



Call for Registrations of Interest (ROI)

by: Hutt City Council

For: Ricoh Sports Facility

ref: RSFJUL2024

ROI Timelines	Date
ROI released	12/07/2024
Deadline for Questions	5pm, 31/07/2024
ROI Closed	5pm, 09/08/2024

www.huttcity.govt.nz

Laings Road

Lower Hutt.

The opportunity

Hutt City Council (Council) is seeking a new operator for the Ricoh Sports Centre at Fraser Park in Lower Hutt. Fraser Park is Lower Hutt's largest recreational sports ground set on 27 hectares of land in the heart of the Hutt Valley. The Ricoh Sports Centre was built to be a regional and community, multi-use facility featuring a large indoor training area, bar and café, a large event area (which can be split into two), five meeting rooms/office spaces and six international standard squash courts. The facility was built to operate as a 'sportsville' (sporting hub), providing shared clubrooms and other amenity for eight local clubs, and to support the hosting of regional and national sports events at Fraser Park. Additionally, the adjacent artificial turf and spaces in the facility are currently regularly hired by a number of commercial and community groups, which both provides a revenue stream and supports community wellbeing. This includes hosting conferences and weddings. The current tenants, Fraser Park Sportsville Inc, is ending its tenancy on 30 September, 2024.

What we need

We are interested to hear from groups who can propose a new operating model or purpose for the facility which will ensure it both continues to provide broad community benefit and is financially sustainable. While the facility was built to operate as a 'sportsville' we are open to other ideas and operating arrangements beyond this which can also deliver to positive community outcomes. There is a flexibility around both the artificial turf and the artificial diamond, either or both of which can be part of a new operating model or could return to Council management. There is also flexibility around operating the squash courts.

What we don't want

We do not want applications which reflect the current operating model as this has not proven financially sustainable. We would expect to see new and different revenue streams proposed. We do not want an operating model which requires significant ongoing financial support from Council.

We are only interested in hearing from groups that have the necessary resources and experience to take on the facility before December 30, 2024.

What's important to us?

As the facility is located on a public recreational reserve, any future use will need to comply with the requirements of the Reserves Act 1977 and Council's private use of public land policy as outlined here:

[Microsoft Word - Private Use of HCC Land edited.doc \(hccpublicdocs.azurewebsites.net\)](#)

Given the location, the purpose of the facility will need to fit well in a recreation and sport environment, and ideally enhance the experience of other park users.

The majority of the toilets and changing rooms at the western end of the ground floor will be required to remain available for codes using the park, however a small number could be restricted for exclusive use by the operators if needed. Some existing storage outside of the facility which is used by codes will remain and continue to be used.

Why should you register your interest?

This is a rare opportunity to optimize a high-quality facility in an attractive and busy sport and recreation precinct. Given current usage and the significant foot traffic at the park at weekends and through events, there are synergies which could be realised by the right proposal. This is an opportunity to think outside of the box in terms of the future use of the facility and surrounding space. And an opportunity to ensure the facility provides a good return on the significant investment made by ratepayers to date.

SECTION 1: Key Information

1.1 Context

- a. This Registration of Interest (ROI) is an invitation to submit a Registration of Interest in the Ricoh Sports Centre opportunity.
- b. This ROI is the first step in a multi-step procurement process. During the ROI process Council reserves the right to invite applicants to a pre-procurement conversation to assist market analysis of the proposal. After evaluation, if there are multiple, similar proposals which are considered viable and desirable, a Request for Proposal (RFP) process will follow for those invited to continue. If there is only one proposal considered viable and desirable after evaluation, Council reserves the right to enter into direct negotiations with that party.

1.2 Our timeline

Here is our timeline for this ROI (all are New Zealand times and dates):

Deadline for Questions from Respondents:	31/07/2024
Deadline for Registrations:	5pm, 09/08/2024
Shortlisted Respondents will be notified by:	23/08/2024
RFP will be released to shortlisted Respondents:	week starting 26/08/2024

1.3 How to contact us

- a. Contact us through our Point of Contact via email or the Government Electronic Tenders Service (GETS).
- b. Our Point of Contact:

Name: Bruce Hodgins
Title/role: Strategic Advisor, HCC
Email address: Procurement@huttcity.govt.nz

1.4 Developing and submitting your Registration

- a. This is an open, competitive tender process.
- b. Take time to read and understand the ROI. In particular:
 - i. understand our Requirements. These are in Section 2 of this document
 - ii. understand how your Registration will be evaluated. See our Evaluation Approach in Section 3 of this document.
- c. For resources on submitting a Registration: www.procurement.govt.nz.
- d. If you have any questions, contact our Point of Contact before the Deadline for Questions (see 1.2 above).
- e. Use the Response Form attached (Appendix A) to submit your Registration.
- f. Complete and sign the declaration at the end of the Response Form.
- g. Check you have provided all the necessary information in the correct format and order.
- h. Submit your Registration before the Deadline for Registrations.

1.5 Address for submitting your Registration

Submit your Registration by email to the following address: Procurement@huttcity.govt.nz

We will not accept Registrations sent by post or delivered to our office.

1.6 Our ROI Process, Terms and Conditions

The ROI is subject to the ROI Process, Terms and Conditions are described in the ROI Process, Terms and Conditions (Appendix B)

1.7 Later changes to the ROI or ROI process

- a. After publishing the ROI, if we need to change anything or provide additional information we will let all Respondents know by placing a notice on the Government Electronic Tenders Service (GETS) at www.gets.govt.nz
- b. If you have subscribed through GETS for the ROI you will automatically receive notifications of any changes through GETS.

1.8 Define terms

These are shown by the use of capitals. You can find all definitions at the back of the ROI Process, Terms and Conditions.

SECTION 2: Our Requirements

2.1 Background

Sportsville Hutt City started as a partnership project led by Hutt City Council and supported by SPARC, Sport Wellington, NZ Community Trust and Pelorus Trust which aimed to create a community-led model for sports to share facilities and pool resources so they could control operational costs and focus on growing their games.

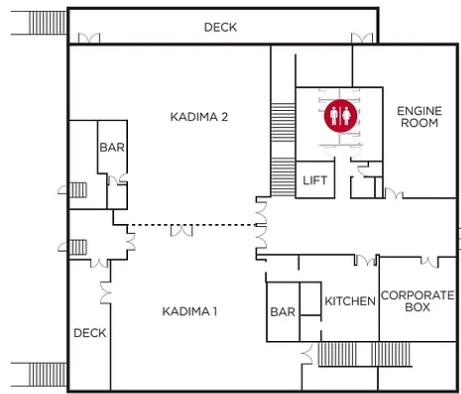
Clubs based at Fraser Park were invited to be involved and in 2009 Fraser Park Sportsville (FPS) was launched as a not-for-profit incorporated society. Eight founding member clubs signed the Sportsville constitution in April 2010 and an independent Board was appointed to lead the new entity.

All parties, FPS, HCC and founder clubs have worked together diligently to make the sports centre a success, but despite this hard work the model has not proved to be financially sustainable.

The Ricoh Sports Centre was built to be a regional and community, multi-use facility featuring a large indoor training area, bar and café, a large event area (which can be split into two), five meeting rooms/office spaces and six international standard squash courts.

The indoor training area (the Activity Zone) is located on the ground floor and is a versatile sports space that can be used for a variety of activities including cricket nets for batting and bowling training. The facility has multiple toilets and changing rooms which are accessed by a range of park users through-out the week. There are decks on two sides well-placed to view sport on an artificial turf on one side and a high-quality sand-based field on the other.





LEVEL ONE

The facility was built to operate as a ‘sportsville’ or sporting hub, providing shared clubrooms and other amenities for eight local clubs, and to support the hosting of regional and national sports events at Fraser Park. Additionally, the artificial turf and spaces in the facility are currently regularly hired by a number of commercial and community groups, which both provides a revenue stream and supports community wellbeing. This includes hosting conferences and weddings.

While the clubs which are part of Fraser Park Sportsville will no longer be tenants, they are interested in continuing to use a range of amenities in the facility, should that be available under a new purpose or operating model. As part of the original model, clubs paid an annual subscription fee and received a range of benefits including preferential bookings and free/discounted hire fees. Any future arrangements could be negotiated between the clubs and new operators once appointed.

There are a number of existing bookings for the facility and the turf, and Council has made an undertaking to honour these through to December 30, 2024 to provide certainty the groups involved, and continuity for a new operator should that revenue stream be required as part of the new model. There is flexibility on how the facility and turf operate beyond this.

Through all of its procurement activity, HCC looks to create opportunities and benefits for the City and wider Region by investing in economic, environmental, sustainable and social and cultural outcomes. We are interested in hearing about the broader outcomes which could be achieved through this opportunity including equitable access to opportunities for physical activity and potential reduction of carbon emissions.

2.2 Contract term

Council would like a new operator to be in place as soon as possible after the end of the existing tenancy on 30 September, 2024. However we realise this is a short turn around and we have set 30 December, 2024 as the latest date that applicants must be able to take over the facility by. Earlier would be Council’s preference.

Currently the operators lease the facility and the artificial turf and manage bookings for both, including the squash courts. We are open to proposals for the two assets together or just the facility. Council would consider, through the Reserve Act statutory process, the issuing of a lease for the underlying reserve land.

SECTION 3: Qualification Approach

3.1 Qualification process and Conditions

Given the broad nature of this ROI the following requirements are provided as a mechanism to provide information, rather than as conditions which must be met.

#	Requirements	Comment
1	Have a history of successfully operating a similar facility. If Yes please provide details.	Yes/No
2	Have a purpose/service offering aligned to sport and recreation. If yes, provide details.	Yes/No
3	Have a purpose that aligns with Council's requirements of private use of public land as outlined here: Microsoft Word - Private Use of HCC Land edited.doc (hccpublicdocs.azurewebsites.net)	Yes/No
4	Would have community benefit and enhance the experience of other park users, including those clubs based at Fraser Park. If yes, provide details.	Yes/No
5	Can ensure the facility is financially sustainable. Provide details of potential revenue streams.	Yes/No
6	Would also seek to manage the artificial turf.	Yes/No
7	Would also seek to manage the artificial diamond.	Yes/No
8	Would seek to retain exclusive use of parts of the facility. If yes, which parts?	Yes/No
9	Would make parts of the facility available for public hire. If yes, which parts?	Yes/No
10	Would support equitable access to opportunities for physical activity	Yes/No
11	Must pay all staff the as a minimum, Living Wage. (See www.livingwage.org.nz) If Yes, please provide evidence of the practice.	Yes/No

3.2 Assessment approach

Applications will be assessed by a panel including independent members with experience in relevant fields. The panel's assessment will be provided to Council for decision-making.

SECTION 4: View the ROI Process, Terms and Conditions

See Appendix B