

**Community & Services Committee
28 February 2019**

Report for Agenda Item: 3

Department: Corporate Services

Heritage Incentive Grant Application – Big Cottage situated at Paradise, Glenorchy

Purpose

The purpose of this report is to review a request for a Heritage Incentive Grant for professional services for Big Cottage, situated at Paradise, Glenorchy.

Recommendation

That the Community & Services Committee:

1. **Note** the contents of this report;
2. Approve the Heritage Incentive Grant of up to \$4,000 for reimbursement of professional services for Big Cottage situated at Paradise, Glenorchy.

Prepared by:



Jan Maxwell
Relationship Manager Arts
and Events
7/02/2019

Reviewed and Authorised by:



Peter Harris
Economic Development
Manager

13/02/2019

Background

- 1 The Paradise Charitable Trust was formed in 1998 to preserve and enhance the unique features of Paradise for all residents and visitors. The Trust aims to preserve the Paradise Trust site as one that encourages everyone to experience a piece of our natural historical environment.
- 2 Paradise is included on the HNZPT List as a Category 1 Historic Place and the extent of the listing includes Big Cottage.
- 3 Big Cottage was constructed in 1912 and was originally associated with Sheelite mining.
- 4 The scope of the professional services proposed includes architectural design, a heritage report/impact assessment and archaeological monitoring and reporting as required to the existing dwelling known as Big Cottage. It will include co-ordination

of all building and resource consent documentation and the Code of Compliance application.

Options

- 5 Option 1 Approve the professional services up to the value of \$4,000 for professional services for restoration work on the Big Cottage situated at Paradise, Glenorchy.

Advantages:

- 6 The Heritage Incentive grant will be used appropriately to provide for this heritage project and allow this residents to undertake this maintenance work.

Disadvantages:

- 7 The available total fund for the year would be diminished by up to \$4,000 and the applicant would be required to fund the project in full.

- 8 Option 2 Decline the reimbursement of the professional services to the value of up to \$4,000 for Big Cottage.

Advantages:

- 9 The Heritage Incentive grant will not be spent on this occasion, ensuring on-going provision of funds for future projects.

Disadvantages:

- 10 The Heritage Incentive grant will arguably not be used for the purposes for which it was created and the Paradise Trust will have to apply to other funding agencies to cover these costs or fully fund this work personally. This will slow the project down while the Trust awaits confirmation of other funding.

- 11 Failing to utilise this grant for the purpose for which it was established may be perceived to be disadvantaging residents that own historically significant buildings requiring on-going preventative and restorative work. This could be considered to place the ability for future generations to appreciate these buildings at risk.

- 12 It is the recommendation of this report to address the matter with **Option 1** and approve utilisation of the Heritage Incentive Grant and reimburse Paradise Trust.

Significance and Engagement

- 13 This matter is of medium significance, as determined by reference to the Council's Significance and Engagement Policy because it is of interest to the public, the extent to which individuals, organisations, groups and sectors in the community are affected by the Council's decisions.

Risk

- 14 This matter relates to the strategic risk SR1 current and future development needs of the community (including environmental protection) as documented in the

Council's risk register. The risk is classed as high. This matter relates to this risk because protection of heritage buildings is of importance to the community and future of the district.

Financial Implications

15 The Heritage Incentive Grant budget of \$25,582 per annum was approved through the Ten Year Plan. We have currently only committed to one project in this financial year to the value \$4,000 of which leaves a remaining budget of \$21,582.

Council Policies, Strategies and Bylaws

16 The following Council policies, strategies and bylaws were considered:

- Heritage Strategy – the Council provides a Heritage Incentive grant to assist with the financial costs borne by owners of listed heritage items including natural and built heritage items in the Queenstown Lakes District
- The recommended option is consistent with the principles set out in the named policy/policies.
- This matter is included in the 10-Year Plan/Annual Plan as a budget line under the Grants and Levies Budget cost centre with a budget of \$25,582.

Local Government Act 2002 Purpose Provisions

17 The recommended option:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by aiding owners of heritage protected features within the Queenstown Lakes District
- Will help with the costs of maintaining and protecting the District's important historic features, ensuring preservation and enjoyment for both current and future generations;
- Can be implemented through current funding under the 10-Year Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

Consultation: Community Views and Preferences

18 The persons who are affected by or interested in this matter are Paradise Trust and the residents/ratepayers of the Queenstown Lakes District community.

Attachments

- A Fee Estimate from Origin Consultants
- B Photographs of Big Cottage

Big Cottage,
Paradise,
Glenorchy

Fee Estimate: Architectural Services
For The Paradise Trust

02 October 2018

Updated 19 October 2018



PREPARED ON BEHALF OF

This fee estimate should be read in conjunction with our Conditions of Engagement dated 19 October 2018.

Client: The Paradise Trust, c/o Taylor Garfield, Peak Projects International Ltd, The Chambers Suites, Level 2, 50 Stanley Street, Queenstown

Project location: Big Cottage, Paradise Homestead (former) site, Paradise

Email: taylor@peakprojects.co.nz

Phone: 027 493 5747
03 442 5430

THE BRIEF

Brief

As set out in the email from Taylor dated 14 September 2018 and the attached:

- 'Paradise Trust – Big Cottage, Scope of Works – Origin Consultants'; and
- Big Cottage – Extension Sketch CW 12.09.208.

Scope of Services to be architectural design, a heritage report/impact assessment and archaeological monitoring and reporting as required in relation to the existing dwelling known as the 'Big Cottage'.

To include co-ordination of all Building Consent & Resource Consent documentation as required as well as all documentation required for CPU and/or Code of Compliance application as required.

Following the site visit and email correspondence dated 04 & 05 October 2018, the brief has been extended to include outline condition advice on the cottage and limited opening-up of the existing lean-to to establish whether it is feasible to repair it and incorporate in the new extension or whether the structure will need to be rebuilt.

The site visit also revealed that the Trust is concerned about the masonry chimney in the cottage and whether it should be removed and rebuilt in lightweight materials or strengthened.

Budget

Not advised. This will need to be discussed as the brief and design are developed.

Programme

The Trust does not yet have a specific programme; it will be circulated by Peak Projects at a date to be confirmed.

Information Received to date

Briefing information as noted above.

INITIAL RESPONSE TO THE BRIEF

The information in the Conservation Plan prepared by Jackie Gillies indicates the Big Cottage was constructed in 1912 and was originally associated with Sheelite mining.

Unless evidence comes to light of earlier pre-1900 human activity on the site of the cottage or within its immediate surroundings, and disturbance of the ground/earthworks are proposed, there is considered to be no archaeological aspect to the cottage project under the Heritage New Zealand Pouhere Taonga Act 2014.

Brief reference to the Operative and Proposed District Plans indicates the cottage is located in the Rural Zone and the proposed extension to the building is likely to require Resource Consent. This will need to be checked by a meeting with the QLDC Planning Dept early in the project.

The original Homestead was listed in the District Plan as a Category 2 protected feature, but the description in the Proposed District Plan does not seem to include Big Cottage. Paradise is included on the HNZPT List as a Category 1 Historic Place and the extent of listing includes Big Cottage. Accordingly, HNZPT would be an interested party in any Resource Consent application and may also be consulted by QLDC as part of a Building Consent application. It will also need to be checked as to whether a Heritage Covenant exists with HNZPT.

Accordingly, our fee proposal allows for work in connection with a Building Consent application as follows:

- Site visit on 04 October 2018 and measuring the cottage;
- Return visit to broadly look at the condition of the cottage – with opening-up/invasive investigation provided by Mike Kingan;
- Initial meeting with QLDC Planning Dept with Peak Projects;
- Preparation of existing drawings – site plan, floor plan, roof plan and 4 elevations;
- Preparation of concept drawings (sufficient for Resource Consent);
- Preparation of detailed drawings for Building Consent (given the small-scale nature of the proposed alteration, we have not allowed for preliminary and developed design stages), including ‘as near as reasonably practicable’ accessibility improvements;
- Co-ordination with other consultants;
- Production of design information for CPU/Code Compliance Certificate application.

We have assumed that, as project managers, Peak Projects will submit the Building Consent application and that if a Resource Consent is required, Peak Projects or a planner will prepare the RC application documents, including the Assessment of Environment Effects.

This estimate is based upon the assumption that the extension will be a simple timber-framed structure only and that substantial repair & upgrading of the main cottage is not required with the exception of (a) chimney works (may require input from Andrew Morris, Structural Engineer) and (b) forming an opening in wall between the kitchen and the lean-to as part of the lean-to extension.

PROPOSED SCOPE OF WORK

In each of the project stages below, the individual works items that are expected to be needed are listed. The columns on the right record who it is intended will be responsible for each work item. Sometimes responsibility will be shared between different people.

In some cases, work items have been recorded as N/A (not applicable). This is where we feel they are not required given the needs and complexity of your project as we understand it at the present time. If this changes for any reason, we may need to agree additional time and fees with you.

Stage 1 – Project Establishment

This is an information gathering stage that is important to the later stages of the architectural services to be provided. It helps structure the design process and defines the architectural brief. It may include assisting the client with site selection. No design work is included in this stage.

	Item of work	Origin	Client	Peak Projects/Other professional	N/A
1A	Agree the brief (including the budget and programme)	x	x	x	
1B	Obtain/provide the Land Information Memorandum (LIM)		x		
1C	Obtain/provide other legal information relating to the site/building		x		
1D	Obtain/provide input from other professional consultants (the client)	x	x	x	

In Stage 3, the approved concept design will be refined and matters such the structural system, services systems and materials will be explored. The initial designs of other consultations will be integrated into the preliminary architectural design drawings.

	Item of work	Origin	Client	Peak Projects/Other professional	N/A
3A	Review the brief and the programme and update as necessary				
3B	Meet with the client (number & frequency of meetings will be dependent upon the scale/complexity of the project)				
3c	Consult with the Council on specific Resource Consent or Building Consent matters				
3D	Prepare an Architectural Quality Control Checklist and Drawing Register				
3E	Progress any chosen options for sustainability				
3F	Progressively develop any Health & Safety requirements				
3G	Receive and integrate designs from other professional consultants, incl. fire protection & accessibility, where required				
3H	Consider future maintenance requirements				
3I	Prepare and present Preliminary Design drawings				
3J	Prepare an outline specification				
3K	Submit an application for Resource Consent, if required				
3L	Prepare a Preliminary Design Report				
3M	Review and agree if any additional services are to be provided by Origin Consultants Ltd (additional fees may be required)				
	Work output at the end of this Stage				
	<ul style="list-style-type: none"> Updated brief & programme Preliminary Design drawings prepared Outline specification prepared Preliminary Design Report prepared Resource Consent application submitted (although an application can be made at the end of Stage 4) 				

The Preliminary Design drawings will be to scale and show spatial sizes and relationships. They will include outline elevations and sections and will show the major structural elements.

It is recommended that before giving approval to progress to Stage 4, the client re-affirms the rough order of cost with a Quantity Surveyor or builder to ensure that the design remains within budget.

With the client's approval, the design can then move on to Stage 4.

Stage 4 – Developed Design

This stage involves developing the approved Preliminary Design to the extent that the scope of all the major elements (including structure, building services, materials and finishes and all net/gross building floor areas) is clearly defined and co-ordinated.

	Item of work	Origin	Client	Peak Projects/Other professional	N/A
4A	Review the brief and the programme and update as necessary				
4B	Meet with the client (number & frequency of meetings will be dependent upon the scale/complexity of the project)				
4C	Consult with the Council on Resource Consent & Building Consent specific matters				
4D	Review the Architectural Quality Control Checklist and Drawing Register				
4E	Review Health & Safety design matters				
4F	Develop any chosen options for sustainability				
4G	Consider future maintenance requirements				
4H	Receive and integrate designs from other professional consultants,				

	incl. fire protection & accessibility where required			
4I	Consider options for finding a builder (a requirement)			
4J	Sketch typical and critical construction details			
4K	Prepare and present Developed Design drawings			
4L	Confirm selections for fixtures & fittings			
4M	Develop the outline specification			
4N	Prepare a Developed Design Report			
4O	Submit an application for Resource Consent, if required, and not done previously			
4P	Review and agree if any additional services are to be provided by Origin Consultants Ltd (additional fees may be required)			
Work output at the end of this Stage				
	<ul style="list-style-type: none"> Updated brief & programme Developed Design drawings prepared Specification developed Developed Design Report prepared Resource Consent application submitted (if not done at the end of Stage 4) 			

At this point, the client can seek a more detailed cost estimate from a Quantity Surveyor or builder to ensure that the design remains within budget.

With the client's approval, the design can then move on to Stage 5.

Stage 5 – Detailed Design

The Detailed Design drawings and other documentation are used for a Building consent application and for procuring a builder on a negotiated contract basis or for tendering. This stage involves clearly defining the quantity and quality of the building elements, services installations and materials by way of drawings, specifications and schedules and comprehensively co-ordinating the architectural design with the designs of the other professional consultants.

	Item of work	Origin	Client	Peak Projects/Other professional	N/A
5A	Review the brief and the programme and update as necessary	x	x	x	
5B	Meet with the client (number & frequency of meetings will be dependent upon the scale/complexity of the project)				
5C	Consult with the Council on building specific matters and check compliance of the detailed design with any Resource Consent and against the NZ Building Code	x			
5D	Finalise the design against the Architectural Quality Control Checklist and update the Drawing Register	x			
5E	Review Health & Safety design matters	x	x	x	
5F	Refine and incorporate any chosen options for sustainability	x	x	x	
5G	Obtain final design input from other professional consultants and co-ordinate them with the architectural drawings	x		x	
5H	Agree the preferred option for finding a builder (procurement)		x	x	
5I	Prepare and present Detailed Design drawings	x			
5J	Complete the specification	x			
5K	Submit Building Consent application and answer 'RFI's	x		x	
Work output at the end of this Stage					
	<ul style="list-style-type: none"> Confirmed programme Confirmed method of finding a builder (procurement) Detailed Design drawings prepared Specification Completed Building Consent application submitted 				
				x	
			x	x	
		x			
		x			
		x		x	

At the end of this stage, the client can instruct a Quantity Surveyor to prepare a pre-tender estimate (if required).

With the client's approval, the design can then move on to Stage 6.

Stage 6 – Procurement

This stage involves preparing documents for tendering or for a negotiating a building contract with a contractor/builder.

	Item of work	Origin	Client	Peak Projects/Other professional	N/A
6A	Review the documentation and prepare the building contract, including any special conditions			x	
6B	Selection of tenderers, including consideration of any Health & Safety issues			x	
6C	Consult with the client's legal adviser, if required				x
6D	Prepare tender documents			x	
6E	Co-ordinate the tender process, including receiving tenders and preparing a tender report			x	
6F	Appoint and confirmed the preferred tenderer			x	
6G	Prepare the contract agreement for signing by the contractor and client			x	
6H	Prepare documents and drawings 'for construction' (with any amendments resulting from the Building Consent process)	x			
	Work output at the end of this Stage				
	• Procurement documents prepared			x	
	• Tender process completed			x	
	• Tender report prepared			x	
	• Confirmed programme			x	
	• Contract agreement signed			x	
	• 'For construction' documents and drawings prepared	x			

Stage 7 – Administration & Observation

During this stage, the project will progress to completion.

	Item of work	Origin	Client	Peak Projects/Other professional	N/A
	<u>Contract administration</u>				
7A	Obtain evidence of and review instructions			x	
7B	Establish lines of communication			x	
7C	Provide additional information for construction, as required, and keep records	x		x	
7D	Co-ordinate with contractors and other professional consultants	x		x	
7E	Issue instructions and variations	x		x	
7F	Attend project progress meetings (number & frequency of meetings will be dependent upon the scale/complexity of the project) and prepare minutes	x		x	
7G	Monitor Resource/Building Consent Compliance			x	
	Monitor works progress and assess Extension of Time Claims			x	
7H	Assess payment claim and variations			x	
7I	Monitor costs			x	
7J	Assess practical completion & issue Practical Completion certificate			x	
7K	Assess defects and issue defect notices			x	
7L	Review warranties/guarantees			x	
7M	Assess final account			x	
7N	Review as-built drawings and O&M manuals			x	
	<u>Observation</u>				
7O	Visit the site at periodic intervals (dependent upon the scale/complexity of the project) to observe that the works are generally in line with the architectural documentation/drawings	x		x	

7P	Review materials against the architectural documentation/drawings	x	
7Q	Review samples	x	
7R	Review and update Health & Safety Plan for design and construction. Liaise with project team		x
Work output at the end of this Stage			

Key staff

It is proposed that this project will be undertaken by:

- Robin Miller Director/Registered & Chartered Building Surveyor/LBP Design Level II
- Kirsten Gibbs Architect (UK-registered)
- Magdalena Urrea Architectural Designer
- Ben Teele Principal Archaeologist (if required)

FEE ESTIMATE

Design fees

Based upon the above, our fee estimate for this project is as follows:

Stage	Fixed fee	Time charge estimate	% of build cost	Fee estimate
1. Project Establishment		\$500		\$500
2. Concept Design, incl Site measure, Draw-up (Revit) Concept design		\$1,800		\$1,800
Broad/outline condition assessment and brief scope of repairs following separate visit and opening-up with Mike Kingan		\$1,800		\$1,080
3. Resource Consent – design/heritage input		\$1,000		\$1,000
4. Detailed Design/Building Consent		\$3,375		\$3,375
5. Procurement		\$360		\$360
6. Site observation		\$900		\$900
Total design fee estimate (excluding GST & disbursements)				\$9,015
Archaeological services (additional – if required)				\$1,500
Input into Trust meetings (additional - as required)				Time/cost charge
Discounted hourly rates and mileage – as described below				

Please note that this is a fee estimate and, hence, we will only charge for our actual time / involvement in the project, which may be less. In the event that circumstances mean we are likely to exceed any of the above, we will advise the Client and seek instructions before incurring any additional fees.

We will invoice monthly for work undertaken to date.

Disbursements

Printing & postage		Travel	
B&W A4	\$0.21 each	Travel time	50% of hourly rates
B&W A3	\$0.32 each	Vehicle mileage	\$0.80 per km from Arrowtown
B&W other	Outsourced/at cost	Fares	At cost
		Accommodation	At cost
Colour A4	\$0.62	Meal allowance	To be agreed, if any
Colour A3	\$1.27		
Colour other	Outsourced/at cost		
Postage, incl. couriers	At cost		
Document search	At cost		
Estimate of Disbursements			\$TBA

Disbursements are exclusive of GST.

Hourly rates

Where fees are on a Time Charge basis, the following discounted hourly rates will apply:

Personnel	Discounted hourly rate (excl. GST & Disbursements)
Robin Miller	\$120
Kirsten Gibbs	\$90
Magdalena Urrea	\$90
Ben Teele	\$90

These rates will also apply for work additional work that is outside the scope of the work described in the Fee Estimate.

OTHER CONSULTANTS/FEEES

This project is likely to require the following consultants (at separate cost to the client):

- Structural Engineer
- Fire Engineer
- Land Surveyor
- Drainage inspection

The client will be responsible for paying all Resource Consent/Building Consent application fees and any other local authority/regional council fees & charges, where applicable.

CONDITIONS OF ENGAGEMENT

Our Conditions of Engagement will be the Conditions of Contract for Consultancy Services (CCCS) December 2017 (as amended).

Please note this Fee Estimate remains valid for acceptance for a period of 3 months from today's date.

We will be very happy to answer any queries you may have and look forward to working with you.

Robin Miller
Director
Chartered & Registered Building Surveyor
LBP Design Level 2 BP 133157
For and on behalf of Origin Consultants Ltd
Architecture Heritage Archaeology

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19 October 2018



Architrave detail in Hall



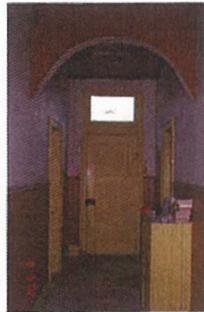
Arch detail in Hall



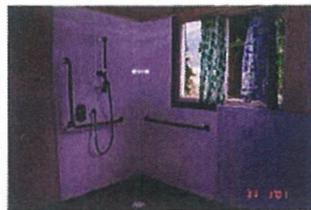
Window in Bedroom 1



Fireplace in Parlour



Hall



New bathroom



Parlour



Kitchen



EAST ELEVATION



SOUTH EAST ELEVATION



NORTH ELEVATION



WEST ELEVATIONS



Detail of front door



Concrete bases to verandah posts



Shed to rear

BIG COTTAGE