

# Request for Proposal (RFP)

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By: South Wairarapa District Council

For: Lake Ferry Holiday Park Lease and Sale of  
Existing Improvements (if applicable)

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RFP released:	1 October 2024
Deadline for Questions:	1 November 2024
Deadline for Proposals:	29 November 2024

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South Wairarapa District Council  
[www.swdc.govt.nz](http://www.swdc.govt.nz)  
19 Kitchener Street  
Martinborough, 5711



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

# The opportunity

This RFP is issued by the South Wairarapa District Council, referred to below as “SWDC”, “the Buyer”, “we”, “our” or “us”.

## What we need

SWDC is seeking an experienced provider with the necessary experience and resources to efficiently and effectively manage the operations and activities of the Lake Ferry Holiday Park (“the Park”) on a long-term basis from March 2025.

SWDC’s preference is that the Successful Respondent purchases the Existing Improvements (defined below) and enters a ground lease for the Park. However, please note that SWDC’s (in principle) sale of the Existing Improvements and the resulting ground lease are subject to Council approval. A decision from Council is expected at the end of October 2024, and we will advise potential Respondents of this decision. SWDC will maintain ownership of the Existing Improvements and enter into a land and buildings lease if such Council approval is not obtained.

The Successful Respondent will:

- Enter into a long-term lease with SWDC for the Park (“Lease”),
- If applicable, purchase the assets at the Park, which are used in the operation of the Park and are currently owned by SWDC (“Existing Improvements”),
- Demonstrate a commitment to improve the Park through a proposed plan (“Proposed Development Plan”) i.e. development and/or upgrades to existing infrastructure or facilities,
- Provide an appropriate economic return for the Park and SWDC, and
- Provide cultural, environmental, social and economic benefits for Lake Ōnoke (Lake Ferry) and the South Wairarapa District.

We are open to alternative innovative suggestions to our proposed approach where there is added value to SWDC and the community.

The location of the Park and the Existing Improvements are detailed in Appendix 1 and Appendix 2 respectively.

## What we don’t want

We do not want a provider without the necessary vision, energy, experience and/or resources to operate the Park to reach its potential.

## What’s important to us?

SWDC is looking for a provider who has the capability and capacity to manage the operations and activities of the Park, in line with Council objectives. At a high level these objectives (“SWDC Objectives”) are expressed as the following being relevant to this activity:

- The Park promotes outdoor activities, social interaction, and safety, fostering a sense of community and well-being.

- It attracts tourism, stimulates local businesses, and provides diverse job opportunities.
- The Park supports eco-friendly practices, protects water and soil, minimises waste, and enhances biodiversity.
- It builds relationships with whānau, hapū and marae, celebrates cultural identity, and educates visitors about arts, heritage, and traditions.

How Respondents support, contribute to and express their achievement of both the high-level objectives and the localised objectives may vary. We are keen to see evidence of each Respondent's awareness and vision in relation to these stated objectives, as well as details of how that Respondent envisages that the objectives can be converted into tangible actions, outputs and measures of success.

## **Why should you bid?**

This is an opportunity to manage and operate a campground on the shore of Lake Ōnoke (Lake Ferry) on the south coast of the North Island near many other scenic, holiday and recreational features. The Park provides a strong, consistent revenue under its current structure and there are opportunities to improve the Park and its profitability. Council is open to ideas from Respondents as to their innovative plans and solutions for improving the Park.

## **A bit about us**

At SWDC we are proud to serve and support this fabulous part of New Zealand with its true 'mountains to the sea' experience. South Wairarapa encompasses the three rural towns of Featherston, Greytown and Martinborough, each with their own charm and attributes.

We have a vast area of rural hinterland home to many more small communities, edged by the Remutaka/Tararua Ranges and cradled by kilometres of rugged coastline. Our vision is 'the best of country living with the community at the heart of everything we do' and we are working hard to achieve this.

# SECTION 1: Key Information

## 1.1 Context

- a. This Request for Proposals (RFP) is an invitation to submit a Proposal for the “Lake Ferry Holiday Park Lease and Sale of Existing Improvements” contract opportunity.
- b. This RFP is an initial step in the procurement process, which has as its end objective, the conclusion of the Lease of the Park and the sale of the Existing Improvements (if applicable) by SWDC to a suitable operator.

## 1.2 Our timeline

- a. Here is our timeline for this RFP (all are New Zealand times and dates):

RFP released	1 October 2024
Deadline for Questions	5pm, 1 November 2024
Deadline for us to answer questions	5pm, 8 November 2024
<b>Deadline for Proposals</b>	<b>5pm, 29 November 2024</b>
Evaluation period	3 weeks
Preferred Respondent notified	20 December 2024
Anticipated Contract documentation finalisation	6 January – 28 February 2025
Expected start date of Lease and settlement of sale of Existing Improvements (if applicable)	1 March 2025

- b. The dates and times above are indicative only and SWDC can vary any such dates and times at its discretion.
- c. Notwithstanding any other provision in this RFP, Council may at any time, on giving notice to Respondents, amend, suspend, cancel and/or re-issue the RFP or any part of the RFP and/or make any material change to the RFP pursuant to paragraph 6.22 of Section 5.

## 1.3 How to contact us

- a. All enquiries must be directed to our Point of Contact. We will manage all external communications through this Point of Contact.
- b. Our Point of Contact:

**Name:** Sarah Pearson-Coats  
**Title/role:** Lead Advisor, Property Portfolio  
**Email address:** [sarah.pearson-coats@swdc.govt.nz](mailto:sarah.pearson-coats@swdc.govt.nz)

## 1.4 Developing and submitting your Proposal

- a. This is an open, competitive tender process.
- b. Take time to read and understand the RFP.
- c. Take time to understand our Requirements. These are in SECTION 2: of this document.
- d. Take time to understand how your Proposal will be evaluated. See 0of this document.
- e. For resources on tendering visit <https://www.procurement.govt.nz/suppliers-2/>
- f. If you have questions, ask our Point of Contact before the Deadline for Questions (see Section 1.2 above).
- g. Use the Response Form to submit your Proposal.
- h. Complete and sign the declaration at the end of the Response Form.
- i. Check you have provided all the necessary information in the correct format and order.
- j. Submit your Proposal before the Deadline for Proposals.

## 1.5 Address for submitting your Proposal

Submit your Proposal to the following address: [sarah.pearson-coats@swdc.govt.nz](mailto:sarah.pearson-coats@swdc.govt.nz)

**We will not accept Proposals sent by post or delivered to our office.**

## 1.6 Our RFP Terms

### a. Offer Validity Period

By submitting a Proposal, the Respondent agrees that their offer will remain open for six (6) calendar months from the Deadline for Proposals.

### b. RFP Terms

By submitting a proposal, the Respondent agrees to the RFP-Terms described in SECTION 5: of this document.

## 1.7 Later changes to the RFP or RFP process

After publishing the RFP, if we need to change anything or provide additional information, we will let all Respondents know by contacting Respondents by email.

## 1.8 Defined terms

These are shown using capitals. Unless otherwise defined in the RFP, you can find all definitions at the back of the RFP-Terms.

## 1.9 Site visit

Respondents who want to visit the Park must contact our Point of Contact to arrange a time.

Our preferred days are 14 and 21 October 2024. We will aim to accommodate visit requests on other dates.

# SECTION 2: Our Requirements

## 2.1 Background

This procurement relates to and Lease of the Park and the sale of the Existing Improvements (if applicable) and aligns with the following SWDC policies:

- Procurement Policy and Guide available at <https://swdc.govt.nz/wp-content/uploads/SWDC-Procurement-Policy-Adopted-30Jun22-1.pdf>
- Leasing of Property Policy available at <https://swdc.govt.nz/wp-content/uploads/Leasing-of-Property-Policy.pdf>
- Acquisition and Disposal of Property available at <https://swdc.govt.nz/wp-content/uploads/Policy%20E100%20Acquisition%20and%20Disposal%20of%20Property%202018.pdf>

### The location – Lake Ferry

Lake Ferry is a small coastal settlement in Palliser Bay, on the southern coast of the North Island of New Zealand. It is in the South Wairarapa District, located 35 kilometres south-west of Martinborough, on the eastern shore of Lake Ōnoke.

The coast is a popular fishing location and in addition to the Park, the settlement has approximately 60 permanent and holiday homes. Lake Ferry is home to the historic Lake Ferry Hotel, which is famous for its fish and chips and views over the Lake Ōnoke. The name of the settlement and the hotel arises from a ferry service that previously operated across the lake outlet.

South Wairarapa has experienced impressive tourism growth in recent years, outperforming many other regions. This growth can be attributed to the area's unique attractions and activities, such as its boutique wineries, gourmet food, and stunning scenery, coupled with its proximity to Wellington, making it easily accessible to both domestic and international visitors.

This strong growth is expected to continue, with the region becoming New Zealand's second International Dark Sky Reserve in January 2023. As a result, SWDC anticipates increasing demand for its more remote destinations, including Lake Ōnoke.

Lake Ōnoke is one of South Wairarapa's most accessible coastal destinations, providing visitors with access to other sites of interest such as the pinnacles, the Cape Palliser lighthouse, and seal colonies, as well as recreational activities like kayaking, walking, and fishing.

### Significance of the area to mana whenua

Traditionally Ōnoke and Wairarapa Moana supported local hapū with an abundance of resources for kai, clothing, building materials and weapons, and it enabled movement from the coast inland and vice versa.

The original name for the Lake Ferry township, including the land on which the Park sits, is Te Upokokirikiri. Te Upokokirikiri is a historic pā of great importance and the site of the whare Te Wharau o Kena.

Te Upokokirikiri is the place of a significant story of peace between Ngāti Kahungunu Ki Wairarapa and Rangitāne o Wairarapa. It is where Te Rangitāwhanga, of Kahungunu, and his people arrived from Heretaunga, and met Rangitāne Chief Te Rerewa and his people. Te Rangitāwhanga agreed to build a

number of waka for Te Rerewa and his people to sail to Wairau in exchange for the whenua around Wairarapa Moana.

A period of great turbulence termed The Battle of The Lakes was fought between local hapū, European settlers and the Crown. This culminated in the dispossession of Wairarapa Moana from local hapū and their dislocation from their ancestral waterways and lands.

## **The Park**

The Park, located at 25 Lake Ferry Road, Lake Ferry, is part of a recreation reserve held in record of title WN17B/364 and legally described as Lot 38-43 DP 12843. SWDC is the administering body of this recreation reserve, and the Coastal Reserves Management Plan – [Part 1](#) and [Part 2](#) applies to this recreation reserve.

An aerial photograph illustrating the location of the Park is included in Appendix 1. Photos are attached at Appendix 10.

The most recent long-term ground lease was in place at the Park between 2006 and 2023. SWDC purchased the Existing Improvements at the Park from the former lessee in 2023. For this purchase SWDC obtained a valuation from Telfer Young which valued the total Buildings at \$299,024 and total Non-Building assets at \$112,500, giving a total fair value of \$411,524 (plus GST if any). This valuation is provided at Appendix 13.

The Park is currently being operated under a short-term licence from SWDC until a long-term option is in place for the Park. Going forward SWDC's preference is to enter into a ground lease and sell the Existing Improvements to the new lessee (subject to Council's approval).

The Park currently includes 40 tent sites, 6 powered sites, 5 cabins and 80 semi-permanent sites. The semi-permanent site holders pay annual fees and have existing site holder agreements with the current licensee to use a site for holiday purposes and leave their property on the site for the duration of this agreement. Most semi-permanent sites are made up of a caravan with an adjoined annex, veranda or deck. SWDC's preference is for the current number of site holders to be reduced or consolidated and for recreational visitors to make up a higher proportion of the occupancy at the Park. The Successful Respondent must accept the assignment of the existing site holder agreements from the current licensee contemporaneously with the grant of the Lease. The site holder agreements are terminable with 3 months' notice.

SWDC and the current licensee have worked to remedy several compliance issues at the Park and a new certificate has been issued under the Camping-Grounds Regulations 1985.

Since purchasing the Existing Improvements SWDC have made significant improvements to the Park including:

- Upgrading the water system to a high flow UV system which fully complies with the current supply of water standards. Recent water testing results are attached at Appendix 12.
- Upgrading and extending the electrical infrastructure.
- Painted the majority of the SWDC building inside and out.
- Added security cameras, a boom gate, and laundry facilities.

Details of SWDC's capital expenditure at the Park since it purchased the Existing Improvements is attached at Appendix 4. Before the commencement of the Lease SWDC plans to do further remedial work

to the building and install a new dump station. The sewage system including the intended location of the dump station is indicated on the map attached at Appendix 5.

## **Disclosures**

SWDC engaged an inspector to undertake a survey of asbestos within the Park buildings in 2024. In summary, asbestos has been identified in the main house, cabins/bunks and shower and laundry block, however, the buildings are deemed in good condition (with no visible damage) and no immediate action is required. A table specifying the location, type, extent and recommended action in relation to this asbestos is attached at Appendix 6

SWDC has not undertaken an earthquake strengthening assessment as the buildings are single story and are not masonry or concrete and have been identified by experts as being low risk.

A small portion of the Park is listed on the Selected Land Use Register ('SLUR') on the basis that it used to be used as an engineering workshop with metal fabrication. A map showing which part of the Park is affected and a fully description of why it is listed on the SLUR is attached at Appendix 7.

The Park is located in the orange Tsunami zone which includes low-lying coastal areas that may be flooded by a large tsunami that inundates land and lake shores. A map showing the Lake Ferry Tsunami zones is attached at Appendix 8.

The Park is located outside the 50 year flood zone used in the Current Combined District Plan, but is located inside the "flood alert areas" in the Proposed Combined District Plan. The "flood alert areas", haven't yet undergone detailed flood mapping, so are not categorised into risk, but are used as an 'alert' that these areas may be at risk of flooding. When it comes to development in these areas, the "flood alert area" is a trigger for further investigation into flooding. A map showing flooding information from both the Current and Proposed District Plans is attached at Appendix 9.

## **2.2 Key outcomes**

This RFP relates to the lease of the Park and the sale of the Existing Improvements (if applicable).

The key outcomes of the RFP process that are being sought are:

- to identify commercially realistic proposals for the long-term lease of the Park, the purchase of the Existing Improvements (if applicable), and the improvement of the Park, which will meet SWDC's requirements as set out above and have a high probability of resulting in the Contract being concluded,
- an operator who can provide cultural, environmental, social and economic and benefits for Lake Ōnoke (Lake Ferry) and the South Wairarapa District.

## **2.3 What we require from a Respondent:**

### **a. Capability**

We are seeking Respondents that can ideally demonstrate relevant experience in managing campground operations (or similar), as well as experience with undertaking upgrades or development.

### **b. Capacity**

We are seeking Respondents that can demonstrate capacity to:



- take over Park operations from 1 March 2025,
- purchase the Existing Improvements (if applicable), and
- deliver on a Proposed Development Plan for the Park.

**c. Proposed Development Plan**

We are seeking the Respondent's:

- Plans and timeframe for the demolition or repair and refurbishment of the Existing Improvements,
- Plans and timeframes for installation of new improvements,
- Plans and timeframes for the cancellation of some or all of the site holder agreements and/or the consolidation of some or all of the semi-permanent sites to allow for increased temporary camping or holiday accommodation, and
- Innovative alternate concepts / proposals over and above core campground services that add value to the commercial viability of the proposal as a whole and or add value in some other respect (noting requirements to comply with the Reserves Act 1977).

**d. Broader outcomes**

We are seeking Respondents that can demonstrate cultural, environmental, social and economic benefits as part of the Proposal. With consideration of, but not limited to, the following:

- The cultural significance of the site and encouraging the engagement of Māori in the design and delivery of the services, this could include induction by mana whenua, signs that tell stories of the lake and the land to raise awareness of the history and significance.
- Mitigating and adapting to Climate Change, reducing waste and increasing community resilience.
- Using local suppliers who have a significant presence in the district and increasing community wellbeing.
- Enhancing business and employment prosperity.

**e. Price and Indicative Forecasts / Budgets**

We are seeking the Respondent's Price, being:

- The proposed annual rental for the Lease – either a figure or a proposed percentage of annual gross turnover, and
- The proposed purchase price (indicative) for the purchase of the Existing Improvements (if applicable).

We are also seeking the Respondent's indicative forecasts / budgets for:

- Operating the Park (Opex), and
- Carrying out the Proposed Development Plan at the Park (Capex).

## 2.4 Regulations, Legislation, and Reserves Management Plan

The Respondent is responsible for ensuring their Proposal complies with all rules, regulations and legislation which is applicable for operating a campground, or other applicable activity.

The Respondent must also consider and reference the applicable reserve management plan in their Proposal.

We note that any plans proposed as part of the Respondent's Proposal are still required to go through SWDC Building Consent and Planning team (as applicable). Any SWDC approval will be in its capacity as an administering body of the Park, and not as a regulatory authority.

## 2.5 Other tender documents

### **Attached Appendices:**

These documents are attached to the end of this RFP and form part of this RFP:

**Appendix 1:** 1Map of Lake Ferry Holiday Park

**Appendix 2:** List of Existing Improvements

**Appendix 3:** Certificate of Registration for the Park

**Appendix 4:** SWDC Capital Expenditure at Park

**Appendix 5:** Sewage system and proposed dump station

**Appendix 6:** 2024 Asbestos Summary Table

**Appendix 7:** Selected Land Use Register Information

**Appendix 8:** Lake Ferry Tsunami Zones Map

**Appendix 9:** Lake Ferry Flooding Information

**Appendix 10:**Photos of the Park

### **Appendices uploaded as separate documents:**

These documents have been separately uploaded on Tenderlink and [www.swdc.govt.nz](http://www.swdc.govt.nz) – they form part of this RFP:

### **RFP Response form, including Declaration**

**Appendix 11:** Lease Terms Sheet

**Appendix 12:** Water Testing Results 23 September 2024

**Appendix 13:** 2023 Park Assets Valuation

# SECTION 3: Our Evaluation Approach

This section sets out the Evaluation Approach that will be used to assess Proposals.

## 3.1 Preconditions

Each Respondent must endeavour to meet all of the following pre-conditions before its Proposal will be considered for evaluation on its merits. Proposals that fail to meet one or more pre-conditions may be eliminated from further consideration, depending on the nature of the failure.

Respondents who are unable to meet all pre-conditions should not necessarily conclude that they will not benefit from submitting a Proposal.

#	Precondition
1.	A completed Conflict of Interest Declaration in the Response Form
2.	Respondents must complete all sections of the Response Form

## 3.2 Evaluation method

The evaluation method that will be used is weighted attribute (weighted criteria). The Proposal that scores the highest will likely be selected as the Successful Respondent.

## 3.3 Evaluation criteria

Having met all of the preconditions, we will evaluate Proposals on their merits using the following criteria and weightings.

Criterion - Weighted	Weighting
<b>Purchase Price, Rental and Capital budget</b> The financial return to SWDC and the South Wairarapa community based on the Respondent's: <ul style="list-style-type: none"><li>Proposed purchase price for the purchase of the Existing Improvements (if included); and</li><li>Proposed annual rental for ground lease, either as an annual figure or a percentage of annual gross turnover, plus GST; and</li><li>Indicative capital expenditure budget for carrying out the Proposed Development Plan at the Park.</li></ul>	<b>20%</b>

Criterion - Weighted	Weighting
<p><b>Capability of the Respondent to deliver</b></p> <p>Track record / recent experience of the Respondent and the Respondent’s key personnel in managing campgrounds or similar host accommodation ventures in New Zealand. If the Respondent has no previous experience in campground or visitor accommodation provision, indicate how previous experience in other fields (e.g. business operation, customer service) is relevant and will enable the Respondent to be successful in running the Park.</p> <p>Track record / recent experience of the Respondent and the Respondent’s key personnel in managing upgrades or development at a campground, similar host accommodation venture, or in other fields (if any).</p> <p>Describe any significant risks associated with the operation and improvement of the Park and how you propose to mitigate them (prevent them from happening) and manage them (in the event that they do happen).</p>	20%
<p><b>Capacity of the Respondent to deliver</b></p> <p>Operational capacity for the Respondent to adequately resource and take over the Park from 1 March 2025, including onsite staffing.</p> <p>Time and delivery – confidence in the quality of development plan concepts and confidence in the likelihood of timeframe for improvements being delivered.</p> <p>Financial capacity to purchase the Existing Improvements (if sale approved by Council), fund improvements to the Park (as outlined in the Proposed Development Plan), and finance ongoing operational costs.</p>	20%
<p><b>Proposed Development Plan for the Park</b></p> <p>High-level plans for any development or upgrades to existing infrastructure and facilities at the Park.</p> <p>Plans and timeframes for the cancellation of some or all of the site holder agreements and/or the consolidation of some or all of the semi-permanent sites to allow for increased temporary camping or holiday accommodation.</p> <p>Innovation – alternate concepts / proposals over and above core campground services that add value to the commercial viability of the Proposal as a whole and or add value in some other respect (noting requirements to comply with the Reserves Act 1977).</p> <p>Alignment with SWDC Objectives.</p>	10%
<p><b>Cultural benefits</b></p> <p>Respondent’s plans to maintain, support and provide cultural benefits to the Park and community, including the Respondent’s plans to recognise and develop a relationship with mana whenua.</p>	10%
<p><b>Environmental benefits</b></p> <p>Respondent’s plans to support the environment and provide benefits to the site and immediate surrounding location.</p>	10%
<p><b>Social and economic benefits</b></p> <p>Plans to maintain, support and provide social and economic benefits to Lake Ferry and South Wairarapa community.</p>	10%
<p><b>Total weightings</b></p>	100%

### 3.4 Scoring

The panel will use the following rating scale to evaluate Respondent’s Proposals against the criteria.

Rating	Definition	Score
<b>EXCELLENT</b> significantly exceeds the criterion	Exceeds the criterion. Exceptional demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value, with supporting evidence.	9-10
<b>GOOD</b> exceeds the criterion in some respects	Satisfies the criterion with minor additional benefits. Above average demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value, with supporting evidence.	7-8
<b>ACCEPTABLE</b> meets the criterion in full, but at a minimal level	Satisfies the criterion. Demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource, and quality measures required to meet the criterion, with supporting evidence.	5-6
<b>MINOR RESERVATIONS</b> marginally deficient	Satisfies the criterion with minor reservations. Some minor reservations of the Respondent’s relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	3-4
<b>SERIOUS RESERVATIONS</b> significant issues that need to be addressed	Satisfies the criterion with major reservations. Considerable reservations of the Respondent’s relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence	1-2
<b>UNACCEPTABLE</b> significant issues not capable of being resolved	Does not meet the criterion. Does not comply and/or insufficient information provided to demonstrate that the Respondent has the ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	0

### 3.5 Price and Indicative Forecasts / Budgets

If a Respondent offers a substantially lower price than other Proposals, we may make enquiries or require additional evidence to verify that the Respondent can meet all the Requirements and conditions of the Proposed Contract for the price quoted. Note: Any claims made about price must be clear, accurate and unambiguous.

Prices must be in NZ\$ and include or be clear about Goods and Services Tax (GST). We will arrange contractual payments in NZ\$.

Respondents must document all assumptions and dependencies that affect its pricing.

The indicative forecasts / budgets must show a breakdown of all estimated income, expenses, and capital expenditure.

### 3.6 Due diligence

For shortlisted Respondents, we may:

- a. reference check the Respondent and any named personnel
- b. make other checks against the Respondent e.g. a search of the Companies Office or NZBN
- c. at our discretion – interview one or more of the Respondents
- d. at our discretion – request one or more of the Respondents make a presentation
- e. arrange site-visits
- f. inspect audited accounts for the last three financial years
- g. undertake a credit check
- h. undertake a Police check for all named personnel

# SECTION 4: Our Proposed Contract

## 4.1 Proposed Contract

Following the identification of the Preferred Respondent, Council and the Preferred Respondent will negotiate the Lease, the agreement for the sale and purchase of the Existing Improvements (“Sale and Purchase Agreement”), the assignment of the existing site holder agreements and any other documentation required.

We anticipate that the key terms for the Lease and the purchase of the Existing Improvements will have been covered by the Respondent's Proposal, however there may be detail that needs clarification or aspects of the Proposal that require further contract negotiation. We have allowed for this as per the timeline in Section 1, paragraph 1.2.

### **Lease**

The proposed terms sheet for the Lease (“Lease Terms Sheet”) is attached at Appendix 11.

In submitting your Proposal, you must let us know if you wish to amend any of the terms in the Lease Terms Sheet or wish to negotiate new terms or conditions. You must provide any proposed amendments and/or new terms.

The RFP Response Form contains a section for you to state your position. If you do not state your position, you will be deemed to have accepted the terms in the Lease Terms Sheet in full.

### **Sale and Purchase Agreement**

The proposed Sale and Purchase Agreement will be on an “as is where is” basis on Council’s prescribed terms.

# SECTION 5: RFP Terms

View the [RFP Terms](#) dated June 2021.



# Appendix 1: Map of Lake Ferry Holiday Park

Physical location: 25 Lake Ferry Road, Lake Ferry

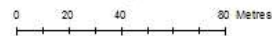
Record of title: WN17B/364

Legal Description: Lot 38-43 DP 12843.



June 29, 2023

1:2,000



**DISCLAIMER**

The Masterton, Carterton, and South Wairarapa District Councils accept no responsibility for actions or projects undertaken or loss or damages incurred, by any individuals or company, or agency, using all or any of the information presented on this map. The Councils do not provide interpretation of this information or advice on how to interpret, or utilise this information. Your own independent and appropriate professional advice should be sought. The information displayed on this map may contain errors or omissions or may not have the spatial accuracy required for some purposes.

## Appendix 2: Existing Improvements

Building Assets
House
Garage/storage 1
Shower /Laundry
Kitchen block
Cabins (Units 1 - 4)
Chalet (Unit 5)
Amenities South
Amenities Northern (Portacom)
Garage double

Infrastructure Assets
Water
Power
Sewerage
Siteworks

Operating Assets
Barrier Arm
Washing Machine
Dryer x 2
Internet hardware
Security cameras

# Appendix 3: Campground Registration



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tūtau*

## Certificate of Registration or Licence

*Issued pursuant to the Health Act 1956 and Regulations thereunder and / or Bylaws.*

### **Kiwi Cash Limited**

**25-39 Lake Ferry Road, Martinborough**

Manager: **Chris Wagner**  
Address: **Riverlands Roadhouse  
3535 State Highway 1  
RD 4  
Blenheim 7274**

Is duly registered for:

**Campground  
Lake Ferry Holiday Park**

Conditions of registration are:

**Ensure at all times compliance with the Camping Ground Regulations 1985**

This Licence expires on the: **31st day of July 2025**

Licence Number: **CG0303**

**Mia Wilton**  
**Manager, Environmental Services**  
**South Wairarapa District Council**

Date Printed: **12 September 2024**

**This Certificate must be posted conspicuously  
in a public portion of the premises**

*Any change in the occupation of the premises must be notified to the council within 14 days*

## Appendix 4: SWDC Capital Works

### Improvements to date

#### Improvements to facilities and security

Internet access through park to enable operation of cashless facilities	\$6,020.
2 x commercial Dryers & 1 x Washing machine	\$17,539
6m Boom gate with KiwiCash entry pods	\$11,499
Security System	\$4,500.
Rubbish and recycling centre	\$845.10

#### Landscap

Metal for roads	\$2,555.
Digger for trenching	\$4,800.
Novaflow and cloth for french drains	\$1,800.
Ducting for Cat6 Cable	\$450.00

#### TLP moves and modifications

Site remediation	\$4,800.
Crane truck hire for TLP move	\$5,000.
Extension to electrical infrastructure to accommodate required TLP moves	\$12,389

#### Improvements to water infrastructure

Sealing bore entry with a top cap and flange.	\$1,302.
Replacement of UV system with compliant system	\$8,838.

#### Improvements to electrical infrastructure

Improvements to existing electrical infrastructure 50% deposit	\$15,079
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#### Total expenditure to date

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\$97,418

### Anticipated future expenditure

#### Improvements to electrical infrastructure

Improvements to existing electrical infrastructure remaining 50%	\$15,079
Resolution of further issues with electrical infrastructure identified in report	\$12,682

#### Improvements to Sewage system

Consent and installation of dump station	\$14,581
Improvements to alarm system in the event of pump failure	\$1,623.

#### Improvements to facilities and security

Lighting upgrade	\$10,000
Repairs to window surrounds on Cabins	\$28,000

#### Total anticipated future expenditure

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\$81,966

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# Appendix 5: Sewage System



1:1,000

Lake Ferry Holiday Park

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## Appendix 6: Asbestos Summary Lake Ferry Holiday Park

Building	Asbestos present?	Location	Type	Extent	Condition	Recommendation
Main House	Yes	Exterior Soffits	AIB (Asbestos Insulation Board)	35 sqm	Good Condition (no visible damage)	Continue to keep the ACM sealed at all times and manage as per management plan. If damage or deterioration in any form is present at any time, allow to contact a suitable qualified contractor to remove the ACM.
		Exterior Cladding	AIB (Asbestos Insulation Board)	5 sqm	Good Condition (no visible damage)	Continue to keep the ACM sealed at all times and manage as per management plan. If damage or deterioration in any form is present at any time, allow to contact a suitable qualified contractor to remove the ACM.
Cabins / Bunk house	Yes	Exterior Soffits	Fibre Cement	7 sqm	Good Condition (no visible damage)	Continue to keep the ACM sealed at all times and manage as per management plan. If damage or deterioration in any form is present at any time, allow to contact a suitable qualified contractor to remove the ACM.
Shower & Laundry Block	Yes	Bathroom	AIB (Asbestos Insulation Board)	10 sqm	Good Condition (no visible damage)	Continue to keep the ACM sealed at all times and manage as per management plan. If damage or deterioration in any form is present at any time, allow to contact a suitable qualified contractor to remove the ACM. Or remove, if likely to be disturbed as part of refurbishment works.
Toilet – south	No					
Garage workshop	No					
Kitchen	No					
Cabin 5	No					

# Appendix 7: Information Available from Selected Land Use Register

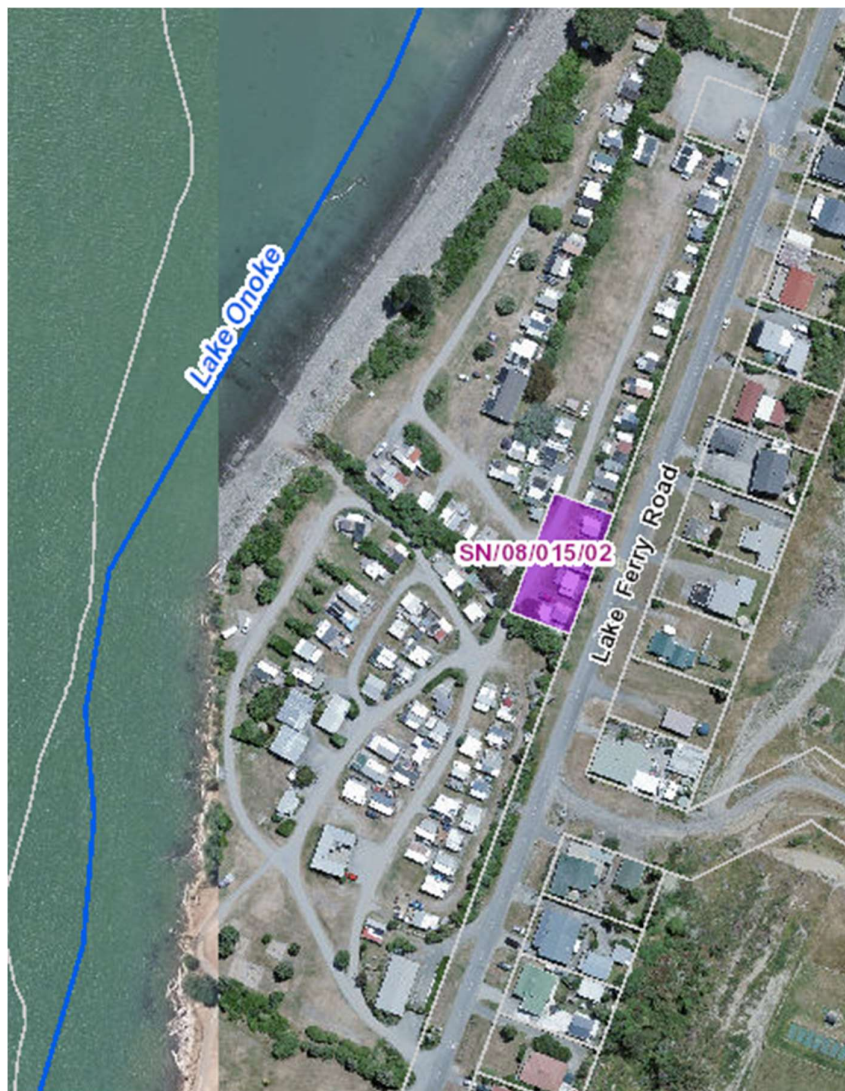
**File No:** SN/08/015/02

**Site Name:** Engineering & Mechanical Services

**Site Location:** Lot no: LOTS 38-43 DP 12843 BLK VIII ONOKE SD-RECREATION RESERVE

**Site Address:** 25 -39 LAKE FERRY RD , SOUTH WAIRARAPA DISTRICT

**Site Map:**



**HAIL:** Metal extraction, refining and reprocessing, storage and use

**HAIL Subtype:** Engineering workshops with metal fabrication

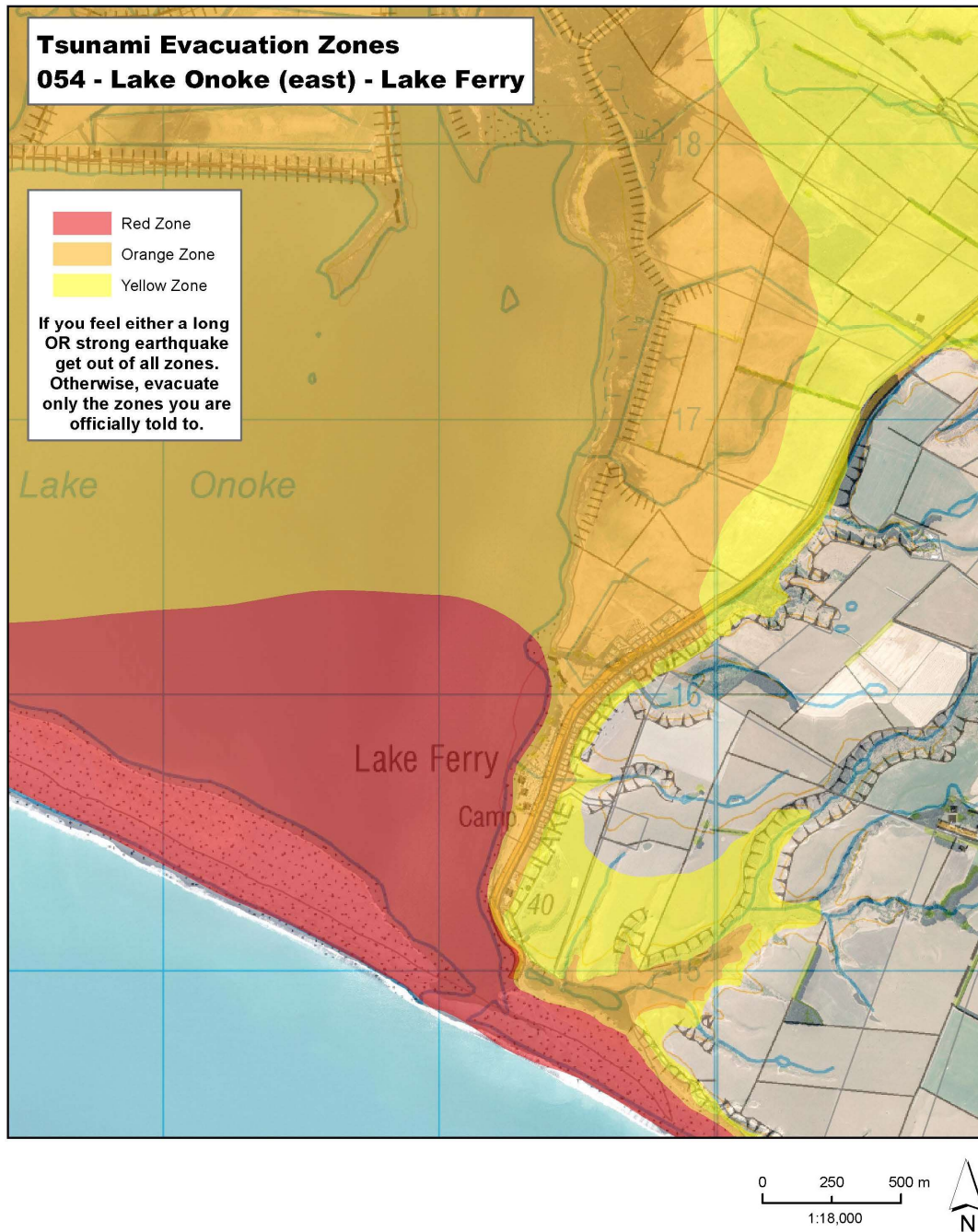
**Category:** Verified History of Hazardous Activity or Industry

**Site History:**

Engineering & Mechanical Services. Kahutara (Dept of Labour, manufacturing, fabricated metal products). Meeting with John Wellford (SWDC) 11 April 1997: John has never heard of this engineering site. Although he did say that Kahutara is quite spread out. John has been with the Council for many years and is likely to know where most things are. Phone call with Elaine from OSH Lower Hutt 16/17 April 1997: Site was visited in 1994 and Elaine visited it in 1996. Had closed down in 1996, but likely that the machinery was still in the building. Elaine described it as the orange building on the left hand side of the road, just up from the hotel. OSH file has gone missing - so no names of owner. Computer file says 1 employee, satisfactory operation in terms of OSH. John Wellford has had no luck even with this new information. Jim Edge (Dangerous Goods Officer) and Ross Smith (SWDC) verified that this site was used for iron and steel product manufacture/fabrication 3/4/03.



## Appendix 8: Tsunami Zones Lake Ferry



**Red tsunami evacuation zone:** area most likely to be effected by a Tsunami.

**Orange tsunami evacuation zone:** Includes low-lying coastal areas that may be flooded by a large tsunami that inundates land and lake shores.

**Yellow tsunami evacuation zone:** Area that is least likely to be affected by tsunami, but could be flooded or isolated in a very large tsunami. It is possible this zone will be evacuated sometime in your lifetime, however it is unlikely.

# Appendix 9: Flood Information Lake Ferry

## Flood Zone: Current District Plan



September 30, 2024

50 Year - Wairarapa

-  50 year flood zone
-  Extra Flood Hazard Zone
-  erosion zone
-  for flood info see WRC

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[Proposed] Wairarapa Combined District Plan: Flood Information



September 30, 2024

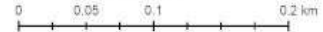
Flood Alert Area

- High hazard      High hazard
- Medium hazard      Medium Hazard
- Low hazard      Low Hazard

Flood Hazard Areas

- Flood Hazard Area – River Corridor (High Hazard Area)
- Flood Hazard Area – Overland Flow Path (Moderate Hazard Area)
- Flood Hazard Area – Ponding (Low Hazard Area)
- LINZ NZ Primary Parcels
- LINZ NZ Roads - Addressing

1:4,000



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## Appendix 10: Photos of Lake Ferry Holiday Park





