

# Existing Katikati Library Building

## Expressions of Interest Pack



<b>Contact Details:</b>			
<b>Group's Name:</b>			
<b>Contact Person:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Mobile Phone:</b>	
<b>Email:</b>			

# Submissions Close Friday, 10 November 2017.

Council decision expected in February 2018

## Preamble

<b>Size of building</b>	526m <sup>2</sup>
<b>Location</b>	36 Main Road, Katikati Lot 11, DP 16034

### Background Information:

Expressions of interest are being sought on the following basis:

1. The existing library building land is managed by Council, which will continue to be landlord and responsible for outgoings related to the exterior of the building.
2. Council currently provides \$35,000 funding for the Visitor Information activity, which will continue to be accommodated within the existing Library building.
3. Council and the Community Board have agreed that Katch Katikati will also remain located in the building.

### Expression of Interest

Expressions of Interest are sought from community and/or commercial groups interested in being accommodated in the current Katikati Library building.

The attached questionnaire needs to be completed to enable an objective assessment of the suitability of accommodating your group in the building.

Please complete the questionnaire as fully as possible to ensure that an informed assessment of your group criteria for accommodation can be assessed.

In the event incomplete information is received the assessment could include a request for further information, a presentation, or the decision not to pursue the matter with that group.

### Attachments

- A. Copy of Existing Plans

## **Queries**

Please contact Blaise Williams on 07-571 8008 or [blaise.williams@westernbay.govt.nz](mailto:blaise.williams@westernbay.govt.nz) should you have any queries or want to clarify anything in this Expressions of Interest Pack.

## **Evaluation**

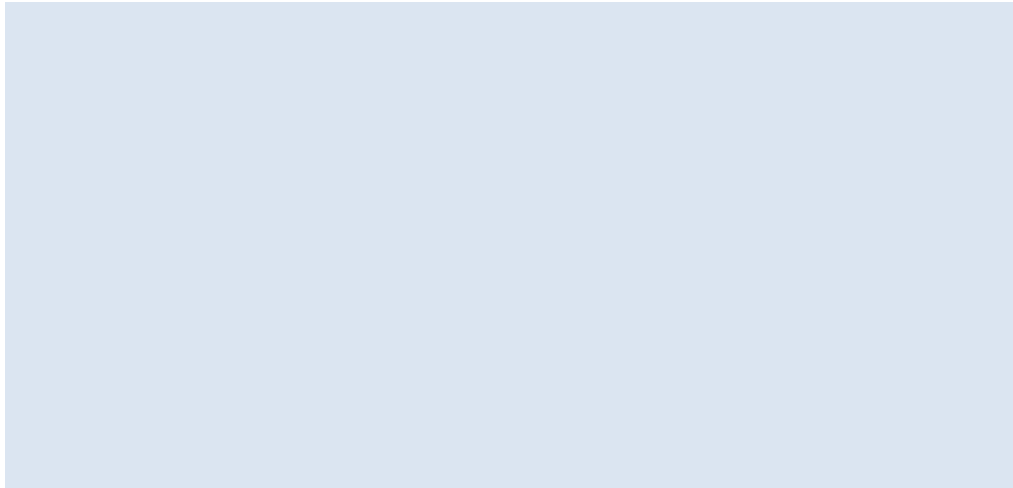
Submissions will be evaluated by the Katikati Community Board. The evaluation will be on the basis of the submission received and by a verbal interview if necessary. The Community Board will then make a recommendation to Council.

Interviews are likely to take place in the latter half of January 2018, with a final decision by the Operations and Monitoring Committee of Council at its February 2018 meeting. In the event this timetable is not achievable applicants will be communicated with directly to inform them of this.

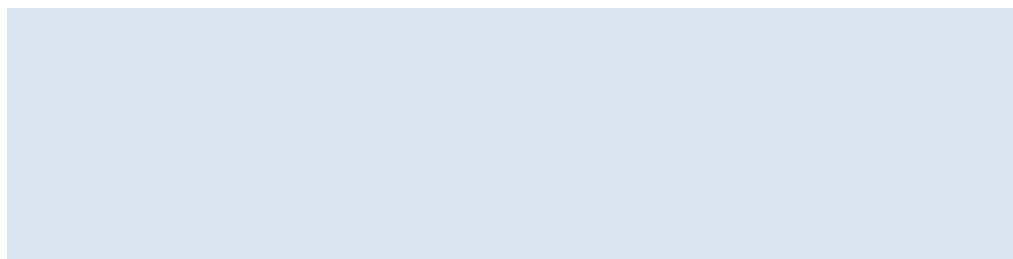
# Questionnaire:

## Group Descriptor

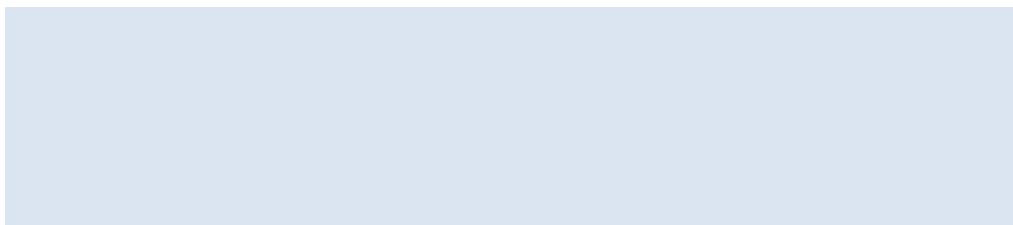
- 1.(a) Please tell us a little about your organisation and
  - (b) How the service your organisation provides fits into the town's Community Development Plan <http://www.westernbay.govt.nz/our-council/policies-plans-bylaws/comprehensive-development-plans/katikati-comprehensive-development-plan/Pages/default.aspx> and
  - (c) What community benefit you see as a result of being accommodated in the current Library building.



2. Has your organisation undertaken a feasibility study or any other form of needs assessment / background research in support of your application for accommodation?

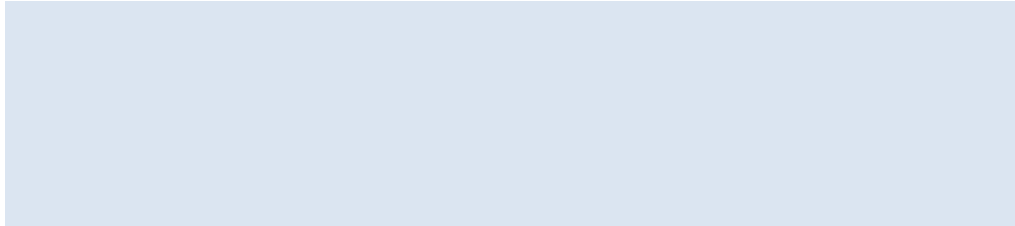


3. What are you proposing to use the building for?

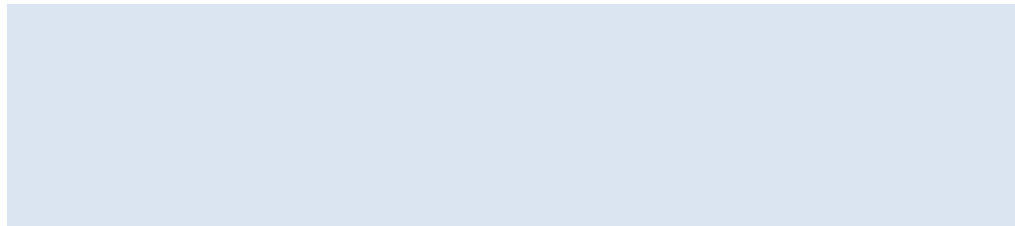


## Community Support

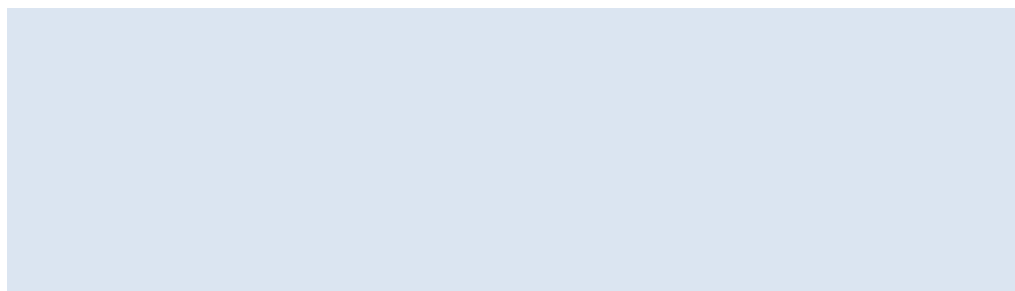
4. What is the level of community support for your location in the current Katikati Library building? How has this been assessed?



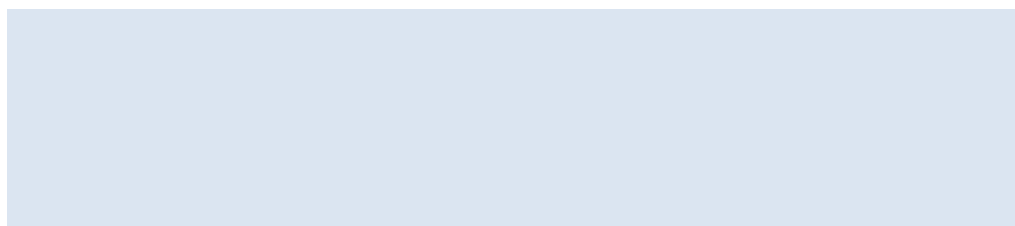
5. Which other community organisations do you work with / collaborate with that may consider co-locating in the current Katikati Library building?



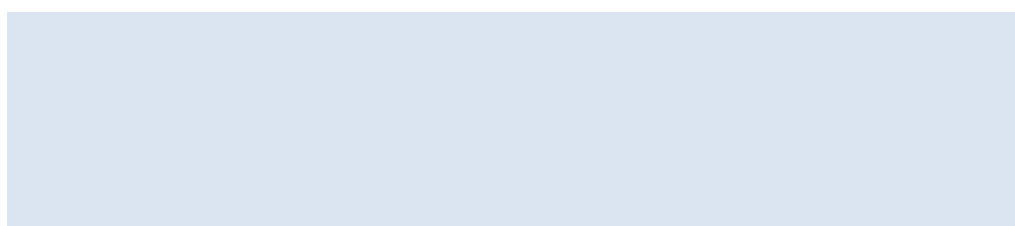
6. What other places have you investigated for accommodating your organisation? Why haven't you taken the accommodation up? Is there alternative accommodation for your organisation elsewhere in Katikati?



7. Why do you have to be located in the Main Street?



8. What benefits derive from your location in the Main Street?



9. Please state how many paid up members your organisation has?

10. On an annual basis, how many people will use the facility?

### Financial Data

11. Please provide a set of Financial Accounts for your organisation?

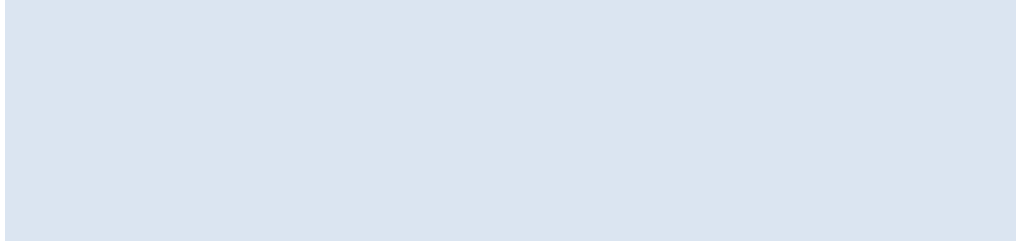
12. Please provide a copy of your last bank statement.

13. Given that the tenant(s) will be expected to pay operational expenses (such as utilities, cleaning, maintenance, and insurance etc. estimated at \$18,000 per annum), and Council expenses will be approximately \$15,000 per annum for the external maintenance of the building and surrounds, and the possible public portion of toilet cleaning, how much are you prepared to pay for accommodation?

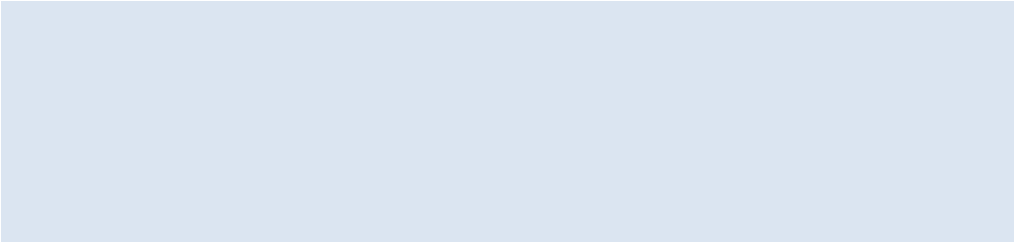
### Accommodation Data

14. How much space do you need within the building? Do you have a preference as to where you go? (Highlight area on attached plan)

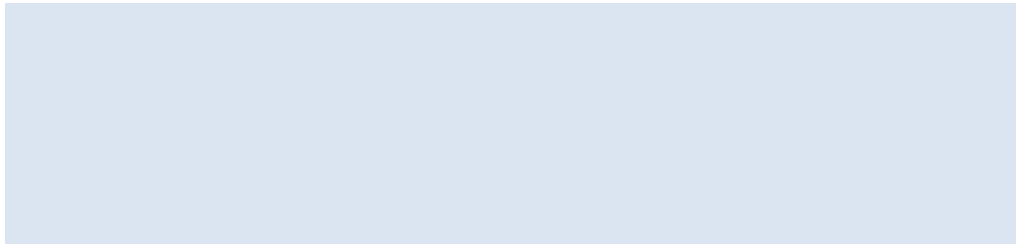
14. Would you need / use outdoor space? (What for? How would you use it?)



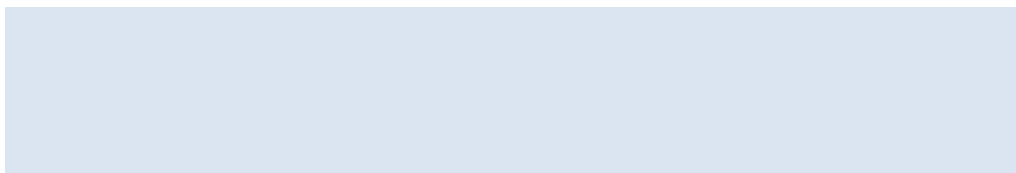
15. Can you share space? If so, how do you see this working?



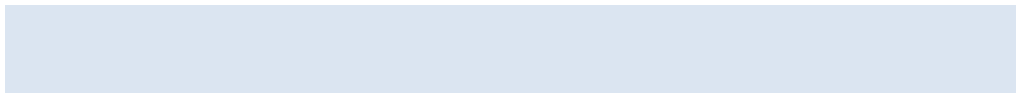
16. What amenities do you need (e.g. wifi, toilets, air-conditioning, power points, Physical changes to floor level etc.) and how do you anticipate funding these additional amenities?



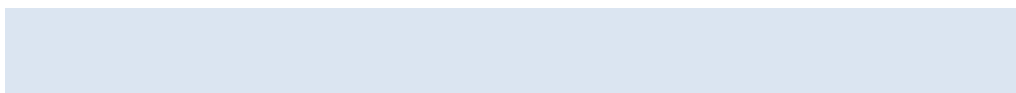
17. Would you have fixed times that you would require accommodation? i.e. daily at 5.00pm, weekends etc.



18. Would you have objection to the use of the internal toilets in the existing Library, by the public?

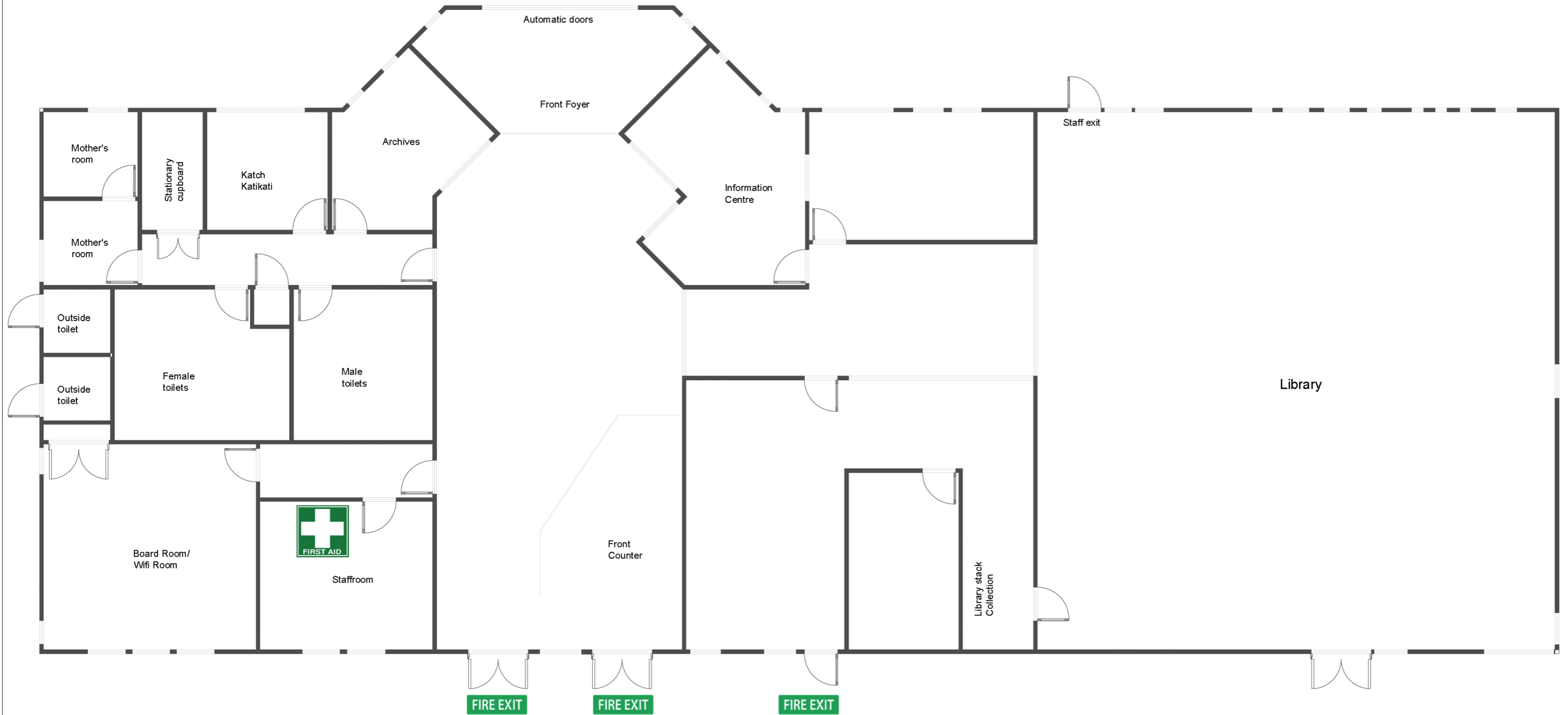


20. Other information you may wish to supply in support of your expression of interest. Please use another sheet of paper if you need to.



# Attachment A





1:50 @ A1  
1:100 @ A3



Note:  
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Project  
WESTERN BAY OF PLENTY DISTRICT COUNCIL  
KATIKATI LIBRARY AND SERVICE CENTRE

Sheet  
34-36 MAIN ROAD (1081-1111)  
PARCEL 3011/111

Drawn	Designed	Approved	Scale	Sheet No.
TIK	N/A	N/A	1:100 @ A3	1