

Request for proposal
Information Package



Lease of Macquarie Street Gatehouse
Parramatta Park



KEY DETAILS

RFP number	PPT/MSGH/Oct25
Commencement date	21 October 2025
Closing date	19 November 2025 @ 1700
Lodgement method	By email to leasing@gsp.nsw.gov.au
Nominated contact	James White leasing@gsp.nsw.gov.au
Premises inspections	10am to 11am, Thursday 30 October 9.30am to 10.30am Wednesday 5 November 2025 10am to 11am Wednesday 13 November 2025

Contents

Introduction	3
About Parramatta Park	4
Park Rules and Regulations	4
About the building	5
Premises details	5
Fitout and Development Approvals	5
Request for Proposal Process	7
RFP Phase 1 – market engagement	7
Nominated Contact	7
Premises inspections	7
Queries	7
Proposals	8
RFP Phase 2 – assessment	9
Assessment of proposals	9
Evaluation criteria	9
RFP Phase 3 – award	11
Proposed Lease Terms and Conditions	11
Indicative RFP timeframe	12
RFP Terms and Conditions	13
Attachments	17



Lead artist: Dennis Golding, Local artists: Dakota Campbell and Jessica Tobin. Graphic designer: Dave Madelly – Spirit Creative

Acknowledgement of Country

Greater Sydney Parklands acknowledges the Traditional Custodians of the lands, waters and sky upon which the parklands are located and pays respect to the Elders of these lands – past, present and emerging.

We recognise First Nations peoples' unique cultural and spiritual relationships to place and their rich contribution to society. We acknowledge the rights and interests of First Nations peoples to be involved in the ongoing management of these traditional lands.

We will work in a respectful manner with Traditional Custodians, Local Aboriginal Land Councils and the First Nations communities of Greater Sydney. We will support their custodianship of the natural and cultural heritage of parklands so that these are places where First Nations peoples feel socially, culturally and economically included.

Introduction

Greater Sydney Parklands (GSP) manages a number of parks across Sydney, including Parramatta Park. There are a variety of tenants located at these parks with operations ranging from sole traders to long established commercial enterprises.

GSP is requesting proposals to lease the Macquarie Street Gatehouse at Parramatta Park. The following Permitted Uses are allowed:

- Café/restaurant
- Take away food and drink premises
- Kiosks
- Recreation facilities

The purpose of the Request for Proposal (RFP) is to secure a lease of the property by a tenant that aligns with the principles and objectives of Parramatta Park Trust (Trust) for a period up to 10 years.

The lease of the Macquarie Street Gatehouse (Premises) offers an exciting and unique opportunity located at the main entrance to Parramatta Park.

This information package outlines the leasing opportunity and the RFP process.

About Parramatta Park

GSP oversees Parramatta Park, which is one of the most significant landscapes in Australia. Created in 1858 when the former Government Domain was opened as a park for the people. It sits in the heart of Greater Parramatta providing 85 hectares (210 acres) of important green space for approximately 1.8 million annual visitors.

The Park is a place of significant Aboriginal and European heritage. Recent findings in Parramatta indicate there was human occupation along the river 35,000 to 40,000 years ago.

It is an enduring symbol of early European colonisation and 19th century Parramatta. Telling the story of early government enterprise, from farming, gardens, botanical collections and propagation to colonial administration and European scientific endeavours.

Parramatta Park is on the UNESCO World Heritage Register.

Parramatta Park Trust Act 2001

Activities in the Park are managed by GSP under the *Parramatta Park Trust Act 2001*.

Heritage Significance of Parramatta Park

Parramatta Park is listed on the following statutory heritage registers:

- As the Government Domain and with Old Government House it is one of the 11 Australian Convict Sites on the UNESCO World Heritage list
- As the Government Domain and with Old Government House it is on the Australian World and National Heritage lists
- Old Government House Parramatta Park is on the NSW Heritage Register



Park Rules and Regulations

The *Parramatta Park Trust Regulation 2019* (Regulations) outlines the rules and regulations that ensure the safety and enjoyment of all visitors.

Operational use of the Premises will be finalised with the preferred Respondent.

About the building

Premises details

The Gothic-style Macquarie Street Gatehouse was originally built in 1887 as a gatekeeper's cottage.

The newly renovated Macquarie Street Gatehouse, located on the corner of Macquarie Street in Parramatta Park is a prime location at the main entrance to Parramatta Park.

The building is two storeys:

- The ground floor comprises two main rooms – a kitchen, servery and bathrooms, with original timber flooring and period height ceilings
- On the first floor, accessible via a heritage staircase, there is an additional three rooms suitable for back of house storage and office use, with a separate toilet facility

Outside areas boast attractive gardens and an open veranda surrounded by a charming picket fence.

The property also includes an outdoor secure shed for storage.

There is a large selection of seating areas. Approximately 40 pax internal seating capacity plus veranda. Outdoor dining options with seating available within the curtilage of Macquarie Street Gatehouse for approximately 30 patrons. An additional 40 spaces are available on the Bowling Green adjoining the Gate House and the Rumsay Rose Garden. Further outdoor garden space is available (subject to separate short term booking application and availability).

Parking is available in close proximity to the premises for all Parramatta Park users. The premises has 2 dedicated parking spaces.

See Attachment 1 for the Draft Lease Plan. Activities in Parramatta Park are subject to the *Parramatta Park Trust Act 2001*.

GSP's Objectives in seeking a use for the Premises are to:

- Provide a new facility to support activation through use of the Macquarie Street Gatehouse and outdoor seating
- Ensure ongoing care, conservation and adaptive reuse of the building
- Respond to community feedback/requests for activation.
- Support activities in the surrounding parklands in a respectful/complementary way
- Minimise negative environmental impacts to the park, its users and the local community
- Provide revenue for the management of heritage structures and the park

Fitout and Development Approvals

GSP has completed heritage internal and external renovation works. A Review of Environmental factors confirms the permitted uses. The site is suitable for a Liquor Licence on application.

Any base building works, fitout works and design review for the Premises, by the preferred Respondent, will require GSP's approval and must observe the consent conditions and heritage fabric. Please see Attachment 3 – Heritage Guidelines for Tenants, which shows the context of the Heritage structure.

Respondents will need to work with GSP and its heritage consultant to obtain any new development application or development consent modifications.

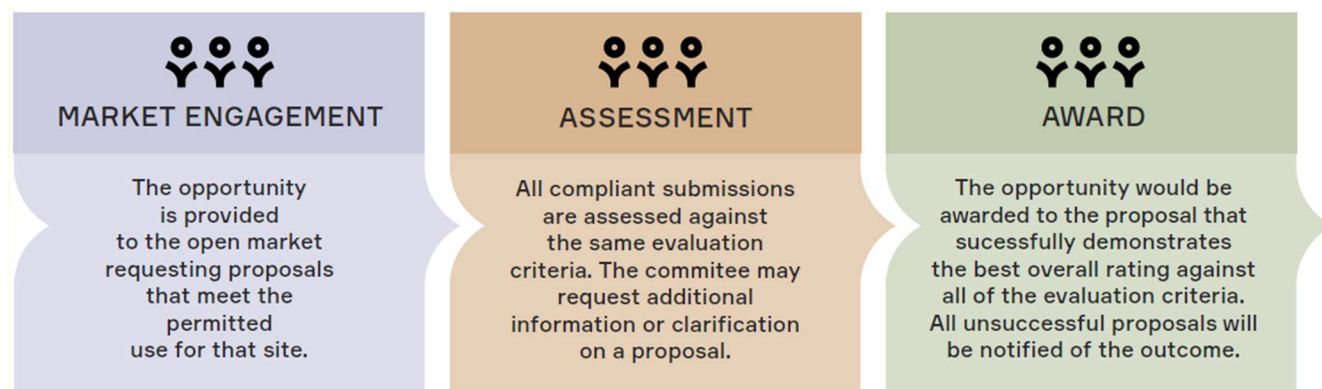
Respondents should review all documentation and undertake their own due diligence on the approval pathway and requirements for their intended use should it not be the existing use.



Request for Proposal Process

There are three key phases of this Request for Proposal (**RFP**) process.

The RFP process



RFP Phase 1 – market engagement

This opportunity will be open to the market from 21 October 2025 to 19 November 2025 at 5pm.

Respondents will need to ensure they complete their due diligence and submit a compliant proposal to GSP via leasing@gsp.nsw.gov.au prior to the closing date and time.

Respondents must continue to monitor the GSP website in relation to further information (if any) in relation to this opportunity.

Nominated Contact

All enquires should be directed to the Nominated Contact:
James White
leasing@gsp.nsw.gov.au

Premises inspections

Respondents may attend a Premises inspection prior to submitting their proposal.

Inspections at the Macquarie Street Gatehouse will be held at the following times and dates:

- 10am to 11am, Thursday 30 October
- 9.30am to 10.30am Wednesday 5 November 2025
- 10am to 11am Wednesday 13 November 2025

Queries

Any queries are required to be in writing to the Nominated Contact. All queries that are not unique or specific to the Respondent will be responded to in writing as an addendum to this RFP and will be published on the GSP website
<https://www.greatersydneyparklands.nsw.gov.au/about-us/property-services/leasing-opportunities>

Proposals

To submit a conforming proposal, you will need to:

- submit a completed copy of the:RFP Respondent Form (Attachment 2) addressing all the Evaluation Criteria, completedAcknowledgement of RFP Terms and Conditions and Confidentiality Agreement and Conflict of Interest Declaration
- ensure you notify GSP in the RFP Respondent Form (Attachment 2) of any information concerning findings of dishonest, unfair, unconscionable, corrupt, or illegal conduct against the Respondent, its directors or management.
- ensure that your proposal is consistent with the permitted use or demonstrate how it will comply;
- ensure alignment with any relevant statutory requirements, including but not limited to:

- *Greater Sydney Parklands Trust Act 2022*
- *Parramatta Park Trust Act 2001*
- *Parramatta Park Trust Regulation 2019*
- *Heritage Act 1977*
- submit your completed proposal via email to leasing@gsp.nsw.gov.au before the listed closing time and date.

Any proposal received after the closing time and date will be considered late. GSP has the absolute discretion to consider a late proposal.

Any proposal submitted through an alternative means (i.e. not through leasing@gsp.nsw.gov.au) will be deemed to be a non-compliant response and may be set aside for further consideration at GSP's absolute discretion. GSP reserves the right to consider or reject invalid and/or non-conforming submissions.

RFP Phase 2 – assessment

Assessment of proposals

All proposals will be first assessed against the above requirements. All proposals that proceed through the review will be assessed by the Evaluation Panel against the Evaluation Criteria. The Evaluation Criteria is listed below in no particular order and each criterion is given its own individual weighting.

The Evaluation Panel may comprise representatives from GSP, other

government agencies and/or private sector advisers who will assess each proposal.

After assessing a proposal, GSP may request further information or clarification from the respondent to enable the Evaluation Panel to complete their assessment.

The ranking / scoring of proposals will not be disclosed at any time during or after the RFP process

Evaluation criteria

All proposals will be reviewed and assessed against the following criteria:

CRITERIA	WHAT SHOULD BE INCLUDED IN YOUR RESPONSE
Compliance with Permitted Use, Legislation, Statutory Requirements, and relevant plans	• Compliance with a Permitted Use ◦ If the proposed use is not consistent with the permitted uses, details should be provided clearly setting out a process for obtaining any planning, design, heritage or other required approvals. noting GSP's approval is required • Development consent and NCCA compliance requirements if not a permitted use • Understanding and capability to manage heritage impacts of any proposed other use • Your proposed Lease term (up to 3 years) and any proposed changes to the draft retail lease • Compliance with the legislative framework of Parramatta Park including but not limited to – ◦ <i>Greater Sydney Parklands Trust Act 2022</i> ◦ <i>Parramatta Park Trust Act 2001 and Regulations</i> ◦ <i>Heritage Act 1977</i>
Sustainable business operations	• A clear business plan, including but not limited to: ◦ an outline of the proposal ◦ proposed use of space ◦ scope of operations ◦ note approved opening hours (6am to 10pm, reduced on Sunday) ◦ details of products and/or services to be offered • Scope, cost and plans of proposed Respondent fit out works where required • Quality of proposed tenant works and compatibility with the design and character of the Premises

CRITERIA	WHAT SHOULD BE INCLUDED IN YOUR RESPONSE
	• A marketing plan, including but not limited to: ◦ the target market ◦ any competitive advantage ◦ what are the strategies to meet the Objectives (see page 5 for the Objectives) ◦ timeline • Evidence of the ability to meet the maintenance obligations for the Premises to ensure the sustainable use of the public asset during the Lease term, including but not limited to: ◦ how the building will be maintained ◦ any experience maintaining a similar heritage asset in compliance with Heritage NSW or Council
Track record of the Respondent	• A summary of relevant experience and previous success of the Respondent, including details of similar businesses managed, developed, or operated • A minimum of two professional references to be supplied by the Respondent. Where the Respondent is a company, these should cover the company entity, in addition to its directors. The reference should cover at a minimum, financial standing, professional business dealings, and personal/community standing
Financial Capacity	• Details of the value of the proposed financial offer including, but not limited to, lease term, rental (rental offer including a base rent, percentage of turnover rent, or 'greater of' arrangement) or other payments to the landlord for the lease of the Premises. • An itemised cost and schedule for proposed works, to the Premises by the Respondent • Budget and funding source/s and capacity for any proposed work • Demonstrated capacity and evidence of ability to have complete financial responsibility for the proposal, including cash flow projections for your business plan, and: ◦ for companies – copies of Balance Sheets and Profit and Loss statements for the last 3 financial years, certified by a CA/CPA ◦ for individuals, sole traders or partnerships – copies of an Asset and Liability statement, certified by a CA/CPA, and Tax Returns from previous 3 financial years
Community Benefit	• Ability to contribute to the creation of a vibrant Parramatta Park. • Extent to which community benefit is provided • Details on how the proposed business will activate the parkland and support the use of Parramatta Park as a publicly accessible open space • How the operation of the Premises will interact/embrace the Park entry and adjoining Rose Garden and tie in with the landscape. What are the strategies to do this and meet the Objectives (see page 5 for the Objectives)

CRITERIA	WHAT SHOULD BE INCLUDED IN YOUR RESPONSE
	Details of any environmental and social benefits provided by the business

All the information supplied in your proposal will be considered by the Evaluation Panel when assessing your proposal against the Evaluation Criteria. As part of the assessment process, the Evaluation Panel may also perform any security, referee, financial or other checks they deem necessary to complete their assessment. Prior to the RFP Phase 3 Award, due diligence checks on the preferred Respondent will be undertaken to ascertain matters such as reputation, business experience, company ownership status, financial security, conflict of interest and any other checks that GSP consider necessary.

RFP Phase 3 – award

GSP may seek to enter detailed negotiations with one or more Respondents.

This may lead to GSP and the preferred Respondent entering a Lease of the Premises. Any proposed Lease will be publicly advertised in accordance with the *Parramatta Park Trust Act 2001* and will also be subject to approval from GSP and the relevant Minister.

GSP is not obliged to accept or proceed with any proposals and may at its absolute discretion elect not to proceed with the RFP process at any point.

Once the RFP process is completed, GSP will notify all unsuccessful Respondents of the outcome. Unsuccessful Respondents may request feedback or debriefs which provide general comments regarding their evaluation results on each of the evaluation criteria.

Proposed Lease Terms and Conditions

As prescribed in the *Parramatta Park Trust Act 2001*, the maximum Lease term available is 10 years.

Included with the RFP is a copy of the indicative Draft Retail Lease proposed by GSP for a retail use (Attachment 4). Respondents should note the proposed draft Lease Terms and Conditions, and the Work Health Safety (WHS) duties of tenants in Attachment 5, and indicate their acceptance or otherwise of these terms in their proposals. The Retail Disclosure Statement is at Attachment 6.

GSP reserves the right to negotiate with the preferred Respondent regarding terms and conditions within the draft Lease.

Indicative RFP timeframe

The following dates are provided by GSP as an indicative timeframe of the RFP process from commencement to conclusion. These dates may be subject to change.

Commencement of RFP	21 October 2025
Closing Date for RFP	By 5pm on 19 November 2025
Validity Period of your Proposal	Minimum 150 days post closing date
Assessments of Proposals	November 2025
Clarifications and Preferred Resondent determinations	November – December 2025
Lease Documentation approved	February 2026
Execution of Final Documentation and Occupation / Fit out works commencement	February 2026

RFP Terms and Conditions

GSP is not obliged to accept or proceed with any proposals and may at its absolute discretion elect not to proceed with the RFP process at any point.

Following the closure of the RFP proposal period, GSP will assess and identify potentially suitable Respondents.

By providing a proposal you acknowledge your acceptance of the items noted below which are in addition to, and do not limit, any obligations defined elsewhere within the RFP documents.

ITEM	CONDITION
Governing law	This RFP is governed by, and must be construed according to, the laws of New South Wales (NSW).
Probity and governance	This RFP is conducted in accordance with NSW Government procurement policies and guidelines, including the <u>NSW Government Procurement Policy Framework</u>. All parties involved in this RFP process must comply with all NSW Government and the Independent Commission Against Corruption (<u>ICAC</u>) <u>guidelines</u>, rules and laws as updated from time to time. GSP is committed to maintaining probity in all dealings to meet its responsibilities of public accountability and achieving best value outcomes for the community, stakeholders and Government. GSP has appointed Procure Group as an independent Probity Advisor to oversee the RFP. The Probity Advisor's role is to provide guidance on probity-related matters and helps confirm that processes are in place to identify and manage any probity issues that may impact the integrity of the RFP. Respondents may also raise and/or discuss any probity concerns with the Probity Advisor during the process. The Probity Advisor's contact details are: Name: Aziz Dindar Phone: 0416 013 584 Email: adindar@procuregroup.com.au All correspondence to the Probity Advisor is confidential.
Collusion	Respondents must not engage in collusive tendering, anti-competitive conduct or any similar conduct with another Respondent or any other person in relation to this RFP. Evidence of such contact may lead to the rejection of the Response(s) of all Respondent(s) involved.
Conflicts of interest	Respondents, participants and their respective officers, employees, agents and advisors must not have any relationship, whether financial or not, with anyone working for or on behalf of the NSW Government on this RFP process that may be seen to confer an unfair advantage.

ITEM	CONDITION
	Any Respondent that becomes aware of any potential, actual, or perceived conflict of interest must inform the Nominated Contact in writing.
Legal status of Responses	Responses submitted electronically will be treated in accordance with the <i>Electronic Transaction Act 2000 (NSW)</i>, and given no lesser level of confidentiality, probity and attention than if Responses had been submitted by other means. A Respondent, in lodging electronically, is taken to have accepted the conditions of this RFP and deemed to have authorised the submission of the Response.
Ownership of Responses	On submission, all Responses become the property of GSP and will not be returned. Any intellectual property rights that may exist in a Response remains the property of the Respondent. Intellectual property is to be distinguished from confidential information. In submitting a Response, a Respondent grants a licence to GSP, its officers, employees, agents and advisers, to copy, adapt, modify, disclose or do anything else necessary to all material (including material containing intellectual property) contained in the Response, for the purposes of evaluating and clarifying the Response.
Changes to the process and RFP document	GSP reserves the right at its absolute discretion to change any aspect of the process detailed in the RFP. Any changes will be advised before the Closing Date and issued in the form of an addendum. All addenda will be posted on the [insert link to GSP web].
Changes to RFP Response	A Respondent must inform the Nominated Contact in writing of any material change to the information in their Response occurring after the time of lodgement, including any aspect the Respondent can no longer commit to or deliver, or any changes to the legal entity.
Due diligence, investigations and assessments	Before any formal and legally binding documentation is entered into with any preferred Respondent, all Respondents are expected to have carried out their own due diligence and investigations, at their cost, in relation to the feasibility, viability and sustainability of development. Further, all Respondents are also expected to have made their own enquiries and satisfied themselves with regard to all other potential requirements, such as, project delivery costs, development approval timeframes, planning information, legislative compliance, statutory and Government Agency approvals required, and the like, in order to achieve the proposed development and use from the existing building to an operational and going concern. GSP will accept no responsibility nor costs nor liability in relation to these or other matters.
Questions and additional information	All enquiries concerning this RFP must be made in writing to the Nominated Contact only, and no other person unless authorised by the Nominated Contact to do so.

ITEM	CONDITION
	All enquiries or clarification requests are to be made in writing to the Nominated Contact at least 5 business days before the Closing Date. Responses to enquiries will be provided to all parties as addenda to the RFP, except where GSP is of the opinion that the enquiry relates to proprietary aspects of a Response and answering the enquiry will not adversely affect the integrity of the process.
Costs to be borne by Respondents	GSP will not be responsible for, payment for or reimbursement of any costs or loss which may be incurred by any Respondent in the development of a Response. GSP will not reimburse any costs associated with any clarifications or presentations to the Evaluation Panel or as a result of the modification or termination of the RFP process.
Media announcements	The NSW Government and/or GSP may make media announcements in relation to this RFP. GSP will not release the names or identifying details of Respondents without agreement of those Respondents. Respondents are not to make any media announcements without the prior written agreement of GSP. Any unauthorised release may result in the Respondent being excluded from the RFP process.
No legal relationship	This RFP is not an offer and GSP is not legally bound in any way to a Respondent or obliged to proceed any further with the RFP or related processes detailed in this document. GSP is not required to comment on or explain its decisions relating to the RFP process.

Disclaimer

To the extent permitted by law, the Respondents will have no claim or right to appeal against GSP or the State of New South Wales arising out of the exercise, or failure to exercise, by GSP of any rights under this RFP, including as a result of delays to the RFP process, nor in relation to any matters arising out or in connection with the RFP or latter stages of the RFP process.

This RFP does not purport to contain all the information that interested parties and their advisers would desire or require in reaching decisions as to whether to lodge a Response. Respondents should prepare their Responses based on their own investigations and determinations and should not rely on the information contained in the RFP document.

GSP, its officers, employees, agents, and advisers:

- are not, and will not be, responsible or liable for the accuracy, currency, reliability, or completeness of any information provided to the Respondents, do not make an express or implied representation or warranty that any estimate or forecast will be achieved or that any statement as to future matters will prove correct;
- expressly disclaim any and all liability arising from all information provided to Respondents including, without limitation, errors in, or omissions from the RFP, information provided to Respondents or arising from the negligence of GSP;
- except so far as liability under statute cannot be excluded, accept no responsibility arising in any way from errors, or omissions from the RFP, any information provided to Respondents or arising from the negligence of GSP;

- do not represent that they apply any expertise which can be relied upon by a Respondent or any other interested party;
- have no responsibility to inform Respondents of any matter arising, or to which they become aware, which may affect or qualify any information provided to the Respondents in any way;
- accept no liability for any loss or damage suffered by Respondents or any other person as a result of a Respondent or other person, placing any reliance on the content of this RFP or any information provided to Respondents; and
- assume no duty of care or disclosure of fiduciary duty to Respondents or other interested.

Attachments

1. Draft Lease Plan
2. RFP Respondent Form
3. Heritage guidelines for tenants
4. Draft Retail Lease
5. Work Health Safety (WHS) Duties of Tenants
6. Retail Disclosure Statement

Copyright

© State of New South Wales Parramatta Park Trust, a statutory body representing the Crown in right of the State of New South Wales, 2021.

This Request for Proposal (RFP) document has been prepared by the Parramatta Park Trust, a statutory body representing the Crown in right of the State of New South Wales. This RFP is protected by Crown copyright. All rights reserved. No part of this RFP may be produced by any process, electronic or otherwise, in any material form or transmitted to any other person or stored electronically in any form, without the prior written permission of the State of New South Wales, except as permitted under the Copyright Act 1968. For the purposes of this RFP, inquiries should be directed to the Contact Officer for this RFP.

