**Pre-tender Qualification Questionnaire**

For Baysgarth House Museum and Outbuildings Renovation Work



**Closing date**

27 October 2024

**Closing time**

11:59pm

Queries should be addressed to

**Contact name**

Liz Bennet

**Address**

Ropewalk, Maltkiln Road
Barton upon Humber
DN185JT
England

**Telephone**

01652 660380

**Email**

liz@the-ropewalk.co.uk

**Expressions of Interest - Heritage Main Contractors, Baysgarth House Museum**
**The Contracting Body:**The Ropewalk is in the process of refurbishing Baysgarth House Museum and Outbuildings, one of Barton-upon-Humber's most prominent heritage buildings. The Ropewalk is a registered Charity based in Barton-upon-Humber. For 25 years, the Ropewalk has successfully run an arts centre, museum, café and studio spaces in a heritage building towards the North of the town.

**The Nature of the Project:**The Ropewalk are seeking expressions of interest from Main Contractors with extensive experience of working with listed buildings and with suitable heritage construction skills. The project will be completed in phases, starting with external fabric repairs alongside internal works to form a café in the former Stable Block building and a retail unit in the former public conveniences building. The initial phases of work have an estimated contract value of £250,000 to £350,000. Planning and listed building applications have been submitted to North Lincolnshire Council and the documents can be seen on the Council planning public access system with the following planning reference numbers:

Planning Application PA/2024/1005

Web Link: https://apps.northlincs.gov.uk/application/pa-2024-1005
LBC Application PA/2024/1041

 Web Link: https://apps.northlincs.gov.uk/application/pa-2024-1041

**Anticipated Procurement Route and Outline Timetable:**Stage 1: Open Invitation for Expressions of Interest, October 2024
Stage 2: Design Team Selection process, shortlisting of tenderers, October 2024
Stage 3: Competitive Single Stage Tender Period with selected Tenderers (minimum of three maximum of 6), November 2024
Stage 4: Appointment / Commencement, December 2024 - completion TBC

**Form of Appointment / Contract Type:**The contract type is to be determined.

**Details Required in the Submission**Contact Details
Description of the company, with financial information
Relevant experience and technical capacity
Staff experience and availability
Health and safety record
Training programmes
References

**Selection and Award Criteria**Submissions should respond to this expression noting the following selection criteria -

Experience and quality of conservation work, (30%)
Experience of team and in-house skills / trades (20%)
Technical capacity, (20%)
H&S record, training record, (15%)
Financial capacity. (15%)

**Name of Architect appointed**Calls Architecture Limited

1. **PQQ requirements and assessment**

This pre-qualification questionnaire has been prepared by The Ropewalk as a buyer requesting information from potential contractors / suppliers for the purpose of evaluation and comparison.

For the respondents to this PQQ, it is important to give clear and concise answers and that these are verified by including examples, certificates and other supporting documentation.

Please complete the tables on the following pages, by typing into the boxes, or by printing the questionnaire and handwriting your answers. Submissions must be submitted by email – attachments may be direct from your computer, or scanned if handwritten.

(You can provide your responses in your own format, but please make sure you respond to all the questions in the order they are set out on the form.)

The PQQ includes questions designed to enable you to demonstrate your expertise, experience and enthusiasm for the project.

Section A: Company information – not scored

Section B: Experience and quality of conservation work, (30%)

Section C: Experience of team and in-house skills / trades (20%)

Section D: Technical capacity, (20%)

Section E: H&S record, training record, (15%)

Section F: Financial capacity. (15%)

Questionnaires will be assessed by members of the project team and scored as above.

1. Scoring:

Each weighted sub-criterion will be marked in accordance with the following scoring chart. Marks will be adjusted accordingly based on the allocated scoring of each section.

|  |  |
| --- | --- |
| **Score** | **Criterion** |
| 0 | Question not answered |
| 1 |

|  |  |
| --- | --- |
|  | **Very poor** – \_criteria not addressed or processes not acceptable |

 |
| 2 |

|  |  |
| --- | --- |
|  | **Poor** – \_missing major areas and not showing satisfactory understanding of key requirements |
|  |  |

 |
| 3 |

|  |  |
| --- | --- |
|  | **Minimum/ satisfactory** – \_awareness of the issues – \_but with some reservations |
|  |  |

 |
| 4 |

|  |  |
| --- | --- |
|  | **Good** – \_competent response, showing high level of understanding and working practices |

 |
| 5 | **Excellent** – \_detailed understanding with a high level of understanding of the requirements, of working practices and of quality measures that provide the potential for real service provision – \_no reservation |
| 6 |

|  |  |
| --- | --- |
|  | **Outstanding** – \_remarkable level of quality far exceeding standard approach and delivery expectations |

 |

**3. Procurement timetable**

Please email your PQQ to Liz Bennet: liz@the-ropewalk.co.uk

We hope to notify all contractors by Monday 4 November 2024. Feedback to unsuccessful (and successful) contractors will be available on request. If you have any queries about this process, please email Liz Bennet as above.

**Contractor**

**Pre-Qualification Questionnaire**

|  |
| --- |
| **Company information (not scored)**  |
| A.1 | Company name |  |
|  | Office (correspondence) address  |  |
|  | Website address |  |
|  | Company registration number  |  |
|  | VAT registration number  |  |
| **Contact details** |
| A.2 | Contact name |  |
|  | Role in organisation |  |
|  | Phone number |  |
|  | E-mail address  |  |
| **Legal status (please tick)** |
|  | Sole trader [ ]  | Partnership [ ]  | Limited Company [ ]  |
|  | Other (please state) |  |
|  | Date of formation |  |
| **Insurances – Please confirm the levels of cover you hold:** |
| A4 | Public liability insurance | £ |
|  | Employer’s liability insurance | £ |
|  | Professional Indemnity | £ |
| **A5** | **Professional And Business Standing**  |
|  | Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)? |
| A6 | Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings | Yes / No |
| A7 | A conviction (or convictions ) for a criminal offence related to business or professional conduct | Yes / No |
| A8 | Legal or administrative finding of commission of an act of grave misconduct in the course of business | Yes / No |
| A9 | Failure to fulfil obligations related to payment of social security contributions | Yes / No |
| A10 | Failure to fulfil obligations related to the payment of taxes | Yes / No |
| A11 | Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise | Yes / No |
| A12 | Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law | Yes / No |
| A13 | If the answer to any of these is **“Yes”** please give brief details below, including what has been done to put things right. |
| **Experience of team and in-house skills / trades (20%)** |
| B1 | **Principal business:** Please describe your primary area(s) of business  |
|  |  |
| B2 | **Staff numbers:** please provide average number of tradesmen and managerial / admin staff, now and over the last 3 years  |
|  |  | **2024** | **2023** | **2022** | **2021** |
|  | Trades / labourers |  |  |  |  |
|  | Managerial / admin |  |  |  |  |
| B3 | **In-house skills.** Please indicate those works that you are likely to carry out in-house and those that you would normally sub-contract  |
|  |  | **In-house** | **Subcontracted** |
|  | Conservation joinery |[ ] [ ]
|  | Brick / stone repairs & repointing |[ ] [ ]
|  | Roofing |[ ] [ ]
|  | Leadwork |[ ] [ ]
|  | Lime plastering / rendering |[ ] [ ]
|  | Mechanical and Electrical Installations |[ ] [ ]
|  | Groundworks and drainage |[ ] [ ]
|  | Other relevant skills in-house: Please specify |[ ]   |
| B4 | **Method for procuring subcontractors:** please describe how you would normally select your subcontractors, what contract agreements you use, how you ensure they have the necessary skills and track record etc |
|  |  |
| **Experience and quality of Conservation Work (constituting 30% of your total score)** |
| C1 | What is your experience of working on listed and pre-1919 buildings? Please provide details of three relevant projects (further information can be provided in a separate document). |
|  | **1** | **Project name / address** |  |
|  |  | Approx dates |  |
|  |  | Description of the works |  |
|  |  | Key subcontractors |  |
|  |  | Contact details for a reference |  |
|  | **2** | **Project name / address**  |  |
|  |  | Approx dates |  |
|  |  | Description of the works |  |
|  |  | Key subcontractors |  |
|  |  | Contact details for a reference |  |
|  | **3** | **Project name / address**  |  |
|  |  | Approx dates |  |
|  |  | Description of the works |  |
|  |  | Key subcontractors |  |
|  |  | Contact details for a reference |  |
| **Technical capacity (constituting 20% of your total score)** |
| D1 | Please outline your company’s expertise and resources available to carry out this type of project.   |
|  |  |
| D2 | Please provide an outline of your management structure including the proposed management of the work on site and demonstrate how your team would look to work together with the design team to ensure a successful and harmonious project |
|  |  |
| D3 | Please provide details of three references from Architects / Clients whom we may contact. |
|  |  |  |  |
|  |
| **H&S record, training record (constituting 15% of your total score)** |
| E1 | Have you, any of your employees or your regular subcontractors, done any training or courses in conservation (e.g. City & Guilds)? Do any of your staff have Heritage Skills CSC cards or other conservation qualifications? Are you a member of any relevant conservation organisations? Please describe and include any information relevant to training and professional development within your team |
|  |  |
| E2 | Please provide a brief outline of your H & S Policy and demonstrate how your team would look to ensure H&S is of the highest priority |
|  |  |
| **Financial capacity (constituting 15% of your total score)** |
| **F1** | What was your turnover in each of the last two financial years (if you are a consortium please state aggregated turnover) |
|  | £………… for year ended --/--/-- | £………… for year ended --/--/-- |
| **F2** | Please indicate which of the following you would you be able to provide if requested (please tick a minimum of one) |
|  | *A copy of your audited accounts for the most recent two years (if this applies)* |  |
|  | *A statement of your turnover, profit & loss account and cash flow for the most recent year of trading* |  |
|  | *A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position* |  |
|  | *Alternative means of demonstrating financial status if trading for less than a year* |  |
| **F3** | Please provide details of your company’s financial standing |
|  |  |
| **Assumptions and further information (not scored)** |
| G1 | Please explain any assumptions that have been made in relation to your responses above. |
|  |  |
| G2 | Is there any further information you would like to tell us? |
|  |  |

|  |
| --- |
| **Declaration** |
| I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to tender for the Client’s requirement. I understand that the Contracting Client may reject this PQQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information  |
| **FORM COMPLETED BY** |
| Name: |  |
| Position (Job Title): |  |
| Date: |  |
| Telephone number: |  |
| Signature: (for electronic submissions, please type name or provide an e-signature) |  |