A brick building with a garden

AI-generated content may be incorrect.

**The Fabric Repair and Fitting Out Works to The Main Block, Workhouse Museum, Allhallowgate, Ripon**

**PRE-QUALIFACATION QUESTIONNAIRE CONTENTS**

**1. Introduction**

1.1 About Ripon Museum Trust

1.2 The Vision and Requirements

1.3 The Main Block

1.4 Pre-Qualification Questionnaire Process

1.4.1 Introduction

1.4.2 Pre-Qualification Questionnaire Scoring

1.4.3 Timescales

1.4.4 Clarifications

1.4.5 Site Visits

1.4.6 Additional Information

**2. Project Information**

2.1 Project Details

2.2 Architects Summary

2.3 Planning

2.4 Funding

**3. Pre-Qualification Questions**

3.1 Part 1 – Mandatory/ General Company Information

3.2 Part 2 – Pre-Qualification Questions

3.3 Signed Declaration

**Section 1 – introduction**

**1.1 About The Ripon Museum Trust**

Ripon Museum Trust (RMT) was established in 1982 and runs three museums in the heart of Ripon. They are a small Registered Charity and Limited Company. RMT tells the story of poverty, law, crime, punishment, and justice - using a Grade II Victorian Workhouse Museum, Grade II\* Liberty Gaol and Police Station, Grade II\* Georgian Courthouse, and a collection of 9000 objects to explore the themes. Community engagement helps RMT share stories of this unique heritage prompting people to act for a fairer society. They tell the story of the buildings themselves, the people who lived and worked in them across all three sites. RMT put learning at their heart - delivering a changing programme of exhibitions, events, school visits and informal group learning. **Learning is a key Value for RMT – whether directly delivering learning activities, supporting learning within our communities or as continuous organisational learning**. RMT is an Accredited Museum and a Band One National Portfolio Organisation (NPO) with Arts Council England (ACE).

**1.2 The Vision and Requirements**

**The Trust’s Vision is to use their Heritage Assets to Inspire People to Seek a Fairer Society.** The Museums’ Mission is to use the unique trio of the Workhouse, Prison & Police and Courthouse Museums, collections, and the stories they tell to help people explore big issues such as fairness, equality, justice, and welfare. Through excellent engagement, programming, and outreach, together the museum will inspire people to become compassionate and active citizens, shaping society for the better. We will work for greater participation in our heritage which will enrich lives and improve wellbeing. Volunteering is integral to the organization; at the core they work as one team. RMT will make a positive impact on Ripon and the region’s cultural and economic capital.

The project has five principle aims.

* To fix the Workhouse – it is in a poor state and it is crucial that this heritage is conserved for future generations.
* Connecting their three sites as a Triumvirate to tell their story more comprehensively and powerfully in the context of Ripon’s poverty, law & order heritage.
* To increase by 85% the number of people who engage with the three museums and their heritage.
* To enhance materially both the depth of that engagement and diversity of the audiences that participate.
* To build a Business Model, during the Delivery Stage, that is sufficiently resilient to ensure that Ripon Museum Trust is financially viable into the foreseeable future; thus, ensuring that RMT's heritage is conserved.

**Section 1 – introduction (Cont’d)**

**1.2 The Vision and Requirements (Cont’d).**

The key strands of activity for Fairer Futures reflect the project’s aims, and are summarised as follows:

* Conservation of key areas of the Workhouse i.e. Main Block (recently acquired with a Heritage Fund grant). Through a significant programme of capital works (The Construction Project), the conservation of these elements will provide spaces for activities, interpretation and learning. Environmental inefficiencies will be reduced through the insulation of the Workhouse Museum roof, and the repair and improvement to its windows and doors. Access to, and conservation of these areas will ensure preservation of stories and heritage for the future. The first floor will become accessible through a platform lift, step lift and will be redecorated. Redecoration of the upper floors will significantly improve working conditions for staff and volunteers, and the inclusion of shared spaces will enhance team working and wellbeing. A new multi-functional space on that floor will accommodate planned activities, and a new costume store will be created.
* New interpretative approaches will connect stories and visitor experiences across all three museums. RMT will tell multi-layered stories of those who lived and worked here, bringing the story up to date. A better-quality visitor experience will be created, using digital and other interpretation for outdoor spaces at the Workhouse, and with improved internal spaces for learning, volunteering and other programming. (The Creative Core will be delivering a separate but linked Interpretation project for all three museums).
* A full activity programme, including community engagement and co-production, will build on established work with people whose voices are often invisible in history. There will be exciting opportunities for new activities engaging new people and communities, and for placemaking.

**1.3 The Main Block**

The Main Block forms part of the Workhouse Museum. The building is grade II and part of an original Victorian Workhouse. The building was purchased by The Trust recently using a Heritage Fund Grant.

The museum is located in the heart of Ripon on Allhallowgate.

The Main Block comprises the Masters study and dining room, kitchen, inmates dining hall, male and female classrooms and is central to the museum. The building is located to the rear of the entrance building.

It contains many original features, but has suffered from being used as a care home and is in need of extensive refurbishment.

**Section 1 – introduction (Cont’d).**

**1.4 Pre-Qualification Questionnaire Process**

1.4.1  **Introduction**

The Pre-Qualification Questionnaire forms the first stage in the procurement of a main contractor for the fabric repairs and fitting out works to the Main Block at The Workhouse Museum. An interpretation project will be run in parallel with the construction project, but does not form part of this tender.

The Pre-Qualification Questionnaire responses will be evaluated by the museum and design team to create a short list of five to six suitably qualified contractors who will be invited to participate in the second stage of the tender process. The second stage will include the pricing of a fully designed and documented set of information that will include drawings, specifications and a Schedule of Works. The second stage will be a “price” and interview stage that will be evaluated by the design team and museum. Only the lowest/most economically advantageous two or three contractors will be invited for interview.

1.4.2 **Pre-Qualification Questionnaire Scoring**

The Pre-Qualification Questionnaire assessment is split into two sections. Part One includes mandatory questions relating to general company information. Part Two incudes a series of weighted questions which will be scored by the assessment panel from 0 to 5. Weighting will be applied to each question.

Full details of the scoring and weighting to be applied to the questions is included in Section 3 of this document.

A maximum of 5 to 6 contractors, who are the highest scoring contractors, will be invited to the next stage of the tender process.

1.4.3 **Timescales**

The Pre-Qualification Questionnaire must be returned **by 12 Noon on Friday 21st March 2025**. The Pre-Qualification Questionnaire must be returned to Andrew Gaunt at BWA (Europe) Ltd ([Andrew.gaunt@bwa.uk.net](mailto:Andrew.gaunt@bwa.uk.net)).

Applicants are to return all Sections of this Pre-Qualification Questionnaire document and keep the electronic size below a limit of 20MB. Any emails larger than this size are to be sent as multiple e-mails, not exceeding 20MB. Applicants must submit by email/email attachment(s) in Word or PDF format only – other submission methods will not be accepted i.e. electronic file transfer services, hyperlinks, hard copy submissions (paper or CD/USB), etc.

Standard company profiles, policies and general company publicity material is not to be submitted as part of this bid unless specifically requested. Any such information that is submitted will not be scored.

**Section 1 – introduction (Cont’d).**

**1.4 Pre-Qualification Questionnaire Process (Cont’d).**

1.4.3 **Timescales (Cont’d).**

The outline programme for the Pre-Qualification process, second stage tender and construction stage is summarised below:-

|  |  |
| --- | --- |
| **Stage** | **Timing** |
| • Pre-Qualification Questionnaire available to contractors | Monday 3rd March 2025 |
| • Last date for submission of queries on the Pre-Qualification Questionnaire | Friday 14th March 2025 |
| • Pre-Qualification Questionnaire return date | Friday 21st March 2025 (12 noon) |
| • Pre-Qualification Questionnaire review, scoring and adjudication | Monday 24th March 2025 to Friday 4th April 2025 |
| • Contractors Notified | Monday 7th April 2025 |
| • Standstill period | Monday 7th April 2025 to Tuesday 22nd April 2025 |
| • Stage two tender documents issued | Monday 19th May 2025 |
| • Tender period | Monday 19th May 2025 to Friday 4th July 2025 |
| • Tender return | Friday 4th July 2025 |
| • Tender evaluation and interview | Monday 7th July 2025 to Friday 25th July 2025 |
| • Contractor appointed. | Monday 28th July 2025 |
| • Start on site | Monday 3rd November 2025 |
| • Construction Completion (approximate) | Friday 29th May 2026 |

**Note:**  the above timescales beyond the Pre-Qualification return date are for guidance only.

1.4.4 **Clarifications**

Any queries or request for clarification should be sent to Andrew Gaunt ([andrew.gaunt@bwa.uk.net](mailto:andrew.gaunt@bwa.uk.net)) before the last date for submission of queries noted in Section 1.4.3 of this document. Responses to queries will be made through the Contracts Finder portal and circulated to all contractors.

**Section 1 – introduction (Cont’d).**

**1.4 Pre-Qualification Questionnaire Process (Cont’d).**

1.4.4 **Clarifications (Cont’d).**

Any new information or responses to queries and clarifications will be issued by e-mail to all contractors who have requested and been sent the Pre-Qualification Questionnaire, unless the query contains confidential information. Telephone, text, WhatsApp or similar forms of communicating queries will not be acceptable..

1.4.5 **Site Visits**

A day for Contractors to visit the site has been arranged for 11.30 a.m. on Tuesday 11th March 2025. Please contact Eleanor Hall at Greenwood Projects ([Eleanor.hall@greenwoodprojects.com;](mailto:Eleanor.hall@greenwoodprojects.com;%20) tel: 01543 414 777) to arrange access at this time.

1.4.6 **Additional Information**

All applicants are to cover their own costs during this process. RMT will not pay any of the applicants’ costs in preparing and/ or submitting any documents or supporting information in response to this Pre-Qualification Questionnaire.

Applicants are required to examine the Pre-Qualification Questionnaire to ensure they have all the documents referred to. Applicants’ shall be deemed to have satisfied themselves as to the correctness and sufficiency of its response. No claims whatsoever shall be entertained arising out of the applicants’ failure to study the Pre-Qualification Questionnaire documents.

RMT reserves the right to reject any submission that fails to comply with the requirements set out in this document. Failure to provide the required information, or make a satisfactory response to any question, or supply any documentations referred to in the responses, may mean that the applicant will not be invited to participate further.

Applicants are advised to keep a copy of their submission for future reference.

No information contained in this Pre-Qualification Questionnaire, or any communication made between RMT or the design team and any applicant in connection with the Pre-Qualification Questionnaire or process, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered to the contractor.

**Section 1 – introduction (Cont’d).**

**1.4 Pre-Qualification Questionnaire Process (Cont’d).**

1.4.6 **Additional Information (Cont’d).**

RMT reserves the right without notice to terminate the Pre-Qualification process at any time. Under no circumstances shall RMT incur any liability in respect of such termination.

RMT reserves the right to request further information from applicants to substantiate any statement made in their response.

RMT may seek independent financial and/ or market advice to validate information declared or to assist in the evaluation.

If Applicants are successful in being shortlisted for the next stage of the tender procurement process, RMT reserves the right to carry out interviews with the Applicants before a final tender list is agreed

As part of the Pre-Qualification Questionnaire response, applicants must confirm that they have not used Chat GPT or any other form of artificial intelligence software to respond to any questions.

**Section 2 – PROJECT INFORMATION**

**2.1 Project Details**

In 2023 RMT appointed the design team to develop a scheme of fabric repairs and fitting out to support their vision for the Workhouse Museum and Main Block in particular.

In summary the project will involve fabric repairs inclusive of reroofing, brickwork and external wall repairs, window refurbishment and some new windows, external decorations. The interior of the building will also be upgraded and fitted out for the new interpretation works. The ground floor will be extensively refurbished, with a new lift to the first floor installed, new toilets provided, etc. Works on the first floor will be less extensive and include some secondary glazing, minor layout changes, new carpets, decorations, rewiring etc. Some minor external works are also required. Architects existing and proposed drawings are included with the Pre-Qualification Questionnaire for information.

RMT’s offices are on the first floor of the Main Block. They intend to vacate the building during the works, but want to discuss early partial possession so they can move back into the building prior to completion of the full works. This will be discussed in detail with the successful contractor.

The indicative construction cost is likely to be £1.8 million excluding VAT.

The design team is as follows:-

* Architect: Page\Park
* Structural Engineer: Mason Clark Associates
* Services Engineer: LEDA
* Quantity Surveyor: BWA (Europe) Ltd
* Principal Designer (CDM): Page/Park
* Principal Designer (Building Regulations): Page\Park
* Project Manager: Greenwood Projects

**Section 2 – PROJECT INFORMATION (Cont’d)**

**2.2** **Architects Summary**

This project seeks to preserve and enhance the Workhouse Museum by undertaking essential fabric repairs, improving accessibility, reinstating historic circulation, and upgrading visitor facilities. The main focuses of the scope are:

Fabric Repairs

A series of critical fabric repairs will restore the Workhouse Museum’s original architectural character, addressing areas of rainwater damage and reversing previous interventions that have compromised the building’s heritage.

Improved Access

To create a more inclusive experience, key accessibility improvements include:

A platform lift to provide access to the first floor.

Improved wayfinding signage for clearer navigation and circulation throughout the exhibition spaces.

New ramped access between the central Dining Hall and Kitchen, providing a gentler gradient for mobility aid users, accompanied by handrails for additional support.

Reinstatement of Historic Spaces & Circulation

Including the reopening of historic doorways to enhance spatial continuity. Over time, various modifications altered the original spatial organisation of the Workhouse. This proposal aims to restore historic circulation routes and reinstate original room divisions. Reconfiguring partitions to better reflect the Workhouse’s historic layout. This involves the restoration of historic openings, the removal and addition of room partitions, and the reinstatement of historic circulation routes.

Upgraded Toilet Provisions.

A 1950s toilet block, added during the building’s tenure as a care home, currently detracts from the historic character of the Workhouse. The proposal includes the careful demolition of the 1950s structure, reinstating the original external wall and window using reclaimed brick. We will then introduce efficiently reconfigured toilet facilities, integrating three gender-neutral ‘superloos’ and an accessible toilet within the existing footprint, maintaining functionality while improving the building’s aesthetic coherence.

**Section 2 – PROJECT INFORMATION (Cont’d).**

**2.3 Planning**

Planning has been granted in line with the listed building consent - ZC24/00098/IB

The conditions for the consent are:

1. The works hereby permitted shall be begun on or before three years from the date of this permission.
2. The development hereby permitted shall be carried out in strict accordance with the submitted plans and details:
3. Under no circumstances whatsoever are powered tools (for example, air-driven tools; electric angle grinders and so forth) to be used to cut back masonry joints prior to repointing.
4. The repairs to the roof covering shall precisely match the existing roofing materials adjacent in respect of unit dimensions [unless for example, tiles/slates are to graduated coursing]; colour and texture unless otherwise approved in writing by the local planning authority.
5. During the works, if hidden historic features are revealed they should be retained in-situ. Works shall be halted in the relevant area of the building and the local planning authority should be notified immediately. Failure to do so may result in unauthorised works being carried out and an offence being committed.

**Section 2 – PROJECT INFORMATION (Cont’d).**

**2.4** **Funding**

The project is substantially funded by The National Lottery Heritage Fund along with other smaller funders, individuals and RMT’s reserves. The funding is secured for the project.

The National Lottery Heritage Fund (NLHF) outcomes for the project that must be meet by RMT (and their selected contractor where his works contributes to the outcomes) are as follows:-

1. Adhering to Heritage Fund recruitment requirements, employ project staff: Collections and Access Officer (0.7FTE, 30 months); Project Administrator (0.6FTE, 36 months); and Youth Engagement & Learning Officer (0.7FTE, 30 months).
2. Deliver capital work to the Main Block.
3. Deliver internal and external workhouse interpretation, plus external signage across all three RMT sites, a city heritage map and online resources.
4. Clean, conserve, record, catalogue and repack the outstanding collection objects.
5. Working with a wide range of community partners, deliver the programme of activities, targeting ‘visitors’ (current/general visitors, families including children with SEND and schools) and ‘priority beneficiaries’ (young people aged 16-24, young people with complex needs, local communities and isolated adults in ill-health).
6. Recruit, train and support volunteers, expanding RMT’s active volunteer workforce from 80 to 123.

The NLH investment principles for any project can be summarised as follows:-

* Inclusion, access, and participation: supporting greater inclusion, diversity, access, and participation in heritage.
* Saving heritage: conserving and valuing heritage, for now and the future.
* Protecting the environment: supporting nature recovery and environmental sustainability.
* Organisational sustainability: strengthening heritage to be adaptive and financially resilient, contributing to communities and economies.

**Section 2 – PROJECT INFORMATION (Cont’d).**

**2.4** **Funding (Cont’d).**

RMT’s response to these principles which the Contractor must assist RMT to achieve are:-

Saving Heritage

Mission is to protect, conserve, and revitalize the Workhouse, ensuring it is no longer at risk and that its value and significance are well understood. This will be achieved through transformative interpretation, connecting the stories of the three museums with Ripon’s broader history. Enhancing people's connection to the city’s heritage and fostering local pride is essential. As part of the masterplan, the RMT collection will be secured by delivering the second phase of the collections project. The condition, viability, and public understanding of the collection will be improved by developing skills, expanding capacity, and creating opportunities for volunteers, the community, and visitors to engage with it. Deepening the connection to the museums will be achieved by offering innovative and authentic interpretive experiences, as well as broader volunteering opportunities and skills training.

Protecting the Environment

A commitment to reducing the organization’s environmental impact and adapting to the changing climate is paramount. This will be achieved by implementing capital works that improve energy efficiency and embedding environmental principles throughout the projects. Enhancing the connection between visitors, the local community, and nature will be accomplished through activities and interpretive efforts in the Workhouse Garden.

Inclusion, Access, and Participation:

By forging new partnerships and strengthening existing relationships, a diverse program of activities will be delivered to reach new and varied audiences. Improving access for all and creating opportunities for active involvement and participation is essential, encouraging visitors and the community to share their experiences and responses. The creative use of digital technology will be supported to promote access and reach.

Organisational Sustainability:

Through capital works, interpretation, and an activity plan, significant elements of the Trust’s masterplan will be realized. By significantly enhancing the visitor experience and expanding the audience profile, the aim is to increase visitor footfall from 30,000 to 55,000, achieving financial resilience and bolstering the museums’ contribution to the local economy. The appointment of three new staff members will improve capacity and skills development. Capacity, skills, and expertise will be built through a comprehensive volunteer and training program. Finally, significantly enhancing staff and volunteer spaces will improve wellbeing and team cohesion.

**Section 3 - Pre-Qualification Questions**

**3.1 Part 1 – Mandatory/ General Company Information**

Please complete the mandatory/ general company information in sections 1A to 1F inclusive. The questions must be fully responded to. Failure to answer all the questions will result in the contractor being excluded from the tender process.

Please note questions marked ‘\*’ are mandatory Pass/Fail questions.

|  |  |  |
| --- | --- | --- |
| **1A** | **General Information** |  |
| 1A.1 | Name of Company in whose name the Tender will be submitted\* |  |
| 1A.2 | Business Address/ Head Office\* |  |
| 1A.3 | Company No.\* |  |
| 1A.4 | Telephone Number(s)\* |  |
| 1A.5 | Key Contact and Email\* |  |
| 1A.6 | Other Office Addresses\* |  |
| 1A.7 | How many years has this company been trading\* |  |
| 1A/8 | Please confirm Chat GPT or similar AI technology has not been used to generate any responses to this PQQ.\* |  |

|  |  |  |
| --- | --- | --- |
| **1B** | **Financial Information** |  |
| 1B.1 | Turnover for previous 3 years (Please note this must be at least twice the construction budget)\* |  |
| 1B.1(b) | Group/ Organisation/ Parent Company turnover for the previous 3 years (if applicable) |  |
| 1B.2 | Company Net Profit for previous 3 years\* |  |
| 1B.3 | Please provide copies of Audited Accounts for the previous 3 years\* |  |
| 1B.4 | Please provide the name and address of your Bank and a letter of authority to seek a Bank reference (if required)\* |  |

**Section 3 - Pre-Qualification QuestionS (Cont’d).**

**3.1 Part 1 – Mandatory/ General Company Information (Cont’d).**

|  |  |  |
| --- | --- | --- |
| 1B.5 | Please confirm if you are you part of a wider group e.g. a subsidiary of a holding /parent company? If yes, please provide the name of the organisation and your relationship to them. If yes, would the Ultimate/Parent Company be willing to provide a guarantee if necessary?\* |  |

|  |  |  |
| --- | --- | --- |
| **1C** | **Quality Standards/ Memberships** |  |
| 1C.1 | Please provide details of any quality assurance accreditations that your company holds. (Please provide certificates and reference numbers). |  |
| 1C.2 | Please provide names of any professional, trade or other associations, societies etc to which you belong. (Please provide certificates and reference numbers). |  |

|  |  |  |
| --- | --- | --- |
| **1D** | **Insurance/ Professional Indemnity Insurance** |  |
| 1D.1 | Please confirm you have the following Insurances:- |  |
|  | a. Public Liability Insurance: £10,000,000 |  |
|  | b. Employer’s Liability Insurance: £10,000,000 |  |
| 1D.2 | Please confirm if you have Professional Indemnity Insurance and what insurance level you have. |  |
| 1D.3 | Have any claims been made under the above insurance policies during the last 3 years. If yes, please provide brief details. |  |
| 1D.4 | Have any claims been proved against you under the above Insurance policies during the last 3 years. If yes, please provide brief details. |  |
|  |  |  |

**Section 3 - Pre-Qualification QuestionS (CONT’D)**

**3.1 Part 1 – Mandatory/ General Company Information (Cont’d).**

|  |  |  |
| --- | --- | --- |
| **1E** | **Health and Safety Policy** |  |
| 1E.1 | Please enclose a copy of your Health and Safety Policy.\* |  |
| 1E.2 | State the number of employees directly employed by your company.\* |  |
| 1E.3 | Have any reports or other notifications been made to the HSE during the past 3 years pursuant to the Health and Safety at Work Act 1974, or Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. If yes please enclose details.\* |  |
| 1E.4 | Have any improvement or prohibition notices been served on the Applicant and initiated by the Health and Safety Executive in the last 5 years. If yes, please enclose details.\* |  |
| 1E.5 | Please enclose a copy of your latest Company accident statistics and indicate their basis for the last 3 years.\* |  |
| 1E.6 | Under the CDM Regulations, an organisation appointing a contractor to work on a project must take ‘reasonable steps’ to satisfy themselves that those who will carry out the work have the skills, knowledge and experience (SKE) to carry out the works in a way that secures health and safety.  The HSE endorses ‘Safety Schemes in Procurement’ (SSIP Forum) in the assessment of organisations to undertake the role of CDM Principal Contractor. Please provide details of relevant accreditation (CHAS, Constructionline or similar) to include current certification or any other processes, organisations, or methods your company applies to ensure CDM Regulation compliance. |  |

**Section 3 - Pre-Qualification QuestionS (ConT’D)**

**3.1 Part 1 – Mandatory/ General Company Information (Cont’d).**

|  |  |  |
| --- | --- | --- |
| **1F** | **Company Policies** |  |
|  | Please state if your company has the following policies, (Note: copies will be requested if required). |  |
| 1F.1 | Environmental Policy or statement |  |
| 1F.2 | Equal Opportunities/ Diversity policy or statement. |  |
| 1F.3 | Anti-Slavery and Human Trafficking Policy or statement |  |
| 1F.4 | Sustainability Policy or statement |  |
| 1F.5 | Anti-Bribery Policy or statement |  |
| 1F.6 | Alcohol & Drugs Policy or statement |  |

**Note:** supplementary supporting documents to support the above responses may be provided such as company accounts, Health and Safety Policy, CHAS/Constructionline certificates, etc.

**Section 3 - Pre-Qualification QuestionS (Cont’d).**

**3.2 Part 2 – Pre-Qualification Questions**

Please respond to the following questions. Responses should be a maximum of 500 words per question (unless specifically advised in the question), with illustrations where appropriate. Responses must be relevant to this project, but the Applicant can draw on other previous experience in order to illustrate the answer. Additional information may be provided in the form of an Appendix to supplement the question where relevant, such as CV’s. If an Appendix is included as part of a response to a question, the response should clearly state which appendix is relevant to that question.

1. The following scoring methodology by the Assessment Panel will apply to the questions:

|  |  |
| --- | --- |
| **5** | **Exceptional** – the standard of evidence demonstrates strengths, a full understanding of the issue, no errors, weakness or omissions and exceeds expectations in some or all respects. |
| **4** | **Good** – the standard of evidence fully meets expectations. |
| **3** | **Acceptable** – the standard of evidence is broadly acceptable but with minor concerns. |
| **2** | **Concerns** – the standard of evidence is broad acceptable but with noted concerns. |
| **1** | **Poor** – the standard of evidence is deficient in certain areas where the details of relevant evidence require the reviewer to make assumptions. |
| **0** | **Very poor** – the standard of evidence is unacceptable or non-existent, or there is a failure to properly address any issue. |

1. The questions will be weighted as follows:-

|  |  |
| --- | --- |
| **Question** | **Weighting** |
| **1** | 20% |
| **2** | 20% |
| **3** | 20% |
| **4** | 20% |
| **5** | 20% |

**Section 3 - Pre-Qualification QuestionS (Cont’d).**

**3.2 Part 2 – Pre-Qualification Questions (Cont’d).**

|  |  |  |
| --- | --- | --- |
| **1** | **EXPERIENCE** | (weighted score: 20% - maximum 500 words) |
|  | Provide details of 3 similar projects undertaken as a main contractor in the last 5 years. Projects for museums, conservation charities, or trusts on Grade II, Grade II\*, Grade I or scheduled ancient monuments must be evidenced wherever possible. Please provide Client/reference names for each project including, email addresses, telephone numbers, project values, and construction period with start and completion dates. (Please be aware the references may be contacted by RMT). |  |

**Section 3 - Pre-Qualification QuestionS (Cont’d).**

**3.2 Part 2 – Pre-Qualification Questions (Cont’d).**

|  |  |  |
| --- | --- | --- |
| **2** | **HEALTH AND SAFETY/METHODOLOGY** | (weighted score: 20% - maximum 500 words) |
|  | The Central Block will be vacant at commencement on site, but the client is interested in exploring the possibility of the early return of the office areas on part of the first floor of the building (Partial Possession), but only after the building has been reroofed and the first floor works have been substantially completed (excluding the lift and associated area).  The Trust would like to explore contractors initial thoughts surrounding this if it is practical.  What health and safety measures may have to be put in place to ensure safe working conditions, safe access, clear separation of the Trust’s staff and the main contractor’s staff; clear fire escapes, working services and life safety equipment, etc.  What risk would be involved to the client and their employees and volunteers should they wish to progress with this option. |  |

**Section 3 - Pre-Qualification QuestionS (Cont’d).**

**3.2 Part 2 – Pre-Qualification Questions (Cont’d).**

|  |  |  |
| --- | --- | --- |
| **3** | **CO-ORDINATION** | (weighted score: 20% - maximum 500 words) |
|  | Please confirm how you propose to work with RMT in a live museum setting. (All the other buildings on the site will remain occupied and operational – note some are not owned or run by the Museum and have commercial or volunteer uses).  What security, health and safety, practical measures to ensure segregation of staff, public and main contractor’s staff will you put in place? How will you co-ordinate your works with the Museum’s activities?  How do you intend to manage co-operation with the design team, through RIBA Stage 5 to 7 with a particular emphasis on timely design and handover processes. |  |

**Section 3 - Pre-Qualification QuestionS (Cont’d).**

**3.2 Part 2 – Pre-Qualification Questions (Cont’d).**

|  |  |  |
| --- | --- | --- |
| **4** | **SOCIAL VALUE** | (weighted score: 20% - maximum 500 words) |
|  | Social Value is important to RMT. Please confirm what added Social Value you will bring to this project including employment of local labour, apprentices, work with schools and colleges, work with local charities and communities, taster days for unemployed, etc.  Please confirm if your “Social Value” promise made in the response to the above question became a contractual commitment within the contract, how you would monitor and ensure the targets are achieved. |  |

**Section 3 - Pre-Qualification QuestionS (Cont’d).**

**3.2 Part 2 – Pre-Qualification Questions (Cont’d).**

|  |  |  |
| --- | --- | --- |
| **5** | **THE TEAM** | (weighted score: 20% - maximum 500 words) |
|  | Please provide details of your proposed team (with CV’s) and their experience on similar projects or list public buildings. |  |

**Section 3 - Pre-Qualification QuestionS (Cont’d).**

**3.3 Signed Declaration**

Pre-Qualification Questionnaire completed by:-

|  |  |
| --- | --- |
| Company: |  |
| Name: |  |
| Signed: |  |
| Position: |  |
| Email: |  |
| Telephone: |  |
| Date: |  |
| List Enclosures: |  |

Thank you for completing this Pre-Qualification Questionnaire. The information it contains will be held in confidence by Ripon Museum Trust and will only be used for the purpose of determining your suitability for being shortlisted for the next tender stage.