

# Expressions of Interest



**Cook Shire**  
COUNCIL

**Management of Nature's Powerhouse**  
**Contract No. E4920**

## PART 1 – PREAMBLE

Cook Shire Council invites expressions of interest (EOIs) from suitably qualified Respondents for the management of Nature's Powerhouse in Cooktown as described in more detail in Part 4 – The Opportunity.

All EOIs will be shortlisted based on suitability of the proposed business model for the facility and ability to achieve Council's preferred outcomes. Shortlisted applicants will then be sent a Request for Tender document to provide a firm offer including additional details regarding insurance coverage, financial statements, management, contract terms etc.

## PART 2 – GENERAL INFORMATION

1. Contract details:	E4920 – MANAGEMENT OF NATURE’S POWERHOUSE			
2. Communications by Respondents:	Communications regarding the Procurement Process must be submitted to <a href="http://www.vendorpanel.com.au">www.vendorpanel.com.au</a> no later than five calendar days prior to the time stated in Item 4 (as extended, if at all, pursuant to the Procurement Process Conditions).			
3. Briefing or site inspection:	Details	Maximum attendees	Mandatory	RSVP
	Site Inspection / Virtual Tour by appointment	2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="mailto:ajones@cook.qld.gov.au">ajones@cook.qld.gov.au</a> by 4 pm, 27 November 2020
4. Submission of Expression of Interest:	Expressions of Interest must be submitted at <a href="http://www.vendorpanel.com.au">www.vendorpanel.com.au</a> by no later than 2 pm on Wednesday 16 December 2020 <i>Note: Adequate time must be allowed for the Expression of Interest and all supporting documents to be uploaded or received by this time.</i>			
5. Evaluation Criteria:  Please refer to Part 4 for additional information	Evaluation Criteria		Weighting (%) (Optional)	
	Proposal Concept		25%	
	Strategic Alignment		20%	
	Business Management and Viability		20%	
	Visitor Experience		20%	
	Environment and Cultural Management		15%	
6. Expressions of Interest:	Description of the proposed use should be no more than five A4 pages (including all attachments, annexures, supplements, parts, schedules or appendices)			
7. Complaints:	Complaints regarding Procurement Process to be directed to: <a href="mailto:mail@cook.qld.gov.au">mail@cook.qld.gov.au</a>			

## PART 3 – PROCUREMENT PROCESS CONDITIONS

The Procurement Process is governed by, and this Request for Expression of Interest is to be read in conjunction with, the Procurement Process Conditions available for viewing or download from <http://www.cook.qld.gov.au/council-desc/tenders>





## Part 4

# The Opportunity

Cook Shire Council is offering a unique and valuable opportunity for a skilled and creative operator to lease a delightful café, retail space, art gallery and events space, and visitor information centre set in the heritage-listed Cooktown Botanic Gardens. With flexible spaces over a combined floor area of 476 m<sup>2</sup>, views over the native gardens and ample parking, "Nature's Powerhouse" has proved itself to be a drawcard for locals and tourists alike. Located just two kilometers from the centre of historic Cooktown, the facility provides a refuge for relaxation, contemplation and celebration.

Council is now inviting Expressions of Interest from an operator or couple with a passion for delivering exceptional customer service and amazing food, an understanding of the value of promoting visual arts and local crafts, and with the drive to share local information through the facility's established visitor information centre. The offering will appeal to those with the expertise and motivation to bring their own, new look and feel to the management of this beautiful building.

Council is seeking innovation, expertise and a genuine commitment to developing a new and exciting business model. Flexible lease terms, start up support and a warm welcome are all on offer. On-site or virtual tours of the facility are available by appointment.

We look forward to your ideas and proposals, and hope to work with you to make Nature's Powerhouse one of the foremost business opportunities in Australia's Far North.





# Cook Shire and Cooktown

Cook Shire is the largest land area shire in Queensland. From the Bloomfield River in the south to just north of the Jardine River, it covers more than 100,000 km<sup>2</sup> and occupies 80% of Cape York Peninsula.

Cook Shire is a vibrant area, from the main township of Cooktown to smaller outlying communities rich in Indigenous history, agriculture, tourism and arts.

On the banks of the Endeavour River, Cooktown (and its surrounding communities) is the Shire's major township, service and population centre. Traditional Owners refer to the area as Waymburr: a traditionally peaceful meeting place. European settlement began with Captain Cook, followed by explorers and miners, and the establishment of pastoral and timber industries. Today Cooktown is home to a range of industries which include retail, hospitality services, construction, trades, tourism and government. Cooktown's residents value the laid-back lifestyle, the acceptance of all peoples, and the town's natural beauty, whilst desiring ongoing sustainable development across multiple industries.







# Cooktown Botanic Gardens

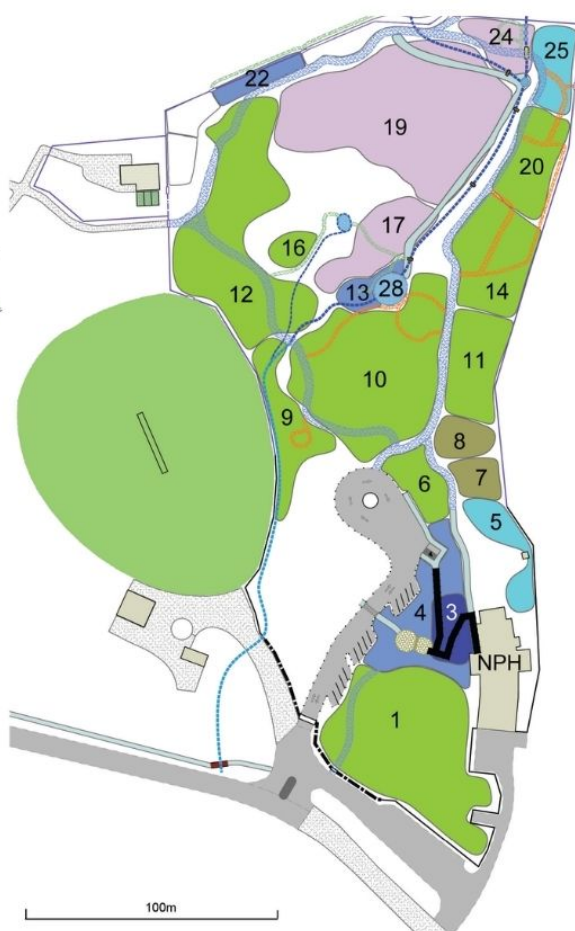
The Cooktown Botanic Gardens were established in 1878 making them one of Queensland's oldest regional botanic gardens. The Gardens are located within the 62 ha Gallop Botanic Reserve, situated 1.5 km from the centre of Cooktown. The Gardens house five significant plant collections:

- Species traditionally used by the local Aboriginal people
- Species collected by Joseph Banks and Daniel Solander in 1770
- Specimens provided by the Queensland Acclimatisation Society and planted in the gardens in the 19th century
- Species painted by local artist Vera Scarth-Johnson
- Species of rare and threatened plants of the Shire

The gardens also feature a palmetum featuring tropical palms, a rainforest garden, a bush tucker garden, a heathland garden and a water lily pond.

## BOTANICAL COLLECTION KEY

- AMENITY HORTICULTURE
- BANKS & SOLANDER COLLECTION
- ECONOMIC HORTICULTURE
- HISTORICAL COLLECTION
- INDIGENOUS & AUSTRALIAN NATIVE PLANTS
- VERA SCARTH JOHNSON COLLECTION

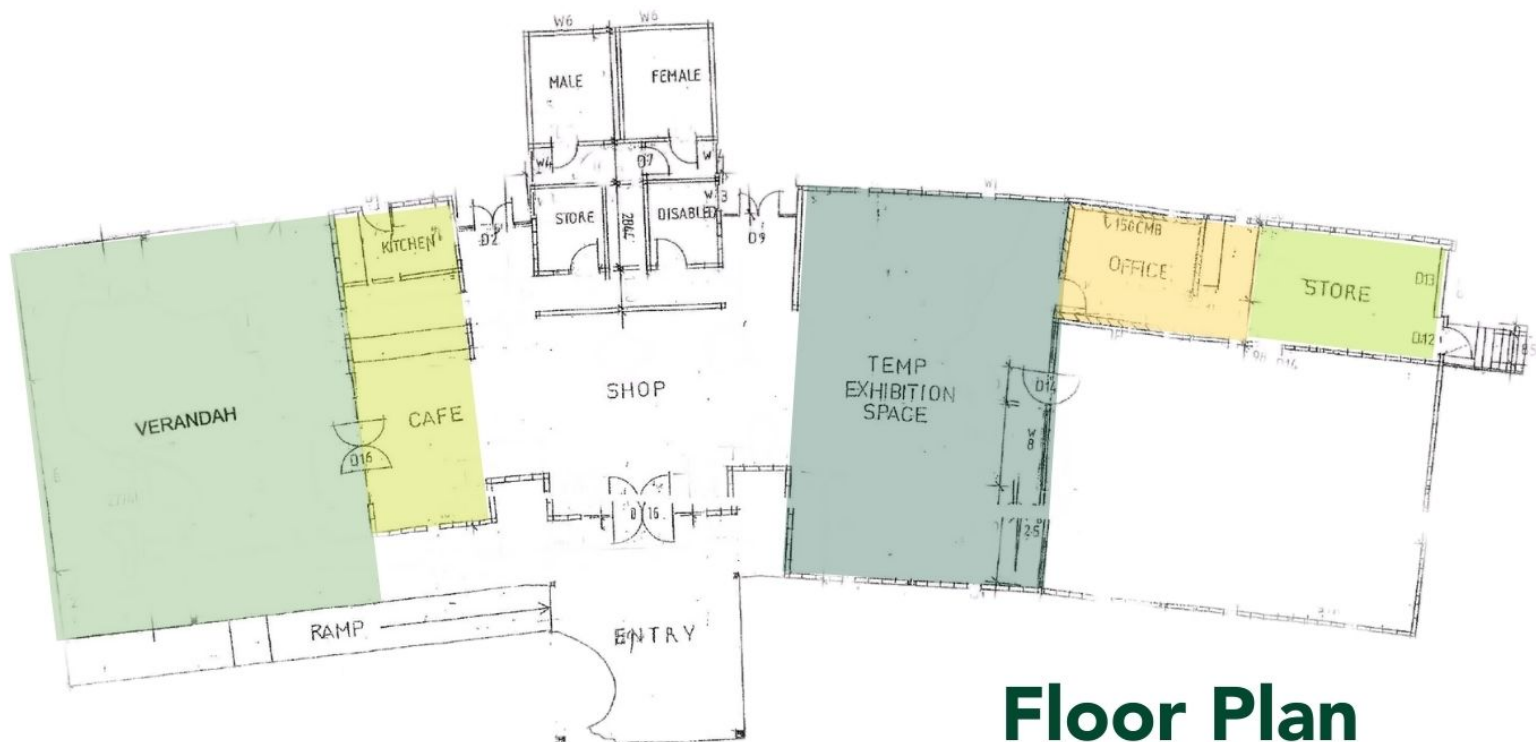
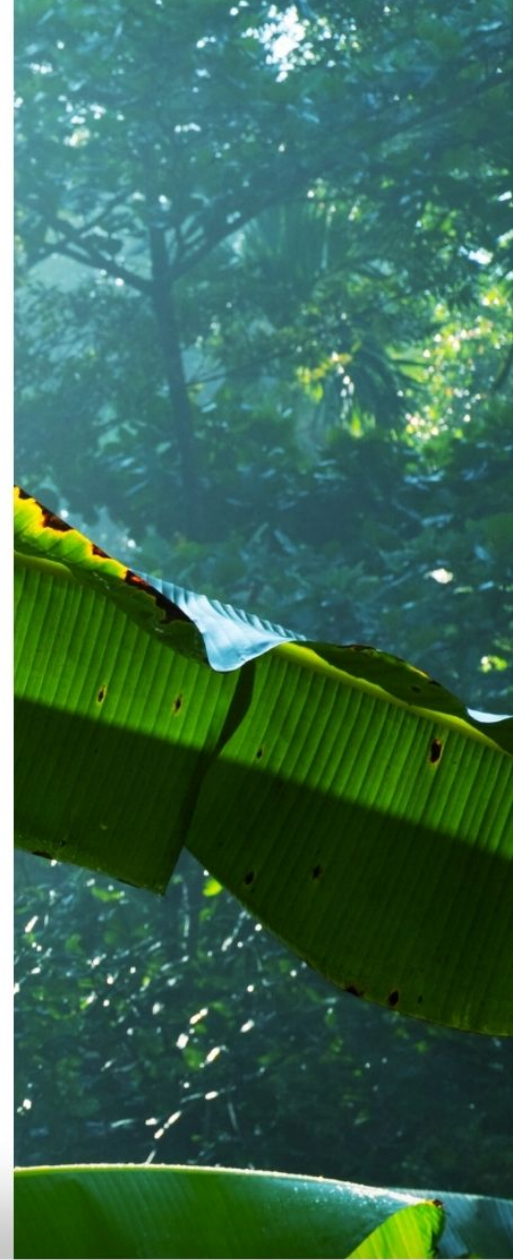


## GARDENS KEY

- 1  Regional Ecosystem Display: Remnant RE 7.12.53 - Eucalypt Woodland
- 3  Vera Scarth-Johnson Garden: Showcases many examples of plants that VSJ painted many of which can be seen in the Powerhouse Gallery
- 4  Spice Garden:
- 5  Bush Tucker Garden: Bush foods found in the local area
- 6  SGAP Garden: Showcases species grown and planted by the Society for Growing Australian Plants
- 7  The 1770 Collection - Solander Garden: Displays examples of local species collected by Solander
- 8  The 1770 Collection - Banks & Solander Garden: Displays examples of local species collected by Banks & Solander
- 9  Melaleuca Wetland: Species associated with Melaleuca wetland areas
- 10  Palmetum - Native and Exotics: Stand of mainly native palms with native understory
- 11  Rainforest: Displays of regional Rainforest trees and understory
- 12  Myrtaceae Open Forest: Displays Eucalypt open forest, typical of the area
- 13  Aroid Garden: Displays local and exotic aroids
- 14  Rainforest 2: Extends Rainforest display from G11 with different understory
- 16  Heathland Garden: Under Construction Showcases Heathland species found in the region.
- 17  Palmetum - Exotics: Exotic palms displayed in a Gardenesque planting style
- 19  Heritage Fruit Trees: Displays tropical fruit trees from the original garden
- 20  Closed Forest: Existing dense canopy with indigenous understory species
- 22  19th Century Cut Flower Garden
- 24  The Rockpools: Historic feature with displays of native and selected exotic plants. Also provides an area for childrens Nature Play
- 25  Timber Trees: Displays a variety of indigenous and exotic timber trees
- 28  Lily Pond: Displays locally occurring water plants
- NPH  Nature's Powerhouse: Gallery, Cafe, Shop & Visitor Information Centre

# Nature's Powerhouse

Nature's Powerhouse is a flexible, multifunction facility nestled in the picturesque Cooktown Botanic Gardens. It is the ideal location for a small business in the hospitality, tourism or cultural industries. Boasting modern interiors and an expansive covered outdoor deck, this beautiful space includes a café, an accredited Visitor Information Centre, retail space, the Charles Tanner Gallery and exhibition space and the Vera Scarth-Johnson Gallery.







## **Expressions of Interest**

Financial and non-financial benefits are being sought for Nature's Powerhouse. Applicants should highlight how they intend to contribute to Nature's Powerhouse, the Botanic Gardens and the greater community. This could include partnerships, jobs creation, traditional owner participation and the attraction of new visitor markets or an enhanced visitor experience. The types of activities being sought from the management of Nature's Powerhouse include provision of a café, visitor information centre and public access to the Charles Tanner Gallery Space.

Applications which propose alternate uses may also be considered.

The Vera Scarth-Johnson Gallery is run by dedicated volunteers and is excluded from the proposed area.

## **Zoning, Tenure, Types of Activities**

The Botanic Gardens and Nature's Powerhouse are situated on a dedicated Reserve for the community purpose of Botanic Gardens and Recreation.

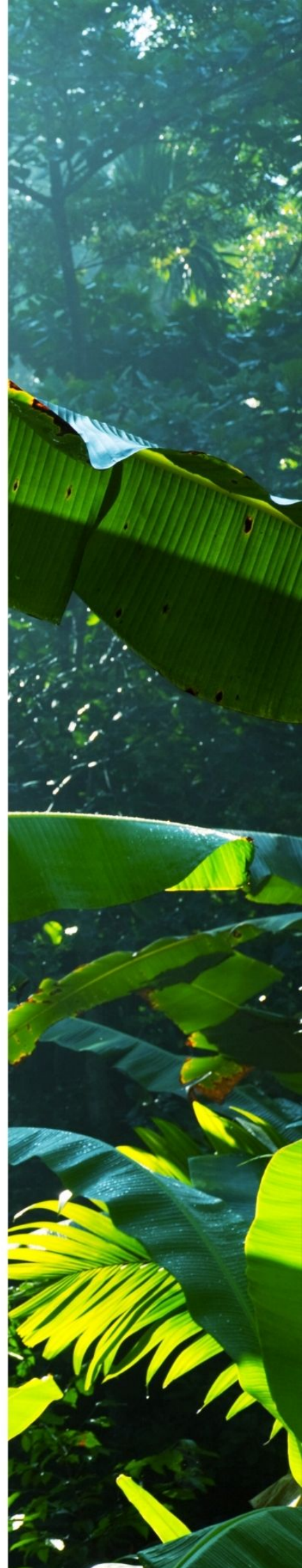
Council has a Memorandum of Agreement with the current provider for the operation of the Visitor Information Centre, Gift Shop and Charles Tanner Gallery area. The current provider also holds a Trustee Permit for the operation of the Café. These arrangements will expire on 31 December 2020.

## Lease Arrangement and Term

It is anticipated that the term of the agreement will be for a minimum period of five years. Commencement of the lease term is after 31 December 2020 on expiry of the existing lease.

Respondents are invited to include preferred lease arrangement including term, costs inclusions and exclusions as part of their submission.

Cook Shire Council recommends that the proponent conducts their own investigations into appropriate Council planning permits and associated parameters on their proposed business model, where applicable.





## Evaluation Criteria

Proposals will be assessed against key selection criteria. Shortlisted applicants will be invited to tender for the management of Nature's Powerhouse in a separate process.

The assessment panel will evaluate proposals based on the following criteria:

### PROPOSAL CONCEPT

Appropriateness of the concept, creativity, public access and proposed development(s)

25%

### STRATEGIC ALIGNMENT

Consistency of the proposal with the strategic management objectives for the site including, land tenure, public access, provision of Visitor Information Services, maximisation of visitation and use of the facility and the ability to maximise commercial opportunities.

20%

### BUSINESS MANAGEMENT AND VIABILITY

Prior experience and credentials in managing a similar business or service and capacity to deliver the project.

20%

### VISITOR EXPERIENCE

The level of service, range of activities and contribution the proposal makes to the Botanic Gardens and Cook Shire.

20%

### ENVIRONMENTAL AND CULTURAL ACTIVITY

Understanding and management of heritage, cultural and environmental principles and impacts.

15%



## PART 5 – Expression of Interest Form

The Respondent submits an EOI for **E4920 – MANAGEMENT OF NATURE’S POWERHOUSE** in accordance with the Expression of Interest and these response forms.

Signature of authorised representative of Respondent:

Name of authorised representative of Respondent:

Date:

### General details

Business/Organisation/Group Name:

Business Type: e.g. sole trader

ABN:

ACN: (if applicable)

Address:

Contact Person

Telephone:

Email:

### Conflict of interest declaration

Will any actual or potential conflict of interest in the performance of the Respondent’s obligations exist if the Respondent is ultimately awarded the contract, or are any such conflicts of interest likely to arise during the life of the contract? Yes ☐ No ☐

If Yes, please provide details of any actual or potential conflict of interest and the way in which any conflict will be dealt with below:

### Proposal

The following outline offers applicants a summary of what information to include in the proposal. For evaluation purposes, please number the four proposal components as detailed below. The proposal is limited to five A4 pages.

#### 1. Proposal Concept

- Proposal description including proposed activities and innovative features
- Any modifications proposed including improvements, intended development(s) and proposed infrastructure and equipment requirements
- The proposed level of service the business will offer including range of activities, customer service principles and proposed hours of operation



2. Strategic Alignment.
  - Alignment to Council's vision for public access and provision of Visitor Information Services
  - Maximisation of visitation and use of the facility
  - The ability to maximise commercial opportunities.
3. Business Management and Viability
  - Operator profile and relevant experience
  - Proposed business entity including management structure and ownership
  - Preferred lease terms being sought and rationale
  - Proposed business financing
4. Visitor Experience
  - How the business will enhance the local and regional visitor experience
  - Proposed target markets and visitor numbers
  - The approach to providing excellence in customer service to visitors and customers
5. Environment and Cultural Management
  - The approach to managing cultural and heritage values of the site
  - Management of environmental impacts associated with the business





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