

**PRICE MODEL AND PRICE EVALUATION GUIDANCE  
CONSTRUCTION WORKS AND ASSOCIATED SERVICES**

**REFERENCE NUMBER RM6088**

**ATTACHMENT 3m**

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### **Annex A – Qualifications and Experience Definitions**

These instructions are applicable for all eleven (11) Lots for the Construction Works and Associated Services Framework.

Bidders responding to this tender shall read and fully understand how the price model workbooks are completed and adhere to these instructions on how to complete the price model and how it will be evaluated.

These instructions apply to Bidders submitting a tender for one or more Lots either in their own name or as part of a Group of Economic Operators.

References to “Client” or “Additional Client(s)” in the CCS Construction Works and Associated Services Framework Alliance Contract and associated documentation shall be interpreted as meaning “Contracting Authority” for the purposes of the Public Contracts Regulations 2015 (and vice versa).

## **INTRODUCTION TO PRICE MODEL WORKBOOKS**

### **1. Introduction**

- 1.1** These instructions are provided to assist all Bidders in the completion of the price model workbooks. Bidders shall also ensure that they read these instructions in conjunction with, and comply with any instruction contained within, the individual price model workbooks.
- 1.2** Bidders shall note that any definitions or guidance as to coverage of rates and the like provided within these instructions shall be deemed to be incorporated into any framework agreement ultimately entered into if successful and shall subsequently apply to rates included as framework rates.

### **2. Overall Approach**

- 2.1** Bidders are required to submit Prices for percentage fees, percentage additions to nett cost, time charges and other miscellaneous rates within the price model workbooks, as appropriate for each Lot for which they are submitting a tender.
- 2.2** Note that all Prices and rates submitted by Bidders are maximums to be applied, unless reduced by further competition or as a result of a negotiated reduction in a single source procurement or other process.

Additional Clients have the absolute discretion, when establishing their procurement strategy for a Project Contract(s), to determine the most appropriate method for incorporating the Prices and rates into their contract. As an example, when utilising a cost reimbursable arrangement such as an NEC Option C contract, an Additional Client may choose to use either actual (Defined) cost or (by incorporation of an appropriate clause amendment) the tendered and pre-agreed design hourly rates. The chosen methodology will be stated in the Project Brief for individual Project Contracts.

- 2.3** Each Lot comprises either a value banded general construction Lot or a specialist operational area. Each Lot may be further subdivided into Regional Sub-Lots, in which case Bidders must indicate at the beginning of each price model workbook which Regional Sub-Lots they do or do not wish to tender for. The Bidder shall complete all necessary cells in the workbook(s) applicable to each Lot/Sub-Lot for which it is submitting a tender. These cells are highlighted green. No data shall be entered into cells highlighted red. Any Bidder who fails to fully complete a price model workbook for a Lot for which it is submitting a tender, may be excluded from further participation in the procurement of that Lot.
- 2.4** The groupings of value banded general construction or specialist operational areas by Lot are provided in paragraph 3 below. The Prices submitted by the Bidder within each completed price model workbook will be evaluated in accordance with the methodology relevant to that Lot described within this document.
- 2.5** Weightings, as set out in each price model workbook, will be applied to the Prices submitted when evaluating Prices.

### **3. Groupings**

- 3.1** The table below sets out the groupings of value banded general construction or specialist operational areas by Lot.

Lot Description	Price model workbooks to be completed
Lot 1.1 – Building Works and Minor Associated Civil Engineering Works and Services (£0k - £3m)	
5 x Regional Sub-Lots, defined by reference to UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>• UKC – UKG</li> <li>• UKH – UKK</li> <li>• UKL</li> <li>• UKM</li> <li>• UKN</li> </ul>	Lot 1.1 Workbook
Lot 1.2 – Civil Engineering Works and Minor Associated Building Works and Services (£0k - £3m)	
5 x Regional Sub-Lots, defined by reference to UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>• UKC – UKG</li> <li>• UKH – UKK</li> <li>• UKL</li> <li>• UKM</li> <li>• UKN</li> </ul>	Lot 1.2 Workbook
Lot 2 – Construction Works and Associated Services (£3m - £10m)	
5 x Regional Sub-Lots, defined by reference to UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>• UKC – UKG</li> <li>• UKH – UKK</li> <li>• UKL</li> <li>• UKM</li> <li>• UKN</li> </ul>	Lot 2 Workbook
Lot 3 – Construction Works and Associated Services (£10m - £30m)	
5 x Regional Sub-Lots, defined by reference to UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>• UKC – UKG</li> <li>• UKH – UKK</li> <li>• UKL</li> <li>• UKM</li> <li>• UKN</li> </ul>	Lot 3 Workbook
Lot 4 – Construction Works and Associated Services (£30m -£80m)	
3 x Regional Sub-Lots, defined by reference to UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>• UKC – UKL</li> <li>• UKM</li> <li>• UKN</li> </ul>	Lot 4 Workbook

Lot 5 – Construction Works and Associated Services (£80m +)	
National Lot covering all UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>UKC – UKN</li> </ul>	Lot 5 Workbook
Lot 6 – Residential	
5 x Regional Sub-Lots, defined by reference to UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>UKC – UKG</li> <li>UKH – UKK</li> <li>UKL</li> <li>UKM</li> <li>UKN</li> </ul>	Lot 6 Workbook
Lot 7 – High Rise Accommodation	
5 x Regional Sub-Lots, defined by reference to UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>UKC – UKG</li> <li>UKH – UKK</li> <li>UKL</li> <li>UKM</li> <li>UKN</li> </ul>	Lot 7 Workbook
Lot 8 – Maritime	
National Lot covering all UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>UKC – UKN</li> </ul>	Lot 8 Workbook
Lot 9 – Airfields	
National Lot covering all UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>UKC – UKN</li> </ul>	Lot 9 Workbook
Lot 10 – Demolition	
National Lot covering all UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>UKC – UKN</li> </ul>	Lot 10 Workbook
Lot 11 – Construction Management	
National Lot covering all UK NUTS codes (see para 3.2): <ul style="list-style-type: none"> <li>UKC – UKN</li> </ul>	Lot 11 Workbook

**3.2** Regional Sub-Lot boundaries are defined by reference to the Eurostat Nomenclature of Territorial Units for Statistics (NUTS) codes, as follows:

Code	Region
UKC	North East
UKD	North West
UKE	Yorkshire & The Humber
UKF	East Midlands
UKG	West Midlands
UKH	East of England
UKI	Greater London
UKJ	South East
UKK	South West
UKL	Wales
UKM	Scotland
UKN	Northern Ireland

**4. The Price Model Workbooks**

The pricing approach described in this document and adopted for Lots 1 – 10 is consistent across each Lot, with detailed variances to address the different regional groupings or market characteristics of different Lots.

The pricing approach described in this document and adopted for Lot 11 is different from Lots 1 - 10, to address the different nature of a construction management service compared to the provision of construction works.

The worksheets are protected to ensure that only the required information is provided. Worksheets must not be unprotected, copied or amended in any way. Any Bidder who unprotects, copies, amends or otherwise modifies the price model workbooks in any way may be excluded from further participation in this procurement.

Detailed instructions related to each Lot are provided below.

**Lots 1 - 10**

- 4.1** A separate price model workbook is provided for each Lot (in Microsoft Excel format).
- 4.2** The Bidder shall refer to the table at paragraph 3.1 above, to determine the relevant price model workbook(s) applicable to the Lot(s) for which it is submitting a tender.
- 4.3** Bidders must comply with all constraints described elsewhere within the Attachment 2 – How to Bid when submitting bids for multiple Lots.

- 4.4** Each price model workbook contains ten (10) worksheets, which are described in the table below:-

Tab	Worksheet Title	Description
1	Title Page	The title page indicating the Lot included in the workbook.
2	ID & Sub-Lot Selection	Bidders shall insert their company name here. Where the particular Lot is subdivided into Regional Sub-Lots, the Bidders shall indicate which Sub-Lots they wish to submit a tender for.
3	Overhead Profit and Fee Additions	Bidders shall provide the Maximum percentage additions to be applied to stated Project Contract scenarios for each of the Sub-Lots selected.
4	Not used	Not used
5	Not used	Not used
6	Not used	Not used
7	Rate Card – Staff & Management	Bidders shall provide all-in hourly rates for each of the listed disciplines for each of the Sub-Lots selected.
8	Rate Card – Design	Bidders shall provide all-in hourly rates for each of the listed disciplines for each of the Sub-Lots selected.
9	Rate Card – Site Labour	Bidders shall provide all-in hourly rates for each of the listed disciplines for each of the Sub-Lots selected.
10	Evaluation Data	Bidders do not complete anything on this sheet. It is provided for information only to show the data to be taken forward for evaluation.

### **Lot 11 – Construction Management**

- 4.5** The pricing methodology for Construction Management differs from the previous Lots and a separate price model workbook is provided for Lot 11 (in Microsoft Excel format).
- 4.6** There are no constraints affecting Lot 11, related to submitting bids for multiple Lots.

**4.7** The Lot 11 price model workbook contains ten (10) worksheets, which are described in the table below:-

Tab	Worksheet Title	Description
1	Title Page	The title page indicating the Lot included in the workbook.
2	ID & Sub-Lot Selection	Bidders shall insert their company name here. Note: Lot 11 is not subdivided into Regional Sub-Lots.
3	Percentage Project Fees	a) Bidders shall provide the fee percentage to be applied to the Gross Construction Cost of a project, apportioned to each of the RIBA Work Stages 0 - 7. Fees shall be provided for the 5 different construction cost bands indicated.  b) The submitted fee percentages shall be deemed to apply to projects of medium complexity. Bidders shall indicate any required adjustments in respect of low or high complexity projects. This shall be in the form of a positive or negative percentage adjustment, applicable to all of the construction cost bands.
4	Time Charges	Bidders shall provide hourly and daily rates for each grade of Construction Management discipline.
5	Site Facilities	Bidders shall provide their rates and charges for each of the Common Site Facilities and Services identified.
6	Regional Variation	Bidders shall provide regional variations for the six (6) regions of the UK detailed therein in respect of the Percentage Project Fees, Time Charge Fees and Common Site Facilities and Services Charges.
7	Percentage Project Fee Summary	Bidders do not complete anything on this sheet. It is provided for information only to show how weightings and averages are applied to Prices entered by Bidders in respect of Fee, Complexity Adjustment and Region.
8	Time Charge Summary	Bidders do not complete anything on this sheet. It is provided for information only to show how weightings and averages are applied to Prices entered by Bidders in respect of Time Charges and Region.
9	Site Facilities Summary	Bidders do not complete anything on this sheet. It is provided for information only to show how weightings, model quantities, durations and averages are applied to Prices entered by Bidders in respect of Common Site Facilities and Services and Region.



10	Evaluation Data	Bidders do not complete anything on this sheet. It is provided for information only to show the data to be taken forward for evaluation.
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#### **All Lots**

- 4.8** Bidders who are submitting a tender for more than one Lot **must** complete the separate relevant price model workbook for each Lot for which they are submitting a tender.
- 4.9** Where applicable, within the individual price model workbook for each Lot, Bidders may submit a tender for more than one Regional Sub-Lot.
- 4.10** If a fully completed price model workbook is not submitted by the Bidder for each Lot for which the Bidder has submitted a tender, this may be deemed to be a non-compliant bid for the Lot in question. This may result in the Bidder being excluded from further participation in this procurement for that Lot.
- 4.11** Bidders must upload the fully completed price model workbook(s) applicable to each Lot for which they are submitting a tender into questions 3.1 – 3.12 (as applicable) within the commercial envelope in the eSourcing Suite.
- 5. Abnormally Low Tenders**
- 5.1** Bidders are advised that any tender containing a rate or price that appears abnormally low will be scrutinised. Bidders' attention is drawn to the requirements of Regulation 69 of the Public Contract Regulations 2015, which permits any tender that is considered abnormally low to be disregarded or rejected.
- 5.2** Any Bidder who submits a tender Price that appears abnormally low in relation to other Bidders' tendered Price for any individual price element (whether that be a percentage addition, fee, time charge or other charge) may be required to explain and/or validate the price or costs proposed in the tender by the Client for that particular price element, as it may be deemed to be abnormally low.
- 5.3** This provision may, at the Client's discretion as deemed most appropriate, be applied to the aggregated averages of a Bidder's price or to individual price elements of a Lot.

## 6. Instructions for Completion of Price Model Workbooks – Lots 1 -10

### 6.1 Sheet 2: ID & Sub-Lot Selection

Lots 1.1, 1.2, 2, 3, 6 & 7	
a) Company Name	Enter the trading name of the Bidder
b) Selection of Regional Sub-Lots	<p>Complete each of the 5 green boxes by selecting “Y” or “N” from the drop down list in each cell.</p> <p>The diagram on the right of the sheet shows the geographical locations of each of the UK NUTS codes. For further information see: <a href="https://ec.europa.eu/eurostat/web/nuts/nuts-maps-.pdf">https://ec.europa.eu/eurostat/web/nuts/nuts-maps-.pdf</a></p> <p>Note: do not leave any cells blank – you must select “Y” or “N”</p>
Lot 4	
a) Company Name	Enter the trading name of the Bidder
b) Selection of Regional Sub-Lots	<p>Complete each of the 3 green boxes by selecting “Y” or “N” from the drop down list in each cell.</p> <p>The diagram on the right of the sheet shows the geographical locations of each of the UK NUTS codes. For further information see: <a href="https://ec.europa.eu/eurostat/web/nuts/nuts-maps-.pdf">https://ec.europa.eu/eurostat/web/nuts/nuts-maps-.pdf</a></p> <p>Note: do not leave any cells blank – you must select “Y” or “N”</p>
Lots 5, 8, 9 & 10	
a) Company Name	Enter the trading name of the Bidder

### 6.2 Sheet 3: Overhead, Profit and Fee Additions

Lots 1.1, 1.2, 2, 3, 6 & 7	
Percentages	<p>Maximum percentage additions to be applied in the listed Project Contract scenarios.</p> <p>Insert the required percentage for each Region in each of the green cells with text “Insert %”.</p> <p>Cells for Regional Sub-Lots which the Bidder has chosen not to tender will be highlighted red, with text “n/a” and must not be changed.</p>
Format rules	<p>Enter number between 0 and 100 with maximum 2 decimal places. E.g. 9.65% should be entered as “9.65”</p> <p>Any numbers with 3 or more decimal places will be rounded to 2 decimal places during evaluation and also for any successful Framework Prices.</p>
Errors	<p>If the Regional Sub-Lots have not been selected on Sheet 2, the relevant cells will be highlighted orange and flag an error message to complete the Sub-Lot Selection sheet before continuing.</p>

	Entering a percentage in a red cell will highlight the Sub-Lot title red and flag an error message to correct before continuing.
Definitions	<p>The definitions relevant to the application of the percentage additions are as follows:</p> <p>NEC3 direct fee percentage: see NEC3 ECC contract – identified term in Contract Data Part 2.</p> <p>NEC3 subcontracted fee percentage: see NEC3 ECC contract – identified term in Contract Data Part 2.</p> <p>NEC4 fee percentage: see NEC4 ECC contract – identified term in Contract Data Part 2.</p> <p>JCT / SBCC Constructing Excellence: Supplier's Margin – see Constructing Excellence contracts: defined term in Section 1 – Definitions and Interpretations.</p> <p>JCT / SBCC Contracts other than Constructing Excellence: overhead and profit shall be as defined below.</p> <p>PPC2000 Central Office Overheads – see PPC2000 contract: defined term in Appendix 1 – Definitions.</p> <p>PPC2000 Constructor's Profit – see PPC2000 contract: defined term in Appendix 1 – Definitions.</p> <p><b>Note:</b> copies of the above contract forms have been made available to Bidders - see Attachment 11 – Contract Documents.</p> <p>“Overhead” includes activities relating to non-site based supervisory/management and administration activities of the service delivery. It includes, but is not limited to, the following:</p> <p>a) Head office charges; support staff; non project specific insurance premiums; finance charges; taxation charges; advertising and recruitment costs; sureties and guarantees; property costs; external advisors; marketing; tendering activities.</p> <p>b) Framework delivery charges, including all other costs associated with managing the Framework and not covered elsewhere by the Bidder's direct cost of construction, Subcontractor Fee, Designer's Fee, Head Office Overhead or Profit. For the avoidance of doubt, it is deemed to include all costs associated with complying with the activities required by the Framework terms and conditions including, but not limited to, the provision of Management Information and full participation in alliancing activities.</p> <p>“Profit” is the % margin the Bidder will achieve after accounting for all costs and expenses.</p>

Weighting and Evaluation	<p>For the purposes of evaluation, the PPC2000 Central Office Overheads and Constructor's Profit percentages will be added together. There will then be 7 categories of percentage addition.</p> <p>The percentages are carried forward to Sheet 10 – Evaluation Data.</p> <p>Each category will be evaluated separately.</p> <p>Each category will have an equal maximum contribution of 1/7 towards the total available 20% quantitative score for this cost element.</p>
<b>Lot 4</b>	
Percentages	<p>Maximum percentage additions to be applied in the listed Project Contract scenarios.</p> <p>Insert the required Overhead percentage for each Region in each of the green cells with text "Insert %".</p> <p>Note that if tendering for Regional Sub-Lot UK(C-L) (England &amp; Wales), Bidders may enter different percentages for England North, England South and Wales, if applicable.</p> <p>Cells for Regional Sub-Lots which Bidder has chosen not to tender will be highlighted red, with text "n/a" and must not be changed.</p>
Format rules	<p>Enter number between 0 and 100 with maximum 2 decimal places. E.g. 9.65% should be entered as "9.65"</p> <p>Any numbers with 3 or more decimal places will be rounded to 2 decimal places during evaluation and also for any successful Framework Prices.</p>
Errors	<p>If the Regional Sub-Lots have not been selected on Sheet 2, the relevant cells will be highlighted orange and flag an error message to complete the Sub-Lot Selection sheet before continuing.</p> <p>Entering a percentage in a red cell will highlight the Sub-Lot title red and flag an error message to correct before continuing.</p>

Definitions	<p>The definitions relevant to the application of the percentage additions are as follows:</p> <p>NEC3 direct fee percentage: see NEC3 ECC contract – identified term in Contract Data Part 2.</p> <p>NEC3 subcontracted fee percentage: see NEC3 ECC contract – identified term in Contract Data Part 2.</p> <p>NEC4 fee percentage: see NEC4 ECC contract – identified term in Contract Data Part 2.</p> <p>JCT / SBCC Constructing Excellence: Supplier's Margin – see Constructing Excellence contracts: defined term in Section 1 – Definitions and Interpretations.</p> <p>JCT / SBCC Contracts other than Constructing Excellence: overhead and profit shall be as defined below.</p> <p>PPC2000 Central Office Overheads – see PPC2000 contract: defined term in Appendix 1 – Definitions.</p> <p>PPC2000 Constructor's Profit – see PPC2000 contract: defined term in Appendix 1 – Definitions.</p> <p><b>Note:</b> copies of the above contract forms have been made available to Bidders - see Attachment 11 – Contract Documents.</p> <p>“Overhead” includes activities relating to non-site based supervisory/management and administration activities of the service delivery. It includes, but is not limited to, the following:</p> <p>a) Head office charges; support staff; non project specific insurance premiums; finance charges; taxation charges; advertising and recruitment costs; sureties and guarantees; property costs; external advisors; marketing; tendering activities.</p> <p>b) Framework delivery charges, including all other costs associated with managing the Framework and not covered elsewhere by the Bidder's direct cost of construction, Subcontractor Fee, Designer's Fee, Head Office Overhead or Profit. For the avoidance of doubt, it is deemed to include all costs associated with complying with the activities required by the Framework terms and conditions including, but not limited to, the provision of Management Information and full participation in alliancing activities.</p> <p>“Profit” is the % margin the Bidder will achieve after accounting for all costs and expenses.</p>
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Weighting and Evaluation	<p>For the purposes of evaluation, the PPC2000 Central Office Overheads and Constructor's Profit percentages will be added together. There will then be 7 categories of percentage addition.</p> <p>The percentages are carried forward to Sheet 10 – Evaluation Data.</p> <p>Each category will be evaluated separately.</p> <p>Each category will have an equal maximum contribution of 1/7 towards the total available 20% quantitative score for this cost element.</p>
<b>Lots 5, 8, 9 &amp; 10</b>	
Percentages	<p>Maximum percentage additions to be applied in the listed Project Contract scenarios.</p> <p>Insert the required Overhead percentage for each Region in each of the green cells with text "Insert %".</p> <p>Note that, although this is a National Lot, Bidders may enter different percentages for the 5 identified regional areas, if applicable.</p>
Format rules	<p>Enter number between 0 and 100 with maximum 2 decimal places. E.g. 9.65% should be entered as "9.65"</p> <p>Any numbers with 3 or more decimal places will be rounded to 2 decimal places during evaluation and also for any successful Framework Prices.</p>
Definitions	<p>The definitions relevant to the application of the percentage additions are as follows:</p> <p>NEC3 direct fee percentage: see NEC3 ECC contract – identified term in Contract Data Part 2.</p> <p>NEC3 subcontracted fee percentage: see NEC3 ECC contract – identified term in Contract Data Part 2.</p> <p>NEC4 fee percentage: see NEC4 ECC contract – identified term in Contract Data Part 2.</p> <p>JCT / SBCC Constructing Excellence: Supplier's Margin – see Constructing Excellence contracts: defined term in Section 1 – Definitions and Interpretations.</p> <p>JCT / SBCC Contracts other than Constructing Excellence: overhead and profit shall be as defined below.</p> <p>PPC2000 Central Office Overheads – see PPC2000 contract: defined term in Appendix 1 – Definitions.</p> <p>PPC2000 Constructor's Profit – see PPC2000 contract: defined term in Appendix 1 – Definitions.</p> <p><b>Note:</b> copies of the above contract forms have been made available to Bidders - see Attachment 11 – Contract Documents.</p>

		<p>“Overhead” includes activities relating to non-site based supervisory/management and administration activities of the service delivery. It includes, but is not limited to, the following:</p> <p>a) Head office charges; support staff; non project specific insurance premiums; finance charges; taxation charges; advertising and recruitment costs; sureties and guarantees; property costs; external advisors; marketing; tendering activities.</p> <p>b) Framework delivery charges, including all other costs associated with managing the Framework and not covered elsewhere by the Bidder's direct cost of construction, Subcontractor Fee, Designer's Fee, Head Office Overhead or Profit. For the avoidance of doubt, it is deemed to include all costs associated with complying with the activities required by the Framework terms and conditions including, but not limited to, the provision of Management Information and full participation in alliancing activities.</p> <p>“Profit” is the % margin the Bidder will achieve after accounting for all costs and expenses.</p>
Weighting and Evaluation		<p>For the purposes of evaluation, the PPC2000 Central Office Overheads and Constructor's Profit percentages will be added together. There will then be 7 categories of percentage addition.</p> <p>The percentages are carried forward to Sheet 10 – Evaluation Data.</p> <p>Each category will be evaluated separately.</p> <p>Each category will have an equal maximum contribution of 1/7 towards the total available 20% quantitative score for this cost element.</p>

**6.3** Sheet 4: Not used

**6.4** Sheet 5: Not used

**6.5** Sheet 6: Not used

## 6.6 Sheet 7: Rate Card: Staff & Management

Sheet 8: Rate Card: Design

Sheet 9: Rate Card: Site Labour

<b>Lots 1.1, 1.2, 2, 3, 6 &amp; 7</b>	
Hourly rates	<p>Maximum Hourly Rates to be charged when calculating Project Contract tender prices and for use in calculating the cost of changes instructed in a Project Contract.</p> <p>A rate must be entered for every discipline.</p> <p>Insert the maximum required hourly rate for each discipline in each Region in each of the green cells with text "Insert £".</p> <p>Cells for Regional Sub-Lots which Bidder has chosen not to tender will be highlighted red, with text "n/a" and must not be changed.</p>
Format rules	<p>Enter number over 0 with maximum 2 decimal places. E.g. £25.50 should be entered as "25.50"</p> <p>Any numbers with 3 or more decimal places will be rounded to 2 decimal places during evaluation and also for any successful Framework Prices.</p>
Errors	<p>If the Regional Sub-Lots have not been selected on Sheet 2, the relevant cells will be highlighted orange and flag an error message to complete the Sub-Lot Selection sheet before continuing.</p> <p>Entering a value in a red cell will highlight the Sub-Lot title red and flag an error message to correct before continuing.</p>
Definitions	<p>Refer to the appended "Qualifications &amp; Experience Definitions" table for the required Qualifications and Experience of each role.</p> <p>Rates shall apply to all hours worked between the hours of 08:00 – 18:00 Monday to Friday and 08:00 – 13:00 Saturday.</p>



	<p>Any additions required for work required to be carried out outside of these hours shall be agreed in advance with the Additional Client of each Project Contract, failing which these rates shall apply.</p> <p>Hourly rates are chargeable only for hours actually worked. Breaks and time spent on non-project work are not chargeable and any allowance for such items must be included within the rates.</p> <p>Rates must be all inclusive. Allowances for the following must be included:</p> <ul style="list-style-type: none"> <li>• training, annual leave, sickness, general staff meetings and the like.</li> <li>• all costs in connection with travel and equipment.</li> <li>• taxes, levies, employee and employer pension contributions and the like.</li> <li>• benefits provided, such as company car, fuel allowances, private health insurance and the like.</li> </ul> <p>Note: the above list is non-exhaustive and illustrative only. All costs must be included within the rates. No further additions will be permissible.</p>
Weighting and Evaluation	<p>The table on the right hand side shows the weightings to be applied to each discipline and then applies those weightings to each discipline rate in each relevant Regional Sub-Lot.</p> <p>The average of all of the weighted hourly rates is calculated for each Regional Sub-Lot and this is carried forward to Sheet 10 – Evaluation Data.</p>
<b>Lot 4</b>	
Hourly rates	<p>Maximum Hourly Rates to be charged when calculating Project Contract tender prices and for use in calculating the cost of changes instructed in a Project Contract.</p> <p>A rate must be entered for every discipline.</p> <p>Insert the maximum required hourly rate for each discipline in each Region in each of the green cells with text "Insert £".</p> <p>Note that if tendering for Regional Sub-Lot UK(C-L) (England &amp; Wales), Bidders may enter different rates for England North, England South and Wales, if applicable.</p> <p>Cells for Regional Sub-Lots which Bidder has chosen not to tender will be highlighted red, with text "n/a" and must not be changed.</p>
Format rules	<p>Enter number over 0 with maximum 2 decimal places. E.g. £25.50 should be entered as "25.50"</p> <p>Any numbers with 3 or more decimal places will be rounded to 2 decimal places during evaluation and also for any successful Framework Prices.</p>
Errors	<p>If the Regional Sub-Lots have not been selected on Sheet 2, the relevant cells will be highlighted orange and flag an error</p>

	<p>message to complete the Sub-Lot Selection sheet before continuing.</p> <p>Entering a value in a red cell will highlight the Sub-Lot title red and flag an error message to correct before continuing.</p>
Definitions	<p>Refer to the appended "Qualifications &amp; Experience Definitions" table for the required Qualifications and Experience of each role.</p> <p>Rates shall apply to all hours worked between the hours of 08:00 – 18:00 Monday to Friday and 08:00 – 13:00 Saturday. Any additions required for work required to be carried out outside of these hours shall be agreed in advance with the Additional Client of each Project Contract, failing which these rates shall apply.</p> <p>Hourly rates are chargeable only for hours actually worked. Breaks and time spent on non-project work are not chargeable and any allowance for such items must be included within the rates.</p> <p>Rates must be all inclusive. Allowances for the following must be included:</p> <ul style="list-style-type: none"> <li>• training, annual leave, sickness, general staff meetings and the like.</li> <li>• all costs in connection with travel and equipment.</li> <li>• taxes, levies, employee and employer pension contributions and the like.</li> <li>• benefits provided, such as company car, fuel allowances, private health insurance and the like.</li> </ul> <p>Note: the above list is non-exhaustive and illustrative only. All costs must be included within the rates. No further additions will be permissible.</p>
Weighting and Evaluation	<p>The table on the right hand side shows the weightings to be applied to each discipline and then applies those weightings to each discipline rate in each relevant Regional Sub-Lot.</p> <p>The average of all of the weighted hourly rates is calculated for each Regional Sub-Lot and this is carried forward to Sheet 10 – Evaluation Data.</p> <p>If bidding for Regional Sub-Lot UK(C-L) (England &amp; Wales), the average of the weighted hourly rates for England North, England South and Wales is calculated and carried forward to Sheet 10 – Evaluation Data.</p>
<b>Lots 5, 8, 9 &amp; 10</b>	
Hourly rates	<p>Maximum Hourly Rates to be charged when calculating Project Contract tender prices and for use in calculating the cost of changes instructed in a Project Contract.</p> <p>A rate must be entered for every discipline and every Region.</p> <p>Insert the maximum required hourly rate for each discipline in each Region in each of the green cells with text "Insert £".</p>

	Note that, although this is a National Lot, Bidders may enter different rates for the 5 identified regional areas, if applicable.
Format rules	<p>Enter number over 0 with maximum 2 decimal places. E.g. £25.50 should be entered as "25.50"</p> <p>Any numbers with 3 or more decimal places will be rounded to 2 decimal places during evaluation and also for any successful Framework Prices.</p>
Definitions	<p>Refer to the appended "Qualifications &amp; Experience Definitions" table for the required Qualifications and Experience of each role.</p> <p>Rates shall apply to all hours worked between the hours of 08:00 – 18:00 Monday to Friday and 08:00 – 13:00 Saturday. Any additions required for work required to be carried out outside of these hours shall be agreed in advance with the Additional Client of each Project Contract, failing which these rates shall apply.</p> <p>Hourly rates are chargeable only for hours actually worked. Breaks and time spent on non-project work are not chargeable and any allowance for such items must be included within the rates.</p> <p>Rates must be all inclusive. Allowances for the following must be included:</p> <ul style="list-style-type: none"> <li>• training, annual leave, sickness, general staff meetings and the like.</li> <li>• all costs in connection with travel and equipment</li> <li>• taxes, levies, employee and employer pension contributions and the like.</li> <li>• benefits provided, such as company car, fuel allowances, private health insurance and the like</li> </ul> <p>Note: the above list is non-exhaustive and illustrative only. All costs must be included within the rates. No further additions will be permissible.</p>
Weighting and Evaluation	<p>The table on the right hand side shows the weightings to be applied to each discipline and then applies those weightings to each discipline rate in each Region.</p> <p>The average of the Region weighted hourly rates is calculated and this is carried forward to Sheet 10 – Evaluation Data.</p>

## 6.7 Sheet 10: Evaluation Data

All Lots	
Generally	<p>Bidders are not required to enter any data on this sheet.</p> <p>The sheet is provided for information only to show the information that will be carried forward for evaluation, after the application of any weightings; calculation of averages etc.</p>

## 7. Instructions for Completion of Price Model Workbooks – Lot 11

### 7.1 Sheet 2: ID & Sub-Lot Selection

a) Company Name	Enter the trading name of the Bidder
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### 7.2 Sheet 3: % Project Fees

a) Project Fees	<p>Maximum fee percentage for the Construction Management service to be applied to Gross Construction Cost (Gross Construction Cost is defined below.)</p> <p>Insert the required percentages, broken down into each RIBA work stage, in each of the green cells with text “Insert %” and repeat for each of the five contract value bands. Note that stages 0 and 1 are combined.</p> <p>Note that there is a constraint applied, restricting the percentage for stages 0-4 to not exceed 40% of the total fee. (See Errors below.)</p>
b) Project Complexity Adjustment	<p>The Project Fees entered in the previous section are deemed to apply to medium complexity projects. A percentage adjustment (positive or negative) may be applied in respect of relatively lower or higher complexity projects, if desired. The different complexity levels are defined below.</p> <p>Insert any required percentage adjustment for low or high complexity projects in each of the green cells and repeat for each of the five contract value bands. Note that the cells are set to zero adjustment as a default.</p> <p>e.g. if a 5% reduction is to be applied to fees for low complexity projects compared to medium, then enter a value of -5.00</p>
Format rules	<p>Enter number between 0 and 100 with maximum 2 decimal places. E.g. 9.65% should be entered as “9.65”.</p> <p>If a negative Project Complexity Adjustment is to be entered, this must include the prefix “-”; i.e. a 5.75% reduction in rates should be entered as “-5.75”.</p> <p>Any numbers with 3 or more decimal places will be rounded to 2 decimal places during evaluation and also for any successful Framework Prices.</p>
Errors	<p>Note that there is a constraint applied, restricting the proportion for stages 0-4 to not exceed 40% of the total fee.</p> <p>In the event that this exceeds 40%, the associated percentage in the “Stage 0-4 as % of total fee” column will be highlighted red and you must adjust the fee percentages until the red highlight disappears.</p>

Definitions	<p>The Project Fees shall include the following: -</p> <ol style="list-style-type: none"> <li>a) all travel expenses and subsistence;</li> <li>b) the provision of management and technical staff and staff engaged in secretarial, accountancy, administrative or other supporting duties including basic salary, any additional payments or benefits and social costs such as insurances or pension payments;</li> <li>c) overheads and profit, office expenses (including rental and heating), non-recoverable staff-time and administrative staff who are not chargeable;</li> <li>d) postage, delivery of documents, telephone calls and similar incidental expenses;</li> <li>e) all necessary disbursements, including reasonable number of paper copies of all reports and drawings for statutory approvals, tender purposes, contract documentation, contract requirements, the Authority's records and circulation to other disciplines within the Bidder team; and</li> <li>f) the Management Charge of the Client as defined within the CCS Construction Works and Associated Services Framework Alliance Contract.</li> </ol> <p>The project complexity of each individual Project Contract will be agreed between the Additional Client and the Bidder, prior to executing a Project Contract.</p> <p>The following parameters and characteristics shall be considered when agreeing the project complexity:</p> <p>High Complexity:</p> <ul style="list-style-type: none"> <li>• Multiple phase project or programme of work (&gt; 5 phases);</li> <li>• Demolition &gt; 15% of project costs;</li> <li>• Major infrastructure works &gt; 15% of project costs;</li> <li>• Occupied property, involving re-stack/decanting; Services element &gt;50% of project costs; Multiple building uses.</li> </ul> <p>Medium Complexity:</p> <ul style="list-style-type: none"> <li>• More than a single phase project or programme of work (2 to 5 phases);</li> <li>• Partial demolition (5% to 15% of project costs); Some infrastructure works (5% to 15% of project costs);</li> <li>• Occupied or partially occupied building; Services element &lt;50% of project costs; More than one type of building use.</li> </ul> <p>Low Complexity:</p> <ul style="list-style-type: none"> <li>• Single phase project or programme of work;</li> <li>• Limited or no demolition (&lt;5% of project costs);</li> <li>• Limited infrastructure works (&lt;5% of project costs);</li> <li>• Unoccupied building;</li> <li>• Services element &lt;25% of project costs; Predominantly single building use.</li> </ul> <p>Gross Construction Cost is the total final cost of all trade contractors appointed by an Additional Client in relation to a</p>
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	specific Project Contract, and which the Construction Manager is required to manage. For the avoidance of doubt, this does not include the cost of Common Site Facilities and Services provided by the Construction Manager, which are not subject to any Project Fee addition.
Weighting and Evaluation	<p>No weighting is applied to this cost element at this stage. Refer to Sheet 7 – Summary - % Project Fees for application of weightings.</p> <p>The percentages are carried forward to Sheet 7 – Summary - % Project Fees.</p>

### 7.3 Sheet 4: Time Charges

a) Hourly rates	<p>Maximum hourly rates to be charged when calculating Project Contract tender prices and for use in calculating the cost of changes instructed in a Project Contract.</p> <p>A rate must be entered for every grade.</p> <p>Insert the maximum required hourly rate for each grade in each of the green cells with text "Insert £".</p>
b) Daily rates	<p>Maximum daily rates to be charged when calculating Project Contract tender prices and for use in calculating the cost of changes instructed in a Project Contract.</p> <p>A rate must be entered for every grade.</p> <p>Insert the maximum required daily rate for each grade in each of the green cells with text "Insert £".</p>
Format rules	<p>Enter number over 0 with maximum 2 decimal places. E.g. £25.50 should be entered as "25.50"</p> <p>Any numbers with 3 or more decimal places will be rounded to 2 decimal places during evaluation and also for any successful Framework Prices.</p>
Definitions	<p>Refer to the appended "Qualifications &amp; Experience Definitions" table for the required Qualifications and Experience of each grade.</p> <p>Rates shall apply to all hours worked between the hours of 08:00 – 18:00 Monday to Friday and 08:00 – 13:00 Saturday. Any additions required for work required to be carried out outside of these hours shall be agreed in advance with the Additional Client of each Project Contract, failing which these rates shall apply.</p> <p>Hourly and Daily rates are chargeable only for time actually worked. Breaks and time spent on non-project work are not chargeable and any allowance for such items must be included within the rates.</p> <p>Rates must be all inclusive. Allowances for the following must be included:</p>

	<ul style="list-style-type: none"> <li>• training, annual leave, sickness, general staff meetings and the like.</li> <li>• all costs in connection with travel and equipment.</li> <li>• taxes, levies, employee and employer pension contributions and the like.</li> <li>• benefits provided, such as company car, fuel allowances, private health insurance and the like.</li> </ul> <p>Note: the above list is non-exhaustive and illustrative only. All costs must be included within the rates. No further additions will be permissible.</p> <p>The Daily Rate is to be for a minimum 8 hour day, excluding breaks.</p>
Weighting and Evaluation	<p>No weighting is applied to this cost element at this stage. Refer to Sheet 8 – Summary – Time Charges for application of weightings.</p> <p>The percentages are carried forward to Sheet 8 – Summary – Time Charges.</p>

#### 7.4 Sheet 5: Site Facilities

Site Facilities and Services	<p>Rates and charges for the provision of common site facilities and services for use by the Construction Manager, Additional Client, consultant team, trade contractors/cub-contractors, site staff/workpeople and the like engaged on the project.</p> <p>A schedule of common site facilities and services is provided, which will form a schedule of maximum rates to be charged when calculating Project Contract tender prices and for use in calculating the cost of changes instructed in a Project Contract.</p> <p>The schedule is broken down into a Mobilisation charge, De-mobilisation charge and Weekly charge for each item. A unit identifier is provided against each item – e.g. timber hoardings should be priced as a rate per m length of hoarding, but a storage container should be priced as a rate per container.</p> <p>A rate must be entered for every item. If any of the Mobilisation, De-mobilisation or weekly charge charges do not apply for an individual item, a charge of 0.00 must be entered in the associated green cell.</p> <p>Insert the maximum required charge/rate for each item in each of the green cells. Note that the cell values are set to 0.00 as a default.</p>
Format rules	<p>Enter number over 0 with maximum 2 decimal places. E.g. £25.50 should be entered as “25.50”</p> <p>Any numbers with 3 or more decimal places will be rounded to 2 decimal places during evaluation and also for any successful Framework Prices.</p>

Definitions	Where the description or unit references a standard module size (e.g. 26m2 office module), a +/- 10% tolerance on size will be permissible (to address the use of manufacturer's different offerings), as long as the described functional requirements are met.
Weighting and Evaluation	<p>No weighting is applied to this cost element at this stage. Refer to Sheet 9 – Summary – Site Facilities for application of weightings.</p> <p>The charges are carried forward to Sheet 9 – Summary – Site Facilities.</p>

## 7.5 Sheet 6: Regional Variations

Regional Variations	<p>It is envisaged that the Bidder will provide their most economically advantageous rates based on the region(s) in which they operate and that Regional Variations will apply to other regions.</p> <p>The Bidder may enter an adjustment from their base rates included in Part 3: Percentage Project Fees, Part 4: Time Charge Fees and Part 5: Site Facilities charges. Different variations may be applied in respect of each of these categories.</p> <p>Bidders should note that there are a total of 6 regions, two of which, England North Region and England South Region, contain a number of distinct areas as defined by the relevant NUTS codes. A single percentage adjustment is to be inserted for each Region, rather than for the individual NUTS code areas.</p> <p>Bidders wishing to enter a negative adjustment (i.e. reduction) must enter a minus (-) sign in front of the percentage adjustment rate. If no adjustment is required for a particular rate / region, this must be entered as "0.00".</p> <p>If an Additional Client awards a commission for a service which crosses regional boundaries then the Regional Variations to be applied will be based on the region with the larger proportion of the estimated value of trade contract works. This shall be agreed prior to contract execution and will not be amended if the final out-turn proportion differs.</p> <p>Insert the required percentages in each of the green cells and repeat for each of the three categories of fee/charges.</p>
Format rules	<p>Enter number between 0 and 100 with maximum 2 decimal places. E.g. 9.65% should be entered as "9.65".</p> <p>If a negative Project Complexity Adjustment is to be entered, this must include the prefix "-"; i.e. a 5.75% reduction in rates should be entered as "-5.75".</p> <p>Any numbers with 3 or more decimal places will be rounded to 2 decimal places during evaluation and also for any successful Framework Prices.</p>



Definitions	The Regional Variations are based on UK Regional NUTS codes. The Regional Variations will be determined on the location of the project the Consultant is being commissioned for; it is not based on the location of the Consultant's office or where their staff are based.
Weighting and Evaluation	<p>No weighting is applied to this cost element at this stage. Refer to Sheet 7 – Summary - % Project Fees, Sheet 8 – Summary – Time Charges and Sheet 9 – Summary – Site Facilities for application of regional weightings.</p> <p>The Regional Adjustment percentages are carried forward to each of the summary sheets (Sheet 7 – Summary - % Project Fees, Sheet 8 – Summary – Time Charges and Sheet 9 – Summary – Site Facilities) and applied to rates and charges to calculate data for evaluation.</p>

## 7.6 Sheet 7: Summary - % Project Fees

Generally	<p>Bidders are not required to enter any data on this sheet.</p> <p>The sheet is provided for information only to show the information that will be carried forward for evaluation, after the application of any weightings; calculation of averages etc.</p>
Weighting and Evaluation	<ol style="list-style-type: none"> <li>Total Project Percentage fees are brought forward from Sheet 3. Value band weightings are applied to the five value bands, as indicated in the table in section 1, resulting in a weighted total fee for each value band. The five weighted total fees are carried forward to the following section.</li> <li>Project Complexity adjustment percentages are brought forward from Sheet 3. Complexity adjustments are applied to the weighted total fees, as indicated in the table in section 2, resulting in a complexity adjusted weighted fee for each value band. The average of the weighted fees is calculated for each complexity level.</li> <li>Regional Variation percentages are brought forward from Sheet 6. There is no differential weighting applied to the different regions. Regional adjustments are applied to the average weighted fee for each complexity level to derive Region adjusted weighted average fees for each complexity level.</li> <li>The average fee for each complexity level is calculated, followed by the average of the three complexity levels to arrive at a single overall average fee percentage.</li> <li>The overall average fee percentage is carried forward to Sheet 10 – Evaluation Data.</li> </ol>

## 7.7 Sheet 8: Summary – Time Charges

Generally	<p>Bidders are not required to enter any data on this sheet.</p> <p>The sheet is provided for information only to show the information that will be carried forward for evaluation, after the application of any weightings; calculation of averages etc.</p>
Weighting and Evaluation	<ul style="list-style-type: none"> <li>a) Hourly and daily rates for each grade are brought forward from Sheet 4. Grade weightings are applied to the six grades, as indicated in the table in section 1, resulting in a weighted hourly rate and weighted daily rate for each grade. Averages of the six weighted hourly rates and weighted daily rates are calculated.</li> <li>b) Regional Variation percentages are brought forward from Sheet 6. There is no differential weighting applied to the different regions. Regional adjustments are applied to the average weighted hourly rates and average weighted daily rates to derive region adjusted average time charges.</li> <li>c) The average of the region adjusted hourly and daily time charges is then calculated to arrive at overall average region adjusted hourly and daily time charges.</li> <li>d) The overall average region adjusted hourly and daily time charges are carried forward to Sheet 10 – Evaluation Data.</li> </ul>

## 7.8 Sheet 9: Summary – Site Facilities

Generally	<p>Bidders are not required to enter any data on this sheet.</p> <p>The sheet is provided for information only to show the information that will be carried forward for evaluation, after the application of any weightings; calculation of averages etc.</p>
Weighting and Evaluation	<ul style="list-style-type: none"> <li>a) Notional project quantities and durations have been included to calculate an evaluation model total cost of common site facilities and services.</li> <li>b) Mobilisation, demobilisation and weekly charges for each item in the schedule are brought forward from Sheet 5. Model project quantities and durations are applied to the items, as indicated in the table in section 1, resulting in an evaluation model total.</li> <li>c) Regional Variation percentages are brought forward from Sheet 6. There is no differential weighting applied to the different regions. Regional adjustments are applied to the evaluation model total to derive region adjusted evaluation model totals.</li> <li>d) The average of the region adjusted evaluation model totals is then calculated to arrive at an overall average region adjusted evaluation model total.</li> <li>e) The overall average region adjusted evaluation model total is carried forward to Sheet 10 – Evaluation Data.</li> </ul>

## 7.9 Sheet 10: Evaluation Data

All Lots	
Generally	Bidders are not required to enter any data on this sheet.  The sheet is provided for information only to show the information that will be carried forward for evaluation, after the application of any weightings; calculation of averages etc.

## PRICE EVALUATION

### 8. Introduction to Evaluation Model

8.1 This section describes how Bidders' Price submissions will be evaluated.

8.2 The split between the weightings for Quality and Price in respect of this procurement are set out below:-

Quality: 75%

Price: 25%

8.3 Therefore, 25% of the total weighted score is allocated to the pricing element of each Lot. The Price weighting is further apportioned as follows:

#### Lots 1 – 10:

Overhead, Profit & Fee Additions 20% (7 categories, each contributing 1/7)

Rate Cards 5% (3 categories, each contributing 1/3)

**TOTAL 25%**

#### Lot 11:

Project Fees & Complexity 15%

Hourly Time charges 2.5%

Daily Time charges 2.5%

Site Facilities & Services 5%

**TOTAL 25%**

8.4 Bidders' Price Scores will be calculated using the combined total scores as defined in 8.3.

8.5 Sections 6 and 7 and the price model workbooks describe weightings to be applied to individual cost elements and any initial calculations carried out to derive summary data carried forward for evaluation.

- 8.6** Sheet 10 – Evaluation Data in each price model workbooks shows the summary data to be carried forward for evaluation.
- 8.7** Bidders shall note that all calculations within the price model workbooks in order to arrive at the final data to be transferred for evaluation are based on rounding calculations to two decimal places.

## **9. Price Evaluation Process**

### **9.1 Introduction**

- 9.1.1 The Bidder's data collated within Sheet 10 – Evaluation Data in each Price is transferred to the Price Evaluation workbook and evaluated against all other Bidders' submitted tenders for each Lot or, where applicable, Sub-Lot.
- 9.1.2 The Client will total all Bidders' scores within the evaluation workbook.
- 9.1.3 Bidders are reminded that bids will be assessed against a median threshold in accordance with paragraph 5 Abnormally Low Tenders.
- 9.1.4 The general principle of evaluation is that data for each cost element is evaluated using a deviation from the optimal value methodology. For the purposes of evaluation, the optimal value is deemed to be the median value of all valid bids received for that cost element.
- 9.1.5 The evaluation methodologies are the same for each cost element in each Lot and is described in detail in 9.2 below.

### **9.2 Evaluation Methodology**

- 9.2.1. Evaluation Data (as collated within Sheet 10 – Evaluation Data in each price model workbook) from all Bidders for each Lot or, where applicable, Sub-Lot is extracted and evaluated against all other Bidders' submitted tenders for that Lot or Sub-Lot.
- 9.2.2 The optimal bid value is calculated as the median value of all valid submitted bids.
- 9.2.3 The variance of each bid from the optimal bid value is calculated and this is converted to an absolute (i.e. non-negative) value.
- 9.2.4 Bids exceeding 50% above or below the median bid are deemed to be uneconomic bids and will be excluded from further evaluation and score 0.
- 9.2.5 The remaining bids will have a weighting applied to the variance to favour variances less than the median bid relative to variances greater than the median bid. The weighting is as follows:
- bid lower than optimal = x 0.5 weighting
  - bid higher than optimal = x 1.5 weighting

This results in a weighted variance for each bid.

- 9.2.6 The median bid will score full marks (100). Remaining non-excluded bids will be scored a reducing score according to their weighted variance from the median bid, in proportion to the bid with maximum variance (which will score 0).

9.2.7 Each Bidder's score will be applied as a percentage to the maximum score for each pricing element to arrive at the pricing element contribution to the maximum total price element score of 25%.

9.2.8 The evaluation methodology is illustrated below with example data:

**Example of Methodology - Overhead (maximum contribution - 7%)**

A	B	C	D	E	F	G	H	I	J
Bid <sup>2</sup>	Optimal Bid Value <sup>3</sup> (Median)	B - A Variance from Optimal (non-negative) <sup>4</sup>	Weighting (above / below median)	C x D Weighted Variance	Max Col E Max Weighted Variance	E / F Proportional Variance	100 - (100 x G) Score	(H/100) x 7% Element Score contribution (max 7%)	Ranking
12.00	9.00	3.00	1.50	4.50	4.50	1.00	0.00	0.00	5
13.60	9.00	4.60	1.50	excluded	excluded	excluded	0.00	0.00	5
10.75	9.00	1.75	1.50	2.63	4.50	0.58	42.00	2.94	4
6.00	9.00	3.00	0.50	1.50	4.50	0.33	67.00	4.69	3
9.00	9.00	0.00	0.00	0.00	4.50	0.00	100.00	7.00	1
8.50	9.00	0.50	0.50	0.25	4.50	0.06	94.00	6.58	2
4.30	9.00	4.70	0.50	excluded	excluded	excluded	0.00	0.00	5

<sup>2</sup> Bid value highlighted yellow indicates median bid

<sup>3</sup> Optimal value is deemed to be the median value of all valid bids received.

<sup>4</sup> Variances > 50% above or below median excluded and score nil

9.2.9 The individual element score contributions are then collated to arrive at the total price score out of a maximum of 25%. This is illustrated below with example data:

Element Scores							
	Overhead %	Profit %	Subcontract %	Designer %	Rate Cards Average	Total / 25	Ranking
Weighting (/25) / Bidder	7	7	3	3	5	25	
Bidder A	5.60	7.00	2.34	3.00	5.00	23	1
Bidder B	7.00	2.10	2.34	3.00	4.00	18	3
Bidder C	5.60	0.00	0.00	0.00	5.00	11	5
Bidder D	0.00	4.69	0.00	0.00	2.90	8	7
Bidder E	2.80	4.69	0.00	0.00	4.20	12	4
Bidder F	2.80	6.44	0.00	0.00	0.00	9	6
Bidder G	5.60	7.00	3.00	2.61	4.15	22	2



### Qualifications & Experience Definitions

Grade	Required Qualification & Experience ****	Discipline											
		Project Manager	Quantity Surveyor (a)	Architect	Civil Eng	Struct Eng	Building Services Engineer (b)	Planner / Project Controller	Principal Designer	Construction Manager	Health & Safety	BIM Manager	BIM Co-Ordinator
Partner or Director	Professionally qualified Partner/Director (with at least 10 years post-professional qualification relevant experience)	FAPM or MAPM***	FRICS or MRICS	FRIBA or ARIBA**	FICE or MICE	FIStructE or MIStructE	FCIBSE or MCIBSE	FAPM or MAPM***	One or more of: FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus NEBOSH or equivalent	One or more of: FCIQB or MCIQB; FRIBA or ARIBA**; FRICS or MRICS; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus NEBOSH or equivalent	One or more of: CFIOSH or CMIOSH; FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus NEBOSH or equivalent	One or more of: FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus Evidence of demonstrable capability for the role	One or more of: FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus Evidence of demonstrable capability for the role
Senior Professional	Professionally qualified Associate Partner/Director (with at least 5 years post-professional qualification relevant experience)	FAPM or MAPM***	FRICS or MRICS	FRIBA or ARIBA**	FICE or MICE	FIStructE or MIStructE	FCIBSE or MCIBSE	FAPM or MAPM***	One or more of: FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus NEBOSH or equivalent	One or more of: FCIQB or MCIQB; FRIBA or ARIBA**; FRICS or MRICS; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus NEBOSH or equivalent	One or more of: CFIOSH or CMIOSH; FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus NEBOSH or equivalent	One or more of: FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE	One or more of: FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE
Professional	Professionally qualified Consultant (with at least 3 years post-professional qualification experience)	FAPM or MAPM***	FRICS or MRICS	FRIBA or ARIBA**	FICE or MICE	FIStructE or MIStructE	FCIBSE or MCIBSE	FAPM or MAPM***	One or more of: FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus NEBOSH or equivalent	One or more of: FCIQB or MCIQB; FRIBA or ARIBA**; FRICS or MRICS; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus NEBOSH or equivalent	One or more of: CFIOSH or CMIOSH; FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus NEBOSH or equivalent	One or more of: FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE Plus Evidence of demonstrable capability for the role	One or more of: FRIBA or ARIBA**; FICE or MICE; FIStructE or MIStructE; FCIBSE or MCIBSE
Assistant role or Senior Technician	Graduate on a recognised and accredited course for obtaining a professional qualification	BSc, BA, BEng or MEng	BSc, BA, BEng or MEng or AssocRICS	BSc, BA, BEng or MEng or RIBA Assoc member	BSc, BA, BEng, MEng, AMICE or Eng Tech MICE	BSc, BA, BEng, MEng, AMIStructE	BSc, BA, BEng, MEng, ACIBSE	BSc, BA, BEng or MEng	One or more of: BSc, BA, BEng, MEng, AMICE, Eng Tech MICE, AMIStructE, ACIBSE	One or more of: BSc, BA, BEng, MEng, ACIOB or ICIOB; AssocRICS, AMICE, Eng Tech MICE, AMIStructE, ACIBSE	One or more of: BSc, BA, BEng, MEng, GradiOSH, AMICE, Eng Tech MICE, AMIStructE, ACIBSE	One or more of: BSc, BA, BEng, MEng, AMICE, Eng Tech MICE, AMIStructE, ACIBSE	One or more of: BSc, BA, BEng, MEng, AMICE, Eng Tech MICE, AMIStructE, ACIBSE
Technician	Graduate	BSc, BA, BEng or MEng*	BSc, BA, BEng or MEng*	BSc, BA, BEng or MEng*	BSc, BA, BEng or MEng or Eng Tech MICE*	BSc, BA, BEng or MEng or TIStructE*	BSc, BA, BEng, MEng, LCIBSE or LCIBSE Eng Tech*	BSc, BA, BEng or MEng*	One or more of: BSc, BA, BEng, MEng, Eng Tech MICE, TIStructE, LCIBSE, LCIBSE Eng Tech, completion of Higher Apprenticeship	One or more of: BSc, BA, BEng, MEng, ACIOB or ICIOB; Eng Tech MICE, TIStructE, LCIBSE, LCIBSE Eng Tech, completion of Higher Apprenticeship	One or more of: BSc, BA, BEng, MEng, TechIOSH, AIOSH, Eng Tech MICE, TIStructE, LCIBSE, LCIBSE Eng Tech, completion of Higher Apprenticeship	One or more of: BSc, BA, BEng, MEng, Eng Tech MICE, TIStructE, LCIBSE, LCIBSE Eng Tech, completion of Higher Apprenticeship	One or more of: BSc, BA, BEng, MEng, Eng Tech MICE, TIStructE, LCIBSE, LCIBSE Eng Tech, completion of Higher Apprenticeship
Admin/Junior Technician/ Apprentice/Trainee	Administration staff, Junior Technician (Trainee/Undergraduate) or Apprentice with Apprenticeship entry qualifications												
*or completion of Higher Apprenticeship													
**or on the UK Register of Architects administered by the ARB, or equivalent.													
*** the qualifications for PM where stated as FAPM/MAPM may also include, as an alternative, personnel with the professional qualifications listed for Quantity Surveyor, Architect, Civil Engineer, Structural Engineer and Building Services Engineer													
**** the required Qualification and Experience for any disciplines not specifically identified in this schedule, shall be equivalent to the levels identified in this column.													
(a) Qualifications & Experience Definitions for Quantity Surveyors also apply to roles designated as Commercial Manager / Procurement Manager and the like													
(b) Qualifications & Experience Definitions for Building Services Engineer also apply to roles designated as Electrical Engineer / Mechanical Services / HVAC Engineer / Environmental Services Engineer and the like													
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## Glossary of Abbreviations

FAPM	Fellow of the Association for Project Management
MAPM	Member of the Association for Project Management
FRICS	Fellow of the Royal Institute of Chartered Surveyors
MRICS	Member of the Royal Institute of Chartered Surveyors
AssocRICS	Associate of the Royal Institute of Chartered Surveyors
FRIBA	Fellow of the Royal Institute of British Architects
ARIBA	Associate of the Royal Institute of British Architects
FICE	Fellow of the Institution of Civil Engineers
MICE	Member of the Institution of Civil Engineers
AMICE	Associate Member of the Institution of Civil Engineers
Eng Tech MICE	Technician Member of the Institution of Civil Engineers
FIStructE	Fellow of the Institution of Structural Engineers
MIStructE	Chartered Member of the Institution of Structural Engineers
AMIStructE	Associate Member of the Institution of Structural Engineers
TIStructE	Technician Member of the Institution of Structural Engineers
FCIBSE	Fellow of the Chartered Institution of Building Services Engineers
MCIBSE	Member of the Chartered Institution of Building Services Engineers
ACIBSE	Associate of the Chartered Institution of Building Services Engineers
LCIBSE / LCIBSE Eng Tech	Licentiate of the Chartered Institution of Building Services Engineers
CFIOSH	Chartered Fellow of the Institute of Occupational Safety & Health
CMIOSH	Chartered Member of the Institute of Occupational Safety & Health
GradIOSH	Graduate Member of the Institute of Occupational Safety & Health
TechIOSH	Technical Member of the Institute of Occupational Safety & Health
AIOSH	Associate Member of the Institute of Occupational Safety & Health
FCIOB	Fellow of the Chartered Institution of Building
MCIOB	Member of the Chartered Institution of Building
ACIOB	Associate of the Chartered Institution of Building
ICIOB	Incorporated member of the Chartered Institution of Building
BSc	Bachelor of Science
BA	Bachelor of Arts
BEng	Bachelor of Engineering
MEng	Master of Engineering
NEBOSH	National Examination Board in Occupational Safety and Health
ARB	Architect Registration Board