

## Request for Expression of Interest (EOI) to operate Anderson House

This document is a request for expressions of interest from groups interested in running Anderson House in line with Invercargill City Council (ICC)'s Long Term Plan which indicated that tenders would be sought to operate Anderson House.

### Background



*Anderson House*

Anderson House and Park were gifted to the Council in 1951. The Council became responsible for stewardship of the grounds, native bush areas and the buildings. The House is iconic, and has a deep history for Southland. Anderson House has been identified as having strength of less than 33% of the New Building Standards, and as such makes it an earthquake-prone building. Council is not permitting use of the building before it has been strengthened. There is an expectation from some sectors of the Community that the House and Park will be managed and maintained for the use of future generations. In 2017 ICC investigated potential future uses of Anderson House as well as the options for strengthening the House.

Council decided to adopt its preferred option and earthquake strengthen Anderson House to 67% of the New Building Standard. This project has a total estimated cost of \$1.72 million and will be loan funded beginning in the 2019/20 year. This project is scheduled to begin in 2019/20. It will increase the level of service provided to the community.

Venture Southland supported ICC to scope options for the use of Anderson House, which included a range of options including café, functions centre, theatre area, arts display area and historic exhibit amongst other options. This study is available for information. Groups interested in utilising Anderson House may or may not base their concepts on this study.

## Supporting documentation

The following documents are available on [venturesouthland.co.nz](http://venturesouthland.co.nz) to assist with your application:

- Anderson House Options Study, 2017
- Anderson Park Management Plan, 2011
- Anderson House and Park Letter of Gift, 1951
- Southland Regional Development Strategy Action Plan, 2015

## Expression of Interest - Proposal Requirements

ICC requests that EOIs cover the following areas:

1. **Applicant group or individual name**
2. **Contact person name**
3. **Contact details – phone and email address**
4. **Governance and management** – Structure of group applying (e.g. Trust, Limited liability company). Key roles, responsibilities and experience of board and/ or senior executive staff
5. **Vision** – What is your vision for the use of Anderson House? Does it align with the ICC approach outlined in the deed of gift and the Anderson Park Management Plan?
6. **Proposed operation** – Provide an overview of each of the services or activities you intend to use the house for and how you intend to operate them
7. **Operational requirements** – Please provide an overview of key operational requirements, (e.g. staffing, materials, overhead and maintenance costs) which you believe would be incurred. What do you forecast these costs will be?
8. **Capital requirements** – Is there capital work beyond that already committed to by Council, which you believe would need to be done in order to realise your vision? What do you forecast these costs will be?
9. **Funding strategy** – How do you intend to fund your proposed operation? (e.g. fundraising, revenue, private investment)
10. **Community support** – Are you able to demonstrate that there is community support for your proposal?
11. **Insurance, health and safety and employment practices** – Statement that group would operate Anderson House in line with legal requirements and types and level of insurance intended to be held
12. **Any other information** you believe to be relevant

Important note: Your expression of interest must include an executive summary with responses to the questions outlined above included in the numbered order. You may also provide additional supporting information as required to present your proposal.

## Selection Criteria

Council has made significant commitment to making Anderson House safe for public use, investing \$1.72 million in earthquake strengthening. In selection of any potential operator of activities or services at Anderson the following will be considered:

- Alignment with ICC vision for Anderson House and Park
- Assessment of sustainability of the proposed operation and funding model
- Ability of the applicant group to deliver – Governance and skills/ experience

Also considered will be alignment of the proposed operating plan with feedback received from the public and ratepayers as part of the Long Term Plan and Options Study consultation process.

## Expression of Interest Process

Expressions of interest process opens	10 September 2018	We encourage potential applicants to discuss their concepts with Council informally prior to submission.
Deadline for submission of expression of interest proposals	26 October 2018	Venture Southland will be available to advise you as you put together your expression of interest
Feedback	30 November 2018	Invercargill City Council will provide feedback on your expression of interest

It should be noted that this is an expression of interest process. Council will select a preferred candidate. However, the commencement of this process does not commit Council to proceeding to contract. This document should not be read as a contract, it is only an invitation to make an expression of interest. As such any successful applicant with whom Council wishes to proceed to implementation, will then be required to enter contract negotiation. Council's decision is final and the outcome is at the sole discretion of the Council.

### **The final deadline for submission of EOI proposals is 26 October 2018 5pm.**

Submissions should be made via email to [rhannon@venturesouthland.co.nz](mailto:rhannon@venturesouthland.co.nz) or delivered to PO Box 1306, Invercargill 9840 or 143 Spey St, Invercargill, 9840. Submissions may also be made via GETS. Note: If providing a hard copy, an electronic copy must also be provided.

Questions should be directed to:

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