

Expression of Interest

Expression of Interest (EOI):	<i>Complimentary Concept Designs for Housing Developments</i>
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Deadline:	<i>Wednesday, 6 November 2024 at 9:00am AWST</i>
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Address for Delivery:	<p><i>Respondents must be submitted electronically via procurement@broome.wa.gov.au; or</i></p> <p><i>Placed in a sealed envelope clearly endorsed with the EOI number and title as shown on the front cover of this EOI and placed in the Shire of Broome's Tender inbox at the front desk of the Administration Offices on 27 Weld Street, Broome WA 6725</i></p>
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EOI Number:	<i>EOI 24/05</i>
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Expression of Interest

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1 Conditions of Responding

The Shire of Broome (Shire) will not be liable for the payment to the Respondent for any cost, losses or expenses incurred by the Respondent in preparing their Response to this Expression of Interest (EOI), regardless of the outcome. The Respondent shall have satisfied themselves as to the correctness and sufficiency of their Response.

1.1 Definitions

Below is a summary of some of the important defined terms used in this Expression of Interest:

Attachments:	The documents you attach as part of your Submission.
Deadline:	The Deadline shown on the front cover of this Expression of Interest for lodgement of your Submission.
Expression of Interest or EOI:	This document.
Landowner:	Owner/s of the land as described on the certificate of title.
Project:	The scope of this EOI as detailed in Part 2.
Respondent:	The person or persons, corporation or corporations who intends to submit a Submission in response to an Expression of Interest.
Requirement:	The application of interest requested by the Shire of Broome.
Selection Criteria:	The Criteria used by the Principal in evaluating your Submission.
Shire:	Shire of Broome.
Specification:	The Statement of Requirements that the Shire of Broome's EOI may request you to provide if selected as an acceptable EOI through the EOI process.
Submission:	Completed Expression of Interest, response to Selection Criteria and Attachments.
Underdeveloped Land:	<p>A subdivided lot(s) which has been built on but the building is either:</p> <ul style="list-style-type: none"> • Is in a state of disrepair. • Is of a type of use not considered the highest and best use of the land, e.g. <ul style="list-style-type: none"> ○ A shed in a residential area

- Low density residential on a site that allows higher densities.
- All of the above.

Vacant Land: A subdivided lot(s) which has not yet been built on

1.2 Expression of Interest Documents

This Expression of Interest is comprised of the following parts:

Part 1 – Conditions of Responding (*read and keep this part*).

Part 2 – Specification and/or plans/drawings (*read and keep this part*).

Part 3 – Respondent's Submission (*complete and return this part*).

Separate Documents

- a) Addenda and any other special correspondence issued to Respondent's by the Principal.
- b) Any other policy or document referred to but not attached to the Expression of Interest.

1.3 How to Prepare Your Submission

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements (Part 2);
- c) Complete and sign the Response Form and your response to the Selection Criteria (Part 3) and attach your Attachments; and
- d) Lodge your Submission before the Deadline.

1.4 Contact Persons

Respondents must not rely on any information provided by any person other than the person listed below:

Name:	Conor Noone
Telephone:	(08) 9191 3456
Email:	procurement@broome.wa.gov.au

1.5 Briefing/Site Inspection

Prior to the submission date a briefing may be held to provide Respondents with the opportunity to clarify any uncertainties in regard to this EOI. The briefing will only be held,

where sufficient demand is registered, at the Shire administrative offices (27 Weld Street, Broome WA 6725).

Please confirm with the contact person, Conor Noone, by email at procurement@broome.wa.gov.au or phone at (08) 9191 3456 of your interest in attending a Briefing session no later than 20 October 2024.

If a briefing is held, attendance is not mandatory to lodge a submission.

1.6 Evaluation Process

EOI submissions will be evaluated using the Evaluation Process. The Evaluation Process consists of two stages.

Stage 1 and 2 is made up of 3 parts:

- Part 1 - Compliance Criteria;
- Part 2 - Qualitative Criteria; and
- Part 3 - Other Considerations which will be assessed together.

1.7 Scoring Criteria

A scoring system will be used as part of the assessment of the qualitative criteria set out in Part 3. Unless otherwise stated, a response to one of these criteria which provides all the information requested in the EOI will be assessed as satisfactory and will, in the first instance, attract an average score.

The extent to which the Submission demonstrates greater or lesser satisfaction of each of these criteria will result in a score greater or lesser than the average. The aggregate score of each Submission will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment taking into account Other Considerations.

1.8 Compliance Criteria

These criteria are detailed within Part 3 of this document and will not be point scored. Each Submission will be assessed on a “Yes/No” basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

1.9 Qualitative Criteria

In determining the most advantageous Submission, the Evaluation Panel will score each Respondent against the qualitative criteria and using the scoring system detailed within Part 3 of this document. Unless otherwise stated, a response to one of these criteria which provides all the information requested in the EOI will be assessed as satisfactory and will, in the first instance, attract an average score.

The extent to which the Submission demonstrates greater or lesser satisfaction of each of these criteria will result in a score greater or lesser than the average. The aggregate score of each Submission will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

Each criterion is weighted to indicate their relative degree of importance. Failure to provide the specified information may result in elimination from the evaluation process or a low score.

Site Selection Criteria.

Following the submission deadline, the Shire will undertake an evaluation process on all submissions. Your Submission will be evaluated using information provided in your EOI in response to the Compliance Criteria and Part 1A - Site Selection Criteria.

The following Evaluation Methodology will be used in respect to Part 1A of this EOI:

- a) Submissions are checked for completeness and compliance. Submissions that do not contain all information requested (e.g., completed Submission Form and Attachments) may be excluded from evaluation;
- b) Submission are assessed against the Part 1A - Site Selection Criteria;
- c) Respondents may be required to clarify their Submission; and
- d) Responses will be longlisted, in descending order according to their Qualitative evaluation score.

Stage 2 - Selection for Quantity Survey Estimate

Following completion of concept designs for all twelve (12) sites OR by 31 March 2025, whichever comes first, the Shire will undertake a further Qualitative Criteria (Part 1B) on the completed concepts to determine selection of two sites for Quantity Survey estimates.

The following Evaluation Methodology will be used in respect to Part 1B of this EOI:

- a) Individual assessments will be made for all 12 completed concept sites or those completed concept designs as at 31 March 2025. Assessments will be made against the Part 1B – Selection for Quantity Survey Estimate Criteria;
- b) Sites will be ranked, in descending order according to their evaluation score;
- c) Sites ranked 1 to 2 will be offered the services described in Part 1B of this EOI; and
- d) Where the Respondent doesn't confirm acceptance in a timely manner, the next highest ranked responses will be contacted in descending order until the short list is exhausted.

1.10 Other Considerations

Non-weighted considerations are used where other considerations are desired that are difficult to include in Compliance or Qualitative Criteria.

Once the responses have been assessed for Compliance and ranked Qualitatively the evaluation panel will make a series of judgements which consider:

- the number of submission received by the same Respondent and/or parties related to the Respondent.
- existing plans the Respondent has for the Site which the Shire is aware of.
- the Respondents ability to independently procure the services on offer through this EOI.
- Any fatal flaws with that severely limit the development of the site.

The outcome of these judgments will be used to adjust the ranking of the long list. Following which the Responses ranked 1 to 12 will be offered the services described in Part 1A of this EOI.

Where the Respondent doesn't confirm acceptance in a timely manner, the next highest ranked responses will be contacted in descending order until the long list is exhausted. The confirmed 12 submissions will form the final short list on which the services described in this EOI are offered.

1.11 Policies That May Affect Selection

The following policies may affect this selection:

- Local Planning Policy 5.4 - Heritage List – Development of Listed Places.
- Local Planning Policy 5.25 - Holiday House.

1.12 Lodgement of Submissions and Delivery Method

Submissions can be received by hardcopy paper or email.

The Submission is to be either:

- a) Placed in a sealed envelope clearly endorsed with the EOI number and title as shown on the front cover of this EOI and placed in the Shire of Broome's Tender inbox at the front desk of the Administration Offices on 27 Weld St, Broome, WA.
- b) Emailed to procurement@broome.wa.gov.au.

1.13 Late Submissions

Submission received:

- a) after the Deadline; or
- b) in a place other than that stipulated in this Expression of Interest;

will not be accepted unless the evaluation panel deems it necessary to reach 12 confirmed sites and it is in the best interest of the intention of this project, in which case it will operate on a first come first served basis. The Evaluation Process for which will consist of the Compliance Criteria and Other Considerations only, without use of a ranking system, and the Shire reserves the right not to proceed with a late submission for any reason.

1.14 Acceptance of Submissions

Submission must be for all of the Requirements. The Shire is not bound to accept a submission and may reject any or all Submissions submitted. The acceptance of a Submission does not oblige the Shire to proceed to the design testing stage with selected landowners.

1.15 Clarifications

Respondents may also be required to clarify elements of their Submission.

1.16 Disclosure of Contract Information and Documents

Documents and other information relevant to this EOI may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court Order.

1.17 Submission Validity Period

All Submissions will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or for forty five (45) days from the Shire's resolution for determining the Submission, whichever is the later unless extended on mutual agreement between the Shire and the Respondent in writing.

1.18 Respondents to Inform Themselves

Respondents shall be deemed to have:

- a) examined the EOI and any other information available in writing to Respondents for the purpose of submitting an EOI;
- b) examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries;
- c) satisfied themselves as to the correctness and sufficiency of their Submissions; and
- d) satisfied themselves they have a full set of the EOI documents and all relevant attachments.

1.19 Alterations

The Respondent shall not alter or add to the EOI documents unless required by these General Conditions of Responding.

The Shire will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued EOI documents before the Deadline.

1.20 Ownership of Submissions

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Submission shall become upon submission the absolute property of the Shire and will not be returned to the Respondent at the conclusion of the Submission Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein.

1.21 Canvassing of Officials

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

1.22 Identity of the Respondent

The identity of the Respondent is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3.

1.23 Submission Opening

Submissions will be opened at the Shire's offices, following the advertised Deadline. All Respondents and members of the public may attend or be represented at the opening of Submissions.

The names of the persons who submitted a Submission by the Deadline will be read out at the opening. No other information regarding the submissions will be divulged to those in attendance apart from the names of the Respondents.

The Opening will be held as soon as practicable after the Deadline at 27 Weld St, Broome, WA, 6725.

1.24 In-house Submissions

The Principal does not intend to submit an In-house Submission.

2 Statement of Requirements

2.1 Background

The Shire has received a Federal grant to fund a Housing focused Master Planning Project (The Project). The Project involves voluntarily working with owners of vacant and under-developed land parcels in Broome, suitable for medium to higher density housing, that would like to receive free Concept Design plans.

To identify suitable sites, the Shire is running an EOI process for landowners (or those authorised to act on their behalf) to be involved in this project. Interested landowners need to complete and return all parts of the EOI form in Part 3.

2.2 Site Selection

Free Concept Design testing is available for 12 sites. Selection of the sites will be by the Evaluation Process as set out in Sections 1.6 and 3.3. In general the evaluation is looking for sites with the potential to deliver additional dwellings within 50km of the Broome Post Office. Sites should not be unduly restricted from development.

2.3 Opportunity Overview

Design Testing

Hames Sharley Pty Ltd (Hames Sharley), have been contracted by the Shire to undertake Concept Design work. Landowners can discuss their Site's opportunities with Hames Sharley and in consultation receive the following deliverables free of charge:

- 1hr meeting (Landowner, Hames Sharley, Shire) to discuss options for the site and determine landowners preferred outcome.
- High-level design testing to understand sites limitations and potential development opportunities.
- A site development sketch of the preferred design outcome.
- A high level financial estimate to determine if the proposed development results in a positive financial gain.
- A high level model to determine if the proposed housing types are acceptable to the market at the resultant price.

Quantity Survey Estimates

There will also be an additional opportunity for two highly engaged landowners that are considered to have the highest probability of generating additional housing to receive free,

high level quantity survey (QS) informed cost estimates. The intention of which is to allow owners to apply for government or bank funding.

General Information:

Applicants should be aware of the recent amendment to the Local Planning Scheme No. 7, which has rezoned a large segment of Old Broome and Chinatown, including changes to residential coding. This may provide landowners opportunities for higher density housing.

If you are a landowner and are interested in applying to be part of this project, please provide the following information:

1. Proof of ownership of the land and or consent from the landowner to act of their behalf.
2. A brief summary of the vision the applicant has for their land and how this may contribute to increased housing opportunities across Broome.
3. Demonstrated willingness to implement any designs and transition to the development and construction phase.
4. Any other supporting information that is considered relevant to the application.

Definitions

Vacant Land - A subdivided lot(s) which has not yet been built on

Underdeveloped land - A subdivided lot(s) which has been built on but the building is either:

- Is in a state of disrepair.
- Is of a type of use not considered the highest and best use of the land, e.g.
 - A shed in a residential area
 - Low density residential on a site that allows higher densities.
- All of the above.
- Other unique situations will be considered on a case-by-case basis against the goal of increasing housing supply.

Landowner - Owner/s of the land as described on the certificate of title.

Possible Restrictions

Sites may be excluded from consideration where they propose developments which are incompatible with existing uses or encumbrances such as:

- Developments not allowed due to Heritage regulations.
- Developments restricted by Cultural and/or Environmental regulations.
- Encumbrances and/or caveats on title which significantly restrict development.
- Proposals that are considered a holiday house or intended to be utilised for tourism purposes.

Restrictions

Sites are likely to be excluded from consideration where the applicant insists on development plans which are not consistent with site zoning requirements, building codes or any other legal requirements.

2.5 Implementation Timetable

Action	Timeframe
Release of EOI	17 October 2024
EOI deadline	6 November 2024
Applications Evaluated	6 November 2024 – 8 November 2024
Landowners Notified of Selection	6 – 8 November 2024
Engagement Meetings Arranged with Hames Sharley	11 November 2024 - 31 March 2025
Design Testing	11 November 2024 – 31 March 2025
Design Finalisation	30 April 2025

3 Respondent's Submission

3.1 Response Form

The Chief Executive Officer
Shire of Broome
27 Weld Street,
Broome WA 6725

I/We (Registered Entity Name): _____

(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Expression of Interest (EOI) Complimentary Concept Designs for Housing Developments

I/We agree that I am/We are bound by, and will comply with this Expression of Interest and its associated schedules, attachments, all in accordance with the Conditions contained in this EOI signed and completed.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Submission.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

3.2 Respondent's Response

FORM 2 (complete all parts)

Question	Response
Site Address	
Who is the legal owner of the site?	
Do you have authority to act if not the owner? (attach proof if applicable)	
Describe your vision for site such as size and number of houses? (use space available or attachment up to 1 page document if required)	
Describe your ability (or willingness) to transition to development and construction phase following design testing process. (use space available or attachment up to 1 page document if required)	

3.3 Selection Criteria

The following sections contain the selection criteria which has been developed to assess your submission. All pages within Part 3 are to be completed and returned to the Shire.

3.3.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Compliance Criteria
The site must be located within 50km of the Broome Post Office.
<p><u>Proof of Ownership or Consent to act on behalf of the landowner</u></p> <p>Where the respondent to this EOI is not a registered owner of the site(s) applied for, then consent to action on behalf of the landowner(s) must be supplied.</p> <p>Evaluators will carry out fact checking and determine whether the compliance criteria has been sufficiently met. For applications made on behalf of the landowners, a more stringent fact checking process can be undertaken including:</p> <ul style="list-style-type: none"> • Proof of identification. • Direct contact will be made with the landowner to validate the application made on their behalf. Contact details will be obtained through Intramaps/Synergy.

3.3.2 Qualitative Criteria

Qualitative Criteria	
Stage 1 - Site Selection Criteria	
<p>A. Vision</p> <p>Applicant's vision for their land and how this contributes to housing opportunities across Broome. For example:</p> <ol style="list-style-type: none"> Number of dwellings proposed. Quality of the development proposed. 	<p>Weighting 35%</p>
<p>B. Quality of the Opportunity</p> <p>This should take into account:</p> <ol style="list-style-type: none"> Consideration for the Shire's Local Planning Strategy, Local Planning Scheme and State Government planning policies. 	<p>Weighting 30%</p>

b) Lot and tenure preparedness. c) Lot dimensions and ability to accommodate new housing development. d) Stakeholder and community assumptions. e) Restrictions on the site.	
C. Development Potential A demonstrated ability (or willingness) to transition to development and construction phase following design testing process.	Weighting 35%
Stage 2 - Selection of Quantity Survey Estimate	
D. Engagement Respondents level of Engagement in Stage 1.	Weighting 20%
E. Quantity of developments proposed The number of new dwellings proposed by the Respondents Concept Designs.	Weighting 30%
F. Development Potential Respondents' probability of receiving Grant or other subsidised funding (higher probability will receive a higher score).	Weighting 50%

3.4 Other Considerations

Non weighted additional considerations used to adjust the Qualitative long list ranking.

Other Considerations
The number of submission received by the same Respondent and/or parties related to the Respondent.
Existing plans the Respondent has for the Site which the Shire of Broome is aware of.
The Respondents ability to independently procure the services on offer through this EOI.