Information for Respondents

Proposed 4.2 m x 6.7m Area Lease of building on portion of reserve 26843 21 Mead Street, Kalamunda (Jack Healey – Computer Room)

Invitation for Expressions of Interest (EOI)

Area Lease of building on portion of reserve 26843

21 Mead Street, Kalamunda (Jack Healey – Computer Room)

Site inspections site visit will be arranged with interested parties

Issued: 29 November 2023

Closing time is 5:00PM, Monday 8 January 2024

City of Kalamunda

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ACKNOWLEDGEMENT OF COUNTRY

We respectfully acknowledge the Traditional Owners, The Whadjuk Noongar People, as the Custodians of this land. We also pay respect to all Aboriginal community Elders, past and present, who have resided in the area and have been and continue to be an integral part of the history of this region.

1 DEFINITIONS

Council, or KAL means the City of Kalamunda Council

Government means State or Federal Government or its Agencies

RFP means Request for Proposal

Administration: Means both:

a) the process of administering the business of the City; and

b) the administrative body of the City itself, including employees of the local government, as headed by the CEO

CEO: Means the Chief Executive Officer appointed by the Council who has statutory obligations as set out in the Local Government Act 1995 along with the responsibilities of leadership and management required for the position. The most senior officer in the administration. He or she is directly accountable to the Council.

City: Means the administrative and management arm of the local government constituted as the City of Kalamunda.

Community: means entire population of the City of Kalamunda. It could also be extended to those who work in, or visit, the area for recreational or similar reasons.

Council: means the Elected Members sitting formally as a Council under the Act.

Councillor: means the Title given to an individual elected representative of a local government. Also known as "Elected member".

Council Policy: A formal statement or directive, strategic in nature, that gives effect to the City's legislation and external regulatory requirements. Policies guide decision making and govern the City's activities.

Local Government Act: means the Local Government Act 1995 and associated amendments or regulations.

2 Introduction

Background

Council is working to facilitate the realisation of the vision and jobs targeted for the Kalamunda City Centre through the Kalamunda Activity Centre Strategy, the Strategic Community Plan and strategic use of its land holdings.

Council now invites others who may have an interest in re-locating within the town of Kalamunda, or being a tenant in the City Centre, to lodge an Expression of Interest (EOI) in accordance with the lodgement instructions that follow.

The City of Kalamunda is seeking Expressions of Interest (EOI) for Commercial enterprise or Community Organisation to lease a space within 'Jack Healey Centre' building, located at 21 Mead Street, Kalamunda.

The City is responsible for the management of the site with the designated purpose of Community Purpose, any application for the space would need to accommodate harmoniously with other services provided in the community building and deliver clear community benefits.

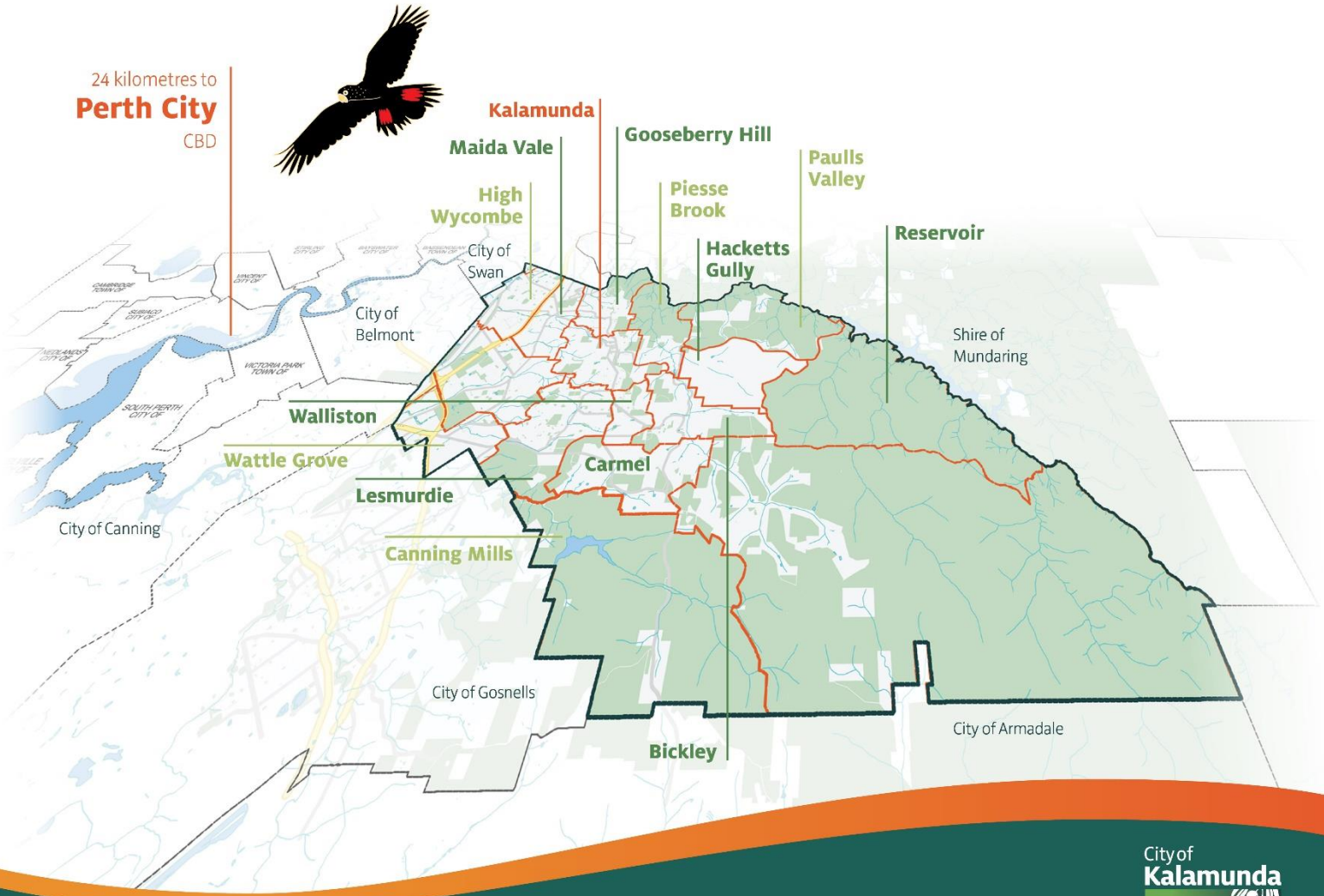
The Opportunity / Site offers:

- A central location on the corner of Mead Street and Canning Road
- An area of 28.14m^2
- An adjoining public car park
- 50m to the nearest Cafe

1.2 About Kalamunda

Located 24km from the Perth CBD, Kalamunda is a town and eastern suburb of Perth, Western Australia, located in the Darling Scarp at the eastern limits of the Perth metropolitan area.

This location is in a key area next door the public transport, with surrounding community activation.



3 This EOI

The Purpose

The purpose of this EOI is to provide tenants with an interest in being in the City Centre, the opportunity to lodge a proposal.

The Lease space offers:

The exclusive use of the office space within the Jack Healey building comprises of approximately 4.2 m x 6.7m floor space, two sink units, reverse air conditioner, access to shared facilities, parking provision, availability to public transport.

4 The Opportunity

The City is seeking EOI in order to:

- Establish the level of leasing interest
- Understand how interested parties may utilise the space within the building
- Receive comparable information from interested parties in order to fairly assess the suitability of possible leasing proposals.

As a guide, the City is proposing a leasing period of two (2) years with a further two (2) year option to extend the lease at the discretion of Council.

A site visit will be arranged with interested parties, please email for a relevant date and time.

5 The Process:

1. Publicly invite individuals with an interest in the Site to submit an Expression of Interest (EOI) by the 8 January 2024.
2. At the end of the EOI stage, respondents will be short listed by an Evaluation Panel based on criteria set for the EOI. The criteria will focus on:
    a. The contribution a proposal could make towards Council's economic, social and environmental objectives.
    b. The capability and capacity of the respondent to deliver the proposal.

The Evaluation Panel will assess proposals from a detailed selection criterion and prepare a report to Council recommending the preferred proponent.

6 The Site

Annexure 2 provides details of the Site and information pertaining to town planning. This information and the details below have been provided as a guide and any applicant should complete their own due diligence.

Table 1 – property summary

Property Description:	Jack Healy Centre, Council land at the corner of Mead Street and Canning Road
Current Site Improvements:	- An entry/exit to Canning Road - Part of a sealed temporary car park with approx. 33 all day spaces.
Legal Description:	Lot 10, 21 Mead Street Kalamunda
Area:	Leasable Area is – 28.14m2
Zoning:	LPS Zone Public Purpose

6.1 Detail of premises

The available space is within the Jack Healey Complex housing a range of services for seniors.

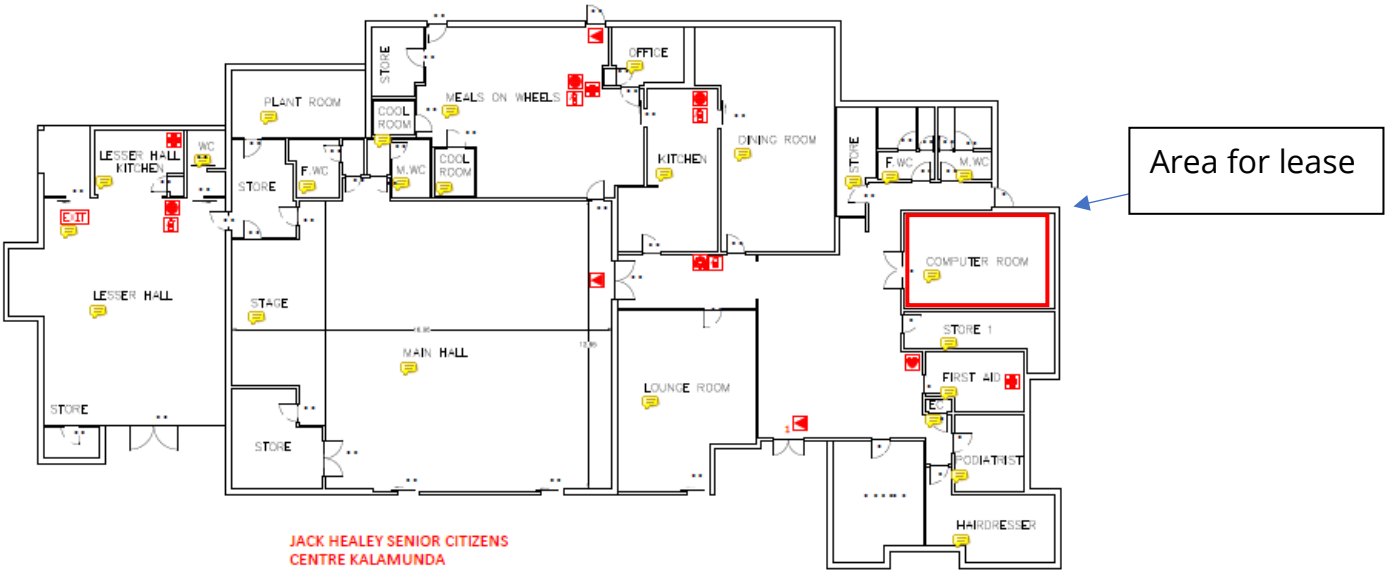
Located in the centre of town the building was named in honour of Jack Healey who was the instigator of a drop in centre for Kalamunda seniors.

The space has single door entry with locking mechanism, multiple power points and built in projector screen, two sinks with built in cupboards, natural light to room via window, area leads from shared space with two entries.

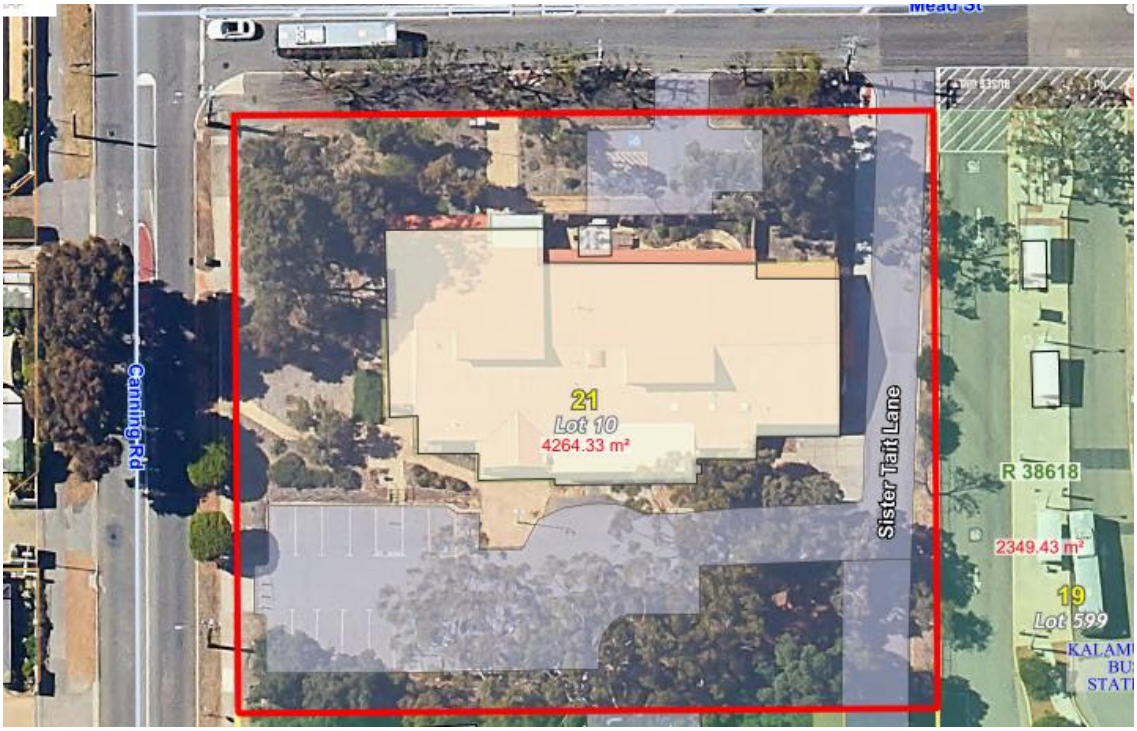
The building complex has the advantage of hiring other areas if required.

A plan of the building is shown below, it is accepted that interested parties should arrange for a viewing of the office space to properly appreciate the potential.

6.2 Floor Plan



6.3 Location Plan



7 What you Need to Do to Respond to this EOI

You will need to provide a **submission** that outlines:

- Your idea/concept for the area.
- Your experience and capability delivering your proposal.
- Financial capacity and funding available for your proposal.
- The proposed delivery method.
- The business model for your corporation
- Your approach to sustainability.
- The benefits your proposal will deliver in terms of job creation and meeting Council's vision for the City Centre.

All submissions should be lodged on the forms provided in accordance with the lodgement instructions contained in the documents no later than **Monday 8 January 2024.** ("the Closing Date"). Proposals received after will not be considered.

8 Delivery Method

Council is interested in ways that its land assets can be used to revitalise the City Centre, produce income and deliver community benefit.

To this end, it will consider innovative delivery methods that deliver more for its community beyond a traditional approach involving the leasing of land for an agreed value.

9 Assessment Criteria

Council's Evaluation Panel will be looking for value for money. Criteria it will use to determine value for money include:

Examples

- The quality of the proposal and its contribution to place making.
- The contribution the proposal will make to the the local community.
- The contribution the proposal will have towards adding new offers in the City Centre and ongoing economic growth.
- The proponent's capability and capacity to deliver what they propose.
- The income the proposal will produce and when in consideration of the risks involved.
- The timing of the delivery.

Council objectives

The City will consider all possible use for building that are complementary to the wider Precinct and area. The City will need to be satisfied that the area within building is maximised to the best possible benefit for the Community.

Expressions of Interest (EOI) process

Expressions of Interest are required to outline their vision and proposed operation for the space within the building in detail.

The City has detailed the following selection criteria (and weighting) to assess how proposals meet this objective. Please address the selection criteria within your application.

- **Demonstrated Understanding 50%:**

Applicants should detail for what purposes they intend to use the space within the building in a leasing capacity. This should align with the Kalamunda Advancing Strategic Community Plan. A copy of the Strategic Community Plan is attached for reference and alignment.

How our Strategic Community Plan is Used

Kalamunda Advancing 2031 - Strategic Community Plan outlines the vision for the City of Kalamunda and identifies community priority areas, objective, strategies and measures for the next 10 years.

Vision
A Connected Community, Valuing Nature and Creating our Future together.
Priority Areas

Priority 1 - Kalamunda Cares and Interacts	Looking after our people and providing our people with social and cultural enjoyment
Priority 2 - Kalamunda Clean and Green	Delivering environmental sustainability and maintaining the integrity of the natural environment
Priority 3 - Kalamunda Develops	Using our land and assets diversely and effectively. Supporting our local economy.
Priority 4 - Kalamunda Leads	Providing good government and leadership

- **Methodology 10%:**

Applicants should detail how they propose to engage the community and market the proposed use to the public. This will include days of operation per week, and also outline the level of capital expenditure proposed (if intended) for the building.

- **Relevant Experience 20%:**

Applicants should demonstrate relevant experience in providing the same or similar services to local government or the private sector over recent years. Experience in operating a venue should also be outlined.

- **Key Personnel, Skills & Resources 10%:**

Applications should outline their capacity to deliver the services including key personnel / professional skills. Descriptions should be provided as to the key personnel who will be involved, including past work of a similar nature.

- **Viability 10%:**

Applicants should detail what financial return they shall provide to the City during the lease, and over what period of time they anticipate the lease to extend. Ongoing financial viability and capacity should also be demonstrated.

Evaluation process

The City will use the above selection criteria for evaluating each EOI proposal. The City reserves the right to accept or reject any EOI.

The City reserves the right to assess the merit of each EOI by taking into account any matter, fact or circumstance which the City may deem appropriate, in its absolute discretion.

The City is not under any obligation to provide a respondent with a further opportunity to respond to the invitation for EOI.

The City reserves the right to offer a lease term period cognisant of the value of the capital expenditure proposed by the prospective lessee.

The submission of an EOI does not give rise to any contract during the EOI process.

The City reserves the right to terminate the EOI process at any time.

All EOIs shall be treated as confidential between the City and the Applicant.

This call of EOI is the first stage in a three-stage process:

Stage one

The first stage involves the calling of non-binding EOI. The City will assess all proposals received, based on the criteria outlined in this document. Following this process, the City will determine which, if any, of the proposals are to be invited to progress to the next stage.

Stage two

The City may call for more detailed responses from those shortlisted during Stage One. This will be by invitation only. The City will assess and determine which, if any, proposal to accept. The Local Government Act 1995 prescribes that the disposal of local government property (including by way of lease) is required to be advertised for public comment. The City will undertake a statutory period of advertising (minimum period of 14 days) and must consider any submissions made with respect to this matter before it is able to enter into any legal agreement with the preferred party.

Stage three

The parties may enter into a lease based on the terms and conditions outlined in the EOI proposal.

The City will put a report to Council.

At the completion of the EOI process, the City will notify all participants of the short list.

9.1 EOI Timelines

The EOI closes 8 January 2024.

Council expects to take 2 to 3 weeks to review submissions, complete and any interview and conclude its short list.

9.2 Communications

All communications relating to this EOI should be directed to:

Mandy Skeates

Manager Economic & Cultural Services
T (08) 9257 9959 |

E: enquiries@kalamunda.wa.gov.au

kalamunda.wa.gov.au

9.3 Other

In submitting a response to this invitation the Respondent acknowledges the following:

Costs and Expenses

Respondents will be responsible for all costs associated with making their submission under this document.

Confidentiality

Council may require the Respondent to enter into a formal Confidentiality Deed.

Disclaimer

This brief is intended to provide prospective respondents with background information to the likely tenancy of 12 mead Street, Kalamunda

While every care has been taken to prepare an accurate brief, COK cannot guarantee this information. Council nor any of its consultants accept responsibility to any organisation or other third parties under the law of contract, tort or otherwise for any loss or damage which may arise from anything contained in this brief, any matter deemed to form part of this brief, the supporting information or documents referred to in this brief or any information supplied on behalf of Council.

By receiving this brief, the respondent shall, without qualifications, be deemed to have acknowledged acceptance of and shall be bound by these requirements.

Acknowledgment and Declaration

The respondent acknowledges in submitting a response to this brief that they have no direct or indirect conflict of interest in participating with Council.

Lessee Responsibility:

- Fit-out of premises to Citys approval
- Installation of data, telephone and computer cabling
- Pay telephone & data charges
- Clean internal tenancy periodically
- Tenant's signage requirements to Council's guidelines
- Public Liability insurance cover for a minimum of $10M
- Remove waste & rubbish from tenancy
- Nominate a staff member to liaise with
- Abide by Council building rules
- Pay for percentage as agreed for water & electricity charge

Lessor Responsibility:

- Manage building
- Repairs & maintenance of building
- Cleaning of common areas.

General information

Persons interested in submitting an EOI are prohibited from soliciting support or influence from Councillors or Officers during this process.

The City's Code of Conduct applies. If the Bidder, whether personally or by an agent, canvasses any of the Principal's or Councillors or Officers (as the case may be) with a

view to influencing the acceptance of any EOI made by it or any other Bidder, then regardless of such canvassing having any influence on the acceptance of such EOI, the Principal may at its absolute discretion omit the Bidder from consideration.

Lodgement of tenders and delivery method

EOI must be lodged by the deadline. The deadline for this Request is 5:00pm (AWST), 8 January 2024.

EOI is to be lodged electronically to the Manager of Economic & Cultural Services at the City of Kalamunda via email. Enquiries@kalamunda.wa.gov.au

10 Annexure 1: Further Information about the Jack Healey Site

Jack healey Centre	
Address	Lot 57 (21) Mead Street, Kalamunda
Lot Size	4,264.33 m2
Current Zone	LPS Zone Public Purpose
Access	Mead Street and Sister Tail Lane
Proposed KACP Zone	Centre zone – See permissible uses below Density code: RAC 4 Plot ratio 1:2 (5,117sqm of floor space permissible) Variations possible for exceptional design outcome
Land Use Identification	Community Facility – Senior Citizens
Lot Type	FHOLD – City of Kalamunda
Building date	1981

Access to Carpark	
Address	Lot 500, Canning Road
Size	1,678m2
Current Zone	LPS Zone Public Purpose
Proposed Zone	Centre zone – See permissible uses below Density code: RAC 4 Allowable building height: 3 storeys Plot ratio 1:2 (2,014sqm of floor space permissible) Variations possible for exceptional design outcome
Land Use Identification	Car Park
Lot Type	Crown land vested with City of Kalamunda
Building date	N/A

10.1 Permissible uses

- Aged/Dependent Dwellings – D
- **Aged Residential Care – A**
- Amusement Parlour – D
- Art Gallery – P
- Bed and Breakfast – D
- Betting Agency – P
- Bulky Goods Showroom – D
- Caretakers Dwelling – D
- Car Park – P
- Child Care Premises – P
- Cinema / Theatre – P
- **Civic Use – P**
- Club Premises – P
- **Community Purpose – P**
- Consulting Rooms – P
- Convenience Store – D
- Educational Establishment – D
- Family Day Care – D
- Fast Food Outlet – P
- Funeral Parlour – D
- Garden Centre – P
- Grouped Dwellings – D
- Health / Fitness Centre – P
- Home Business / Occupation / Office – P
- Home Store – P
- Hospital – A
- **Hotel – A**
- Cottage Industry – D
- Lodging House – A
- Lunch Bar – P
- Market – A
- Medical Centre – P
- **Motel – A**
- Motor Vehicle, Boat or Caravan Sales – D
- Motor Vehicle Repairs – D
- Motor Vehicle Wash – D
- Museum – A
- **Multiple Dwelling – P**
- Night Club – A
- Office – P
- Place of Worship – A
- Public Utility – P
- Reception Centre – P
- Recreation Private – D
- **Restaurant / Café – P**
- Service Station – D
- **Shop – P**
- Single Bedroom Dwelling – D
- Small Bar – P
- Tavern – A

Useful reference documents:

- Kalamunda Activity Centre Plan - https://www.kalamunda.wa.gov.au/building-development/planning/projects/kalamunda-activity-centre-plan
- Design WA & R-Codes Volume 2 - https://www.dplh.wa.gov.au/policy-and-legislation/state-planning-framework/design-wa/design-wa-stage-1-documents-and-additional-resourc
- Draft (internal) Kalamunda Parking Review - \\kalamunda.wa.gov.au\global\planning and development\Planning\STRATEGIC PLANNING\Kalamunda Parking Review\V1 - Draft for internal comment