

## **Manchester Cathedral**

Quantity Surveyor and Cost Consultant

Pre-Qualification Questionnaire

PQQ Instructions

## **Contents**

### **PQQ Instructions**

Summary instructions and details of contract  
Procurement timetable  
Instructions to applicants

### **Project Information**

Schedule 1 – Project Description  
Schedule 2 – Evaluation Criteria

### **Documents for Completion and return**

Schedule 3 – PQQ Response Document  
Schedule 4 – Form of PQQ

### **Appendix**

Supporting information – *Separate attachments*

## Summary Instructions and Details of Contract

| ITEM                  | CONTRACT DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Description: | <p>An NLHF part funded project</p> <p>The integrated development programme to implement these objectives consists of two main elements.</p> <p>(a) Community partnership and engagement. The programme will draw on the Cathedral's treasures, including its heritage and history, its fabric and artefacts, its archives and the stories it has to tell, to support a range of community engagement activities that will involve and diversity of people in both telling and exploring stories of the Cathedral and its communities. The stories will include contemporary social issues that challenge and perplex our society, and will be facilitated by a programme of digitisation that makes the Cathedral's historical documents available to all. Volunteer recruitment and increasing involvement in the Cathedral's work will be developed, and the implementation of a communications plan will increase the range and number of people who interact with the Cathedral on a regular basis, as well as drawing in newcomers. Current partners include the Duke of Lancaster's Regiment, the Challenging Hate Forum, the Greater Manchester Youth Network, and the Diocese of Manchester Board of Education. A major resource is the archival collection of documents assembled over 600 years of the Collegiate Church and Cathedral.</p> <p>(b) Capital works, that will (i) upgrade and improve the working accommodation of the Cathedral's clergy, staff and volunteers; (ii) implement the redevelopment of the West End (Victoria Porch and Tower), the Regimental Chapel, and the South-East Range (Champneys Library extension; Worthington extension), to achieve high quality public access and facilities, and well-founded community outreach and interpretative opportunities; (iii) adopt and implement the 2022 Conservation Management Plan for the medium and long-term upkeep and conservation of the fabric and precinct; and (iv) develop and implement an environmentally responsible approach to the Cathedral's fabric and Precinct, in line with 'Our Faith, Our Planet' and in collaboration with the Diocese</p> |

|                           |                                                                                                                                                                                                                                                                                                   |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | of Manchester, Manchester City Council, and Greater Manchester Combined Authority to include net carbon zero by 2030. The works place particular emphasis on the availability of equal and diverse welcomes, improved physical access, visitor facilities, and provision for staff and volunteers |
| Capital Cost              | The anticipated capital costs are £10m                                                                                                                                                                                                                                                            |
| Period of Contract:       | Development Stage completion 31 <sup>st</sup> March 2027<br><br>Delivery Stage 36 months                                                                                                                                                                                                          |
| Client Representative:    | Any PQQ queries must be addressed to Nick Cragg <b>and</b> Andre Paul-Tsobgny (Cragg Management): emails ncragg@craggmanagement.com and atsobgny@craggmanagement.com                                                                                                                              |
| Date for PQQ return:      | PQQs must be submitted in accordance with this document to the above email addresses by 2pm on 17 <sup>th</sup> December 2025.<br><br>Please confirm your intention to submit a PQQ response at your earliest convenience.                                                                        |
| Site visits               | Not possible during PQQ but will be available during tender period if selected.                                                                                                                                                                                                                   |
| Proposed form of contract | RIBA Professional Services Contract 2020: Quantity Surveyor Services (PSC 2020), or equivalent standard form agreeable to the client.                                                                                                                                                             |

## Procurement Timetable

This timetable is indicative only.

| TASK                                                                         | DATE                              |
|------------------------------------------------------------------------------|-----------------------------------|
| Issue of pre-qualification questionnaires                                    | 27 <sup>th</sup> November 2025    |
| Date for submission of PQQ                                                   | 17 <sup>th</sup> December 2025    |
| Issue of Tender documentation                                                | 9 <sup>th</sup> January 2026      |
| Date for submission of Tender                                                | 28 <sup>th</sup> January 2026     |
| Interview (if required)                                                      | w/c 2 <sup>nd</sup> February 2026 |
| Post interview site visits (of other projects by the contractor) if required | TBC                               |
| Appointment                                                                  | 13 <sup>th</sup> February 2026    |
| Completion Development Stage                                                 | 31 <sup>st</sup> March 2027       |
| Submission NLHF round 2 application                                          | August 2027                       |
| Commencement of Delivery Stage                                               | October/November 2027             |

## Instructions to Applicants

### 1.0 Invitation to PQQ

- 1.1 The Employer invites pre-qualification questionnaires for Quantity Surveyors (Cost Consultant) to provide Quantity Surveying services in accordance with this Pre-Qualification Questionnaire and the attached schedules (together called “the PQQ”).
- 1.2 Details of the project are contained in **Schedule 1**.

### 2.0 Submission of PQQs

- 2.1 The PQQ must be submitted by the means and date stated in the PQQ documents and must include all information requested in **Schedule 3** and the **Form of PQQ** attached as **Schedule 4**.

### 3.0 Client and Applicants responsibilities

- 3.1 The Client reserves the right to issue supplementary documentation at any time during the PQQ process to clarify any issue or amend any aspect of the PQQ documents. All such further documentation shall be deemed to form part of the PQQ documents and supplement and/or supersede any part of the PQQ documents to the extent indicated.
- 3.2 Applicants are responsible for obtaining all information necessary for the preparation of their PQQ. The Client will not be liable for any costs, expenses and liabilities which Applicants incur in connection with the preparation and submission of a PQQ.

### 4.0 PQQ evaluation and award criteria

- 4.1 The PQQ will be evaluated against the criteria detailed in **Schedule 2**. The Client shall invite Applicants to tender who meet this criteria to the highest standards.

### 5.0 Confidentiality

- 5.1 The information contained in the PQQ documents and any other documents sent to Applicants in connection with the PQQ process remains the property of the Client. Applicants must treat the information as confidential at all times.
- 5.2 You shall not be entitled to and shall not make any claim against the Client (whether deficit or otherwise) including without limitation any claim for damages on the grounds of misunderstanding in respect of information provided or on the basis that the information provided during the PQQ process was incorrect or insufficient.
- 5.3 Note: All questions raised and answers provided will be circulated to all interested parties / contractors.

## **Manchester Cathedral**

Quantity Surveyor and Cost Consultant

Pre-Qualification Questionnaire

Project Information

## **SCHEDULE 1: Project Description**

### **Project team:**

**Client** – Manchester Cathedral.

**Project Manager and Contract Administrator** – Cragg Management Services Ltd

### **Scheme content:**

Works as summarised in the attached Provisional Heritage Impact Assessment for proposed alterations January 2023 as prepared by Cambridge Architectural Research Limited.

(i) upgrade and improve the working accommodation of the Cathedral's clergy, staff and volunteers; (ii) implement the redevelopment of the West End (Victoria Porch and Tower), the Regimental Chapel, and the South-East Range (Champneys Library extension; Worthington extension), to achieve high quality public access and facilities, and well-founded community outreach and interpretative opportunities; (iii) adopt and implement the 2022 Conservation Management Plan for the medium and long-term upkeep and conservation of the fabric and precinct; and (iv) develop and implement an environmentally responsible approach to the Cathedral's fabric and Precinct, in line with 'Our Faith, Our Planet' and in collaboration with the Diocese of Manchester, Manchester City Council, and Greater Manchester Combined Authority to include net carbon zero by 2030. The works place particular emphasis on the availability of equal and diverse welcomes, improved physical access, visitor facilities, and provision for staff and volunteers

### **Site Considerations :**

Limited site access and storage  
Conservation / heritage building works  
Adjacent neighbours and busy road.



## SCHEDULE 2: Evaluation Criteria

Criteria for Pre-Qualification Questionnaire submissions:

| Criteria Heading                                  | Score      |
|---------------------------------------------------|------------|
| Technical capacity – company experience           | 60         |
| General approach                                  | 30         |
| References                                        | 10         |
| Self-Certification Checklist                      | pass/fail  |
| Capacity to deliver within the timescales set out | pass/fail  |
| Conservation accredited                           | Pass/fail  |
| <b>Total score</b>                                | <b>100</b> |

Please note that the Technical Capacity of the Applicant (company and personnel) should address the following areas of experience which are considered vital:

With reference to the project examples requested below, please provide responses to the following key criteria:

| <b>Technical Capacity Evaluation (70% of total)</b>                                                                                  | Total score possible (100%) | Minimum score required |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------|
| Experience on working on renovation and alterations of heritage sensitive buildings and conservation projects                        | 50                          | 20                     |
| Approach to dealing with multiple stakeholders and interested parties and methodology for meeting differing needs and objectives     | 20                          | 20                     |
| Working on projects with high level of Mechanical and Electrical installations and sustainability and energy efficiency improvements | 15                          | 10                     |
| Approach to working within an architect led design team and reporting to and taking instructions from Project Managers               | 10                          | 8                      |
| Working on public funded projects including NLHF                                                                                     | 5                           | 3                      |
| <b>General Approach (20% of total)</b>                                                                                               |                             |                        |
| Communications                                                                                                                       | 20                          | 10                     |
| Quality and Cost Management                                                                                                          | 30                          | 10                     |
| Document and change control                                                                                                          | 20                          | 10                     |
| Reporting and General Approach                                                                                                       | 20                          | 10                     |
| Risk Management                                                                                                                      | 10                          | 10                     |
| <b>References: (10% of total)</b>                                                                                                    |                             |                        |
| Provide 3 references with emphasis on the case studies provided.                                                                     | 100                         | 70                     |

Please note that the General Approach of the Applicant can include general company policies / information but must address all elements of the project delivery including communications, quality and cost management, document control, reporting, risk management etc.

Please also note that any response failing to achieve the minimum score required may result in the PQQ submission being rejected.

## **Manchester Cathedral**

Quantity Surveyor and Cost Consultant

Pre-Qualification Questionnaire

Documents for Completion and Return

### SCHEDULE 3: PQQ Response Document

#### 1. Applicants Organisation

Please complete this table exactly as below

|                                                                                                                           |                              |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Name of Organisation:                                                                                                     |                              |
| Contact name for all enquiries about this PQQ:                                                                            |                              |
| Job Title:                                                                                                                |                              |
| Company Address:                                                                                                          |                              |
| Post Code:                                                                                                                |                              |
| Telephone number:                                                                                                         |                              |
| E-mail address:<br><i>Please note this email will be used for all communications to do with this procurement process.</i> |                              |
| Website address (if any):                                                                                                 |                              |
| Company Registration number (if this applies):                                                                            |                              |
| Registered address if different from the above:                                                                           |                              |
| Is your organisation:                                                                                                     | i) a public limited company? |
|                                                                                                                           | ii) a limited company?       |
|                                                                                                                           | iii) a partnership           |
|                                                                                                                           | iv) other (please specify)   |
| Name of (ultimate) Parent company if this applies:                                                                        |                              |
| Companies House Registration number of parent company (if this applies):                                                  |                              |

#### 2. Self-Certification Checklist

Please complete this table exactly as below

| Suitability Assessment Areas     | Requirement                                                     | Evidence Required<br>(this information will be requested from those selected to tender) | Please tick to confirm your PQQ complies with these items |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Professional & Business Standing | Confirmation that your organisation has no unspent convictions. | No evidence will be required, unless you have answered yes to any element               |                                                           |

|                                 |                                                                                                                                                                                                                                                                          |                                                                  |  |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|--|
| Economic and financial standing | Confirmation of your organisation's turnover for the last 3 years                                                                                                                                                                                                        | Please provide detailed accounts as well as turnover information |  |
| Insurance                       | Confirmation that your organisation holds or will hold (at the time of contract award) insurance levels to the following values:<br><br>1. Public Liability of £10 million<br>2. Employer's Liability of £5 million<br>3. Professional Indemnity Insurance of £1 million | Copies of insurance certificates will be required                |  |

### 3. References

Please complete/replicate this table as below – we expect the contractor to provide direct comments/quotes from at least three of their projects used in section 4. Technical Capacity below. Please note contact may be made with these projects to validate the comments.

| No. | Project Name | Contract value | Contract duration | Brief contract description | Referee comments |
|-----|--------------|----------------|-------------------|----------------------------|------------------|
| 1   |              | £              |                   |                            |                  |
| 2   |              | £              |                   |                            |                  |
| 3   |              | £              |                   |                            |                  |

### 4. Technical Capacity

Applicants can provide this information using their own templates/layouts but page limits must be adhered to. Responses that do not adhere to the page limits may not be scored.

Please provide project specific examples of work you have carried out within the last 4 years that demonstrates your capacity and ability to provide the Services for this commission. Your response should meet the requirements of the Evaluation Criteria in Schedule 2 by including in your response:

- **Company Experience:** Case Studies - A description of the value, duration and work undertaken for each. Please note that case studies can be used to demonstrate more than one element identified in the Evaluation Criteria, but a maximum of five case studies may be demonstrated in total. Each case study is restricted to three sides of A4 font size 10. Relevance to the Project must be clearly demonstrated in each case.

## 5. General Approach

*Applicants can provide this information using their own templates/layouts but page limits must be adhered to. Responses that do not adhere to the page limits may not be scored.*

On no more than 5 A4 pages (total) and quoting examples from your past projects please demonstrate your general approach to managing the project as set out in Schedule 2:

#### **SCHEDULE 4: Form of PQQ**

*Please complete this form exactly as below.*

Manchester Cathedral

To: Cragg Management

Date: \_\_\_\_\_

#### **PRE-QUALIFICATION QUESTIONNAIRE**

We the undersigned, hereby submit our PQQ to provide the evidence as required which is referred to in the Invitation to PQQ supplied to us for the purpose of selecting a Tendering shortlist for the provision of the Services as detailed in the Invitation to PQQ.

We understand that the Client reserves the right to accept or refuse this PQQ whether it is lower, the same, or higher in score than any other PQQ.

We understand that the Client accepts no liability for costs incurred during this PQQ process.

Attached to this Form of PQQ is our response to the information required in Schedule 4 which meets the Evaluation Criteria in Schedule 3

**Signed** \_\_\_\_\_

|                                                     |  |
|-----------------------------------------------------|--|
| <b>Name(s):</b>                                     |  |
| <b>Position:</b>                                    |  |
| <b>For and on behalf of (name of organisation):</b> |  |
| <b>Address:</b>                                     |  |
| <b>Date:</b>                                        |  |

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Pre-Qualification Questionnaire

Appendix



### **Supporting information**

Please see separate attachments:

- Provisional Heritage Impact Assessment for proposed alterations January 2023 prepared by Cambridge Architectural Research Limited