



memo

To: Merv Dacre, Associate DCE People Capability and Resources
CC: Vaughan Crouch, GM Workplace Services
From: Programme Manager
Date: 3 June 2014

56 The Terrace – approval of Fitout Preliminary Design

As part of the Fitout Work Programme the Ministry is required to approve the Preliminary Design by 3 June 2014. This includes the Fitout Preliminary Design by Studio Pacific Architecture (SPA) and the alterations to the MCHF Design undertaken by Beca.

Fitout Preliminary Design

SPA formally issued the Preliminary Design for the Fitout of 56 The Terrace on 23 May 2014 and presented to the Leadership Team on 27 May. Prior to this SPA presented the Preliminary Design to:

- The Project Sponsor, Project Owner and Programme Manager on 13 May; and
- The Project Steering Committee on 20 May.

The proposed Preliminary Design was well received. Studio Pacific Architecture has worked to further refine the fitout design from the Concept Design approval of 25 March 2014 and has addressed the points raised by the Ministry at that time.

In addition to the design work undertaken by their own architectural team, SPA has also been actively working with the Ministry's project and consultant teams, and the Landlord's design team, as well as engaging with acoustic and fire engineering consultants. A key input into SPA's work has also been a comprehensive engagement programme with staff to test their ideas.

Alterations to MCHF

As part of the Ministry's preliminary design work, Beca have developed design briefs for alterations to the following:

- Electrical services (power and lighting)
- HVAC
- Plumbing and drainage
- Communication services (in consultation with the Ministry's IT group)
- Security services (in consultation with the Ministry's Workplace team)

- Fire protection.

Recommendation

It is recommended that you:

- **approve** the Preliminary Design for 56 the Terrace
- **note** that the Ministry's Design team will now progress to the Developed Design Phase
- **note** that the Ministry's Design team will continue to meet with Kiwi's Design team to progress the MCHF design.



Merv Dacre
Associate DCE
People Capability and Resources

3-6-2014

Date