

Short Form Agreement for Consultant Engagement

Between: Queenstown Lakes District Council

.....
(Client)

and: Rationale Ltd

.....
(Consultant)

Collectively referred to herein as the "Parties" and individually as a "Party"

Contract Number: C-19-105

Location: Queenstown

Contract Name: Ladies Mile Masterplan Establishment Report

Scope and Nature of the Services: As per the attached Ladies Mile (Te Putahi) Masterplan establishment Report Project Plan, dated 1st October 2019.

Programme for the Services:

Start 2nd September 2019 – Finish 24th December 2019 inclusive.

Fees and Timing of Payments:

The lump sum fee of \$80,000 (excl. GST) includes a Provisional Sum for Additional Meetings of \$15,160.

The lump sum amount cannot be exceeded without prior discussion and agreement between the parties.

The Consultant may only submit payment claims for services carried out during periods of not less than one (1) month.

Information or services to be provided by the Client:

QLDC to provide background documents relating to the development of Ladies Mile. This will be provided via access to the Ladies Mile Masterplan One Drive electronic folder.

The Client engages the Consultant to provide the Services described above and the Consultant agrees to perform the Services for the remuneration provided above. Both Parties agree to be bound by the provisions of the Short Form Model Conditions of Engagement (below), including clauses 2, 3, 10 and 11 and any variations noted below. Once signed, this agreement, together with the conditions overleaf and any attachments, will replace all or any oral agreement previously reached between the Parties.

Variations to the Short Form Model Conditions of Engagement (overleaf)

Client authorised signatory (ies):

Print Name: Peter Hansby

Date:

Consultant authorised signatory (ies):

Print name:

Date:

4-10-2019.

21.4 The Consultant shall not charge or otherwise make a claim on the Client for assistance and/or information provided by it under this clause 21.

Add a new clause 22

22.1 This Agreement constitutes the entire agreement between the Parties. Except as expressly provided for in the Agreement this Agreement supersedes all prior verbal agreements, negotiations, representations and warranties.

Add a new clause 23 – Definitions

In this Agreement, the following terms have the following respective meanings:

Insolvency Event means, in relation to a Party, the occurrence of any of the following:

- (a) a Party becomes, or is deemed to be, insolvent or bankrupt; or
- (b) a Party makes an assignment for the benefit of, or enters into or makes any arrangement or composition with, its creditors generally; or
- (c) a Party goes into receivership or has a receiver, receiver and manager, official manager, trustee or other similar officer appointed in respect of all or any of its property; or
- (d) any resolution is passed, or any proceeding is commenced, for the dissolution of that Party; or
- (e) a person which controlled that Party at the date of this Agreement ceases to control that Party, or a person which did not control that Party at the date of this Agreement comes to control that Party;

Legislation means all acts, statutes, ordinances, regulations and other subordinate legislation, the by-laws of any Authority and any codes of practice, good practice guides, manuals or similar documents published by a government ministry or agency that manages or oversees any act or statute;

LGOIMA means the Local Government Official Information and Meetings Act 1987 and includes all subsequent Legislation in amendment of, or substitution for it.

Project Plan



Project Title	Ladies Mile (Te Putahi) Masterplan Establishment Report Project Plan
Purpose & Objectives	<p>Purpose of the Establishment Report.</p> <p>The purpose of the Establishment Report is to set the direction for the proposed Ladies Mile Masterplan. It ensures a complex programme of work can be approached to deliver land development and transport integration in the Ladies Mile area. It will act as the guiding document, ensuring the Masterplan can deliver a plan that offers a range of housing typologies and a sustainable community in Ladies Mile.</p> <p>It also acts as a tool to ensure all parties are aware of what needs to be done and when it needs to be delivered. By seeking agreement from all partners early in the process it ensures everyone is aligned with the approach and can be held to account.</p> <p>Objectives.</p> <ol style="list-style-type: none"> 1. Set the direction and process to deliver appropriate and integrated planning and investment documents. 2. Seek appropriate approval from all investment partners to proceed as defined in the Establishment Report. 3. Ensure everybody understands their role, the programme's direction and the part they are expected to play in the process. 4. Ensure alignment with QLDC's strategic vision and planning (Vision 2050, Spatial Plan and Transport business cases). <p>Note: The Establishment Report as the first step for the wider Masterplan is a Way To Go (W2G) project. The approach for the Ladies Mile Masterplan, as detailed in the Project Plan, has been signed off by QLDC ELT and the W2G Board, as has the Establishment Report process.</p>
Project Approach and deliverables	<p>Stage one – Programme kick off</p> <p>Purpose: Understand the Establishment Report phase in more depth and commission Rationale using the Establishment Report Project Plan.</p> <p>Session with Anita Vanstone, Liz Simpson and Gabrielle Tabron on Spatial Plan (18 Sept)</p> <p>Deliverable 1: Rationale Establishment Report Project Plan (End Sept)</p> <p>Stage two – Discovery and initial engagement</p> <p>Purpose: Understand the current state and what's needed from a Masterplan for Ladies Mile.</p> <p>2a – Discovery and evidence gathering</p>

	<ul style="list-style-type: none"> • Geographic scope (incl. area of influence/focus) • Workstreams (and integration) • Masterplan process and schedule • Stakeholder matrix and high level community engagement process <p>Deliverable 3: Draft Establishment Report articles (End Nov)</p> <p>Stage four – Draft report development</p> <p>4a Draft Establishment Report</p> <p>Purpose: Bring the above stages and deliverables together into a draft Establishment Report for review.</p> <p>Deliverable 4a: Draft Establishment Report for endorsement by W2G (Early Dec)</p> <p>4b NZTA Point of Entry</p> <p>An NZTA Point of Entry (PoE) document will be prepared at the same time as the Draft Establishment Report, and endorsement sought from NZTA to proceed with the Masterplan Business Case.</p> <p>This will be prepared in collaboration with the W2G Management Team.</p> <p>Deliverable 4b: Draft NZTA Point of Entry for endorsement by NZTA (Early Dec)</p> <p>Stage five – Adoption of Establishment Report and PoE</p> <p>Adoption of final Establishment Report and PoE by Council as the guiding documents for the development of a Masterplan for Ladies Mile. This is likely to be done at the December full council meeting.</p> <p>Deliverable 5: Final Establishment Report and Point of Entry for adoption</p>
Risks	<p>Project risks include:</p> <ul style="list-style-type: none"> • The Masterplan approach outlined in the Establishment Report is not approved by W2G and stakeholders and funding is withheld. • Inability to fully integrate process with the Spatial Plan • Framework outlined does not meet ELT or Elected Member expectations. • Reputational risk through adverse media coverage and public opinion.
Stakeholder & Community Engagement	<p>As part of the Establishment Report Rationale will develop a high level community engagement plan. This will be done in partnership with QLDC comms to ensure it meets their needs.</p> <p>A partner and stakeholder matrix will be developed and identified through the Establishment Report. As a minimum this will include the following:</p> <ul style="list-style-type: none"> • Local community • Way To Go" (QLDC, NZTA & ORC) • Ministry of Housing and Urban Development (MHUD)

ESTIMATE

Attention: Gabrielle Tabron
QLDC
Queenstown Lakes District Council
Private Bag 50072
Queenstown
Otago 9348
New Zealand

Date
1 October 2019

Estimate Number
Q001204

Job Number
J001050

Ladies Mile Establishment Report

Project Question:
Project Objectives:
Project Approach:
Deliverables (Timeline):
Level of Detail (Quality Assurance):

Tasks	Time	Rate	Amount
Consulting - Programme Kick Off	30.00		6,250.00
Initiation meetings and project plan			
Deliverable 1: Rationale Establishment Report Project Plan			
Consulting - Discovery and Initial Engagement	78.00		16,250.00
2A - Discovery & evidence gathering			
2B - Spatial plan evidence gathering workshop			
2C - Initial engagement & globalisation workshops (Land owners, Technical, Comms & engagement, Community)			
Deliverable 2: Issues, opportunities and business needs report			
Consulting - Land Use & Transport Integration	48.00		10,690.00
3A - Workshop & draft articles			
3B - Completion of establishment report articles			
Deliverable 3: Draft Establishment Report articles			
Consulting - Draft Establishment Report for Review	40.00		7,720.00
Deliverable 4a: Draft Establishment Report for endorsement by W2G			
Consulting - NZTA Point of Entry	12.00		2,500.00
Deliverable 4b: Draft NZTA Point of Entry for endorsement by NZTA			
Consulting - Final Establishment Report Approval	10.00		1,930.00
Deliverable 5: Final Establishment Report and Point of Entry for adoption			
Consulting - Project/Programme Management	13.00		2,670.00
Consulting - Provisional Sum for Additional Meetings	47.00		10,690.00
Costs	Quantity	Rate	Amount
Sub-consultants	1.00	17,100.00	17,100.00
Southern Planning Group - per Fee Estimate Letter 2019-09-25			
Sub-consultants	1.00	4,200.00	4,200.00
Southern Planning Group - Provisional Sum for Additional Meetings			

J001050 - Ladies Mile Establishment Report

J001050 - Ladies Mile Establishment Report							
		Rationale		Rationale		Use If required	
		Project Director	Rationale	Total Rationale Hours	Total Rationale Cost	Southern Planning (Hours)	Southern Planning (Cost)
		Edward Guy				Amanda Leith	
		\$285.00	\$170.00			\$200.00	
Task	Task Name(as in WFM)						
1	PROGRAMME KICK-OFF			0	\$0.00		\$6,850.00
	Initiation meetings and project plan	10	20	30	\$6,250.00	3	\$600.00
2	DISCOVERY & INITIAL ENGAGEMENT			0	\$0.00		\$8,685.00
	2A - Discovery & evidence gathering	8	12	20	\$4,320.00	12	\$2,400.00
	2B - Spatial plan evidence gathering workshop	3	3	6	\$1,365.00	3	\$600.00
	2C - Initial engagement & globalisation			0	\$0.00		\$0.00
	Workshops:						
	Land Owners	3	5	8	\$1,705.00	3	\$600.00
	Technical	3	5	8	\$1,705.00	3	\$600.00
	Comms & engagement	2	2	4	\$910.00	2	\$400.00
	Community	3	5	8	\$1,705.00	3	\$600.00
	Issues, Opportunities & Business Needs report	4	20	24	\$4,540.00	8	\$1,600.00
3	LAND USE & TRANSPORT INTEGRATION			0	\$0.00		\$13,290.00
	3A - Workshop & draft articles	12	10	22	\$5,120.00	9	\$1,800.00
	3B - Completion of establishment report articles	10	16	26	\$5,570.00	4	\$800.00
4	4A - DRAFT ESTABLISHMENT REPORT FOR REVIEW			0	\$0.00		\$12,520.00
		8	32	40	\$7,720.00	24	\$4,800.00
	4B - NZTA POINT OF ENTRY			0	\$0.00		\$2,900.00
		4	8	12	\$2,500.00	2	\$400.00
5	FINAL ESTABLISHMENT REPORT APPROVAL			0	\$0.00		\$2,330.00
		2	8	10	\$1,930.00	2	\$400.00
6	PROJECT / PROGRAMME MANAGEMENT			0	\$0.00		\$4,170.00
		4	9	13	\$2,670.00	7.5	\$1,500.00
	Subtotal (hours):	76	155	231		85.5	
	SUBTOTAL - FIXED PRICE (\$):	\$21,660.00	\$26,350.00		\$48,010.00	\$17,100.00	\$65,110.00

7) PROVISIONAL SUM FOR ADDITIONAL MEETINGS

	Provisional sum (hours):	23.5	23.5			21		
	PROVISIONAL SUM (\$):	\$6,697.50	\$3,992.50			\$4,200.00		\$14,890.00
	TOTAL OF FIXED FEE & PROVISIONAL SUM (\$):	\$28,357.50	\$30,342.50			\$21,300.00		\$80,000.00

If you agree to Southern Planning Group undertaking this work can you please confirm by way of a short email and provide a purchase order number.

Should you have any questions in relation to this letter please give me a call on 021 621 759.

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'A. Leith', with a stylized, flowing script.

Amanda Leith

SOUTHERN PLANNING GROUP