



# CITY OF PARRAMATTA

INFORMATION DOCUMENT FOR

**EXPRESSION OF INTEREST (EOI)**

FOR LICENCE OF

**Cafe, Wentworth Point Library Wentworth Point**

<b>Address:</b>	Cafe, Wentworth Point Library, 10 Footbridge Boulevard("Premises")
<b>Closing Time/Date:</b>	2:00pm, Sunday 26 <sup>th</sup> June 2022
<b>Contact Person:</b>	Jordan Saad Email: <a href="mailto:jsaad@cityofparramatta.nsw.gov.au">jsaad@cityofparramatta.nsw.gov.au</a> Telephone: (02) 9806 5828 Please note all questions must be submitted in writing.
<b>Address for Delivery:</b>	<i>Jordan Saad</i> <i><a href="mailto:jsaad@cityofparramatta.nsw.gov.au">jsaad@cityofparramatta.nsw.gov.au</a></i>

# 1 OVERVIEW

## 1.1 PURPOSE

The City of Parramatta Council is located 24 kilometres west of the Sydney CBD, provides a range of goods and services within a Local Government Area (LGA), encompassing some 82 square kilometres and comprises a population of approximately 230,000 people from a range of diverse cultures, lifestyles and experiences.

Council is seeking to enter into a short-term licence for the Café space at Wentworth Point Community Centre & Library Cafe, Wentworth Point ("Premises") with Café proprietor, to supply coffee, light meal and refreshments.

## 1.2 HOW TO PREPARE YOUR SUBMISSION

To submit a response to the EOI, you should:

- a) carefully read this information document;
- b) attend an Onsite Inspection on the nominated date and time;
- c) ensure that you understand any requirements;
- d) prepare and submit the Applicant Cover sheet and Schedule of Return;
- e) ensure your response is signed; and
- f) lodge your response via email before 2:00pm, Sunday 26<sup>th</sup> June 2022

## 1.3 BACKGROUND INFORMATION

The Premises is currently vacant.

Council will facilitate an onsite inspection for potential Applicants on a case by case basis. Please contact Jordan Saad to confirm attendance. Applicants are encouraged to attend anonsite inspection.

Background Information is available in Section 2.2 to assist an Applicant with preliminary information and orientation of the Premises.

## 1.4 EVALUATION PROCESS

The following evaluation methodology will be used to assess responses:

- (a) Submissions are checked for completeness and compliance. Submissions that do not contain all information requested may be excluded from evaluation;
- (b) Submissions are assessed against the Selection Criteria; and
- (c) A recommendation is made to Council.

Following the close of the EOI the Council may proceed to negotiate further terms with an Applicant. The issuing of an EOI does not commit the Council to proceeding with the EOI.

## 1.5 SELECTION CRITERIA

Objective	Selection Criteria	Weight
<b>1: Legislative and Planning Controls:</b>  Use consistent with zoning: DM Deferred Matters – SREP No. 24 – Homebush Bay Area	Applicant must specify: a) primary use of the Premises b) compliance with legislative and planning controls	Mandatory
<b>2: Compliance with licence</b>  Meet licence obligations	a) Applicant is to confirm acceptance of Council's draft licence agreement ( <b>Attachment 2</b> ) including b) ability to undertake maintenance responsibilities and pay Outgoings	Mandatory
<b>3. Duration of the Agreement</b>  Two year term with monthly holding over	a) Applicant to confirm commitment to up to a two year term b) Applicant to confirm interest in monthly holding over	Mandatory
<b>4. Commercial and Financial</b>	a) Present a detailed budget/projections to enable sustainable operation over 5 years (can include need for subsidised rent)	35%
<b>5: Social &amp; Recreational Demand</b>	Additional proposed activities in the café operations to increase social impact on identified needs of the local community. For example, but not limited to, employment and training opportunities for young people, migrants and other population groups that are unemployed or underemployed.	25%
<b>6: Compliance Management</b>  Satisfactory evidence demonstrating experience with similar facilities	Established partnerships to assist with the café set up, development and running of programs	10%
<b>7: Experience</b>	Experience running a successful café or hospitality business.	30%
<b>Total</b>		100%

## 1.6 CONDITIONS OF RESPONDING

### 1.6.1 LODGEMENT OF SUBMISSIONS AND DELIVERY METHOD

The EOI must be lodged by 2:00pm (Australian Eastern Standard Time) on Sunday 26<sup>th</sup> June 2022.

The documents must be in electronic copy **and sent to Jordan Saad via email.**

Applicants must ensure that they have provided one signed original of their Submission

## **1.6.2 REJECTION OF SUBMISSIONS**

A Submission may be rejected without consideration of its merits in the event that:

- (a) it is not submitted before 2:00pm, 26<sup>th</sup> June 2022; or
- (b) it is not submitted at the place specified in clause 1.6.1

## **1.6.3 INFORMATION TO BE PROVIDED WITH THE SUBMISSION**

The Submission must include information and materials as set out in the Section 3 "Applicants Submission" being:

- a) Applicants Cover Sheet and
- b) Schedule of Return.

## **1.6.4 CLARIFICATION OF REQUEST**

If an Applicant has any doubt as to the meaning of any part of this EOI or the scope of the work required thereunder then an Applicant should seek to clarify any point of doubt or difficulty with the Contact Person before lodging a Submission. All requests for clarification must be made in writing via email and the Contact Person will, far as practicable, respond in writing.

All questions and answers will be circulated to all Applicants, except where an Applicant has marked their request/s for clarification or further information "Confidential – not to be circulated to other Applicants". At its absolute discretion, the Council will respond to that specific request privately, providing that the principle of "*equal availability of information to all Applicants*" is not breached. If the Council is not prepared to respond privately, the Council will ask an Applicant to retract the query or remove its confidentiality requirement.

The Council reserves the right not to answer requests for clarifying information made within five days prior 2:00pm, Sunday 26<sup>th</sup> June 2022

## **1.6.5 COSTS OF EXPRESSION OF INTEREST**

Applicant remain responsible for all costs incurred by them in connection with their submission whether before or after the submission date and whether incurred directly by them or their advisors and regardless of whether such costs arise as a consequence direct or indirect of any amendments made to the EOI in by the Council at any time. For the avoidance of doubt, the Principal shall have no liability whatsoever to Applicants for the costs of any negotiations conducted in the event that the Principal decides not to accept any Submissions.

## 2 SPECIFICATION

### 2.1 INTRODUCTION

The vision statement for the Wentworth Point Community Centre and Library is to reflect and contribute to local identity, sense of place and the experience of community.

The opportunity to engage an operator to run the café would provide the community with a local business that not only provides them with quality food and drinks, but may also provide support to locals who may have barriers to employment by providing work experience and employment opportunities – or through some other social or cultural outcome that is the core focus of that enterprise.

Including a café as part of the operation of the Wentworth Point Community Centre and Library is a good opportunity for Council to show leadership on finding innovative ways to build economic and community wellbeing. It is noted that the Wentworth Point facility is to initially operate as a pilot for other planned multipurpose facilities in the LGA.

Cafes can provide a mechanism to focus on giving training, work experience and employment opportunities to people with barriers to employment (young people, people with a disability, long term unemployed, new migrants and refugees). With 47% of the Wentworth Point community aged between the 18-34 bracket as well as an area identified as communities needing additional support, any potential café may assist in actively employing the identified age bracket as well as provide additional support through job creation.

The Wentworth Point Community Centre and Library includes:

- contemporary library services
- multiple flexible community meetings rooms and mini conference capabilities
- an art exhibition/studio space
- music studios
- a co-working space for local micro business operators
- a forecourt that can be used for local community events and functions.

A café is planned for the ground floor as well as a 24-hour book vending machine.

Council are interested in improving the facility for users of the library and are looking for Expression of Interests from interested café proprietors to facilitate a café from the existing vacant space within the building

Council are looking for proposals that look to facilitate improvements to the amenity and vibrancy of the Reserve by facilitating a café that provides coffee and light meals and refreshments. Your proposal will need to highlight how you plan to achieve the benchmarks set out within the selection criteria.

### 2.2 BACKGROUND INFORMATION

#### **Premises**

The Premises is under the care and control of Council. The Premises is shown on the site plan at **Attachment 1**.

#### **Description**

The Premises are described as being part of Lot 28 in deposited plan 270778.

#### **Access to the Premises**

Parking access to be confirmed.

#### **Current Use**

The Premises is currently vacant and not being utilized.

#### **Future Use**

It is Council's intention the Premises will be occupied by a tenant that will upgrade the Premises in order to facilitate a café. The Premises is situated on Operational land.

The tenant will be responsible to undertake all approvals including but not limited to development consent for the proposed use, upgrade works and hours of operation.

**Zoning**

The Premises is currently zoned SREP No. 24 – Homebush Bay Area

Applicants should familiarise themselves and enquiries concerning relevant Planning Instruments and Development Approval requirements.

The specific permissible uses of the Premises are more particularly described can be viewed at:

<https://www.legislation.nsw.gov.au/#/view/EPI/1993/496/full>

**Classification**

The Premises is classified as Operational in accordance with the Local Government Act 1993. The operational classification provisions of the Local Government Act 1993 provide the basis for the management and use (including leasing) of the Premises.

**Available Services**

Services of power and water are available to the Premises; however, Applicants should make enquiries and satisfy themselves as to the status, availability and capacity of the services to the Premises by contacting the relevant public utility authorities.

**Proposed Licence Terms and Conditions**

Please refer to Draft Licence document separately attached.

### 3 APPLICANT'S SUBMISSION

#### 3.1 APPLICATION COVER SHEET

The Leasing Officer  
City of Parramatta Council  
126 Church Street  
Parramatta NSW 2150

I/We \_\_\_\_\_  
(BLOCK LETTERS)

of \_\_\_\_\_  
(ADDRESS)

ABN/GST Status: \_\_\_\_\_ ACN (if any): \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

**In response to the Licence of Cafe, Wentworth Point Library, North Wentworth Point:**

I/We agree that I am/we are bound by, and will comply with this EOI, including without limitation, its associated schedules and attachments.

I/We agree that there shall be no cost payable by the Council towards the preparation and submission of this EOI irrespective of its outcome.

Dated this: \_\_\_\_\_ day of \_\_\_\_\_ 2022

Signature of authorised signatory of Applicant: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Name of witness: (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

## 3.2 SCHEDULE OF RETURN

### Instructions

When completing the Schedule, Council requests that you provide answers (and additional information, where required) to all of the questions below. In doing so, Applicants are requested to:

- Assume that Council has no previous knowledge of your organisation, its activities or experience
- Provide a proposal with full details of the café services your business plan to provide, paying particular attention to the selection criteria.
- Further to this please address each question outlined below.

#### 1. Legislative and Planning Controls:

a) Please describe the proposed primary use of the facility:

.....

b) Is the proposed use of the Premises consistent with SREP No. 24 – Homebush Bay Area

**Circle:** YES / NO

#### 2. Compliance with Licence

a) Does the Applicant accept Council's draft Licence?  
(If NO, please provide details of request of changes)

**Circle:** YES / NO

b) Is the Applicant committed to ongoing maintenance responsibilities including payment of Outgoings? **Circle:** YES / NO

#### 3. Duration of the Licence Agreement

Does the Applicant accept up to a two year term?  
Is the Applicant interested in monthly holding over?

**Circle:** YES / NO



#### 4. Commercial and Financial

a) Nominate the proposed Licensee (please provide full name and ABN):

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b) Nominate a rental per annum, exclusive of GST:

\$..... exclusive of GST per annum

c) Please **attach** last three years' profit and loss statements

d) Please **attach** detailed Business Plan for the proposed operation/use of the Premises and summarise below:

2.1 MISSION/VISION STATEMENT	List Milestone and date to be of expected completion	Assumptions	S.W.O.T Analysis	Financial Referee Contact Details (Organisation, Name and Phone Number)

e) Please provide at least two (2) professional financial referees to support your Application:

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f) Please provide details of Insurances held by the Applicant:

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**5. Social and Recreational Demand**

a) How will your business help activate the Wentworth Point Community/Library? A preference will be given to businesses that operate during peak usage hours (weekends as a minimum).

- b) What is the anticipated timeframe of commencement of operation after execution of the licence (consider potential upgrade works and relevant development consent and proposed use approval timeframes)? Please **attach** documents as necessary:

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## 6. Compliance Management

- a) Has the Applicant had any previous dealings with City of Parramatta Council?

Circle: YES / NO

If YES, fill the table below:

PROJECT NAME	Project Address	Project Description	Council Officers involved in the Project	Project timeframes (i.e. Project duration)

Has the Applicant had any previous tenant/landlord dealings with other organisations?

Circle: YES / NO

If YES, fill the table below:

PROJECT NAME & ADDRESS	Project Description	Organisation	Project timeframes (i.e. Project duration)	Contact Name and Phone Number of Organisation

b) Does the proposed Licensee have a record in maintaining facilities of a similar nature to those offered at 10 Footbridge Boulevard, WENTWORTH POINT?

Circle:        YES / NO

If YES, Please provide (no more) than three recent examples:

Date of tenancy	Address	Nature of Facilities e.g. Recreational sports centre	Managing Agent contact details	Specific resources on-site	Reason for leaving

c) Please provide at least two (2) relevant landlord (or similar) referees to support your Application:

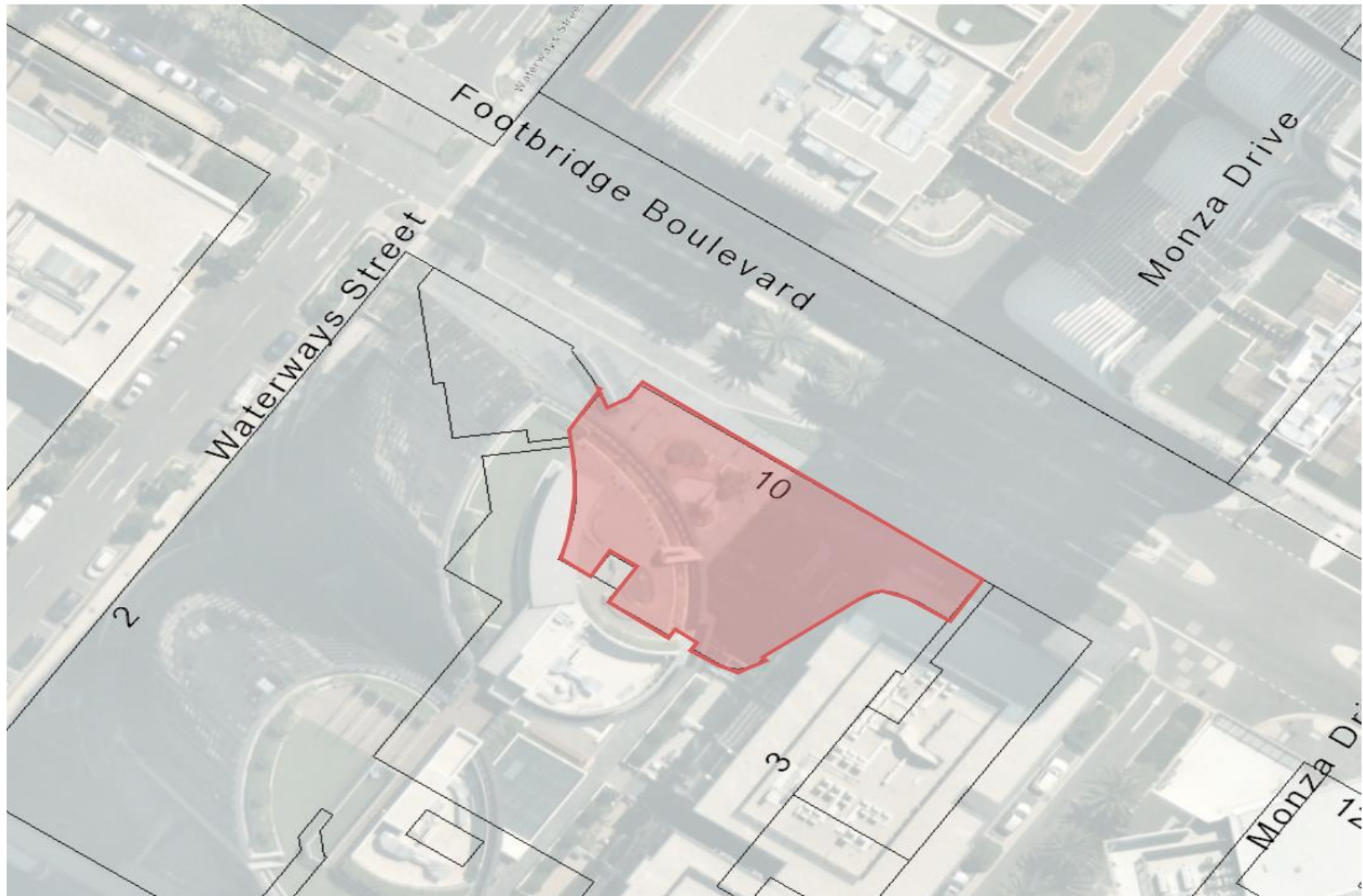
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## Attachment 1 – The Premises



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