

Invitation for Tenure of a Community Facility

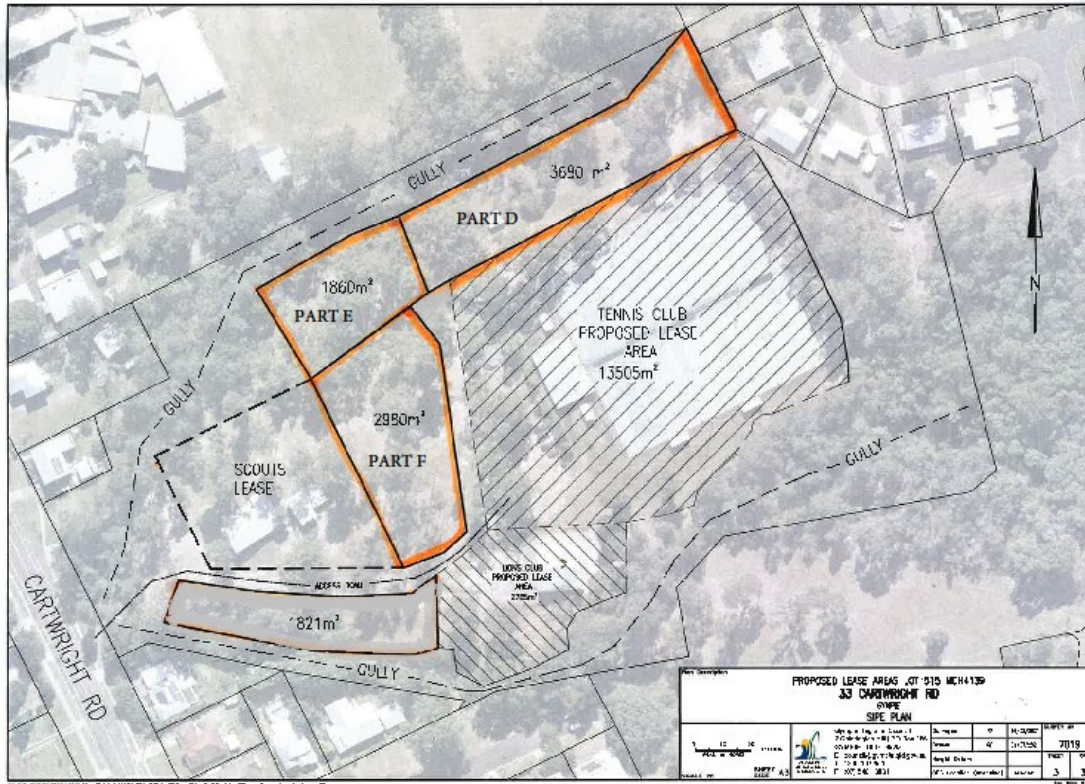
Invitation Name: Parts D, E & F, 33 Cartwright Road- Community Facilities Management Agreement
Invitation Number: RFI008

Contract Overview

RPD: Parts D, E & F - Lot 515 MCH4139
Location: 33 Cartwright Road, Gympie
Current Zoning: Community Purposes
Current Constraints: State Government Trust Land

Applications are invited from incorporated not-for-profit community organisations to enter into a Community Facilities Management Agreement over a part of the community facility situated at 33 Cartwright Road, Gympie.

There are 3 sites available for tenure described as **Part D** (3680m²), **Part E** (1860m²) and **Part F** (2980m²). These sites can be licenced separately or together. See below map.



PART 1 – APPLICATION PROCESS TERMS

The Application Process Terms will govern the entire application process, including the assessment of all applications.

The following attachment comprises the Application Process Terms:

Details

Application Process Terms

A summarised version of the process is as follows:

- This document represents the release of the Invitation to the market;
- Applications will be accepted until **5.00 p.m. on Monday, 28 March, 2022**;
- Evaluation of Applications will be conducted against predetermined evaluation criteria and within Council's governance and probity framework;
- Council, at its sole discretion, may shortlist Applications and conduct interviews as deemed necessary;
- Council may accept none, one or more of the Applications submitted.

Probity Environment

In the preparation of any applications, prospective respondents should consider the following:

- All requests for assistance, advice, clarifications and/or further information should be directed to the contact point contained in Schedule 1 Item 5 of this Invitation for Tenure of a Community Facility.
- Direct contact with any elected member of Council or Local Government Employee regarding any part of this Application, other than those listed in Schedule 1 Item 5, is prohibited.
- Any prohibited contact with a Local Government Employee or elected member of Council may result in the applicant or prospective applicant and their application being disqualified from the application process.
- The Application Process Terms will take precedence over information contained in this part in the event of conflict between the two.

PART 2 – LIST OF SCHEDULES

The following Schedules form part of this Invitation for Tenure of a Community Facility:

Schedule 1	Invitation Details
Schedule 2	Information Session
Schedule 3	Evaluation Criteria
Schedule 4	General Terms and Conditions
Schedule 5	Supporting Documentation
Schedule 6	Application Response Form

SCHEDULE 1 – INVITATION DETAILS

Terms used in this Invitation for Tenure of a Community Facility take their meaning from the Application Process Terms (APT) (available in Part 1 of the Invitation for Tenure of a Community Facility above).

This Invitation for Tenure of a Community Facility is subject to the Application Process Terms. A brief summary of key aspects of this Invitation for Tenure of a Community Facility is set out in the table below:

Item	Description	Detail
1.	Closing Date	5:00 pm, 28 March, 2022.
2.	Invitation Name and Number:	Name: Parts D, E & F, 33 Cartwright Road - Community Facilities Management Agreement Number: RFI008
3.	Application lodgement times	Any time up to that specified in Item 1 above.
4.	Validity Period	90 days from the Closing Date.
5.	Name and contact details	The Invitation Administrator is the Officer – Property Support Technical & Submission Enquiries Prospective Respondents are to address enquiries in relation to technical and submission aspects of the Invitation, in writing via email to property@gympie.qld.gov.au prior to the closing date.

6.	Application Box	Applications must be submitted electronically via email to property@gympie.qld.gov.au prior to the Closing Date.
7.	Local Government inviting Applications	Gympie Regional Council ABN 91 269 530 353.
8.	Clarifications	Cut-off for requests for clarification or further information is 5 days prior to the Closing Date.

SCHEDULE 2 – INFORMATION SESSION

Date and Time:	10 a.m., Thursday 10 March, 2022
Address:	33 Cartwright Road, Gympie
Special Instructions:	Respondents are required to register their attendance via email by 5.00pm, Tuesday 8 March, 2022, to property@gympie.qld.gov.au

SCHEDULE 3 – EVALUATION CRITERIA

The Evaluation Criteria are:

- (a) Proposed Community Facility Use
- (b) Organisational Capacity
- (c) Facility Management
- (d) Shared Occupation

Responses are to be provided in Schedule 6 – Attachments 1

SCHEDULE 4 – GENERAL TERMS AND CONDITIONS

The following attachment comprises the General Terms and Conditions.

Details

- Gympie Regional Council – Standard Community Facilities Management Agreement
- Gympie Regional Council – Maintenance Schedule
- Gympie Regional Council – Statutory Maintenance Schedule

Further obligatory terms and conditions Council will include but not limited to are as follows:

1. Respondents will be responsible for any costs of and incidental to the submission of their application.
2. Respondents are encouraged to carry out their own due diligence enquiries/searches of the tenure area prior to submitting their application.
3. The successful respondents shall bear all costs associated with developing the tenure area including but not limited to site excavation, built infrastructure (including building, plumbing and planning approvals), water and sewerage infrastructure and connections,, telephone and electrical infrastructure and connections.
4. The successful respondent will be responsible for any costs of and incidental to any legal fees associated with the execution of the Community Facilities Management Agreement (if they choose to engage a solicitor) and any survey fees if required.

SCHEDULE 5 – SUPPORTING DOCUMENTATION

The following attachments comprise the Supporting Documentation and form part of this Invitation for Tenure of a Community Facility:

Attachment Number	Details
1.	Survey Plan
2.	Zoning Map
3.	Title Search
4.	Search response for Environmental Management Register/Contaminated Land Register
5.	Aboriginal and Torres Strait Islander Cultural Heritage Database and Register Report

SCHEDULE 6 – INVITATION RESPONSE FORM

Refer to attached document for completion and electronic lodgement in the Invitation Box.

Appendix Number	Details
1.	Invitation Response Form (Word format)