



new Leaf
STUDIO

Midsomer Norton Town Council
Midsomer Norton Town Park

**Phase 1.2 – Celebration Meadow,
Amphitheatre & Greenway Link**

CONTRACTOR EVALUATION QUESTIONNAIRE

May 2019

new Leaf s T U D I O

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C H A R T E R E D
L A N D S C A P E
A R C H I T E C T S

A SCORING MATRIX

1 ORGANISATION INFORMATION		
1.1 to 1.10 inclusive	No Score	
1.11 to 1.13 inclusive	Pass / Fail	
1.14	Pass / Fail	Fail if not willing to take required level of insurance
1.15	Pass / Fail	Not able to provide asbestos trained staff
2 FINANCIAL INFORMATION		
2.1	15 points	<p>A maximum of 5 points for each year achieving a profit based on the % of turnover the achieved profit represents i.e.:</p> <ul style="list-style-type: none"> • 5 points if profit is over 5% of turnover • 1-4 points if profit is below 5% • 0 points for a nil profit
2.2	15 points	<ul style="list-style-type: none"> • 15 points for under 25% • 10 points for 26% - 50% • 5 points for 51- 75 % • 0 points for over 75%
3 COMPANY POLICIES		
3.1 to 3.3 inclusive	Pass / Fail	
4 HEALTH AND SAFETY		
4.1	5 points	<ul style="list-style-type: none"> • 5 points for no formal notices • 3 points for one formal notice • 0 points for more than one formal notice
4.2	5 points	<ul style="list-style-type: none"> • 5 points for no accidents • The loss of 1 point for each accident
5 CAPABILITY		
5.1	<p>60 points (max)</p> <p>20 points per project</p>	<ul style="list-style-type: none"> • 16-20 points per project that demonstrates excellent experience of a project similar in size and nature. • 11-15 points per project that demonstrates good experience of a project similar in size and nature but is deficient in certain aspects. • 6-10 points per project that demonstrates experience of a project similar in size and nature but with major deficient in certain aspects. • 1-5 points per project that demonstrates little experience of a project similar in size and nature. • 0 points per project that demonstrates no experience of a project similar in size and nature.
5.2	No Score	Pass / Fail
6 DELIVERY		
6.1	24 points	<ul style="list-style-type: none"> • 19-24 points for an excellent, site specific comprehensive statement • 13-18 points for a good statement but with some minor deficiencies • 7-12 points for an adequate statement or generic statement • 1-6 points for a poor statement or generic statement • 0 points for no statement
6.2	24 points	

B EVALUATION INFORMATION (to be completed by tenderer)

1	ORGANISATION INFORMATION	
1.1	Name of Organisation:	
1.2	Correspondence address:	
1.3	Name and position of Contact:	
1.4	Contact Details (Telephone No. & Email):	
1.5	Registered address of Organisation:	
1.6	Status of Organisation (Public Limited Company, Partnership, Sole Trader etc.):	
1.7	Company Registration No. if applicable:	
1.8	Date incorporated:	
1.9	Number of staff your organisation employs:	
1.10	Is the organisation an affiliated or subsidiary of another organisation or holding organisation? If yes, please provide details:	
1.11	Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them?	
1.12	Is your company or any of its Directors and Executive Officers the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in?	

1.13	Has your company or any of its Directors and Executive Officers been in receipt of enforcement/remedial orders (such as those in relation to HSE, Environmental Agency or HMRI enforcement), in the last three years?	
1.14	<p>The minimum level of indemnity cover required for this procurement.</p> <ul style="list-style-type: none"> • Employers Liability £10million • Public Liability £5million • Contractor's All Risks £5million <p>Please indicate that you either possess or will put the necessary arrangements into place if your tender is successful.</p>	
1.15	<p>With reference to Preliminaries A35 135 in the ITT:</p> <ul style="list-style-type: none"> • Do you already employ staff trained for non-licensed handling of asbestos containing material? • If not are you willing to provide suitable training to staff if you were awarded this contract 	<p>Yes / no</p> <p>Yes / no</p>
2	FINANCIAL INFORMATION	
2.1	<p>Please provide details of your organisation's profit or loss (Earnings before Interest & Tax) reported for the past three years for the firm.</p> <p>NB: A summary rather than full accounts is acceptable.</p>	Enclosed: yes / no
2.2	<p>Please provide a statement giving the approximate proportion of current workload which this commission would represent, in financial terms, for the firm and for the relevant office.</p>	
3	COMPANY POLICIES	
3.1	<p>Please provide evidence of a Health & Safety Policy that is endorsed by the chief executive officer or equivalent and is regularly reviewed.</p> <p>NB: A short summary is acceptable rather than full H&S policy document.</p>	Enclosed: yes / no
3.2	<p>Please provide evidence of an Environmental Management Policy that is authorised by the chief executive or equivalent and is regularly reviewed.</p>	Enclosed: yes / no
3.3	<p>Please provide evidence of a Quality Management Policy that is authorised by the chief executive or equivalent and is regularly reviewed.</p>	Enclosed: yes / no
4	HEALTH AND SAFETY	
4.1	<p>Have any formal notices been issued or legal proceedings been taken against your organisation by the Health and Safety Executive in the last 3 years? If yes please provide details.</p>	

4.2	Please provide details of any accidents / incidents that your organisation has reported to the Health and Safety Executive in the last 3 years	
5	CAPABILITY	
5.1	<p>Please provide details of three relevant projects either completed in the last 5 years or are still currently under construction, which you consider as relevant to this project.</p> <p>The information should include the following as a minimum:</p> <ul style="list-style-type: none"> • Brief description (maximum 200 words) • Images of Project (minimum 3Nr) • Contract period • Completion date • Value • Specific project issues and how you overcame them • Contact details for Contract Administrator 	Enclosed: yes / no
5.2	Please provide details of at least 2 referees from recent applicable projects. The Client may elect to contact either of the given referees	
	Referee 1	Referee 2
6	DELIVERY – TENDER STAGE METHOD STATEMENTS	
	<p>Please provide Method Statements as set out in the Invitation to Tender document, Preliminaries section A30 500 and as follows.</p> <p>These can be relative short statements (½ to 2 pages of A4) but must be specific to the project and operations set out below. We are looking to see that you have thought about and understood these project specific requirements, rather than wanting to see extensive standard RAMS documents</p>	
6.1	Means of using Five Arches Greenway for construction access to the proposed greenway link so as to ensure continued safe public access and minimise risk of damage to pedestrian macadam surface.	Enclosed: yes / no
6.2	Means of constructing the amphitheatre, particularly including logistics of moving rock across the site and up the slope to locations to be installed.	Enclosed: yes / no