



Request for Expressions of Interest

# **PUBLIC FARMERS AND CRAFT MARKET**

June 2019

EOI Applications Close:

4.30pm Monday 22 July 2019

# Conditions for Application

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## **1 GENERAL**

### **1.1 Introduction**

There has been a market operating in Taupō on Council administered land since 2013. The current licence to operate is due to expire 31 December 2019 and Council are seeking Expressions of Interest (EOI) from interested parties in order to secure a market operation following expiration of the current agreement.

### **1.2 Call for Expressions of Interest**

Expressions of Interest (EOI) are invited from organisations or individuals wishing to be considered for the proposed licence to occupy for the purposes of running a farmers and craft type market on Council administered land in Taupō.

Council's identified primary site for a market is Northcroft Domain on Lake Terrace. Applicants though are advised that they may choose to present any Council administered location for hosting a market. Applicants are informed however that Tongariro Domain and Riverside Park are not favoured full time sites for a market.

The scope of the request is deliberately open as Council does not wish to restrict the range of potential proposal ideas from applicants.

The principal for the proposed licence (referred to in this Request for EOI as 'the Principal') is Taupō District Council.

### **1.3 The Expression of Interest Process**

The EOI is the first stage of a multi-stage process. The objective of the EOI process is to identify people that are interested in entering into the proposed licence and have suitable capacity, capability and experience.

The first stage is that EOI applications will be evaluated by a working group of selected elected members and Council officers on the basis of the criteria set out in Section 3 of this Request for EOI.

The second stage is that the EOI's and the working group's evaluations will be presented to Elected Members; and short-listed applicants will be invited to present their proposals to Elected Members.

The Principal will determine their preferred supplier and work with that applicant to negotiate a licence to occupy for the purposes of running a market on Council administered land.

Council will not be liable for any costs incurred by applicants through participation in the EOI process.

### **1.4 Contact Person**

Refer all requests for information about this EOI process to the following Contact Person:

|        |                      |
|--------|----------------------|
| Name   | Daniel McKay         |
| Phone  | (07) 376 8694        |
| E-mail | dmckay@taupo.govt.nz |

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## **1.5 Indicative Timetable**

An indicative timetable for the EOI process is as follows:

|  |                   |
|--|-------------------|
| Request for EOI released                         | 24 June 2019      |
| Expressions of Interest close:                   | 22 July 2019      |
| Evaluation by working group to select short-list | 24 July 2019      |
| Presentation of short-listed EOI's               | 30 July 2019      |
| Council selects preferred supplier:              | 30 July 2019      |
| Respondents informed of outcome                  | 01 August 2019    |
| Negotiation with preferred supplier              | 04 September 2019 |
| Commencement of Licence:                         | 01 January 2020   |

## **2 FURTHER INFORMATION**

### **2.1 Addenda to this Request for EOI**

The Principal may issue written amendments to the Request for EOI, which becomes part of this Request for EOI.

### **2.2 Briefing for Potential Applicants**

A briefing session may be held at a time and place advised by the Principal if it is deemed necessary. It is not mandatory for applicants to attend any briefing.

Written questions about the Request for EOI may be submitted before any briefing and applicants may ask questions at the briefing. If a question cannot be answered at the briefing, a written response will be provided as soon as possible afterwards.

A written record of all questions asked at or before the briefing, and all answers given, will be provided to applicants in the form of an Addendum.

### **2.3 Disclaimer**

The Principal is not committed contractually in any way to those applicants whose applications are accepted. The issue of this Request for EOI does not commit or otherwise oblige the Principal to proceed with any part or steps of the process.

Whilst the information contained in this Request for EOI has been formulated with all due care, the Principal does not warrant or represent that the information is free from errors or omissions. The information is made available on the understanding that the Principal and its respective employees and agents, shall have no liability (including liability by reason of negligence) for any loss, damage, cost or expense incurred or arising by reason of any person using or relying on the information and whether caused by reason of any error, omission or misrepresentation in the information or otherwise.

Furthermore, the Principal takes no responsibility for the accuracy, currency, reliability and correctness of any information included in this EOI.

## **3 EVALUATION CRITERIA**

### **3.1 Mandatory Evaluation Criteria**

Applicants must demonstrate that they are able to meet the following mandatory requirements:

- Legal entity
- Health & Safety at Work
- Public liability insurance

The requirements for these mandatory criteria are set out below.

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### **Legal Entity**

An applicant must be an entity that is acceptable to the Principal. Any applicant that is an unincorporated business such as a sole trader, partnership or business name must identify the legal entity that would enter into the proposed licence.

### **Health and Safety Management**

An applicant must demonstrate the capacity to manage Health and Safety in accordance with the Health and Safety at Work Act 2015 (HSWA). These considerations should also include traffic management planning and vehicle management.

### **Public Liability Insurance**

An applicant must demonstrate the ability to procure appropriate Public Liability insurance (minimum \$2,000,000).

## **3.2 Project Specific Information**

Applicants are requested to submit the following information relating to their proposal:

- Applicant's experience and capability
- Proposed personnel
- Proposed location
- Proposed operational details
- Understanding of a Farmer's and Craft Market
- Potential future outlook of the activity e.g. expansion, variation of activity development of site etc.
- Added value or innovation
- Any other information applicants feel will contribute to their application.

### **Applicant's Experience and Capability**

This relates to the applicant's:

- Demonstrated successful experience in delivering a market type activity and/or Achievements in related fields which would demonstrate the capability to deliver a successful market
- Demonstrated performance in managing public activities
- Commitment to cooperative relationships between the applicant and the Principal

Verification of the applicant's experience and performance may be obtained from representatives of organisations or individuals familiar with the applicant.

### **Proposed Personnel**

Information relating to the personnel proposed by the applicant to manage the market, including their CV's.

### **Proposed Location**

The Principal has identified Northcroft Domain as a preferred location for a market activity. Applicants are invited though to consider any Council administered land which they believe may suit the market activity. Please be advised however that Tongariro Domain and Riverside Park will not be favoured for a market activity by the Principal.

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## **Proposed Operational Details**

Information relating to the operation of the activity as proposed by the applicant, including but not necessarily limited to:

- Days and hours of operation
- Management of stall-holders etc.
- Types of goods and services to be offered at the market
- Management of visitors and stall holders and their vehicles

## **Understanding of a Farmers and Craft Market**

Council has previously determined that a market activity on Council administered land should present goods and services reflective of quality local products. We would like to know what the applicant considers would be appropriate activities, goods and services for the market.

## **Added Value or Innovation**

This relates to the applicant's ideas which may create a unique experience or to add additional value over and above a typical market; including potential future enhancements or developments which may not be achievable immediately.

## **Additional Information**

The applicant may provide any additional information which doesn't fit into any of the other areas which they feel would contribute to the understanding and appreciation of their EOI.

## **4 SUBMISSION OF EOI APPLICATIONS**

### **4.1 Documents to be Submitted**

Applicants must lodge EOI's by the time and date stated on the cover of this Request for EOI. All information must be current and the application should be concise.

### **4.2 Lodgement Methods**

#### **Electronic Applications**

Applicants may lodge applications electronically by email to:

**dmckay@taupo.govt.nz**

Applications submitted electronically must be in a pdf file format. Applicants must not submit self-extracting (\*.exe) zip files.

An application that cannot be evaluated because it is incomplete or electronically corrupted may be passed over.

### **4.3 Hard Copy and Applications**

Applications may be lodged in the physical tender box at:

**Taupō District Council Customer Services**

**46 Horomatangi St**

**Taupō**

Applications lodged in hard copy through a physical tender box must be enclosed in a sealed package such as an envelope and marked with the Request for EOI name and closing time and date. Applications may also be posted to:

**Taupō District Council**

**Farmers & Craft Market EOI**

**Private Bag 2005**

**Taupō 3352**

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#### **4.4 Late Applications**

Late applications will not be accepted unless the lateness does not compromise the integrity and competitiveness of the EOI process. Any application that is not received in full by the closing time and date may be passed over.

Where an application is received by post after the closing time and date, the applicant may need to satisfy the Principal that all the required information was posted or lodged at a post office or other recognised delivery agency at a time that should reasonably have allowed delivery before the closing time and date.

#### **4.5 Applicants to inform themselves**

Applicants shall be deemed to have:

- Examined all information made available in writing by the Principal to applicants for the purpose of responding to the EOI request.
- Examined all information relevant to the risks, contingencies, and other circumstances having an effect on their EOI.
- Satisfied themselves as to the correctness and sufficiency of their EOI applications.

Should an applicant find any discrepancy, error or omission in the Request for EOI the applicant shall notify the Contact Officer in writing on or before the closing date and closing time.

### **5 AFTER EOI APPLICATIONS CLOSE**

#### **5.1 Evaluation of Applications**

EOI's will be collated and assessed initially by Council officers. EOI's will be evaluated by a working group consisting of selected elected members and Council officers. Short-listed EOI's will then be presented to elected members of Council for their consideration.

Short-listed applicants may be invited to present their EOI submissions in person to the elected members. At this stage the Principal anticipates that this will take the form of a workshop type environment whereby there can be an open discussion between applicants and elected members to determine the suitability and scope of the individual proposals. This is to help elected members decide on which proposal is the best fit for a market and an ongoing relationship with Council.

The Principal may request some or all applicants to provide additional information to clarify aspects of their applications, either in writing or during the workshop presentations. If a written response is requested, it must be provided within 48 hours after the request is received.

If elected members cannot come to a final decision on the day of the first workshop, they may request additional information, or further discussions with selected applicants to work through with them to make a final decision on their preferred supplier.

The Principal may make enquires to establish the past performance of applicants in respect of similar activities.

#### **5.2 Mandatory Evaluation Criteria**

Any application that does not demonstrate that the applicant meets all the mandatory evaluation criteria listed in Section 3 will be eliminated from consideration.

#### **5.3 Project Specific Evaluation Criteria**

Applications will be evaluated in terms of the project specific evaluation criteria listed in Section 3.

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#### **5.4 Outcome of the EOI process**

Applicants will be advised in writing whether they are successful or were unsuccessful.

#### **5.5 Disclosure of Information**

Details of this EOI and the outcome of the process will be subject to the Local Government Official Information and Meetings Act 1987.

#### **5.6 Changes in Circumstances**

Applicants must advise the Contact Person immediately in writing of any material change to the information contained in the Request for EOI application

### **6 Additional Information**

#### **6.1 Notes to Potential Applicants**

The Principal advises applicants that proposals may encompass any form of market activity that they wish to propose, in any location.

Council has set aside \$100,000 in long term plan budgets to enable a site to be developed as a multi-use and multi-user area capable of successfully catering to a market activity. It is anticipated that this development will be planned with input from the successful market applicant.

Council encourages applicants to consider the quality of the market, viability of the ongoing operation and suitability and contribution to the local community.

The market activity will mean that the applicant is entering into a fixed term relationship with Council. This includes a significant relationship with operational staff and Council officers on a regular basis. Applicants must be willing to work co-operatively with Council staff to achieve community outcomes.

As the market activity will operate on Council administered reserve land, there will be aspects of the agreement which mean that at times there will be public and community considerations to be allowed for. Applicants should be prepared to discuss community requirements which at time may take precedence over the market activity.

There will be a rental consideration to be paid by the market operator to Council. Specific rental expectations however, have been deliberately excluded from this EOI. Council acknowledges that the primary purpose of the market is as an ongoing event which contributes to community vibrancy. There will be a fair rental consideration, determined on a commercial basis and negotiated between the parties; but this is not the primary driver behind Council distributing this Request for EOI.