

PREQUALIFICATION QUESTIONNAIRE
FOR
CONSTRUCTION SERVICES

PART TWO

**PROJECT TITLE: 20 MANVERS STREET BATH
REFURBISHMENT WORKS**

SERVICE: PROVISION OF CONSTRUCTION SERVICES

PROJECT REFERENCE: 1749

NAME OF APPLICANT:

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**CONSTRUCTION SERVICES
APPRAISAL QUESTIONNAIRE**

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APPENDICES: TO INCLUDE PROJECT INFORMATION, TEAM STRUCTURE, TEAM MEMBER CVs

[Sections A - G are included in Part One of the questionnaire]

IMPORTANT NOTE:

Responses to part two of this questionnaire will be used as part of the qualitative evaluation of the responses received to select a shortlist of contractors to be invited to tender.

Response to each section in part 2 will be weighted as follows

Section			Weighting %
E	RELEVANT EXPERIENCE AND PROJECT HISTORY		50%
F	PERFORMANCE AND CONTRACT COMPLIANCE		30%
G	PROFESSIONAL AND TECHNICAL RESOURCES AND QUALIFICATIONS		20%
H	ENVIRONMENTAL SUSTAINABILITY		Information only
J	Declaration		Pass/fail

SECTION E: RELEVANT EXPERIENCE AND PROJECT HISTORY -

The purpose of this Section is to obtain information to enable the Client to evaluate and assess the experience of the Company, the Office within the Company and the individuals that will be responsible for the management and delivery of the Contract.

In particular the Client is seeking examples of relevant experience in the Projects completed. Examples provided must be related to Projects within the last five (5) years which were delivered either by the Company division that will be responsible for the proposed project. You must clearly indicate from which division the projects were managed.

You are required to complete table H2 is for relevant projects.

You may list up to 5 example, provided that they have been completed within the last five years. these projects will be judged as "relevant" by reference to the works contract to be let.

You may include examples of Projects in progress but you should ensure that you include a substantial proportion of completed Projects.

Please note that the Client reserves the right, at its discretion, to contact the reference sources stated in the table. You must indicate with an (*) where we should contact you prior to attempting to make contact with the reference source.

You must refer to the definitions of headings included below:

Please **enclose supporting information** for Projects listed (please include no more than 5 projects and please do not exceed 10 sides of A4).

DEFINITIONS OF TABLE HEADINGS

Project	Project title.
Project Description	Brief description of the type of project and facilities provided e.g. refurbishment of existing classrooms; new build library and teaching accommodation
Service Provided	Principle Contractor
Project value	Net project costs.
Key staff	The names of the main staff involved from your company on the project on a full time basis.
Reference details	Organisations that can be contacted with regards to work you have carried out for them.

EI	Please state the number of Projects that you have been awarded in the last 5 years
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QUESTION E2

RELEVANT EXPERIENCE AND PROJECT HISTORY

Project	Project Description	Service Provided	Project Value	Key staff	Reference details

Note: Please reference a maximum of 5 projects specifically concentrate on projects similar to 20 Manvers Street. Examples must only be **within the last 5 years.**

SECTION F: PERFORMANCE AND CONTRACT COMPLIANCE

The purpose of this Section is to enable the Client to evaluate and assess the performance of the Company in terms of contract administration, cost control, contract management, dispute resolution and other key aspects of performance in respect of the delivery and successful completion of projects/contracts and service provision.

Details provided in response to questions below should be for the Office that will be responsible for the proposed project.

Responses covering both the Company and the Office will only be accepted where the Office has recently been established (within the last 3 years).

Question F5 (table) requires further information relating to example projects set out in your answer to Section E.

Please refer to the definitions of headings included below:

Original let contract value	The contract value as specified in the building contract between the client and contractor.
Out turn contract value	Net final account or the draft net final account.
Project Duration	Actual contracted period, not including time extensions.
Original contract completion date	The date of completion as specified in the construction contract.
Practical completion date	The date the project was actually completed and handed over to the client.
Reason(s) for variance	Details explaining any difference between the original contract completion date and the Practical Completion date

Contract administration In respect of the examples provided in Section E	
F1	Have any of the contracts been determined or terminated?
	If yes, please provide details.
F2	Have there been incidences where employers have levied liquidated and ascertained damages?
	If yes, please provide details:

F3	How did you monitor and review your own performance on the 5 projects?
F4	How did you manage relationships and communications with the Client effectively on the projects? How did you help the Client achieve its objectives?

QUESTION F5

PROJECT BUDGETS AND COMPLETION –FROM E2

Project	Project Duration	Original let contract value	Out turn contract value	Original contract completion date	Practical completion date	Reason for variance

Note: Please only provide these details for the projects you have specified in H2.

Copy this sheet as many times as necessary.

SECTION G: PROFESSIONAL/TECHNICAL RESOURCES AND ABILITY

G1	<p>Please enclose a management structure chart indicating the areas of responsibility and the personnel that would be involved in the management and delivery of the Contract:</p> <ul style="list-style-type: none"> • at parent Company level (if appropriate) • at Company named at AI level • at the Office that would be responsible for the delivery of the Contract
G2	<p>Please enclose CVs for typical members of your proposed team at all levels. This must include details of relevant qualifications, skills and experience.</p> <p>The proposed roles and responsibilities of each member of the team should be clearly stated.</p> <p>Include information for personnel involved from both company level and office level.</p>

SECTION H : ENVIRONMENTAL SUSTAINABILITY

H1	<p>Do you have an Environmental and Sustainability Policy?</p> <p>If yes please provide a signed and dated copy.</p>
H2	<p>Which environment management system are you accredited to? (e.g. ISO 4001 or equivalent)</p>
H3	<p>Does the Company produce a public document, which reviews your Company's recent environmental performance?</p> <p>If yes please provide a copy.</p>
H4	<p>Please provide details of any prosecutions brought against the Company or the Parent Company for a breach of environmental legislation (including any pending) over the last five years:</p> <p>Please include summary details of the reasons for the prosecutions being initiated, the outcomes of the prosecutions and the action taken by the Company or the Parent Company to ensure that the circumstances that led to the prosecution are avoided in future.</p> <p>Please state clearly if any of these prosecutions were due to the activities of the office that will be responsible for the delivery of the contract.</p>
H5	<p>Do you use environmental and sustainability standards to assess your sub-contractors, sub-consultants and suppliers?</p> <p>Please provide details.</p>
H6	<p>Do you give preference to sub-contractors, sub-consultants and suppliers that meet these environmental and sustainability standards?</p>
H7	<p>Site Waste Management</p> <p>Please confirm and provide evidence of your arrangement and implementation of Site Waster Management and/or ways of meeting WRAP standards of good practice.</p>

SECTION J: DECLARATION

WHEN YOU HAVE COMPLETED THE QUESTIONNAIRE, PLEASE READ AND SIGN THE SECTION BELOW

- I/We certify that the information supplied is accurate to the best of my/our knowledge and the I/we accept the conditions and undertakings requested in the Questionnaire.
- I/We understand that false information could result in my/our not being considered for an award of contract.
- I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as inducement or reward to any servant of a public body and that any such action will empower the Client to cancel any contract currently in force and will result in my/our exclusion from the select list of tenderers.
- I/We confirm that I/we have not discussed this tender with any third parties including, in particular any other tendering companies or members or employees of the Client.

Signed:

For and on behalf of:

.....

Date:

The undertaking should be signed by an authorised representative in her/his own name and on behalf of the Company. (Please note, the term 'Company' refers to sole proprietor, partnership, incorporated company or co-operative as appropriate).