for Council to enter into the contract for this project.

As the project requires a contract, as well as financial contributions by council from existing budgets, approval by the Tenders Subcommittee is required before the contract can be entered into.

STRATEGIC CONTEXT

The Council's Long Term Council Community Plan 2006-2016 includes various objectives to demonstrate sustainable best practice and has identified the need to ensure that Council provides clear guidelines to key stakeholders such as developers, planners, engineers, architects and property owners.

Specifically, under the Three Waters Platform the Council has included in its work programme to integrate the Sustainable Code of Practice for water and all land use planning.

PROJECT TWIN STREAMS WALK AND CYCLEWAYS

The scope of this contract includes the following:

- the research of permeable pavers as a more sustainable alternative to impervious surfaces for a cycleway being built at the expense of Council;
- the promotion of this cycleway and its sustainability, environmental and health benefits;
- the education of the community to the benefits of permeable surfaces, cycleways and other sustainability focused works surrounding this cycleway.

The last two aspects will be outworked through appropriate signage and a community opening festival. This project improves sustainable management by educating on, promoting and providing a sustainable transport alternative as well as providing a case-study on stormwater management techniques for future projects.

It is well documented the diverse negative effects urbanisation and growth has had upon the Auckland Region in the last century. From traffic congestion, to stormwater issues, polluted streams, flooding, and deteriorating air quality. With the limited alternative modes of transport available other than the private vehicle, and the continual addition of impervious surfaces as growth persists, these impacts can only continue to increase.

Provision for pedestrians and cyclists in Waitakere City is currently inadequate, with residents' surveys repeatedly signalling dissatisfaction and concerns about lack of safe routes linking to places where people want to go. Statistics show that few people walk or cycle to work adding to additional traffic on the roads, traffic pollution, parking needs and at the same time missing out the health and fitness benefits of walking and cycling.

Stormwater is a major concern in cities. With the increase in roading, buildings, footpaths, and driveways the amount of natural pervious surfaces decreases. The earth acts as a sponge to water, soaking up the overflow of water. However, this is of no benefit if the water is prevented to come in contact with the soil by impervious material. If water is unable to infiltrate into the ground, it results in increased runoff, leading to increased flooding and transports pollutants direct into streams. Reducing the amount of impervious surfaces reduces the amount of stormwater generated, making the current stormwater systems more manageable. Techniques are available, like permeable paving, but they do not get readily used in New Zealand due to the few case studies and examples of them.

These problems affect the whole community. Those on their way to jobs, study or dropping their children off at school get delayed in congestive traffic. The exhaust emissions and lack of exercise contribute to health problems. Increased impervious areas lead to flooding and other stormwater related problems.

This project combats the above negative effects by:

- Providing a more environmentally friendly transportation option. By establishing a cycle network, Project Twin Streams Walk and Cycleways begins a modal shift by increasing the amount of people walking and cycling and therefore decreasing some of the dependence upon the private vehicle and its effects;
- Educating the community on the sustainability focused work gone into the cycleways like: the pervious paving, riparian planting, flood mitigation schemes, sustainable land-use planning, weed eradication and stream restoration through signage and a community opening festival. This coupled with the promotion and education of the benefits of the cycleway itself, leads to a more informed community who can therefore make better informed decisions in the area of sustainability;

- Paving the way with the use of sustainable pervious pavers. Techniques are available, like the permeable pavers, but they do not get readily used in New Zealand due to the few case studies and examples of them. This project can become a case study for future projects, encouraging uptake by urban designers for public open space. Waitakere City Council have a number of town centre renewal projects planned which could benefit from use of these technologies. Information will then be disseminated around other local authorities.

The outcomes of the project include:

- Improves accessibility, reduces congestion, reduces air pollution emissions, supports air quality management objectives, reduces community severance, and improves safety;
- A greater number of people using more sustainable modes of transport;
- Environmental (water quality) benefits by increased permeability, helping to mitigate impacts on stormwater runoff;
- Communities being joined and the greater sense of community that comes thereof;
- A greater understanding within communities of the benefits that sustainable modes of transport and surfaces contribute;
- Demonstration project to educate and encourage developers to use pervious surface alternatives;
- Providing health benefits, through increased exercise and reduced vehicle emissions.

These benefits will be accessible to all who choose to use the cycleway. The cycleways will be suitably designed for walkers and cyclists with limited experience including young children and students walking or cycling to school. They will also be suitable for people with disabilities and wheelchair use as its gradient for the majority of the routes will be very gentle.

SUSTAINABLE URBAN DEVELOPMENT ASSESSMENT PROJECT

Sustainable Urban Development Assessment Project will refine and calibrate the sustainability tool developed in the Tool for Urban Sustainability Code of Practice project through implementing case studies and demonstration projects. The project will also advocate the tool to local and regional authorities cementing its wide use, upkeep and potential to become a regulatory method. Adoption of this tool by councils, developers and the community at large assures sustainable design being adhered to in the future. It promotes practical action through education on sustainable practices showing the benefits to both the consumer and the environment.

Sustainability at a site and neighbourhood level is essential for the continual growth and life of developments both nationally and locally. Unsustainable design means that resources are being used inefficiently; putting unnecessary strain on the environment and causing it harm with increased energy consumption, traffic pollution, water, waste and stormwater problems. This affects all people. It is widely recognised that a push for sustainability is necessary and its benefits are widespread.

Although there has been a great deal of philosophical debate on sustainability, New Zealand needs to make real progress towards sustainable development. In the urban context, one of the major barriers is that decision makers, developers, and design practitioners do not have the decision support tools for the adequate implementation of innovative technical solutions that lead to sustainability in urban development. This means that sustainable design seldom happens.

The implementation of the Tool for Urban Sustainability Code of Practice project has begun to lead the way in developing a practical, easy to use tool that aids in sustainable urban design decisions. This project is essential in order to calibrate the Tool for Urban Sustainability Code of Practice tool making it more widely trusted, proving its authenticity, promoting its further use and ensuring sustainable design occurs.

Through the refinement and promotion of the Tool for Urban Sustainability Code of Practice tool, Sustainable Urban Development Assessment Project will result in better sustainable practices being used in development at both a site and neighbourhood level, reversing the problem outlined above. Through its promotion to the community, and in particular to developers, it will give a greater environmental awareness showing how sustainable practices do not only benefit the environment but also those that use them.

Councils, developers and members of the public all benefit from this project. Councils will have a tool that can eventually regulate sustainable design, cutting down on time delays and personal costs. Developers will have a tool that assists in design development, making the process easier and faster. Members of the public can audit the sustainability of their own homes and make changes accordingly. The environment benefits from this project as sustainable homes lessen the pressure on energy sources, water sources and storm/wastewater infrastructure.

This tool has the potential to encourage developers and community leaders to revitalise existing urban areas, reduce land consumption, reduce automobile dependence, promote pedestrian activity, improve air quality, decrease polluted stormwater runoff, and build more liveable, sustainable, enduring communities for people of all income levels. Outcomes include:

- Efficient use of resources (energy, water, waste reduction, recycling);
- Development that supports economic growth while protecting the environment and achieving iwi and cultural values;
- Practitioners are provided with interactive user friendly tools;
- Reduced Resource Management Act compliance costs for developers and Councils and the community;
- Promoting integrated multi-modal transportation, rather than car-dependant development; and
- Development which is in harmony with the natural landscape and provides cohesive communities.

RESOURCES

The total cost of these projects is estimated to be \$490,000, as detailed in the table below:

Funding Source	Amount
Project Twin Streams Walk and Cycleways	
• Sustainable Management Funding	\$90,000
• Project Twin Streams CAPEX	\$110,000
	\$200,000

Funding Source	Amount
Sustainable Urban Development Assessment Project	
• Sustainable Management Funding	\$168,000
• NOSGA planning CAPEX	\$92,000
• Contributions in kind from North Shore City Council and Earthsong	\$30,000
	\$290,000

The funding sources are as follows:

Sustainable Management Fund	\$258,000
Council's Work Programme	\$202,000
Funding in kind	\$30,000
TOTAL	\$490,000

A1-A3

Council's share of the costs will not be additional to current work programmes as it is proposed to utilise funding to complete approved 2006/2007 projects. Detailed budgets are included at pages A1 to A3.

CONCLUSION

The funding offer from the Sustainable Management Fund will enable Council to enhance projects included in the 2006/2007 Annual Plan and by supporting the Project Twin Streams Walk and Cycleways and further developing Tool for Urban Sustainability Code of Practice.

These projects will be carried out at no additional cost to Council.

RECOMMENDATIONS

1. That the Sustainable Management Fund Contracts report be received.
2. That the offer from the Sustainable Management Fund of \$258,000 for Project Twin Streams Walk and Cycleways and Sustainable Urban Development Assessment Project be accepted.
3. That authority be given to enter into a contract with the Sustainable Management Fund for Project Twin Streams Walk and Cycleways and Sustainable Urban Development Assessment Project, at no additional cost to Council.
4. That the Group Manager: Asset Management be delegated authority to execute the relevant documents.

Report prepared by: Tony Miguel, Group Manager: Asset Management.



6 PROJECT TWIN STREAMS GLEN EDEN COMMUNITY CONTRACT

PURPOSE OF THE REPORT

The purpose of this report is to obtain the approval of the Tenders Subcommittee to enter into a three year contract (renewable each year on a +1 +1 +1 basis) with EcoMatters Environment Trust to deliver Project Twin Streams in the Glen Eden area (Waikumete Stream).

BACKGROUND

The purpose of Project Twin Streams is to implement a programme of integrated catchment management and demonstrate the achievement of Council's strategies for economic, cultural, social and environmental well-being.

The resources necessary to deliver Project Twin Streams include the following:

- Staff and technical resources;
- Community based organisations; and
- Contractors for large physical works and planting programmes.

A report was presented to the Environmental Management Committee on 13 April 2004 to establish the policy framework for community engagement for Project Twin Streams. The Environmental Management Committee resolved as follows:

- "1. *That the Project Twin Streams and Community Engagement report be received.*
2. *That the Group Manager: Asset Management be authorised to negotiate with appropriate community organisations to provide co-ordination and maximise community participation in the project, with reporting back to the Tenders Subcommittee for approval.*

613/2004

A consultation process was undertaken with the community organisations in the Glen Eden area for the following purposes:

- To promote discussion on how Project Twin Streams could be initiated in this locality;
- To give information about Project Twin Streams community contracts and stimulate discussion about possibilities for Glen Eden.

This involved identifying and making contact and meeting with key individuals, groups and organisations in the locality. A meeting was then held with key stakeholders that included representatives from some of the local schools, New Lynn Community Board Members, Glen Eden Community Protection Society and Friends of Waikumete.

At the beginning of May 2006 Registrations of Interest were called from community-based organisations to develop Project Twin Streams in the Glen Eden area.

The Registration of Interest required organisations to briefly outline how their organisation met the following criteria.

Essential Criteria

To be considered as a suitable organisation for community contracts, the organisations were required to comply with the following criteria:

- Be a legal entity;
- Embrace and have the capacity to carry out the vision of Project Twin Streams in the agreed geographical area;
- Have a robust governance and management structure;
- Have a proven track record for delivery and accountability;
- Have a working understanding and demonstrated experience in community development processes;
- Work in ways that respect the Treaty of Waitangi.

Desirable Criteria

In addition, it was also considered desirable that community contract organisations should demonstrate the following:

- Are well known and respected by the local community;
- Are well networked with individuals and groups in the geographical locality of the community contract;

- Are physically based in the local community;
- Can offer accommodation for a Project Co-ordinator;
- Are environmentally aware.

Advertisements for the Registrations of Interest were placed in the Western Leader and in the West Auckland District Council of Social Services newsletter. Copies of the advertisement were also sent to all organisations that had expressed an interest in a community contract in Glen Eden. Registrations of Interest closed on 23 May 2006.

Three Registrations of Interest were received. Of these two met the majority of the criteria required. A meeting was held with the two eligible organisations - EcoMatters Environment Trust and Glen Eden Primary School. These two organisations then initiated a meeting to discuss jointly working together to deliver a Project Twin Streams Contract in Glen Eden.

EcoMatters Environmental Trust was then identified as the organisation that has the organisational capacity, governance and management structure to enter into a contract of this nature with Council. They will work closely with Glen Eden School in the delivery of the contract.

EcoMatters Environmental Trust was registered as a charitable trust in June 2002. It currently employs sixteen fulltime staff and three part time staff members. The Trust is governed by a Board of Trustees comprised of two representatives from each of the three partner groups (Weedfree Waitakere, Tag Out Trust and Keep Waitakere Beautiful) and a representative from Waitakere City Council.

EcoMatters Environmental Trust is managed by a Management Team and manages a budget of \$1.2 million a year. They are engaged in delivering a range of programmes in partnership with Waitakere City Council and other key stakeholders, as follows:

- Ecowise - Residential Energy Efficiency Retrofitting Programme;
- Energy Efficiency Advice Programme;
- Water Wiseup - Water Savings Programme;
- Sustainable Living Centre.

STRATEGIC CONTEXT

The community contracts support the Council strategic platforms of:

- **Strong Communities** - people are active, healthy and content;
- **Active Democracy** - people feel they can make a difference. There are high levels of community participation and respect for each others views;
- **Green Network** - caring for natural areas. Protection and enhancement is sought on both public and private land, community involvement is encouraged, as in the protection of landscapes, native plants, wildlife and ecosystems;
- **Three Waters** - stream restoration and resolving stormwater management issues.

Project Twin Streams also demonstrates the integration of Council's Quadruple Bottom Line approach in programme development and implementation as required by the Local Government Act 2002.

SCOPE OF WORK

Using a community development model the contract holder for Glen Eden is required to deliver the following:

- A4
- Undertake weeding, planting and maintenance of approximately 20,000 square metres of the Waikumete Stream, as attached at page A4;
 - Plan and organise community events to engage the wider community in weeding, planting and maintenance;
 - Build the capacity of the local residents and groups in Glen Eden as well as the community and business sector to participate in Project Twin Streams and take stewardship of parts of the Waikumete Stream;
 - Identify and develop opportunities, methods and resources to increase community understanding of the causes and effects of riparian degradation, and ways to change behaviour to mitigate the effects;
 - Assist with monitoring and evaluation of the environmental, social, economic and cultural progress; and
 - Establish a sustainable structure for the long-term development of the project in the Glen Eden area.

A4 The contract will include tangible project deliverables and timeframes to be measured under the contract. The extent of the area covered by the contract as shown at page A4 and includes the Waikumete Stream.

JOB COSTS

It is estimated that over the next three years approximately 60,000 square metres of riparian restoration work will be achieved on the Waikumete Stream. Approximately 20,000 square metres will be undertaken by the community and 40,000 sq metres will be undertaken by commercial contractors. This includes site preparation for planting, establishment, planting and maintenance programmes.

The commercial contractor costs for riparian restoration are based on a representative rate of \$23.60 per square metre. The cost of the community contract is based on a representative rate of \$21.00 per square metre but also includes deliverables to achieve quadruple bottom-line outcomes.

Funding for Year one will be for payment for a full-time project co-ordinator, establishment costs of the project, overhead and project management costs, costs to run community events and community awareness, action and life-long learning projects to meet the agreed objectives and deliverables of the contract. Costs for the contract (GST exclusive) will be as follows:

YEAR	2006/2007	2007/2008	2008/2009
COSTS	\$140,000	\$140,000	\$140,000

Plants, implements and expertise (environmental, community development, communication, health & safety) will be provided by Council.

Quality management systems are in place to ensure quality control of contract deliverables.

SOURCE OF FUNDING

2006/2007 Budget 12 months

Budget Description (from Annual Budget line item)	Account	Budget	Committed to other projects	Allocation to this project	Unallocated balance
Project Twin Streams	85-9815-63870-999	\$5,000,000	\$200,000	\$140,000	\$4,800,000

2007/2008 Budget 12 months

Budget Description (from Annual Budget line item)	Account	Budget	Committed to other projects	Allocation to this project	Unallocated balance
Project Twin Streams	85-9815-63870-999	\$2,000,000	\$180,000	\$140,000	\$1,820,000

2008/2009 Budget 12 months

Budget Description (from Annual Budget line item)	Account	Budget	Committed to other projects	Allocation to this project	Unallocated balance
Project Twin Streams	85-9815-63870-999	\$2,000,000	\$180,000	\$140,000	\$1,820,000

Funding has been provided for community contracts in the Long Term Council Community Plan 2006-2016. It should be noted that the budget amounts above are gross expenditures excluding any Auckland Regional Holdings (formerly Infrastructure Auckland) grant monies and Financial Contributions on development, in accordance with Council's accounting policy.

SUMMARY

As a result of a Registration of Interest process, EcoMatters Environment Trust was selected as a suitable organisation to deliver Project Twin Streams in Glen Eden in partnership with the Glen Eden Primary School.

A three year contract is recommended to provide continuity of the work programme to deliver community uptake, site preparation and planting. The negotiated tender sum is competitive with commercial contracts of a comparable scope.

RECOMMENDATIONS

1. That the Project Twin Streams Glen Eden Community Contract report be received.
2. That the negotiated contract in the sum of \$420,000 plus \$52,500 GST totalling \$472,500 over three years with EcoMatters Environment Trust for the Project Twin Streams Glen Eden Community Contract be accepted.
3. That the commitment to the 2007/2008 year of the Long Term Council Community Plan 2006-2016 for the Project Twin Streams Glen Eden Community Contract of \$140,000, plus \$17,500 GST totalling \$157,500 be approved.

4. That the commitment to the 2008/2009 year of the Long Term Council Community Plan 2006-2016 for the Project Twin Streams Glen Eden Community Contract of \$140,000, plus \$17,500 GST totalling \$157,500 be approved.
5. That the authority to enter into the Project Twin Streams Glen Eden Community Contract on behalf of Council be delegated to the Group Manager: Asset Management.
6. That the renewal for the Project Twin Stream Glen Eden Community Contract for the periods 2007/2008 and 2008/2009 financial years be reported back to the Tenders Subcommittee for approval.

Report prepared by: Jenny Chilcott, Programme Leader: Community Development, Project Twin Streams.



7 CONTRACT NO. EW03631C - READING OF WATER METERS - APPROVAL TO EXTEND

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. EW03631C - Reading of Water Meters for a further period of one year from 1 September 2006 to 30 June 2007.

BACKGROUND

The current contractor Wells Instrument & Electrical Services Limited has been reading the City's water meters every six months for the past five years. The current contract commenced in 2003 following successful competitive Tender and expires on 31 August 2006.

There are a number of issues creating additional risk to ongoing delivery, as set out below:

- A new water billing system is being developed under the Pathways project. The current Powerhouse software will no longer be utilised. This is expected to "go live" at the end of October 2006. Significant retraining of water billing staff will be required. This is planned for August and September 2006;
- In light of the retraining for Council water billing staff, and meeting the billing schedules, it is desirable not to be retraining contractors at the same time.
- There has been an ongoing interface of the contractors hand held machines with the Pathway project billing system to date;
- There is planned disruption to meter readings leading up to the Pathways changeover. The current contractor can redeploy staff to other contracts during this time which is in the best interests of Council;
- The co-operation of the staff and the contractor will smooth the transition from the old water billing Powerhouse system to the Pathways water billing systems. The contractor is most familiar with both the Council's Itron water meter reading system and with its own system. This will enable both systems to be proven during the changeover period;

A5

- The current contractor Wells Instrument & Electrical Services Limited is familiar with Council's systems and City. The contractor has introduced new hand held meters and systems to improve the reading of meters. This has been successful;
- Significant recent increases in petrol costs may be reflected in new contract tenders;
- Since the introduction of the contractor supplied hand held meters there has been a noticeable reduction in monthly costs. This has been attributed to the introduction of the contractor supplied hand held meters and efficiency gains this has created as attached at page A5.

SCOPE OF WORK

Council contracts out the reading of water meters and manages this on the basis of an open tender contract. The current contractor provides staff, supervision and vehicles for meter readers to read the cities water meters (64,000) twice per year.

Recently the current contractor Wells Instrument & Electrical Services Limited has introduced its own hand held meters to improve the efficiency which has been successful. Council does not have sufficient resources to read meters. The current contractor is able to move its employees to different contracts during peak periods to read electricity meters in other parts of the City, for example. The ability to balance demand on resources has benefits to Council.

JOB COSTS

The contract payments are made up from a unit rate for reading each meter in turn in an agreed path and sequence. Additional readings such as check readings or special readings where a special trip or route is required at Council request are at a different rate. The rates includes for all administration, supervision, provision of vehicles and any other ancillary costs to the contractor.

	Waitakere	Comparable Cost
Unit rate per meter reading six monthly	\$0.75	\$0.82
Special readings at Council request	\$2.50	\$5.50
Monthly readings	\$2.00	\$3.25
The budget for 2005/2006	\$143,000.00	
The forecast for 2005/2006	\$135,000.00	

The unit rates allow for the City growth as new meters are installed. Unit rates have not been increased since the start of the contract in 2003. It can be seen that the current water meter reading rates are significantly lower than the contractor pricing taken from a comparable Council within the Auckland Region.

SOURCE OF FUNDING

Budget Description (from Annual Plan)	Budget (2006/2007 Annual Plan)	Committed to Other Projects	Allocation to this Project	Unallocated Balance
Contract Payments - Meter reading	\$145,000.00	Nil	\$145,000.00	Nil

CONCLUSION

In light of the above issues it is proposed that changing the contractor by tender provides significant risk at a time of large change for the water billing and service delivery of Council.

It is recommended that due to the impending changes, approval will be given to extend the contract with the current meter reading contractor Wells Instrument & Electrical Services Limited who is performing adequately, with an extension from 1 September 2006 to 30 June 2007.

RECOMMENDATIONS

1. That the Contract No. EW03631C - Reading of Water Meters - Approval to Extend report be received.
2. That the renewal of Contract No. EW03631C - Reading of Water Meters for an additional one year to end on 30 June 2007 with Wells Instrument & Electrical Services Limited be accepted.
3. That authority to extend Contract No. EW03631C - Reading of Water Meters on behalf of Council be delegated to the Group Manager: Asset Management.

Report prepared by: Martin Glover, EcoWater Services Delivery Manager.



8 WATER SAVING PROGRAMME CONTRACT

PURPOSE OF THE REPORT

The purpose of this report is to obtain the approval of the Tenders Subcommittee to negotiate a new contract with EcoMatters Environmental Trust for the continued delivery of water saving programmes based on Contract No. EW030422P and because it is proposed to not tender the water saving programme, this report is also for the purpose of satisfying the requirements of section 247E of the Local Government Act 1974.

BACKGROUND

At the Meeting of the Finance and Operational Performance Committee held 7 July 2003 a report was presented to set out the work programme for the water saving programme and the Committee resolved as follows:

- “2. That the Group Manager: Asset Management be delegated authority to finalise the contract with EcoMatters Trust for a value of \$187,000 plus GST to deliver Councils 2003/2004 water saving programme.”

1401/2003

Accordingly a pilot programme under Contract No. EW03422P was initiated with EcoMatters Environmental Trust.

EcoMatters Environmental Trust has developed and carried out the water saving programme since February 2004. Key results to date are:

- 5000 individual house surveys completed out of 20,000 properties representing a “hit rate” of 17%. Up to 29% has been achieved in some areas. This was achieved by door knock visits through two survey teams. A large amount of survey data has been collected. This data has been useful to provide information on water usage patterns and forecasting future water demand;
- 277 leaks have been detected of which 93% were dripping taps;
- 94% of households run top loading washing machines, only 6% use water efficient front loaders. However 99% of all households use the economy settings on their machines;
- 1,380 Gizmos have been fitted to toilets and it was noted that a number of properties already had them fitted from the 1996 water shortage campaign;
- Free tap washers issued;
- 27 low flow shower heads have been fitted;
- 6% of households visited have a rain tank in the urban area.

Council has received positive feedback from the community on this programme.

Council’s powers in relation to the awarding of contracts are conferred under Part XVIA of the Local Government Act 1974 (Works and Contracts), Section 247E provides as follows:

- "2) *Where any local authority decides not to put out to tender a contract to which subsection (1) of this section applies, the local authority shall ensure that the reasons for the decision are recorded in writing.*"

The value of this contract is to be negotiated for 12 months.

PROPOSED SCOPE OF WORK

During deliberations on the Long Term Council Community Plan 2006-2016, Council confirmed that the priorities for 2006/2007 should be as follows:

- Focus on schools water use;
- Target high users across the City for domestic water users;
- Target high commercial users of water across the City.

Therefore, the scope of work is as follows:

- Survey water consumption in Waitakere schools, high use commercial and domestic users;
- Provide information leaflets and advice on water saving tips;
- Assist to implement recommendations arising from the water use survey, including installing simple water saving devices such as Gizmos and low flow shower heads;
- Assess and recommend where rain tanks could benefit users;
- Facilitate the installation of rain tanks under the Council’s subsidy programme where appropriate;
- Reduce water consumption by at least 25% amongst users audited.

A contract with EcoMatters Environmental Trust is preferred, as it would have the following advantages:

- **Cost certainty** - The proposed contract will be based on a negotiation and the current costs seen in recent Council contracts with EcoMatters Trust;
- **Known Performance in Service Delivery** - EcoMatters Environmental Trust service delivery performance has been satisfactory. The trial/pilot area findings have been well received and supported by the community;
- **Known Quality of Work** - The quality of EcoMatters Environmental Trust work is generally high, and EcoMatters Environmental Trust has committed to maintaining a high standard of health and safety in the workplace;
- **Familiarity with the Programme** - EcoMatters Environmental Trust has jointly developed the programme and has invested in vehicles with advertising and logos as part of the programme;
- **Close Working Relationship** - The Partnering Agreement has facilitated the development of a close and beneficial relationship between both parties.

A disadvantage of not tendering the contract is that the market will not be tested to establish if a more optimum contract could be viable in terms of cost efficiencies and quality of service. A good working relationship has developed a reasonable level of confidence in the robustness of costs associated with the proposed contract.

Council are not aware of any other parties who are able to deliver a similar service to that offered by EcoMatters Environmental Trust.

SUMMARY OF THE PROPOSED CONTRACT

Term of the Contract

The contract is proposed to run for a period of eleven months from 1 August 2006 to 30 June 2007.

Performance

The proposed contract will include performance measurement through a variety of key performance indicators that are to be measured under the contract. The key performance indicators will relate to the following performance areas and have been incorporated into the contract.

The key performance indicators include the following:

- Accurate Completion of surveys;
- Customer Service Complaints;
- Accurate reporting of required data;
- Environmental compliance;
- Health and Safety;
- Quality Control; and
- Productivity and Effectiveness.

Council Standards

The contract is based on the existing Council standards which in turn are based on the NZS 3910:1998 General Conditions of Contract.

Contract provisions encourage continued improvement in performance and discourage poor performance. Measurement of performance is achieved through the key performance indicators.

Target Costs

The contract sum will be negotiated with EcoMatters Environmental Trust, with the objective of managing the costs within the current contract rates.

Technology

On-going investments in technology by both parties will assist in achieving efficiencies and in raising the quality of data, reporting and performance measurement.

SOURCE OF FUNDING

Budget Description (from Draft Annual Plan)	Budget	Committed to Other Projects	Allocation to this Project	Unallocated balance
Demand Management	\$300,000	Nil	\$200,000	\$100,000

The following funding requirements are required:

- A commitment to fund the Water Saving Programme Contract.

CONCLUSION

Negotiating a new contract with EcoMatters Environmental Trust is seen as the best means of obtaining a new contract for the water saving programme. This contract will continue to deliver the current high service levels, customer service and provide valuable data on which future water conservation strategies can be based.

RECOMMENDATIONS

1. That the Water Saving Programme Contract report be received.
2. That authority to negotiate a contract with EcoMatters Environmental Trust to run for a period of eleven months from 1 August 2006 to 30 June 2007 be delegated to the Group Manager: Asset Management.
3. That authority to enter into a contract with EcoMatters Environment Trust to deliver Council's 2006/2007 water saving programme be delegated to the Group Manager: Asset Management.
4. That the outcome of negotiations for the 2006/2007 water saving programme contract be reported back to the Tenders Subcommittee for approval.

Report prepared by: Martin Glover, EcoWater Services Delivery Manager.



9 **CONTRACT NO. SP06001B - QUANTITY SURVEYING SERVICES FOR THE STURGES ROAD BRIDGE - REGISTRATION OF INTEREST**

PURPOSE OF THE REPORT

The purpose of this report is to present to the Tenders Subcommittee the results of a registration of interest process for Contract No. SP06001B - Quantity Surveying Services for the Sturges Road bridge and to seek approval to invite tenders for this contract from a shortlist of registrants.

BACKGROUND

Due to the double tracking project the over rail bridge at Sturges Road, Henderson needs replacing.

Council has allocated a \$300,000 budget in the Annual Plan 2006/2007 for the project and a further \$3,000,000 in the Long Term Council Community Plan for the years 2007/2008.

Ontrack has advised that it has \$3,000,000 in funding to provide towards the proposed bridge works. This funding will be provided to Council by way of a grant. Ontrack has requested that they be informed of the outcome of this Registrations of Interest process as well as the outcome of any future tender evaluation processes in regard to this project.

REGISTRATION OF INTEREST PROCESS

The project is now ready to proceed to the design and costing stage. The project is of sufficient complexity that Council officers consider that only quantity surveyors who have had experience and a track record in costing and advising on rail bridge projects of similar size, as well as having the resources to undertake the work, should be considered as potential tenderers for the work, hence the decision to carry out a Registrations of Interest process.

REGISTRATIONS RECEIVED

The Registrations of Interest was publicly advertised on Saturday, 10 June 2006. Eight (8) firms uplifted Registrations of Interest documents. Registrations from five (5) firms were received by the closing date of 20 June 2006. These firms are listed in Table 1 below:

TENDERER	REG OFFICE
Connell Wagner Limited	Auckland
Evans & Peck (New Zealand) Limited	Auckland
Sinclair Knight Merz Limited	Auckland
Rider Hunt Auckland Limited	Auckland
WT Partnership Infrastructure	Auckland

Table 1 - Summary of Registrants

EVALUATIONS OF REGISTRATIONS OF INTEREST

The submissions were evaluated generally in accordance with the Weighted Attribute Method as described in Sections 2.4, 2.5 and 2.7 of the Transfund New Zealand Manual. Evaluation was carried out by representatives of the Project Control Group. Consensus was reached between the officers on the scores allocated. A summary of the results for the three highest ranking registrants is shown in Table 2 below:

Tender Evaluation	Exper.	Track Record	Tech Skills	Re-source	Management	Total Weight
Weight	25	25	20	15	15	100
Tenderer	Grades					Index
Connell Wagner Limited	60	60	50	50	80	60
Rider Hunt Auckland Limited	90	90	85	85	85	88
WT Partnership Infrastructure	95	95	95	90	90	94

Table 2 - Grading of Attributes

Since the objective of this registration process is to select the three highest scoring registrants, no purpose is served by publishing the individual scores of the other registrants.

The Registrations of Interest document for this process specified the information required and the format of the registrant's submissions. This document also identified that only the highest ranked registrants would be short-listed for invitation to tender for Contract No. SP06001B - Quantity Surveying Services for the Sturges Road bridge.

A shortlist of three (3) invited tenderers is deemed appropriate for a contract of this magnitude and complexity as it encourages serious and competitive tenders.

The three (3) highest ranked registrants demonstrated that they had experience in the costing of complex road over rail bridges in New Zealand and that they had the expertise to achieve effective and efficient advice to Council. In addition to the provision of attribute statements each registrant was required to complete a health and safety questionnaire. The health and safety information provided by the three (3) highest ranking registrants complied with Council's requirements.

SUMMARY

The results of the Registrations of Interest evaluation process show that the three (3) highest registrants are Connell Wagner Limited, Rider Hunt Auckland Limited and WT Partnership Infrastructure. These registrants all have scores of more than or equal to 60 which represents an 'average to competent' score and therefore are considered to be experienced and capable of completing Contract No. SP06001B - Quantity Surveying Services for the Sturges Road bridge in a competent manner. It is therefore recommended that the three (3) highest scoring registrants be invited to tender for Contract No. SP06001B - Quantity Surveying Services for the Sturges Road bridge.

RECOMMENDATIONS

1. That Contract No. SP06001B - Quantity Surveying Services for the Sturges Road Bridge - Registration of Interest report be received.
2. That the three top scoring registrants being Connell Wagner Limited, Rider Hunt Auckland Limited and WT Partnership Infrastructure be invited to tender for Contract No. SP06001B - Quantity Surveying Services for the Sturges Road bridge.

Report prepared by: Joe Schady, Senior Project Manager: Special Projects.



10 **CONTRACT NO. PK03600F - CEMETERY LANDSCAPE MAINTENANCE - APPROVAL TO EXTEND**

PURPOSE OF THE REPORT

The purpose of this report is to seek approval to extend Contract No. PK03600F - Cemetery Landscape Maintenance for a further period of one year from 1 July 2006 to 30 June 2007 as stipulated in the contract documents.

BACKGROUND

This contract forms part of Council's ongoing landscape maintenance programmes. The existing contract was awarded to Techscape Limited in April 2003 for a period of 27 months with a contract renewal period of one (1) plus one (1) plus one (1) years.

At the 27 May 2005 meeting of Tenders Subcommittee, it was resolved that:

"2. That the renewal of Contract No. PK 03600F - Cemetery Landscape Maintenance for 2005/2006 to Techscape Limited for the sum of \$267,312.20 plus \$33,414.03 GST, totalling \$300,726.23 be accepted."

879/2005

The extension of the Cemetery Maintenance contract was for a further one year. The current contract ends on 30 June 2006.

PERFORMANCE

Techscape Limited's performance has been professional and all physical works undertaken have been of a high standard. The audits undertaken by Wildland Consultants Limited (an independent auditor) throughout the contract are consistent with Techscape's high level of performance with a rating of between 90 and 100 percent. The recommendation to extend the contract is for the following reasons:

- Known performance in service delivery;
- Improvements in the quality of work;
- Familiarity with the Waikumete Cemetery;
- Consistency in ongoing control of weed species;
- Close working relationship with Council staff.
- Shared technology platforms.

JOB COSTS

	Excl GST
2006/2007 - 12 month period contract sum	\$323,948.66
Contingency	\$ 10,000.00
Engineering and Supervision	\$ 0.00

Total Job Cost	\$333,948.66

Techscape Limited's proposed tender sum for the extension of Contract No. PK03600F - Cemetery Landscape Maintenance is consistent with the original sum of \$267,312.20 and the addition of increased maintenance requirements due to ongoing development submitted in 2005/2006 including cost fluctuations with regard to increasing fuel prices and the CPI index as shown below.

2005/2006 - 12 month contract sum	\$267,312.20
Increased Maintenance Requirements	\$ 41,210.33
Cost Fluctuations (fuel price increase and CPI index)-5%	\$ 15,426.13

2006/2007 - 12 month contract sum	\$323,948.66

Techscape Limited's submitted price is below the Engineer's estimate of \$330,000 and is within the available budget.

Engineering and supervision is provided through a separate professional services contract and therefore there are no costs associated with this contract.

SOURCE OF FUNDING

Budget Description (from draft Annual Plan budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Cemetery Maintenance	\$333,948.66	\$0.00	\$333,948.66	Nil

RECOMMENDATIONS

1. That the Contract No. PK03600F - Cemetery Landscape Maintenance - Approval to Extend report be received.
2. That the renewal of Contract No. PK03600F - Cemetery Landscape Maintenance to Techscape Limited for the sum of \$323,948.66 plus \$40,493.58 GST, totalling \$364,442.24 be accepted.
3. That authority to extend Contract No. PK03600F - Cemetery Landscape Maintenance be delegated to the Group Manager: Asset Management.

Report prepared by: Debbie Chapman, Asset Manager: Environmental.



11 **CONTRACT NO. PK05016A - CIVIL WORKS - EXTENSION TO CONTRACT SUM AND PERIOD**

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. - PK05016A Civil Works (Parks) for a further period of one (1) year from 1 July 2006 to 30 June 2007 and extend the contract sum for 2006/2007 as stipulated in the contract documents.

BACKGROUND

In September 2005 Field Drainage Specialists Limited was awarded Contract No. PK05016A Civil Works for a contract period of one (1) year for a contract sum of \$891,724.10 plus GST for 2005/2006. This contract was awarded with a right of renewal period of one (1) plus one (1) years, subject to satisfactory performance by the contractor and availability of funding. Field Drainage Specialists Limited was awarded Contract No. PK05016A - Civil Works based upon their competitive contract rates established through a public tendering process. The initial contract period of one (1) year terminated on 30 June 2006.

At the Tenders Subcommittee meeting on 2 September 2005 it was resolved:

1. *That the Contract No. PK05016A - Civil Works report be received.*
2. *That subject to a satisfactory credit check, the tender from Field Drainage Specialists Limited for Contract No. PK05016A - Civil Works in the sum of \$891,724.10 plus \$111,465.51 GST, totalling \$1,003,189.61 be accepted.*
3. *That authority to enter into Contract No. PK05016A - Civil Works on behalf of Council be delegated to Group Manager: Asset Management.*
4. *That authority to extend Contract No. PK05016A - Civil Works for a further one (1) plus one (1) years be delegated to the Group Manager: Asset Management subject to funding availability and contractor performance."*

1595/2005

SCOPE OF WORK

The contract work includes the supply of all material, labour, cartage, tools, plant and appliances necessary for the installation and renewal of assets within Waitakere City Council's Parks and Open Space infrastructure. The contract has been divided into eleven (11) separable portions as outlined below:

- Coring and Sand Carpeting and Sand Slitting of Sportsfields;
- Drainage video inspection and flushing of drains;
- Removing and replacing concrete wickets and astro-turfs;
- Irrigation installation;
- Supply and installation of lateral, subsoil, and swale drains;
- Planting and establishment of turf cover;
- Construction of concrete walkways;
- Concrete infilling of traffic islands;
- Improvements to the Douglas Field;
- Piha Helipad construction;
- Olympic Park Velodrome renewal.

The Piha Helipad construction and the Olympic Park Velodrome renewal are projects that require resealing and concrete works, and are identified within the scope of works.

ISSUES

This contract is a measure and value contract based on a schedule of quantities. The contract sum for the 2006/2007 year has increased due to cost fluctuations in materials and an increased scope of works.

Due to increases in the current levels of the Consumer Price Index, the tender from Field Drainage Specialists Limited for Contract No. PK05016A - Civil Works contained percentage cost fluctuation adjustments.

In addition two new separable portions have been added to the scope of works as contained in the 2005/2006 contract. These are the Piha Helipad construction, and the Olympic Park Velodrome renewal. These works have been added to the scope of works for the 2006/2007 contract period as Field Drainage Specialists Limited has an excellent track record with undertaking this nature of civil works.

The 2005/2006 contract with Field Drainage Specialists Limited worked extremely well with good results in quality, performance and service delivery. In the 2005/2006 contract period Field Drainage Specialists Limited consistently demonstrated:

- Performance in service delivery;
- Improvements in the quality of work;
- A familiarity with Waitakere City Parks and Community;
- A close working relationship with Council;
- The ability to provide innovative ideas and solutions.

It is considered that there is benefit for Council in extending the contract period and sum for Contract No. PK05016A - Civil Works Contract with Field Drainage Specialists Limited as they have consistently met the contract performance measures to date and carried out the contract works to a high standard and the works are competitively priced.

JOB COSTS

	<u>Excl GST</u>
Negotiated Tender Sum with Field Drainage Specialists Limited for 2006/2007 - 12 month period contract sum	\$1,208,216.40
Contingency	\$ 82,931.53

Total Job Costs	\$1,291,147.93

Funding has been provided within the Annual Plan 2006/2007 and the Long Term Council Community Plan 2006-2016 for the extension to the contract sum.

SOURCE OF FUNDING

2006/2007

Budget Description (from Annual Budget line item)	Budget	Committed to Other Projects	Allocated to This Project	Unallocated Balance
Asset Improvements - Fixtures, Furniture and Pathways	\$ 204,244.00	\$ 54,244.00	\$ 150,000.00	0
Building Renewals (Toilet & Changing Rooms Renewals)	\$ 449,000.00	\$ 339,000.00	\$ 110,000.00	0
Car park and Driveways Maintenance	\$ 132,220.21	\$ 117,252.28	\$ 14,967.93	0
Car parks Renewals	\$ 649,000.00	\$ 589,000.00	\$ 60,000.00	0
Concrete Cricket Pitches - Moire Park	\$ 11,160.00	\$ -	\$ 11,160.00	0

Budget Description (from Annual Budget line item)	Budget	Committed to Other Projects	Allocated to This Project	Unallocated Balance
Parks Stormwater Drainage Programme	\$ 124,520.00	\$ 6,000.00	\$ 118,520.00	0
Paths Tracks and Walkways Renewals	\$ 467,476.59	\$ 442,476.59	\$ 25,000.00	0
Piha Helipad Construction	\$ 100,000.00	\$ 6,000.00	\$ 94,000.00	0
Planting Renewals	\$ 240,000.00	\$ 190,000.00	\$ 50,000.00	0
Services Renewals	\$ 200,000.00	\$ -	\$ 200,000.00	0
Sports Facilities Renewals	\$ 122,500.00	\$ 20,000.00	\$ 102,500.00	0
Sports Field Renewals	\$ 410,000.00	\$ 95,000.00	\$ 315,000.00	0
Structures Renewals	\$ 511,000.00	\$ 471,000.00	\$ 40,000.00	0
Totals	\$3,621,120.80	\$2,329,972.87	\$ 1,291,147.93	

SUMMARY

Field Drainage Specialists Limited has performed extremely well and quality standards have been met in the delivery of service to Contract No. PK05016A - Civil Works in the 2005/2006 year.

It is considered that there is benefit for Council in extending the contract period and sum for 2006/2007 with Field Drainage Specialists Limited as they have carried out the contract works to a high standard in a timely manner and the works planned for 2006/2007 are competitively priced.

RECOMMENDATIONS

1. That the Contract No. PK05016A - Civil Works - Extension to Contract Sum and Period report be received.
2. That the contract sum for Contract No. PK05016A - Civil Works for 2006/2007 be extended to \$1,208,216.40 plus \$151,027.05 GST totalling \$1,359,243.45 be approved.
3. That authority to extend Contract No. PK05016A - Civil Works on behalf of Council be delegated to the Group Manager: Asset Management.

Report prepared by: Andreas Lilley, Parks Development Officer.



PUBLIC EXCLUDED MATTER

12 GOVERNMENT ENTERPRISE MANAGEMENT SYSTEM (GEMS) FINANCIAL REPLACEMENT PROCUREMENT PROCESS

This item will be considered in the Confidential Supplement of the agenda and has been circulated to members separately.

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following part of the proceeding of this meeting, namely, Government Enterprise Management System (Gems) Financial Replacement Procurement Process.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:

General subject of the matter to be considered.	Reason for passing this resolution in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
Government Enterprise Management System (Gems) Financial Replacement Procurement Process	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> • Protect information where the making available of the information - <ul style="list-style-type: none"> (i) Would disclose a trade secret; or (ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. 	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2)(b) of that Act which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public as follows:

- *The report contains information which if released could affect the Council's negotiations.*

