

Project Terms of Reference

Project Name	Upper Riccarton Community and School Library					
Project Location	Main South Rd Upper Riccarton			Date	02/07/2003	
Client Name	Christchurch City Libraries and Riccarton High School					
Client Address				Client Fax		
Client Contact	Gary Coburn, Riccarton High School Nicki Moen, Christchurch City Libraries			Contact Phone		
Authority	Sue Sutherland, Manager, Christchurch City Libraries Gary Coburn, Principal, Riccarton High School					
City Solutions Project Manager	Ian McKenzie		CS Phone	941 8286		CS Plan No
CS Project No	254/25496	Cost Centre	2554	Job Type		

INTRODUCTION/ BACKGROUND

In February 2002 the Riccarton/Wigram Community Board agreed to support in principle the partnership with Riccarton High School to build a joint community/school library on the Riccarton High School land.

The Council passed the following resolution on 28 March 2002:

That the Council support in principle the partnership with Riccarton High School to build a joint community/school library on the Riccarton High School land subject to:
Consultation in the 2002/2003 Annual Plan; Satisfactory resolution of legal, land ownership and lease issues; Bringing forward funding for the Riccarton Library to 2004/05 (25%) and 2005/06 (75%).

One submission was received through the Annual Plan Process. This submission, from the Riccarton/Wigram Community Board, was in support of the project. The proposal was also outlined in City Scene.

The Community Board requested that before the Riccarton High School offer of land was accepted, that the Council investigate one other land option on Main South Road. A public excluded report was presented to the Community Board and the Arts Culture and Heritage Committee. The staff recommendation that further investigation into this piece of land be discontinued, was adopted by Council. In July 2002 Council also adopted the recommendation that a community library should be built on Riccarton High School land, with frontage onto the Main South Road. Council also confirmed that funding for the project would be spread between the 2004/05 and 2005/06 financial years, with December 2005 as the expected date of completion.

As part of this proposal the Ministry of Education will be providing land and Riccarton High School will be contributing to the cost of the building.

The library site is situated on the school playing fields fronting Main South Road, 1km west of Church Corner. Owned by the Ministry of Education, it has individually surveyed areas of land adjoining the road. To date these land areas are not held as individual titles. Title details are Part Lot 1 DP 13925. This site affords an appropriate community profile with a high level of visibility to and from the Main South Road, maximises retention of established trees and plantings, provides good orientation to existing school buildings, does not impinge on the primary playing fields and is well located in relation to the sun.

It is expected that the total size of the building will be 1,500 square metres and will be both a community library and a school library. Whilst this is a co-located facility, the final design shall provide for as much integration as possible.

The community library requires:

- An area of about 700 square metres for the library collection of approximately 40,000 items
- Lounge areas for reading and / or socialising
- Study areas – individual and group seating areas for community learning and community meetings (shared?)
- Computer clusters and other technology areas offering fee-based and free access to Internet; catalogue, word processing and excel.
- Courier access
- Café
- Parking separate from school parking

The school library requires:

- Teaching space one: to seat 30 students in clusters of 4 students / table. Approx. 80 sq m. Separate access for after hours community learning
- Space two: a computer lab of 30 machines. Approx. 90m2
- Space three: a space to accommodate 30 students and 15 laptop computers (wired for 30 laptops) Also approx. 80 m2.
- Space four – a space for using the book and online resources with comfortable seating. Also 80 m2
- Storage space for student bags
- Shelving for the school's in-use non-fiction material. (At present the total collection is 10,000 items, which includes 8,500 non-fiction items, approx. 100 shelves.) It is likely the fiction will be integrated into the community library collection. Some non-fiction may be separately housed to meet curriculum demands.

The school and the community library will share the following areas / resources:

- Staff work areas and staff toilets, and staffroom
- Staff meeting room
- Customer service areas (information, issues, membership)
- Automated self issue
- Drive-by / bike-by / walk-in returns area /areas
- Public toilets, and baby changing facilities
- Display areas (community information and art)
- Entrance foyer (although the school may require an entrance depending on the design of the building)
- Four break-out study / meeting rooms for library users to meet – study group, book group, after school tutorial, etc
- Storage area (25 m2)

AIM

To establish a combined community and school library at Riccarton High School by 2005.

OBJECTIVES

The combined facility will meet the following objectives:

1. The community library will be an important community focal point for a population of up to 30,000 residents from Avonhead, Ilam, Upper Riccarton, Riccarton West, Wharenui, Middleton, Sockburn and Wigram areas
2. The school population, including students and teachers, but will be 1,100. The main catchment of the school extends from the area bounded by Russley, Blenheim, Maidstone, Creyke, Riccarton Roads and Matipo Street.
3. The library will be sited not only to allow for integration with other school activities but so that it will be recognised as a community facility, which can be easily accessed by the community as a whole
4. The design of the building, and the resources provided, will take into account the wide range of groups using the facility
5. Careful attention will be given to the use of the different library spaces, and the

- relationship between the users and these spaces
6. The new community library will complement, and not replace, the school libraries of neighbouring schools
 7. The community will be able to access many of the school's library facilities out of school hours
 8. The building will be "healthy", safe and "friendly" for all users
 9. The project will be completed within the Council approved budget and completed within the approved programme
 10. The facility will be designed to give a good balance between capital costs and operational costs.
 11. The building structure should have a life span of at least 49 years
 12. The building will include a fire sprinkler system
 13. There will be drive-by / bike-by facilities
 14. There will be small café for community use
 15. Self issue (and return) will be encouraged
 16. The building will be designed to ensure flexibility for future users and adaptability to technology changes
 17. Both parties will use the same automated library system
 18. The library will comply with Ministry of Education requirements

KEY OUTPUTS

1. Project terms of reference
2. Project Plan
3. Shared vision statement
4. Architects' briefs and requests for consultants' fees proposals
5. Concept Design
6. Functional design report and budget
7. Developed design and contract documentation
8. Construction tenders and contract
9. Completed building

METHODOLOGY

The project delivery sequence is identified in the project programme, attached:
 Functional requirements and building vision are to be developed by Project Control Group (PCG)
 An architect is to be engaged to develop the design concept with the PCG and with Community input. Detailed design and contract documentation is then to be developed for tendering to selected contractors.
 Fit out requirements are to be developed with the PCG and delivered as a separated fit out contract.
 It is not expected that the architect will be involved in fit out development.

BUDGET

Library Construction, Consents, Fees

Year	2004/2005	2005/06
Source		
CCC Property Unit	\$510,000	\$2,095,000
Riccarton High School		\$550,000
	Total \$3,155,000	

Fit out and stock

Library & Information Services	Fit out		\$540,000
	Stock	\$350,000	\$510,000
Riccarton High School	Fit out		\$ 25,000

TIMEFRAME

Project programme attached.
 Project commenced October 2002, building opening is planned for early December 2005

PROJECT ORGANISATION

Project Sponsors:
Sue Sutherland - Manager, Christchurch City Libraries
Gary Coburn – Principal, Riccarton High School

Project Control Group (PCG):
Sue Sutherland – Manager, Christchurch City Libraries
Gary Coburn – Principal, Riccarton High School
Nicki Moen – Area Manager, Christchurch City Libraries
Merilyn Smaill - Riccarton High School
Rob Hawthorne - Property Planner, CCC Property Unit
Bruce Moir – National Library
Ian McKenzie – CCC Project Manager

The PCG will convene as necessary, usually on a monthly basis, to receive reports on project progress; to make required decisions on project scope, progress and budget; and to discuss issues arising.

The Project Manager will report to, advise, and take direction from the PCG. The Project Manager will maintain a project programme, engage consultants as approved by the PCG, convene consultants' design meetings as necessary to ensure coordination and progress with formation of a construction contract for tender and construction.

The Property Planner will provide information on land ownership and legal issues, will liaise with Riccarton High School and the Ministry of Education over these land and legal issues and will lead the completion of any necessary contracts.

REPORTS

Project Manager to prepare PCG reports for key dates.

Reports to Council to be prepared by Area Manager, Libraries, for information and to obtain authorisation for construction.

Reports to Riccarton High School Board of Trustees and Ministry of Education to be prepared by Principal, Riccarton High School as required.

Existing background reports:

The March report to Ricc / Wigram Community Board; Arts, Culture and Heritage Committee; and Council:
<http://www.ccc.govt.nz/Council/Agendas/2002/March/ArtsCultureHeritage/ProposedLibraryinUpperRiccanton.pdf>

The July 2002 report:
<http://www.ccc.govt.nz/Council/Agendas/2002/July/ArtsCulture/UpperRiccantonCommunitySchoolLibrary.pdf>

MEETINGS	<p>PCG – monthly as scheduled</p> <p>Christchurch City Libraries – to determine functional requirements, design details, operational matters</p> <p>Riccarton High School - to determine functional requirements, design details, operational matters</p> <p>Design team (design consultants) meetings to develop the concept and final design, prepare the resource consent application</p> <p>Public and stakeholder consultation meetings as developed in the project communication plan</p>
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Terms of Reference approved

Date 2 July 2003

Signed:

..... (for Christchurch City Libraries)

..... (for Riccarton High School)

..... (Project Manager)

