

## **Competency Checklist for Contractors** rev 1

**Please complete the following questionnaire with accompanying supporting information and return to the Architect with your tender.**

Contractor's Name	
Address	
Telephone No.	
Fax No,	
Email	
 Completed by ( <i>print name</i> ) .....  Position: .....  Signature: .....  Date: .....	

Please supply the information and documents requested below. Your answers and responses to the questions will be assessed to provide the quality assessment using the following weighting.

- Experience – 20% (This will be based upon your responses to questions 1, 2 & 3).
- Methodology – 20% (This will be based upon your response to question 5).
- Programme – 10% (This will be based upon your response to question 6)
- Health and Safety – 10% (This will be based upon your responses to questions 10-18)

The remaining 40% will be based upon the tender price.

The responses will be marked based upon the following criteria.

Marks for a 10% question	Marks for a 20% question	Evaluation Criteria used on each of the categories, experience, methodology, programme and Health & Safety.
0	0	<b>Poor.</b> Does not meet the expectations. No or irrelevant project examples provided. Does not comply and/or insufficient information provided to demonstrate that the contractor has the ability, understanding, skills, resource to deliver the Project, with little or no evidence to support the response.
2	4	<b>Fairly Poor.</b> Satisfies the expectations with major reservations. Limited project examples shown with minimal relevance. Considerable reservations of the contractor's relevant, ability, understanding, skills, and resource to deliver the Project, with little or no evidence to support the response.
4	8	<b>Marginal.</b> Satisfies the expectations with minor reservations. Range of project examples shown, with some of the relevant elements. Some minor reservations of the contractor's relevant previous experience ability, understanding, skills and resource to deliver the Project, with little or no evidence to support the response.
6	12	<b>Good.</b> Satisfies the expectations. Range of project examples shown some demonstrating most of the relevant elements. Demonstration by the contractor of their relevant previous experience, ability, understanding, skills, and resource to deliver the Project, with evidence to support the response.
8	16	<b>Very Good.</b> Satisfies the expectations with minor additional benefits. Range of project examples shown, all demonstrating many of the relevant elements. Above average demonstration by the contractor of their relevant previous experience, ability, understanding, skills, and resource required to deliver the Project. Response identifies some factors that will offer potential added value, with evidence to support the response.
10	20	<b>Excellent.</b> Satisfies the expectations with major additional benefits. Full range of project examples shown, all demonstrating the relevant elements.  Above average demonstration by the contractor of their relevant ability, understanding, skills, and resource required to deliver the Project. Response identifies a significant number of factors that will offer potential added value, with evidence to support the response.

Please answer the following questions and supply relevant information as requested, providing supporting details and documentation as necessary separately.

1. Provide a brief description of at least 3 examples of work you have carried out previously of a similar nature and/or scale to a historic structure. At least one example should be to a Grade I or Grade II\* listed building, and one in a city centre site. (750 word limit.)
2. Please identify the personnel within your organisation who will be undertaking the work on Phoenix Hall and detail their relevant experience with historic buildings and accreditations and evidence of CSCS Heritage Skills Card or qualified under another similar recognised scheme. Include site managers as well as joinery, and roofing operatives.
3. Provide details of relevant experience of work to a similar nature and/or scale to a historic structure carried out by your sub-contractors. Please state which elements of the works are to be undertaken by sub-contractors. Include details of the personnel, their experience, accreditations and evidence of CSCS Heritage Skills Card or qualified under another similar recognised scheme (750 word limit.)

The assessment of experience will consider previous relevant projects carried out by the contractor and their sub-contractors that have involved the following elements: listed buildings, repair to historic fabric (roofing repairs), joinery repairs, traditional timber window repairs, the installation of traditional timber windows, the protection of historic interiors while repairing roofs above and working within a city centre site where security is an issue.

4. Reference – You are required to provide a customer reference from two clients which demonstrates your experience of all of the following key elements. See Appendix A. (pass/fail)
  - a. Where you have worked on a grade I or grade II\* Listed Building restoration/consolidation project.
  - b. Where the project involved work in a city centre site.
  - c. The repair of a roof.
5. Explain your methodology in undertaking and managing all the works to Phoenix Hall, including possible options for tackling potential material availability issues during the repair phase. (Bullet points are acceptable. 750 word limit).

The assessment should consider your proposed working methods, sequencing, coordination and management in relation to the critical activities necessary in delivering this project, in particular external scaffolding, security, works at height, co-ordination of sub-contractors, integration of directly appointed contractors, working with historic buildings, working with a historic interior, protection of historic fabric and working while the building is in operation.

6. Please provide a detailed programme for the contract to demonstrate the timely delivery of all key components of the project to meet the timescales detailed in the tender instructions (it is anticipated the works will commence in the Summer), drawing from your methodologies outlined above. Please provide a commentary for the programme to high light any key constraints, critical elements and challenges.
7. Confirm your organisation are aware of their obligations under the Construction (Design & Management) Regulations 2015. (pass/fail)

Yes ☐

No ☐

8. If more than five people are employed, provide a copy of your Organisation's Safety Policy as required by S.2 (3) of the Health & Safety at Work Act etc. 1974.  
*[N.B. Contractor who employs less than 5 operatives. Attention should be drawn to HSE Publication, Essentials of Health & Safety at Work, ISBN Ref. 0717661792]*

9. Who in your Organisation has day-to-day responsibility for Health & Safety?

Name:.....

Position:.....

10. Provide details of relevant experience and qualifications of the person named at 9 above.

11. Provide details of your policy or principles of hot working methods.

12. Provide examples of construction and risk assessments prepared in accordance with the Management of Health & Safety at Work Regulations 1999 (S1 1999/2051).

13. Provide details of how you intend to manage, monitor and control Health & Safety during contract work, including site set up.

14. Provide details of any on-going safety training which you would provide to your employees and to others to ensure their competence.

15. Provide details of any measures which you would adopt to ensure the competence of any sub-contractors appointed by you to undertake the works.

16. Provide details of any recent visit/inspection by HSE and the outcomes.

17. Provide details of any formal notices that have been issued or legal proceedings that have been taken against your Organisation by the Health & Safety Executive in the last 3 years, together with the actions you have implemented.

18. Provide details of any accidents/incidents reported by, or on behalf of your Organisation to the Health & Safety Executive during the last 3 years (as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (S1 1995/3163).

The assessment on the above questions relating to health and safety will consider relevant experience, documentation, examples of risk assessment, your procedures, training, and assessment of competences of sub-contractors, and how any formal notices or incidents if any have been dealt with.

19. Please confirm you have or will be able to put in place the insurances as detailed in the preliminaries document section A20. (pass/fail)

Yes ☐ No ☐

20. I confirm I have visited the site to assess the required works, and understand the site restrictions. (pass/fail)

Yes ☐ No ☐

Date of site visit:.....

Signed: .....

Date .....

### Appendix A – Questionnaire for Customer Reference – Repair works to Phoenix Hall

Name of organisation for whom you are providing this reference:	
Name of contract/Client engagement to which this reference relates:	
Referee's Organisation:	
Name of Referee:	
Job Title:	
Address:	
Telephone Number(s):	
Email Address:	
Date of Reference:	

Please indicate which of the below key elements or activities which have been provided to you by the organisation and performed in line with the conditions of your contract/engagement. Such works must have commenced no earlier than 1 <sup>st</sup> April 2010. The number of boxes you confirm with 'yes' will affect the reference.	
Where you have worked on a Grade I or Grade II* Listed restoration/consolidation project.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where the project involved works in a city centre site.	Yes <input type="checkbox"/> No <input type="checkbox"/>
The repair of a roof while protecting historic interiors below.	Yes <input type="checkbox"/> No <input type="checkbox"/>

This reference will form part of the evaluation within a procurement process and your response will affect this evaluation.

Thank you for taking the time to complete this Questionnaire.