



Expression of Interest (EOI):	LEEWIN HALL AND BOAT SHED, RIVERSIDE ROAD, EAST FREMANTLE
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Deadline:	4:00pm, Monday 11 January 2021
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Address for Delivery:	Town of East Fremantle Email: admin@eastfremantle.wa.gov.au
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1 Conditions of Responding

1.1 Definitions

Below is a summary of some of the important defined terms used in this Expression of Interest:

- Attachments:** The documents you attach as part of your Submission.
- Deadline:** The Deadline shown on the front cover of this Expression of Interest for lodgement of your Submission.
- Expression of Interest or EOI:** This document.
- Principal:** Town of East Fremantle
- Respondent:** The person or persons, corporation or corporations who intends to submit a Submission in response to an Expression of Interest.
- Requirement:** The Services requested by the Principal.
- Selection Criteria:** The Criteria used by the Principal in evaluating your Submission.
- Specification:** The Statement of Requirements for Services that the Principal's Expression of Interest may request you to provide if selected as an acceptable Expression of Interest through the Expression of Interest process.
- Submission:** Completed Expression of Interest, response to Selection Criteria and Attachments.

1.2 Expression of Interest Documents

This Expression of Interest is comprised of the following parts:

Part 1 – Conditions of Responding (*read and keep this part*).

Part 2 – Specification (*read and keep this part*).

Part 3 – Respondent’s Submission (*read and keep this part*).

Separate Documents

- a) Addenda and any other special correspondence issued to Respondents by the Principal.
- b) Any other policy or document referred to but not attached to the Expression of Interest.

1.3 How to Prepare Your Submission

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements (Part 2);
- c) Complete the Response Form (Part 3) and your response to the Selection Criteria (Part 3) and attach your Attachments;
- d) Make sure you have signed the Response Form and responded to all the Selection Criteria; and
- e) Lodge your Submission before the Deadline.

1.4 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name:	Bron Browning
Telephone:	(08) 9339 9339
Email:	Bbrowning@eastfremantle.wa.gov.au

1.5 Briefing/Site Inspection

All proponents will be required to attend a site briefing and must contact the above-mentioned contact person to schedule an appointment.

1.6 Evaluation Process

This is an Expression of Interest (EOI).

Your Submission will be evaluated using information provided in your EOI and on your response to

the Selection Criteria.

The following Evaluation Methodology will be used in respect of this Expression of Interest:

- a) Submissions are checked for completeness and compliance. Submissions that do not contain all information requested (eg completed Submission Form and Attachments) may be excluded from evaluation;
- b) Submissions are assessed against the Selection Criteria;
- c) The most suitable Respondents may be shortlisted and may also be required to clarify the Submission, make a presentation, demonstrate the proposal. Referees may also be contacted prior to the selection of the successful Respondent.

1.7 Selection Criteria

A scoring system will be used as part of the assessment of the qualitative criteria set out in Part 3. Unless otherwise stated, a response to one of these criteria which provides all the information requested in the Expression of Interest will be assessed as satisfactory and will, in the first instance, attract an average score.

1.8 Compliance Criteria

These criteria are detailed within Part 3 of this document and will not be point scored. Each Submission will be assessed on a “Yes/No” basis as to whether the criterion is satisfactorily met.

1.9 Policies That May Affect Selection

The following policies may affect this selection:

The Town of East Fremantle Strategic Community Plan
Disability Access and Inclusion Plan

For information regarding this please visit the Town’s website: eastfremantle.gov.au

1.10 Lodgement of Submissions and Delivery Method

The Submission must be lodged by the Deadline to the Town of East Fremantle via email: admin@eastfremantle.wa.gov.au. The deadline for this Expression of Interest is **4.00pm, Monday, 11 January 2021**.

1.11 Rejection of Submissions

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

- a) it is not submitted before the Deadline; or

- b) it is not submitted in the manner specified in the Expression of Interest; or
- c) it may be rejected if it fails to comply with any other requirements of the Expression of Interest.

1.12 Late Submissions

A Submission received:

- a) after the Deadline; or
- b) in a place other than that stipulated in this Expression of Interest;

will not be accepted for evaluation.

1.13 Acceptance of Submissions

Unless otherwise stated in this Expression of Interest, a Submission may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept and may reject any or all Submissions submitted. The acceptance of a Submission does not oblige the Principal to proceed to issuing a Public Tender.

1.14 Disclosure of Contract Information and Documents

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court Order.

1.15 Respondents to Inform Themselves

Respondents shall be deemed to have:

- a) examined the Expression of Interest and any other information available in writing to Respondents for the purpose of submitting an EOI;
- b) examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries;
- c) satisfied themselves as to the correctness and sufficiency of their Submissions including submitted indicative prices which shall be deemed to cover the cost of complying with all the conditions of responding and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the EOI documents and all relevant attachments.

1.16 Ownership of Submissions

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Submission shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Submission Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.17 Canvassing of Officials

If a Respondent, whether personally or by agent, canvasses any of the Principal's Councillors or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

1.18 Identity of the Respondent

The identity of the Respondent is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 and who's execution appears on the Response Form in Part 3 of this Expression of Interest.

2 Specification

2.1 Introduction

The Town is offering for lease the Leeuwin Hall and Boat Shed located on Riverside Road, East Fremantle. A copy of the floor plan for the Hall and Boat Shed will be provided at the briefing. Door locks have been installed between the Hall and the Boat Shed meaning that independent use of facilities could be managed should the Respondent wish to incorporate the co-location of other user groups within their application.

A Building Condition Assessment will also be provided at the briefing. Please note that the Town has not planned or budgeted to undertake significant maintenance works on the building and there is an expectation that the Respondent will receive the building on a walk-in walk-out basis.

Expressions of Interest are being sought from not for profit local organisations interested in leasing the premises for community-based activities. **A local organisation must comprise of a minimum of 25% membership/participation by East Fremantle residents.**

A primary requisite of the Town is to maintain community user groups access for regular community activities. These include but are not limited to seniors and youth leisure activities.

To fully realise the potential of the Hall and Boat Shed, it is anticipated that services to local residents are maintained and that the Hall and Boats Shed is activated daily throughout the week.

3 Respondent's Submission

3.1 Response Form

The Chief Executive Officer
Town of East Fremantle

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Expression of Interest – LEEUWIN HALL AND BOAT SHED

I/We agree that I am/We are bound by and will comply with this Expression of Interest and its associated schedules, all in accordance with the Conditions contained in this EOI signed and completed.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Submission.

Dated this _____ day of _____ 20__

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____ Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

Part 3 COMPLETE AND RETURN THIS PART

3.2 Respondent's Response

The following checklist has been provided to assist with your Submission. Where it is necessary to provide additional information, please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(Note: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Submission).

3.3 Selection Criteria

3.3.1 Compliance Criteria

Please select with a "Yes" or "No" whether you have complied with the following compliance criteria and when relevant attach supporting documentation.

COMPLIANCE & RISK ASSESSMENT CRITERIA

Description of Compliance Criteria		
(a)	Respondents are to provide their Australian Business Number and or proof of Incorporation.	Yes / No
(b)	Compliance with the Specification contained in the Request.	Yes / No
(c)	Provision of adequate certificate of insurance currency (or statement advising that required insurances for public liability, workers compensation and building insurance can be obtained.)	Yes / No
(d)	Compliance with the Delivery Date.	Yes / No
(e)	Proof that your organisation is local and comprises of a minimum of 25% membership/participation by East Fremantle residents	Yes / No

Description of Risk Assessment Criteria		
(a)	An outline of your organisational structure inclusive of any branches and number of personnel. Incorporated Associations are required to provide a copy of their Constitution.	Yes / No
(b)	If companies are involved, attach their current ASIC company extracts search including latest annual return	Yes / No
(c)	Provide the organisations directors/company owners and any other positions held with other organisations	Yes / No
(d)	Provide a summary of the number of years you have been operating.	Yes / No

Part 3 COMPLETE AND RETURN THIS PART

<p>(e) Are you presently able to pay all your debts in full as and when they fall due?</p> <p><i>If Yes please provide current financial statements.</i></p>	Yes / No
<p>(f) Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?</p> <p><i>If Yes please provide details.</i></p>	Yes / No

3.3.2 Qualitative Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Submission;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria;
- d) Respondents are to address each issue outlined within a qualitative criterion; and
- e) Limit each section to a maximum of 500 words.

<p>A. Alignment with Strategic Community Plan</p> <p>Describe how your intended activities align to the objectives contained within the Town of East Fremantle Strategic Community Plan. Respondents must, as a minimum, address the following information in an attachment and label it “Relevant Experience”:</p>	<p>Weighting</p> <p><40%></p>	
<p>a) <i>Describe your organisation’s experience in delivering services in communities and your capacity to activate the Building to provide and promote community services and regular activities.</i></p> <p>b) <i>Describe how your organisation’s constitution/activities align to the following objectives from the Town’s Strategic Community Plan:</i></p> <p>(i) <i>Strengthen the sense of place and belonging through inclusive community interaction and participation.</i></p> <p>(ii) <i>Provision of adequate recreational, sporting and social participation.</i></p> <p>(iii) <i>Activate inviting open spaces that encourage social connection.</i></p> <p>(iv) <i>Enrich identity, culture and heritage through programs, events and celebrations.</i></p> <p>(v) <i>Facilitate community group capacity building.</i></p> <p>(vi) <i>Partner with stakeholders to actively protect, conserve and maintain the Swan River Foreshore.</i></p> <p>* <i>A higher weighted score will be provided to those proposals that incorporate co-location and partnerships between user groups.</i></p> <p>** <i>A higher weighted score will be provided to those proposals that incorporate marine and water based activities.</i></p>	<p>“Relevant Experience”</p>	<p>Tick if attached</p>

Part 3 COMPLETE AND RETURN THIS PART

<p>B. Key Personnel Skills and Experience</p> <p>Describe your capacity to staff the Building throughout business hours.</p> <p>Respondents must address the following information in an attachment and label it “Key Personnel Skills and Experience”:</p>	<p>Weighting</p> <p><30%></p>	
<p><i>a) Describe the services provided by the onsite personnel including their core duties and the responsible external reporting position.</i></p> <p><i>b) Describe the proposed opening hours of the Building and how you will manage after hours usage. Describe how the broader public may be able to access the facility during the proposed opening hours.</i></p> <p><i>c) Any additional information.</i></p>	<p>“Key Personnel”</p>	<p>Tick if attached</p>
<p>Supply any other relevant details in an attachment and label it “Key Personnel Skills and Experience”.</p>		

<p>C. Respondent’s Resources</p> <p>Respondents should demonstrate their ability to maintain, clean and secure the building.</p>	<p>Weighting</p> <p><30%></p>	
<p><i>a) Describe your anticipated processes for cleaning and maintaining the premises including external areas including the carpark.</i></p> <p><i>b) Advise financial capacity to meet lease fees, (stipulate proposed annual lease fee) outgoings and building maintenance requirements.</i></p> <p><i>c) If it is proposed that the facilities are to be used by others please advise of proposed fees for use.</i></p> <p><i>d) The Town will not permit the external storage of any plant and equipment under a new lease. Please advise of how you would address storage requirements within the existing facility for your group. Please provide a storage plan.</i></p>	<p>“Respondent’s Resources”</p>	<p>Tick if attached</p>
<p>Respondents should provide a current commitment schedule and label it “Respondent’s Resources”.</p>		