



EXPRESSION OF INTEREST 2019-002

Nightcliff Community Centre Offices 1 and 8 Tenancy

EOI PROCESS: Nightcliff Community Centre Offices 1 and 8 Tenancy

Tania Sellers
City of Darwin
Telephone: 08 8930 0561

EOI CLOSING INFORMATION: **Time: 2pm**
Tuesday 8 October 2019
tania.sellers@darwin.nt.gov.au

Interested parties are invited to inspect the premises at the following times

- Tuesday 24 September 2019 between 8.30am and 10.00am
- Thursday 3 October 2019 between 5.00pm and 6.30pm



EXPRESSION OF INTEREST - EOI 2019-002

Nightcliff Community Centre Offices 1 and 8 Tenancy

CONTENTS

1. Expression of Interest
2. Scope and Objectives
3. Background and Overview
4. EOI Requirements
5. Selection Criteria and Decision

ATTACHMENTS

- | | |
|--------------|--------------------------|
| Attachment 1 | EOI Terms and Conditions |
| Attachment 2 | EOI Form |

1 EXPRESSION OF INTEREST (EOI)

Expressions of Interest (EOI) are sought from suitable qualified parties (Applicants) for 2019 Nightcliff Community Centre Tenancy.

This document outlines City of Darwin's (Council's) requirements for potential tenants for the Nightcliff Community Centre.

The purpose of the EOI process is to identify suitable community-based organisations for tenancy at the Nightcliff Community Centre. Two (2) offices spaces are currently vacant.

This initial phase of the process does not seek to establish any binding commercial or legal terms and conditions between Council and any party and is intended to provide a public process to identify the interests of various parties.

Subsequent stages will be at the discretion of Council and may include a second stage formal selective tender process with parties shortlisted from the EOI or direct negotiations with one or more shortlisted parties.

This document also provides instructions on how to respond to this EOI.

2 SCOPE & OBJECTIVES

2.1 Primary Objectives

Expressions of Interest (EOI) are sought from community-based organisations for tenancy of the Nightcliff Community Centre. To be eligible, organisations must be not-for-profit and legally recognised or eligible for recognition in accordance with the NT Associations Act 2008, with current Public Liability Insurance to the value of \$20 million.

EOI will be considered from single or multiple organisations proposing to occupy one (1) or both of the available office spaces.

EOI will be considered for lease of the facility for a period of three (3) years with a three (3) year renewal.

3 BACKGROUND AND OVERVIEW

EXPRESSION OF INTEREST (EOI)

Nightcliff Community Centre

The Nightcliff Community Centre is located on 18 Bauhinia Street Nightcliff, opposite Nightcliff Primary School. The Centre contains 12 permanent offices of varying sizes occupied by tenants from eight not-for-profit community groups.

The meeting room and the outside yard are available for hire to regular and casual users. The tenants and the users of the meeting room have shared access to kitchenette, toilets and car parking. The building is air-conditioned and provides disability access.

The current office spaces available are:

- Office1: The office size is 60m².
- Office 8: The office size is 47m².

It is proposed that the tenant will enter into a formal agreement of three (3) years with a three (3) year renewal option with City of Darwin.

Council's proposed Fees and Charges 2019/20 for rental per annum at Nightcliff Community Centre is \$125.00 per square metre. This rate is subsidised to acknowledge and support the community service offered by organisations suitable for tenancy. **This fee is subject to annual review.**

All utility costs related to tenancy of the Nightcliff Community Centre are to be met by the tenant.

Organisations interested in responding to this EOI are invited to visit the Nightcliff Community Centre to inspect the premises on:

- Tuesday 24 September 2019 between 8.30am and 10.00am
- Thursday 3 October 2019 between 5.00pm and 6.30pm

All potential applicants are encouraged to attend to inspect the facility prior to lodging a submission.

Building modifications:

The facility will be leased in its current condition. Applicants may wish to make modifications to the interior of the building to better suit their organisational needs and are invited to outline any such proposal as part of their submission. All new capital works proposed by the applicant must

meet building codes and are subject to the specifications of the General Manager City and Engineering Services.

All costs associated with modifying or improving the building, including planning applications, will be met by the tenant. Ongoing maintenance of the building will be detailed in the lease document. Council will be responsible for provision and maintenance of the building structurally. The tenant will be responsible for maintaining the occupied areas in good and reasonable condition, including fittings and fixtures pertaining to the premises.

4 EOI REQUIREMENTS

4.1 Proposal

Council is seeking EOI proposals that **must** include the following information:

- Description of the organisation and the services delivered in the Darwin community
- Organisation's current location and lease arrangement
- Evidence of Not for Profit status
- Proposed use of the space
- Office Space required
- Any proposed modifications to the building
- Business and strategic plans
- Copy of most recent annual report
- Certificate of Public Liability Insurance
- Address the selection criteria in section 5.1

The response may provide alternative options but must clearly describe the relative merits and costs associated with each of the proposed options.

As previously indicated Council reserves the right to amend, add or remove requirements at its discretion in the EOI process (if any) including but not limited to evidence of normal compliance requirements such as insurances, worker compensation and public and professional liability.

The Proposal must include the EOI Form and include the matters detailed in the EOI Requirements above.

Enquiries about this EOI can be directed to Tania Sellers – telephone 8930 0561 – or email tania.sellers@darwin.nt.gov.au.

4.2 Ownership of the EOI Documents

All EOI documents become the property of Council upon their submission.

Council may make copies of the EOI documents for any purpose related to this project, in particular for the evaluation of the EOI.

4.3 Nature of EOI

The EOI is not:

- An offer of any kind
- An invitation to tender, or
- Intended by Council to create legal relations with any person receiving or responding to it.

4.4 Costs Borne by Applicants

All costs and expenses incurred by Applicants in any way associated with the submission of an EOI will be borne entirely and exclusively by the Applicant.

4.5 Right to Extend Closing Date

Council may in its absolute discretion at any time before the closing date, extend the closing date. Prospective applicants will be contacted in this regard.

4.6 Lodgement of EOI

Email: tania.sellers@darwin.nt.gov.au

Date: 8 October 2019

Time: 2:00P.M.

Carbon copy: dan.orian@darwin.nt.gov.au

Dan Orian – Contract Administrator

4.6.5 Subject to any extension by the Principal of the EOI Closing Time, late EOIs will not be accepted.

5 SELECTION CRITERIA AND DECISION

5.1 Assessment Criteria

EOIs will be considered on the basis of the local community benefit the organisation provides organisational experience in partnership building and on the basis of identified community and environmental needs and Council priorities.

A panel of Council officers will assess applications using the following weighted criteria:

Location rationale: why does this particular location benefit your organisation and the community	10%
Facility Use: The proposed use of and the activities that will be undertaken in the leased area.	20%
Community Benefits: The organisation can demonstrate experience in delivering services which address a local community need or build capacity of the Darwin community.	20%
The organisation has proven experience in community engagement.	10%
Demonstrated experience in developing partnerships with other community groups/stakeholders and willingness to work collaboratively with Council and other community groups.	20%
Financial management of the organisation.	20%

5.2 Council's Right to Vary the Process

Council reserves the right at any stage to amend, vary, discontinue or supplement the process set out in this EOI package.

5.3 Own Enquiries

All financial or other information contained in this EOI package or any Attachment is for the assistance of Applicants, but no representation or warranty in respect of that material or by any other means made by or on behalf of the City (and/or its agents) is binding on Council (and/or its agents) or actionable by the Applicant.

Applicants are required to obtain their own legal, financial or other advice and to make their own enquiries in relation to the information contained in this Information Memorandum and the Attachments.

No responsibility is accepted by Council (and/or its agents) as to the accuracy of any such financial or other information or for the omission of any relevant information.

ATTACHMENT 1

CONDITIONS OF EXPRESSION OF INTEREST (EOI)

Applicants must submit all the information sought in the EOI Package. EOI's will not be considered unless the following mandatory requirements are complied with:

1. EOI Lodgement

All proposals must be lodged via email to
tania.sellers@darwin.nt.gov.au

2. No Hard Copy or Facsimile EOIs

EOIs will not be accepted in hard copy form or via facsimile.

3. No Canvassing

Canvassing of City of Darwin officers or Elected Members is not permitted and could result in the EOI being disqualified.

4. EOI Package

If in any doubt as to the true meaning of any of the information or EOI documents comprised in the EOI Package, or if any provision, description or other matter is considered to be contradictory or inconsistent with any other provision, description or other matter, Applicants must immediately notify City of Darwin.

City of Darwin will consider all requests for clarification, and determine whether or not to provide any interpretation of the documentation upon which clarification has been sought. Any interpretation of the documentation comprising this EOI will be made only by formal Addendum to the EOI documents, and will be transmitted to all prospective Applicants who are registered as having been issued with the EOI Package.

5. Copyright

The EOI Package must not be copied for use by other persons. If unauthorised copies of the EOI Package are made, City of Darwin takes no responsibility for failure to provide any Addenda to persons in receipt of unauthorised copies of the EOI Package.

6. Confidentiality

City of Darwin will endeavour to respect the confidentiality of submissions and will not disclose them to the public except where the disclosure is permitted or required by law.

In deciding whether or not to disclose EOI submissions requested under Freedom of Information (FOI) legislation, Council will ensure that the FOI officer receives advice from a legal practitioner.

All Applicants will be required to maintain confidentiality with respect to their own competing submissions, and will not be permitted to advance their own bids via the media without the prior written approval of Council.

7. Expression of Interest Evaluation Process

City of Darwin will evaluate the EOIs according to the information sought in the EOI Package and as provided by the Applicant.

Registrants may be shortlisted for further consideration. Further information to substantiate Expression submissions may be requested. This process is not to be construed as an opportunity to amend an Expression submission.

Applicants shall not take a request for information as an indication that their EOI will be successful.

8. Tailor EOI Submissions

Applicants are encouraged to tailor their submissions according to the EOI evaluation criteria. To assist with evaluation, the EOI submission should be based on the same topics and set out in the same order as the topics in this EOI Package.

9. Declare Conflict of Interest

Applicants must declare any conflict of interest that may detrimentally affect or be perceived to detrimentally affect the Applicant's (or agent's) relationship with Council (or Council's members) at the time of submitting the EOI.

10. EOI Closing

The EOI closes at the time and date on the front cover of this EOI Package. EOIs must be lodged by the closing date and before the closing time.

11. Amendments to EOI Package

If for any reason Council requires any amendment to the EOI Package, this will be undertaken by way of Addendum issued to all those who received the EOI Package.