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Selection Questionnaire (SQ)

7th January 2026

Mechanical and Electrical (M&E) Improvements - Creswell Crags

1. Project Overview

Background

Creswell Crags is a world-renowned heritage site, comprising Ice Age caves, a museum and visitor centre facilities. In 2025 CHT was awarded Museum Estate and Development (MEND) funding to undertake essential mechanical and electrical (M&E) works as part of a capital project. The Department of Culture Media and Sport funds MEND, which is administered by Arts Council England. The Project is also made possible with The National Lottery Heritage Fund, thanks to National Lottery players and by The Headley Trust.

Creswell Crags is a Scheduled Ancient Monument (SAM) and Site of Specific Scientific Interest located in the Bolsover district of Derbyshire. It is home to the oldest rock art and the largest assemblage of Witch Marks in the UK. The remains of 50,000 years of human history are represented by collections of c.40,000 items, mostly prehistoric.

More about Creswell Crags: <https://www.creswell-crags.org.uk>

Scope of Works

This funding will deliver a scheme of urgent M&E works: replacement of environmental controls requiring air source heat pump installation, ground source heat pump and exhibition light upgrades.

The M&E package will include (but not be limited to):

- Installation of a new close control AC system to the Collections Store, Main Gallery and Temporary Exhibition Space
- Replacement of the existing Ground Source Heat Pump system
- Maintenance and recommissioning of the existing UFH system
- Modification of the BMS System
- New lighting to Main Exhibition and Temporary Exhibition areas
- Electrical supplies to new mechanical services

Please find below an indicative General Arrangement Plan (not to scale) to illustrate the approximate building footprint. The estimated contract value is £450,000+VAT.



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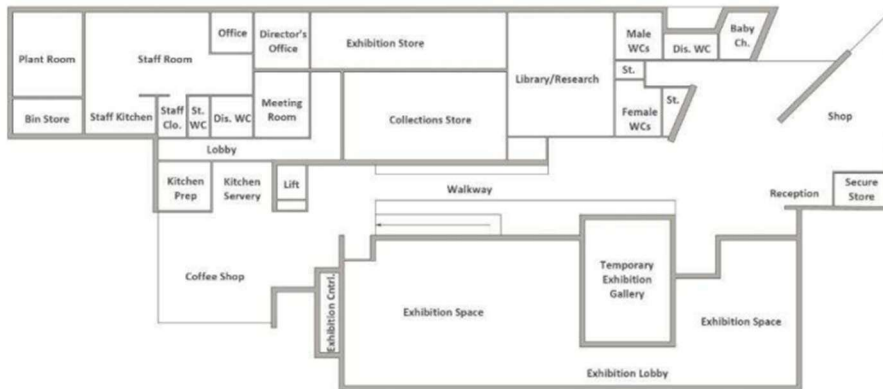


Image: General arrangement plan of Upper Ground Floor.

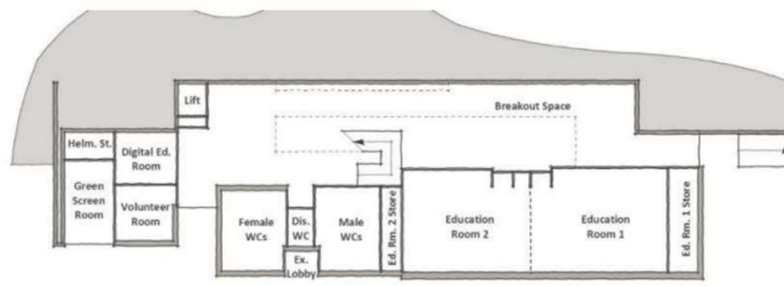


Image: General arrangement plan of Lower Ground Floor.

Procurement

This procurement must comply with funder terms and public procurement best practice. This SQ is based on the Common Assessment Standard (CAS, V.5 – July 2025). Responses will be used to shortlist suppliers for the Invitation to Tender (ITT) stage. Up to 4 suppliers will be shortlisted to tender under a single stage process. The contract will use the JCT Intermediate Building Contract (Contractor's Design), 2024 edition.

Project Team

Client: Creswell Heritage Trust – Key contact is Laura Bird, Head of Development, with external project support from Lucy Godfrey

M&E Engineer and Principal Designer: Arrow Energy Ltd

Contract Administrator and Quantity Surveyor Services: Evolve (Ev2M)

Conservation Architect: James Boon of James Boon Architects

Location: Creswell Crags, Crags Road, Welbeck, Worksop, Nottinghamshire S80 3LH



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Indicative Programme:

| | |
|--------------------------------|---|
| SQ release | 7 th January 2026 |
| Deadline for SQ Clarifications | By 5pm on 21 st Jan 2026 |
| SQ return | By 5pm on 4 th Feb 2026 |
| ITT release | 16 th Feb 2026 |
| ITT return | 13 th March 2026 |
| Start on Site | July 2026 (expected) with completion by Dec 26 (expected) |



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2. Instructions for Applicants

- Submission deadline: **5pm on Wednesday 4th February 2026**
- Submission method: Completed SQ responses must be submitted via email to Laura Bird:
laura.bird@creswell-crags.org.uk

When emailing, please use the subject line: Creswell Crags M&E SQ Response/ [Supplier Name]

- All clarification questions must be submitted to the same address by **5pm on Wednesday 21st January 2026**. Responses to clarifications will be shared with all organisations that have requested the SQ documents.

Suppliers who download the SQ directly from the website and do not register on Contracts Finder are responsible for checking for updates. If you wish to be included on the distribution list for clarifications and updates, please email Laura Bird (via details above) to register your interest.

- Evaluation: Up to 4 suppliers will be shortlisted based on SQ scores. Only shortlisted suppliers will be invited to tender.
- ITT weighting: 50% quality/50% price



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3. Supplier Information

3.1 Please provide information in accordance with CAS v5: <https://builduk.org/wp-content/uploads/2025/07/Common-Assessment-Standard-Question-Set-Version-5.pdf>

| | | |
|---|--|--------------------------|
| 1. Company identity and legal details | Please provide your company's legal name and trading name (if different). | |
| 2. Registration details | <p>Please provide your Companies House registration number or equivalent:</p> <p>Please provide your VAT registration number:</p> <p>Please provide your company's unique tax reference (UTR):</p> <p>Please provide the date your company was incorporated:</p> | |
| 3. Contact information – what are your company's contact details for enquiries about this SQ. | <p>Please provide the following:</p> <p>Title</p> <p>Forename</p> <p>Surname</p> <p>Job Title</p> <p>Email</p> <p>Company email</p> <p>Telephone</p> <p>Address</p> | |
| 4. Audited accounts for the last 2 years | <p>Please provide a copy of your company's accounts for the last two years. Please refer to the CAS guidance as necessary.</p> <p>Confirmation of attachment:</p> | <input type="checkbox"/> |



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| | | | |
|------------------------------------|--|--------------------|--------------------------|
| 5. Grounds for mandatory exclusion | <p>Please answer the following questions in full.</p> <p>The full list of offences can be found here:</p> <p>https://www.gov.uk/government/publications/ppn-0324-standard-selection-questionnaire-sq/annex-d-exclusion-grounds-public-procurement-html</p> | | |
| 5.1 | <p>Within the past five years, anywhere in the world, have you or any person who:</p> <ul style="list-style-type: none"> is a member of the supplier's administrative, management or supervisory body or has powers of representation, decision or control in the supplier <p>been convicted of any of the offences within the summary below and listed via the link above:</p> | <u>Declaration</u> | |
| | Participation in a criminal organisation | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | Corruption | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | Terrorist offences or offences linked to terrorist activities | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | Money laundering or terrorist financing | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | Child labour and other forms of trafficking in human beings | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |



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| | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland | Yes | |
| | | No | <input type="checkbox"/> |
| | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| 5.2 | If you have answered yes to any part of the question above, please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. | | |
| 6. Mandatory and discretionary grounds relating to the payment of taxes and social security contributions | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK. | Yes | <input type="checkbox"/> |
| | If documentation is available electronically, please provide: <ul style="list-style-type: none"> the web address, issuing authority, precise reference of the documents | No | <input type="checkbox"/> |
| 6.1 | If you have answered no to 6, please provide further details including the following: <ul style="list-style-type: none"> Country concerned, what is the amount concerned, how the breach was established, i.e. through a judicial or administrative decision or by other means, if the breach has been established through a judicial or administrative decision please provide the date of the decision, if the breach has been established by other means please specify the means. | | |
| 7. Grounds for discretionary exclusion | Within the past three years, anywhere in the world, have any of the situations summarised below and listed full here: https://www.gov.uk/government/publications/ppn- | | |



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| | 0324-standard-selection-questionnaire-sq/annex-d-exclusion-grounds-public-procurement-html applied to you? | | |
| | Breach of environmental obligations? (Note that environmental law obligations include Health and Safety obligations.) | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | Breach of social law obligations? | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | Breach of labour law obligations? | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | Bankruptcy or subject of insolvency? | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | Guilty of grave professional misconduct? | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | Distortion of competition? | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | Conflict of interest? | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | Been involved in the preparation of the procurement procedure? | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |



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|-----|--|-----|--------------------------|
| | | | |
| | Prior performance issues? | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| 7.1 | Do any of the following statements apply to you?: | | |
| | You have been 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. | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | You have withheld such information. | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | You are not able, without delay, to submit supporting documents if/when required. | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| 7.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million. | Yes | <input type="checkbox"/> |
| | If you are a relevant commercial organisation, please: | No | <input type="checkbox"/> |
| | | Yes | <input type="checkbox"/> |



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| | | | |
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| | <ul style="list-style-type: none">confirm that you have published a statement as required by Section 54 of the Modern Slavery Act. | No | <input type="checkbox"/> |
| | <ul style="list-style-type: none">confirm that the statement complies with the requirements of Section 54. | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| | If you have answered YES to any of the questions in 7.1, or NO to question 7.2, please explain what measures have been taken to demonstrate your reliability, despite the existence of a relevant ground for exclusion. | | |



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4. Compliance and Policies

4.1 Please provide evidence of compliance with the following:

| Compliance and Policies | | Tick to confirm attached/included | |
|--|---|-----------------------------------|--------------------------|
| <u>Health & Safety:</u> Does your company hold a valid Safety Scheme in Procurement (SSIP) Certificate or ISO 45001 by a UKAS (or mutually recognised by UKAS) accredited certification body? If yes, you do not need to complete the H&S Policy question below. | Please answer yes or no. <i>If yes, please tick box and provide a copy of your certificate. Please state if it is for general H&S or specific to one of the CDM duty holder roles.</i> | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| Health and Safety Policy | N/A (see above) <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| <u>Environmental Management</u> ISO 14001 certificate or equivalent policy | | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| <u>Quality Management</u> ISO 9001 or equivalent system | | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| <u>Equality, Diversity & Inclusion</u> Policy statement (in line with Equality Act 2010) | | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| <u>Information Security</u> Data Protection Policy | | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |



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5. Insurance

5.1 Applicants must confirm and provide evidence of the following minimum levels of insurance cover:

| Insurance | Tick to confirm evidence attached |
|--|-----------------------------------|
| Public Liability - £10 million | <input type="checkbox"/> |
| Employers' Liability - £5 million | <input type="checkbox"/> |
| Professional Indemnity - £1 million (where design is undertaken) | <input type="checkbox"/> |

6. Technical and Professional Capability

6.1 Please provide a list of comparable projects delivered within the last 5 years. Include project name, client, value, scope and delivery date.

| | |
|-----------------------------|--|
| List of comparable projects | |
|-----------------------------|--|



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6.2 Please submit up to 3 case studies (maximum 2 pages each) from the list above, showing:

- Description of works
- Client and contact details including client reference details (must be provided for verification purposes)
- Heritage or visitor attraction context (if applicable)
- M&E scope delivered
- Challenges encountered and how they were overcome
- Outcomes achieved (e.g. energy efficiency, compliance, conservation sensitivity)
- How the examples demonstrate experience that will be required for the works at Creswell Crags (e.g. working around the general public, ensuring business continuity and protecting historic fabric).

Include below or include as attachments with your submission. Photographs should be included where relevant.

| | |
|--------------|--|
| Case Studies | |
|--------------|--|



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7. Evaluation and Scoring

Evaluation and scoring **to be completed by Client.**

Pass/Fail Criteria (mandatory requirements)

| | Pass | Fail |
|---|------|------|
| Financial standing (accounts) | | |
| Minimum insurance levels | | |
| Health & Safety (Policy/Accreditations) | | |
| Core compliance policies | | |

Scored Criteria and scale (Technical Capability)

| Evaluation Area | Weighting |
|--|-----------|
| Relevant experience (list of projects) | 40% |
| Case studies (quality, heritage, sensitivity, delivery) and references | 60% |

| Scoring | |
|---------|---|
| 0 | No evidence/fails to meet requirement |
| 1 | Very weak evidence, significant gaps |
| 2 | Limited evidence, below standard |
| 3 | Adequate evidence, meets minimum standard |
| 4 | Good evidence, above standard |
| 5 | Excellent evidence, exceeds expectations |

Shortlisted suppliers will proceed to the ITT stage.