



Expression of Interest (EOI)
CAFÉ OPERATOR - Whites Hill Reserve
PART A - BRIEF

Closing Date: **Friday 8 July 2022**

Closing Time: **10:00am**

EOI Lodgment: via email to [**manager@bmta.com.au**](mailto:manager@bmta.com.au)

CONTACT

Applicants should refer requests for information or advice regarding this EOI to:

CONTACT NAME Christopher Davis
CONTACT EMAIL ADDRESS manager@bmta.com.au

Any information given to an Applicant to clarify any aspect of this EOI will also be given to all other Applicants, if in the opinion of BMTA it would be unfair not to do so.



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1. Invitation

The Brisbane Metropolitan Touch Association (BMTA) is seeking Expressions of Interest (EOI) from capable organisations to deliver café services in the new clubhouse at Whites Hill Reserve. Organisations will be selected from the EOI process to negotiate a lease or commercial agreement with the Association for an initial term of **four years**.

2. Site Inspection

Construction of the building is currently underway. Inspections of the site may be arranged by contacting:

Christopher Davis

07 3397 5133

manager@bmta.com.au

3. Background

This document invites Expressions of Interest (EOI) for the lease of retail space for the provision of canteen and café services at the new Whites Hill Reserve touch football clubhouse.

The café is located adjacent to the Whites Hill Reserve touch football fields and all-abilities playground, accessible from Boundary Road in Camp Hill. Cricket and football (soccer) facilities are also located within the Reserve, as well as hundreds of kilometres of bushwalking tracks.

The new clubhouse involves \$2.6 million of works being completed by Brisbane City Council through the Australian Government's Local Roads and Infrastructure Program (LRIP). As well as the retail space, the clubhouse also includes a large pavilion, tiered seating, offices and meeting rooms for BMTA, as well as toilet and storage facilities. Brisbane City Council also funded \$5.56m in upgrades to the ring road through the reserve through the same funding program, with construction completed in February 2022; while BMTA will separately fund a new LED lighting upgrade worth \$260,000 in winter 2022.

The clubhouse and surrounding areas are zoned Sport and Recreation and owned by Brisbane City Council. BMTA has leased this space since 1987, with rolling 10-year agreements. Our current lease expires in April 2027 but we have a letter of intention to renew from Brisbane City Council beyond this term.



4. The Opportunity

An opportunity exists to open a new café that is open to the public in a brand new, picturesque location, but also serves the touch football membership during competitions and events.

The retail space includes 72m² of custom designed space available in the BMTA clubhouse. This space is brand new and although a conceptual layout has been developed to allow for the provision of services, it can be fitted out however the successful organisation desires. In addition, there is approximately 630m² of undercover pavilion, 197m² of which is available for exclusive use by the successful organisation. The clubhouse also includes toilet and changeroom facilities shared with the touch football club. Outdoor dining on the grass spaces adjacent to the clubhouse may be possible pending Council approval.

Appendix 1 outlines design sketches and floorplans of the space.

BMTA's preference is for the successful organisation to fit out the kitchen, and then work closely with BMTA to develop a layout of the public facing side of the new space, including furniture and design.

Construction is currently scheduled for completion in the last week of August 2022 with the possibility for furniture and appliance deliveries to be taken up to a month prior. It is expected that the café is open to the public no later than one month after building handover.

5. Our Vision

BMTA wishes to create a clubhouse that is well-patronised and improves the experience for all members of our association. In addition, we wish to provide a friendly, relaxed place for members of the local community to enjoy the natural surrounds of Whites Hill Reserve.

Brisbane City Council want to see a café that is open to the public, servicing residents who frequent the playground or bushwalking tracks, justifying the significant investment recently made in the precinct.

BMTA surveyed members in June 2021 asking them what they wanted from the new build. In summary, our members' ideal new clubhouse features “**modern** and **spacious** design that provides a **comfortable** view of the fields, whilst recognising the **history** of our association. By being **open**, it is **inviting** for all, but must be **accessible** to ensure a **friendly** and **welcoming** atmosphere.” The survey also suggested that a café or sports bar style was a clear preference over that of a family restaurant or beer garden.

6. Touch Football

It is an expectation that the café is open during all touch football fixtures and events. It is anticipated that an alternate menu is available compared to daytime trade in recognition of the different clientele.

The Brisbane Metropolitan Touch Association is Australia's largest touch football club with 10,021 members in 2021, playing across two seasons. Membership is split evenly between children and adults, with 49% of the membership female. The Association will celebrate their 50th year in 2023 and maintains Brisbane's only dedicated touch football facility with the help of 5 full-time and 6 casual staff.

Season 1 runs from mid-February to mid-June and Season 2 runs from late July to early December. Competitions are played 5-6 nights per week, with each season lasting approximately 16 weeks. The precinct also hosts several events and school field hire arrangements throughout the year. A typical week is reflected in Table 1. When competitions are not being played, the playing fields are closed for remediation to repair the damage caused by excessive usage. This will not affect the ability for the café to open.



	Season 1	Player #'s	Season 2	Player #'s
Monday	Adult Social (Mixed & Men's)	725	Adult Social (Mixed & Men's)	800
Tuesday	Adult Social (Mixed & Men's)	725	Adult Social (Mixed & Men's)	725
Wednesday	Adult Social (Mixed, Men's 30s, Men's 40s, Women's)	750	Adult Social (Mixed, Men's 30s, Men's 40s, Women's)	825
Thursday	Junior Girls	1,400	Junior Girls	1,500
Friday	Junior Boys (Term 1)	425	Metro Cup	1,100
	Junior Mixed (Term 2)	250		
Saturday				
Sunday	Junior Training (pm)*	250	Senior Training (am)*	100
			Junior Boys (pm)	900
* Café not expected to be open during training, although the operator may choose to do so				

Table 1: BMTA regular competition schedule

7. Criteria

BMTA will assess applications based on the following criteria:

- **Demonstrated ability to operate a café or other public facing food business**

Applicants must demonstrate their experience in operating a café or food business of comparable scale (or larger).

- **Demonstrated financial stability and sufficient capacity to undertake this agreement.**

Applicants must demonstrate their ability to meet the financial requirements to set up and operate the business for the length of the entire four-year term. Applicants must also demonstrate their capacity to meet the requirements of operating the business in line with their business proposal.

- **Alignment with the BMTA's overall strategic vision to increase the number of visitors and provide a service for our existing membership is essential, as is a preparedness to cooperate closely with BMTA's own operational needs.**

The successful organisation is expected to work closely with BMTA to achieve the desired outcomes for the precinct and our membership. Applicants will be assessed on their values and alignment of values to BMTA.

BMTA's 2020-2022 Strategic Plan can be viewed on [our website](#).

- **Applicants must be a single legal entity that is recognised and acceptable to BMTA. EOIs will not be considered from individuals or firms under any form of external administration.**

An applicant must be a legal entity that is recognised and acceptable to BMTA. EOI's will not be considered from firms under any form of external administration, trusts or entities such as business names. Any applicant that is an unincorporated business such as a sole trader or partnership must identify the legal entity that would enter into the proposed contract.



8. Expression of Interest Process

An Evaluation Committee will comprise of representatives from BMTA, and possibly other external organisations as selected by BMTA, to evaluate the EOI applications. The Evaluation Committee will identify the applicants that meet the mandatory criteria listed in [Section 7](#) and will recommend those organisations with the demonstrated experience and capability to service the contract to be invited to enter further discussions with BMTA.

Organisations that are assessed as suitable will either negotiate directly with the Association to form an agreement or be invited to participate in a further process, depending on the number of suitable organisations identified.

9. Indicative Schedule

Stage	Date
EOI opens	7 June, 2022
EOI submissions due	8 July 2022 (10:00am)
Negotiations with suitable organisations	Early July 2022
Expected Award of Contract	Late July 2022
Expected Opening Date	Late August 2022

10. BMTA's Rights

- BMTA provides no undertaking that awarding of a contract will follow the EOI process.
- The project information and schedule are subject to change. All responses must be based on the EOI documents provided by the Association.
- BMTA will not be liable for any costs or damages incurred by applicants through participation in the EOI process.
- Statistical data provided in this Brief is not to be construed as a guarantee for providing any volume of business whatsoever by BMTA. The Applicant shall make no claim for anticipated profit or for loss of profit because of any difference between the statistical data provided to assist prospective Applicants in compiling an offer and the volume of services actually required by BMTA during the period of the Contract.

11. Lodgement of EOI Applications

Applications must be submitted electronically **before 10:00am AEST Friday 1 July 2022** via email to manager@bmta.com.au. Applications should be submitted in PDF format.

Late applications will not be accepted unless the lateness does not compromise the competitiveness of the EOI process.

Failure to meet these requirements may result in the application being rejected.



12. Enquiries

A respondent may ask the Contact Person for clarification of anything in the EOI before the closing date and time. BMTA may subsequently issue any instruction resulting from such request in writing to all respondents in the form of an addendum which becomes part of the EOI documents. Enquiries should be formalised and lodged by email to:

Christopher Davis

manager@bmta.com.au

13. Changes to EOI Documents

Any amendments to the EOI Brief will be posted on www.bmta.com.au.

14. Confidentiality and Ownership of Material

All applicants invited to respond to the EOI are required to handle all information with confidentiality and shall not disclose any information without permission from BMTA.

No copies of this EOI shall be made.

The consulting organisation shall not disclose or make public any information or material acquired or produced in connection with the process without prior approval in writing from BMTA. The property and copyright in all contract material, whether tangible or intangible, shall remain the property of BMTA. The consulting organisation shall not use any contract material for any purpose other than for the client unless prior approval has been provided in writing from BMTA.

“Contract material” means all material produced under the contract and includes reports, technical information, plans, charts, calculations, tables, schedules and other data, however embodied.

15. Contact Person

All enquiries in respect of this EOI are to be directed to:

Name Christopher Davis

Phone 07 3397 5133

Email manager@bmta.com.au

16. Attachments

Floorplans with conceptual artwork and plans.



APPENDIX 1

