

MEMO - EXPRESSIONS OF INTEREST

Expressions of interest are open for heritage consultants to undertake historic heritage evaluations on behalf of the Heritage Unit and Albert-Eden Local Board, of places identified as being of high interest and priority to consider further for scheduling.

Attached is the project brief setting out the purpose, key deliverables and timeframes of the project.

Attachment 1 sets out the list of places selected for evaluation. There is no limit to the number of places that expressions of interest can be made.

For the successful evaluators, drafts of all evaluations are due to the project co-ordinator (Cara Francesco) by the **xxxxx**.

Bids of interest must provide a covering letter setting out:

- The preferred places (if there is a preference) in **Attachment 1**
- The staff within the firm that will be undertaking the evaluation(s), including any sub consultant(s)
- Confirmation of the ability to undertake evaluations in the specified timeframe and budget
- A quote setting out the approximate cost for the evaluations, showing an hourly break down
- Details of examples of experience undertaking historic heritage place evaluations, in particular those evaluations undertaken applying the Proposed Auckland Unitary Plan criteria and methodology.

Expressions of interest are to be made in writing (via email) no later than **XXXXX 2016** to the Project Coordinator (Cara Francesco). Notification to the successful consultant(s) will be made promptly by **xxxxx**. The start date on the project will commence as soon as possible thereafter.

Project Brief for Historic Heritage Evaluations

DRAFT

August/September 2016

Version control

Revision number	Prepared by	Description	Date
A	Cara Francesco	Draft	1 August 2016
B	Cara Francesco	Draft Appendix 1 and project roles edited	19 August 2016

Project Roles

Role(s)	Person(s)
Project co-ordinator	Cara Francesco (Principal Specialist Built Heritage)
Heritage consultancies/firms	To be confirmed through selection from expressions of interest
Project sponsor	Antony Barnes–Built and Cultural Heritage Team Leader Noel Reardon – Manger, Heritage Unit Albert Eden Local Board
Peer reviewer	Internal Heritage Unit staff , specific staff TBC

Project brief

1. Overview

1.1 Outline

The services of heritage consultants are required to undertake a number of historic heritage evaluations on behalf of the Heritage Unit and Albert-Eden Local Board, of places identified as high priority to consider further for scheduling.

1.2 Project purpose

To undertake historic heritage evaluations of high priority places identified through the pre 1944 field survey and the Albert Eden Heritage Survey (2013), not presently subject to regulatory historic heritage management.

1.3 Anticipated outcomes

This project anticipates the production of a defensible evaluation, assessing whether a place meets the criteria under the Unitary Plan as a category A or B historic heritage place. It is anticipated that there is a high likelihood of a place progressing forward for a planning section 32 analysis and the likely incorporation into a plan change as a new historic heritage place.

2. Background and context

2.1.1 Study lists

2.1.2 Prioritisation

A prioritisation system has been applied to the study lists to establish those places that should be the highest priority for further investigation. The prioritisation system has applied a 1,2,3 system, with priority 1 being places at greatest need for evaluation.

The prioritisation system considered the following matters determining the overall priority level of a place:

- Significance and heritage values
- Integrity
- Appropriateness of potential statutory management
- Information accessibility
- Rarity
- Community esteem
- Risk and threat

Places for evaluation are set out in **Attachment 1**.

2.2 Key project drivers

Key drivers for the survey are:

- The likely deletion of the Pre 1944 Demolition Overlay
- The Auckland Plan target, to increase the number of scheduled historic heritage places by 100% from 2,100 to 4,200 by 2040.
- The Albert-Eden Local Board (2014) has a key outcome relating to heritage. This is that *“our heritage is cherished and protected”* and that *“we understand, appreciate and record our rich natural history and heritage buildings”*. The Board has identified

heritage surveys as a key initiative in its Plan, with evaluations falling under the wider umbrella of heritage surveys.

3. Logistics

3.1 Skills required

Undertaking evaluation requires a sound knowledge and experience in:

- Historical research (*where information is already on file this will be supplied, substantially reducing the amount of research required*)
- Built heritage values identification and evaluation
- Possible landowner and tenant engagement
- Referencing, editing and proofing.

3.2 Schedule and timeframes

The general timeline for the project runs for approximately six months (**XXX 2016 – XXXX**). Approximate milestones within the project are set out in the project plan in **Attachment 2**.

Expressions of interest must be received no later than **XXX 2016**. Notification to the successful consultant will be made by **XXXX 2016**. The evaluations will commence as soon as possible thereafter.

3.3 Cost and invoicing

For an individual place where there is already a level of historical research on file, it is anticipated that each evaluation will generally cost about \$5,000 including GST. This may be more or less depending on the complexity of the place, and where there are multiple features or places. The initial bid of interest should include the hourly charge out rate and an approximate quote for the overall deliverables.

Please note: the peer review and editorial stage of this project continues into July (the next financial year) however, the full invoicing must be made within the 2015/2016 Council financial year. All invoices should be sent to Council's Accounts Payable by **XXXX**.

3.5 Site inspections and landowner contact

The Heritage Unit is currently considering options in relation to a wider policy on landowner contact for the evaluation of potential places proposed for heritage management.

The decision of whether to contact landowners to request access onto the grounds of the property and/or internal access will be made on a case-by-case basis.

Where a site inspection beyond the public realm is considered necessary by the evaluator, the project co-ordinator will assess the risks of contacting the landowner on a case by case basis. For places that are to be inspected from within the site, assistance with letters and landowner contact will be provided by the project co-ordinator.

4. Documentation

4.1 Historical research

A level of existing research has been undertaken. Additional research may be required, over and above that supplied by Council. Given the file size for many of these documents, the historical research already held by Council will be supplied digitally via the OneDrive website for download once the consultant has been selected.

4.2 Copyright

All evaluations produced will be the intellectual property of Auckland Council. The evaluator needs to ensure any copyright permission have been sought to include images within the report. A copy of written permissions should be provided as part of the final evaluation.

4.3 Templates and guidance

The methodology document should be used as a companion in undertaking the evaluation (**Attachment 3**). The evaluation template must be used for producing the evaluation (**Attachment 4**).