

-Technology Education Development Project - Contract Brief for Feasibility Study for Permanent Technology Centre

1. Purpose

The West Coast Technology Education Trust seeks to contract a suitably qualified person or entity to undertake a feasibility study into the establishment of a permanent Technology Centre for the Grey District that will also serve the wider West Coast region as required.

This project is to seek a Lottery Feasibility Study Grant in the current round closing 30 August to assist with funding the study.

2. Background

The West Coast Technology Education Trust was established in 2014 as an initiative to support upskilling of the community and encourage the use of technology on the West Coast. To enable this to occur, a venue known as Techspace has been established from which to hold workshops and for people to meet and share their skills. This is located upstairs in Greymouth's Regent Theatre complex.

The aspirations of the Trust for Techspace are to host a wide range of workshops and events from the Centre for all ages and encourage regular events for sharing of knowledge. A goal is to maintain a continuous calendar of technology initiatives designed to help upskill and keep people up-to-date with the latest technology. The Trust would like to see the facility used throughout the day and in evenings and at weekends. Trustees would also like to see events taken out to other parts of the West Coast and, in doing so, work with other entities with similar goals.

To date a number of initiatives have been established and delivered including Code Club, an after school computer programming course, technology based school holiday programmes, workshops for teachers and students and VR sessions. This has largely been undertaken on a voluntary basis.

The Trust gained funding from Development West Coast to establish a paid management role for Techspace. The objective of this role is to determine the community technology education needs and to continue to deliver and expand the range of programmes delivered to these. The Trust is also working regionally with EPIC in Westport and will also support other appropriate initiatives on the West Coast.

While Techspace is based in the Regent Theatre complex in Greymouth, aspirations are held for a more suitable space. This could either be stand-alone or in a partnership with another appropriate entity.

C. Scope of the Project

The feasibility study should focus on the Grey District as the central point for delivery. It should however give consideration to the neighboring districts and any partnership that could be formed to support the Technology Centre.

The study should include considerations of office and meeting spaces, space for a computer pod coupled with a suitable environment for a workshop/maker space, where tools and machines, such as 3D printers, CNC machines and other machines can be safely used for designing, prototyping and product creation.

D. Contract Requirements

The overall outcome of the contract is a feasibility study report documenting the results of the analysis outlined below with recommendations on the nature and viability of the facility and any additional planning considerations.

The study is to include, but not be limited to, documentation of the following:

1. Similar facilities and technology projects/programmes in the Grey District, their use, users, issues, needs and any developments planned.
2. Potential users and community/business needs that should be considered for incorporation into the complex and documentation of their requirements.
3. Any related projects that could impact on, or be incorporated within, the complex.
4. The nature of the facility required, a concept plan and the likely capital costs.
5. Suitability of any site and further planning considerations.
6. Alternative options that have been considered.
7. The likely long term income and operating costs of the complex.
8. Management options for the facility
9. The level of support, issues or potential conflict for the project.
10. A project plan and timeline to achieve the facility.
11. Community benefits from the project.
12. Project risks.
13. Potential sources of funding for the construction of the facility and specific funding for individual components.
14. Recommendations on the best options, its viability of the project and any related considerations.

E. Timeframe

If the Lottery application is successful the contract is proposed to be issued in February. The completion date for the feasibility study is to be determined pending funding however the aim is to have it completed at the end of May 2018.

G. Contract Management and Communications

The contract is being managed by the Techspace Project Manager, Eric Martini. All communications should be directed initially via email to Eric at eric@wctet.org.nz

H. Proposal Requirements

The documentation required is as follows:

1. An outline of the consultant's experience and recent work in this field. This includes all parties that will be involved in preparing the study.
2. An outline of the consultant's knowledge and experience in technology.
3. The methodology the consultant proposes to use in undertaking this contract.
4. A Contract Price to undertake the project.
5. Documentation of identified exclusion to the contract price.
6. Documentation of any additional work identified to be separately commissioned by the WCTET and that is not included in the responsibilities of this contract.
7. The proposed timeframe in which the work will be undertaken.

The proposal is to be emailed to Eric Martini eric@wctet.org.nz by **Wednesday 5pm 23rd August 2017**