

EXPRESSION OF INTEREST

Expression of Interest (EOI)	FOR THE STAGING OF MARKETS IN THE TOWN OF BASSENDEAN
EOI Number	EOI 01/2020
Opening and Closing Date and Time	<p>OPENING: Thursday 26 November 2020</p> <p>CLOSING: 5pm, Monday 1 February 2021</p> <p>(Western Australian Standard Time)</p>
Lodgement Details	<p>Email: mail@bassendean.wa.gov.au</p> <p>Post: PO Box 87 Bassendean WA 6054</p> <p>Hand delivered: 35 Old Perth Road, Bassendean</p> <p>LATE SUBMISSIONS <u>WILL NOT</u> BE ACCEPTED</p>

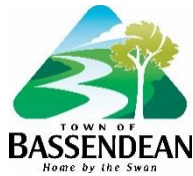
BRIEFING SESSION FOR INTERESTED RESPONDENTS

Whilst not compulsory, interested respondents are encouraged to attend a briefing session on **Wednesday 9 December** to find out more about the:

- Background of the EOI process
- Alignment to the Town's Strategic Community Plan 2020-2030
- Overview of the Town's community
- Potential opportunities in terms of spaces that could be activated and what's on offer
- Question and answer session for interested respondents with Town Staff

Briefing session details include:

Date	Wednesday 9 December 2020
Time	5.30pm – 6.30pm
Location	<p>Library Meeting Room 1 Bassendean Memorial Library (46 Old Perth Road, Bassendean)</p> <p><i>All attendees will be required to sign an acknowledgement register of attendance and to comply with COVID Contact Tracing Requirements.</i></p>



Expression of Interest (EOI) Process

November 2020

Staging of Markets in the Town of Bassendean

Introduction

The Town of Bassendean (Town) is seeking submissions from suitably capable and experienced individuals or organisations to operate and manage a market(s) within the district.

The Town is looking for a creative and innovative market model that will meet key strategic objectives, including (but not limited to) activating public spaces, providing the opportunity for community connections, engaging with local artists, cultural practitioners, community groups and supporting local businesses and economic development.

In calling for expressions of interest, the Town is keen to explore options available in the staging of markets across the suburbs of Ashfield, Bassendean and Eden Hill that will facilitate community connection and vibrant Town precincts. Depending on the number and quality of submissions, the Town may provide approvals for more than one market to be staged within the district (however is very conscious of and will avoid the potential for any detrimental impact to providers.)

Background

Currently the Town has a monthly market (Old Perth Road Markets) with handmade/handcrafted local arts and crafts, local produce, food vendors, live entertainment and children activities. These markets have been running for 10 years and operate under a Town-commissioned multi-disciplinary management structure.

The Town considers a well-run market to be an important part of meeting some of the key directions of the Town's [Strategic Community Plan 2020 - 2030](#):

- Creating an environment where people feel welcome and safe
- Facilitate community connection
- Innovative in response to sustainability challenges
- Creating a vibrant town centre and precincts
- Supporting the local economy
- Engage the community in arts and culture

In February 2020, Council [resolved](#) to conduct an expression of interest process regarding the future staging of the Old Perth Road Markets with any new delivery model to come into effect from 1 July 2021.

To maintain the competitiveness and popularity of the markets and to ensure that they are being operated in accordance with the optimal management model, the Town

seeks submissions that will be assessed from a social, economic, and environmental perspective.

Scope of the EOI

Respondents must demonstrate how they will deliver a creative and innovative market with consideration for the aforementioned strategic directions as well as the following:

Location and timing
<ul style="list-style-type: none"> Propose the location - with consideration for parking, entry and egress, space activation, if proposal not on Town land – consent from owner, ease of access (all abilities), close to public transport, pedestrian/cycle routes Propose the timing (ie. weekly/monthly and time of day/night).
Demonstrated Experience and Capacity
<ul style="list-style-type: none"> Marketing Plan - Demonstrate how the Market would be branded and marketed to the community. Implementation Plan - Outline how the Market would run on Market Day. Community Engagement and Partnership Plan - Provide a high level outline on how you will engage with key stakeholders: Town Officers, local community groups, businesses, suppliers and the community. Capacity to deliver - Outline the team’s experience and expertise, roles and credentials and successes in the sphere of recent similar markets or events. Risk management – Demonstrate experience and capability in developing and implementing relevant risk management plans and adhering to effective OHS practices including the implementation of Covid Safety Plans. Insurance – Certificates of currency of insurance cover up to a maximum of \$20,000,000 for Public Liability Insurance, and where applicable relevant certificates for Professional Indemnity and Workers Compensation insurance policies. References - Include two industry contacts who the Town may contact for comment for a reference.
Financial and economic viability
<ul style="list-style-type: none"> The respondent must demonstrate they can operate a market that absorbs its own operating costs, operates independently and is self-sustaining.
Sustainability, Innovation and Creativity
<ul style="list-style-type: none"> Describe how you will showcase and embrace sustainable practices including waste management and comply with the Towns ban on single use plastic and balloons as required (Policy 2.15). Describe how you will deliver innovative creative and engaging community experiences that build a sense of place and belonging.

In calling for expressions of interest, the Town is open to appointing more than one market provider and will provide all the necessary approvals for the successful respondent(s) to stage the market for an initial period up to three years. The Town is willing to negotiate the potential waiving of fees associated with any requisite Town permits.

EOI Timeline

Open on **Thursday 26 November 2020**

Closes on **5pm, Monday 1 February 2021**

Decision to be provided by March 2021 to allow sufficient time for the new delivery model to be implemented from 1 July 2021.

Submission of EOI

EOI to be submitted that addresses the following (maximum of three A4 pages):

- Short statement addressing each of the following criteria in relation to the market being proposed:
 - Location and timing
 - Demonstrated experience and capacity
 - Financial and economic viability
 - Sustainability, Innovation and creativity

- The respondent may also provide supporting documentation.

Assessment of Submissions

EOI will be assessed against the following criteria:

Demonstrated experience and capacity	40%
Financial and economic viability	30%
Sustainability, Innovation and creativity	30%

Submissions must be received by 5pm, Monday 1 February 2021

Enquiries and submissions should be directed to:

Salvatore Siciliano (Manager Recreation and Culture)

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