



Campbell Park Parish Council Community Hub

Pre-qualification questionnaire instructions

24 June 2022

Revision control

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1.0	24/6/22	First version	AF	AI	AF

Distribution list

Controlled copies have been distributed to the following personnel:

Copy No	Name of holder	Company	Date issued
1.	Tender portal	N/A	24/6/22

Contents

1. Instructions to applicants.....3

2. The Project5

3. Questions7

4. Scoring.....9

1. Instructions to applicants

These instructions are designed to ensure that all Applicants are given equal and fair consideration.

1.1 Submission of PQQs

No unauthorised alteration or addition (save for the inclusion of the relevant information) should be made to the Pre-Qualification Questionnaire (PQQ). PQQs must not be qualified in any way and must be submitted strictly in accordance with the PQQ, including these instructions. PQQs must not be accompanied by any documentation that may be construed as rendering the PQQs equivocal and/or placing it on a different footing from any other PQQ.

To be considered, completed PQQs must be:

- Received by the Contracting Authority (or nominated Procurement Consultant) by 5pm on Monday 18th July 2022.
 - Electronic Copy: To be submitted by e-mail to andrew.faraday@curriebrown.com and copied nstenton@so-architects.co.uk
- Only PQQs received through this means will be accepted. The Contracting Authority reserves the right to reject completed PQQs received after the closing date.

1.2 Completion of the PQQ

This document is not a tender document but does form part of the pre-qualification process to receive a tender. The Applicant is to review and respond to each question in full, ensuring that all information is provided without ambiguity.

Important: Do not send originals of any documents because we cannot return them.

Applicants are advised that their participation in this procurement process is to remain private and confidential. The Contracting Authority shall not be committed to any course of action as a result of issuing this PQQ.

1.3 PQQ clarifications

All clarifications are to be communicated via e-mail to andrew.faraday@curriebrown.com. Only clarifications raised in this way shall be responded to.

Applicants may request clarification at any point up until the date stated in the Procurement Timetable. The Contracting Authority will endeavour to answer all clarification questions as quickly as possible but cannot guarantee a minimum response time.

The Contracting Authority may not respond to any requests for clarification submitted or received after the latest date for submitting a request.

Under no circumstances will the Contracting Authority or their advisers, be liable for any costs or expenses in the preparation of the PQQ response.

In submitting its PQQ each Applicant warrants, represents and undertakes to the Contracting Authority

- it has complied in all respects with these PQQ notes.
- all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Contracting Authority by the Applicant, its employees or agents

in connection with or arising out of the PQQ are true, complete and accurate in all respects.

- it has full power and authority to enter into the contract and undertake the Project.
- it is of sound financial standing and has and will have sufficient premises, working capital, skilled personnel, vehicles, plant, goods and materials and other resources available to it to carry out the Project (s).

1.4 Confidentiality

All documents issued in connection with this PQQ shall remain the property of the Contracting Authority and shall be used only for the purposes of this procurement exercise.

1.5 Return

The PQQ answers are to be returned by e-mail to andrew.faraday@curriebrown.com by 5pm on Monday 18th July 2022.

2. The Project

2.1 Description of Project

The project consists of the construction of a new two storey community building, consisting of a steel frame with brick/block external walls and a mix of pitched and flat roof. Precast ground and first floors. Associated external works will also form part of the contract works.

2.2 Programme

The key milestone dates for the project are as follows:

Milestone	Duration
Pre-Qual Return date	18 th July 2022
Successful and unsuccessful contractors advised	30 th September 2022
Tenders Issued	21 st November 2022
Tender Return	6 th January 2023
Formal Tender Approval	20 th January 2023
Execute Building Contract	21 st February 2023
Contract Commences on Site	20 th March 2023
Contract Completion	22 nd December 2023

2.3 Procurement Strategy

The Contract will be procured on a single stage traditional basis, using a measured bill of quantities, using a JCT 2016 Standard Form of Building Contract. The design will be taken to RIBA stage 4.

2.4 Project Team

The project team is as follows:

Consultant Name	Role Pre/Post Contract
Stenton Obhi Architects (SOA)	Architect and Contract Administrator
Currie & Brown	Cost Consultant (C&B)
Stuart Thomas Associates (STA)	Structural Engineer
Engineering Services Partnership (ESP)	M&E Consultant
Hadland Manning Bullock (HMB)	Principal Designer
Smith Jenkins (SJ)	Planning Consultant

2.5 Design Information

The following drawings will be provided to assist the PQQ response.

Drawings	Drawing Nr
Proposed site plan	06325-110B
Ground floor plan	06325-111B
First floor plan	06325-112B
Building sections	06325-113
Site section AA	06325-114
Site section BB	06325-115
Site section CC	06325-116
Site section DD EE	06325-117A
Site section FF GG	06325-118A
Site section HH JJ	06325-119
Site section KK	06325-120
Roof plan	06325-121B
Elevations sheet 1	06325-122B
Elevations sheet 2	06325-123B

3. Questions

3.1 Key Questions

Please give specific answers and relevant supporting information to these questions only. Do not provide any marketing/general company information with your submission.

3.1.1 Management Structure

- Company structure and how this will support the proposed project structure.
- Details on the proposed project structure including CV's of key individuals. Identify the person who will take responsibility for the day to day management of the project on site.

3.1.2 Financial

- Turnover of the Group and Company / Division in the last 3 years.
- Profit and loss statements for the same period (audited accounts).
- Details of projected and secured turnover between 2022 and 2023.
- Provide a firm Overheads and Profit (OHP) percentage. This will be used in the second stage tender.
- Indicative preliminaries cost for the works. Provide a sufficient breakdown to enable the costs to be reviewed and any exclusions.

3.1.3 Relevant Experience

Our key criteria for this project are experience with:

- Traditional procurement
- Traditional build
- Community/school developments
- Sloping sites

Noting the above criteria please provide the following details on three similar projects in the last five years. Projects should be of similar scale and complexity:

- Project name
- Client
- Principle Sub-contractors
- Floor area
- Contract value
- Contract outturn cost and comments if different to contract value
- Contract Duration
- Form of Contract
- Client reference

3.1.4 Sustainability

As an organisation central to the community it serves, Campbell Park Parish Council are committed to showing leadership in relation to sustainability and the 'green agenda'. Therefore, the design of the new Community Hub building has been based on strategic principles that include an energy efficiency approach to reduce CO2 emissions and to optimise running costs of the building.

Please provide details, and examples, of the approach and procedures your organisation will adopt in relation to the sustainable delivery of the construction phase for the Community Hub project.

3.1.5 Delivery Risks/Opportunities

Based on the project as described please identify the top five key risks and set out how you would manage/mitigate these project risks.

3.1.6 Living Wage

Contractors should be aware when submitting their response Campbell Park Parish Council is a Real Living Wage Foundation (LWF) Employer and the Contractor shall be required to pay at least the Real Living Wage, as defined within the conditions of Contract, to all its employees who are 18 years and above, are employed in connection with the Contract and who meet the Living Wage Criteria. The Real Living Wage Criteria means circumstances where an individual (contractor's or subcontractors' staff) works at any premises which are either owned, occupied managed or maintained by the Council for at least 2 hours per day over a period of 8 consecutive weeks in a year. Tenderers are also notified that the Real Living Wage rate is reviewed annually in November and may increase. Where the rate increases, the Contractor is required to implement such changes within no later than 6 months from the date of official announcement of such increase.

The Contractor is to confirm that they are up to date with any such changes and that they will complying with the stated requirements of the Living Wage and supply any relevant paperwork.

3.1.7 Equality

The Contractor shall comply at all times with the requirements of the Equality Act 2010 and all other related statutory and regulatory requirements and our policies and procedures, copies of which are available on request relating to equal opportunities and shall not treat any person or group of people less favourably than another on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex or sexual orientation.

The Contractor is to confirm that they are up to date with the requirements of the Equality Act 2010 and supply any relevant paperwork.

4. Scoring

4.1 Question Weighting

The evaluation of the PQQ will utilise the award criteria and weightings as below in response to the questions as posed.

Criteria	Weighting		Weighting	
Management	25%	Company Structure	5%	Single page A4
		Project Structure (CV's)	20%	Single page A4, plus CV's
Financial	25%	Turnover/Profit & Loss Statements	N/A	Single page A4 - Sufficient to show financial stability
		Secured Turnover	5%	Single page A4
		OHP Percentage	15%	To be used if successful in tender
		Indicative preliminaries	5%	Breakdown of preliminaries single page A4
Experience	30%	Overall relevant experience	15%	Single page A4
		Similar projects	15%	Single page A4 for each project
Sustainability	10%	Methodology	10%	Single page A4
Risks	10%	Commentary on key risks	10%	Single page A4
Living Wage	Pass/fail			
Equality	Pass/fail			
Total	100%			

4.2 Scoring Criteria

The following scoring criteria shall be used when evaluating the technical submissions:

Score	Definition
0	Response does not meet requirements, or no response is provided.
1	Response partially meets requirements but contains significant weaknesses, issues or omissions
2	Response meets requirements to an acceptable standard but contains some weaknesses, issues or omissions.
3	Response meets requirements to a high standard. Robust and detailed in all respects.

All questions will be scored against the definitions showed in the table above. Responses may score any whole numbers between 0 and 3.

To ensure the relative importance of the evaluation criteria are correctly reflected in the overall scores, the weighting criteria shown at 4.1 above will be applied. The score for each evaluation sub-criteria will be divided by maximum marks available for the question and multiplied by the sub weighting (%) of the question, to provide a weighted score (%) for that question.

For example, if the sub weighting for the question is 20%, the maximum marks available are 3 and the Tenderer is marked a '2', their weighted score (%) for that question will be:

$$2/3 \times 20 = 13.33\%$$

A moderation meeting will be held where all scores relating to quality criteria will be moderated accordingly. If the evaluation panel have given a response a different score, the moderator will facilitate discussion to allow an agreed score to be found.

4.2 Moderation

A moderation meeting will be held where all scores relating to quality criteria will be moderated accordingly. If the evaluation panel have given a response a different score, the moderator will facilitate discussion to allow an agreed score to be found. The evaluation team will then consider the scores to determine the Most Economically Advantageous Tender.

The moderation panel will consist of a representative of Campbell Park Parish Council, Stenton Obhi Architects and Currie & Brown.



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