

Poukura Marae
6/340 Karangahape Road
Kuratau, 3391

Attention: Sarah-Jane

Offer of Service
Poukura Marae Lakeshore Restoration - Design & Planning Services

Introduction

This offer is for engineering design services associated with Lakeshore Restoration at 6/340 Karangahape Road, Kuratau (Poukura Marae). As illustrated within the sourced brief and photos received to date (prepared by Sarah-Jane, received 9/2/2022), we understand the project involves the construction of a suitable structure to help mitigate the impact of continuing erosion along the Poukura foreshore, along a 50m (approx) length of foreshore previously faced with a timber pole retaining wall as generally captured within the below imagery – with the existing wall is now failing:



Scope of Services

A summary of our services anticipated to satisfy the scope for this project is listed below:

1. Scoping and Options Assessment

- a. Coordinate with yourselves to gather the following information about the site/situation:
 - i. Design plans for previous retaining walls constructed along the foreshore;
 - ii. Existing services (i.e., any stormwater outlets).
 - iii. Any other existing site features (i.e., native trees).
 - iv. Any relevant correspondence with Council / Regional Council / etc.
- b. Undertake a site meeting with yourself (and other representatives), review of existing situation and discussing possible options on site with yourselves.
- c. Coordination with our preferred RMA Planner, defining any constraints or Resource Consenting requirements associated with various foreshore protection options. This will include consideration of possible construction activities, such as erosion and sediment control requirements.

- d. Liaison with Taupo District Council's or Waikato Regional Council to discuss options (if agreed with you in advance and considered appropriate). We have allowed for up to 1-hour for this task.
- e. Develop a memo report summarising the possible design scenarios, including indicative costing – suitable for you to seek funding and to agree the approach with Poukura Marae hapū, directing us to the preferred solution to be progressed forward into detailed design.

2. Topographical Survey (Provisional)

- a. Due to the consistent ground elevation at the site, we do not anticipate the need for a topographical survey of the subject foreshore area. However, we will advise you should we foresee any additional survey or other being required. An allowance has been made in provision, should a topographical survey be required. We will only proceed with the topographical survey following prior communication and agreement from yourselves to proceed.

3. Detailed Design

- a. Discuss with you to confirm the preferred option and any specific requirements for us to take on into Detailed Design.
- b. An allowance, to undertake a series of shallow geotechnical investigations (i.e. hand augers up to 3m deep or refusal) with appropriate in-situ testing (either Shear Vanes or Dynamic Cone Scala Penetrometer Testing) to determine underlying soil strengths; along the existing retaining wall. Determination of appropriate soil parameters for design purposes, summarised in geotechnical investigations memo to support the consenting application – if required.
- c. Determination of appropriate wave action parameters for design purposes.
- d. Undertake calculations required to finalise details of the selected foreshore protection solution, to ensure its appropriately designed to withstand storm event wave action.
- e. Prepare CAD drawings of the detailed design solution.
- f. Preparation of a Technical Specification for the works.
- g. Preparation of a draft Erosion and Sediment Control Plan outlining the scope of work carried out to support the Resource Consent application.
- h. Prepare a brief design memo to support the Resource Consent application.

4. RMA Planning & Consenting

- a. On site meeting with yourselves, our preferred RMA Planner & the Design Engineer to discuss works and take photos for consent application.
- b. Coordinate and attend an initial meeting with the appropriate consenting authority's duty planner to discuss the application process.
- c. Preparation of application documents and provide to yourselves to review.
- d. Finalisation of Resource Consent documentation and Lodgement.

Programme

We will commence immediately with the 'Scoping and Options Assessment' upon your instruction to proceed, with the vision or undertaking the initial site meeting with yourselves within one week of our engagement, presenting our options memo to you within 2-weeks of the initial site meeting.

The 'Detailed Design' and 'RMA Planning & Consenting' stages can commence upon confirming a preferred solution, with the design documentation complete along with the draft consent application for your review within approximately 6-weeks of your instruction to proceed.

Price & Contractual

The work will be carried out in accordance with this Offer of Service and our attached Conditions of Engagement. To execute the work outlined above, our fee on time and cost basis expected to be within the budget estimates (excl. GST) as set out in the table below:

Deliverables	Budget Estimate (Excl. GST)
1. Scoping & Options Assessment	\$2,400
2. Topographical Survey (Provisional)	\$2,000
2. Detailed Design	\$9,700
3. RMA Planning & Consenting	\$2,800
TOTAL	\$16,900

For any other services beyond that scoped above requiring additional hours (where agreed with you in advance), will be carried out on a Time & Cost Basis plus disbursements.

A list of our key personal and their charge out rates offered to this project for work undertaken beyond scope includes:

Staff	Hourly Rate (Excl. GST)
Chartered Engineer	\$250
Senior Civil Engineer	\$180
Intermediate Civil Engineer	\$150
Draftsman	\$125
Graduate Engineer	\$95

In addition to the hourly rate, disbursements will be applied as they arise. Vehicle mileage will be billed as a disbursement at a rate of \$0.89/km.

Further Clarifications & Limitations

- We ask that you advise us about the presence and location of any underground water, sewer, stormwater, reticulation, pipe, gas, electricity, and communication services – if any. We have not allowed for locating of any underground service and have assumed you will provide us with accurate services plans for within the site area prior to the undertaking of geotechnical investigations and/or for design purposes where appropriate.
- We have not allowed for the coordination or preparation of any documentation required for procuring a contractor, nor for contract management services or construction inspections/certification of the works – however we can provide a budget estimate upon request or provide such services on a time & cost basis.

Closing

Please note this offer is valid for a period of three months from the date of this letter.

We trust that this satisfactorily confirms our discussions and your expectations. Please sign and return a copy of the signatory form to us confirming acceptance of this offer. We look forward to working with you and assisting yourselves with this project.

Yours sincerely,



Ben Schubert
Civil Engineer

Attached:

- Client Information Request Form
- Short Form Agreement (SFA) Signatory Form, with Conditions of Engagement (ACENZ)

Client Information Request Form

The Client:

Client Entity (company / trust / individual(s)):

Postal Address:

Details of the person authorising the work on behalf of the client or acting as the agent:

Name: _____ Position: _____

Landline: _____ Mobile: _____

Email Address: _____

I/we confirm that I/we have read the Conditions of Engagement, including Limitations of Liability, and I/we authorised to approve this proposal and instruct Blueline Consulting to proceed as referenced within the accompanying signed Short Form Agreement.

Signature: _____

Name: _____

Date: _____