

**Request for Proposal – Form**

**Lease of Building 512 (Cane Room)   
Callan Park**

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| **KEY DETAILS** | |
| **RFP Number** | EF23/3328 |
| **Commencement Date** | 19 March 2025 |
| **Closing Date** | By 3:30pm on 16 April 2025 |
| **Lodgement method** | By email to leasing@gsp.nsw.gov.au |
| **Nominated Contact** | [leasing@gsp.nsw.gov.au](mailto:leasing@gsp.nsw.gov.au) |
| **Site inspections** | 11am to 11.30am, Tuesday 25 March 2025  11am to 11.30am, Tuesday, 1 April 2025  11am to 11.30am, Tuesday 8 April 2025 |

1. **Respondent details**

| **Respondent’s name** |  |
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| **Legal entity\*** (e.g. company, trust, sole trader, individual)  **Confirmation of not-for-profit status.** |  |
| **Is the legal entity foreign owned?** |  |
| **Registered business name** |  |
| **Trading name** |  |
| **ABN/ACN** (if applicable) |  |
| **Registered trading address** |  |
| **Address for correspondence** (if different to the above) |  |
| **Respondent’s Authorised Contact** |  |
| **Email** |  |
| **Phone** |  |
| **Position** |  |
| **Notification of any information concerning findings of dishonest, unfair, unconscionable, corrupt or illegal conduct against the Respondent, its directors or management** |  |

\* Where a company is the Respondent, an ASIC Current Company Extract must be provided with the Submission Form. Additional background information may be requested from the Respondent as necessary.

1. **Compliance with Permitted Use, Legislation, Statutory Requirements, and relevant plans**

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| **2.1** a) Outlined your compliance with a Permitted Use:  - If the proposed use is not consistent with the permitted use, details should be provided clearly setting out a process for obtaining any planning, design, heritage or other required approvals. See page 7 of the RFP, noting GSP’s approve is require.  b) Development consent and BCA compliance requirements. |
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| **2.2** Understanding and capability to manage heritage impacts of the proposed permitted use. |
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| **2.3** Your proposed Lease term (up to 10 years) and any proposed changes to the draft lease. |
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| **2.4** Compliance with the legislative framework of Callan Park including but not limited to –  - Greater Sydney Parklands Trust Act 2022  - Callan Park (Special Provisions) Act 2002  - Leichhardt Local Environment Plan 2000 (use and zoning)  - Centennial Park and Moore Park Trust Act 1983;  (where there is inconsistency between the Callan Park (Special Provisions) Act 2002 and Centennial Park and Moore Park Trust Act 1983, the Callan Park (Special Provisions) Act 2002 shall prevail)  - Heritage Act 1977. |
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| **Attached**  Description of attachments: |

1. **Sustainable business operations**

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| **3.1** A clear business plan, including but not limited to:  - an outline of the proposal  - proposed use of space  - scope of operations  - opening hours  - details of products and/or services to be offered |
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| **3.2** Scope, cost and plans of proposed Respondent works. |
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| **3.3** Quality of proposed tenant works and compatibility with the design and character of the Premises. |
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| **3.4** A marketing plan, including but not limited to:  - the target market;  - competitive advantage;  - what are the strategies to meet the Objectives (see page six for the Objectives) and  - timeline. |
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| **3.5** Evidence of the ability to meet the maintenance obligations for the Premises to ensure the sustainable use of the public asset during the Lease term, including but not limited to:  - how the building will be maintained  - experience maintaining a similar heritage asset in compliance with Heritage NSW. |
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| **Attached**  Description of attachments: |

1. **Track record of the Respondent**

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| **4.1** A summary of relevant experience and previous success of the Respondent, including details of similar businesses managed, developed, or operated. |
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| **4.2** A minimum of two professional references to be supplied by the Respondent. Where the Respondent is a company these should cover the company entity, in addition to its directors. The reference should cover at a minimum, financial standing, professional business dealings, and personal/community standing. |
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| **Attached**  Description of attachments: |

1. **Financial capacity**

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| * 1. Details of the value of the proposed financial offer including, but not limited to, lease term, rental (rental offer may include a base rent, percentage of turnover rent, or ‘greater of’ arrangement) or other payments to the landlord for the lease of the Premises. |
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| * 1. An itemised cost and schedule for proposed works, to the Premises by the Respondent. |
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| * 1. Budget and funding source/s and capacity for any proposed work. |
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| **5.4** Demonstrated capacity and evidence of ability to have complete financial responsibility for the proposal, including cash flow projections for your business plan, and:  - for companies – copies of Balance Sheets and Profit and Loss statements for the last 3 financial years, certified by a CPA.  - for individuals, sole traders or partnerships – copies of an Asset and Liability statement, certified by a CPA, and Tax Returns from previous 3 financial years. |
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| **Attached**  Description of attachments: |

1. **Community Benefit**

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| * 1. Ability to contribute to the creation of a vibrant Callan Park. |
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| * 1. Ways to provide community benefit. |
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| * 1. Details on how the proposed business will activate the parkland and support the use of Callan Park as a publicly accessible open space. |
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| * 1. How the operation of the Premises will interact/embrace the Waterfront Green and tie in with the landscape. What are the strategies to do this and meet the Objectives. |
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| * 1. Details of any environmental and social benefits provided by the business. |
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| **Attached**  Description of attachments: |

1. **Acknowledgement of RFP Terms and Conditions and Confidentiality Agreement**

By submitting a response to the RFP, the Respondent agrees to be bound and abide by the Terms and Conditions as outlined in the RFP documentation and agrees to keep the details of this response confidential at all times unless authorised by Greater Sydney Parklands (GSP).

**I hereby submit a response to the RFP for the lease of Building 512 (Cane Room), Callan Park.**

**I acknowledge and agree to be bound and abide by the Terms and Conditions of the RFP and agree to keep the details of this response confidential at all times unless authorised by the Trust.**

| **Signature** |  |
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| **Name** |  |
| **Date** |  |
| **Signature of Witness** |  |
| **Name of Witness** |  |
| **Date** |  |

**7. Conflict of Interest Declaration**

A ‘conflict of interest’ is an actual, potential or reasonably perceived conflict between a person’s private interests and the impartial performance of their duties, functions or obligations in relation to this RFP process.

In accordance with the Terms and Conditions of this RFP, Respondents, participants and their respective officers, employees, agents and advisors must not have any relationship, whether financial or not, with anyone working for or on behalf of the NSW Government on this RFP process that may be seen to confer an unfair advantage. Respondents must inform the Contact Officer of any actual or perceived conflict of interest.

Either Part A or B must be completed below.

| Part A: No interests to declare |
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| **I do not have any private interest to declare that may create, or be perceived to create, a conflict of interest in relation to my involvement in Building 512 (Cane Room), Callan Park, RFP.** |
| Part B: Interests to declare |
| Description of interest/s: |
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| Description of actual, potential or perceived conflict arising from involvement in the RFP: |
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| Proposed action/s to avoid a conflict of interest, as agreed with the Greater Sydney Parklands (GSP): |
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**I hereby declare that the above details are correct to the best of my knowledge and I make this declaration in good faith and commit to the implementation of any agreed management action/s.**

| **Signature** |  |
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| **Name** |  |
| **Date** |  |

*If interests are declared:*

**I hereby declare that I have received and appropriately noted this declaration and confirm the management action/s are agreed.**

| **Signature of RFP Project Manager** |  |
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| **Name and Position of RFP Project Manager** |  |
| **Date** |  |