

# Manly Council



Invitation Brief

Expression of Interest  
Redevelopment Opportunity of  
Landmark Site in Manly

Closes at 2pm Friday 12th June 2015 at Tender Box,  
Manly Council, 1 Belgrave Street, Manly, NSW 2095

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## **1 INVITATION FOR EXPRESSION OF INTEREST**

Manly Council is seeking Expressions of Interest for the opportunity to enter into a long term lease with Council to redevelop a Council owned site located in the heart of Manly's CBD bounded by Whistler Street, Market Lane, and Library Place, Manly. Located on this significant site is a multi-storey carpark and Council's Library.

Open Invitation for Expression of Interest – this invitation is by public advertisement with no restriction placed on who may respond. Respondents will normally be required to demonstrate in their response that they have the necessary skills, resources, experience, financial capacity, and in some cases licences, accreditations, etc., to fulfil this invitation's requirements.

In addition to demonstrable capabilities, respondents are also required to contextually demonstrate in their response how they have achieved industry recognition for their design innovation and public-place-making excellence. Respondents must also thoroughly address the matters in the Invitation Brief accompanying the Expression of Interest to redevelop this site.

The Invitation Brief for this Expression of Interest is available upon written request to: [rfp@manly.nsw.gov.au](mailto:rfp@manly.nsw.gov.au) or by phone made to +61 2 9976 1600. When emailing please include "EOI – MANLY CBD LANDMARK SITE" in the subject line.

This expression of interest opportunity may not lead to the award of a contract.

## 2 INTRODUCTION

Manly Council is seeking Expressions of Interest (EOI) for the opportunity to enter into a long term lease (the maximum term offered is 99 years) with Council to redevelop the strategic site located in the heart of Manly's CBD, generally bounded by Whistler Street, Market Lane, and Library Place, Manly.

A multi-storey carpark and Council's Library are currently located on this site.

This site is central to and is an important part of the Manly2015 masterplan. This masterplan aims to revitalise the Manly CBD by removing parking associated through traffic from the town centre to allow for the activation and pedestrianisation of Manly's many laneways where locals would congregate to socialise.

To achieve a pedestrianised town centre, the masterplan identified Manly Oval as the location for a new underground carpark to replace the existing CBD carpark at Whistler Street, the subject of this EOI. The relocation of the Whistler Street carpark will complete an earlier town centre plan that placed all carparks at the edge of the Manly CBD.

This site represents an excellent opportunity for prospective interest to access a centrally located and easily accessible retail area in the heart of the CBD. Manly is a key destination for both domestic and international visitors.

The site presents itself well for a variety of retail, commercial and shop top housing in the heart of Manly's heritage district.

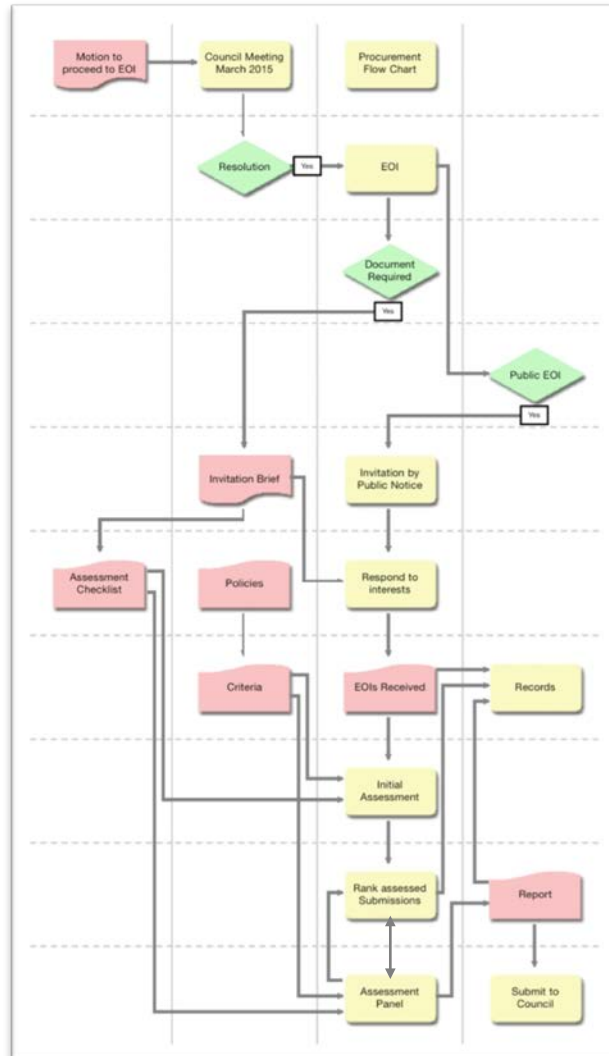
Highlights include:

- Close to ferry and bus services
- Easy access to the Sydney CBD
- Synergies with existing community facilities
- High standard of local amenity
- Significant building opportunity
- Development friendly
- Significant opportunity to contribute to the appearance of Manly
- Suitable for a wide variety of uses.

### 3 EOI PROCESS

#### 3.1 Process

Below is the process flow chart, in summary, for this EOI:



Before responding to this invitation, respondents should review the web contents of [www.manly2015.com.au](http://www.manly2015.com.au) to familiarise themselves with the principal direction and objectives of the Manly2015 Masterplan and its strategies for securing Manly's economic future.

Prior to responding to this EOI, potential respondents should inform themselves from the Manly2015 website on the role of the subject site in the future economic, social, and community development of the Manly and surrounds.

Respondents are therefore required to provide in their EOI submissions a detailed statement on how they intend to meet and address the principal direction and strategic objectives of the Manly2015 masterplan in the design and subsequent use of the site, and on how the design of the site will integrate with the Manly CBD to activate and revitalize its many laneways and plaza spaces.

Consistent with the Manly2015 masterplan, Respondents should submit their interests and offers for at least two development scenarios as follows;

1. Redevelopment of the subject site in totality, which will involve the building of a new library and offices for Council and in placed in Council's ownership under a separate stratum and with a total useable floor area of approximately 3,000m<sup>2</sup>
2. Redevelopment of the subject site with the retention of and adding floor space to the existing library.

The diagram below shows the general location of the Manly Library and the Whistler Street Carpark.



Respondents must clearly address in their EOI how existing library services provided by Council can continue to function as usual during the redevelopment of the site.

A summary of financial and non-financial offers should be included in the EOI submission.

### 3.2 Inspection

Respondent to this EOI must visit to feel the vibe of the site and Manly CBD prior to making a submission.

### **3.3 Matters for Consideration**

EOI submissions should also address the following:

1. Compliance with Council's planning controls
2. Meeting the principal objectives and strategies of the Manly2015 masterplan
3. Meeting the social, economic, and community needs to Manly
4. The extent to which it will activate the laneways of Manly
5. Design excellence of the proposals in the context of the Manly2015 masterplan and in sympathy with the existing architectural character of Manly as a tourist destination
6. The extent, quantity and quality of the public domain works proposed and their integration with the existing areas that make up the Manly CBD
7. The amount of public space offered in the redevelopment in addition to financial amounts
8. The financial and non-financial offerings
9. The potential of the redevelopment to deliver the maximum benefits in terms of community, economic, social, and environmental considerations (quadruple bottom-line).
10. Counter-party risks
11. Project time line.

In relation to point 7, examples of public space offered within the redevelopment include areas for public recreation, council offices and archives, public facilities such as restrooms, a space for nursing parents, meeting rooms and the like.

#### 4 EXECUTIVE SUMMARY

##### Property:

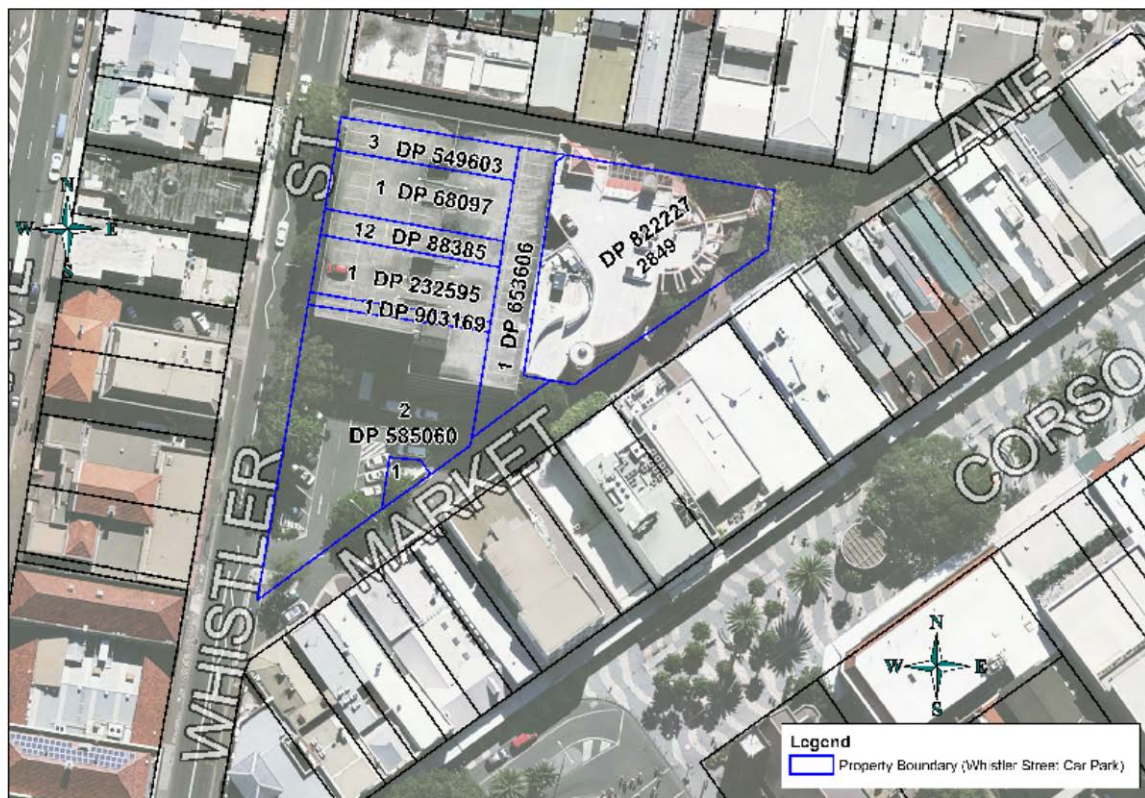
The subject site is bounded by Market Place, Market Lane and Whistler Street. It consists of the following nine (9) lots:

Lot 2849 DP 822227; Lot 1 DP 653606; Lot 1 & 2 DP 585060; Lot 1 DP 903169; Lot 1 DP 232595; Lot 12 DP 88385; Lot 1 DP 68097 and Lot 3 DP 549603.

The subject property is zoned B2 Local Centre under the Manly Local Environmental Plan 2013.

##### Description:

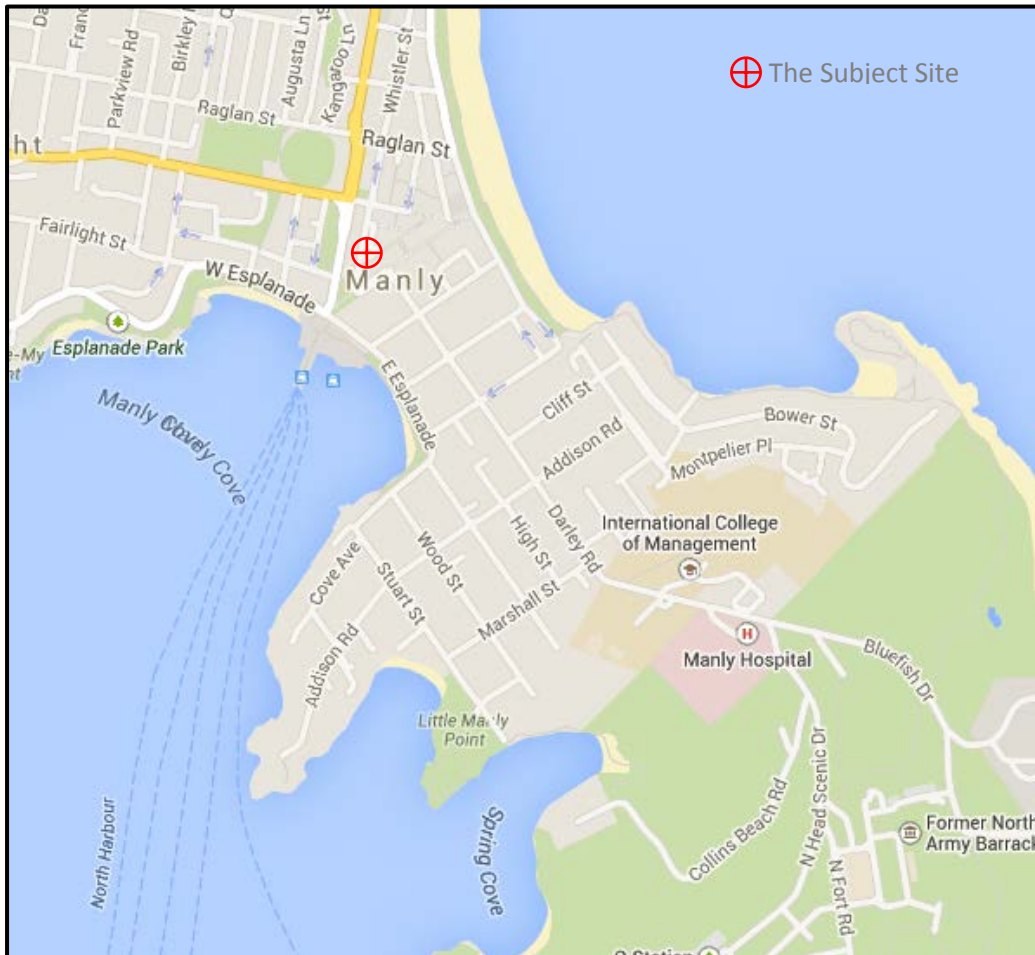
The subject lots currently house Council's Whistler Street Public Car Park and Council's Library. The subject site is bounded by Market Lane, Market Place and Whistler Street. The subject land is surrounded by various retail and commercial businesses on the northern and southern sides (Market Lane and Market Place) and by Civic buildings (Police Station and Courthouse) to the west (Whistler Street).



Aerial photo above indicates the location of the subject site on the eastern side of Whistler Street.

## 5 LOCATION

Manly CBD is located on Sydney's popular Northern Beaches approximately 17kms north east of the Sydney CBD. Manly is popular destination of both domestic and international tourists.



Location of the subject site is indicatively indicated on the above map.



# The subject site within the Manly2015 masterplan

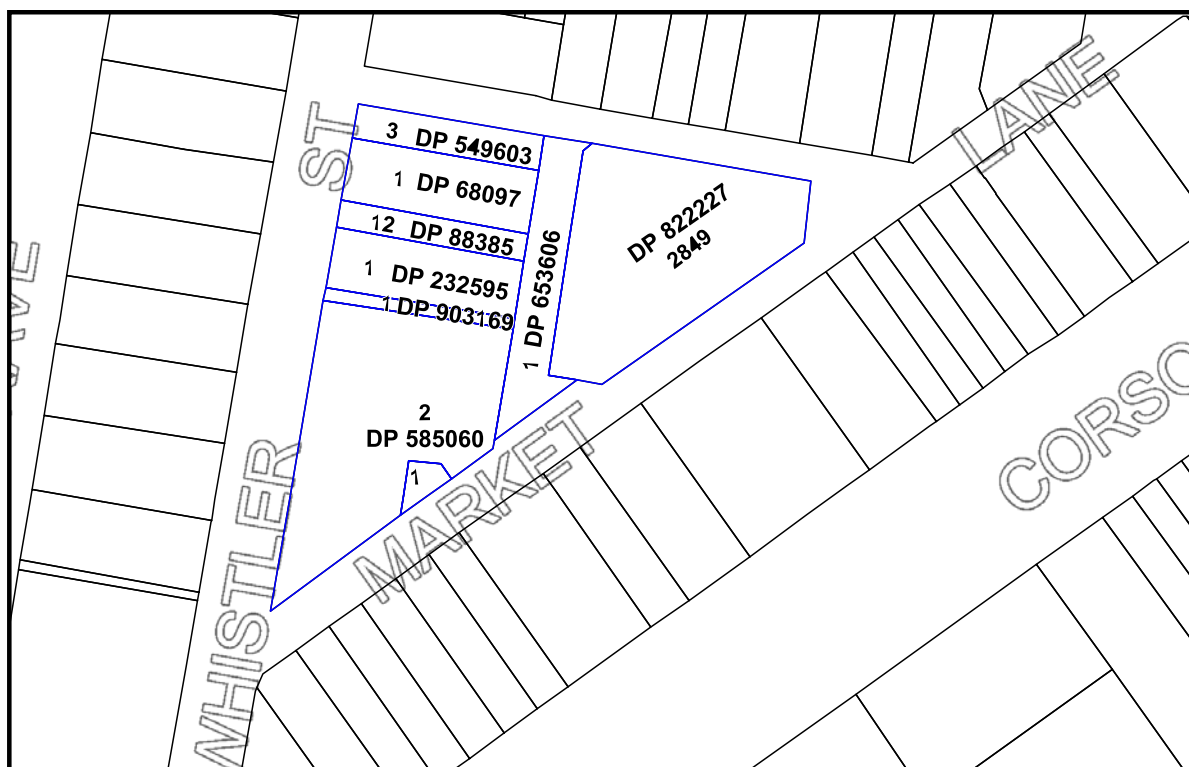


## 6 PROPERTY DETAILS

### Site Description

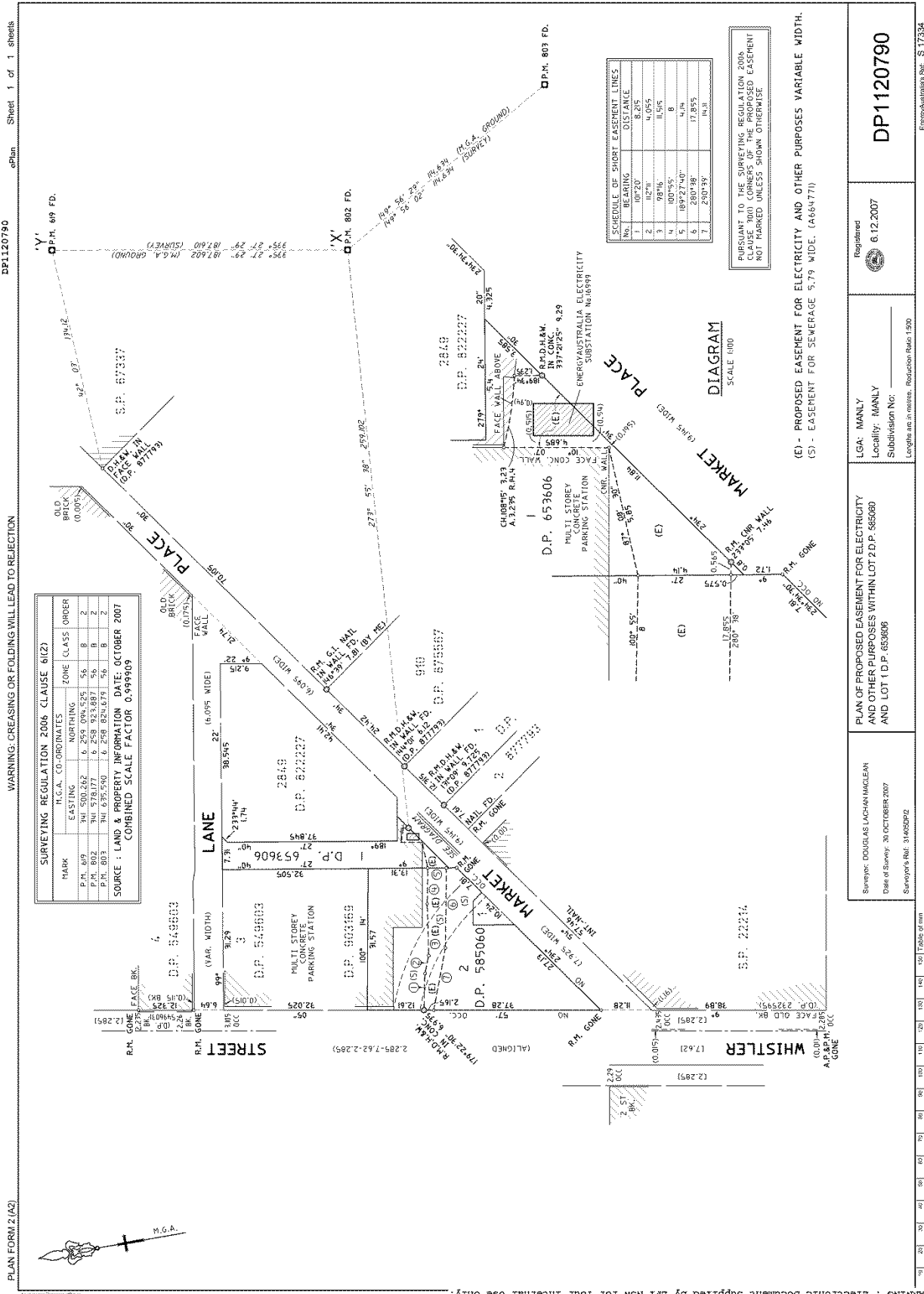
The subject site consists of nine (9) lots, situated on level ground with easements for sewerage and electricity over Lot 2 DP 585060 and easement for electricity only over Lot 1 DP 653606. The combined subject site is triangular in shape and has direct access off Whistler Street, Market Lane and Market Place. The total area of the site (excluding Sydney Water land) is **3,522.11m<sup>2</sup>**.

Below is the list of properties with ownership details:



Title Description	Ownership	Area (m <sup>2</sup> )
Lot 1 DP 653606	Manly Council	309.80
Lot 1 DP 903169	Manly Council	56.91
Lot 1 DP 232595	Manly Council	309.60
Lot 12 DP 88385	Manly Council	145.40
Lot 1 DP 68097	Manly Council	316.20
Lot 3 DP 549603	Manly Council	177.00
Lot 2 DP 585060	Manly Council	1100.00
Lot 1 DP 585060	Sydney Water	38.30
Lot 2849 DP 822227	Manly Council	1107.00

Copies of Survey Plans, Certificate of Titles and Deposited Plans are annexed to this document.



## **7 PLANNING CONTROLS**

### **Zoning:**

The subject properties are located on land zoned B2 Local Centre, with a Floor Space Ratio of 3.00:1 and a maximum building height of 15.0 metres.

#### Zone B2 Local Centre

##### **A Objectives of zone**

- To provide a range of retail, business, entertainment and community uses that serve the needs of people who live in, work in and visit the local area.
- To encourage employment opportunities in accessible locations.
- To maximise public transport patronage and encourage walking and cycling.
- To minimise conflict between land uses in the zone and adjoining zones and ensure amenity for the people who live in the local centre in relation to noise, odour, delivery of materials and use of machinery.

##### **B Permitted without consent**

Home-based child care; Home occupations

##### **C Permitted with consent**

Amusement centres; Boarding houses; Boat sheds; Car parks; Child care centres; Commercial premises; Community facilities; Educational establishments; Entertainment facilities; Environmental protection works; Flood mitigation works; Function centres; Group homes; Health consulting rooms; Home businesses; Home industries; Hostels; Information and education facilities; Medical centres; Passenger transport facilities; Recreation facilities (indoor); Registered clubs; Respite day care centres; Restricted premises; Roads; Service stations; Shop top housing; Signage; Tourist and visitor accommodation; Veterinary hospitals; Water recycling facilities; Water supply systems.

##### **D Prohibited**

Water treatment facilities; Any other development not specified in item 2 or 3.

It is the responsibility of the potential Lessee to verify the planning aspects which can be confirmed by an application to Council. Initial enquiries can be made by checking the Manly Local Environmental Plan 2013, found on the following link:

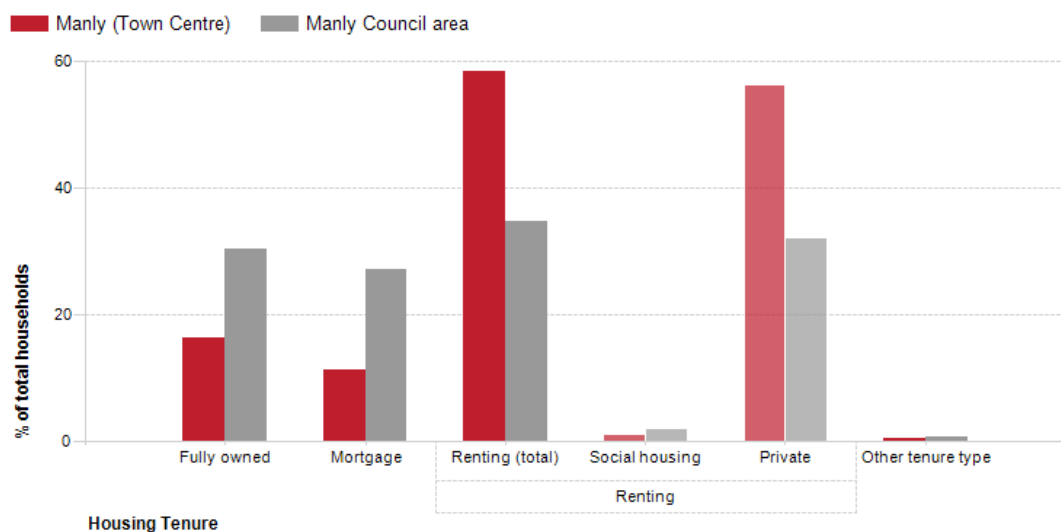
<http://www.legislation.nsw.gov.au/maintop/view/inforce/epi+140+2013+cd+0+N>

## 8 THE DEMOGRAPHICS OF MANLY

In summary the Manly (Town Centre) LGA population is represented as the following;

- The largest age group living in Manly (Town Centre) in 2011 was 30 to 34 years old.
- In the 2011 Census, the population of the centre was 2,473, living in 1,725 dwellings
- 1,479 people living in Manly (Town Centre) in 2011 were employed, of which 77% worked full-time and 22% part-time.
- In Manly (Town Centre), 27% of households were purchasing or fully owned their home, 56.4% were renting privately, and 1.1% were in social housing in 2011.

### Housing tenure, 2011



In summary the Manly Council Local Government Area (LGA) population is represented as the following;

- The median age of residents of Manly LGA is 37 years of age.
- The Estimated Resident Population in 2014 was 44,786.
- 20,666 people living in Manly LGA in 2011 were employed, of which 66% worked full-time and 33% part-time.
- In Manly LGA, 57% of households were purchasing or fully owned their home, 32.2% were renting privately, and 2.0% were in social housing in 2011.

## **9 ADDITIONAL MATTERS FOR CONSIDERATION**

To assist Respondents' understanding of the scope of this EOI, this section of the Brief provides a non-exhaustive guide to Respondents.

### **9.1 Outcome to be achieved**

The successful Respondent firm will use their skills, experience and expertise to design, construct, and deliver a development that has architectural merits, addresses the principal directions of Manly2015, and offers excellence in urban design in its designs, including all public domain areas.

The successful respondent will at all times ensure and be able to demonstrate compliance with all relevant Federal and State government legislation, standards and regulations as are relevant to the project and facility developed and operated.

The successful respondent will be responsible for, but not limited to, gaining all necessary approvals, for the design and construction of all buildings proposed.

### **9.2 Planning, Architectural Services, Urban Design and Planning Approval**

Detailed planning and design (ensuring Council's concurrence and approval) before the preparation and lodgement of a Development Application through to successful development approval ready for construction.

### **9.3 Project parameters and timeline**

The delivery of works associated with this EOI must be completed in an efficient and effective fashion, and within the timeframes agreed to in any subsequent deed or agreement.

### **9.4 The Scope of the submissions**

Respondents should provide sufficient details and clarity in their submissions to enable the proper and adequate assessment of their Expression of Interest by Manly Council.

## **10 ADDITIONAL DOCUMENTS AVAILABLE TO RESPONDENTS**

The documents in the list below are available to Respondents to this invitation for EOI upon the completion, payment, and return of the Schedule of Documents in Section 11:

- i. Property Title Information
- ii. Manly2015 MasterPlan Economic Assessment by HILLPDA, December 2013
- iii. Manly2015 Traffic and Parking Overview, CHORFI, 2014
- iv. Manly2015 Masterplan – Principles and Concepts, CHORFI, 2011

**11 Schedule of Additional Documents and Request Form**

The following documents are available to Respondents for \$1,000, which will be fully refunded when an EOI is received from the Respondent.

Request for these documents should be made in email or writing, attaching the below Schedule and a Credit Card authorisation to: rfp@manly.nsw.gov.au, with “EOI – MANLY CBD LANDMARK SITE – ADDITIONAL DOCUMENTS” in the subject line of the email or by cheque mailed to Manly Council at: 1 Belgrave Street, Manly 2095.

Ref	Document Title	PDF
<b>i</b>	Property Title Information ©	
<b>ii</b>	Manly2015 Masterplan Economic Assessment by HILLPDA, December 2013 ©	
<b>iii</b>	Manly2015 Traffic and Parking Overview, CHORFI, 2014 ©	
<b>iv</b>	Manly2015 Masterplan – Principles and Concepts, CHORFI, 2011 ©	

© - Copyright Reserved and Protected by Law. These documents have been prepared for Council and may contain information that is of commercial value.

These documents may not be used for any purposes other than for the preparation of the Respondents’ response to this EOI.

Respondent’s Name and Address:

.....  
 .....  
 Contact Person:.....  
 Position held:.....  
 Contact Number:.....  
 Email Address:.....@.....

**I the undersigned accept the condition and use of the documents listed in the Schedule is solely for the purpose of preparing for this EOI.**

.....  
**Signature/Date**



12 Credit Card Payment Authorisation Form



**Manly Council**  
 Council Offices: 1 Belgrave Street Manly  
 PO Box 82 MANLY NSW 1655 AUSTRALIA  
[www.manly.nsw.gov.au](http://www.manly.nsw.gov.au)  
 Phone 02 9976 1500 Fax 02 9976 1400  
 Email: [records@manly.nsw.gov.au](mailto:records@manly.nsw.gov.au)

**CREDIT CARD PAYMENT  
 AUTHORISATION**

ABN 43 662 868 065

<b>Introduction</b>	This form can be used for providing payment by credit card for Council services. Please attach this form to the front of any relevant documentation to ensure fast processing of your payment.		
<b>Payment Details</b>	Please charge my credit card for payment of: <input type="checkbox"/> <del>Property Rates (Please specify customer reference no. ....)</del> <input type="checkbox"/> <del>Zoning (s149) Certificate</del> <input type="checkbox"/> <del>Outstanding Rates (s603) Certificate</del> <input type="checkbox"/> <del>Tree Pruning/Removal Application</del> <input type="checkbox"/> <del>Parking Permit Application (attach Application Form)</del> <input type="checkbox"/> Other (Please detail <b>EOI – MANLY CBD LANDMARK SITE – ADDITIONAL DOCUMENTS</b> )		
<b>Payment Amount</b>	<input type="text" value="\$ 1,000.00"/>		
<b>Payment Amount Cardholder Details</b>	Name on Card: ..... Address: ..... Suburb: ..... Postcode: ..... Phone Number/s: .....		
<b>Card Details</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Card No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	Expiry date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>		
	Signature of Cardholder: ..... Date: ..... *Please note that this payment is subject to approval of funds by your financial institution <b>A 1.5% Credit Card Service Fee including GST applies to ALL payments made by Credit Card.</b>		
<b>Council Details</b>	<b>Manly Council Customer Service</b> 1 Belgrave Street, Manly NSW 2095: PO Box 82 Manly NSW 1655 <a href="http://www.manly.nsw.gov.au">www.manly.nsw.gov.au</a> Email: <a href="mailto:records@manly.nsw.gov.au">records@manly.nsw.gov.au</a> Phone: 02 9976 1500 Fax: 02 9976 1400		
<b>Your Privacy</b>	The personal information you have supplied on this form is required to assist Council officers when determining your application. Failure to provide some details may result in rejection or delays. The details provided are not publicly available. At anytime you have access to view or correct any information you have supplied. The information you have supplied will be stored at Council offices.		
<b>Office Use</b>	By phone:	Initials:	Date:
	Ref No.:	Receipt No.:	Date Paid:

1 July 2013

MC/13/ 6002 \_ Form ID: CS 24

### 13 Expression of Interest – Checklist of Returnable Documents (RETURNABLE)

#### Project Reference: Redevelopment Opportunity of Landmark Site in Manly

The following is returnable information with the Expression of Interest, which will form the basis of post EOI assessment.

Item	Respondents should provide the following with their EOI submission	Checked by Respondent	Checked by Council
1	<b>A Statement setting out the offers</b>		
2	Addressing Matters for Consideration requirements in Section 3.3 and 9 of this Invitation Brief		
3	Plans, Schematics, Drawing, Sketches, of the proposal in the EOI proposal		
4	A statement on the scope of the proposal, including specification advisory (if any)		
5	A statement on the proposed method of construction, staging if any, associated timeframes.		
6	A statement on project time estimates, including but limited to, construction duration, commission, and handover.		
7	Capability Statements of Respondent and nominated Consultants		
8	List of at least three Reference Sites of a similar scale and size		
9	List of Referees		
10	Name and address of Directors and Principals		
11	Name and address of auditor or public accountant		
12	Name of Banker		
13	Printout – ASIC record of the firm		
14	Proof of Insurance		
15	Statement of conformity to Australian Standards		
16	Statement of financial capability		
17	Statement regarding compliance with Council's Procurement Policy and Ethical Charter		
18	Quality Assurance Plan		
19	Acceptance of Council's Procurement Policy and Protocol and Disclaimer		

Signature of Respondent	
Name as per Signature	
Position Held	
Date	

**14 Expression of Interest Returnable Form (RETURNABLE)**

**Project Reference: Redevelopment Opportunity of Landmark Site in Manly**

By signing below and returning this form to Manly Council, the Respondent makes a submission in response to the above referenced EOI.

The Respondent also accepts that its submission, the contents of the EOI Invitation Brief and any associated documents will be included in any future agreement.

Respondent's Name and Address:

.....  
.....  
.....

Respondent's Website Address:

.....

Contact Person:.....

Position held:.....

Contact Number:.....

Email Address:.....@.....

.....

Signature

**This form together with all mandatory Returnable documents shall be addressed and delivered to Tender Box, Manly Council, 1, Belgrave Street, Manly 2095, Australia by 2pm, 12 June 2015.**

## 15 ASSESSMENT CRITERIA (RETURNABLE)

### Project Reference: Redevelopment Opportunity of Landmark Site in Manly

Respondents will be assessed on their EOI submissions as follows:

No	Assessment Criteria	Weighting
A.	Financial and Non-Financial offers	25%
B.	Design excellence	30%
C.	Capability and capacity to fulfil the requirements of the EOI	10%
D.	Respondents contextually demonstrate in their response how they have achieved industry recognition for their excellence in design, construction, project delivery, innovation to achieve best value for money results for their clients.	10%
E.	<p>Experience ie Proven track record in the delivery of design and construct projects between \$50m to \$100m.</p> <p>Including the knowledge and skill to provide the following:</p> <ul style="list-style-type: none"> <li>▪ the preparation and completion of the concept design,</li> <li>▪ development of the design,</li> <li>▪ preparation of construction documentation,</li> <li>▪ construction of major infrastructure.</li> </ul>	10%
F.	Proven track record in delivering projects with environmentally sustainable design features.	5%
G.	Respondents must also provide all the necessary evidence to support their submission and address the criteria required by this invitation.	5%
H.	Record of working with Local or State Government or similar agencies on the design and construction of major infrastructure projects.	5%

Signature of Respondent	
Name as per Signature	
Position Held	
Date	

## 16 Manly Council's Procurement Policy and Protocol (RETURNABLE)

### Ethics and Probity

General - The Council's procurement activities are to be performed with integrity and in a manner able to withstand the closest possible scrutiny.

Conduct of Council Staff - Council staff at all times are to conduct business that is ethical and of the highest integrity and are required to:

- treat potential and existing suppliers with equality and fairness
- not seek or receive personal gain
- maintain confidentiality of Commercial in Confidence information
- present the highest standards of professionalism and probity
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest
- provide all suppliers and tenderers with the same information and equal opportunity
- be able to account for all decisions and provide feedback on them
- not be involved in any activity such as performing work with suppliers, consultants or contractors
- ensure adherence to the Local Government Act 1993, (Section 55); Local Government (General) Regulation 2005, (Part 7); and Manly Council's Code of Conduct
- not engage in the practice of so-called "order splitting" with suppliers, consultants or contractors.

### Governance

Responsible Financial Management - The principle of responsible financial management is to be applied to all procurement activities.

Council funds are to be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

Record Keeping – All substantive communications with potential suppliers in respect of tender evaluations and quotations should be in writing or in formal minuted meetings.

Records for all Procurement activities must be kept and recorded in the Council record management system.

### Lobbying

Lobbying of Councillors and staff by tenderers or their agents is not permitted and shall result in their disqualification from the tender process on that occasion. For the purposes of this clause "lobbying" shall include seeking to influence; seeking to obtain support or assistance; and urging or persuading.

Signature of Respondent	
Name as per Signature	
Position Held	
Date	

**17 DISCLAIMER (RETURNABLE)**

This Invitation Brief has been prepared by Manly Council for the information of potential Respondents leasee to assist them in deciding whether they are sufficiently interested in the site offered to proceed with further investigation in relation to the subject site.

The information contained in this Invitation Brief does not constitute any offer or lease; it is provided as a guide only; and has been prepared in good faith and with due care.

Manly Council will not be liable for any loss or damage resulting from any statement, figure, calculation or any other information that a potential Respondent relies upon that is contained in this report or any other material.

The land the subject of this Invitation Brief is offered on an “as is” and “with all faults”, if any, without any representation or warranty as to its condition; fitness for any particular purpose; or compliance with any relevant law.

Manly Council reserves the right, at its sole discretion, to postpone or cancel the proposed lease of the site and to modify or add any terms and conditions to any proposed contract, statement or other material associated with the proposed lease, which may be made available to a Respondent to this EOI.

Signature of Respondent	
Name as per Signature	
Position Held	
Date	