



Request for Proposals



Commercial Lease of Baypark Pavilion 2

RFP released: 21 July 2025

Deadline for Questions: 04 August 2025

Deadline for Proposals: 18 August 2025

Bay Venues Limited
PO Box 10250, Bayfair
Tauranga 3152, New Zealand

The Opportunity

Bay Venues is pleased to present a unique leasing opportunity at Mercury Baypark Pavilion 2, the last available pavilion at Baypark.

We want to enhance Mercury Baypark's reputation as Tauranga's premier community sports and recreation hub and are looking for a recreational activity to complement Baypark Arena and Stadium as well as neighbouring pavilion tenants Impact Gymsport, Bay Roller Sports and Bay Active Paintball and Lasertag.

This is an exciting chance to become part of an active and dynamic environment focused on sports and recreation, we encourage applications that will contribute to and benefit from this vibrant sports community.

The building and surrounding areas

Internal Area

Pavilion 2 is part of 3 adjoining pavilions at Baypark. All are 1,100m² in size with identical dimensions. Pavilion 2 includes a newly built toilet and changeroom facility that is approximately 118m² (included in the total footprint of 1,100m²). The toilet and changeroom facility must be available for shared use with the tenants of Pavilion 3 (Bay Roller Sports) and the outside compound (Bay Active Paintball and Lasertag). Pavilion 1 tenants (Impact Gymsport) have their own toilet facility and therefore do not require shared use.

Pavilion 2 includes a concrete floor, concrete tilt panel walls, metal profiled cladding and lightweight roofing with no roof underlay. It includes a large roller door and single entry/exit door at the front (northern) end, and a single entry/exit door at the southern end.

Services include power, plumbed water, and a compressed air line.

In addition to the current facilities, Bay Venues may approve additional minor works to ensure the building is fit for purpose. Recent works in Pavilion 3 included installation of a commercial size ceiling fan and internal painting.

Appendices 2 & 3 include floorplans and elevations. Appendix 4 includes floor plans for the toilet and changeroom facility. A fire report can be provided on request.

External Area & Parking

The lease includes access to common carpark areas surrounding the premises. Carparks are not specifically allocated to tenants and generally operate on an 'as available' basis, however there are approximately 50 carparks available in front of each of the 3 pavilions that are rarely full.

There is a small external common area directly in front of the pavilion that is available for use as part of the lease, this will be separated from the general parking area with planter boxes.

Building Access

While access to the building is available 365 days per year, there are some restrictions to accessing the main parking areas when significant Baypark events are on (e.g., speedway events). We will advise tenants in advance of these times and alternate parking will be made available.

Additional area for consideration

The outdoor area that is currently used for Lasertag and Paintball is operated by Bay Venues. If this area is of interest to prospective tenants, Bay Venues is willing to discuss options for the lease of this space. This could be integrated with the proposed indoor operation or to operate another appropriate activity. The outdoor area is approximately 1,500m². For clarity, this is not a requirement of this RFP, however it could be an additional benefit for prospective tenants.

Current Use

Pavilion 2 is currently used as a storage area for Baypark equipment. Bay Venues are constructing a purpose-built storage facility that will house this equipment in future. The storage facility is due to be completed in Nov/Dec 2025. The anticipated start date for Pavilion 2 lease is 01 January 2026, however this could be delayed if the storage facility construction takes longer than anticipated.

What we need

We are seeking tenants who share our purpose of connecting the community through exceptional experiences. Proposals will be assessed on the following criteria:

Alignment (30%)

- Proposed use aligns with other activities on the Baypark site
- Proposed use fits with existing site use and the Baypark Masterplan (see appendix 1)
- Management approach and philosophy aligns with Bay Venues
- Extent of community use/benefit

Commercial (70%)

- Potential rent value (plus outgoings estimated at \$80,000 per annum)
- Lease Term
- Track record & viability of business
- Future opportunities

A bit about us

Bay Venues Limited is a Council Owned Organisation (CCO) set-up in 2013 to independently manage aquatic and leisure facilities on behalf of Tauranga City Council.

Bay Venue's mandate is to manage and operate venues within the company's portfolio providing a high standard of sport, recreation, event and exhibition facilities, programmes and services to the residents of Tauranga City and visitors to the area.

There are over 20 venues in the Bay Venues network including Mercury Baypark, Mount Hot Pools, University of Waikato Adams High Performance Centre and Baywave, plus sport centres, community centres, halls and community pools.

Tauranga City Council (TCC) and Bay Venues have recently completed a Baypark Masterplan (appendix 1) which provides direction on the future activities and layout of the Baypark site. This is a 10-year investment plan which has been included in the TCC Long Term Plan. It should be noted that there are no proposed changes to the three existing Baypark Pavilions, therefore long-term security can be provided to respondents of this RFP.

SECTION 1: Key information



1.1 Context

- a. This Request for Proposals (RFP) is an invitation to interested parties to submit a proposal for the lease of Baypark Pavilion 2 (Proposal).



1.2 Our timeline

RFP Released	21 July 2025
Interested tenant visits to site (by appointment)	21 July – 08 August 2025
Deadline for questions from tenants	04 August 2025
Deadline for Bay Venues to answer tenant questions	11 August 2025
Deadline for Proposals to be submitted	18 August 2025
Interviews with shortlisted respondents	08 – 19 September 2025
Respondents notified of outcome (indicative)	06 October 2025
Anticipated tenancy start date (indicative)	01 January 2026



1.3 Communications

- a) All enquiries must be directed to our point of contact specified in paragraph b below. We will manage all external communications through this point of contact.
- b) Our Point of Contact
Name: Adam Ellmers
Email address: adam.ellmers@bayvenues.co.nz
- c) If, after publishing the RFP, we need to change anything about the RFP, or RFP process, or want to provide suppliers with additional information, we will let all suppliers know by email.



1.4 Developing and submitting your Proposal

- a) This is an open, competitive tender process.
- b) We recommend that you carefully read and understand the RFP and in particular our requirements and how your proposal will be evaluated including the weightings.
- c) We can only score your proposal based on the information contained in it. Do not assume that we will fill in any gaps in your proposal based on pre-existing knowledge of your organisation. **If you fail to submit information we cannot evaluate and score it.**
- d) For helpful hints on tendering and access to a supplier resource centre go to: [www.procurement.govt.nz / for suppliers](http://www.procurement.govt.nz/for-suppliers).
- e) If you are unclear on anything, please contact us. Be sure to do so before the deadline for questions.



1.5 Address for submitting your Proposal

- a) Proposals must be submitted by email to the following address:
adam.ellmers@bayvenues.co.nz

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- b) Proposals sent by post or fax, or hard copy delivered to our office, will not be accepted.
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1.6 Our RFP Process, Terms and Conditions

- a) In submitting your Proposal you are deemed to have read, understood and agree to be bound by the following terms and conditions that apply to the RFP and the RFP process (see Section 4)
- b) We 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 you or any other person in respect of the RFP process
-

Complaints regarding procurement procedures

We are committed to ensuring that our procurement processes represent good public sector procurement practice.

If you wish to raise a concern regarding this RFP process, then the preferred point of contact is our Point of Contact, identified in Section 1, paragraph 1.3. If you are not satisfied with the manner in which the concerns are dealt with, or for any other reason, then you may contact:

Chad Hooker, Chief Executive

Email: chad.hooker@bayvenues.co.nz

SECTION 2: Our Requirements

All proposals should include an overview of the following requirements:

2.1 Alignment (30%)

- Proposed use
- Parking requirements
- Signage requirements
- Overview of management approach and philosophy
- Explanation of customer / user groups who will be using the facility
- Expected volume of customers/users including trading patterns

2.2 Commercial (70%)

- Include a copy of your Business Plan, including proposed rent value for Pavilion 2
- Required building works/improvements
- Planned fitout (to be funded by the Lessee)
- Lease term and commencement date
- Track record & viability of proposed activity
- Future opportunities (if any)

SECTION 3: Our Evaluation Approach

3.1 Evaluation method

The evaluation method that will be used to assess Proposals is the Weighted Attribute method.

This means we will assess the strength of tenders based on price as well as quality.

3.2 Scored Evaluation criteria

Criteria	Weighting
1. Alignment	30%
2. Commercial	70%
Total weightings	100%

This means the successful response will be determined not only based on price, but also other “non-price” attributes and qualities of the supplier and its offering.

We reserve the right to undertake due diligence and use the results of due diligence to inform the evaluation of Proposals.

The following scales will be used to guide scoring criteria.

Score	Description
90 – 100 Exceeds the requirement.	EXCEPTIONAL COMPLIANCE Exceeds the criterion. Proposal will provide significant additional benefits to Bay Venues.
76 – 89 Minor additional benefits	MINOR BENEFIT Satisfies the criterion with minor additional benefits. Proposal identifies factors that will offer potential added value, with supporting evidence.
60 – 75 Satisfies the requirement	SATISFIES THE REQUIREMENT Satisfies the criterion. Demonstration by the Respondent that the proposal will deliver what Bay Venues requires.
46 – 59 Minor reservations	MINOR RESERVATION Satisfies the criterion with minor reservations. Failure to fully demonstrate that the proposal will deliver what Bay Venues requires. Lack of written explanation/evidence of some aspect of the proposal resulting in the evaluation team not being able to fully assess.

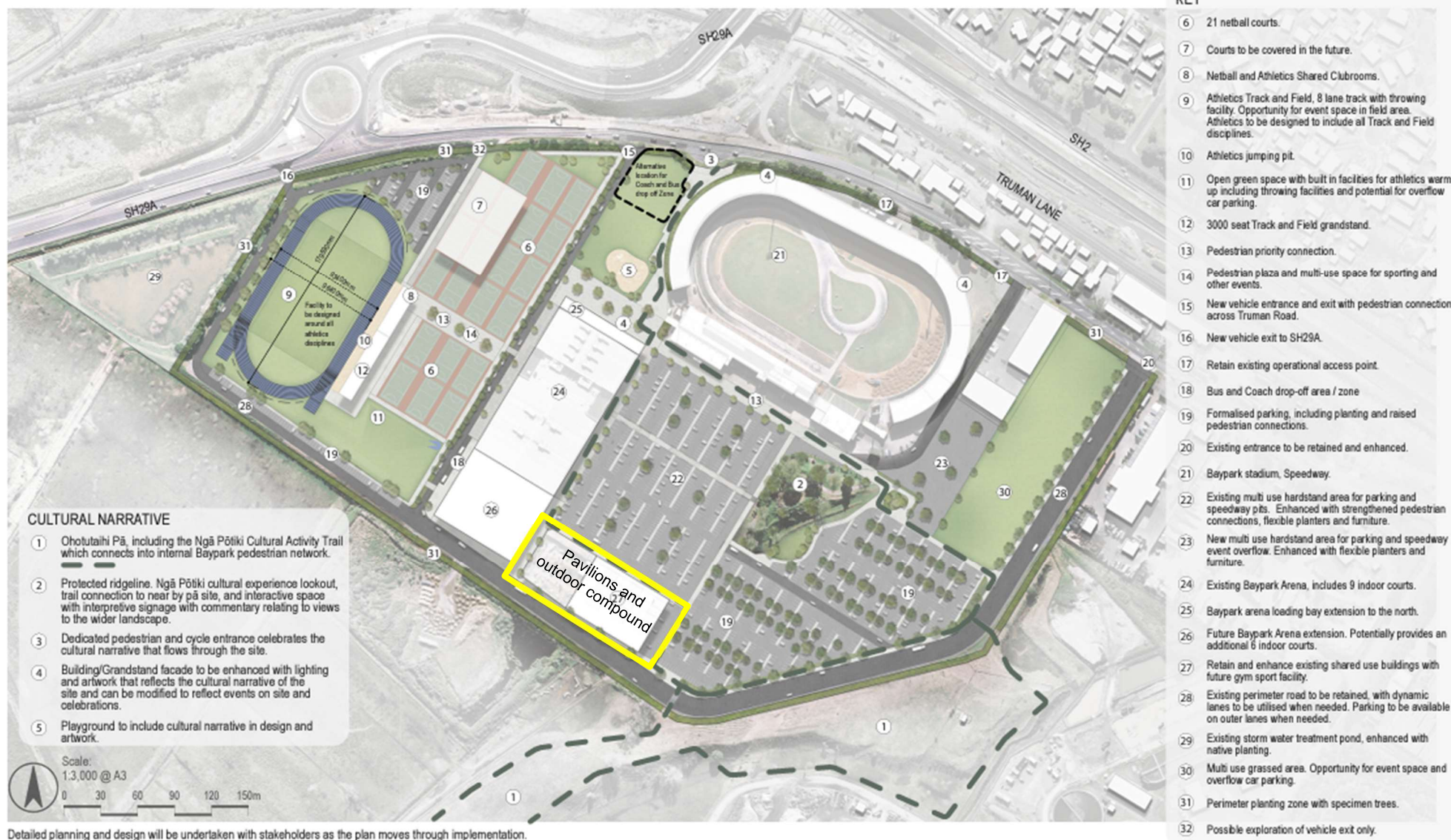
30 – 45 Major reservations	MAJOR RESERVATION Satisfies the criterion with major reservations. Considerable reservations of the respondent's expression of its proposal which raises significant concern with the evaluation team that an aspect of the proposal as submitted may not perform as required
0 -29 Does not meet the requirement	DEFINITION: FAIL / DOES NOT MEET THE REQUIREMENT Does not meet the criterion.

SECTION 4: RFP Process, Terms and Conditions

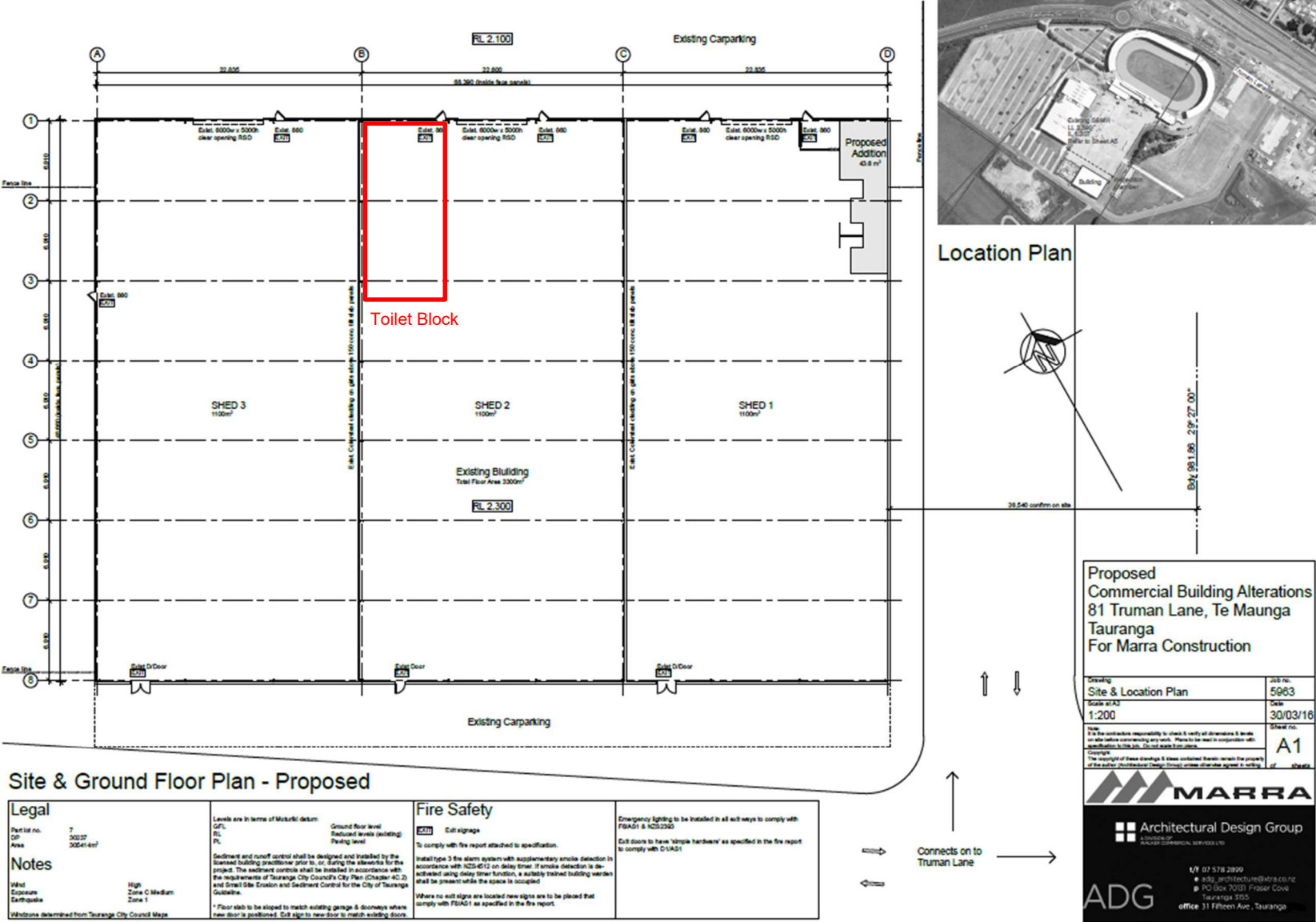
Note to Respondents

- In managing this procurement Bay Venues will endeavour to act fairly and reasonably in all of its dealings with interested Respondents, and to follow due process which is open and transparent.
 - Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means '*a person, organisation, business or other entity that submits a Proposal in response to the RFP. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Proposal.*
 - If you have any questions about the RFP-Terms please email our Point of Contact.
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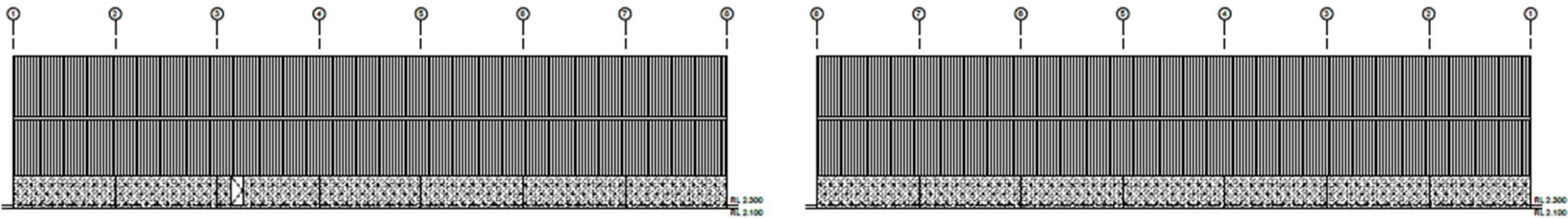
Appendix 1: Baypark masterplan



Appendix 2: Baypark Pavilions Location Plan

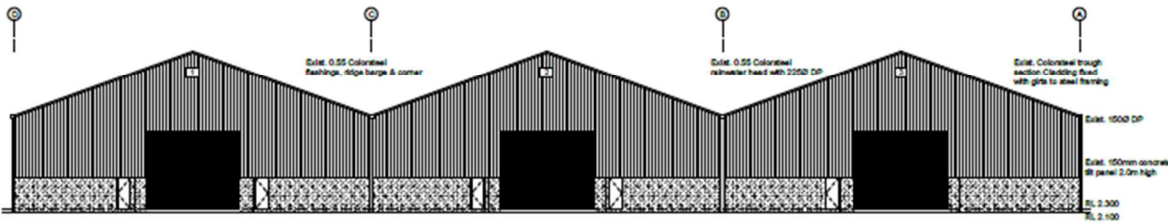


Appendix 3: Baypark Pavilions Elevation Plans



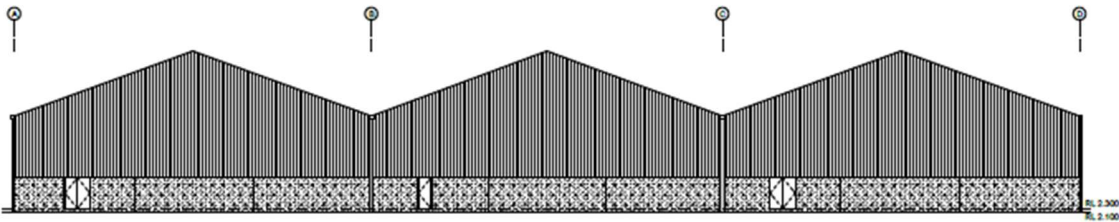
West Elevation

East Elevation



BUILDING ENVELOPE RISK MATRIX		
All Elevations		
Risk Factor	Risk Severity	Risk Score
Wind zone (per NZS 3904)	High risk	1
Number of storeys	Low risk	0
Roof/ceiling intersection design	Medium risk	1
Roof width	Very high risk	5
Envelope complexity	Low risk	0
Deck design	Low risk	0
Total Risk Score:		7

North Elevation



South Elevation

Proposed
Commercial Building Alterations
81 Truman Lane, Te Maunga
Tauranga
For Marra Construction

Drawing Elevations	Job no. 5963
Scale at A2 1:200, 1:100	Date 30/03/18
Notes: It is the contractor's responsibility to check & verify all dimensions & levels on site before commencing any work. Plans to be read in conjunction with specification to this job. Do not scale from plans. Copyright: The copyright of these drawings & files contained herein remain the property of the author (Architectural Design Group) unless otherwise agreed in writing.	
Sheet no. A2 of 3 sheets	



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GENERAL FLOOR ACCESS
See Plan 2-01-02A

4700 LOCATION OF DOOR NEEDS TO BE MEASURED ON SITE

SERVICE AREA 4754g (220kVA)
near 500 mm track separation
Locate service area - 400' x 50'

During Dry-Cat Race to ramp:
Send to ramp 1500' from base
to ramp 1500' from base
move 1500' away

Covering Access Rink
Door To Ramp

General Access Area
Plan 2-01-02B

Centers will not power easily to perimeter foundations for wetland
Structure Engineer to confirm Detail for Floor Slab and cut for drainage underneath

Maintain 20' HIGH CLEARANCE FROM FLOOR TO UNDERPASS
From Ground Floor to 3rd Flr.
From Ground Floor to 3rd Flr.
From Ground Floor to 3rd Flr.

9mm plywood finish to interior walls

Accessable Rink

Change A

Change B

Change C

Change D

SHED 2 876m² (Grey Area)

Internal spaces will require Mechanical Engineering Specification. These are supply indicated

FIRE REPORT OCCUPANT LOADS
837 Building total
(212.3 per pavilion)
Approved Occupancy Load for a combined Tenancy of Pavilions 2 and 3

GIASAT Assembly Service - Sports Venues Clubrooms	
Toilet Calculations	425 Occupancy 213 Male 212 Female
Male	Occupancy 2 and 3
Female	Occupancy
111-200(3) Occupancy +1 per 100	4no. = 300
71-230(2)	2no. = 230
6No. = 280	
3No. = 360	
Accessible	1-300 Occupancy
No Requirement for Showers under Clubrooms	
UNISEX	
11-40 Occupancy	
+40 - +1 PER 50	
40 = 2	
80 = 3	
140 = 4	
180 = 5	
240 = 6	
280 = 7	
340 = 8	
380 = 9	
440 = 10	
480 = 11	
540 = 12	
600 = 13	
660 = 14	
720 = 15	
780 = 16	
840 = 17	
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