

# Retail Unit 2, CPO Building, Britomart Transport Centre

## Leasing Opportunity

### Expressions of Interest (EOI)

*Procurement Number: 748-22-623-GS*





# The Opportunity

*AT is inviting Expressions of Interest (EOI) from retail operators for a 41.1 sqm retail unit in the Chief Post Office (CPO), Britomart Transport Centre.*

*Britomart Station's ground floor concourse including 6 retail units inside the CPO Building, reopened on 6 April 2021 following extensive refurbishment and reinstatement works as part of the City Rail Link (CRL) project.*

*AT is looking for a retail operator who can deliver a service offering that supports commuters, the public experience of the CPO Building and is complimentary to surrounding businesses.*

*Any real estate agencies seeking to represent potential tenants through the EOI process may participate through a **general agency** on the terms set out in **Attachment 5**.*



Chief Post Office (CPO) exterior



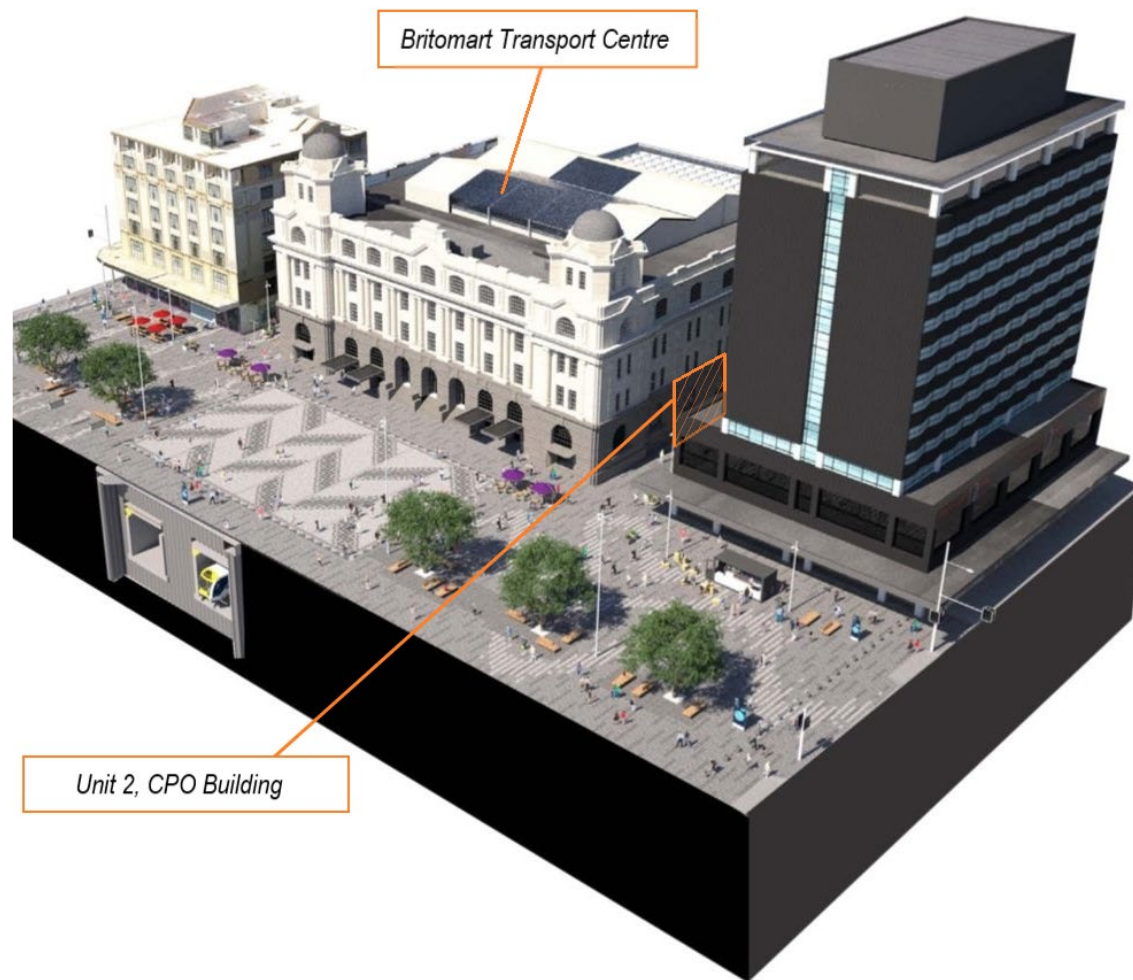
Te Komititanga plaza with the CPO building to the right

# Location

*Britomart Transport Centre is at the centre of extensive urban realm upgrades.*

*The CPO building is located close to Commercial Bay, event venues, bustling bars and restaurants and public transport hubs.*

*Britomart Station is set to become a 'through-station' once the City Rail Link opens in 2024, linking Britomart to new train stations at Aotea Square, Karangahape Road and Mount Eden.*



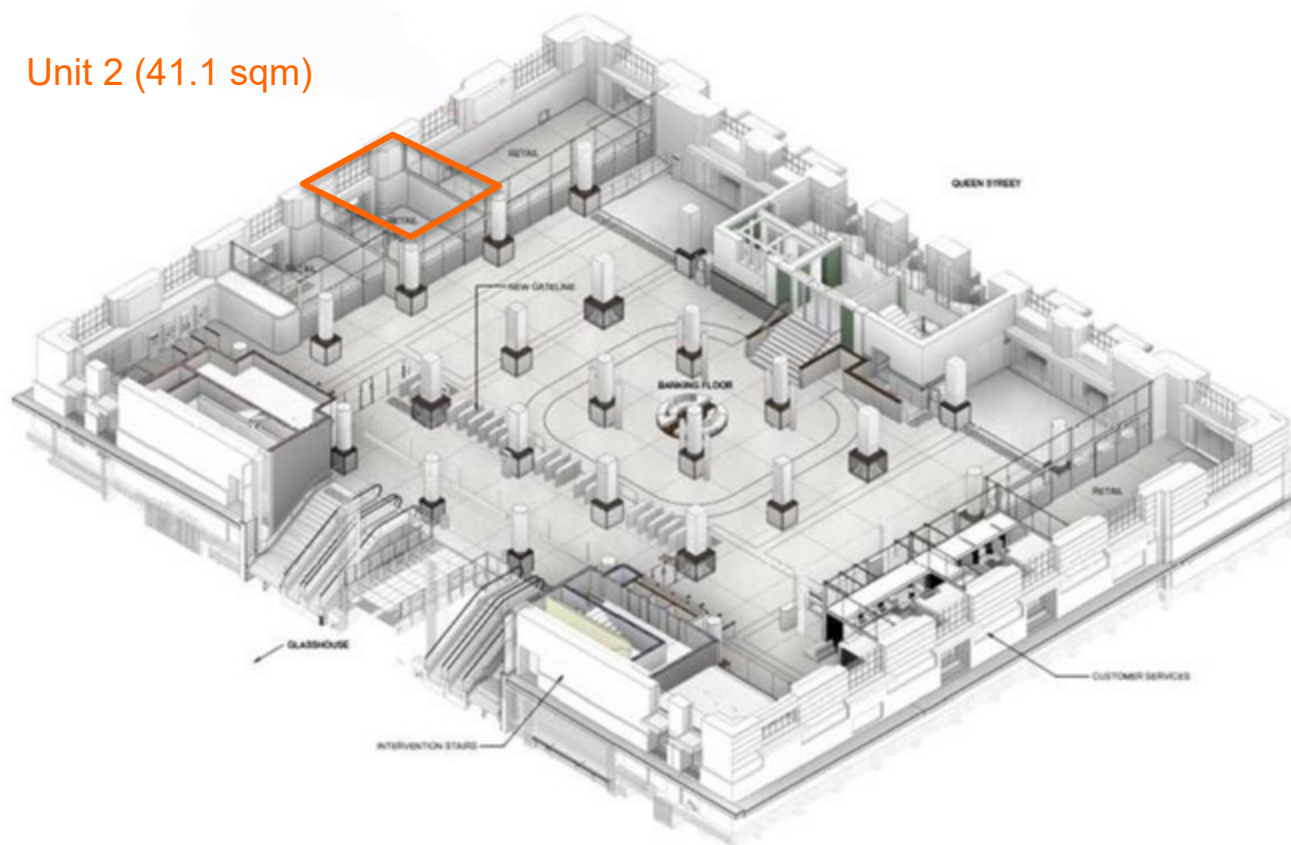
# The Tenancy

AT is seeking a new tenant to either utilise the existing fitout from Goodness Bread or start a new fresh new fitout

Critical timeframes for EOI evaluation and fit out design review are indicated on **page 9**.

Please refer to the Britomart Transport Centre Pre-start Manual for Tenancy Fit-out (**Attachment 2**) for tenancy base-build inclusions, heritage and operational requirements.

Unit 2 (41.1 sqm)



Indicative floor plan showing Unit 2, CPO building





## The Tenancy

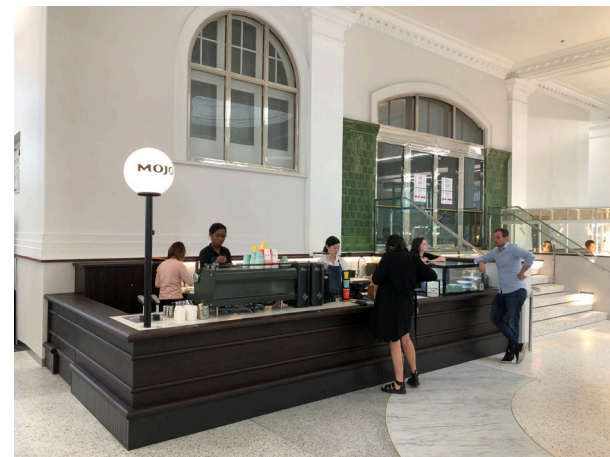
*Unit 2, CPO Building*



# Other Tenants

*AT has leased the other 5 retail units to the following tenants:*

- Starbucks
- Mojo
- Britomart Florist
- Localito
- ProfessionNail



# AT Purpose and Values

*Successful operators will align their offering to AT's Purpose and Values.*

*Our purpose and values go to the heart of our culture – who we are as an organisation, how we behave, our aspirations and what we want to achieve together for Auckland.*



## Agreement to Lease and Deed of Lease Details

*Attached to this EOI is AT's standard Agreement to Lease and Deed of Lease for Unit 2, CPO Building, Britomart Transport Centre (**Attachment 3**).*

*The final terms of the leasing documents will be subject to AT Management approvals.*

## EOI Response Requirements

*We have provided specific criteria in this EOI document that must be met when submitting a proposal for the leasing opportunity.*

*We have provided the weighting for each category of the Evaluation Criteria shown as a percentage in the tables. All proposals received will be evaluated by an AT panel against this weighted criteria.*

### ***What is required to submit an EOI:***

- ☐ ***Proposal document***—applicants may follow the EOI Response Template provided (**Attachment 4**).
- ☐ ***Any other information or supporting documents that you believe is relevant to your submission.***



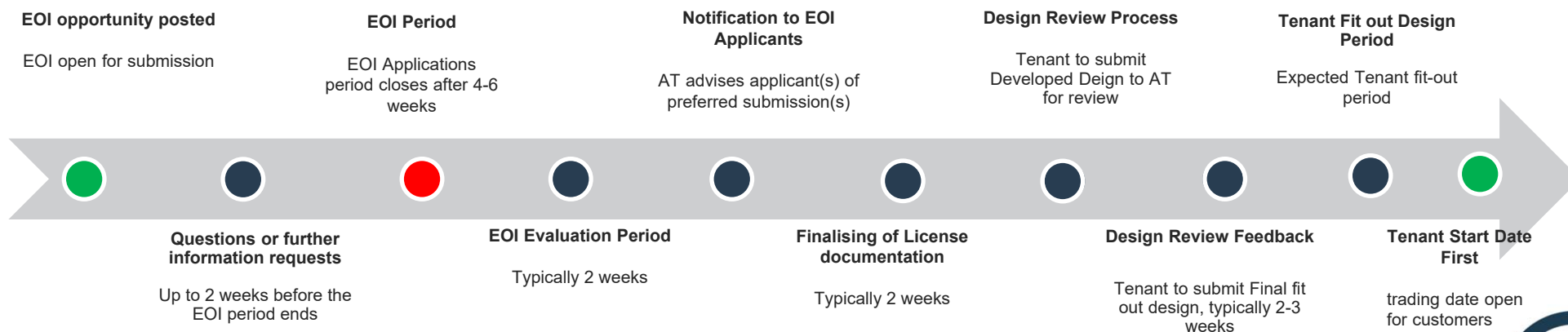
# EOI Response Timeframe

***Below is an indicative timeline for EOI responses, the AT evaluation period and indicative timing for tenant fit out.***

*Please note, the below timeline is indicative—Key dates may be subject to change. AT reserves the right to alter timeframes and/or processes to accommodate for unforeseen circumstances.*

## EOI applications

- Please submit in PDF format. Proposals may include written and imagery components
- Submissions to be no longer than 5 pages
- EOI submissions can be emailed to:
- [procurement@at.govt.nz](mailto:procurement@at.govt.nz) with subject line: “EOI Submission - Retail Unit 2, CPO Building”
- Should you have any questions or queries about preparing your proposal or responding to our requests, please contact AT Procurement using the email address above.



# Evaluation Criteria

## *Retail Unit 2, CPO Building*

The below table shows the weighted criteria given to assess your proposal. Applicants are requested to cover each aspect of these criteria in their proposal submission.

Evaluation Criteria	Requirements	Guidance
<b>Proposed use, product or service offering</b>	<ul style="list-style-type: none"> <li>Outline how the proposed service offering supports commuters, the public experience of the CPO Building and is complimentary to surrounding businesses.</li> <li>Define your target customer/audience and why your offering will appeal to them.</li> <li>Outline the social impact and local relevance of your proposal including how you will engage locally to benefit the wider community.</li> </ul>	25%
<b>Service delivery model</b>	<ul style="list-style-type: none"> <li>Outline your proposed use, product or service offering for the tenancy. Include details on proposed hours of operation and staffing levels.</li> </ul>	10%
<b>Rental offer and covenant strength</b>	<ul style="list-style-type: none"> <li>Outline your annual rental offering.</li> <li>Provide evidence to support your financial position (statement of financial position, company accounts or bank guarantee).</li> </ul>	15%
<b>Track record</b>	<ul style="list-style-type: none"> <li>Outline your track record of operating in a commuter/transport-oriented setting. Include any references.</li> </ul>	10%
<b>Business and marketing plan</b>	<ul style="list-style-type: none"> <li>Detail your business and marketing plans to show your ability to support the business and enhance the commercial opportunity.</li> </ul>	15%
<b>Retail tenancy design and fit-out</b>	<ul style="list-style-type: none"> <li>Outline your proposed conceptual design and plans for the retail unit including internal fit out, base footprint, and dimensions.</li> <li>Demonstrate an understanding of Heritage requirements in your proposed conceptual design.</li> </ul>	25%



# Attachments

<i><b>Attachment</b></i>	<i><b>Document</b></i>
1	Auckland Transport Purpose and Values
2	Britomart Transport Centre Pre-start Manual for Tenancy Fit-out
3	Auckland Transport's Standard Agreement to Lease and Deed of Lease
4	EOI Response Template
5	Terms of General Agency

# Thank you.

*We look forward to your  
proposals!*