

# Redevelopment of Land off Wesley Street, Bamber Bridge

## PRE QUALIFICATION QUESTIONNAIRE

Reference

2012/xxxxxxxxxxxxx



**IMPORTANT:**

**CLOSING DATE FOR RECEIPT OF COMPLETED QUESTIONNAIRE NO LATER THAN**

**NOON ON XXXXXXXXXXXXXXXXXXXXX**

This Questionnaire must only be returned 'electronically' via the Electronic Tendering System ('The Chest', the North West's Local Authority Procurement Portal) from which you downloaded this document.

**CONTENTS**

BACKGROUND 3

INFORMATION AND INSTRUCTIONS FOR COMPLETION 3

TIMETABLE 5

EVALUATION METHODOLOGY 5

  

SECTION

A. ORGANISATION AND CONTACT DETAILS 8

B. GROUNDS FOR MANDATORY REJECTION 10

C. GROUNDS FOR DISCRETIONARY REJECTION 12

D. ECONOMIC & FINANCIAL STANDING 13

E. INSURANCE 14

F. HEALTH AND SAFETY 14

G. EQUALITIES 16

H. TECHNICAL CAPACITY 17

I. UNDERTAKING 22

## 1. BACKGROUND

The purpose of this pre-qualification questionnaire ("PQQ") is to assist South Ribble Borough Council ("the Council") in deciding which operators to select to participate in a competitive dialogue process for the role of Strategic Development Partner to the Council in relation to the redevelopment of land off Wesley Street in Bamber Bridge.

**This PQQ should be read in conjunction with the accompanying **Descriptive Document** which provides more information on the scope of this opportunity and the intended works and services.**

The PQQ sets out the information which organisations are required to provide to the Council in this first stage of the procurement process. The PQQ includes the questions that will enable the Council to evaluate the economic / financial standing, ability and technical capacity of organisations that are interested in this assignment.

## 2. INFORMATION AND INSTRUCTIONS FOR COMPLETION

- (i) It is important to fully answer all the questions within this document. The Authority reserves the right to reject as ineligible any incomplete submissions, submissions which exceed the information requested, submissions which are in a format different to that requested, or submissions which are not submitted in accordance with these Instructions.
- (ii) **Your completed questionnaire and any accompanying information must be uploaded to the Chest by no later than XXXXXXXXXXXXXXXX. Submissions received after this time and date will not be considered.**
- (iii) Answers must be inserted in the space provided following each question (the table will expand as required). Use N/A where the question is not appropriate.
- (iv) Where supporting documents are provided, these should be clearly marked with the sections and questions to which they relate.
- (v) Please do not include general marketing or promotional material from your Company as answers to any of the questions unless specifically requested to do so.
- (vi) All answers **MUST** be in relation to the company submitting this questionnaire **NOT** in relation to any Holding or Parent Company, Group or Subsidiary to which you may belong.
- (vii) Where a number of companies are working in partnership to provide a solution, only the single entity acting as a lead company should complete this questionnaire. If a joint venture or other joint arrangement each question must be answered for each member of that arrangement.
- (viii) PQQs must be completed in the English language.
- (ix) The information disclosed in this questionnaire will be evaluated and used to determine which organisations to select to be invited to participate in the dialogue process.
- (x) All applicants who submit a completed Questionnaire will be informed as to the outcome of their submission.

- (xi) Should you have any queries in relation to any part of this questionnaire or require further clarification, please send your enquiries via the Electronic Tendering System (The Chest). Correspondence sent elsewhere will not be processed.
- (xii) This PQQ is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.
- (xiii) The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from cancellation of this process nor for any costs incurred by Organisations taking part in the tender process
- (xiv) This Prequalification Questionnaire (PQQ) is for the use of applicants, their professional advisors and other parties essential to preparing responses to the PQQ and for no other purpose. The contents of this PQQ and that of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Authority and must be treated as confidential.

#### **FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION STATEMENT**

- (xv) The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").
- (xvi) As part of the Council's duties under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a request.
- (xvii) If the Organisation considers that any of the information provided in their PQQ is commercially sensitive (meaning it could reasonably cause prejudice to the Organisation if disclosed to a third party) then it should be clearly marked as "**Not for disclosure to third parties**" together with valid reasons in support of the information as being exempt from disclosure under the Act and the EIR.
- (xviii) The Council will endeavour to consult with the Organisation and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

### 3. TIMETABLE

Please note that this timetable is indicative only and the Council reserves the right to change it at its absolute discretion at any time.

| <b>Milestone</b>                                       | <b>Period/ Date</b> |
|--|---------------------|
| Deadline for submission of Completed PQQ's             | 12.00 noon on xxxxx |
| Evaluation of PQQ's                                    |                     |
| Issue ITPD to shortlisted bidders                      |                     |
| Competitive Dialogue Open Day                          |                     |
| Private Dialogue                                       |                     |
| Issue ISOS to shortlisted bidders                      |                     |
| Closing date for Outline Solution return               |                     |
| Evaluation of Outline Solutions                        |                     |
| Private Dialogue                                       |                     |
| Dialogue Closes  |                     |
| Request Final Tenders                                  |                     |
| Evaluation   |                     |
| Preferred Bidder identified                            |                     |
| Notification of intention to award notices distributed |                     |
| Contract Award   |                     |
| Development Agreement Signed                           |                     |

### 4. EVALUATION OF QUESTIONNAIRES

The Council will evaluate submitted compliant questionnaires after the closing date and will produce a shortlist of between 3 and 6 of the highest scoring bidders to be invited to participate in the dialogue process.

The assessment will be made on the submitted PQQ response. Applicants should not assume that members of the evaluation panel have any prior knowledge of their organisation.

The questionnaires will be assessed using a combination of Pass/fail criteria and a scoring system as shown in the table below.

If your response to any Pass/fail section is awarded a fail your PQQ will be eliminated from the process at that point. Additionally, If a score of 0 is applied to any of the scored sections, the PQQ may be eliminated from the process. Further details of the evaluation/ assessment process are included within each section.

| Section   | Assessment   |
|---|--|
| <b>Section A</b><br>Organisation and Contact Details    | <b>Pass/Fail</b>   |
| <b>Section B</b><br>Grounds for Mandatory Rejection     | <b>This section will be assessed on a ‘pass or fail’ basis.</b>  |
| <b>Section C</b><br>Grounds for Discretionary Rejection | <b>This section will be assessed on a pass or fail basis.</b>  |
| <b>Section D</b><br>Economic & Financial Standing       | <b>This section will be assessed on a ‘pass or fail’ basis</b>   |
| <b>Section E</b><br>Insurance                           | <b>This section will be assessed on a pass or fail basis</b>   |
| <b>Section F</b><br>Health and Safety                   | <b>This section will be assessed on a pass or fail basis</b>   |
| <b>Section G</b><br>Equalities                          | <b>This section will be assessed on a pass or fail basis</b>   |
| <b>Section H</b><br>Technical Capacity                  | <p>Assuming the applicant has passed other sections, each question within this section will be scored as follows <b>unless otherwise indicated underneath the question:</b></p> <p>Any question not answered will be awarded zero marks.</p> <p>0 - Information totally inadequate, significant indications / lack of evidence, that company lacks required skills and/or experience in this area to achieve the required standards of service delivery</p> <p>1 – Concerns</p> <p>2 – Minor Concerns</p> <p>3 – Potential</p> <p>4 – Comprehensive and strong information indicating company capable of delivering outcomes to the required standard.</p> |

| <b>Technical Capacity Questions</b> | <b>Potential Score</b> | <b>Weighting</b> | <b>Maximum Score</b> |
|-------------------------------------|------------------------|------------------|----------------------|
| 1.Relevant Experience               | 0-4                    | 6                | 24                   |
| 2.Team Structure and Approach       | 0-4                    | 5                | 20                   |
| 3.Sub-contractors and Consultants   | 0-4                    | 5                | 20                   |
| 4.Quality                           | 0-4                    | 2                | 8                    |
| 5.Contract & Project Management     | 0-4                    | 2                | 8                    |
| 6.Contract Performance              | 0-4                    | 4                | 16                   |
| 7.References                        | 0-4                    | 1                | 4                    |
| <b>Total</b>                        |                        |                  | <b>100</b>           |

|                                  |  |
|----------------------------------|--|
| <b>SECTION I<br/>Undertaking</b> | This section must be completed and signed. |
|----------------------------------|--|

DRAFT

## SECTION A: ORGANISATION AND CONTACT DETAILS

|   |  |  |
|---|--|--|
| Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted) |  |  |
| <b>ORGANISATION DETAILS</b>   |  |  |
| Registered office address   | Company or charity registration number |  |
|   | VAT registration number                |  |
|   | Name of immediate parent company       |  |
|   | Name of ultimate parent company        |  |
| Type of organisation  | i) a public limited co.                |  |
|   | ii) a limited company                  |  |
|   | iii) a limited liability partnership   |  |
|   | iii) other partnership                 |  |
|   | iv) sole trader                        |  |
|   | v) other (please specify)              |  |

|  |  |
|--|--|
| <b>CONTACT DETAILS</b>                       |  |
| Contact details for enquiries about this PQQ |  |
| Name   |  |
| Address                                      |  |
| Post Code                                    |  |
| Country                                      |  |
| Phone  |  |
| Mobile                                       |  |
| Email  |  |



|                               |   |  |
|-------------------------------|---|--|
| Consortia and Sub-Contracting | a) Your organisation is bidding to provide the services required itself   |  |
|                               | b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services |  |
|                               | c) The Potential Provider is a consortium or Special Purpose Vehicle  |  |

If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition and governance of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement.

**QUESTIONS 1.1 and 1.2 FOR COMPLETION BY NON-UK BUSINESSES ONLY**

|     |   |  |
|-----|---|--|
| 1.1 | <p>Registration with professional body</p> <p>Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in <b>Annexes IX A-C of Directive 2004/18/EC</b>) under the conditions laid down by that member state).</p> |  |
| 1.2 | <p>Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this.</p>         |  |

## SECTION B - GROUNDS FOR MANDATORY REJECTION

**NOTE TO ORGANISATION:**

In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted.

***This section will be evaluated on a pass/fail basis. Any questions not answered will be scored as a fail.***

Please state 'Yes' or 'No' to each question. Any question not answered will be scored as a fail.

| <b>Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</b>  | <b>Answer</b> |
|--|---------------|
| (a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA; |               |
| (b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption;   |               |
| (c) the offence of bribery, where the offence relates to active corruption;  |               |
| (ca) bribery within the meaning of section 1 or 6 of the Bribery Act 2010;   |               |
| (d) fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:   |               |
| (i) the offence of cheating the Revenue;   |               |
| (ii) the offence of conspiracy to defraud;   |               |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;   |               |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;  |               |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;  |               |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;   |               |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;   |               |

|        |  |  |
|--------|--|--|
| (viii) | fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or  |  |
| (ix)   | making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;  |  |
| (e)    | money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;  |  |
| (ea)   | an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or |  |
| (eb)   | an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or   |  |
| (f)    | any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.  |  |

**If you have answered yes to any of the above questions, please set out below full details of the relevant incident and any remedial action taken subsequently.**

## SECTION C - GROUNDS FOR DISCRETIONARY REJECTION

### **NOTE TO ORGANISATION:**

The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. The Authority is also entitled to exclude you in the event that you are guilty of serious misrepresentation in providing any information referred to within regulation 23,24,25, 26 or 27 of the Public Contracts Regulations 2006 or you fail to provide any such information requested by us.

***This section will be evaluated on a pass/fail basis. Any questions not answered will be scored as a fail.***

Please state 'Yes' or 'No' to each question.

|   |  |
|---|--|
| <b>Is any of the following true of your organisation?</b>   |  |
| Is any of the following true of your organisation?  |  |
| (a) being an individual is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; |  |
| (b) being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or   |  |
| (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?   |  |
| <b>Has your organisation</b>  |  |
| (a) been convicted of a criminal offence relating to the conduct of your business or profession;  |  |
| (b) committed an act of grave misconduct in the course of your business or profession;  |  |
| (c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; or   |  |
| (d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established?  |  |
| If you have answered yes to any of the above questions, please set out below full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.  |  |

## SECTION D - ECONOMIC AND FINANCIAL STANDING

### NOTES TO ORGANISATION:

1. *This section will be evaluated on a pass/fail basis.*
2. *The Council will use a combination of your Trading Name, Company Registration Number and Registered Address provided within 'Section A – Organisation and Contact Details' above to request an external credit report in order to assess the financial position of your organisation. The information provided in Section A MUST relate solely to the organisation proposing to deliver this contract and not to a group, parent or holding company.*
3. *If the external credit report highlights areas for concern, or the Council is unable to run a full report (i.e. because you are a newly formed business) you may be asked to supply additional information (i.e. company accounts, cash flow statements etc) to enable the Council to undertake a more thorough in depth analysis. Failure to make accounts available will result in your submission being eliminated. If the Council deems that an organisation's financial position presents a high risk to the Council for this particular project and appropriate mitigating actions can not be identified, the Council reserves the right to eliminate the organisation from the tendering process. **Insert minimum criteria/ credit score/ determining factor(s) for what constitutes high risk***
4. *Where the organisation is a subsidiary of a group all questions must be answered for both the subsidiary and the ultimate parent.*
5. *Where this PQQ is being submitted as a consortium, the information is required for each member organisation*

1. Please confirm that audited accounts (audited if applicable) for the last three financial years (or for the period of your incorporation if trading less than three years) are available on request to support the financial assessment process?

YES  NO

**If you are not able or willing to supply the documents requested, it will be considered a fail and your submission will not be considered further.**

2. Has your organisation met all its obligations to pay its creditors and employees during the past year?

If the answer to the above question is **no**, please explain why not:

3. What is the name and branch of your bankers who could provide a reference?

|                 |  |
|-----------------|--|
| Name            |  |
| Branch          |  |
| Contact Details |  |

## SECTION E - INSURANCE

**NOTE TO ORGANISATION:**

*This section will be evaluated on a pass/fail basis.*

Please provide confirmation that you have or, if successful, will buy the following minimum levels of insurance:

Please note that if not already in place, you will be required to provide evidence of insurance prior to contract signing.

|                                    | Confirmed                    |                             |
|------------------------------------|------------------------------|-----------------------------|
| Public liability £ 10 million      | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Employers liability £ 10 million   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Professional indemnity £ 5 million | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Product Liability £ 5 million      | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

## SECTION F – HEALTH & SAFETY

**NOTE TO ORGANISATION:**

*This section will be evaluated on a pass/fail basis*

1. Please enclose a copy of your Health & Safety Policy as required by section 2(3) of the Health & Safety at Work Act 1974.

|   |
|---|
| <p>Provided YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><b>Criteria for Assessment</b></p> <ul style="list-style-type: none"> <li>• If provided a well considered policy– Pass</li> <li>• If not provided - Fail</li> </ul> |
|---|

2. Has your company, or any of the sub-contractors which you propose to use, been prosecuted under any of the following within the last 5 years? If so, please provide details.

|  |
|--|
| <b>Health &amp; Safety at Work Act 1974</b>  |
| YES <input type="checkbox"/> NO <input type="checkbox"/>   |
| If Yes (provide details)   |
| <p><b>Criteria for Assessment</b></p> <ul style="list-style-type: none"> <li>• If Confirmed No – Pass</li> <li>• If answered yes but no details provided – Fail</li> <li>• If answered yes and full details given: -</li> </ul> <p>Assess the extent to which: -</p> <ul style="list-style-type: none"> <li>• The bidder has effectively demonstrated how the problems were met and the manner in which these have been managed, and learning gained.</li> <li>• This affects the bidder’s technical ability to provide the works and services.</li> </ul> |
| <b>Construction (Design &amp; Management) Regulations 2007</b>   |
| YES <input type="checkbox"/> NO <input type="checkbox"/>   |
| If Yes (provide details)   |
| <p><b>Criteria for Assessment</b></p> <ul style="list-style-type: none"> <li>• If Confirmed No – Pass</li> <li>• If answered yes but no details provided – Fail</li> <li>• If answered yes and full details given: -</li> </ul> <p>Assess the extent to which: -</p> <ul style="list-style-type: none"> <li>• The bidder has effectively demonstrated how the problems were met and the manner in which these have been managed, and learning gained.</li> <li>• This affects the bidder’s technical ability to provide the works and services.</li> </ul> |

3. Please provide details of the arrangements you have in place for accessing competent health and safety advice. Please provide the name and position of the individuals or organisations that provide the advice and their level of experience, competency and qualifications.

|  |
|--|
| <p><b>Criteria for Assessment</b></p> <ul style="list-style-type: none"> <li>• If provided suitable access to competent health and safety advice arrangements - Pass</li> <li>• If not provided suitable access to competent health and safety advice arrangements - Fail</li> </ul> |
|--|

## SECTION G - EQUALITIES

**NOTES TO ORGANISATION:**

- *This section will be evaluated on a pass/fail basis*
- *We will seek evidence relating to the questions below, if required*

1. Does your organisation comply with its legal obligations relating to the following?

|                    |                              |                             |
|--------------------|------------------------------|-----------------------------|
| Race               | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Sexual Orientation | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Disability         | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Age                | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Religion or Belief | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Gender             | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Human Rights       | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

2. In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?

YES                       NO

3. In the last three years has your organisation been the subject of a formal investigation on grounds of alleged unlawful discrimination by, for example, the Commission for Racial Equality (CRE), Disability Rights Commission (DRC), Equal Opportunities Commission (EOC) or Equality and Human Rights Commission (EHRC)?

YES                       NO

4. If the outcome of either of the last two questions (above) was yes, what actions were you required to take as a result of that finding or investigation?

5. If you were required to take action, what action did you take?

6. If you were required to take action and no action was taken, please explain why not?

7. If you were required to take action, did the action taken satisfy the relevant organisation?

YES                       NO

## SECTION H – TECHNICAL CAPACITY

**NOTE TO ORGANISATION:**  
*All questions in Section H will be scored 0-4 and the score weighted according to the percentage weighting of the question as described more fully in Paragraph 4, "Evaluation of Questionnaires".*



## 1. Relevant Experience

Please provide details of contracts carried out recently (i.e. within the last 5 years) or currently ongoing, by the Organisation of a similar scale or nature to the proposed scheme. Organisations should provide details of experience in the following areas:

- Delivering new neighbourhood projects comprising housing, community facilities, retail/commercial opportunities and open space illustrating a distinct variety and character with appropriate house types;
- Delivering high standards of urban design and build quality
- Providing well thought out neighbourhood public realm;
- Supporting use of CPO powers by the public sector to facilitate site assembly;
- Appropriate staff numbers with technical experience and capacity to undertake a project on this scale;
- Working in partnership with public sector organisations;
- Delivering a high level of sustainability on development projects;
- Engagement with the community
- Other benefits including approach to corporate social responsibility, sustainability, travel plans etc.,

Please provide as a minimum:

- Name of organisation with contact details to whom the contract was provided
- Location of the Contract
- Project Title/Name
- Dates Contract was carried out
- Total contract value
- Brief description of the works/ services provided under the contract
- A statement as to their satisfactory completion and conclusion
- An overview of how the Organisation delivered the contract

Images of completed development schemes which are relevant to the proposed scheme should be included in your submission, together with examples of your innovative approach to scheme design and delivery.

### **NOTE TO ORGANISATION:**

***This question carries a weighting of 24% of the overall score***

***This question is to be scored in accordance with the details listed in the “Instruction For Completion” Section at the beginning of the PQQ document (Section/Assessment criteria).***

#### **Assessment Criteria:**

Assessment of the extent to which the bidder have demonstrated and evidenced: -

- All information requested has been provided
- Examples provided are similar in size, nature & complexity
- Relevant experience in delivering the works/ services
- Satisfactory completion of these works/ services
- Meeting project quality, programmes and budgets

**Maximum number of A4 pages: 6 sides of A4**

## 2. Team Structure and Key Personnel

Based on your past experience of similar schemes, please provide a diagram to show the team structure, including qualifications, experience, skills and designation you would deploy for the proposed scheme with a statement outlining your company's overall resources and the approach to assemble and maintain such a team from these resources.

Please confirm that it is your policy that leading members of the team are deployed throughout the term of the contract.

### **NOTE TO ORGANISATION:**

***This question carries a weighting of 20% of the overall scores***

#### **Assessment Criteria**

- Assessment of the bidders technical capacity to provide the works/ services by reference to the structure of their workforce in terms of qualifications, experience, skills and designation, and numbers of staff resources available.
- Example provided are relevant for this size and type of project.

**Maximum number of A4 pages:** 4 sides of A4

## 3. Sub- Contractors and Consultants

If you are an organisation which has the capacity and expertise to undertake the work entirely in house, please outline the different skills which you can bring to the contract.

If you would normally expect to put together a team of sub-contractors to work with you on a project, please explain how this has worked on similar projects in the past and describe how this approach would work for this particular project.

Please outline your experience of working with sub-contractors and the reasons why these organisations would be assembled to work on the Wesley St. project.

Please also confirm your process for vetting, assessing, managing & monitoring quality of sub-contractors.

### **NOTE TO ORGANISATION:**

***This question carries a weighting of 20% of the overall scores***

#### **Assessment Criteria**

- All information requested provided.
- Assessment of the impact of the in-house or subcontractors team on the technical capability/ capacity of the bidder to perform the works/ services required.
- Response to be checked to assess if critical key stages are to be contracted, and if so what impact the demonstrated vetting, managing and monitoring process has on the bidders technical capability/ capacity to perform the works/ services.

**Maximum number of A4 pages:** 4 sides of A4

#### **4. Quality**

Please provide details of your measures for ensuring quality, the name and qualifications of your designated Quality Manager and details of your quality attestation registrations (if any) for example under ISO9001 or equivalent.

Please provide a contents list (append) from your Quality Assurance manual and identify which areas of your operations are covered by your quality system.

**NOTE TO ORGANISATION:**

***This question carries a weighting of 8% of the overall scores***

***Assessment Criteria:***

Assessment of the extent to which the bidder has demonstrated and evidenced: -

- Appropriate and robust quality systems/ checks in place
- Clear commitment to quality detailed
- Details of valid attestations submitted
- Named person has appropriate level of experience and qualifications.

**Maximum number of A4 pages:** 4 sides of A4

#### **5. Contract & Project Management**

Please provide details of your approach to Contract & Project Management, service delivery and complaints.

**NOTE TO ORGANISATION:**

***This question carries a weighting of 8% of the overall scores***

***Assessment Criteria:***

Assessment of the extent to which the bidder has demonstrated and evidenced: -

- Robust, effective & proven Contract/ Project Management procedures in place & detailed.
- Proven methodology in place for dealing with customer complaints.
- Flexible approach & appropriate systems in place to ensure customer satisfaction.

**Maximum number of A4 pages:** 2 sides of A4

## 6. Contract Performance

|  |          |
|--|----------|
| In the last three years, have you had any contracts:   |          |
| Terminated for poor performance?   | Yes / No |
| That have incurred contract penalties, default notices or payment of liquidated damages?   | Yes / No |
| Terminated by the client earlier than the originally intended date?  | Yes / No |
| If “ <b>Yes</b> ” to any of the above, please give details and explain in <b>no more than 150 words</b> what has been rectified in order to avoid this situation in the future.  |          |
| That you have withdrawn from after award, either before or after the commencement of the contract?   | Yes / No |
| If “ <b>Yes</b> ” please explain in <b>no more than 150 words</b> why.   |          |
| <b>NOTE TO ORGANISATION:</b><br><i>This question carries a weighting of 16% of the overall scores</i><br><b>No = 4</b><br><b>Yes score 0 – 4 according to the level of information provided and the extent to which the termination/contract penalties/ withdrawal was due to poor performance, fault or material breach of the Contractor and what has been done subsequently to rectify the situation</b><br><b>No details provided/ not answered = 0</b><br><b>Maximum number of A4 pages:</b> 1 side of A4 |          |

## 7. References

Please provide details of three references from the above contracts (as stated in your response to question H1), whom the Authority may contact for further information.

**NOTE TO ORGANISATION:**

*This question carries a weighting of 4% of the overall scores*  
and will be scored:

- All 3 references highly recommend the organisation = 4
- All 3 references recommend the organisation = 3

Less than 3 references recommend the organisation = 1  
No references provided = 0

|                                 | <b>Reference 1</b> | <b>Reference 2</b> | <b>Reference 3</b> |
|---------------------------------|--------------------|--------------------|--------------------|
| <b>Name</b>                     |                    |                    |                    |
| <b>Title</b>                    |                    |                    |                    |
| <b>Address</b>                  |                    |                    |                    |
| <b>Tel. No.</b>                 |                    |                    |                    |
| <b>Fax No.</b>                  |                    |                    |                    |
| <b>Email Address</b>            |                    |                    |                    |
| <b>Re: Project Title / Name</b> |                    |                    |                    |

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## SECTION I – UNDERTAKING

When you have completed the PQQ, please ensure that:

1. You have answered all the questions;
2. You have **provided** all documents requested;
3. You have read and completed the undertaking below.

I /we certify that the information supplied regarding the Organisation is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the Pre-Qualification Questionnaire. I understand and accept that false information could result in rejection of the application to be selected to take part in the tender process.

I / we also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I also understand that any such action will result in rejection of our application to take part in the tender procedure and empower the Authority to cancel any contract currently in force.

I / we understand and agree that if our tender is successful that the Organisation will purchase professional indemnity insurance as required if such insurance is not already held.

I / we understand and agree to the conditions set out in the Freedom of Information and Environmental Information Statement.

**NB This undertaking is to be completed and include the name of a Partner, Director or authorised representative i.e. in their name on behalf of the Organisation.**

|                                      |  |
|--------------------------------------|--|
| On behalf of the Organisation:       |  |
| Authorised Person                    |  |
| Position/Status in the Organisation: |  |
| Organisation's name:                 |  |
| Organisation's address:              |  |
| Date:                                |  |

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