

Dear club members, supporters, contractors and sponsors

I am writing to invite proposals that respond to the attached design brief for the refurbishment of the New Farm United Club House Canteen and central meeting room.

We have received a number of early expressions of interest to complete these works and in the interests of transparency have sent it to all club members plus original companies who quoted as a basis for the application made for funds.

You are welcome to forward this design brief to any contacts or networks. Proposals are due no later than COB Friday 18th January 2019. Please forward all proposals to Paul Panebianco at paul@excelconsulting.com.au. Paul can also be contacted on 0413 936 588.

Please include the following in a proposal:

- itemised quote responding to all numbered items in the design brief
- statement of capability, proven success in similar projects and contacts for two recent referees
- statement of capacity and availability to commence and complete works in early 2019 including dates
- capacity, capability and approach to project management/coordination
- key contact and project manager including qualifications and experience of project manager.

The successful project will be evaluated based on the following key criteria:

1. Proven experience and capability including references
2. Early start and timeliness of completion
3. Value for money
4. Approach to stakeholder management.

New Farm United is willing to consider proposals that include a sponsorship component subject to agreement and negotiation of terms.

Please submit any questions of clarification by Monday 14th January 2019 to paul@excelconsulting.com.au.

Other information to note:

- all contractors will need to work respectfully with other club contractors, staff and volunteers as well as park-users and neighbours
- the successful contractors will nominate a designated project manager and this project manager will work to a project leader from New Farm United (Paul Panebianco)
- a contract will be formed based on the original design brief and the proposal submitted. An overarching letter of engagement will set down other conditions including agreed milestones and arrangements for payment. All variations will be in writing.

Thank you in advance for your interest in New Farm United. We look forward to considering all proposals and thank you for the time involved in making a submission. I sincerely wish everyone well for 2019 and look forward to the start of the new season.

Yours sincerely
Fiona Caniglia