



Waikato District Council

Request for Proposals

31 Jesmond Street, Ngaaruawaahia

Waikato District Council (Council) is seeking proposals for the purchase of 31 Jesmond Street, a prominent corner property in the Ngaaruawaahia town centre. The site contains the heritage buildings known as the Ngaaruawaahia Centennial Memorial Plunket Rooms and Women's Rest Rooms.

Council would like to see the property used for commercial or community uses that contribute to the activation of the town centre. Council is interested in proposals retaining the buildings historical value, but remain open to proposals for an entirely new building. Council is not interested in purchasers who may want to landbank the property or prolonged underuse of the site.

Council objectives

- Secure a capable purchaser with a credible and deliverable redevelopment proposal.
- Enable productive use of the property and support town-centre activation.
- Retain appropriate heritage elements, where practical, as part of the proposed redevelopment.
- Avoid land banking and prolonged underuse of the site.

Key dates

Milestone	Date / timeframe
RFP release	8 October 2026 (6 weeks)
Close of RFP	19 November 2026, 5pm
Evaluation of proposals	4-5 weeks
Council approval	January / February 2027
Transaction completion	March 2027

Contact Us

0800 492 452

info@waidc.govt.nz

[waikatodistrict.govt.nz/say-it](https://www.waikatodistrict.govt.nz/say-it)

The opportunity

The property presents an opportunity to redevelop a historic and centrally located site in a way that supports commercial activity, community use and the ongoing vitality of the Ngaaruawaahia town centre.



Property overview

Address: 31 Jesmond Street, Ngaaruawaahia

The property occupies a prominent corner site with frontage to Jesmond Street and Newcastle Street and benefits from a favourable northern aspect with good solar access. The site contains two existing buildings, both of which are subject to heritage overlays under the District Plan. A notable tree identified in the District Plan is also located next to the site.

Public toilets are located within the wider site area on the northern boundary but are held on a separate title and are not included in the property being offered. The site is subject to easements which can be found on the title plan (SO 624209).

Property detail	Information
Land area	511 m2
Building area	Primary building (approx. 110m2) Secondary Building: (approx. 40m2)
Zoning	Town Centre Zone
Special features	Historic heritage (Category B) Notable tree (not within boundary)

Proposal requirements

Respondents may present their proposal in a format of their choosing. Each proposal must address the requirements below and provide sufficient information for Council to assess it against the evaluation criteria.

1. Development proposal

Describe the intended use of the property and explain how the proposed development will:

- Operate as a commercial, retail and/or community activity;
- Retain appropriate heritage elements where practical;
- Contribute to activation of the Ngaaruawaahia town centre; and
- Avoid prolonged underuse or land banking.

2. Price and commercial terms

Set out the purchase price and all material commercial terms, including the proposed deposit, finance arrangements, GST status, due-diligence requirements, approvals, contingencies and any other conditions.

3. Relevant experience and delivery capability

Demonstrate the capability and capacity to deliver the proposed development. Supporting information may include:

- Relevant project experience, including challenges encountered and how they were addressed;
- High-level feasibility information demonstrating the financial soundness of the proposal;
- An overview of the proposed internal and external project team; and
- A letter of reference from the proposed project funder.

4. Delivery programme

Provide a credible delivery programme with clear milestones and timeframes, including due diligence, design, consenting, funding, construction or refurbishment, completion and commencement of the proposed use, as applicable.

Evaluation criteria and weighting

Criterion	Indicative weighting
Development proposal	50%
Price and commercial terms	50%
Financial capability	Pass / fail
Relevant experience and delivery capability	Pass / fail

Council intends to evaluate conforming proposals against the criteria above. The weightings indicate the relative importance of each criterion rather than a strict scoring formula. Council may seek clarification, undertake due diligence and negotiate with one or more respondents before selecting a preferred respondent.

Contacts and communications

Authorised contact and communications

All communications relating to this Request for Proposal (RFP), or requests for clarification or further information, should be directed via the contact outlined in this document. You must not contact Council directly in relation to this RFP.

Submission requirements

Respondents are expected to submit their proposal in a form of their choosing by 5pm on the 19th November to the contact email below. Respondents should ensure that their proposal complies with the requirements of this RFP and aligns to the evaluation criteria outlined.

Communications

All communication in respect of this RFP must be directed to:

Paul Radich (Independent Advisor to Waikato District Council)
Email: Paul.Radich@veros.co.nz
Phone: 027 476 9512

Property documentation

Council holds property documents, including technical reports and title information. Please contact the person listed above in the first instance to access these documents.

Evaluation

Council will establish an evaluation panel to evaluate the RFP responses. The panel may include representatives, stakeholders or independent advisors at Council's discretion. RFPs received will generally be evaluated against the evaluation criteria outlined above.

Council holds ultimate discretion in its determination and reserves the right to take all matters it sees relevant into consideration. Respondents will not be entitled to make any enquiries as to the exercise of Council's discretion in evaluating the RFP.

RFP terms and conditions

Issue of RFP Documents

- The issue of the RFP Documents is not an offer to enter into a contract.
- Council is under no obligation to enter into a contract with any Respondent.
- RFP Documents issued to prospective Respondents for use in the preparation of RFPs remain the property of the Council.
- Any information whatsoever provided by Council to Respondents has been provided to assist Respondents in preparing RFPs, but Council does not represent or warrant the completeness or accuracy of such information. Respondents shall rely on all information provided by Council at their own risk and are responsible for the interpretation of the information.
- All communications relating to this RFP and the Opportunity must be directed in the manner stated in this RFP document.
- Council will satisfy its obligations under this RFP to provide notice or other information to all Respondents by communicating directly to all Respondents participating in the RFP process at the time the notice is given.

Ambiguities in the RFP Documents

- Where the RFP Documents issued to prospective Respondents are ambiguous or unclear to a Respondent, it may request the issue of an explanatory notice. If any explanatory notice is issued, it shall be sent to all Respondents and shall upon issue become part of the RFP Documents.
- Requests for information or clarifications that relate solely to the Respondent's RFP will be provided only to the Respondent requesting the information or clarification.
- In the absence of an explanatory notice, RFPs may be submitted subject to any reasonable interpretation of any ambiguity or uncertainty in the RFP Documents, which shall be endorsed in the RFP.

Submission of RFPs

- RFPs shall be submitted in the manner, method and by the date and time prescribed in this RFP document. If the RFP arrives after the latest date and time required for submission, it may be considered as invalid. However, Council reserves the right to extend the period allowed for the submission of the RFP, at its sole discretion.
- Any late RFP in respect of which Council chooses not to exercise its discretion shall be excluded from assessment.
- RFPs should include the information required by the RFP Documents.
- The RFP should be signed by or on behalf of the Respondent.
- One of the Respondents to the Joint RFP must be identified as the contact point for all communications with Council relating to the RFP.
- The cost of preparing and submitting an RFP, and the cost to the Respondent of any subsequent negotiations, meetings or discussions, will be borne by the Respondent

Notification

- Successful Respondent/s shall be notified in writing by Council or its agent that they have been selected as a preferred purchaser or included on the shortlist of potential parties.
- Unsuccessful Respondents shall be notified by Council or its agent that they have not been selected as the preferred purchaser or included on the shortlist of potential parties.

Due diligence

- As part of this RFP process, Council, together with its professional advisors and/or consultants, may carry out due diligence investigations of any or all of the Respondents that submit RFPs.
- By submitting an RFP, a Respondent consents to Council (and its professional advisors and consultants) carrying out all due diligence investigations of the Respondent as may be required by Council, acting reasonably, and will promptly provide all information and answer all questions as may be required by Council, acting reasonably, in carrying out such investigations, subject only to (i) confidentiality obligations owed to unrelated third parties (which, if applicable, must be identified and, if then requested by Council the Respondent will take all reasonable steps to have such confidentiality waived to enable disclosure to Council), or (ii) the rules of any stock exchange on which the Respondent or its parent company (if applicable) is listed (which, if applicable, must be identified).
- By submitting an RFP, each Respondent expressly acknowledges and agrees that Council shall not have any obligation to enter into any competitive process, contract or other arrangement with any Respondent if Council is not satisfied, in its sole and exclusive discretion, with the outcome of its due diligence investigations regarding that Respondent.

No obligations

- No legal or other obligations shall arise between the Respondent and Council in relation to the conduct or outcome of this RFP process.
- Council and its agents or advisors will not be liable in contract or tort or in any other way for any direct or indirect damage, loss or cost incurred by any Respondent or other person in respect of the RFP process, its conduct or outcome.

Method of evaluation

- Subject to these RFP Conditions, it is intended that RFPs shall be evaluated against the criteria described in this RFP.
- Council reserves the right, at its sole and absolute discretion, to depart from any stated evaluation methodology or criteria in the evaluation of RFPs.

Canvassing

- Any attempt made by a Respondent to influence the outcome of the RFP process by canvassing, lobbying or otherwise seeking support of Council staff or elected members shall be deemed valid grounds for the exclusion of that RFP from the evaluation process.

Ethics

- By submission of RFPs, the Respondent acknowledges that it has not and shall not engage in any practices that give one Respondent an improper advantage over another, and/or engage in any unfair and unethical practices, in particular any collusion, secret commissions or such other improper practices.

Confidentiality

- The information supplied by Council (either itself or through its contractors, agents or advisors) in connection with this RFP, or any subsequent competitive process or contract that arises out of it, is confidential.
- Respondents must not release or disclose any such information to any other person (other than their employees or advisors) without the prior written consent of Council. The Respondent must not make any public statement or comment in respect of this RFP or the Respondent's RFP without Council's prior written consent.
- Council may, if it considers it appropriate, require any Respondent to sign a confidentiality deed before releasing any confidential or commercially sensitive information to the Respondent. The Respondent agrees to sign the confidentiality deed, if required to do so.
- The preferred purchaser or shortlisted Respondents will be required to enter into a Council Confidentiality Agreement as a condition precedent to participating in any phase subsequent to this RFP
- Council is subject to the Local Government Official Information and Meetings Act 1987 (LGOIMA). Information provided by Respondents may be required to be disclosed under LGOIMA regardless of whether the Respondent has marked information as "Confidential" or "Commercial in Confidence".

Preferred or Shortlisted Respondent/s Respondents

- If a Respondent is selected as the preferred purchaser or included on a shortlist of potential parties then such selection/ shortlisting does not constitute an acceptance by Council of the Respondent's RFP, or imply or create any obligation on Council to enter into any commitment to any agreement, sale or development with the Respondent.
- Council may at any time without being liable to a preferred or shortlisted Respondent, cease discussions or negotiations with any shortlisted Respondent and not proceed to a competitive process or any future commitment with that party.

