



Hapai Community Hub

Request for Expressions of Interest from Community Groups to be a “foundation member” of the Hapai Community Hub

Date Released: 30 March 2026

Introduction

The Council invites Expressions of Interest (EOI) from community groups interested in becoming foundation members of the HAPAI Community Hub. This facility is being established to support community organizations by providing office and meeting spaces.

It is proposed, depending on groups applying to become foundation members and the size and primary purpose of each group, that there will be no more than five community groups included as foundation members.

License to occupy agreements will be drafted with each foundation group and management and floor layout/requirements determined.

Other community groups, that are not foundation members, can book and utilize meeting spaces and hot desks within the community hub.

The intent is that all foundation groups will be charged the same operational costs and no foundation community group will pay more than they are paying for operational costs at their current location. Annual/monthly rental/utilities will be negotiated with the successful foundation member groups.

The contents of this EOI consists of:

- Conditions of Expressions of Interest
- Attachment 1: Assessment Criteria
- Attachment 2: Council paper 18 February 2026 (Background Information)
- Attachment 3: HAPAI Floor Plan

The closing date for Expressions of Interest is 12pm on Tuesday 28 April 2026

HAPAI BACKGROUND INFORMATION

The HAPAI building was gifted to the Council in 2009. The Council has managed the HAPAI facility as a community facility since 2009 until 2022. In 2022 the Council commenced using the HAPAI facility as office space while the Civic building was seismically strengthened. This provided public access to Council information and services within the central business district, close to other Council services and public transport.

At the end of 2023 the Council moved back into the Civic building, with the HAPAI being retained for some Council staff in an office only capacity, that is the facility was not open to the public. Towards the end of 2024 all Council staff located at the HAPAI moved back into the Civic building.

A community focus group (representing seven community groups) met at the HAPAI on 3 March 2025 to provide some guidance to Council regarding what they believe would be requirements for community groups to utilize the HAPAI for office and meeting spaces.

A draft proposal was prepared based on the meeting feedback and circulated to focus group participants for feedback.

Further engagement with community and community groups took place from 29 May to the 23 June 2025.

In July 2025 the process for the development of a community hub was put on hold while a paper was prepared for Council consideration on the adoption of the Community Hub proposal or alternative options re commercial lease or selling of the land and building.

At a Council meeting on 18 February 2026 (Council paper Attachment 2) Council agreed:

a. that the HAPAI land and building are to be returned to community use as a Community Hub, as the preferred option outlined in this report, and

b. directs officers, within existing delegations and approved funding provisions, to undertake further planning work to progress the Community Hub concept, including confirming scope, costs, fit-out requirements, operational arrangements, and management models, and to report back to Council with any decisions required outside officer delegations or approved budgets.”

Conditions of Expression of Interest (EOI)

COMMUNICATIONS

All correspondence including questions relating to this EOI must be via email and directed to:

Mike Ryan, Group Manager Community Services, Upper Hutt City Council at: mike.ryan@uhcc.govt.nz

PURPOSE

The purpose of this EOI is to identify community organizations that can utilize and benefit from the HAPAI Community Hub as part of the foundation tenant group.

PROCESS

Each respondent shall examine, or be deemed to have examined, the Conditions of Expression of Interest, and any other EOI information supplied by the Council in writing.

The first stage of the process is the issue of this invitation and the receipt of EOIs. During the second stage EOIs will be internally assessed by Council Officers based on the assessment criteria at Attachment 1 to determine the most suitable potential occupants.

RESPONSE REQUIREMENTS

Based on the level of detail provided by the EOI Respondent, further information may be requested to assist with the assessment and decision-making process. The conditions of the EOI also apply to any requests for further information.

Respondents must provide information that demonstrates details of the proposal to satisfy the following:

Part 1 – Strategic and Community Fit

- A detailed description of the organization and services provided, its purpose and strategy, governance and operational structure, trust deed/constitution and any other information that the Respondent considers relevant concerning the organization.
- The demonstrated benefits that the organization brings to the community. Qualitative and quantitative information and data on the organization's operation and engagements within the Upper Hutt community.
- Provide evidence that there is demonstrated support for and a need within the community for the organization and its services, including current and projected future levels of community engagement.
- Outline what other similar organisations operate within the city and/or region (if applicable). Is your organization part of a regional and/or national organisation?

Part 2 – Feasibility of Proposal

- Requirements in respect to space – office desks, meeting room access, storage, other (HAPAI Floorplan Attachment 3).
- Operational readiness to occupy and utilize HAPAI Community Hub space.
- Organizational capacity to deliver proposed services
- Collaboration and partnership opportunities with other community organizations.

Part 3 – Financial Information

- Overview of financial status.
- Latest audited accounts and annual report.
- Sustainability of financial model
- Business case (any other relevant information not contained/covered in the above)

SUBMISSION OF RESPONSES

EOI responses must be e-mailed to mike.ryan@uhcc.govt.nz and received by 12pm on Tuesday 28 April 2026.

PARTICIPATION CONDITIONS

In submitting a response to this EOI, the Respondent accepts and agrees to be bound by these Conditions:

- The cost of preparing and submitting the EOI response shall be borne by the Respondent.
- The Council reserves the right to change, suspend, cancel or reissue part or all of this EOI, or the contents of the EOI documentation, at any time by notice to you.
- The Council shall have no liability for the accuracy or completeness of any information it provides, or for any damage, cost or loss of any type, regardless of how it arises, incurred by any Respondent as a result of or in relation to responding to this EOI.
- This EOI does not give rise to any binding relationship between Council and any respondent beyond these conditions.
- Respondents should be aware that responses are subject to disclosure under the Local Government Official Information and Meetings Act 1987.

Expression of Interests must be:

- Received by the deadline specified or they may not be considered.
- No more than six (6) A4 pages. Additional supporting information such as annual reports, organizational strategy, etc. can be attached in addition to this page limit.
- Submitted in electronic format only as a single file in pdf format.

- Sent by email marked “EOI for HAPAI Community Hub”. Note hard copies of the Expression of Interest are not required to be submitted but can be accommodated on request.

NOTIFICATION

Each EOI Respondent shall be notified in writing as to whether or not it has been selected on completion of the assessment.

TIMELINE

The Councils indicative timetable for completing the EOI process is as follows:

- Closing date – Tuesday 28 April 2026 at 12.00pm
- EOI Evaluation completed by Monday 25 May 2026
- Discussion with successful applicants 26 – 29 May 2026
- Unsuccessful applicants informed 2 – 5 June 2026
- Paper to Council, if required, re an update on progress and for any decision-making required outside officer delegations 30 June 2026
- Logistics, building alterations and license to occupy agreements completed by 30 September 2026
- Opening and blessing October/November 2026

Attachment 1: EOI Assessment Criteria

No.	Assessment Criteria	Score
1	<p>Strategic and Community Fit</p> <ul style="list-style-type: none"> • A detailed description of the organization and services provided, its purpose and strategy, governance and operational structure, trust deed/constitution and any other information that the Respondent considers relevant concerning the organization. • The demonstrated benefits that the organization brings to the community. Qualitative and quantitative information and data on the organization's operation and engagements within the Upper Hutt community. • Provide evidence that there is demonstrated support for and a need within the community for the organization and its services, including current and projected future levels of community engagement. • Outline what other similar organisations operate within the city and/or region (if applicable). Is your organization part of a regional and/or national organisation? 	(40 Marks)
2	<p>Feasibility of Proposal</p> <ul style="list-style-type: none"> • Requirements in respect to space – office desks, meeting room access, storage, other. • Operational readiness to occupy and utilize HAPAI Community Hub space. • Organizational capacity to deliver proposed services • Collaboration and partnership opportunities with other community organizations. 	(30 Marks)
3	<p>Financial Information</p> <ul style="list-style-type: none"> • Overview of financial status. • Latest audited accounts and annual report. • Sustainability of financial model • Business case (any other relevant information not contained/covered in the above) 	(30 Marks)

Ranking	Maximum score - 100	
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Note: Each criterion will be assessed by Council Officers. Additional information may be requested during evaluation.