

Invitation for Expressions of Interest



EOI Title: Gymnasium Operation – Pembroke Park Stadium

Date of Issue: 25 November 2021

Closing Date: 28 January 2022

Overview

Sorell Council (Council) is responsible for facilitating the ongoing development of a vibrant, sustainable and liveable South East Region. Our organisation's objectives are to: Facilitate Regional Growth, Ensure a Liveable and Inclusive Community, Responsible Stewardship and a Sustainable Organisation and Increased Community Confidence in Council.

The construction of Pembroke Park Stadium is scheduled for completion in February 2022. The stadium complex includes two netball/basketball courts, a showcase court, gymnasium, offices, meeting rooms, change rooms, umpire's rooms, storage, kitchen/canteen, bar, function room and parking. Funding for this significant community project was secured through grants of \$2.5 million from the State Government and \$6 million from the Federal Government's Community Development Grants Programme.

Council is now looking to confirm an operator for the gymnasium and is seeking Expressions of Interest (EOI) for the supply of gymnasium operations within the newly built facility.

The intention of the EOI is for Council to gain an understanding of the supplier market and range of possibilities that may be available in this space. This EOI process is the first stage of a multi-stage process in securing an operator for the gymnasium.



1. EOI Details

EOI title:	Gymnasium Operation - Pembroke Park Stadium
Location:	Pembroke Park Stadium, Montagu St, Sorell
Agreement:	24 month lease/licence
Hours of Operation:	8.30am - 10.00pm Weekdays 8.00am - 10.00pm Saturday 9.00am - 6.00pm Sunday *Council is progressing with an amendment to the planning permit for earlier morning access from 6.00am.
Fee:	To be detemined
Footprint:	60 metre sq. Potential opportunities for access to other areas within the facility and precinct.

2. Registration

Registration Contact	Applicants must register their details with jo.cooper@sorell.tas.gov.au to ensure they are kept informed of any changes or additional information that may arise in relation to this EOI.
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3. Organisation contact

Project manager

Name:	Jess Hinchen
Position title:	Manager Customer & Community Services
Contact details:	jess.hinchen@sorell.tas.gov.au

Second contact person

Name:	Jo Cooper
Position title:	Corporate Administration Officer
Contact details:	jo.cooper@sorell.tas.gov.au

4. Closing time

Closing time

Closing Time	5.00pm Friday 28 January 2022
Late submissions will not be accepted	

5. Lodgement details

Lodgement

EOI Lodgement to jo.cooper@sorell.tas.gov.au

6. Briefing session

Site Briefing session

Briefing session time and date By Appointment

Location of briefing session **Pembroke Park Stadium**

Attendance at the briefing session is Optional
Confirmation of attendance required to jo.cooper@sorell.tas.gov.au

7. Indicative timetable

Please note: this timetable provides invitees with an indication of the timing of the EOI process. The timetable is indicative only and may be changed by the organisation.

Activity	Date
EOI issued	24 November 2021
Site briefing session	By appointment
End of period for questions or requests for information	14 January 2022
Closing time for submission of EOI	5.00pm - 28 January 2022
Intended completion date of short-listing process	To be confirmed
Intended date for communication of next stage	To be confirmed

8. Additional materials

Item	Description
1	For Construction Plan - Pembroke Park Stadium
2	Pembroke Plan Master Plan Summary

9. Overview of Requirements

EOI's are sought from suitably qualified operators for the operation of the Gymnasium located within Pembroke Park Stadium. The following provides an overview of the minimum requirements for inclusion in the EOI:

- Experience in the operation of a Gymnasium and/or like operation. Please provide relevant information confirming successful commercial operation, provision of quality customer service/experience and development and/or sustainability of the business.
- Proposed type of Gymnasium business you are considering for the stadium, including but not limited to proposed style, hours/days of operation, staffing, fit out budget and other supporting documentation you deem relevant.
- Other related services/benefits that may be offered to or within the Stadium (including to the sporting club members/anchor tenants).
- Supporting information to give Council confidence that the Gymnasium will provide the ongoing consistency of required services to the community, catering for a broad range of demographics.
- Confirmation of the financial capacity to establish and trade profitably & professionally. Relevant financial statements will be required prior to finalising lease.
- At least 2 relevant references who can be contacted.

10. Eligibility & Evaluation criteria

The EOI will be evaluated against:

- (a) The evaluation criteria identified in the table below; and
- (b) The overall proposition presented.

Eligibility Criteria

To be eligible for consideration for this EOI, applicants must fit the following criteria:

Have a Comprehensive Business Plan.

Hold current Public Liability Insurance cover to the minimum value of \$20million, or provide evidence supporting undertaking to obtain same.

Hold the necessary insurances to operate a gymnasium service.

Be a registered Australian Business.

Be able to provide a National Police Certificate for operator and all staff engaged by the operator.

Evaluation criteria

Applicants will be evaluated on their response to the following criteria:

1. Confirmation of the financial capacity to establish and trade profitably & professionally.

Relevant financial statements will be required prior to finalising lease/licence.

2. Business Plan, inc. proposed hours of operation, fit out & asset management plan.
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3. Qualifications & experience, ability to manage the facility to a standard satisfactory to Council.
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4. Balance of commercial and community outcomes, willingness to engage with local clubs.
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5. Diversity of programs offered, group fitness, PT etc for community benefit.
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Expression of Interest – Provision of Gymnasium Services Application Form

Business Name: ABN

Name: Position:

Email: Address:

Telephone: Mobile:

Eligibility

Does you have a comprehensive Business Plan? Yes, attached No

Do you hold current Public Liability Insurance cover to the minimum value of \$20million, or provide evidence supporting undertaking to obtain same? Yes, attached No

Do you hold the necessary insurances to operate a gymnasium? Yes, attached No

Are you a registered Australian Business? Yes, attached No

Able to provide a National Police Certificate for operator and all staff engaged by the operator? Yes, attached No

Evaluation criteria addressed

Applicants will be evaluated on their response to the following criteria:

1. Confirmation of the financial capacity to establish and trade profitably & professionally. Relevant financial statements will be required prior to finalising lease/licence.

Response:

2. Business Plan, inc. proposed hours of operation, fit out & asset management plan.

Response:

3. Qualifications & experience, ability to manage the facility to a standard satisfactory to Council.

Response:

4. Balance of commercial and community outcomes, willingness to engage with local clubs.

Response:

5. Diversity of programs offered, group fitness, PT etc for community benefit.

Response:



Reference to be contacted

Reference 1

Name:

Position:

Contact Number:

Email:

Details of relationship to referee:

Reference 2

Name:

Position:

Contact Number:

Email:

Details of relationship to referee:

Full Name of Applicant:

Position:

Signed:

Date:

Full Name of Witness:

Position:

Signed:

Date: