

# MEMO



**To:** Kristine Kilkelly, Deputy Secretary Corporate and Governance  
Tina Cornelius, Chief Financial Performance Officer  
**From:** Sarah Apperley, Internal Project Manager  
**CC:** Hamish McCaw  
**Date:** 3 February 2015  
**Subject:** Approval of Detailed Design

Detailed Design was issued by the Ministry's consultants on Thursday 22 January 2015 for the Ministry's approval. These documents form the main content for the RFP to shortlisted construction contractors for 33 Bowen Street.

The following process has been undertaken to provide assurance of the documents' accuracy:

- All consultants have reviewed the drawings to ensure they are accurate and are coordinated across all areas of the project (refer Appendix 1)
- The project team have reviewed the drawings to ensure they reflect discussions to date and Peter Hughes' vision and for overall accuracy.
- The Ministry IT team have reviewed the drawings and have confirmed they are comfortable with the design (refer Appendix 2)
- The Quantity Surveyor has reviewed the drawings and confirms these are as expected and reflect the current estimates which have been provided (\$23.8m). The current estimate is slightly over budget, however at this stage of the process this is to be expected as estimates are nearly always on the higher side than the actual costings. However, the project has identified areas for value engineering which will be undertaken if needed after we have final pricing through the construction RFP. A full copy of the quantity surveyors estimate is attached as Appendix 3.
- Peter Hughes has confirmed he is happy with the designs which were provided prior to Christmas and that Kristine can sign off the detailed design on his behalf.

The detailed design documents will be issued on Thursday 5 February to the three shortlisted construction contractors:

- Fletcher Construction
- [REDACTED]
- [REDACTED]

A copy of the RFP is attached as Appendix 4. The contractors will provide proposals based on these drawings and the project's programme including full costings of all trades. The evaluation of these proposals will be completed by 9 April 2015 and it is expected the contractor selected will start on site on 19 May 2015 as per the milestones in the Redevelopment Agreement.

We get the job done Ka oli a mātou ngā mahi

We are respectful, we listen, we learn He rōpū manaaki, he rōpū whakarongo, he rōpū ako mātou

We back ourselves and others to win Ka manawanui ki a mātou, me ētahi ake kia wikitoria

We work together for maximum impact Ka mahi ngātahi mō te tukinga nui tonu

Great results are our bottom line Ko ngā huanga tino pai ā mātou whāinga mutunga

### Recommendations

It is recommended you:

1. Note the review process which has been undertaken of the detailed design documentation
2. Note the Quantity Surveyor has confirmed the design is consistent with our budget.
3. Note these documents will be issued on Thursday 5 February to shortlisted construction companies for pricing
4. Note once pricing is completed some value engineering may need to be undertaken to ensure the project is within budget.
5. Approve the detailed design drawings to be issued as part of the Construction RFP.

Approved/Declined



Kristine Kilkelly, Deputy Secretary  
Corporate and Governance

Date: 12/2/15

Approved/Declined



Tina Cornelius,  
Chief Financial Performance Officer

Date: