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Standard Selection Questionnaire (SQ)

Architectural Services for Station Approach Winchester

**Potential Suppliers are required to complete a registration form at** [**https://ribacompetitions.wufoo.eu/forms/station-approach-winchester/**](http://scanmail.trustwave.com/?c=6600&d=qJan2Advxz-JZfmSFUTj3fmm60vXG9OMQMXwpD_wrg&s=658&u=https%3a%2f%2fribacompetitions%2ewufoo%2eeu%2fforms%2fstation-approach-winchester%2f)**, once registered; Potential Suppliers will receive a unique link and unique registration number (URN).**

Submissions to be sent electronically using the unique link via the RIBA Competitions’ digital submission portal and quoting the URN, no later than 12:00 noon on 4 May 2017.

RIBA Competitions

No 1 Aire Street

Leeds

LS1 4PR

On behalf of Winchester City Council

Standard Selection Questionnaire (SQ)

Architectural Services for Station Approach Regeneration Project

Contract Notice number 2017/042049. dated 28 March 2017 and published on 30 March 2017 (the **Contract Notice**).

1. General
   1. Winchester City Council (the **”Authority”**) is inviting expressions of interest through the submission of the attached Standard Selection Questionnaire (**SQ**) from suitably qualified and experienced architects and their team (**the “Potential Suppliers and the expression Potential Supplier shall be construed accordingly”**) in relation to entering into a form of appointment (the **Appointment**) to provide architectural design and related services (the **Services**) for a commercial and residential property development at Station Approach as described in detail in the Design Brief and a short description of which is described further below (the **“Project”**).
   2. Responses to this SQ will be used to select five Potential Suppliers to be invited to tender. The Authority is undertaking this procurement under the Restricted Procedure (incorporating an Interview as part of the process ) as set out in the EU Directive 2014/24/EU, as implemented by the UK Public Contracts Regulations 2015 (SI 2015 No 2) (the **EU Regulations**).
   3. Following the assessment of SQs received, shortlisted Potential Suppliers will be invited to tender. The successful Potential Supplier will then be commissioned to undertake work for RIBA Stages as set out in the phasing below. It is envisaged that the Development will be taken forward in phases with the Council exercising the right at its sole discretion at the end of each Phase as to whether or not it wishes to instruct the successful Applicant in respect of the next phase:

* Phase 1: Disposition of uses across the Carfax and Cattlemarket sites, a strategy for improvements to the public realm, and a proposal for ‘Concept Design’ for the Carfax site (RIBA Stages 0 -2);
* Phase 2: Following agreement from the Council to proceed, the design team will be commissioned to develop the design to planning stage (RIBA Stage 3);
* Phase 3: Technical Design (RIBA Stage 4)
* Phase 4: Construction (RIBA Stage 5) - option to novate or retain depending on chosen route for procurement
* Phase 5: Handover and Close Out (RIBA Stage 6)
* Phase 6: In Use (RIBA Stage 7)

1. Background
   1. This is a new procurement process following a competitive dialogue process (Contract Notice number 2015/S 204-370902 dated 16 October 2015 and published on 21 October 2015 and corrigendum 2015-138996 dated 19 October 2015 in respect of a procurement for a larger amount of Services) This earlier process has since been abandoned and no appointments made.
2. The Project
   1. The Authority is working in partnership with key stakeholders on plans to enhance the Station Approach area of Winchester (the **Development**).
   2. The aim of the Development is to realise the area’s potential, both in relation to the city’s economy and its role as a gateway. If it is successful the development should have a positive impact on the economy and environment of the city as a whole. It should provide new and improved public realm areas with better walking and cycling links for people who live and work in the area, or who move through it. It is an important location specifically identified in the Authority’s ‘Vision for Winchester’ document.
   3. A successful outcome of the regeneration of the area will achieve the creation of commercially successful developments; create a distinctive local character area respecting the best of the neighbouring areas, and improve the connectivity between the emerging suburb of Barton Farm, the historic area of Hyde, the station and the city centre. BREEAM excellent standard will be achieved as a minimum. BREEAM outstanding standard is the aspiration.
   4. As part of the Station Approach development, the Authority is seeking to redevelop two key sites at Carfax and Cattlemarket as well as seeking to enhance and develop the public realm and transport links throughout the area. The redevelopment of the Cattlemarket site will be the subject of a separate procurement at a later date.
   5. The Carfax and Cattlemarket sites are two parcels of land within the area which are both owned by the Authority and in excellent, sustainable locations. They offer the potential for creating innovative and attractive designs and public realm improvements and much needed commercial and housing development, with associated car parking and financial returns. Development of these sites is seen as both an objective in itself and as a catalyst for other improvements to public and private interests in the area.
   6. A site plan and further information on the provisional development requirements and Project can be found within the Brief (the **Brief**) included with the procurement documents.
3. Further Information
   1. Further information is available in the following technical work/reports carried out for the project:-

Technical Studies and Reports:

* [Archaeology Written Scheme of Investigation 2016 Cotswold Archaeology](http://www.winchester.gov.uk/assets/files/29528/Archaeology-Written-Scheme-of-Investigation-2016-Cotswold-Archaeology.pdf)
* [Station Approach Transport and Accessibility Background Report 2015 Winchester City Council](http://www.winchester.gov.uk/assets/files/25822/Transport-and-Accessibility-Background-Report.pdf)
* [Winchester Station Quarter - parking access review report 2015 Urban Flow](http://www.winchester.gov.uk/assets/files/29536/Winchester-Station-Quarter-Parking-Access-Review-Report-2015-Urban-Flow.pdf)
* [Winchester Station Quarter - summary parking report 2015 Urban Flow](http://www.winchester.gov.uk/assets/files/23954/Winchester-Station-Quarter-Summary-Parking-Report.pdf)
* [Arboricultural Implication Assessment 2015 Harrison Arboriculture](http://www.winchester.gov.uk/assets/files/29529/Arboricultural-Implication-Assessment-2015-Harrison-Arboriculture.pdf)
* [Cultural Heritage Assessment 2015 Elaine Milton Heritage & Planning](http://www.winchester.gov.uk/assets/files/29530/Cultural-Heritage-Assessment-2015-Elaine-Milton-Heritage-Planning.pdf)
* [Ecological Appraisal 2015 EPR](http://www.winchester.gov.uk/assets/files/29531/Ecological-Appraisal-2015-EPR.pdf)
* [Topographical drawings 2015 Encompass Surveys](http://www.winchester.gov.uk/assets/files/29533/Topographical-drawings-2015-Encompass-Surveys.pdf)
* [Preliminary Geo-Environmental and Geotechnical Assessment 2013 Tweedie Evans Consulting](http://www.winchester.gov.uk/assets/files/29532/Preliminary-Geo-Environmental-and-Geotechnical-Assessment-2013-Tweedie-Evans-Consulting.pdf)

Supplementary documents to be supplied by Winchester City Council following the award and signing contracts:

* Interim Transport Assessment
* Statutory Undertakers Plans and Assessments of Capacity
* Land Ownership/Highway Land Plans

1. Requirements of the Successful Potential Supplier
   1. The Authority is seeking to commission a design team (Architect’s team) to demonstrate how the requirements of the Brief (set out below) can be achieved.

The design team (Architect’s team, who will manage the project) will be responsible for procuring all design services required including the following (other than those listed in paragraph 5.2 below):

* Lead Designer
* Principal Designer;
* Architectural design;
* Landscape design;
* Civil and Structural Engineer
* M&E Engineer
* BIM Co-ordinator;
* BIM Information Manager;
* Master planning including strategic sustainable development advice;
* Urban Designer
* BREEAM Consultant
* Planning consultancy including townscape heritage and visual statement and relevant sustainability statement.

The successful Applicant is not required to appoint sub-consultants, but any sub consultants that they do appoint will be required to provide collateral warranties.

* 1. The Council will directly appoint the Transport consultants, quantity surveyors and cost consultants separately.
  2. The design work to be commissioned by the Authority under the Form of Appointment will consist of:
* An analysis of the area and proposals for the disposition of the provisional development requirements (which are set out in the Brief) and such other uses as may be considered as appropriate and feasible between the Cattlemarket and Carfax sites. in accordance with the principles set out in the Brief. Whilst being clear about the purpose of development in the area on which the design team must focus the Authority is prepared to be flexible in its specific requirements and sees this process as a dialogue to seek the optimal relationship between elements.
* A public realm strategy considering issues such as walking and cycling routes, access to public transport, public spaces (including any green spaces and community gardens or public art), landscaping (hard and soft), street furniture and signage which demonstrates how the requirements that are set out in the Brief and background documents can be accomplished within the red line area shown in the plan on the Brief. This should be derived from and influence the proposals contained in item 1. It should be assumed that the upper limit of total expenditure on the public realm (i.e. implementation of the strategy) will be in the order of £5 million. This figure represents the ‘scale’ of the public realm strategy the Authority wishes to develop, not the finance currently available. The design team will develop the public realm ideas and proposals into a completed strategic document which will establish an informal ‘design code’ for the public realm in the area.
* A proposal for the development of the proposed uses on the Carfax site at a level of detail consistent with RIBA Stage 2 ‘Concept Design’.
* If the Authority then decides to proceed with the Carfax scheme the successful Potential Supplier will be commissioned to develop the design to planning application stage (RIBA Stage 3) initially.
  1. If planning consent is secured and the proposals remain deliverable it is expected that the design team will either be novated to the contractor or developer or retained by the Authority as ‘design guardian’ depending on the chosen route of procurement for construction.
  2. Detailed design proposals and development of the Cattlemarket will not be considered as part of this procurement. The estimated duration of the Project will be approximately two and a half to three years.

1. SQ Stage
   1. **Requirements at SQ stage:** The SQ stage will be used to shortlist Potential Suppliers to be invited to tender. The SQ has 3 parts:
   * Part 1: Information about the Potential Supplier
   * Part 2: Self-declarations regarding whether or not any of the exclusion grounds apply; and
   * Part 3: Selection Questions If any of the information requested in this SQ is available in a relevant national database, free of charge, please state precisely where the requested evidence can be found i.e. the name of the repository, website, identification of file and any other details needed in order to access the information.

**Minimum Requirements:-** Potential Suppliers’ attention is drawn to the following minimum requirements:-

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| **Section** | **Minimum Requirement** |
| 4 | Financial and Economic Standing – The Authority requires a minimum turnover of £1,020,000 excluding VAT from the Lead Architect/Designer. All Potential Suppliers shortlisted to tender will be required to provide evidence of this at ITT stage. |
| 6.2 | Where potential Suppliers are to sub-contract a portion of the Contract, the Authority requires that Potential Suppliers have experience of effectively managing sub-consultants, demonstrating good communication with a ‘one team’ approach. |
| 8.1 | Insurance Requirements:- The successful Supplier will be required to have or make available  Third party/public liability insurance of not less than ten million pounds (£10,000,000.00) for each and every event with the number of events unlimited and;  Employers (Compulsory) Liability Cover of not less than ten million pounds (£10,000,000.00) for each and every claim in respect of all customary risks.  Minimum professional indemnity cover of not less than ten million pounds (£10,000,000.00) for any one claim to be maintained for 12 years following practical completion of the Project.  The public liability and employer’s liability is for each and every event. With no other qualification this means it is unlimited in any one period of insurance.  The Lead Potential Supplier is required to be registered with the Architects Registration Board (or European equivalent). |

Potential Suppliers who are unable to meet these minimum thresholds will be automatically disqualified and not allowed to proceed any further with this procurement

Tender submissions that fail to satisfy the Authority’s required minimum standards (by registering a fail in respect of any pass/fail questions) in relation to economic and financial standing and technical and professional ability and/or where there is perceived to be a risk to public sector business and/or public money if a potential provider bidding for a contract were to go out of business during the life of the contract, or have inadequate financial resources to perform the contract; and where any potential provider whose current financial capacity would pose an unacceptable risk to business and/or public money will be excluded from further participation in the procurement process.

* 1. **Assessment of SQs:** Potential Suppliers’ SQ responses will be assessed in accordance with the criteria set out in Appendix 1. Subject to the provisions of Regulation 65 a shortlist of 5 Potential Suppliers will be prepared who will be **Invited to Tender** using a process involving an interview. Potential Suppliers who are shortlisted at SQ stage and who submit a tender and attend an interview will receive an honorarium of £3,000.

1. Instructions for completing and submitting the SQ
   1. Potential Suppliers who intend to submit an application must first obtain a Unique Registration Number (URN) from the RIBA Competitions Office. RIBA Competitions will issue a URN and a unique submission link to those who have registered an interest within 2 working days of submitting the on-line request form which is available at: [https://ribacompetitions.wufoo.eu/forms/station-approach-winchester/](http://scanmail.trustwave.com/?c=6600&d=qJan2Advxz-JZfmSFUTj3fmm60vXG9OMQMXwpD_wrg&s=658&u=https%3a%2f%2fribacompetitions%2ewufoo%2eeu%2fforms%2fstation-approach-winchester%2f)
   2. Potential Suppliers MUST submit their SQ electronically using their unique submission link via RIBA Competitions’ digital submission portal and quoting their URN, no later than **12:00 noon** on **4 May 2017**. The electronic copy of the SQ document should be contained in a single PDF file of <10Mb.  The file name should consist of the allocated Unique Reference Number [WS**#**] and also include the name of the lead architect firm, e.g. ‘URN#\_Practice Name.pdf’. Applicants are strongly advised to familiarise themselves with the submission portal and allow sufficient time for their SQ to successfully upload prior to the submission deadline. The portal will not accept any material to upload once the deadline has expired.
   3. Potential Suppliers should answer all questions as accurately and concisely as possible. Where a question is not relevant to the Potential Supplier’s organisation, this should be indicated, with an explanation. All the necessary self-declarations **must** be received for the selection stage evaluation.
   4. Parts 1 and 2 ask Potential Suppliers to declare that they have not breached any of the exclusion grounds. These self-declarations are mandatory. A completed Part 1 and Part 2 declaration is also required for **each** organisation that the Potential Supplier relies on to meet the selection criteria. These could be parent companies, affiliates, associates, or essential subcontractors. 1. The List of exclusion grounds can be found at <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>
   5. If your organisation, or any organisation you rely on to meet the selection criteria, has breached any of the exclusion grounds, you have the opportunity to explain how and what action you have taken to rectify the situation.
   6. Potential Suppliers' responses should be submitted in Arial font size 12. Supporting information should be presented in the same order as, and should be referenced to, the relevant question. Questions should be answered in English and all supporting documentation should be in English.
   7. The Authority may ask for further information at any point up to the entry into a contract with a Potential Supplier to satisfy itself that the Potential Supplier continues to qualify. Failure to provide any such information either as part of this SQ or at contract award stage may lead to a Potential Supplier being disqualified from further consideration.
   8. The Authority reserves the right to disqualify any Potential Supplier who no longer qualifies if it becomes aware that the Potential Supplier did not qualify at the time their tender proposals were submitted or if it no longer qualifies, at any point before the formal entry into contract in relation to the services referred to in the Contract Notice.
2. Communications
   1. Any questions about the procurement procedure should be submitted by Potential Suppliers via email only to: [riba.competitions@riba.org](mailto:riba.competitions@riba.org) with ‘Winchester Station Approach Procurement’ clearly stated in the title of the email.
   2. **Any communication or attempt to contact any member of the Authority's staff or the Authority’s councillors or Cabinet Members or residents or any other interested parties connected to this procurement may result in your organisation being disqualified and not considered further.**
   3. If the Authority considers any question or request for clarification to be of material significance to all Potential Suppliers, both the query and response will be communicated to all Potential Suppliers who have responded to the Contract Notice.
   4. All information about this procurement will be made freely available to all Potential Suppliers who have completed the registration form and received a unique registration link. Registered applicants will be automatically informed of any updated information and any updates will be made available on Contracts Finder. Registered applicants will be notified of any updates directly.
3. Freedom of Information Act
   1. Potential Suppliers are to note that the Authority is subject to the Freedom of Information Act 2000 and any re-enactments and amendments (**FOIA**). Under FOIA and the Environmental Information Regulations 2004 and any re-enactments and amendments (**EIR**), members of the public or any interested party may make a request for information to the Authority.
   2. The Authority will consider the disclosure of any information contained in SQ submissions by Potential Suppliers, subject to the exemptions in the FOIA and exceptions in the EIR (as applicable).
   3. If the Potential Supplier considers that all or any part of the SQ response and/or any specific information contained therein constitute a "trade secret" or is commercially sensitive information disclosure of which would be likely to prejudice the commercial interests of any party in accordance with section 43 of FOIA, or believes that a duty of confidentiality applies or otherwise considers that such documents and/or information falls within any other exemption/exception set out in the FOIA or EIR (as applicable), the Applicant must:

* ensure that each document and/or specific information is clearly identified to the Authority; and
* in respect of each document and/or specific information identify the particular FOIA exemption or EIR exception (as applicable) that the Applicant claims applies in the particular circumstances and, if desired in the case of a qualified exemption or exception, set out the views of the Applicant to assist the Authority in determining where the public interest lies. Potential Suppliers should do so in full knowledge of the relevant terms of the Secretary of State for Constitutional Affairs' Code of Practice under section 45 of the FOIA on the Discharge of Public Authorities' Functions giving advice to public authorities on the handling of requests under the FOIA (the **FOIA Code**) and/or the relevant terms of the Code of Practice under section 16 of the EIR on the Discharge of Public Authorities' Functions giving advice to public authorities on the handling of requests under the EIR (the **EIR Code**). This will enable Potential Suppliers to make such claims based on reasons that address the relevant requirements of the FOIA Code and/or EIR Code. Further information about the FOIA and EIR is available from the Information Commissioner’s website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk).
  1. Potential Suppliers should be aware that, even when they have identified relevant documents and/or information, claimed exemption/exception and set out their views on where the public interest lies pursuant to Section 9.3 above, the Authority has complete discretion in deciding whether such documents and/or information should be disclosed under the FOIA and/or EIR and acting in accordance with the recommendation set out in the FOIA Code and/or the EIR Code may be obliged under the FOIA Code and/or EIR Code to disclose information:
     + without consulting the Potential Suppliers; or
     + following consultation with the Potential Suppliers and having considered its views.

1. Small Business Enterprise and Employment Act 2015
   1. Potential Suppliers are to note that the Authority is subject to the Small Business Enterprise and Employment Act 2015 (**SBEEA**). Under SBEEA, the Government's Mystery Shopper service is empowered to investigate concerns raised on the Mystery Shopper website about public sector procurement exercises. Contracting authorities are required to assist all investigations and to provide relevant information and/or documents within 30 calendar days of a formal notice. This may require the Authority to disclose any information contained in SQ submissions by Potential Suppliers.
   2. By submitting a SQ, the Potential Supplier acknowledges and agrees that the Authority has complete discretion in deciding whether such documents and/or information should be disclosed under SBEEA (even where Potential Suppliers have identified certain information in their SQ submission as confidential) and the Potential Suppliers agree to waive any contractual or other confidentiality rights and obligations associated with the disclosure of information under SBEEA.
2. Confidentiality
   1. When providing details of contracts in answering Question 6 of this SQ (Technical and professional ability), the Potential Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with this procurement.
   2. The Authority reserves the right to contact any named customer contact in Question 6 of this SQ. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
   3. The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office or the Crown Commercial Service.
3. Conflicts of Interest
   1. In accordance with Question 3.1 (g) of Part 2 Conflict of interest), the Authority may exclude any Potential Supplier if there is a conflict of interest within the meaning of Regulation 24 which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.
   2. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Potential Supplier to inform the Authority and provide details of the conflict. Please note that routine pre-market engagement carried out by the Authority should not represent a conflict of interest for an Applicant, provided that the engagement has been carried out in a transparent manner.
4. Assessing past performance of Potential Supplier
   1. The Authority will assess the past performance of a Potential Supplier based on that Potential Supplier’s response to Section 8 of Part 2 Selection Questions or information provided by a Referee pursuant to Section 8 or other means of evidence. The Authority also may take into account any failure to discharge obligations under the previous principal relevant contracts of the Potential Supplier completing this SQ. Potential Suppliers may also be asked to update the evidence they provide in this SQ to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).
5. Self-cleaning
   1. Any Potential Supplier that answers "Yes" to any of the questions set out in Part 2 Exclusion Grounds questions 2 and 3 grounds for mandatory exclusion and grounds for discretionary exclusion should provide sufficient evidence that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question. Potential Suppliers should demonstrate if they have taken such remedial action, to the satisfaction of the Authority in each case.
   2. If such evidence is considered by the Authority (whose decision will be final) as sufficient, the Potential Supplier concerned shall be allowed to continue in the procurement process.
   3. In order for the evidence referred to above to be sufficient, the Potential Supplier shall, as a minimum, prove that it has:
      1. paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; and/or
      2. clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and/or
      3. taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.
   4. The measures taken by any Potential Supplier under this section shall be evaluated, taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Potential Supplier shall be given a statement of the reasons for that decision.
6. Date for Submission
   1. Completed SQs and supporting documentation must be received electronically by the time and date stated at 7.2 above. Questionnaires and/or supporting documentation received after this time and date will be disregarded. It is the responsibility of Potential Suppliers to ensure that they allow sufficient time to complete the registration form and obtain their unique submission link prior to their submission of completed questionnaires and supporting documentation (including References) electronically to RIBA by the date and time stated above at 7.2 above.
7. Evaluation of Responses
   1. Responses will be evaluated in accordance with the procedures set out in Appendix 1. In the event that none of the responses are deemed satisfactory, the Authority reserves the right to abandon this procurement and consider alternative procurement options.
8. Indicative procurement timetable

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| **RIBA Stage** | **Task and estimated time required** |  | **Estimated Start Date** |
| **RIBA Stage 0 & 1** | SQ submission deadline |  | 12:00 hours, noon on 4 May 2017 |
|  | SQ Evaluation |  | Approximately 3 weeks |
|  | Issue Invitation to Tender and to selected Potential Suppliers |  | w/c 22 May 2017 |
|  | Briefing and site visit for shortlisted applicants. |  | w/c 5 June 2017 |
|  | Closing Date for receipt of questions and points requiring clarification |  | 12:00 hours, noon on 16 June 2017 |
|  | Deadline for submission of Tenders |  | 12:00 hours, noon on 26 June 2017 |
|  | Review of Tenders/ Evaluation of financial and technical components of Tenders |  | Approximately 1 week |
|  | Interview |  | Week commencing 10 July 2017 |
|  | Evaluation of Interview and Final Evaluation of Tenders |  | Approximately 1 week |
|  | Cabinet decision to award |  | Late July 2017 |
|  | Regulation 86 letters issued to Participants |  | Early August 2017 |
|  | Mandatory standstill period |  | 10 calendar days |
|  | Award of contract confirmed and contract signed |  | Mid August 2017 approximately 10 days |
|  | Publication of Contract Award Notice Contracts Finder Notice |  | Late August 2017 |

* 1. **Indicative Project Programme Timetable**

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| --- | --- | --- | --- |
| ***RIBA Stage*** | ***Task and estimated time required*** | ***Gateway*** | ***Estimated Start*** |
| **RIBA Stage 2** | RIBA Stage 2 – Concept Designs  - *4 months*  *-6 weeks for economic and financial appraisals* |  | **Aug 17** |
|  | **Approval of RIBA Stage 2 and Agreement to proceed to RIBA Stage 3** | **Cabinet approval** | **Feb 18** |
| **RIBA Stage 3** | RIBA Stage 3 - Development of Design to planning application  - *6 months* |  |  |
|  | **Approval of RIBA Stage 3 and Agreement to proceed to RIBA Stage 4** | **Cabinet approval** | **Aug 18** |
| **RIBA Stage 4** | **Grant of Planning Permission**  RIBA Stage 4 – Technical Design  *3-5 months depending on route*  *1 month – for economic and financial appraisals* | **Planning Committee** | **Nov 18** |
|  | **Approval of RIBA Stage 4 and Agreement to proceed to RIBA Stage 5** | **Cabinet**  **approval** | **Feb 19** |
| **RIBA Stage 5** | *2 month tender period*  **Construction Start**  *-1.5 to 2 years* |  | **Apr 19** |
|  | Tenant Leases - Building agreement and leases signed |  | Apr 18 to Jan 19 |

* 1. These timetables may be subject to amendment by the Council at any time at its sole discretion.

1. Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.
   1. The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).
   2. A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria (M&E Engineer and Civil and Structural Engineer) must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

Supplier Selection Questions: Part 3

* 1. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.
  2. If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of Misrepresentation**

* 1. If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce the Authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

1. Notes for completion
   1. The “Authority” means Winchester City Council or anyone acting on behalf of Winchester City Council , that is seeking to invite suitable candidates to participate in this procurement process.
   2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
   3. Please ensure that all questions are completed in full with all the necessary self declarations submitted, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
   4. The Authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Authority will make a revised assessment of the submission based on the updated information.
   5. For Part 1 and Part 2 **every organisation** that is being relied on to meet the selection must complete and submit the self-declaration.
   6. The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent Authority or body where the Authority is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential Supplier Information**

Please answer the following questions in full. Note that **every organisation** that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-2)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-3)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[3]](#footnote-4)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the Authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that **every organisation** that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing Authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The Authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |  |
| --- | --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion | | |
|  | Question | Response | |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf): , <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>  which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 | |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 | |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 | |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐  No ☐  If yes please provide details at 3.2 | |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 | |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 | |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 | |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 | |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐  No ☐  If yes please provide details at 3.2 | |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting Authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 | |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | |  |

**Part 3: Selection Questions**[[4]](#footnote-5)

|  |  |  |  |
| --- | --- | --- | --- |
| Section 4 | Economic and financial standing | | |
|  | Question | Response | |
| **4.1** | Are you able to provide a copy of your accounts for the last two years (audited where available)?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | Yes ☐  No ☐ |
|  | (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | Yes ☐  No ☐ |
|  | (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes ☐  No ☐ |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | Yes ☐  No ☐ |
| **4.2** | Are you able to provide details of any significant changes that have occurred since your organisation's last set of audited accounts which may have the effect of altering the position as indicated in that set of accounts.  The Authority may request further information or make further independent enquiry.  The Authority will evaluate the Applicant's financial position under Question 4.1, as updated by the information provided in answers to this question. | | Yes ☐  No ☐ |
| **4.3** | We have specified a minimum level of economic and financial standing and/ or a minimum financial threshold of £1,020,000 ex VAT within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | | Yes ☐  No ☐ |

Please note that you will be asked to provide information to demonstrate your economic/financial standing if you are invited to tender following the shortlisting of the SQs.

|  |  |  |  |
| --- | --- | --- | --- |
| Section 5 | If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below: | | |
| **Name of organisation** | |  | |
| **Relationship to the Supplier completing these questions** | |  | |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | | Yes ☐  No ☐ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section 6 | Technical and Professional Ability | | | | Score and Weighting |
| **6.1** | **Relevant experience and contract examples**  Please provide three (3) examples from the lead supplier, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past five (5) years.  The projects selected should demonstrate evidence of working to achieving a commercial brief and experience in masterplanning and designing in sensitive locations for urban regeneration.  **Expected Outcomes:**  **3 Project profiles which demonstrate the Potential Suppliers experience of working on successfully designed projects, the scores below are per project**   1. in a location with similar characteristics to the subject of this procurement that demonstrate sympathy for and sensitivity to building in this type of setting or context 2. of a similar quality, nature and development mix and square footage) to the subject of this procurement; that demonstrate creativity in design and use of appropriate and innovative materials with regards to relevant environmental and social aspects 3. that were delivered on time and in line with the planned construction programme (and if not, full details as to the reasons why not); 4. that were delivered on budget and in line with the planned budget estimate (and if not, full details as to the reasons why not); 5. awards and publications of particular value are specifically in public, architectural, professional and industry sectors at international, national, regional and then local levels; 6. evidence of commercial viability e.g. lease terms agreed, rental levels achieved, tenant incentives offered; 7. sustainability (BREEAM or EU equivalent) rating of the project; 8. Evidence of experience of working on projects involving public engagement and working with a wide range of stakeholders; detail of engagement methods used.   Your response to this question should draw on similarities to the subject of this procurement and should be no more than six (6) A4 sides, including text and images.  Please refer to the evaluation criteria related to these questions set out in Appendix 1 and append your responses as appendices to your submission.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract. | | | | **Max Score 150**  (see breakdown below)  **Weighting: 50%**  **Max score per subcriteria:**  **15**  **5**  **5**  **5**  **5**  **5**  **5**  **5** |
|  | | | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** | | |  |  |  |
| **Point of contact in the organisation** | | |  |  |  |
| **Position in the organisation** | | |  |  |  |
| **E-mail address** | | |  |  |  |
| **Description of contract** | | |  |  |  |
| **Contract Start date** | | |  |  |  |
| **Contract completion date** | | |  |  |  |
| **Estimated contract value** | | |  |  |  |
| **6.2** | | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) | | | |
| **6.3** | | Can you confirm that relevant members of the Lead Potential Suppliers practice that would be responsible for leading, developing and delivering the eventual design are registered with the Architects Registration Board (ARB) or European equivalent. This is a requirement of the Lead Potential Suppliers and is a pass/fail question. | | | Yes ☐  No ☐ |

|  |  |  |
| --- | --- | --- |
| Section 7 | Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide the relevant url …  No ☐  Please provide an explanation |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

|  |  |  |  |
| --- | --- | --- | --- |
| Section 8 | Additional Questions | |  |
| **8.1** | **Insurance** | |  |
|  | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Y/N  Employer’s (Compulsory) Liability Insurance = £10M single accident indemnity limit / unlimited any one year. It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.  Public Liability Insurance = £ 10M single accident indemnity limit/ unlimited any one year  Professional Indemnity Insurance = £10M limit any one event and any one year | | Yes ☐  No ☐  Yes ☐  No ☐  Yes ☐  No ☐ |
| **8.2** | | **Relevant experience of project team**  Please provide a brief introduction (**maximum x1 single side of A4**) to outline the Lead Potential Supplier’s experience and skills and for members of the practice that would be responsible for leading, developing and delivering the eventual design.  Projects undertaken at a previous practice may be included but the role in developing and delivering the scheme (design team leader, project architect etc.) must be clearly outlined.  Your response should demonstrate the following for key staff (as set out in appendix 1 table 2) in the project team:   1. evidence of working on successfully designed projects in a location with similar characteristics to the subject of this procurement; 2. evidence of working on successfully designed projects of a similar quality, nature and development mix to the subject of this procurement;   Please refer to the evaluation criteria related to these questions and append your responses as appendices to your submission. Please note responses which score less than ‘Good’ according to the scoring guide in table 3 will not meet the minimum requirement and will be scored zero. | **Max Score 150**  (see breakdown below)  **Weighting: 50%**  **Max score per subcriteria (minimum threshold ‘Good’):**  75  75 |

**Appendix 1: Evaluation Approach**

The objective of the selection process is to assess the responses to this SQ and to select five Potential Suppliers to be invited to tender and attend an interview

The self declaration questions will be evaluated on the receipt of all the necessary information and signed and dated self declarations.

Potential Suppliers who self-certify that they meet the requirements in Questions 4.1 to 4.3 will be required to provide evidence of this if they are invited to tender although the information will only be assessed in respect of the successful Tenderer, and for Questions 6.4 and 8.1, if they are successful at contract award stage.

Questions 6.1 and 6.3 are scored on quality and the scoring and weighting for these questions is set out in Table 2 Evaluation of Quality Scored Questions and Table 3 Scoring guide, below.

Table 1 Evaluation Approach

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qu** | **Title** | **Self Certification** | **Pass/**  **Fail** | **Quality Scored** |
| **1.1**  **(a–p)** | Potential Supplier Information | N/A |  |  |
| **1.2**  **(a-b)** | Bidding Model | N/A |  |  |
| **1.3**  **(a-h)** | Contact Details and declaration | Yes |  |  |
| **2.1**  **(a-b)** | Grounds for mandatory exclusion | Yes |  |  |
| **2.2** | Grounds for mandatory exclusion – further information | Yes |  |  |
| **2.3**  **(a-b)** | Regulation 57(3) | Yes |  |  |
| **3.1**  **(a-j)** | Regulation 57 (8) | Yes |  |  |
| **3.2** | Regulation 57 (8) – Self Cleaning | Yes |  |  |
| **4.1**  **(a-c)** | Accounts for the last two years | Yes | Yes |  |
| **4.2** | Details of any significant changes since last set of audited accounts | Yes | Yes |  |
| **4.3** | Minimum level of economic and financial standing and/ or a minimum financial threshold of £1,020,000 ex VAT | Yes | Yes |  |
| **5.1** | Parent company accounts | Yes |  |  |
| **5.2** | Parent company guarantee | Yes |  |  |
| **5.43** | Other guarantee | Yes |  |  |
| **6.1**  **(a-h)** | Relevant experience and contract examples |  |  | Yes  **Max score:** 150 **Weighting**: 50% |
| **6.2** | Sub-contracting information |  | Yes |  |
| **6.3** | Registered with the Architects Registration Board  (ARB) or European equivalent | Yes | Yes |  |
| **7.1** | Section 54 Modern Slavery Act 2015 | Yes |  |  |
| **7.2** | Compliant with the annual reporting requirements | Yes |  |  |
| **8.1** | Insurance | Yes | Yes |  |
| **8.2** | Relevant experience of project team |  |  | Yes  **Max score:** 150 **Weighting**: 50% |

Table 2 Evaluation of Quality Scored Questions

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** |  | **Max score** | **Weight multiplier** |
| Project 1 |  | Max Score :50 | |
| 6.1 a | evidence of successfully designed projects in a location with similar characteristics to the subject of this procurement that demonstrate sympathy for and sensitivity to building in this type of setting or context; | 5 | 3 |
| 6.1 b | evidence of successfully designed projects of a similar quality, nature and development mix to the subject of this procurement; that demonstrate creativity in design and use of appropriate and innovative materials with regards to relevant environmental and social aspects; | 5 | 1 |
| 6.1 c | evidence of successfully designed projects that were delivered on time and in line with the planned construction programme (and if not, full details as to the reasons why not); | 5 | 1 |
| 6.1 d | evidence of successfully designed projects that were delivered on budget and in line with the planned budget estimate (and if not, full details as to the reasons why not); | 5 | 1 |
| 6.1 e | awards and publications of particular value are specifically in public, architectural, professional and industry sectors at international, national, regional and then local levels; | 5 | 1 |
| 6.1 f | evidence of commercial viability e.g. lease terms agreed, rental levels achieved, tenant incentives offered; | 5 | 1 |
| 6.1 g | sustainability (BREEAM or EU equivalent) rating of the project; | 5 | 1 |
| 6.1 h | evidence of experience of working on projects involving public engagement and working with a wide range of stakeholders; detail of engagement methods used. | 5 | 1 |
| Project 2 |  | Max Score :50 | |
| 6.1 a | evidence of successfully designed projects in a location with similar characteristics to the subject of this procurement that demonstrate sympathy for and sensitivity to building in this type of setting or context; | 5 | 3 |
| 6.1 b | evidence of successfully designed projects of a similar quality, nature and development mix to the subject of this procurement; that demonstrate creativity in design and use of appropriate and innovative materials with regards to relevant environmental and social aspects; | 5 | 1 |
| 6.1 c | evidence of successfully designed projects that were delivered on time and in line with the planned construction programme (and if not, full details as to the reasons why not); | 5 | 1 |
| 6.1 d | evidence of successfully designed projects that were delivered on budget and in line with the planned budget estimate (and if not, full details as to the reasons why not); | 5 | 1 |
| 6.1 e | awards and publications of particular value are specifically in public, architectural, professional and industry sectors at international, national, regional and then local levels; | 5 | 1 |
| 6.1 f | evidence of commercial viability e.g. lease terms agreed, rental levels achieved, tenant incentives offered; | 5 | 1 |
| 6.1 g | sustainability (BREEAM or EU equivalent) rating of the project; | 5 | 1 |
| 6.1 h | Evidence of experience of working on projects involving public engagement and working with a wide range of stakeholders; detail of engagement methods used. | 5 | 1 |
| Project 3 |  | Max Score :50 | |
| 6.1 a | evidence of successfully designed projects in a location with similar characteristics to the subject of this procurement that demonstrate sympathy for and sensitivity to building in this type of setting or context; | 5 | 3 |
| 6.1 b | evidence of successfully designed projects of a similar quality, nature and development mix to the subject of this procurement; that demonstrate creativity in design and use of appropriate and innovative materials with regards to relevant environmental and social aspects; | 5 | 1 |
| 6.1 c | evidence of successfully designed projects that were delivered on time and in line with the planned construction programme (and if not, full details as to the reasons why not); | 5 | 1 |
| 6.1 d | evidence of successfully designed projects that were delivered on budget and in line with the planned budget estimate (and if not, full details as to the reasons why not); | 5 | 1 |
| 6.1 e | awards and publications of particular value are specifically in public, architectural, professional and industry sectors at international, national, regional and then local levels; | 5 | 1 |
| 6.1 f | evidence of commercial viability e.g. lease terms agreed, rental levels achieved, tenant incentives offered; | 5 | 1 |
| 6.1 g | sustainability (BREEAM or EU equivalent) rating of the project; | 5 | 1 |
| 6.1 h | evidence of experience of working on projects involving public engagement and working with a wide range of stakeholders; detail of engagement methods used. | 5 | 1 |
| Project Team Experience | Max Score 150 |  |  |
| 8.2 a | evidence of team/ staff working on successfully designed projects in a location with similar characteristics to the subject of this procurement in respect of;   * Lead Designer * Principal Designer; * Architectural design; * Landscape design; * Urban Designer | 25\* | 3 |
| 8.2 b | evidence of working on successfully designed projects of a similar quality, nature and development mix to the subject of this procurement in respect of;   * Lead Designer * Principal Designer; * Architectural design; * Landscape design; * Urban Designer | 25\* | 3 |
| **Summed score** |  |  |  |

\* A maximum of 5 marks will be awarded to each of the team listed.

Table 3 Scoring guide

The following scoring guide will be used to evaluate your answers to Questions 6.1 and 6.3.

|  |  |  |
| --- | --- | --- |
| **SCORE** | **DEFINITION** | **BENCHMARK** |
| **5** | **Excellent** | In the opinion of the evaluators, the response provides information which:- • addresses all requirements, and  • provides excellent quality relevant supporting evidence which to some material degree provides evidence of an exemplary response, and  • fully meets WCC’s expectations including demonstrating innovative approaches to achieving outcomes in the brief. |
| **4** | **Very Good** | In the opinion of the evaluators, the response provides information which:  • addresses all requirements and  • provides very good quality relevant supporting evidence which to some material degree provides evidence of a very good response, and  • Meets the WCC’s expectations in all material respects with no weaknesses or areas of concern. |
| **3** | **Good** | In the opinion of the evaluators, the response provides:  • good quality information which addresses all requirements; but  • the supporting evidence is less than good in some material degree or is of limited relevance to the response. |
| **2** | **Marginal** | In the opinion of the evaluators, the response provides information which addresses all requirements. BUT the response:  • fails to provide relevant supporting evidence; or  • the evidence is not relevant to the response. |
| **1** | **Unacceptable** | In the opinion of the evaluators, the response:  • falls short of achieving the expected standard in a number of identifiable respects and/or  • the proposal highlights significant areas of concern. |
| **0** | **No submission** | No information supplied. |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-3)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-4)
4. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-5)