

10 August 2016

Multibuild Schwass
Unit 4, 180 Kapiti Road
Paraparaumu 5032

By email: craig@multibuildschwass.co.nz

Attention: Craig Reilly

Dear Craig

**KAPITI COAST AIRPORT – CONTROL TOWER
INVITATION TO TENDER**

1.0 INTRODUCTION

- 1.1. Further to our recent discussions, we are pleased to invite you, on behalf of our Client Kapiti Coast Airport Holdings Ltd (KCAHL), to submit a P&G and Margin and Rough Order of Costs tender for the Main Contract Works for the new Control Tower at Kapiti Coast Airport.
- 1.2. Together with this letter, we issue the following information to make up the Invitation to Tender:
 - a) Developed design (rev 5) architectural drawings by AD Architecture
 - b) Developed design structural drawings by Silvester Clark Limited
 - c) Services engineering concept drawings by Harrison Grierson, and
 - d) Preliminary fire report by Holmes Fire.

2.0 CLARIFICATION OF SCOPE

- 2.1 For the avoidance of doubt, please note that associated car parking, access routes, loading areas, amenity areas, storm water management and sanitary sewer provisions will be completed by a separate civil contractor. All other associated connections and works are to be included in your tender.
- 2.2 We request that you make all allowances for co-ordination with the civil contractor. Variations for misinterpretation of scope will not be assessed (i.e. please ensure that you fully review the package and price accordingly for attendance).
- 2.3 Our Client is open to the consideration of any potential cost and or programme saving initiatives. Please include these within your submission.
- 2.4 As discussed, please provide an estimate option for standard NZS 3604 construction of two structures to compare against the Portacom office and equipment rooms currently specified. Please provide programme and cost comparisons for discussion.

3.0 CONFIDENTIALITY OF TENDER INFORMATION

- 3.1 The Invitation to Tender documents, as listed in paragraph 1.2 above, together with any further communications (including clarification discussions and negotiations) are for the purposes of inviting tenders only.

- 3.2 You must not disclose any information contained in the Invitation to Tender documents, or otherwise supplied in connection with this Invitation to Tender, or the nature and/or content of any discussions or negotiations in relation to the project to any third party except for the purposes of preparing your tender.
- 3.3 Copyright in all plans and any other documentation issued to you is reserved to KCAHL.
- 3.4 If these arrangements are not acceptable to you, please return this letter and the enclosed documents to Tristan McDonald at RCP as soon as possible.

4.0 TIMING

- 4.1 Any requests for further information must be made before 4pm **Monday 22 August 2016**.
- 4.2 Please submit your tender on or before 4pm **Wednesday 24 August 2016**.

via email to: tmcdonald@rcp.co.nz
with a copy to: gbrew@rcp.co.nz

- 4.3 Should you wish to submit in hard copy form, please phone Tristan McDonald of RCP to make arrangements for collection.
- 4.4 The tender validity period shall be 3 months.

5.0 PROGRAMME

- 5.1 The intention is to commence the works associated with the Portacom option as soon as possible in order to relocate the occupants of the Tower prior to the erection of the structural steel for the related Placemakers building. Please note that the Tower's tenants will require 2-3 weeks to fit out the Portacom before relocating. We would then look to construct the permanent Control Tower as soon as possible with the intent of completing all works by November 2016.

Although not currently included, a detailed development programme can be provided.

6.0 TENDER PROCEDURE

- 6.1 This Invitation to Tender is for the purpose of tendering only. Please check the pages of all documents and, in the event of discovery of any discrepancy, please inform Tristan McDonald, of RCP.
- 6.3 Should you, for any reason whatsoever, be in doubt about the meaning of anything contained in the Invitation to Tender documents, please seek clarification from RCP **immediately**. All communications from you to RCP shall be conducted in writing.
- 6.4 We may at any time issue clarifications in relation to the Invitation to Tender documents and any matter related to the project or to the Invitation to Tender process, whether or not it is or has been the subject of a request from a tenderer, confidential or otherwise.
- 6.5 You should note that there may be aspects of your tender and/or evaluation documents submitted with the tender which will necessitate discussion and clarification. It is intended that any aspect of the said evaluation documents and any amendments or clarifications which are to have contractual effect will be incorporated into the Contract.
- 6.6 Please address all questions, clarifications and communications to Tristan McDonald, of RCP and send them by email to tmcdonald@rcp.co.nz. Tenderers should not approach the client nor any of the Client's consultants or advisors directly during the tender process.

7.0 SUBMISSION OF TENDER

- 7.1 Your tender should be submitted by email as outlined in Item 4.0 above. Should there be any issue with this please contact Tristan McDonald of RCP.
- 7.2 The Client is not bound to accept the lowest or any tender and may, at any time by notice in writing, terminate the tendering process.
- 7.3 This Invitation to Tender and the submission of a tender and any other action taken by the Client or your company in relation to the tendering process establish no contractual or other legal relationship between the Client and your company and no claim will lie against the Client for any breach of procedures or for any other reason.
- 7.4 The Client may at any time before a tender is accepted for the project:
- a) consider any tender (whether or not it conforms or has been submitted in accordance with these instructions to tenderers);
 - b) reject any tender which does not comply with these instructions to tenderers, including any late tender;
 - c) refuse to accept any tender including any tender properly complying with these instructions to tenderers;
 - d) negotiate with any tenderer to the exclusion of others (whether on the basis of that tenderer's tender or any alternative or non-conforming basis);
 - e) require any of the tenderers to resubmit tenders on a revised or alternative basis;
 - f) require any of the tenderers to provide the Client with further information;
 - g) waive any irregularity or informality in the tendering process;
 - h) decline to accept any tender;
 - i) award the contract following private, direct negotiations at any time prior to accepting a tender;
 - j) extend the tender period.
- 7.5 In submitting a tender, tenderers acknowledge that they accept the basis upon which tenders will be considered, and they further agree that no legal relations will be created between themselves and the Client.

8.0 EVALUATION DOCUMENTS

- 8.1 You should submit with your tender the information set out below. Such documents will be used for the purposes of evaluating and analysing the tender and may be incorporated into the Contract by agreement.
- 8.2 The Contractor's tender response shall include the following:
- a) A fixed P&G and Margin offer
 - b) The client is seeking Rough Order of Costs based on the developed design package as a best endeavours estimate of the proposed works. Please include this as a separate breakdown within your submission.
 - c) Construction programme and methodology
 - d) Proposed project team
 - e) A list of current contracts being undertaken by your company; and
 - f) Any further documents which are requested in writing by the client before submission of the tender by way of evaluation documents but which are not to form part of the Contract.
- 8.3 Where the tenderer comprises a partnership, consortium or joint venture, or involves the provision of substantial materials by a substantial overseas supplier the intended levels of participation (financial

and fabrication, supply, assembly activities) and the proposed division of responsibilities and corporate relationships between the individual members or participants shall also be submitted with the tender.

We trust you find the above in order. We look forward to receiving your proposal.

Yours sincerely

RCP



Tristan McDonald

Associate

cc: Andrew Field/Grace Brew
Robert Binney
Bevan Hartley

RCP
KCAHL
RLB