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Procurement

Pre-qualification Questionnaire

Harmony Works, Canada House
Harmony Works Trust

making the **difference**

Mell Naylor
Senior Project Manager

Turner & Townsend UK Limited
2nd Floor
1-3 East Parade
Sheffield
S1 2ET

t: +44 (0) 114 272 9025
e: mell.naylor@turntown.co.uk
w: www.turnerandtownsend.com

HARMONY WORKS

CANADA HOUSE, SHEFFIELD

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1 Project introduction

The purpose of this document is to gain information from interested parties to enable Harmony Works Trust to select a list of contractors to invite to tender for the project detailed below. It is anticipated that there will be 4-6 contractors invited to tender. Accompanied site visits will not be required for the purpose of this prequalification stage.

The questions stipulated in Section 2 are compliance questions that are either for information or pass/fail, and questions in Section 3 are questions that will form the evaluation process to determine the contractors that Harmony Works Trust place on the tender list.

Harmony Works Trust is not a contracting authority under the Procurement Act 2023, however we have elected to follow the principles set out in the various Procurement Policy Notes that are referenced in this document, for the purposes of this procurement.

The due date of completing this document is 16 January 2026, 17:00 (GMT).

1.1 Project details

1.1.1 Key project information

Project Name: Harmony Works

Project Location: Canada House, 11 Commercial Street and 19 Shude Hill, Sheffield, S1 2AT

Key Client Name & Role: Emily Pieters, Project Director

1.1.2 Project summary

Harmony Works (HW) will transform the Grade II* listed Canada House (CH) in Castlegate in the heart of Sheffield into a home for inspirational music education and opportunity for a wide range of audiences, including and especially young people. It will provide a much-needed, inclusive and accessible hub for music education that celebrates excellence and invites all young people to explore their musical potential. In doing so, it brings an outstanding Victorian heritage building back into public use for the first time in many years, and will anchor the culture-led regeneration of the Castlegate quarter. The project will conserve and protect the outstanding features of Canada House, whilst bringing much needed additional capacity to South Yorkshire, and helping to attract world class musicians.

Harmony Works is governed by the Harmony Works Trust, which was established as a CIO in August 2023 to deliver the project. The building will be home to every genre of music and music-inspired culture offering spaces for teaching, practising, rehearsing, recording and performing, and for young people to explore their creativity. Founding partners Sheffield Music Academy and Sheffield Music Hub will be joined by many others, including Brass Bands England, Music in the Round, Orchestras for All, Choir with No Name and Concerteenies as tenants of the new music centre. The project is also supported by both Sheffield's Universities and The Sheffield College.

Canada House was built by the Sheffield United Gas Light Company in 1875 in the Italian Renaissance style. The 'Gas Office' finally closed in 1972 and the building was offered for sale. No buyers came forward and property developers sought to demolish it. This was opposed by several preservation societies and an inquiry concluded it be retained as an example of "vigorous and distinguished Victorian architecture". In June 1973 it was designated Grade II*. Since then, Canada House has had a colourful history, housing 'Turn Ups' nightclub and 'Bloomers' pub in the 1980s, offices for Panache Lingerie, and the 'No1 Oriental Buffet', which closed in 2011. Until it was purchased by Harmony Works Trust in 2024, Canada House was at serious risk of persistent vacancy and further decline.

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For the first time in decades, once the refurbishment is complete, Canada House's doors will be open daily as passers-by are welcomed into the café. Concerts, events, exhibitions and community spaces will allow visitors to explore more of the building.

The immediate local area consists of mainly offices and shops, and is in close proximity to the Ponds Forge sports centre. It is well connected by public transport with a tram stop outside the door and a 5-minute walk from the train station. Castlegate regeneration proposals, which include Harmony Works and are supported by Levelling Up Funding, will bring new and diverse audiences to Castlegate, increasing footfall, making the area more vibrant and stimulating economic growth.

Harmony Works will create new jobs and protect existing ones. The HW project will generate c. £38m of (gross) benefits to society through increased wellbeing (from heritage, culture, volunteering and employment), educational benefits (from improved skills and increased training opportunities), and economic uplift (from the impact on the wider area). GVA per annum is modelled at £6.25m.

Harmony Works is of national significance and a priority project for Sheffield City Council. It is an integral part of the Sheffield City Council Culture Strategy. It is supported by a range of funds including generous grants from SYMCA, The National Lottery Heritage Fund, Arts Council England, SCC and a number of significant Trusts and Foundations.

<https://harmonyworks.org.uk/>

1.1.3 Project programme

Below outlines the current targets programme dates which the current project and design team are working to.

Harmony Works Programme	
Invitation to Tender	11 March 2026
Tender Return Date	23 April 2026
Appoint Contractor	30 June 2026
Mobilisation Start	30 June 2026
Start on Site	28 July 2026
Completion	02 September 2027

1.1.4 RIBA 3 design information

Appended is the RIBA 3 design report undertaken by Evans Vettori Architects Limited.

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2 Pre Qualification Questionnaire

2.1 Supplier information

2.1.1 Supplier name

What is your name? (supplier name)

[Insert name]

2.1.2 Bidding confirmation

Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.

If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide:

- a. the name of the group/consortium
- b. the proposed structure of the group/consortium, including the legal structure where applicable
- c. the name of the lead member in the group/consortium
- d. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)

[Insert information]

2.1.3 Debarment list

Are you on the debarment list?

[Insert Yes or No]

[If yes, insert details]

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2.2 Questions relating to conditions of participation

2.2.1 Insurance

Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the following insurance cover. Indicate the levels held below:

- a. Employer's (Compulsory) Liability Insurance* = [£x]
- b. Public Liability Insurance = [£x]
- c. Professional Indemnity Insurance = [£x]
- d. Product Liability Insurance = [£x]

*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: www.hse.gov.uk/pubns/hse39.pdf.

[Insert Yes or No]

[Insert details of your insurances already in place]

[Insert details of your insurances which would be obtained following contract award (including information on how you will obtain this insurance – e.g. a quote)]

2.2.2 Legal capacity

Please confirm that you have in place, or that you will have in place by the award of the contract, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects.

Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:

- to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services
- to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data
- to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable
- to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)
- to maintain records of personal data processing activities
- to regularly test, assess and evaluate the effectiveness of the above measures

[Insert Yes or No]

[Insert information]

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2.2.3 Health & safety

Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the contract (including risks from the use of contractors, where relevant). [Please use no more than 500 words.]

[Insert information]

2.3 Payment in contracts

2.3.1 Supply chain

Please confirm if you intend to use a supply chain* for this contract or (if relevant) to deliver any call-off contract that may be awarded under this framework agreement. If you answer "No" you do not need to complete **[questions 2.3.2-2.3.3]**.

[Information only]

**References to supply chain means suppliers or sub-contractors of any tier that execute any works, supply any products or provide any services that are used wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of the contract.*

[Insert Yes or No]

Not scored

2.3.2 Supply chain payment

Please confirm that you have systems in place to pay those in your supply chain promptly and effectively, i.e. within your agreed contractual terms.

[Yes/No]

Pass/fail

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2.3.3 Public and private sector contracts

(a) Please provide the percentage of invoices* paid by you to those in your immediate supply chain on all contracts for **each** of the two previous six-month reporting periods. This should include the percentage of invoices paid within each of the following categories:

1. within 30 days
2. in 31 to 60 days
3. in 61 days or more
4. due but not paid by the last date for payment under agreed contractual terms

**References to supply chain means suppliers or sub-contractors of any tier that execute any works, supply any products or provide any services that are used wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of the contract.*

(b) Please provide the average number of days taken by you to pay an invoice to those in your immediate supply chain on all contracts for **each** of the two previous six-month reporting periods. It is acceptable to cross refer to information that has previously been submitted to government or other bodies or is publicly available (provided it covers the required reporting periods), including data published in accordance with the Reporting on Payment Practices and Performance Regulations 2017. **If you do wish to cross-refer, please provide details and/or insert link(s).**

(c) If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why.

Evidence for self-declarations (question 2.3.2): Prior to contract award the following evidence will be required from the successful supplier (where the supplier has answered 'Yes' to question 2.3.1 above) to verify the supplier's responses

Q2.3.2 - A copy of your standard payment terms for all of your supply chain contracts.

Q2.3.2 - A copy of your procedures for resolving disputed invoices promptly and effectively.

Q2.3.2 - Details of any payments of interest for late payments you have paid in the past 12 months or which became due during the past 12 months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again.

[Insert Information]

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2.4 Carbon reduction plan [for contracts above £5m per annum] (PPN 006)

- Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard.

[Yes / No]

[Provide a link to your most recently published Carbon Reduction Plan here:]

- Please confirm that your organisation is taking steps to reduce your GHG emissions over time and is publicly committed to achieving net zero by 2050.

[Yes / No]

- Please confirm your Net Zero Target Date (e.g. 2050)

[Yes / No] [insert date]

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2.5 Tackling modern slavery in supply chains (PPN 009)

Modern Slavery Statement (or equivalent statement/document)

Supplier is 'a relevant commercial organisation'* and is compliant with the requirements contained within section 54 of the Modern Slavery Act 2015 and associated guidance and their statement includes information relating to:

- a. the organisation's structure, its business and its supply chains
- b. its policies in relation to slavery and human trafficking
- c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains
- d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk
- e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate
- f. the training and capacity building about slavery and human trafficking available to its staff

Or

Supplier is not 'a relevant commercial organisation' but has a turnover of more than £36 million and has provided a link to an equivalent statement or document which demonstrates information relating to a to f above.

**'Relevant commercial organisations' are defined as commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more.*

[Insert information]

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3 Project Quality Questions

3.1 Building Safety Act 2022

Provide a detailed explanation of how your organisation demonstrates competence to undertake the role of Principal Contractor in accordance with the Building Safety Act 2022 and associated secondary legislation. Your response must:

1. Describe your organisational capability, competence management arrangements, and relevant experience in delivering projects subject to the Building Safety Act, including the duties of the Principal Contractor under the Act and the Building Regulations (including Part 2A).
2. Explain the systems, processes, and controls you have in place to plan, manage, and monitor building work to ensure compliance with the statutory requirements.
3. Provide evidence of competence—such as accreditation, training records, role-specific competence frameworks, compliance audits, or third-party verification—demonstrating that individuals and the organisation meet the competency requirements set out in relevant guidance (e.g., BSI Flex 8670 or subsequent statutory guidance).
4. Reference all relevant legislation, standards, and internal documentation relied upon, including your organisational policies, procedures, and risk management processes that demonstrate compliance as Principal Contractor under the Building Safety Act.”

Maximum 3 pages of A4; Weighting 25%

3.2 Previous projects

Provide details of up to 3 projects delivered within the last 5 years that are relevant to the proposed project for Harmony Works Trust, with particular reference to the nature of the building and the organisation that the project is being delivered for. For each example include client name and contact details (which may be used to seek a reference), value, duration, key challenges, lessons learned and heritage outcomes, and why the project is relevant to the project at Canada House.

Maximum 2 sides of A4 for each project; Weighting 30%

3.3 Project timescales

Provide a commentary on the project timescales set out in this document, particularly the proposed construction period. Set out any opportunities and risks associated with the timescales, identifying any actions or activities that could be put in place to realise any opportunities and mitigate risks. Explain how materials to site will be transported, site set up logistics and any proposed phasing of the construction stage.

Maximum 1 side of A4; Weighting 12.5%

3.4 Design information

The tender will be based on RIBA 4 stage design information and extensive surveys that have been carried out. It is anticipated that the Contract will be an amended JCT with Quantities with a limited element of contractor design. Explain the key factors associated with the design information that

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will form part of the tender documentation, that will assist you (if selected) to produce a robust tender return with minimal qualifications/clarifications.

Maximum 1 side of A4; Weighting 12.5%

3.5 Social value

Describe how your organisation will deliver social value through this project, particularly in relation to the local community in Sheffield and the vision of Harmony Works Trust. Please highlight any employment or training initiatives, community engagement plans, or support for charitable activities that will be implemented during the contract period.

Maximum 2 sides of A4; Weighting 20%

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4 Confirmations

I confirm that:

- to the best of my knowledge the answers submitted and information contained in this document are complete, accurate and not misleading
- upon request and without delay I will provide any additional information requested of us
- I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement
- I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement

.....
[Insert Yes or No]

Signed	<div></div>
Date	<div></div>
Name	<div></div>
Role	<div></div>
Phone number	<div></div>
Email	<div></div>
Postal address	<div></div>