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| **PRE QUALIFICATION QUESTIONNAIRE**  **FOR**  **Extension and Modifications to Willowbed Hall, Putton Lane, Chickerell, DT34AJ**  **On behalf of Chickerell Town Council**  **ITT Return Date: Friday 17th October at 10.00hrs** |

**Evaluation Criteria Questions to be Scored**

This document sets out the questions asked as part of the Quality Evaluation of the procurement exercise. Bidders should therefore ensure that have read and fully understood the contents of the ITT and the evaluation approach taken to assess responses to these questions as set out in Section 10 of the Invitation to Tender.

The following Quality questions cover the specific services required by the Council. Answers should be concise and include examples of relevant contracts to demonstrate experience wherever possible.

Bidders must respond fully to each question and not simply refer to another answer or annexed document unless a question states that it is permissible. Where a Bidder fails to provide a response for a question(s) the Council will automatically award a score of “0” in respect of that question(s) and the Council reserves the right to reject that Bidder and not to consider that Bid further.

Bidders are encouraged to provide sufficient detail when responding to each question.

In providing responses to the questions set out in this document, Bidders should not assume that the Council has any prior knowledge of the Bidder, its reputation or its involvement in existing services, projects or procurements. In evaluating responses to these questions the Council will only consider information provided in response to these questions.

**Page Limits Per Question**

There is no page limit restriction set for this ITT. All text should be Arial font minimum size11.

Responses to each question should be clearly identified as being a response to each question. Once the response has been completed, it should be saved in the naming format indicated below for that question. Please ensure when you upload your response to **‘Contract Finder’**, that you attach your document for each of the questions below.

**Question Weightings**

The quality questions will be evaluated, scored and the weightings applied to each evaluation criteria question outlined in the Section 10 of the Invitation to Tender.

**Contractor’s Contact Details and Declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

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| **Contact Details and Declaration** |  |
| **Question** | **Response** |
| Contact Name |  |
| Name of Organisation |  |
| Role In Organisation |  |
| Phone Number |  |
| E-Mail Address |  |
| Postal Address |  |
| Signature (Electronic is acceptable) |  |
| Date |  |

**QUESTIONNAIRE**

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| **Q1 – Project Understanding (weighting 10%)** |
| **Question**  Please describe your understanding of the proposed project works and site requirements, indicating in your opinion the critical elements and key factors that will ultimately lead to the success of the project, together with commentary on the main project risks and how you would suggest these are appropriately managed.  Please also give details of your particular technical skills and capabilities relevant to the project, including services co-ordination and site management etc. |
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| **Q2 – Relevant Experience (weighting 10%)** |
| **Question**  Please provide details of recent (last 5 years) experience and record on comparable projects (including project examples) and in closely related fields, in particular public buildings, and community halls  Please provide evidence demonstrating a track record of successfully completing projects with fixed deadlines on time, including any mitigation strategies introduced where delays have occurred |
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| **Q3 – Local Knowledge (weighting 10%)** |
| **Question**  Please provide details of your head office and the local office that will be responsible for the management of the project  Please indicate your experience of working in the locality and your knowledge of working in and around the Dorset Council Area and any particular restrictions and constraints you perceive will be applicable |
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| **Q4 – Project Personnel (weighting 10%)** |
| **Question**  Please provide details of management team and key personnel proposed for this project (including names, positions, qualifications, experience and intended roles) |
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| **Q5 – Supply Chain (weighting 10%)** |
| **Question**  Please describe your experience of integrated supply chains and supply chain management and what processes and relationships you have in place that will offer key benefits to this project, in terms of reduced costs, value for money, improved delivery times, better quality solutions, market testing, innovation, early risk identification, improved efficiency and transparency  Please confirm if you are a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? This is defined as a large commercial organisation with turnover above £36 million **YES / NO**  If You have answered yes to the question above on the Modern Slavery Act 2015, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? **YES / NO** |
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| **Q6 – Programme (weighting 15%)** |
| **Question**  Please indicate your initial thoughts on project programme, sequencing and methodology for this project, indicating both pre and post commencement activities and highlighting any activities that require long delivery times or which are considered critical |
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| **Q7 – Workload Capacity (weighting 5%)** |
| **Question**  Please provide details of your expected workload and available resources for the timescales applicable to this project and confirm your capacity to undertake a project of this nature |
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| **Q8 – Management Structure (weighting 5%)** |
| **Question**  Please indicate the Company’s management structure and personnel resources and the manner in which they contribute to projects of this type |
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| **Q9 – Dispute History (weighting 5%)** |
| **Question**  Please provide details of any recent disputes, loss and expense claims, mediations, adjudications, arbitrations and litigation in relation to constructions projects in which you have been involved during the ***last three years***, including where disputes and claims have been settled without redress to formal or informal dispute resolution procedures or processes |
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| **Q10 – Financial Stability (weighting 5%)** |
| **Question**   1. Please provide report and audited accounts for the last three financial years 2. Please provide statement of turnover for that period in respect of the divisional activities most closely related to the project, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation 3. Please provide a statement of the cash flow forecast for the current year 4. Please provide contact details for bank references |
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| **Q11 – References (weighting 5%)** |
| **Question**  Please provide details of referees in relation to those projects mentioned in your response to question **Q2** above |
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| **Q12 – Health and Safety (weighting 5%)** |
| **Question**  Please confirm that your organisation has a Health and Safety Policy that complies with current legislative requirements  Please give details of any breaches of health & safety legislation in the last three years, including any enforcement action, remedial orders, prohibition notices etc, in relation to the Health & Safety Executive or equivalent body and what remedial action or changes to procedures you have made as a result |
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| **Q13 – Quality Assurance (weighting 5%)** |
| **Question**  Please provide details of the firm’s quality management procedures |
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