

Document Name: Supplier Questions Document – Taunton Town Council Office Fit Out

Please answer the below questions on a separate sheet clearly marked as ‘Supplier Question Responses’.

1. Please provide at least two examples of comparable projects undertaken in the last 5 years. Please include a brief description of the project, the budget, the duration and the project management methodology used.
2. Please describe the skills your organisation possesses which will enable you to meet the scope of this project, including details of relevant certifications and/or qualifications.
3. Please explain how you will ensure you have the required resources available to complete the work in accordance with the proposed timeline. Please also mention if you plan to subcontract any aspects of the project.
4. Please explain what methodology will be used to manage this project and how you will ensure Taunton Town Council will be provided with regular updates on project progress.
5. Please outline how you will support the local economy and what proportion of your employees/subcontractors are based in Somerset.
6. Please explain your organisations approach to carbon efficiency and sustainability. How will this be included in all aspects of the project?

The following question is not scored based on the quality criteria set out in the Project Information Document. Further information on how references may be used are outlined in the Project Information Document.

1. Please provide two references for work undertaken within the last three years, including contact details.