

Request for Proposal

Contract Name	Trial of Council Owned Parklet Use for Businesses in Hervey Bay and Maryborough
Contract Number	CQDC266 - 23/24

1. INTRODUCTION

Fraser Coast Regional Council (FCRC) is seeking proposals from local hospitality businesses in Hervey and Maryborough to trial a council owned parklet (See photos and current location in Appendix F) for a period of 6 months. This will provide local hospitality businesses an understanding of the benefits and considerations for a business to purchase their own parklet in the future.

2. BACKGROUND

Council is keen to encourage the extension of parklet locations across the Fraser Coast Region in an effort to activate outdoor dining in specific areas where local hospitality businesses are located.

There are many benefits for local hospitality businesses in hosting a parklet outside their premises, whilst also activating other businesses and streets.

Council has completed a Parklet Policy and Guidelines document (See Appendix D) to promote and activate local hospitality businesses through outdoor dining. These documents provide the grounds for what type of local hospitality business can be considered for this trial.

Council has purchased one (1) parklet, which is able to be used for the parklet trial by those local hospitality businesses who provide a submission under this Request for Proposal and are offered this opportunity by council.

3. STATEMENT OF WORK

FCRC is offering local hospitality businesses in Maryborough and Hervey Bay who fulfill the Parklet Policy and Guideline (See Appendix D) requirements an opportunity to provide a submission for this Request for Proposal to host a council owned parklet for a trial period of 6 months.

1. The parklet is owned by Fraser Coast Regional Council and provided as part of the trial for use (only).
2. Trial of the parklet will be for a 6-month period for a local hospitality business.
3. Businesses given the opportunity to trial the parklet, will not be charged for the use of the parklet, but must ensure all set requirements for the trial of the parklet are maintained.
4. Council will place the parklet infrastructure in place and remove the parklet at the end of the 6-month trial period.
5. Council has preferred locations for this parklet trial (see Appendix E) but anywhere in Maryborough QLD 4650 or Hervey Bay QLD 4655 will be considered.
6. Once a preferred local hospitality business is identified, a contract will be negotiated with the business for the 6-month trial period.
7. The parklet is provided for 1 car space only.
8. The total trial period will run over 12 months, with the one (1) parklet placed at outside each local hospitality business give the opportunity for a 6-month period (2 local hospitality businesses for this total trial period of 12 months).
9. Respondents offered to a 6-month trial of the one (1) parklet will need to complete a Parklet Application Form prior to receiving the parklet for the 6 month trial period.
10. Respondents who are offered a 6-month trial will receive a parklet permit outlining conditions and will need to complete a contract with council for the use of the council owned parklet
11. Respondents offered the 6-month trial will be responsible for undertaking their own due diligence at their own cost to take on this 6 month trial prior to providing a submission under this Request for Proposal.

4. DELIVERABLES AND PERFORMANCE MANAGEMENT

Council's Economic Development team will monitor deliverables and performance of the parklet 6-month trial.

5. INSURANCE

A requirement for the 6-month trial of the parklet is that the business owner will be required to maintain a valid public liability policy, noting Fraser Coast Regional Council as an interested party. The policy must ensure for \$20 million to cover injury, loss or damage to persons or property arising out of the activity carried out under the parklet permit conditions.

Council will require a copy of the 'certificate of currency' as part of the conditions of the permit. The insurance requirements must also indemnify the Council against all actions, proceedings, claims, demands, costs, losses, damages, and expenses which may be brought against, or made upon, the local government or the State as a result of the activity.

6. PROPOSAL REQUIREMENTS

Your proposal should address (as a minimum) all the information required in Appendix B Non-Price Submission Form and it must be signed.

7. STAGE 1 MANDATORY REQUIREMENTS (if applicable)

Determine proposals that do not conform to the mandatory requirements to move to Stage 2.

- a. Non-conforming proposals may not be evaluated further as part of the evaluation process for subsequent Stage 2 and 3.
- b. Non-conforming proposals include Submissions not properly completed (i.e. where the Proposal Response Form has not been fully completed or attachments are not included).
- c. All conforming Proposals that meet the mandatory requirements may be advanced to Stage 2.

7.1 Mandatory Requirements

Requirements	Description
Hospitality business Maryborough or Hervey Bay location	Respondents must be a hospitality business that serves food and drinks (such as café or restaurant)
Maryborough QLD 4650 or Hervey Bay QLD 4655 location	Respondents must have their hospitality business (Shop front) located with a Hervey Bay QLD 4655 or Maryborough QLD 4650 street address.
Parklet Policy and Guidelines requirements (See Appendix D)	Respondents must fit the parklets eligibility criteria outlined in the Fraser Coast Parklet Design Guidelines document on page 5.

8. STAGE 2 - SCORING QUALITATIVE CRITERIA

Proposals will be evaluated based on the scoring of qualitative criteria below:

Evaluation Criteria	Assessment
Proposal	Council will assess the respondent's proposal to ensure it meets councils' requirements.
Location of the business	Council will assess the respondent's proposed location of parklet to see if it is in preferred locations (see Appendix E).

Scoring Guidelines

The evaluation panel will allocate scores in accordance with the scoring ratings below:

Proposal	5	Proposal exceeds requirements
	4	Proposal meets requirements, exceeds some
	3	Proposal meets requirements
	2	Proposal meets most/some requirements
	1	Proposal is difficult to assess against criteria with High risk.
	0	Non-conforming proposal - Submission not property made - Incomplete Submission - Respondent has either stated non-compliance, demonstrated non-compliance, or there is insufficient information to assess.
Location of the business	5	Proposal location is within a preferred location as detailed in Appendix E
	3	Proposal within Hervey Bay QLD 4655 and Maryborough QLD 4650
	0	Non-conforming proposal - Submission not property made - Incomplete Submission - Respondent has either stated non-compliance, demonstrated non-compliance, or there is insufficient information to assess.

The Proposal with the highest Total weighted score is assessed 1st ranked Respondent. As this is a total of a 12-month trial (2 x 6-month trials) the two (2) highest ranked Respondents will move on to Stage 3. The highest ranked will be given the first opportunity for the trial and then the 2nd ranked will be given the next opportunity. Should for some reason neither the 1st or 2nd ranked respondent be able to undertake the trial, council reserves the right to move on to further ranked respondents to undertake the trial (this is at council's absolute discretion).

9. STAGE 3 - DUE DILIGENCE CRITERIA

Council will assess the criteria below to determine whether the due diligence criteria is passed or failed.

Evaluation Criteria	Assessment
Respondent has attached a copy of their Certificate of Currency/s	Pass/Fail
Council will confirm if the site meets policy and guideline requirements through a site inspection.	Yes/No

10. PROPOSAL PRICES

Proposals (**Complete and sign the word version of Appendix B – Non-Price Submission Form separable attached**) are to be submitted via email to procurement@frasercoast.qld.gov.au by 5 pm Wednesday, 17 July 2024.

The council may not consider any submissions received after the closing date and time.

The most advantageous proposal will be the highest non-priced weighted score, that is ranked first and offered the first opportunity to enter the trial period for the parklet. Council will then go to the following ranking for a further trial of this parklet for the remaining six (6) months of the trial.

11. PRICING

There is no pricing information required pertaining to the trial of the parklet. The council will provide the parklet at no cost to the local hospitality businesses as part of the trial for a 6-month period.

The only expected costs to the local hospitality business will be insurance and additional infrastructure (e.g. furniture or shade additions) or initiatives to support the parklet outlined in the Respondent's proposal.

12. CONTACT DETAILS

NAME: Michael Melit

Procurement Business Partner

Email: procurement@frasercoast.qld.gov.au

APPENDICES:

- A. Conditions of Proposal
- B. Non-Price Submission Forms
- C. General Conditions of Contract
- D. Parklet Policy and Guidelines
- E. Council's Preferred Locations
- F. Photos of Council's Parklet and current location

APPENDIX A – CONDITIONS OF PROPOSAL

FCRC will provide a council owned parklet to trial at local hospitality businesses in Maryborough and Hervey Bay.

Council will provide:

- A council owned and designed parklet (5000 X 2500mm) for a 6-month period.
- Protection infrastructure for the parklet on site.
- The parklet at no cost as part of the trial.
- A parklet permit with conditions for the use of the parklet.
- Placement of the parklet and protection infrastructure (and removal) at the end of the trial.
- Trial documentation and agreement (to be negotiated with the preferred Respondents).

The Respondent is expected to:

- Ensure required insurances are in place, as outlined in the Request for Proposal document.
- Regularly clean and maintain the parklet infrastructure.
- Provide allowance for the general public to use the parklet outside business hours of the Respondents business.
- Provide any additional seating or infrastructure as outlined in the Respondents proposal for the trial.
- Preferred Respondents will be required to complete a Parklet Application Form (no charge applicable).
- Preferred respondents will be required to negotiate and sign an agreement with the council to trial the parklet.
- Respondents will be required to maintain the parklet in line with the Parklet Approval conditions; and
- Must meet the Parklet policy/guidelines (see Appendix D).

APPENDIX B – NON-PRICE SUBMISSION FORMS

RESPONSE FORM

The respondent is to complete this response form and return with their proposal and any attachments.

This proposal is for a trial of a council owned parklet to be located at the front of (add address):

Name of Business: _____

ABN: _____

Organisation: Company/Trust/Sole Trader/Partnership _____

Address: _____

Email: _____ Phone/ Mobile: _____

- a) Outline why your business would like to trial this parklet for a period of 6 months? (e.g. Is your business interested in hosting a parklet on a permanent basis?)

- b) Proposed use of the Parklet (outline your ideas for the use of the parklet, inclusions and how it will be maximised) and detail how you will meet the Conditions of Proposal in Appendix A above and Conditions of Contract in Appendix C below:

**Any images or proposed plans for the parklet should be attached when submitting this proposal.

c) Outline the history of your business and any additional information to support your proposal:

The respondent must meet the following requirements from Council's Parklet Policy and Design Guidelines (See Appendix D) to be considered for this trial:

1. The Parklet Program is exclusively for local hospitality businesses on the Fraser Coast. No other business types, industries or sectors are eligible for a parklet.
2. The Parklet must meet the location requirements (outlined below) to be considered for this proposal.

Location/traffic conditions for parklets may be eligible in streets with the following:

- Parallel parking or angled parking.
- Straight road geometry ensuring uninterrupted line of site for drivers.
- At least 10m from an intersection (measured from the building line).
- A speed limit of 50km/hr or less.
- Streets which are not State controlled roads (unless specific approval is provided by Department of Transport and Main Roads).
- Any parklet within 20m of the departure side of a signalised intersection will be considered on a case-by-case basis.
- Located directly adjacent to/in front of the business or venue hosting the parklet.

***Carparks with drainage grates, pits and outlet infrastructure, cannot be considered for this parklet trial.**

- d) Provide details of how you meet these Council’s Parklet Policy and Design Guidelines (See Appendix D) requirements as listed above:

- e) Outline any consultation undertaken to inform nearby business of your proposal and indicate support/non-support for your proposal:

- f) Outline the days and hours of trade of the business:

	Response
I have attached a copy of our Certificate of Currency?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
I accept that a trial of a parklet will be offered for a period of 6 months	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Has the Respondent read the Parklets Policy and Design Guidelines (See Appendix D) documents?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<p>Conflict of Interest</p> <p>Respondent must tick either Yes or No to disclose details of any possible Conflict of Interest that exists or may arise in relation to the Request for Proposal process. This includes potential, perceived and actual conflicts.</p>	<input type="checkbox"/> *Yes / <input type="checkbox"/> No *If Yes, please attach details .
Does the respondent have a current Footpath Dining permit with Council?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<p>Respondents must provide a full proposal that contains the following details:</p> <ul style="list-style-type: none"> Name and contact details for the business owners, including ABN. Outline hours of trade for the business History of the business Details regarding the proposed use of the Council's parklet and activities to be undertaken in trialling the infrastructure A copy of the organisations' Certificate of Currency with a minimum of \$20 million public liability A copy of the organisations' Certificate of Currency for Workcover if required by law. 	Completed: <input type="checkbox"/> Yes / <input type="checkbox"/> No
Acceptance that a trial parklet may be offered for a period of 6 months and that the business is responsible for undertaking its own due diligence (at own cost) to take on this trial.	<input type="checkbox"/> Yes / <input type="checkbox"/> No

EXECUTION:

I/We hereby certify that I/we am/are the authorised representative/s of the above business and that I/We have authority to sign this document on its behalf.

I/We have read and understood, and agree to abide by the conditions of this Proposal.

NAME: _____ **NAME:** _____

POSITION: _____ **POSITION:** _____

SIGNATURE: _____ **SIGNATURE:** _____

DATE: _____

APPENDIX C – CONDITIONS OF CONTRACT

Proposed Conditions:

- The respondents parklet proposal must be consistent with the Council Parklet Policy and Design Guidelines (see Appendix D).
- The respondent must maintain cleaning and maintenance of the parklet.
- The respondent must Inform Council of any damage or broken infrastructure to the parklet while the trial is in place.
- Respondents must ensure that required insurances remain in place, for the duration of the trial.
- Preferred respondents will be required to complete a Parklet Application Form (no charge applicable).
- Upon approval from Fraser Coast Regional Council, the respondent will be provided an approval letter which will inform of specific conditions for the parklet use.
- Preferred respondents will be required to negotiate and sign an agreement with council to trial the parklet outside the business.

APPENDIX D – PARKLET POLICY AND GUIDELINES

See attached links:

Parklet Policy:

<https://www.frasercoast.qld.gov.au/downloads/file/5210/parklets-council-policy>

Parklet Design Guidelines:

<https://www.frasercoast.qld.gov.au/downloads/file/5202/fraser-coast-parklet-design-guidelines>

APPENDIX E – COUNCIL’S PREFERRED LOCATIONS IN MARYBOROUGH AND HERVEY BAY

The council has identified areas it feels will benefit from the introduction of parklets and which will activate business areas, supporting local businesses and community members.

Preferred locations for parklets include:

- Adelaide Street, Maryborough (Alice Street to Sussex Street).
- Township nodes along the Esplanade (and side streets off the Esplanade) at Scarness, Torquay and Urangan (shop precincts).
- Main Street Pialba (between Boat Harbour Drive and The Esplanade) and Torquay Road (between Main Street and Taylor Street).

**Locations will be weighted to support areas which the Council would like to see parklets encouraged.*

APPENDIX F – COUNCIL'S PARKLET PHOTOS (currently located outside City Hall in Maryborough for physical viewing)



