**DEMOLITION OF THE ROYAL BRITISH LEGION BUILDING**

**CYPRUS ROAD – BURGESS HILL**

**QUALITY ASSESSMENT**

**Issue 1: February 2022**

**Quantity Surveyor:-**

Greenwood Projects Limited

2 Trent Valley Road

Lichfield

Staffordshire

WS13 6EG

**Description of the Project**

The address of the site is: -

The Royal British Legion Building

Cyprus Road

Burgess Hill

RH15 8DX

The project involves the demolition of the existing Royal British Legion Building complete down to surrounding ground levels, including removal of the ground bearing floor slabs and immediate sub base fill. Existing substructures and foundations where indicated are to be retained to avoid disturbance to the existing surrounding footpath surfaces and adjacent buildings.

Overview of the proposed works;

* Asbestos removal
* Vermin Survey and control measures
* Demolition of the existing building and slab
* Site clearance
* Importing approx. 150mm deep topsoil to demolished area footprint
* Grass Seeding
* Timber Knee rail with timber posts set in concrete

The site is subject to an ecology report and restrictions are imposed relating to the timing of certain operations, further site checks / surveys may be a requirement in advance of demolition work commencing.

Works are to be undertaken strictly in accordance with the Demolition Phase Construction Environmental Management Plan and Dust Control Strategy contained within appendix G and approved under planning reference DM/22/0209.

**Quality Assessment Scoring / Weighting**

The aim of the Quality Assessment is to ensure the Contractor is competent and suitable for the works above. The QA will be scored on a weighted percentage basis or pass / fail as indicated below, as follows:-

|  |  |  |
| --- | --- | --- |
| No. | Question | Weighting |
| 1 | Supplier Identity, Key Roles & Contact | Pass / Fail |
| 2 | Financial Information | Pass / Fail |
| 3 | Business and Professional Standing | 5% |
| 4 | Health & Safety Policy & Capability | 10% |
| 5 | Equal opportunity and diversity policy and capability | Pass / Fail |
| 6 | Environmental & Sustainability Approach | Pass / Fail |
| 7 | Quality management policy and capability | 10% |
| 8 | Relevant Experience | 15% |
| 9 | Programme | 5% |
| 10 | Cost | 55% |

**General Information and Timetable**

**No information contained in this QA, or in any communication made between us in connection with this QA shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this QA. The Employer and Consultants reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall The Employer and Consultants incur any liability in respect of this QA or any supporting documentation.**

Any queries should be submitted by email to:-

Procurement officer

BHTC

E-mail: [???????](mailto:steve.hunt@greenwoodprojects.com)

Tel: ???????

**Quality Assessment Questionnaire**

**Q1. Supplier identity, key roles and contact information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | **Q1.1** | **Registration number, if registered with Companies House or equivalent** | Registration number  with Companies House |  | | Registration number  with equivalent body |  | | **Q1.2** | **Charity registration number** |  |  | | **Q1.3** | **VAT registration number** |  |  | | **Q1.4** | **Name of immediate parent company** |  |  | | **Q1.5** | **Name of ultimate parent company** |  |  | | **Q1.6** | **Type of organisation** | *e.g. PLC; limited company; LLP; other partnership; sole trader;*  *other (please specify)* |  | | **Q1.7** | **Name of legal entity or sole-trader** | Unique name of legal entity or  name of individual |  | | **Q1.8** | **Registered office Address** | Address line 1  (Property name/number) |  | | Address line 2 |  | | Address line 3 |  | | Town |  | | County |  | | Postcode |  | | **Website address** | website (if applicable) |  | | **Q1.9** | **Contact Details for Enquiries** | Title (Mr., Mrs., Ms., etc.) |  | | Forename |  | | Family name |  | | Job title |  | | e-mail |  | | Telephone number |  | | Fax number |  | | Address line 1 (Property name/number) |  | | Address line 2 |  | | Address line 3 |  | | Town |  | |

In

**Q2. Financial information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Q2.1** | **Accounts for a medium to large incorporated entity and all other organisations that are required to prepare audited accounts** | Copy of the most recent audited  accounts covering either the most recent two-year period of trading or, if trading for less than two years, the period that is  available | | 🞏 | |
| **Q2.2** | **Insurance statement and certificates** | Employers’  liability  insurance | Policy  No. |  |
| Limit of  indemnity |  |
| Excess |  |
| Limit for  a single event |  |
| Expiry  date |  |
| Public liability  insurance | Policy No. |  |
| Limit of  indemnity |  |
| Excess |  |
| Limit for  a single event |  |
| Expiry  date |  |
| Professional  indemnity  insurance | Policy No. |  |
| Limit of  indemnity |  |
| Excess |  |
| Expiry  date |  |
| Product liability  insurance | Policy No. |  |
| Limit of  indemnity |  |
| Excess |  |
| Expiry  date |  |

**Q3: Business and professional standing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Yes | No | Add’l Information reference no. |
| **Q3.1** | **Has your company or any of its Directors and/ or Executive Officers been the subject of**  **criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them?** | Details of any such action*.* | 🞏 | 🞏 |  |
| **Q3.2** | **If your company or any of its Directors and/ or Executive Officers are the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in,have all claims been properly notified in accordance with relevant Insurance policy requirements and been accepted by the insurers?** | Details of any such action, insurance notification requirements where relevant, and confirmation, with references, of relevant insurance notification and insurer acceptance. | 🞏 | 🞏 |  |
| **Q3.3** | **Has your company or any of its Directors and/ or Executive Officers been in receipt of enforcement/remedial orders that are still unresolved (such as those in relation to Environment Agency or Office of Rail Regulation**  **enforcement), in the last three years?** | Details, including the status of the required action. | 🞏 | 🞏 |  |

**4: Health and safety: policy and capability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Yes | No | Add’l Information reference no. |
| **Q4.1** | **Are you able to show that you have a general policy and an organisation which is responsible for ensuring effective health and safety (H&S) management?** | Evidence of periodically reviewed general H&S policy, signed and dated by a senior person within the organisation. The H&S policy should also contain the organisation and arrangements. These should be relevant to the anticipated nature and scale of activity to be undertaken, and set out responsibilities for H&S management at all levels in the organisation. | 🞏 | 🞏 |  |
| **Q4.2** | **Are you able to show your arrangements for ensuring that your H&S measures are effective in reducing/ preventing work-related incidents, occupational ill-health and accidents?** | Details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken, and how these arrangements are communicated to workers. | 🞏 | 🞏 |  |
| **Q4.3** | **Do you have ready access to competent H&S advice/ assistance?** | Evidence of how your organisation has ready access to competent H&S advice, for both general health and safety and, for CDM duty holders, construction-related health and safety. | 🞏 | 🞏 |  |
| **Q4.4** | **Do you have a process for providing your employees/other workforce with training and other information appropriate to the activities that your organisation is likely to undertake?** | Evidence that your organisation implements relevant training arrangements to ensure that employees/other workforce have sufficient skills and understanding to discharge their various duties. This should include refresher training on relevant good H&S practice and, for CDM contractors and principal contractors, Construction Phase Plans (CPP) may be used to show how information is disseminated or communicated on-site (*see note 5 to this Table*). | 🞏 | 🞏 |  |
| **Q4.5** | **Do your employees/other workforce have H&S and other relevant knowledge, experience and skills to carry out activities that your organisation is likely to undertake?** | Evidence that your employees/other workforce have suitable knowledge, experience and skills for the activities assigned to them, unless there are specific situations where they need to work under competent control and/or supervision (e.g. apprentices and other trainees). | 🞏 | 🞏 |  |
| **Q4.6** | **Do you check, review and, where necessary, improve your H&S performance?** | Evidence that your organisation has an effective, ongoing system for monitoring H&S procedures, and for periodically reviewing and updating that system as necessary. | 🞏 | 🞏 |  |
| **Q4.7** | **Do you have procedures for involving your employees/other workforce in the planning and implementation of** **H&S measures?** | Evidence that your organisation implements a means of consulting with its employees/other workforce on H&S matters and how comments, concerns or complaints submitted by employees/other workforce are taken into account. | 🞏 | 🞏 |  |
| **Q4.8** | **Do you routinely record and review accidents/incidents and undertake follow-up action?** | Evidence that your organisation maintains records of all RIDDOR-reportable and other incidents for at least the last three years.  Evidence that your organisation has an effective system for reviewing significant incidents, and recording any resulting action taken (including your response to any H&S enforcement activity).  Provide statistics in relation to major incidents, accidents or fatalities, including your incident rate measurement. As well as any HSE improvement or prohibition notices issued over the last 3 years. | 🞏 | 🞏 |  |
| **Q4.9** | **Do you have arrangements for ensuring that your suppliers also apply H&S measures that are appropriate to the activities that your organisation is likely to undertake?** | Evidence that your organisation implements arrangements for ensuring and monitoring H&S skills, knowledge and experience, and performance, throughout your entire supply chain, appropriate to the work likely to be undertaken. | 🞏 | 🞏 |  |
| **Q4.10** | **Do you operate a process of risk assessment, capable of supporting safe systems of work?** | Evidence that your organisation implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work (“method statements”).  Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken. | 🞏 | 🞏 |  |
| **Q4.11** | **Do you have arrangements for co-operating and coordinating your work with others (including other suppliers, notably contractors)?** | Describe how co-operation and co-ordination of the work is achieved in practice, and how any other organisations are involved in drawing up method statements, etc. including response to emergency situations. This should include how input from your suppliers will be taken into account, and how external comments, including any concerns or complaints, will be responded to. | 🞏 | 🞏 |  |
| **Q4.12** | **Do you have arrangements for ensuring on-site welfare for your employees/other workforce and the existing residents? Including any additional Covid 19 produces for live sites.** | Describe how you ensure suitable welfare facilities are in place before starting work on site, whether provided by a site-specific arrangement with others, or your own measures.  Provide Covid 19 RAMS and processes for live sites (See Q9 below). | 🞏 | 🞏 |  |
| **Q4.13** | **Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organisation?** | Examples of actual knowledge, skills and experience within your organisation. This may include:  NEBOSH Construction Certificate; membership of Association for Project Safety; membership of Institution of Construction Safety; SSSTS; SMSTS (e.g. provided in a skills matrix for key personnel) | 🞏 | 🞏 |  |
| **Q4.14** | **Do you implement arrangements to meet the ‘principal contractor’ duties under the Construction (Design and Management) Regulations 2015?** | Concise, practical examples, relevant and proportionate to the type of activity likely to be carried out, of how your organisation meets the requirements of principal contractor. In particular, provide evidence of how you:  Plan, manage, monitor and coordinate H&S in the construction phase, including communication with the client, principal designer and contractors;  Prepare, review and maintain CPPs;  Organize co-operation between contractors and others, and coordinate the work;  Ensure relevant and suitable site inductions;  Provide information for the H&S file. | 🞏 | 🞏 |  |

**5: Equal opportunity and diversity policy and capability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Yes | No | Add’l Information reference no. |
| **Q5.1** | **As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?** | Copies of:  relevant instructions or  written statement/evidence of relevant actions  relevant guidance or written statement/evidence of relevant actions  relevant policies/literature or written statement/evidence of relevant actions  evidence of where you  believe these policies have made a difference | 🞏 | 🞏 |  |
| **Q5.2** | **Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?** | No supporting evidence required | 🞏 | 🞏 |  |
| **Q5.3** | **In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?** | Details of any findings | 🞏 | 🞏 |  |
| **Q5.4** | **In the last three years, has your organisation been subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?** | Details of any investigations | 🞏 | 🞏 |  |
| **Q5.5** | **In the last three years, has your organisation been found in breach of section 15 of the Immigration, Asylum and Nationality Act 2006?** | Details of any findings | 🞏 | 🞏 |  |
| **Q5.6** | **In the last three years, has your organisation been found in breach of section 21 of the Immigration, Asylum and Nationality Act 2006?** | Details of any findings | 🞏 | 🞏 |  |
| **Q5.7** | **In the last three years, has your organisation been found to be in breach of the National Minimum Wage Act 1998?** | Details of any findings | 🞏 | 🞏 |  |
| **Q5.8** | **If the answer to any of questions 5.3 to 5.7 is “yes”, what steps did your organisation take as a result of that finding or investigation?** | Details/evidence of remedial action |  |  |  |
| **Q5.9** | **Does your organisation operate appropriate arrangements to ensure that equality and diversity is embedded within your organisation?** | Provide copies of any relevant policies or written statement/evidence of relevant actions | 🞏 | 🞏 |  |
| **Q5.10** | **Do you actively promote good practice in terms of eliminating discrimination in all forms through:**  **guidance to your employees/suppliers concerned with recruitment, training and promotion?**  **making guidance or policy documents concerning how the organisation embeds equality and diversity available to employees/sub-contractors, recognized trade unions or other representative groups of employees?**  **appropriate recruitment advertisements or other literature?** | Supply copies of any relevant guidance or written statement/evidence of relevant actions. | 🞏  🞏  🞏 | 🞏  🞏  🞏 |  |

**6: Environmental & Sustainability Approach**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Yes | No | Add’l Information reference no. |
| **Q6.1** | **Do you have a documented policy and organisation for the management of construction-related environmental issues?** | Evidence that you or your organisation has an environmental management policy authorized by the chief executive or equivalent that is regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organisation. | 🞏 | 🞏 |  |
| **Q6.2** | **Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?** | Evidence that your  organisation’s environmental policy  implementation plan provides  information as to how the company  aims to discharge relevant legal  responsibilities and provides clear  indication of how these arrangements are communicated to employees/other workforce, in relation to environmental matters  including:   * sustainable materials procurement; * waste management; * energy management.   This should include the arrangements for responding to, monitoring and recording environmental incidents, emergencies and complaints. | 🞏 | 🞏 |  |
| **Q6.3** | **Do you have**  **arrangements for**  **providing employees**  **who will engage in**  **construction, with**  **training and information on construction-related**  **environmental issues?** | Evidence that your  organisation has in place, and  implements, training arrangements  to ensure that its workforce has sufficient skills and understanding to carry out their various duties.  This should include a programme of refresher training that will keep employees/other workforce updated on relevant legal requirements and good environmental management practice. | 🞏 | 🞏 |  |
| **Q6.4** | **Do you check,**  **review and where**  **necessary improve**  **your environmental**  **management**  **performance?** | Evidence that  your organisation has a system  for monitoring environmental  management procedures on an  ongoing basis and for updating them at periodic intervals. | 🞏 | 🞏 |  |
| **Q6.5** | **Do you have**  **arrangements for**  **ensuring that any**  **suppliers you engage**  **apply environmental**  **protection measures**  **that are appropriate to**  **the activity for which**  **they are being engaged?** | Evidence that your  organisation has procedures for  monitoring supplier’s environmental  management arrangements and  ensuring that environmental  performance appropriate for the  activity to be undertaken is delivered throughout the whole of your organisation’s supply chain. | 🞏 | 🞏 |  |

**7: Quality management policy and capability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Yes | No | Add’l Information reference no. |
| **Q7.1** | **Do you have a policy in place for**  **quality management?** | Evidence that your organisation has and implements a quality management policy that is  authorized by the chief executive or equivalent that is periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation. | 🞏 | 🞏 |  |
| **Q7.2** | **Do you have**  **arrangements for**  **ensuring that your**  **quality management,**  **including the quality of construction output and general performance,**  **is effective in reducing/**  **preventing incidents of sub-standard delivery?** | Evidence that your organisation keeps copies of documentation setting out quality management organisation and procedures that meet currently agreed good practice. These should include the arrangements for quality management throughout the organisation. They should set out how the company will carry out its policy, with a clear indication of how the arrangements are communicated to employees/employees/another workforce. | 🞏 | 🞏 |  |
| **Q7.3** | **Do you have**  **arrangements for**  **providing your**  **workforce with**  **quality-related training**  **and information**  **appropriate to the type**  **of work for which your**  **organisation is likely**  **to bid?** | Evidence that your organisation has in place and implements, training arrangements to ensure that its employees/other workforce has sufficient skills and understanding to discharge their various responsibilities.  These arrangements should include a programme of training that will keep employees/other workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and training records. | 🞏 | 🞏 |  |
| **Q7.4** | **Do you have procedures for periodically reviewing, correcting and improving quality**  **performance?** | Evidence that your organisation has a system for monitoring quality management procedures on an on-going basis. Your organisation should be able to provide evidence of systematic, periodic review and improvement of quality in respect of construction output and general performance. | 🞏 | 🞏 |  |
| **Q7.5** | **Do you have**  **arrangements for**  **ensuring that your own suppliers apply quality management measures that are appropriate to**  **the work for which they are being engaged?** | Evidence that your organisation has arrangements for monitoring supplier’s quality management arrangements and ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your organisation’s supply chain. | 🞏 | 🞏 |  |
| **Q7.6** | **Do you have policies in place around improving performance and realising objectives through the management and development of your people? For example, Investors in People or similar.** | Evidence that your organisation has arrangements for supporting its workforce and promoting well-being in the workplace. | 🞏 | 🞏 |  |

**8: Relevant Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Yes | No | Add’l Information reference no. |
| **Q8.1** | **Does your company have the technical ability to carry out the activities that are the subject of this Quality Assessment?** | Evidence of your company’s capability of carrying out the activities described, by way of a completed project record, demonstrating the skills, efficiency, experience and reliability of your organisation.  Responses will be evaluated with regard to provision of comprehensive information on the following:  **i)** description of the project including project value  **ii**) site specific methodology and logistical approach  **iii)** construction phase Health & Safety services, including examples of Construction Phase Health & Safety Project Plan and Health & Safety Inspections;  **iv)** specific working methods for providing, maintaining and monitoring a high level of service delivery and customer satisfaction;  **v)** details of meetings, communications and interactions between all parties to ensure efficient project completion; | 🞏 | 🞏 |  |
| **Q8.2** | **Has your company carried out activities of the same or similar nature to that which is the subject of this Quality Assessment?** | A list of relevant activities carried out over the past 5 years together with evidence of satisfactory completion for the most important of those activities, indicating in each case (2 examples):  Project size (e.g. by value); and when and where the work or works were carried out. | 🞏 | 🞏 |  |
| **Q8.3** | **Does your company have the necessary technical facilities to fabricate, supply and deliver the supplies and services that are the subject of this Quality Assessment?** | A statement of the professional qualifications held by you and/or other members of staff/workforce within your company who will be responsible for providing the services or carrying out the activities that are the subject of this prequalification questionnaire.  Provide CV’s of your proposed site management team. | 🞏 | 🞏 |  |
| **Q8.4** | **Does your company have the necessary numbers of staff (either directly or as part of your supply chain) to fabricate, supply and deliver the activities, supplies and/or services that are the subject of this Quality Assessment?** | A statement of the average annual number of managerial staff and other workforce over the previous 3 years and/ or a description of the supply chain you use. | 🞏 | 🞏 |  |

**9: Programme**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Yes | No | Add’l Information reference no. |
| **Q9.1** | **Please provide your proposed detailed demolition programme for the demolition works** |  | 🞏 | 🞏 |  |

**9: Covid 19 Procedures**

The contractor must identify his own procedures for the management and control of COVID-19 in the areas of proposed works.

**10: Declaration**

This form has been completed by:

|  |  |
| --- | --- |
| **NAME** |  |
| **POSITION** |  |
| **SIGNATURE** |  |
| **TELEPHONE** |  |
| **EMAIL** |  |
| **DATE** |  |