



Tiritiri Matangi Island Wharf

Request for Proposals Opportunity

Process to select a licence holder to undertake a commercial ferry service to the Tiritiri Matangi Island Wharf.

1.0 Introduction

Tiritiri Matangi Island is an open scientific reserve located a short distance offshore from Whangaparaoa in the Hauraki Gulf. The opportunity to undertake a commercial ferry service to Tiritiri Matangi Island is currently managed by way of a licence to one operator.

The existing licence is due to expire on 31 March 2022. The Department is seeking proposals to determine the new licence holder.

To do this, the Department has decided to run a Request for Proposals (“RFP”) process. As there is a daily limit on the number of ferry passengers that may be taken to Tiritiri Matangi Island by commercial operators, the access opportunity is restricted by that daily limit.

The RFP provides a transparent process to determine the most suitable Proposal for the opportunity on Tiritiri Matangi Island. Proposals will be assessed on their overall merits, based on the criteria more fully described at paragraph 5.0 of this document.

Following the RFP, one or more respondents may be invited to apply to the Department for the licence to run commercial ferry operations to Tiritiri Matangi Island.

Proposal Timeframe:

The Department will be accepting Proposals from 9:00am Friday 20 August 2021 to 5:00pm Friday 1 October 2021.

Please review the following documentation and ensure you understand the full process. Contact with the Department if you have any queries about your Proposal or the wider process. Email permissionshamilton@doc.govt.nz.

2.0 Context

Tiritiri Matangi Island is one of New Zealand's great community conservation success stories, having been transformed by volunteers from a farmed island to one with extensive restored forest that complements the remnant coastal forest. Tiritiri Matangi Island is free of mammalian pests, and many rare or threatened species have been reintroduced or have returned naturally to Tiritiri Matangi Island.

Tiritiri Matangi Island is particularly significant to iwi and hapū. Under the Ngā Mana Whenua o Tāmaki Makaurau Collective Redress Act 2014, Tiritiri Matangi Island was vested in the trustee of the Tūpuna Taonga o Tāmaki Makaurau Trust on behalf of the 13 iwi/hapū of Ngā Mana Whenua o Tāmaki Makaurau for one month and then was vested back in the Crown.

Tiritiri Matangi Island is a site of an important historic lighthouse complex, one of the most complete remaining in New Zealand. The lighthouse is managed by Maritime New Zealand and is classified Category 1 by Heritage New Zealand Pouhere Taonga. There are also a number of structures managed by the Department with assistance from the Supporters of Tiritiri Matangi.

The Supporters of Tiritiri Matangi (SoTM) formed in 1988 and is a major contributor to the success of Tiritiri Matangi as a restored open scientific reserve. They provide significant volunteer effort and funding to Tiritiri Matangi Island. This includes replanting, biodiversity management, research, interpretation, visitor facilities, facilitating translocations and conserving historic features.

Visitor numbers to Tiritiri Matangi Island have grown from 13,000 in 1995 to approximately 30,000 people in recent years and approximately 5000 school students per year. Note, the visitor numbers have been impacted by COVID-19 and there has been a drop caused from reduced inbound tourism but somewhat countered by an increase in domestic numbers. This is expected to continue well into the future.

Access to Tiritiri Matangi Island is via a scheduled ferry service (this opportunity), chartered commercial vessel, or private boat. Biosecurity measures (including pre-trip information) are essential to maintaining an island as an open scientific reserve. Rangers meet each ferry and provide a biosecurity briefing to visitors. School visits are popular.

The wharf is owned and managed by the Department of Conservation. Maintenance on the wharf is contributed by all users and calculated over a four-year period. The maintenance fees will be included in the Annual wharf fees. The annual wharf fees will be set by the Department and will be non-refundable. The annual wharf fees are expected to be between \$55,000 - \$60,000 for the first year of the licence which are paid annually for the term of the licence, subject to the Director-General's right to review the fees. An annual Management fee will also be charged and is currently \$400 plus GST. The successful party will also need to ensure all necessary insurances are held.

3.0 What Proposals are being sought for:

This RFP is an invitation for suitably qualified persons to submit a proposal for rights to operate a commercial ferry service to Tiritiri Matangi Island.

3.1 Administration

Reserves Act 1977

Tiritiri Matangi Island wharf services Tiritiri Matangi Island Scientific Reserve, which is an open scientific reserve subject to the Reserves Act 1977. The reserve is administered by the Department of Conservation on behalf of the Crown. In managing the wharf, the Department must have regard to the purposes of the Act (s.3), and the purposes of scientific reserves (s.21), when considering proposals. This means all activities undertaken on the reserve must not adversely affect the values in the reserve.

Maritime Transport Act 1994

Use of wharves under the control or management of the Department is subject to the powers of the Minister of Conservation as set out in section 33W of the Maritime Transport Act 1994. Until such time as any regulations or bylaws are introduced under the Maritime Transport Act, the commercial operation of a ferry service to the Tiritiri Matangi Island wharf is regulated by way of licence.

Hauraki Gulf Marine Park Act 2000

The Reserve is administered in accordance with the Hauraki Gulf Marine Park Act 2000. This Act oversees all activities occurring within the Hauraki Gulf.

Auckland Conservation Management Strategy

The most relevant Department statutory planning document is the Auckland Conservation Management Strategy 2014-2024 (CMS). The CMS is a statutory document which is provided for under section 17D of the Conservation Act and provides direction and policies for all Public Conservation Land.

The CMS sets out both high level and specific guidance for the Auckland region and places within it. The following information is included about Tiritiri Matangi Island. Tiritiri Matangi Island is an Icon destination which is identified as having a high-quality visitor experience. Tiritiri Matangi Island is one of New Zealand's great community conservation success stories, transformed from farmland to an extensive restored forest with mammalian pest free status. The island he site is the site of an important historic lighthouse complex, one of the most complete remaining in New Zealand and is a Category 1 Heritage New Zealand Pouhere Taonga structure.

The following paragraphs specifically relate to the management of a ferry service:

“Access to Tiritiri Matangi is via scheduled ferry service, chartered commercial vessel, or private boat. Biosecurity measures, which include providing pre-trip information to visitors, are essential to maintaining the island as an open scientific reserve. Rangers meet each ferry and provide a biosecurity briefing to visitors. School visits are popular, making Tiritiri Matangi an important place for conservation education.”

“Visitor management measures are necessary to protect the island's natural, historic and cultural values, enable better management of biosecurity, and maintain a quality visitor experience. Measures to manage visitor impacts include controlling the number of visitors arriving by scheduled ferry, coordinating other commercial vessel arrivals with the ferry's arrival and departure times, and limiting numbers on the introductory guided walk. Well-designed visitor facilities that can handle the pulse of visitors originating from the scheduled ferry service are also important.”

“The Department proposes to retain these control measures, and support a daily ferry service over the peak period (Boxing Day to the third Sunday in January inclusive) and for public holidays (except Christmas Day) with a 5-day per week scheduled service outside of these times (except Christmas Day). The daily limit on ferry passengers will increase from 150 to 170. This would allow more visitors to access the island, and provide more flexibility for visitors and others staying overnight on the island. This daily ferry limit may be exceeded for the purposes of landing and picking up visitors undertaking guided evening walks or attending one-off special events.” (page 96).

18.2.2.6 - Manage the following activities to minimise impacts on the visitor experience, research and translocation of wildlife, and natural, historic and cultural values, by applying the following provisions:

- a) For the operation of the scheduled ferry service and other commercial vessels:
 - i) allow a ferry service to operate within the following parameters:
 - daily over the peak period (Boxing Day to the third Sunday in January inclusive);
 - all public holidays except Christmas Day; and
 - a 5-day per week scheduled service shall be allowed at other times except Christmas Day;
 - ii) allow for a limit of up to 170 passengers per day on the scheduled ferry service;
 - iii) allow for the daily limit in sub-clause (ii) to be exceeded for the purpose of servicing evening guided walks and special events, subject to the limits set out in Policy 18.2.2.6(c) below;
 - iv) exclude Department of Conservation staff, guides, volunteers, researchers and other people on the island for management purposes from passenger numbers in sub-clause (ii); and
 - v) ensure that arrivals and departures by other commercial vessels do not operate around those times that the scheduled ferry service is arriving or departing the island wharf, to avoid congestion.

3.2. Location and description of land

Tiritiri Matangi Island is located approximately 3.4km east of Whangaparaoa Peninsula and roughly 30km north-east of central Auckland.

The Scientific Reserve is 219 hectares more or less and is made up of the following parcels: Section 2, 5, 7, and 8 Block III Tiritiri Survey District and sections 1 and 2 SO477390.

Tiritiri Matangi Island falls within the rohe of:

- Ngāi Tai ki Tamaki
- Ngāti Manuhiri
- Ngāti Maru
- Ngāti Tamaoho
- Ngāti Tamatera
- Ngāti Te Ata
- Te Kawerau a Maki
- Ngāti Whanaunga
- Ngāti Paoa
- Ngāti Whatua

Tiritiri Matangi Island was one of four motu within the Tikapa Moana o Hauraki/Hauraki Gulf that were returned to the thirteen iwi that were party to the “Tāmaki Collective” Treaty settlement. Those iwi then gifted Tiritiri Matangi Island back to the Crown to hold for the public of New Zealand. Te Kawerau Pa on the island was returned to Te Kawerau a Maki in their Treaty settlement. Another pā site on the island will be returned to Ngāti Paoa in their settlement. Other iwi have non-exclusive cultural redress instruments over Tiritiri Matangi Island such as statutory acknowledgements or conservation relationship agreements.

Tiritiri Matangi Island is nationally renowned as a place for research, education and management of threatened species.

Tiritiri Matangi Island is traditionally regarded as one of the floats of an ancestral fishing net of Toi Te Huatahi, an early Māori ancestor and voyager, and marks a boundary between the hapū of the Tainui waka to the east and Kawerau a Maki to the west.

4.0 RFP process

4.1. Licence management

The Minister has implemented an RFP process for the operation of a commercial ferry service to the wharf at Tiritiri Matangi Island.

4.2. Stages of process

4.3. Step One:

The RFP process will be open 9:00am on 20 August 2021 until 5:00pm on 1 October 2021. Please ensure your proposal is provided to permissionshamilton@doc.govt.nz by this closing date.

Ensure you have read all RFP Documents and understand what is required. Please get in contact with the Department if you have any queries about this process.

Note: The Department may answer questions of clarification about the context and about the RFP process, but cannot help to write, review or complete your proposal for the purposes of impartiality.

4.4. Step Two:

The Department will follow the process for consideration of Proposals set out in section 6.0 below.

4.5. Step Three:

The Minister will determine the most appropriate course of action in light of having evaluated the Proposals. One or more respondents may be invited to apply for a licence under part 33W of the Maritime Transport Act 1994.

What is required from you?

Please submit the following:

1. Fill out and submit the application form attached below in Appendix Two; and

2. Provide a complete Proposal by including all information required under section 5.0 - Proposal criteria.
3. Pay the required lodgement fee.

Applications will not be considered unless they include the application form, proposal document and the required application fee.

There is no proposal template. Please provide all relevant information in a clear and logical format.

A check-list has been provided in Appendix Three to help ensure all relevant parts of the application are completed.

5.0 Proposal Criteria

The Proposal criteria is divided into five components below. Respondents must provide all of the information requested in sections 5.1-5.5 below.

A failure to provide the requested information may result in a Proposal being removed from consideration.

5.1. Tiritiri Matangi Island values and features

Discuss how the commercial operation can be managed to provide:

5.1.1. Significance to iwi/hapu

- Protect and enhance the relationship of tangata whenua with Tiritiri Matangi Island.
Support mana whenua to undertake cultural activities on Tiritiri Matangi Island, through collaborative initiatives, including enhancing access to areas of significance.
- Will you provide discounted travel for iwi organisations, and if so, how much discount?

5.1.2. Tiritiri Matangi Island significance to the wider public

- Maintain and enhance the significance of Tiritiri Matangi Islands to other residents of Tāmaki Makaurau and Aotearoa.
- Be able to demonstrate how you will encourage persons travelling to Tiritiri Matangi Island.
- Will you provide discounted travel for specific groups (such as schools), and if so, how much discount?

5.1.3. Other organisations

- Work with existing organisations involved in conservation and recreational activities on the Island, such as the Supporters of Tiritiri Matangi Incorporated. Will you provide reduced/free travel for conservation volunteers?
- Promote Tiritiri Matangi Island so that its conservation values are highlighted and the work of the Department and the Supporters of Tiritiri Matangi Incorporated on the restoration and maintenance of Tiritiri Matangi Island is acknowledged and supported.
- Support both organisations to enable visitors to have a quality experience, such as guided tours and interpretation of Tiritiri Matangi Island's natural and historic features. Proposals to promote Tiritiri Matangi Island and support the conservation work of both organisations on Tiritiri Matangi Island must be attached to the proposal.
- Will you provide free travel for Department of Conservation staff? Will you provide discounted travel for other organisations?

5.2. Operation of a commercial ferry service

Information on the operation of a ferry service. Information on each section in 5.2 must be included for consideration:

5.2.1. A list of each vessel that will use the Tiritiri Matangi Island wharf, plus evidence of compliance with current Maritime Safety Authority standards, must be attached to the proposal.

5.2.2. A statement must be attached to the proposal acknowledging that the non-refundable annual wharf fees will be paid each year for the term of the

licence, subject to the Director-General's right to review the fees pursuant to clause 2 of the licence.

5.2.3. Biosecurity measures

- Implement effective biosecurity measures to prevent re-invasion of Tiritiri Matangi Island by weed and animal pests. All vessels will need to meet the standards and achieve a Pest-free Warrant for Commercial Vessels prior to and throughout operation of the service. Evidence on how this is going to be achieved must be attached to the proposal. The required standards are set out in the attached Pest-free Island Guidelines for Contractors document (see Appendix Four).
- Implement a pre-departure briefing for passengers and on-board biosecurity messaging. Provide details of this messaging.

5.2.4. Operation of a ferry service – how you expect to operate the ferry

- Operate a scheduled commercial ferry service to Tiritiri Matangi Island Wednesday to Sunday inclusive, carrying no more than 170 fee-paying passengers per day, at a price that is reasonable from Downtown Auckland and Gulf Harbour wharfs.
- What the minimum scheduled service you will offer? Note, there may be a condition in any licence which allows the licence to be cancelled if this minimum service is not met.
- No sailings are permitted for Mondays and Tuesdays, being island maintenance days. Monday and Tuesday sailings are permitted however on public holidays (excluding Christmas Day) and during the "Peak Period" defined as Boxing Day to the third Sunday in January inclusive.
- Provide a ferry service that is professional, safe, reliable, minimises missed sailings, facilitates access for the disabled, and provides a quality experience for visitors to Tiritiri Matangi Island. Evidence of standards to be achieved and how these are to be implemented must be attached to the proposal.
- The proposal must identify arrival and departure times for sailings and the minimum time ferry passengers will have on Tiritiri Matangi Island. A proposed annual schedule of sailings must be attached to the proposal. A schedule of proposed fares must be attached.

5.2.5. Sustainability and climate change

- How will you undertake sustainability within your operation? Do you have a sustainability plan, and if so, what does it include?
- Emissions from transport form a significant amount of New Zealand's domestic greenhouse gas budget. What measures are you doing to reduce carbon emissions? Will you undertake off-setting or undertake other carbon reduction activities?

5.3. Respondent capacity

5.3.1. Previous experience

Is the Respondent suitable by virtue of experience to carry out the Proposal (either alone or in conjunction with others)?

Please outline your wider experience for the operation of a commercial ferry. Refer to past examples of which support your ability to carry out the Proposal. If you plan to carry out the Proposal in conjunction with other parties, please outline how you expect the parties to work together to achieve the desired outcomes.

Please provide references as appropriate.

5.3.2. Connection to Tiritiri Matangi Island

Please describe your connection to Tiritiri Matangi Island, including any historical connection. Please also include how you will foster the connection of tangata whenua and other groups or the general public to Tiritiri Matangi Island. Discuss how this connection supports your Proposal.

5.4. Aspirations for future management of Tiritiri Matangi Island

Please discuss how you believe the operation of a commercial ferry service should be managed into the future. Discuss aspirations such as, key overarching objectives and goals. For example, this could be to foster recreation, enhance

biodiversity, or increase historical knowledge. Also include how this will be appropriate under the scientific reserve status of Tiritiri Matangi Island.

Please elaborate what should be developed and how the ferry service opportunity can underpin and contribute towards these aspirations.

5.5. Other supporting information

Respondents may wish to include other information about how their Proposal will contribute value to conservation. This could include whether they have a connection with other activities in this area and how the Proposal would contribute to the preservation and protection of the land, biodiversity and values.

6.0 Process for Consideration of Proposals

6.1. Evaluation process

All Proposals received will be evaluated following the process set out below. Proposals will be checked to ensure that Respondents have submitted a complete Application (being an application form, proposal document and evidence of paid fee) and provided all of the information requested in paragraphs 5.1-5.5 of this document.

The Department will assemble a panel to assist the Minister to review Proposals that have been received.

No particular weightings will be assigned to the Proposal criteria and Proposals will be assessed on their overall merits, based on the Proposal criteria. However, there are minimum operating standards that Respondents must meet.

6.2. Due diligence

In addition to the above, the Department may undertake the following due diligence in relation to shortlisted Respondents. The findings will be taken into account in the evaluation process:

- 6.2.1. Reference check the Respondent.
- 6.2.2. Other checks e.g. Companies Office.
- 6.2.3. Interview Respondents.

7.0 Terms and conditions of RFP process

7.1. RFP Period/submission of Proposals

Written Proposals will be accepted at the Department of Conservation Hamilton Office, Level 4, 73 Rostrevor Street, Private Bag 3072, Hamilton 3240 or can be emailed to permissionshamilton@doc.govt.nz until **5:00pm on Friday 1 October 2021.**

Proposals received after this date will not be considered unless it can be shown that the proposal was delivered late due to unanticipated factors out of their control.

Proposals must be addressed to Lynette Trewavas, Senior Permissions Advisor, and marked on the top outside left-hand corner **“Request for Proposals – Tiritiri Matangi Island.”**

7.2. Complete Proposals/Applications

Only Proposals which are complete and refer to all of the criteria in paragraphs 5.1 to 5.5 (including all information requested within the subparagraphs) will be considered.

The original copy of the Application must be signed by a duly authorised officer of the Respondent.

Applications from a partnership or unincorporated joint venture must include the full names and addresses of all partners or members of the joint venture. If

an Application is signed by one person, that person may be asked to provide evidence of authority to act on behalf of the other partners or members.

The cost of preparing and submitting a Proposal shall be borne by the Respondent.

Applications must be accompanied by the RFP Lodgement Fee. Any Proposal received without the RFP Lodgement Fee will not be accepted. See Appendix One below for details on how to pay the Lodgement fee.

7.3. No Authority application

The Proposal Documents and any other information provided under this process shall not be treated as an application pursuant to the Maritime Transport Act 1994 and Reserves Act 1977. Proposals will be assessed for the purposes of selecting the most suitable Proposal(s). A Respondent may be invited to apply for an authority once all Proposals have been considered.

7.4. Ownership/confidentiality

The RFP Documents and any other documents resulting from this RFP process are the property of the Minister.

Subject to other legislative requirements, Respondents may ask for their Proposal Documents to be returned in a reasonable condition within two months after the closing date of the RFP Period.

The Minister will take reasonable steps to protect the Proposal Documents and, subject to the provisions below, will not disclose the Respondent's Confidential Information to a third party without the Respondent's prior written consent.

The Minister may disclose the Respondent's Confidential Information to any person who is directly involved in the RFP process on its behalf, such as officers, employees, consultants, contractors, or professional advisors, evaluation panel members, but only for the purpose of participating in the RFP.

The Minister's obligations are subject to requirements imposed by the Official Information Act 1982, the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law.

7.5. Third party information

Each Respondent authorises the Minister to collect additional information, except commercially sensitive pricing information, from any relevant third party (such as a referee or a previous or existing client) and to use that information as part of its evaluation of the Respondent's Proposal.

Each Respondent is to ensure that all referees listed in support of its Proposal agree to provide a reference.

To facilitate discussions between the Minister and third parties each Respondent waives any confidentiality obligations that would otherwise apply to information held by a third party, with the exception of commercially sensitive pricing information.

7.6. Amendments to RFP Documents

Where any amendment to the RFP Documents is considered necessary by the Minister, a notice of amendment (Notice of Amendment) shall be published on the Department's website and sent to all Respondents and persons who have previously expressed an interest in the RFP process. Any such amendment shall, upon notification, become part of the RFP Documents.

Where the Minister issues a Notice of Amendment, Respondents have the right to withdraw their proposal, modify it in light of the Notice of Amendment and resubmit their proposal within the time specified in the Notice of Amendment.

7.7. Statutory or other requirements

It will be the sole responsibility of the Respondent to ensure they can meet any statutory or other requirements to carry out their proposal.

7.8. Lodgement Fee

Respondents must pay a non-refundable lodgement fee of \$750.00 + GST with their proposal to offset the costs of running the Request for Proposals.

7.9. Respondents to be satisfied

Respondents are considered to be fully aware of the conditions relating to this RFP process and to have examined the RFP Documents and any other information supplied in writing.

Respondents are deemed to have satisfied themselves before applying as to the accuracy and sufficiency of their Proposal Documents.

7.10. No obligation

The Minister has no obligation whatsoever to compensate or indemnify any Respondent for any expenses or loss that the Respondent may incur in the preparation of their RFP. There is no guarantee that any Proposal will be accepted, and/or subsequent process run, and/or any Authority granted.

The Minister will give written notice to all Respondents who have submitted bona fide proposals advising the outcome of the RFP process.

The Minister is not bound to:

- a) Accept any Proposal;
- b) Give any reason to any person for the rejection or otherwise of any Proposal;
- c) Complete the RFP process.

The Minister reserves the right:

- a) To reject any Proposal;

- b) At any time to withdraw the Reserve or any part of the Reserve from the RFP notwithstanding that proposals may have been called for and / or received;
- c) At any time to withdraw the RFP or again call for proposals or consider further proposals received.

7.11. No contract

Neither the RFP, nor the RFP process, creates a process contract or any legal relationship between the Minister and any Respondent.

The fact that this RFP process is being conducted is in no way to be taken as an indication that an Authority will be granted. That decision is one for the Minister to make under the Maritime Transport Act 1994 and Reserves Act 1977 and is entirely separate from this RFP process.

7.12. Disclaimer

The Minister will not be liable in contract, tort, equity, or in any other way whatsoever for any direct or indirect damage, loss or cost incurred by any Respondent or any other person in respect of the RFP process.

Nothing contained or implied in the RFP, or RFP process, or any other communication by the Minister to any Respondent shall be construed as legal, financial or other advice. The Minister has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be up to date.

To the extent that liability cannot be excluded, the maximum aggregate liability of the Minister, its agents and advisors is \$1.

7.13. Respondents' Enquiries

Should interested parties have any questions in relation to the RFP, please get in contact with the Department:

Lynette Trewavas, Senior Permissions Advisor
Department of Conservation
Private Bag 3072
Hamilton 3240
Subject Line: Tiritiri Matangi Island – Request for Proposals
Email: permissionshamilton@doc.govt.nz

7.14. Definitions

“Application” means an application in the form set out in Appendix Two.

“Confidential Information” is information that:

- is by its nature confidential (including culturally sensitive information)
- is marked by either the Minister or a Respondent as ‘confidential’, ‘commercially sensitive’, ‘sensitive’, ‘in confidence’, ‘top secret’, ‘secret’, ‘classified’ and/or ‘restricted’
- is provided by the Minister, a Respondent, or a third party in confidence
- the Minister or a Respondent knows, or ought to know, is confidential.

Confidential information does not cover information that is in the public domain through no fault of either the Minister or a Respondent.

“Proposal” means a proposal submitted in accordance with the RFP process.

“Proposal Documents” means all documents submitted in support of a Proposal.

“Respondent” means a person who submits a Proposal. The term Respondent includes the individual submitting the proposal and any entity or group on whose behalf it is submitted, together with its officers, employees, contractors, consultants, agents and other nominated contact persons.

“RFP Documents” mean all documents that form part of this Request for Proposals, including the appendices, schedules and attachments and any Notices of Amendment.

“RFP Period” means the period from 9:00am Friday 20 August 2021 to 5:00pm Friday 1 October 2021.

Appendix One

INFORMATION SHEET

1. CLOSING DATE FOR ACCEPTANCE OF PROPOSALS

5:00PM, 1 October 2021

Delivered to the Department of Conservation, Hamilton Office,

Level 4, 73 Rostrevor Street,

Private bag 3072,

Hamilton 3240

Attention: Lynette Trewavas, Senior Permissions Advisor – Tiritiri Matangi Island Ferry Service – Request for Proposals

Or Email: permissionshamilton@doc.govt.nz

Subject Line: Tiritiri Matangi Island Ferry Service – Request for Proposals

2. DEPARTMENT OF CONSERVATION CONTACT

Lynette Trewavas, Senior Permissions Advisor

Department of Conservation

Private Bag 3072

Hamilton 3240

Phone: 027 254 5182

Email: permissionshamilton@doc.govt.nz

3. APPLICATION CHARGES

Lodgement Fees:

Respondents must pay a non-refundable lodgement fee of \$750.00 + GST with their application to offset the costs of conducting this RFP Process.

The RFP Lodgement Fee must be submitted by way of internet bank transfer as per the following details:

Department of Conservation

Westpac 03 0049 0002808 00

Reference: Tiritiri Matangi Island Ferry Service

Proof of transfer must be included with the application form.

Appendix Two

Tiritiri Matangi Island Ferry Service – Opportunity for a commercial ferry service to Tiritiri Matangi Island

Application Form – Request for Proposals for commercial operation of a commercial ferry service to Tiritiri Matangi Island

PROCESS UNDER S33W OF MARITIME TRANSPORT ACT 1994 AND SECTION 59A(2) OF THE RESERVES ACT TO REQUEST PROPOSALS FOR COMMERCIAL OPERATION OF A COMMERCIAL FERRY SERVICE TO TIRITIRI MATANGI ISLAND.

Please complete and return this form.

I (full name) _____

On behalf of (company/partnership name, if applicable) _____

trading as (trading name, if applicable) _____

address _____

submit the following information as requested by paragraphs 5.1 – 5.5 (including all subparagraphs) of the RFP document.

Signed:

Date:

Please provide the following additional information:

contact phone number _____

email address _____

website address (if applicable) _____

names and addresses of any other partners/ joint venture members: _____

names and contact details for any other contact persons for the proposal: _____

Appendix Three – Checklist of Required information

1. Information on how each part of the criteria 5.1 – 5.5 is met, and in addition specifically providing evidence of the following:
 - 5.1.3 – Proposal to promote Tiritiri Matangi Island and support conservation work of both organisations on Tiritiri Matangi Island
 - 5.2.1 – List of each vessel and evidence of current Maritime Safety Authority standards
 - 5.2.2 – A statement acknowledging that the non-refundable annual wharf fees will be paid each year (or in instalments)
 - 5.2.3 – Evidence of how all vessels will need to meet the standards and achieve a Pest-free Warrant for Commercial Vessels prior to and throughout operation of the service
 - 5.2.4 (d) – Standards to be achieved to provide a professional, safe, reliable, accessible and quality experience of ferry service
 - 5.2.4 (e) – Arrival and departure times, minimum time passengers will have on Tiritiri Matangi Island, proposed annual schedule of sailings, and schedule of proposed fares.
2. Copy of the application signed by duly authorised officer of Respondent
3. Evidence of payment of Lodgement fee

Appendix Four - Pest Free Island Guidelines for Contractors

Pest Free Island Guidelines for Contractors

Email aucklandbiosecurity@doc.govt.nz or call 027 3672420 for an inspection at least **2 weeks before travel** to the island.

CHECK, CLEAN, CLOSE.

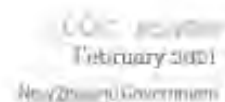
Unless otherwise specified, the responsibility for ensuring the set Biosecurity standard is met, applies to the Contractor.

Personal Gear

- All luggage must be clean, sealed in rodent-proof packaging (see **Rodent Proof Containers** for further details) and checked for pests at the point of departure from the mainland. Rodent-proof packaging includes sealable day packs and overnight bags, solid boxes with no holes and are taped closed, sealable plastic bins and barrels, and PVC dry bags. Open bags and unsealed cardboard boxes are not suitable.
- All food must be packed into sealed containers. Open boxes or supermarket bags are not acceptable.
- All footwear must be clean and free of mud/dirt and seeds. Dirty footwear must be cleaned before boarding or on board of the vessel before landing.

Operations

- Anyone shipping bulk items to the islands must contact the ranger at aucklandbiosecurity@doc.govt.nz or 027 3672420 two weeks prior to the intended date of departure. Bulk items include vehicles, building materials, potting mix, tarpaulins, marquees etc. The ranger will assign a Biosecurity Ranger to work with you.
- All bulk items going to the islands must be proved to be pest free before departure from the mainland. The Biosecurity Ranger will advise how to meet this standard.
- All tools and machinery contaminated by soil e.g. diggers, excavators, trucks, vehicles, spades, shovels, post-hole borers etc. must be cleaned and free of all pests, dirt, soil, plant material and seeds before leaving the mainland.
- **NO** plant material, including stock feed, must be taken to the islands without permission from the Biosecurity Ranger.



- All rubbish produced on the island should be disposed of in the following manner:
 - Food scraps - must be disposed of in an island based composting facility.
 - Recyclable rubbish - should be cleaned, temporarily stored in island based rodent proof wheelie bins and removed on a fortnightly basis via the MV Hauturu.
 - Non-recyclable rubbish - must be cleaned, temporarily stored in an island based rodent proof skip and removed monthly via the MV Hauturu or barge.
- Anyone chartering a vessel, other than a DOC vessel or Passenger Ferry, for the transport of bulk items or livestock to the islands must contact the ranger at least two weeks prior to the intended date of departure.
- Vessels, other than DOC vessels and Passenger Ferries, used for transporting supplies to the island must have a Pest Free Warrant, and be shown by DOC to be pest free before departure from the mainland.
- Commercial vessels must not occupy a berth at the island wharves except for shipping or unshipping goods or embarking or disembarking passengers.

Rodent Proof Containers

What is acceptable for visitors to the islands and what is not?

- **Packs** - Packs that are in reasonable condition are acceptable. This category includes backpacks, day packs, college bags, briefcases and any other sealable material bag. Packs that are in poor condition and are not sealable (i.e. having holes or looking like a mouse could get in or out) are not acceptable.
- **Cardboard boxes** - Solid cardboard boxes with no holes and taped closed are acceptable although not ideal as they can fall apart if they get wet or damaged in transit. Any banana boxes, boxes with holes or boxes that cannot be sealed are not acceptable.
- **Plastic bins and barrels** - These are the ideal containers for transporting gear to the island as they are usually robust enough to withstand ill treatment. Containers must have tight fitting lids and not be over-packed. Fish bins, chilly bins and poly pails are all included in this category.
- **Plastic Bags** - PVC dry bags are acceptable as are super thick plastic bags, in other words the plastic must be thicker than your average rubbish sack as these are prone to tearing. All bags must be securely sealed before being taken on board. Open plastic bags, shopping bags and the like are not acceptable.

Incursion Response

If a pest or weed incursion is suspected, advise the island ranger immediately or call North Head Field Base 09 445 9142, or 0800 DOCHOT (0800 362468). If a pest is detected on a vessel in transit, return to the departure point and call the numbers above.

COVID-19

Auckland is currently on *Alert Level 1*. At *Alert Level 1* we all need to be ready in case COVID-19 reappears in our community.

- **If you're sick** – Staying at home if you're sick is especially important at [Alert Level 1](#). The risk of COVID-19 being spread in the community is much greater when there are no restrictions on gatherings or going out.
- **Maintain good hygiene** – Keep up good handwashing practices, using soap and water for at least 20 seconds, and drying thoroughly. Cough and sneeze into your elbow. Keep surfaces clean.
- **Wear a face covering** – We encourage you to use face coverings on public transport and when you cannot maintain physical distance from people you do not know.
- **Keep track of where you've been and who you've seen** – You can use the NZ COVID Tracer app on public transport, in workplaces and when visiting businesses and shops. You can also add manual entries for places you've been that do not have a QR code poster.
- **Keep your distance** – COVID-19 is contained at *Alert Level 1*, but it's still worthwhile to keep a safe distance from people you don't know while out and about. This will help to minimize the spread of COVID-19 if community transmission returns.



Island Biosecurity checklist for visitors

This checklist should be completed prior to departing the mainland.

Item	Action	Completed
Packs	I have emptied my pack, cleaned it out and checked it to ensure all seams and side pockets are free of seeds and dirt. The bottoms of packs are notorious for collecting seeds and insects.	
	My pack is clean, in good condition and secure against stowaways such as mice.	
Food	I have packed my food into sealed containers.	
Footwear	I have cleaned my boots and shoes, so no seeds and soil are present. Remember to check the tread and around the laces.	
Clothing	I have inspected my socks, raincoat and other high-risk items for seeds?	
Bedding	I have shaken my sleeping bag out and checked for stowaways.	
Camping Equipment (if using)	I have unrolled and thoroughly cleaned my tent and other camping equipment so that it is free of any invertebrates, seeds or dirt.	
Tools and equipment	I have cleaned my tools and equipment, so they are free of all dirt and weed seeds.	
Bulk Items	I have contacted DOC to advise them I will be shipping bulk items in two weeks' time. Bulk items include vehicles, building materials, potting mix, tarpaulins, marquees etc	
	My bulk items have been shown by DOC to be pest free.	
Pest proof containers	All of my gear is packed into rodent proof containers.	
	My rodent proof containers meet the acceptable standards advised by DOC.	
Boats	The boat I am using has a Pest Free warrant and has been inspected for rodent sign and insects and I am confident that there are no stowaways on board.	