
Expression of Interest

Instructions: The Respondent must complete all relevant sections of this Expression of Interest (EOI). Respondents should carefully read any and all instructions; any terms and conditions; and any instructions or information on any attachments.

Failure to adhere to these instructions and terms and conditions may result in rejection of the EOI.

EOI Title Kiosk/Café (Relocatable) at Queanbeyan Tourist Park,
41 Morisset Street, Queanbeyan

EOI Number EOI 2019-48

Issue Date June 2019

EOI Closing Time and Lodgement Details	
EOI Closing Date:	Wednesday 31 July 2019
EOI Closing Time:	2:00pm
EOI Lodgement Instructions:	<p>All proposals should be:</p> <p><u>Emailed:</u> debbie.sibbick@qprc.nsw.gov.au</p> <p>Hard copy Expression of Interests can be delivered to: Queanbeyan Palerang Works Depot, 10 Ellerton Drive, Queanbeyan NSW 2620 Marked attention: Debbie Sibbick.</p>
Name:	Debbie Sibbick Program Co-ordinator, Projects & Technical, Urban Landscapes
Email:	debbie.sibbick@qprc.nsw.gov.au

EOI Instructions – All Expression of Interests are subject to the following requirements where indicated

Requirements of the EOI

Background:

Queanbeyan-Palerang Regional Council (QPRC) is seeking Expressions of Interest from appropriately qualified businesses to set up a mobile-style café or kiosk to be located within the Riverside Tourist (Caravan) Park/Queen Elizabeth Park, in Queanbeyan. Refer to attached Tourist Park concept design (not final). The café/kiosk is indicated at number “9” on the concept.

All references to “Park” in this document refers to the Tourist Park.

The café/kiosk will be accessible to all and will be required to service the Park and adjoining QE II Parkland. The Park is currently being upgraded and the café/kiosk will form part of the upgraded facility due for reopening in Spring 2019.

Note, the successful applicant will not hold exclusive catering rights to QE II Parkland.

The Park, when works are complete, will be a short term stay facility catering mostly for Recreational Vehicles (RV’s). The improvements to the Park, when complete, will bring compliance of the Park; move towards a self-serve, electronic ‘pay as you stay’ system; balance short-term tourist accommodation needs; reduce the risk of permanent cabin structures on flood prone land; and improve the design, location, landscaping and amenities of the Park, moving towards a more community inclusive, user friendly Park suitable for all.

A final concept followed by a detailed design of the Park upgrades are currently in progress. Upgrade works to the Park include:

- Renewed road infrastructure works;
- Upgraded and renewed electrical and hydraulic works
- Landscaping work to include tree and horticultural works;
- Upgrade of the existing toilet / shower facilities;
- Installation of additional park furniture, i.e. seating and picnic facilities.

An extension of the walking track adjacent to the Park and beside the river foreshore is also planned with works to take place over the next 6 months. This walking track will pass beside the Park, providing open access and external visitor access through the Park and into the neighbouring Queen Elizabeth II parkland. The walking track upgrades will complete the pedestrian loop around the Queanbeyan River foreshore.

Construction has commenced on the associated pedestrian bridge across the lower portion of the Queanbeyan River that forms part of the river walk loop.

It is envisaged that the café / kiosk will receive high visitation due to the upgrade of the Park; the new connections between the Park and adjacent Queen Elizabeth II parkland; the external visitor access through the Park; and the resultant opening of the Park facility to the general public,.

**Queen Elizabeth II Parkland**

The QEII Parkland includes playground equipment, a wet-play area, barbecues and picnic facilities, shelters and walking / cycling paths. It is widely used by the community for markets and events with a good visitation by families and others enjoying the parkland for picnics and play. The terraced amphitheatre and stage area adjacent to the river are well utilised by people visiting the park, in particular the popular Music by the River, and other events. It is expected that during events, the kiosk/café would be operating and open for business.

The Kiosk/Café Requirements:

The kiosk/café must be relocatable as it will sit on flood prone land within a flood zone and if/when so affected, must have the capacity to be uplifted or driven away from the site. The relocatable kiosk/café building will be supplied and owned by the successful respondent / operator.

The kiosk/café should cater for take-away hot and cold beverages (non-alcoholic); light snacks; or baked goods, etc. It should not be an eat-in facility. The kiosk/café will accommodate all Park visitors, general public, visitors to the Queen Elizabeth II parkland and will be open to all community and visitors, as detailed in the Background information above.

Hours of operation need to be sufficient to adequately service the RV users of the park and general community within the QE II Parklands.

Legal:

A Licence Agreement between the Council and the successful respondent will be required. The term of the agreement and the licence fee will be negotiated with the successful respondent. This will allow the licensee (respondent) to operate the café on land that is managed by the Council.

The licensee (respondent) will be required to meet all NSW Food Authority standards and any other regulatory requirements with regard to the operation of a food handling business. The licensee will be responsible for all relevant permits, approvals and registrations, including Development Approval should it be required. The licensee will be subject to the standard health and safety inspections by Council's Health Inspectors.

Location:

The site is located at 41 Morisset Street Queanbeyan, adjacent to the picturesque Queanbeyan River. The site for the kiosk/café is centrally located between the Park and the award winning Queen Elizabeth II Parkland. An existing concrete pad, power, water and gas will be available to the operator (respondent) onsite within the Park. Connection to these services will be the responsibility of the operator.

Refer to number "9" on the attached concept plan, for the location of the kiosk/café within the Park.



Information Available:

Access to the site and any other available information that may assist with this EOI will be made available to prospective respondents. All requests are to be made through Council's Urban Landscapes Department by contacting Debbie Sibbick via email: debbie.sibbick@gprc.nsw.gov.au, or via mobile phone on: 0427 238 149.

Project Timeframe:

It is envisaged the café/kiosk will be operational at the conclusion of the Park upgrade works, approximately 30 September 2019. Council will be in liaison with the successful café/kiosk operator during the Park upgrade works.

Meetings:

To ensure the project achieves QPRC objectives, the successful respondent shall make themselves available for an initial on-site meeting to review and discuss the requirements of the café/kiosk facility; and any other meetings as required on-site where Council staff can review the kiosk/café to ensure all requirements have been satisfied.

ATTACHMENTS

1. Aerial Plan (1 page) identifying site of Riverside Tourist Park and the location of the café/kiosk.
2. Draft Concept Design Plan.

ASSESSMENT OF SUBMISSIONS

Proposals shall be evaluated to determine the best value offered against conformance to the following criteria:

1. Value for money.
2. Efficiency and effectiveness.
3. Open and effective competition.
4. Probity and equity.

PROCESS TIMETABLE

1. Request for Expression of Interest Opens on 14 June 2019
2. Lodgement of Expression of Interests by 31 July 2019



Detail to Include in Expression of Interest

<i>Item</i>	<i>Detail</i>
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- | | |
|---|---|
| 1 | Full proposal to include: |
| 2 | Style, size, colour and construction type of proposed café structure (please supply photographs or relevant images) |
| 3 | Detail on proposed method of relocating the structure should the need arise |
| 4 | Proposed menu of products to be made available for sale |
| 5 | Any other associated infrastructure proposed to accompany the café structure |
| 6 | Copy of relevant insurances, health compliance certificates, as required by Council. |

Respondent Information

Company Name	
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ABN	
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Business Address	
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City / Town	
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State	
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Post Code	
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Office Phone	
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Email Address	
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Website	
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Respondents Contacts Detail	
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Name	
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Mobile Phone	
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Office Phone	
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Email Address	
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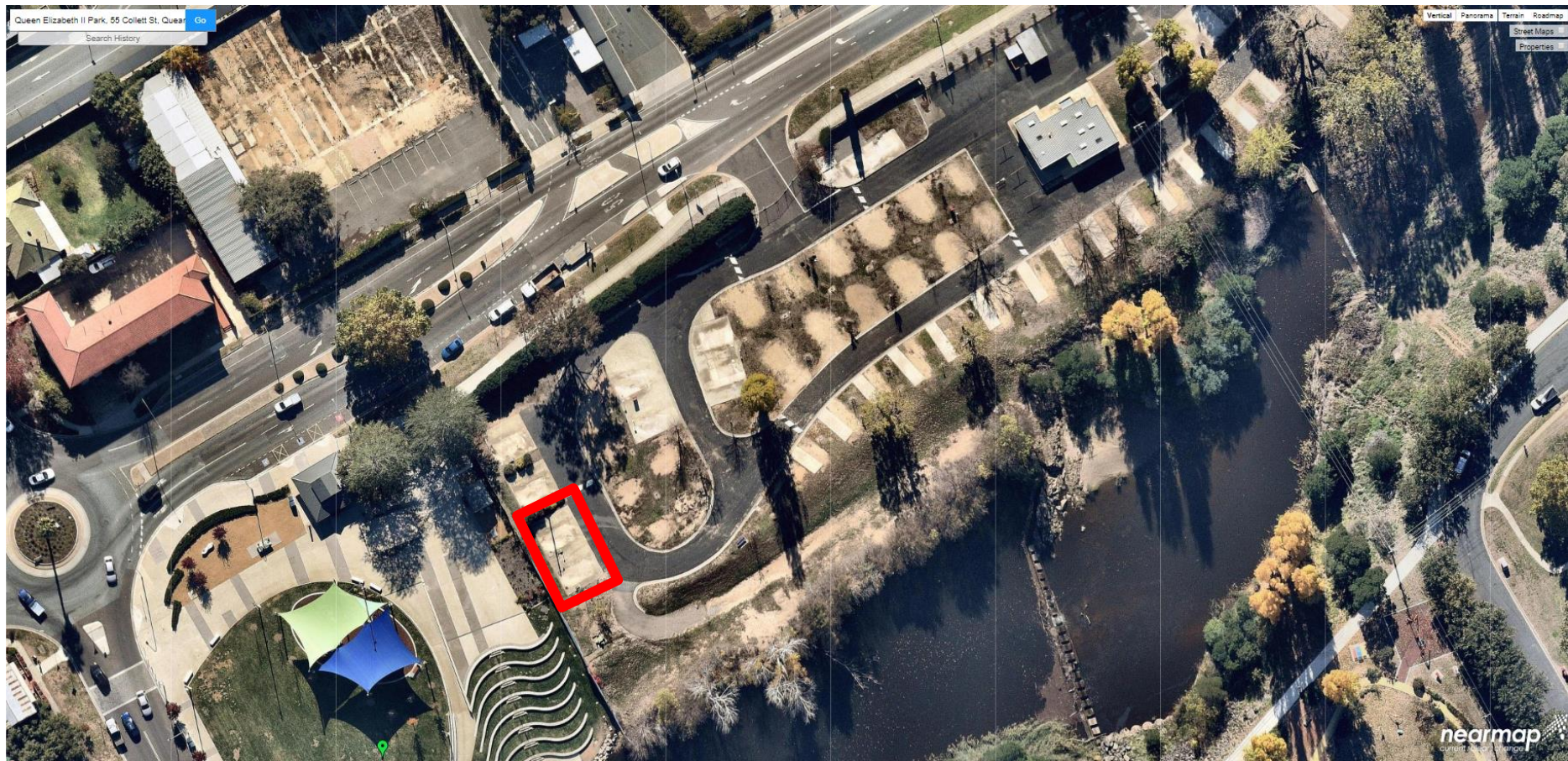
EOI Statement

Respondent's Authorised Representative Name

Date

Respondent's Authorised Representative Signature

Attachment 1: Aerial View – Queen Elizabeth II Parkland including existing undeveloped Queanbeyan Tourist Park



Area boxed in red on the aerial view is the proposed site of the relocatable kiosk/café. Access from the adjacent parkland is yet to be developed.

Attachment 2: Draft concept design for the redevelopment of the Queanbeyan Tourist Park

CONCEPT PLAN

Queanbeyan Riverside Tourist Park



Key Moves

- | | |
|--------------------------------|---|
| 1 Existing entry improved | 9 Kiosk |
| 2 Information signage | 10 Street tree planting within Morisset verge |
| 3 Entry pull-in bay | 11 Riverside shared path |
| 4 Bin enclosure | 12 Extend creek bank rockwork stabilisation |
| 5 Existing facilities building | 13 Connection to shared path |
| 6 Native garden with seating | 14 Future low level creek crossing |
| 7 BBQ shelter | |
| 8 Play space | |

