

Request for Proposals

For: Chinatown Community Markets, Dixon Street Mall, Haymarket

VOLUME 1

SECTION 1

INTRODUCTION AND PROCESS

The Council of the City of Sydney ("Council") invites Request for Proposals for the carrying out of a **community market** on the site commonly known as '**Dixon Street Mall, Chinatown, Haymarket**'.

Market Assessment Criteria

The City is seeking a diversity of markets, both in size and goods offered, across the Local Government Area. Preference will be given to a market operator who can demonstrate innovation and diversity in the type of market proposed. Council will look favourably on a market operator who can:

- curate an innovative market that also provides a platform for cultural vitality and bringing the local community together
- provide a proposal that can efficiently include the surrounding community, including Little Hay Street and Thomas Street, and surrounding streets into market activities
- demonstrate a clear understanding of the logistical requirements of producing a market within the Dixon Street Mall and nearby spaces
- demonstrate a willingness to work with the local community, including businesses and organisations to facilitate workshops and activities which provide ways for the local community to connect.
- complement the surrounding area and existing businesses aesthetically with a thoughtful location plan to position infrastructure in locations that does not hinder existing operational businesses and/or public accessways
- illustrate a thoughtful offering of products, services, and their positioning in the space to ensure they do not conflict with similar products or services provided by existing businesses and stakeholders within the market site
- demonstrate a clear commitment to zero waste to landfill, aligning with the goals of Sustainable Sydney 2030, including a ban on single use plastic bags, a commitment to use biodegradable containers including, but not limited to beverage, takeaway containers, and cutlery in the market
- provide necessary facilities and infrastructure to safely and effectively manage the market and its visitors, including toilet facilities to accommodate increased foot traffic in the area
- commitment to reducing food waste by using services such as food or food waste collection for recycling, where applicable

The market operator must also be able to meet the following objectives:

- operate the market as an interesting and vibrant destination
- operate a market that sells quality of goods or services representing value for money
- maintain high standards of presentation and customer satisfaction

- ensure that the market's operation complements and adds value to the existing businesses in the area
- ensure the market does not sell or promote any prohibited items or services
- ensure the market does not sell or promote any prohibited items or services on Council land, such as fur and exotic animal skin products, other than where is permitted under traditional first nation cultural practices
- professionally organise, manage, and operate the market
- maintain regular contact with the City of Sydney and lodge performance reports for ongoing review of the market
- ensure compliance with all requirements of the Licence as well as other law and planning obligations that apply

Each of the evaluation criteria listed above is critical to this Request for Proposal. They are not of equal weight for evaluation and are not listed in order of priority.

The City of Sydney may undertake financial assessments of applicants to determine financial capacity to meet the market licence requirements. This may be undertaken by a third party appointed by the City of Sydney.

Applicants must complete all parts of the Request for Proposal forms. The City of Sydney may reject any application which does not provide all the required information or meet the assessment criteria.

Market License

The successful operator will be required to enter into a licence agreement with the City for the approval of market proposal on community land. The terms of a licence will include a fee to be paid to the Council calculated under the terms of the Markets Policy, The Market Guide and in-line with the City's adopted Revenues Policy

Market License Term

The initial operation and management period would be for a 12-month licence. Options for 4 x 12-month extensions may be available at the City of Sydney's discretion, to a maximum of 5 years in total.

Market License Approval

After we complete our assessment, the assessment panel presentations, any further reviews required and the assessments of proposal is completed, we'll invite the successful proposal and operator into a market licence agreement for the site.

If a proposal is accepted and permitted by the City of Sydney, the applicant must provide prerequisite documents to support the application, as detailed below in the approval process.

Once we receive and accept the additional documents, a licence agreement will be prepared for the successful applicant.

A bond will be required before the start of the first market. This will cover any possible damages or remediation required in Dixon Street Mall, and surrounding streets where applicable during the licence period. Bond payments will be refunded at the end of a final licence agreement term, minus any remediation costs for damages that may have been caused.

Approval Process

As part of the final licencing process, the successful applicant must provide:

- public liability insurance
- risk management plans
- traffic and/or pedestrian management plans where deemed necessary
- waste management plan
- site plan
- temporary food stall approval
- any additional licenses required to operate a market.

We'll advise of the processes and requirements for any applications received.

If you have any questions, contact us at markets@cityofsydney.nsw.gov.au or on 02 9265 9333.

Request for Proposal Application Process

We'll review all applications. Selected applicants will be invited to present to a City of Sydney assessment panel about their proposal.

Presentations should include information about safety and security and managing traffic and waste.

See our guide to setting up a local market.

1. Initial Application

Applicants must complete the necessary forms and details within this Request for Proposal document for submissions. This includes:

- Form 1 - Applicant details
- Form 2 - Company/Operator profile to detail relevant experience and key personnel (1-page maximum);
- Form 3 - A maximum 2-page proposal outlining a vision for the market proposal, how it will assist Council to meet Sustainable Sydney 2030 goals and provide details about the logistics of running the market

The completed Request for Proposal document should be submitted electronically to markets@cityofsydney.nsw.gov.au by the time and date specified

2. Presentation

- Shortlisted applicants will be asked to present to a City of Sydney assessment panel
- Applicants will be asked questions about the assessment criteria and the proposed operational management of the market
- Applications and presentation will be scored in line with the assessment criteria, and other applicable considerations deemed reasonable by the City of Sydney

Market applications will also be assessed against the markets policy and the markets guide. We won't proceed with applications that don't meet the assessment criteria or the needs of our communities.

Respondents must submit a Request for Proposal in the manner required by this document.

VOLUME 1 SECTION 2 KEY CONDITIONS FOR PROPOSAL	
Name of request for proposal	Community Market Proposal – Dixon Street Mall, Chinatown, Haymarket
Closing Date	6 th May 2022
Closing Time	11:00AM
Contact Person	For enquiries about the application process or licence for the proposed market contact Jessica Murphy, Events and Filming Liaison – Venue Management on 9246 7637 or markets@cityofsydney.nsw.gov.au
Lodging an RFP	<p>Completed submissions should be lodged electronically to markets@cityofsydney.nsw.gov.au by the closing time on the closing date nominated. Applicants must ensure any submissions are in line with the requirements and details outlined in this document.</p> <p>Respondents will receive confirmation of submission by the City if proposals are received by the closing time and date nominated.</p> <p>Due to current Public Health Order restrictions, hard copy applications are not accepted during this time.</p>
Request for Proposal Documents	<p>The documents that comprise this Request for Proposal include:</p> <ul style="list-style-type: none"> • Request for Proposal Conditions & Forms
General Conditions of Licence Agreement	A blank example of a market license agreement with standard terms and conditions can be found at cityofsydney.nsw.gov.au/public-notices/apply-for-a-market-operator-licence-at-dixon-street-mall-haymarket
Conditions of Request for Proposal	<p>1. Request For Proposals</p> <p>By submitting an RFP, the respondent acknowledges that:</p> <ul style="list-style-type: none"> • Council at its absolute discretion reserves the right to accept or reject any RFP, to decide the short list regardless of any RFP and to issue or not issue an invitation to proceed to the next stage. • Council at its absolute discretion reserves the right to reject the offer of any applicant who has any unresolved disputes with the City. • Any costs incurred by respondents in any way associated with the preparation and submission of this RFP, will be entirely born by the respondent. • No legal or other obligations will arise between a respondent and Council unless or until formal documentation has been signed.

2. Bidder Not to Solicit Council Personnel

Bidders (or any representative of a bidder) must not at any time before Council makes a final decision to accept an application, contact or interview or attempt to interview or to discuss or to attempt to discuss with Council members, employees, authorised representatives other than Council's Assessment Specialists in accordance with the Request for Proposal, any matter about the Request for Proposal or any other Request for Proposal submitted in response to an expression of interest. Council reserves the right to reject any proposal submitted by an applicant which contravenes this condition.

- For clarity, a representative of an applicant, for the purpose of this condition, includes a person or other legal entity who acts at the request of an applicant or their agent. Also, this condition does not prevent ordinary business or other contact arising from or pertaining to Council functions (so long as that contact is not used to interview or attempt to interview or to discuss or to attempt discussion on any matter relating the Request for Proposal).

**VOLUME 1
SECTION 3
REQUEST FOR PROPOSAL FORMS**

The following forms **must be completed** as part of this Request for Proposal:

Form 1	Registration of Interest
Form 2	Company Profile, Key personnel & Relevant experience
Form 3	Proposal

**FORM 1
REGISTRATION OF INTEREST**

I/We having read, understood and fully informed myself/ourselves of the contents, requirements and obligations of the expression of interest, submit this Request for Proposal for the performance by myself/ourselves for the operation of a community market within Dixon Street, Chinatown under license from the Council of the City of Sydney.

<i>Name of Respondent</i>	
<i>Subsidiary Company (if applicable)</i>	
<i>Address of Respondent</i>	
<i>Postal Address</i>	
<i>Refer enquiries to: (name and email address)</i>	
<i>Phone Number</i>	<i>Mobile Number</i>
<i>Legal Entity</i>	<i>ABN</i>
<i>Signature and Date</i>	<i>Official Position Held</i>
<i>Signature of Witness</i>	<i>Address of Witness</i>

FORM 2 COMPANY/OPERATOR PROFILE

Respondents must provide the following information:

- Details on your organisation, key personnel and relevant experience
- Maximum 1-page of details to be provided

**FORM 3
PROPOSAL**

Maximum 3-pages outlining the vision for the market and how it will assist Council to meet the goals within Sustainable Sydney 2030 (and beyond)