



Australian Government
Sydney Harbour Federation Trust

CALL FOR PROPOSALS

Cockatoo Island: Proposals for innovative events

Submissions may be received at any time. (Early submissions are required for proposed events in late 2007 and 2008)

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1. Introduction

5 May 2007

To: Potential Respondents
From: Sydney Harbour Federation Trust
Re: Call for Proposals: innovative events on Cockatoo Island

The Sydney Harbour Federation Trust through this *Call for Proposals* process seeks proposals from suitably experienced and qualified organisations and companies to devise and implement public events on Cockatoo Island. The Trust is creating an exciting and innovative annual calendar of events on the island.

Information obtained through this call will be used to assess the range of potential public events suitable for Cockatoo Island, to identify organisations and companies with which the Trust may work or collaborate, and to implement specific events on the island. This call is no guarantee of work.

It is desirable that organisations and companies have experience in developing and implementing public events for public sector agencies and understand the processes of government.

Responses to the *Call for Proposals* may be sent to the Trust at any time, addressed to Tania Quax, Events Manager, Sydney Harbour Federation Trust, PO Box 607, MOSMAN NSW 2088. This call does not preclude the Trust considering proposals submitted by organisations and companies in the future.

Neither the Trust nor the Commonwealth of Australia will be liable for any cost incurred by the Respondent in the process of responding to this *Call for Proposals*.

2. Scope of Request

The Trust is responsible for implementing a plan for the future uses of former Defence and other Commonwealth lands on Sydney Harbour. The lands are:

- Former North Head Artillery School
- Middle Head, Georges Heights, Chowder Bay
- Woolwich Dock and Parklands
- Cockatoo Island
- Snapper Island
- Macquarie Lightstation
- Former Marine Biological Station, Watsons Bay
- HMAS Platypus, Neutral Bay

These lands contain historic buildings and areas of pristine natural vegetation, magnificent views of the harbour and a record of Sydney's Aboriginal, maritime and defence heritage.

Cockatoo Island has the potential to become a Sydney icon. The Trust's vision is to revitalise the island as a landmark harbour attraction. The largest island in Sydney Harbour, Cockatoo Island has a remarkable history of incarceration and maritime industry.

The Trust is required to maximise public access to its lands.

A summary of access to Cockatoo Island:

- Since 2001, the Trust has conducted guided tours.
- In 2005, a three day music and cultural festival was held on the island (approximately 18-20,000 people).
- In April 2007, a limited ferry service commenced, enabling members of the public to visit the island and explore it.
- A café and a bar are expected to open on the island in the next few months
- A campground should be operational by October 2007.
- Leasing of buildings and facilities under negotiation.

An installation in the convict precinct by Swiss artist Urs Fischer opened on 20 April 2007 and runs until 3 June 2007

The Sydney Writers' Festival has programmed two events on the island on Sunday 3 June 2007.

In broad terms, the Trust's broad public vision for the island includes festivals, partnerships, collaborations and all things cultural, edgy and popular.

Specific Information Requested

Set out below are the headings under which the Trust is seeking information. Respondents are required to address each category in the body of their response. These will form the basis of the selection criteria. Each heading should be no more than 1 page in length.

Respondent's Appreciation of the Client's Needs

The Respondent should convey their understanding of the Trust's vision for Cockatoo Island and the challenges. In particular, the Respondent should outline how their organisation or company would bring life to the island and help build its reputation as a landmark cultural attraction.

Respondent's Timing and Work Plan

The Respondent should provide an indicative timeframe for staging a proposed event on Cockatoo Island and a summary work plan showing start and finish times for major milestones of the project.

Respondent's Task Appreciation and Methodology

The Respondent should provide a clear outline of the nature and scope of a proposed event on Cockatoo Island and a methodology to deal with the challenges of working on an island.

Respondent's Particular Expertise

The Respondent should list the organisation or company's particular expertise in the generation of ideas and their implementation in innovative public events.

Respondent's Government and Stakeholder Experience

The Respondent should give details of any public events undertaken at sensitive sites, heritages places and/or in partnership with government agencies and other stakeholders.

Respondent's Quality Assurance (QA) Standards

The Respondent should outline their QA policy and procedures. Include example of risk assessment plan, transport plan or security plan

Public and Private Sector References

The Respondent should give details of previous public events and client references. Brief information on the size and type of events should be included.

Details of Business Structure

The Respondent should give details of the organisation or company structure and size listing the names of all financial directors, the qualifications of staff and details of any partnerships.

3. Response Procedures & Instructions

The Trust is not liable for any cost incurred by a Respondent in the process of responding to this *Call for Proposals*. No materials will be returned.

Respondents are asked to make information provided pursuant to this call concise and clearly expressed. Written questions for clarification may be sent **strictly** by e-mail to tania.quax@harbourtrust.gov.au.

All responses to this call should be arranged in the following order and to include the information noted:

Cover Page

Respondents are to complete and submit the cover page supplied at Appendix A.

Executive Summary

This summary should be no more than **1 page**. This is an executive level description of key elements and unique features of the response. This section provides the opportunity to describe and substantiate the significant features of the organisation or company and the services offered.

Body of Response

Please organise your response in accordance with the headings outlined in "Section 2 Scope of Request, Specific Information". If additional categories are required please include these following those listed. Please label each section to correspond to the appropriate category. If you have no response to a particular section, please include a heading followed by the words "no response".

Submissions should not exceed **10 A4 (vertical/portrait)** typewritten pages. Pages shall be numbered sequentially. Each page will be counted except for the cover page and table of contents. No hardback folders are to be submitted.

4. BACKGROUND INFORMATION

The Trust's comprehensive plan describes how the following sites around Sydney Harbour will be used in the future:

- Former School of Artillery, North Head
- Middle Head, Georges Heights, Chowder Bay
- Woolwich Dock and Parklands
- Cockatoo Island
- Snapper Island
- Macquarie Lightstation
- Former Marine Biological Station, Watsons Bay
- HMAS Platypus, Neutral Bay

The lands will not to be sold and will remain in public ownership forever. The Trust's plan will conserve their cultural heritage, protect the environment and provide maximum public access.

The plan sets out a vision for the sites and includes a process for the preparation of more detailed management plans for specific precincts, places or buildings. Management plans have been completed for many sites or precincts within sites.

In addition, works have been carried out on the sites to conserve items of high heritage significance, remediate contaminated areas, repair buildings to prevent further deterioration, and regenerate bushland. This work continues.

For more detailed information on Cockatoo Island, see the Trust's plan on www.harbourtrust.gov.au/topics/planning3.html

APPENDIX A

**COVER PAGE FOR:
Call for Proposals: Innovative events on Cockatoo Island**

Size of Firm

Small = under 10 staff, Medium = 10 – 30 staff, Large = over 30 staff

Place a cross "x" in the appropriate box(es) below

Small	Medium	Large
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Organisation/Company

Address

Telephone (Office)	(Mobile)	Facsimile
<input type="text"/>	<input type="text"/>	<input type="text"/>

Trading Business Name

Aust. Company No.

(Where applicable)

Aust. Business No.

(Where applicable)

Business Name Registration No.

(Where applicable)

Builder's Registration Lic. No.

(Where applicable)

I,
the person identified above/ an authorised representative of the company identified above (delete whichever is not applicable) submit an expression of interest for this project and declare that all the information contained in this submission is true and correct.

The Officers of the Sydney Harbour Federation Trust are authorised to seek information from any of the institutions or persons referred to in the attached submission and any other persons deemed necessary to evaluate the contractor's eligibility for inclusion on a select tenderer list.

Signed..... Date.....

In the presence of:

Name of Witness

Address of Witness

Signed..... Date.....