



**PRE QUALIFICATION QUESTIONNAIRE**

**East Renfrewshire Council and Midlothian Council  
Joint Schools Project**

REFERENCE:

**F 09 317**

ORGANISATION  
NAME:

**Closing Date: Monday 14 December, Noon, 2009**

<b>EAST RENFREWSHIRE COUNCIL AND MIDLOTHIAN COUNCIL JOINT SCHOOLS PROJECT</b>
<b>F 09 317</b>
<b>PRE-QUALIFICATION QUESTIONNAIRE</b>
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## **GUIDANCE NOTES**

### **PRE-QUALIFICATION QUESTIONNAIRE**

This Contract is being let by East Renfrewshire Council and Midlothian Council for a design team on a new project which is being undertaken. This is a pilot project for the construction of new schools in conjunction with the Scottish Futures Trust (SFT) with all parties able to utilise the services of the successful design team.

The project comprises the procurement of design and other necessary professional services for the new Secondary Schools to be constructed within East Renfrewshire & Midlothian. The construction cost is currently estimated at between £60M and £80M. The scope of services required is detailed in Appendix 1

The Councils intends to appoint a lead appointment to cover all of the required design consultancy services and will have responsibility for the appointment, management and performance of all sub-consultants. The lead consultant will require to provide continuous client liaison from the inception of the project until overall completion.

#### **Outline of Services Required**

East Renfrewshire Council/Midlothian Council intend to procure the services of a design team to undertake the design, specification, tender process, contract award and contract management for two new school facilities to be located one each in the respective authority areas.

The nature of the consultancy and scope of service is detailed in Appendix 1 attached to this document. It should be noted that the SFT may wish to utilise the design team to carry out additional works as part of the pilot project.

A more detailed brief of the project will be included within the tender documentation which will be issued by East Renfrewshire Council/Midlothian Council however a general outline of the works is given below.

The scope of works embraces the provision of multi-disciplinary services associated with the construction of 2 separate secondary school facilities consisting of General School building with community space and playing fields, plant, car parking, landscaping and other works and services associated with the construction of buildings of this type. Further information on the intended scope of the contract will be included in the tender documents.

No formal planning consents have been sought.

## Programme

A more detailed programme will be included within the tender documentation. Key dates are set out below. These dates are estimated at this stage.

Appointment of Design Team	15 <sup>th</sup> February 2010
OJEU for D & B Contractor	Late March 2010
Invitations to Tender to Contractors	Mid August 2010
Commencement of Construction	November 2011
Completion of Construction	July 2013

The purpose of this document is to provide an overview of the service required and to seek information from organisations who may be interested in working with the Councils on this contract. This will enable the Councils to select the applicants who will receive the Invitation to Tender document.

The Councils intend to award this contract to the applicant submitting the most economically advantageous tender but are not bound to accept the lowest or any tender. As part of this process the Councils wish to ensure that, as employers, interested organisations recognise their responsibilities in relation to Insurance, Quality, Health and Safety and Equal Opportunities. The Councils will also assess the economic and financial standing and the technical capability of interested parties.

All requested documents must clearly state the number of the question to which they refer and be uploaded into the Tenderbox by the stated date and time.

Returns must follow the order and be directly cross referenced with regard to the provisions of the Pre-Qualification Questionnaire. The Councils reserve the right to reject any submission not complying with the immediately foregoing requirements.

It is assumed that the Applicant has given permission, unless otherwise stated, for the Councils to take up references from any relevant source referred to.

All sections of this document must be completed. If an Applicant considers that a section is not applicable to its own circumstances then "Not Applicable" should be inserted as the appropriate response.

No general marketing or promotional material may be submitted either in answer to any of the questions, or for any other reason.

Applicants must ensure that they answer the questions specifically for their own organisation not for the group, if the organisation forms part of a group of companies. The response should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.

Should the response be found to be erroneous or in any other way incorrect, East Renfrewshire Council/Midlothian Council reserve the right to remove the candidate from the tender list(s) or where an invitation to tender has been issued, require the bidder to return the tender documents which will be deemed void. In the case where the error or misrepresentation is not discovered until after the contract is awarded, East Renfrewshire Council/Midlothian Council reserve the right to determine the contract and all costs incurred by the Councils as a result of the determination shall be recoverable from the provider under the contract.

East Renfrewshire Council/Midlothian Council reserve the right to make revisions to this PQQ. No additional time in relation to submission deadlines for the PQQ will be granted, following notification of any such revision, unless the participants are expressly notified of any extension by East Renfrewshire Council/Midlothian Council.

Publicity and Media Statements - Those involved in making a PQQ submission must obtain East Renfrewshire Council's prior written approval (on form, content and purpose) before any statements or other disclosures regarding the PQQ, or the procurement generally, are made to the press, media, industry journals or into any other public domain (including your own promotional or technical literature and internal and external intranet or website). Failure to obtain East Renfrewshire

Council's prior written approval may result in curtailment of your further participation in this procurement process.

**The Scottish Futures Trust reserve the right to use disclosure statements for publicity purposes.**

### **Questions**

Applicants must ensure that they have read this document fully. Any questions should be emailed to the Corporate Procurement Division of the Council, [diane.pirie@eastrenfrewshire.gov.uk](mailto:diane.pirie@eastrenfrewshire.gov.uk), no later than 7 days prior to the closing date. Details of all questions or requests for clarification received and their replies will be circulated to all parties.

### **Completed PQQ**

The issue and receipt of the Pre-Qualification Questionnaire will be facilitated by BiP Solutions using their e-tendering tool, Vault. The Vault will close at **12 noon on Monday 14<sup>th</sup> December 2009**. Please note that it is the sole responsibility of the tenderer to ensure that the fully completed PQQ is submitted by the closing time on the date specified.

Documents can be uploaded into the tenderbox at any time. It may be prudent to upload supporting information in advance with the completed Questionnaire being uploaded a minimum of 3 hours before the closing time designated. In the event that any difficulty is encountered this must be brought to the immediate attention of the BiP Solutions helpdesk on 0845 270 7050 and the Council's Corporate Procurement Division on 0141 577 3676.

Applicants should ensure that uploaded documents are easily identifiable and possible referenced with the relevant area of the PQQ. Should you have numerous attachments it is recommended that the files are zipped.

**Late submissions will not be considered.**

## **PQQ EVALUATION**

Completed PQQs will be considered to determine whether the Applicant meets the mandatory requirements as detailed in Section 1. Failure to comply with the mandatory requirements will result in the response being rejected. Applicants should be aware that with Consortium bids should any one member of the consortium fail any mandatory requirement, the Consortium as whole will be rejected.

Those applicants meeting all of the mandatory requirements will then be evaluated to establish their capability in relation to the subject matter of the PQQ, in this case the provision of design consultancy services. The evaluation will be made against the undernoted criteria.

<b>Selection Criteria</b>	<b>Weighting</b>
Existing scheduled workload	10
Design team experience & qualifications	25
Experience, design and approach to secondary school design	30
References	10
Consultancy contract performance	5
Environmental and sustainable design policy	10
Policies	
Training	5
Complaints	5
<b>Total</b>	<b>100</b>

The Council will appoint an Evaluation Panel comprising a minimum of 3 Council Officers, from both East Renfrewshire Council and Midlothian Council, having relevant expertise, to conduct the evaluation of the PQQs, which will be conducted independently by each member of the Panel with their scores subsequently being collated to establish the final rankings of the Applicants.

The Evaluation Panel will assess the information provided and award a score out of 10 for each of the criteria. This will then be multiplied by the appropriate weighting, totalled and the final score established.

The top **6** ranking applicants will move forward to the next stage, and receive the Invitation to Tender.

Where the Applicant is awarded the contract and has provided information including details of finance, health and safety and other working practices and operational systems, in its response to the PQQ, the Council will be entitled to hold the Contractor bound thereby and the Contractor shall be bound to maintain the position as detailed in its submission and shall not alter it in any way without the prior written approval of the Council. Failure to comply with this requirement or the provision of false information shall entitle the Council to terminate any contract awarded and seek recovery of any additional costs incurred in the selection of an alternative contractor for the East Renfrewshire Council and Midlothian Council joint schools project.

## **NOTES**

### **SECTION 1 – MANDATORY REQUIREMENTS**

Applicants should be aware that this section will be assessed on a Pass / Fail basis. Compliance with all areas is necessary for submissions to be considered further. Failure to submit required information will automatically result in your application being disqualified from this tender exercise.

### **SECTION 2A ORGANISATION INFORMATION - Questions A1-A20**

The questions in this section are designed to ensure that the Council knows exactly with whom it may be entering into contracts. If there are any significant changes to this information after you have submitted your application you must let us know.

A7 - In this question, "other" would include, sole traders, partnerships, co-operatives registered as Industrial and Provident Societies, other local authority organisations (Suppliers or Direct Labour Organisations), or other public sector organisations.

A10 – Please ensure that, if your organisation operates more than one company within a group, you give the registration number of the organisation that you wish to be considered for this contract. It is this organisation only that will be evaluated . YOU MUST NOTIFY US if any major changes take place to the structure of your organisation during the period of this application.

Questions A1 - 20 to J1 -20 should be completed for each member of the design team.

### **PREVIOUS EXPERIENCE / REFERENCES**

The Council will use this information to assess whether your organisation is capable of carrying out the type of work for which you wish to be considered

### **ENVIRONMENTAL & SUSTAINABLE DESIGN**

East Renfrewshire Council and Midlothian Council are committed to protection of the environment. To ensure Contractors share this commitment and will work in partnership with the Council to achieve these goals, the questions in this section should be answered.

### **SECTION 4 FINANCIAL INFORMATION**

The Council will use this information to assess the financial stability of your organisation and set contract limits. The Council requires to ensure that you are properly registered for VAT and can meet your responsibilities in respect of VAT and Insurance.

Financial checks will be conducted using Dun & Bradstreet reports. It may also be necessary for accounts to be reviewed and you should ensure that, if requested, your most recent accounts covering a 3 year period are submitted.

Q3 - This is the person who will be contacted for further financial information if required.

## **HEALTH AND SAFETY**

All organisations must demonstrate their compliance with the Health and Safety at Work Etc. Act 1974, the Management of Health and Safety Regulations 1999 and all other health and safety legislation. Please ensure a copy of the policy is uploaded.

Further information on UK legislation and guidance is available from

H S E Books

Telephone 01787 881165

[www.hse.gov.uk](http://www.hse.gov.uk)

## **POLICIES - Questions F1 – F4**

The Council will use this information to assess whether your organisation is committed to implementing and maintaining relevant policies and procedures.

## **CONSORTIUM BIDS**

Information requested within the PQQ should be submitted by all members of the Consortia. Should the bid be successful, the contract shall be concluded between East Renfrewshire Council ( as the lead authority on behalf of itself and Midlothian Council) and the Lead Consultant. The Lead Consultant shall be responsible for all other members of the Consortium.

<b>East Renfrewshire Council and Midlothian Council Joint Schools Project</b>
<b>F 09 317</b>
<b>RACE RELATIONS CERTIFICATE</b>
<b>ATTACHMENT 1</b>

*Delete/'tick' as appropriate*

- |          |   |            |           |
|----------|---|------------|-----------|
| <b>1</b> | Is it your policy as an employer to comply with your statutory obligations under the Race Relations Act 1976 and, accordingly, your practice not to treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin in relation to decisions to recruit, train or promote employment? | <b>Yes</b> | <b>No</b> |
| <b>2</b> | In the last three years, have any findings of unlawful racial discrimination been made against your organisation by any court or industrial tribunal?   | <b>Yes</b> | <b>No</b> |
| <b>3</b> | In the last three years, has your organisation been the subject of formal investigation by the Commission for Racial Equality on grounds of alleged unlawful discrimination?  | <b>Yes</b> | <b>No</b> |
| <b>4</b> | If the answer to question 2 is in the affirmative or, in relation to question 3, the Commission made a finding adverse to your organisation, what steps did you take in consequence of that finding?  |            |           |

**5** Is your policy on race relations set out: *(please tick '✓' as appropriate)*

- |     |   |  |
|-----|---|--|
| (a) | in instructions to those concerned with recruitment, training and promotion                               |  |
| (b) | in documents available to employees, recognised trade unions or other representative groups of employees. |  |
| (c) | in recruitment advertisements or other literature   |  |


<b>6</b>	Do you observe as far as possible the Commission for Racial Equality's Code of Practice for Employment, as approved by Parliament in 1983, which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment, including the steps that can be taken to encourage members of the ethnic minorities to apply for jobs or take up training opportunities?	<b>Yes</b>	<b>No</b>
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Name: ..... Designation: .....

Date: ..... On Behalf of: .....

<b>East Renfrewshire Council and Midlothian Council Joint Schools Project</b>
<b>F 09 317</b>
<b>EQUAL OPPORTUNITIES CERTIFICATE</b>
<b>ATTACHMENT 2</b>

East Renfrewshire Council and Midlothian Council are committed to the development of positive action to promote equal opportunities for all and has an Equal Opportunities Policy.

To the East Renfrewshire Council and Midlothian Council.

**I/We hereby confirm that to the best of my/our knowledge and belief, I/we have complied with all statutory requirements in respect of ensuring equal opportunity in employment.**

Print Name: .....

Designation: .....

Date: .....

On Behalf of:

*Delete/'tick' as appropriate*

**1** Is it your policy as an employer and as a service provider to comply with your statutory obligations under the Disability Discrimination Act 1995 and, accordingly, your practice not to treat any person or any group of people less favourably than others because of their disability? **Yes** **No**

**2** In the last year, has any finding of unlawful disability discrimination been made against your organisation by any court or industrial tribunal? **Yes** **No**

**3** In the last three years has your organisation been the subject of formal investigation on the grounds of alleged unlawful discrimination of the grounds of disability? **Yes** **No**

**4** If the answer to question 2 or 3 is in the affirmative please give further details including, if a finding adverse to your organisation was made, the steps taken in consequence of that finding.

**5** Is your policy on disability discrimination set out: (please tick '✓' as appropriate)

(a) in instructions to those concerned with recruitment, training and promotion

(b) in documents available to employees, recognised trade unions or other representative groups of employees.

(c) in recruitment advertisements or other literature?


Print Name: .....

Designation: .....

Date: .....

On Behalf of:

**EU COMPLIANCE**

Do any of the circumstances as set out in The Public Contracts Regulations 2006 (SSI 2006/1) [“the Regulations”], Part 4 Regulation 23 apply to your organisation? The Council may seek evidence at a later date, in confirmation of your answer.

Yes       No

**SUMMARY OF INELIGIBILITY CONDITIONS PROVIDED BY REGULATION 23 OF THE PUBLIC CONTRACTS REGULATIONS 2006 ( ( SSI 2006/1).**

Regulation 23 sets out the grounds on which a contracting authority shall treat as ineligible and shall not select an economic operator in accordance with the Regulations, if the contracting authority has actual knowledge that the economic operator or its directors or any other person who has powers of representation, decision or control of the economic operator has been convicted of any of the following offences-

- (a) the common law offence of conspiracy where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA;
- (b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889[or section 1 of the Prevention of Corruption Act 1906]
- (c) bribery or corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003
- (d) the common law offence of incitement to commit a crime;
- (e) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of-
  - (i) the offence of cheating the Revenue;
  - (ii) the common law offence of fraud;
  - (iii) the common law offence of theft or fraud;
  - (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985;
  - (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;
  - (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or
  - (vii) the common law offence of uttering;
  - (viii) the criminal offence at common law of attempting to pervert the course of justice;
- (f) money laundering within the meaning of the Money Laundering Regulations 2003
- (g) any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant state.

**Print Name:** .....

**Designation:** .....

**Date:** .....

**Organisation  
Name**

**NOTICE TO POTENTIAL TENDERERS**

**ON THE**

**FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

This Act imposes obligations on Scottish public authorities, including all Scottish local authorities, and establishes a public right of access to all recorded information of any age held by any public authority subject to certain conditions and exemptions.

It is important therefore that potential tenderers understand that if they wish to submit a PQQ and be considered for the award of a contract with a public authority, including a local authority, the terms of that PQQ may require to be disclosed under this legislation if an information request is received.

As a general rule local authorities will require to comply with an information request, which may involve disclosure of the contents of PQQs submitted by third parties. The Act provides for certain exemptions, however, and these will be considered on a case by case basis before a decision is reached as to whether information should be disclosed.

When entering into contracts East Renfrewshire Council and Midlothian Council will not accept clauses which seek to exclude any part of the contract or information contained within the contract from the terms of the Freedom of Information (Scotland) Act 2002. In addition, the Council will not accept a clause which requires that it treats some or all of the information contained within the contract as confidential.

The Council would wish to stress to potential tenderers, however, that, whilst committed to the principles of openness and transparency promoted by the Act, it will strive to implement the Act in a way which does not adversely affect the commercial interests of third parties.

Print Name: .....

Designation: .....

Date: .....

On Behalf of:<sup>1</sup>

<sup>1</sup>\* where applicable

## SECTION 1 MANDATORY REQUIREMENTS

Applicants should be aware that this section will be assessed on a **Pass / Fail** basis. Compliance with **all** areas is necessary for submissions to be considered further. Failure to submit required information will automatically result in your organisation being disqualified from this tender exercise.

### 1. Risk and Financial Capability

To establish the financial standing of a Tenderer, the council will firstly take into account a risk report provided independently by Dun and Bradstreet. Within such reports, the risk of business failure is expressed on a scale of 1 (minimum risk) to 4 (high risk of business failure). In the event that a company is determined to have a risk failure rating of 4 i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

In respect of companies where the risk of business failure is expressed as between 1 and 3, a further assessment will be carried out of the last three years full audited accounts.

For the purpose of this contract, the Council will reject any potential tenderer where the value of the contract to be awarded would represent more than 34% of the turnover of the organisation, as detailed in its submitted accounts.

For organisations who are unable to provide 3 years full audited accounts e.g. charitable organisations or new start companies with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

For the avoidance of doubt, the council will request a report from Dun and Bradstreet following the closing date for the receipt of PQQs to ensure that the most up to date information is used.

Applicants should be aware that with Consortium bids each individual member of the Consortium will be checked using Dun & Bradstreet. Should any one Consortium member receive a risk rating of 4 the Consortium bid will be rejected.

2. Please give details of **Employers Liability** Insurance held: Minimum level of cover £5m per incident with no aggregate. If you do not hold insurance to this level please confirm this will be in place prior to contract award.

<b>INSURER</b>	
<b>POLICY NUMBER</b>	
<b>EXTENT OF COVER</b>	
<b>EXPIRY DATE</b>	

*Please ensure you have submitted a copy of your Certificate of Insurance, details of cover and exclusions.*

[ ] enclosed

3. **Public Liability** Insurance held. Minimum level of cover £5m per incident with no aggregate. If you do not hold insurance to this level please confirm this will be in place prior to contract award.

<b>INSURER</b>	
<b>POLICY NUMBER</b>	
<b>EXTENT OF COVER</b>	
<b>EXPIRY DATE</b>	

*Please ensure you have submitted a copy of your Certificate of Insurance, details of cover and exclusions*

4. **Professional Indemnity** Insurance held. Minimum level of cover - £10m per incident with no aggregate. If you do not hold insurance to this level please confirm this will be in place prior to contract award.

<b>INSURER</b>	
<b>POLICY NUMBER</b>	
<b>EXTENT OF COVER</b>	
<b>EXPIRY DATE</b>	

*Please ensure you have submitted a copy of your Certificate of Insurance, details of cover and exclusions.*

- 5 (a). It is proposed to provide an option to the D & B Contractor for the novation of the appointment of the Lead Consultant. Please confirm your agreement to this.

**YES / NO**

- (b) If the option to novate is not exercised Collateral Warranties will be required from the Lead Consultant and all sub consultants in favour of East Renfrewshire Council/Midlothian Council and the D& B Contractor. Please confirm your agreement to this.

**YES / NO**

6. **Equal Opportunities** - Policy. - *Please ensure you have submitted a copy of your policy document. Failure to do so will result in rejection of your submission.*

Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]
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7. **Health & Safety Policy**. - *Please ensure you have submitted a copy of your policy document. Failure to do so will result in rejection of your submission.*

Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]
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**Tenderers must ensure that current and valid policies are uploaded. Policy Statements (including draft policies) will be deemed to be insufficient and will result in your submission being disqualified.**

**SECTION 2A**

**LEAD CONSULTANT INFORMATION**

**A1** Name

**A2** Main Address for correspondence ( including postcode)

**A3** Registered office (if different from above, including postcode)

**Please also include your Company Registration Number**

**A4** Person applying on behalf of the organisation

**A5** Position in organisation

**A6** Telephone Number

**A6a** Facsimile Number

**A6b** E-Mail Address

**A7** Are you a Private Limited company, Public Limited company or other (please specify) ?

**A8** List the full names of the Proprietor, every Partner, Director, and the Company Secretary as appropriate.

**A9** Has any Director or Partner been sequestrated or involved in any organisation which has been liquidated or gone into receivership? If so, please give details.

**A9a** Has the Proprietor or any of the Directors or Partners been convicted of a criminal offence relating to the conduct of the organisation? If so, please give details.

**A9b** Please state if any Director, Partner or Associate has a relative(s) who is employed by the Council at a senior level or is a Councillor. (If so, please give details).

**A9c** Please state the names of Directors, Partners or Associate of your firm who have any involvement in other companies who provide services to the Council.

## **COMPANY REGISTRATION**

Applicants which are companies, whether or not currently registered in the UK should answer the following questions, substituting where relevant the appropriate professional, commercial or other register applicable within their domestic jurisdiction.

**A10** Please state the Company's date of registration and registration number under Companies Acts.

**A11** If the Company is a member of a group of Companies, give the name and address of the ultimate holding Company and all other subsidiaries.

**A12** Would the group or the ultimate holding Company be prepared to guarantee your contract performance as its subsidiary?

## PROPOSED DESIGN TEAM MEMBERS

### ARCHITECT COMPANY INFORMATION

**B1** Name

**B2** Main Address for correspondence ( including postcode)

**B3** Registered office (if different from above, including postcode)

**Please also include your Company Registration Number**

**B4** Person applying on behalf of the organisation

**B5** Position in organisation

**B6** Telephone Number

**B6a** Facsimile Number

**B6b** E-Mail Address

**B7** Are you a Private Limited company, Public Limited company or other (please specify) ?

**B8** List the full names of the Proprietor, every Partner, Director, and the Company Secretary as appropriate.

**B9** Has any Director or Partner been sequestrated or involved in any organisation which has been liquidated or gone into receivership? If so, please give details.

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**B9c** Please state the names of Directors, Partners or Associate of your firm who have any involvement in other companies who provide services to the Council.

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**B10** Please state the Company's date of registration and registration number under Companies Acts.

**B11** If the Company is a member of a group of Companies, give the name and address of the ultimate holding Company and all other subsidiaries.

**B12** Would the group or the ultimate holding Company be prepared to guarantee your contract performance as its subsidiary?

**CIVIL ENGINEER COMPANY INFORMATION**

**C1** Name

**C2** Main Address for correspondence ( including postcode)

**C3** Registered office (if different from above, including postcode)

**Please also include your Company Registration Number**

**C4** Person applying on behalf of the organisation

**C5** Position in organisation

**C6** Telephone Number

**C6a** Facsimile Number

**C6b** E-Mail Address

**C7** Are you a Private Limited company, Public Limited company or other (please specify) ?

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**C9b** Please state if any Director, Partner or Associate has a relative(s) who is employed by the Council at a senior level or is a Councillor. (If so, please give details).

**C9c** Please state the names of Directors, Partners or Associate of your firm who have any involvement in other companies who provide services to the Council.

**COMPANY REGISTRATION**

Applicants which are companies, whether or not currently registered in the UK should answer the following questions, substituting where relevant the appropriate professional, commercial or other register applicable within their domestic jurisdiction.

**C10** Please state the Company's date of registration and registration number under Companies Acts.

**C11** If the Company is a member of a group of Companies, give the name and address of the ultimate holding Company and all other subsidiaries.

**C12** Would the group or the ultimate holding Company be prepared to guarantee your contract performance as its subsidiary?

## STRUCTURAL ENGINEER COMPANY INFORMATION

**D1** Name

**D2** Main Address for correspondence ( including postcode)

**D3** Registered office (if different from above, including postcode)

**Please also include your Company Registration Number**

**D4** Person applying on behalf of the organisation

**D5** Position in organisation

**D6** Telephone Number

**D6a** Facsimile Number

**D6b** E-Mail Address

**D7** Are you a Private Limited company, Public Limited company or other (please specify) ?

**D8** List the full names of the Proprietor, every Partner, Director, and the Company Secretary as appropriate.

**D9** Has any Director or Partner been sequestrated or involved in any organisation which has been liquidated or gone into receivership? If so, please give details.

**D9a** Has the Proprietor or any of the Directors or Partners been convicted of a criminal offence relating to the conduct of the organisation? If so, please give details.

**D9b** Please state if any Director, Partner or Associate has a relative(s) who is employed by the Council at a senior level or is a Councillor. (If so, please give details).

**D9c** Please state the names of Directors, Partners or Associate of your firm who have any involvement in other companies who provide services to the Council.

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**D11** If the Company is a member of a group of Companies, give the name and address of the ultimate holding Company and all other subsidiaries.

**D12** Would the group or the ultimate holding Company be prepared to guarantee your contract performance as its subsidiary?

## MECHANICAL & ELECTRICAL ENGINEER COMPANY INFORMATION

**E1** Name

**E2** Main Address for correspondence ( including postcode)

**E3** Registered office (if different from above, including postcode)

**Please also include your Company Registration Number**

**E4** Person applying on behalf of the organisation

**E5** Position in organisation

**E6** Telephone Number

**E6a** Facsimile Number

**E6b** E-Mail Address

**E7** Are you a Private Limited company, Public Limited company or other (please specify) ?

**E8** List the full names of the Proprietor, every Partner, Director, and the Company Secretary as appropriate.

**E9** Has any Director or Partner been sequestrated or involved in any organisation which has been liquidated or gone into receivership? If so, please give details.

**E9a** Has the Proprietor or any of the Directors or Partners been convicted of a criminal offence relating to the conduct of the organisation? If so, please give details.

**E9b** Please state if any Director, Partner or Associate has a relative(s) who is employed by the Council at a senior level or is a Councillor. (If so, please give details).

**E9c** Please state the names of Directors, Partners or Associate of your firm who have any involvement in other companies who provide services to the Council.

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**E11** If the Company is a member of a group of Companies, give the name and address of the ultimate holding Company and all other subsidiaries.

**E12** Would the group or the ultimate holding Company be prepared to guarantee your contract performance as its subsidiary?

**CLERK OF WORKS COMPANY INFORMATION**

**F1** Name

**F2** Main Address for correspondence ( including postcode)

**F3** Registered office (if different from above, including postcode)

**Please also include your Company Registration Number**

**F4** Person applying on behalf of the organisation

**F5** Position in organisation

**F6** Telephone Number

**F6a** Facsimile Number

**F6b** E-Mail Address

**F7** Are you a Private Limited company, Public Limited company or other (please specify) ?

**F8** List the full names of the Proprietor, every Partner, Director, and the Company Secretary as appropriate.

**F9** Has any Director or Partner been sequestrated or involved in any organisation which has been liquidated or gone into receivership? If so, please give details.

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**F9b** Please state if any Director, Partner or Associate has a relative(s) who is employed by the Council at a senior level or is a Councillor. (If so, please give details).

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**F11** If the Company is a member of a group of Companies, give the name and address of the ultimate holding Company and all other subsidiaries.

**F12** Would the group or the ultimate holding Company be prepared to guarantee your contract performance as its subsidiary?

## QUANTITY SURVEYOR COMPANY INFORMATION

**G1** Name

**G2** Main Address for correspondence ( including postcode)

**G3** Registered office (if different from above, including postcode)

**Please also include your Company Registration Number**

**G4** Person applying on behalf of the organisation

**G5** Position in organisation

**G6** Telephone Number

**G6a** Facsimile Number

**G6b** E-Mail Address

**G7** Are you a Private Limited company, Public Limited company or other (please specify) ?

**G8** List the full names of the Proprietor, every Partner, Director, and the Company Secretary as appropriate.

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**G9b** Please state if any Director, Partner or Associate has a relative(s) who is employed by the Council at a senior level or is a Councillor. (If so, please give details).

**G9c** Please state the names of Directors, Partners or Associate of your firm who have any involvement in other companies who provide services to the Council.

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**G11** If the Company is a member of a group of Companies, give the name and address of the ultimate holding Company and all other subsidiaries.

**G12** Would the group or the ultimate holding Company be prepared to guarantee your contract performance as its subsidiary?

**PROJECT MANAGER COMPANY INFORMATION**

**H1** Name

**H2** Main Address for correspondence ( including postcode)

**H3** Registered office (if different from above, including postcode)

**Please also include your Company Registration Number**

**H4** Person applying on behalf of the organisation

**H5** Position in organisation

**H6** Telephone Number

**H6a** Facsimile Number

**H6b** E-Mail Address

**H7** Are you a Private Limited company, Public Limited company or other (please specify) ?

**H8** List the full names of the Proprietor, every Partner, Director, and the Company Secretary as appropriate.

**H9** Has any Director or Partner been sequestrated or involved in any organisation which has been liquidated or gone into receivership? If so, please give details.

**H9a** Has the Proprietor or any of the Directors or Partners been convicted of a criminal offence relating to the conduct of the organisation? If so, please give details.

**H9b** Please state if any Director, Partner or Associate has a relative(s) who is employed by the Council at a senior level or is a Councillor. (If so, please give details).

**H9c** Please state the names of Directors, Partners or Associate of your firm who have any involvement in other companies who provide services to the Council.

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**H11** If the Company is a member of a group of Companies, give the name and address of the ultimate holding Company and all other subsidiaries.

**H12** Would the group or the ultimate holding Company be prepared to guarantee your contract performance as its subsidiary?

## CDM CO-ORDINATOR COMPANY INFORMATION

**I1** Name

**I2** Main Address for correspondence ( including postcode)

**I3** Registered office (if different from above, including postcode)

**Please also include your Company Registration Number**

**I4** Person applying on behalf of the organisation

**I5** Position in organisation

**I6** Telephone Number

**I6a** Facsimile Number

**I6b** E-Mail Address

**I7** Are you a Private Limited company, Public Limited company or other (please specify) ?

- 18** List the full names of the Proprietor, every Partner, Director, and the Company Secretary as appropriate.

- 19** Has any Director or Partner been sequestrated or involved in any organisation which has been liquidated or gone into receivership? If so, please give details.

- 19a** Has the Proprietor or any of the Directors or Partners been convicted of a criminal offence relating to the conduct of the organisation? If so, please give details.

- 19b** Please state if any Director, Partner or Associate has a relative(s) who is employed by the Council at a senior level or is a Councillor. (If so, please give details).

- 19c** Please state the names of Directors, Partners or Associate of your firm who have any involvement in other companies who provide services to the Council.

**COMPANY REGISTRATION**

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- 110** Please state the Company's date of registration and registration number under Companies Acts.

**I11** If the Company is a member of a group of Companies, give the name and address of the ultimate holding Company and all other subsidiaries.

**I12** Would the group or the ultimate holding Company be prepared to guarantee your contract performance as its subsidiary?

## OTHERS COMPANY INFORMATION

**J1** Name

**J2** Main Address for correspondence ( including postcode)

**J3** Registered office (if different from above, including postcode)

**Please also include your Company Registration Number**

**J4** Person applying on behalf of the organisation

**J5** Position in organisation

**J6** Telephone Number

**J6a** Facsimile Number

**J6b** E-Mail Address

**J7** Are you a Private Limited company, Public Limited company or other (please specify) ?

**J8** List the full names of the Proprietor, every Partner, Director, and the Company Secretary as appropriate.

**J9** Has any Director or Partner been sequestered or involved in any organisation which has been liquidated or gone into receivership? If so, please give details.

**J9a** Has the Proprietor or any of the Directors or Partners been convicted of a criminal offence relating to the conduct of the organisation? If so, please give details.

**J9b** Please state if any Director, Partner or Associate has a relative(s) who is employed by the Council at a senior level or is a Councillor. (If so, please give details).

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**J11** If the Company is a member of a group of Companies, give the name and address of the ultimate holding Company and all other subsidiaries.

**J12** Would the group or the ultimate holding Company be prepared to guarantee your contract performance as its subsidiary?

### SECTION 3 SELECTION CRITERIA

#### **EXISTING SCHEDULED WORKLOAD**

***It should be noted that this section carries a weighting of 10 and your response will be scored against this.***

- Q1 The Councils will require strict time control throughout the duration of the project. Please give an indication of the anticipated workload in your practice for the first 12 months of the project and highlight the involvement of any of the key staff identified in question Q2 in other projects

#### **DESIGN TEAM QUALIFICATION & EXPERIENCE**

***It should be noted that this section carries a weighting of 25 and your response will be scored against this.***

- Q2 Please confirm you have provided details of key design team personnel. CVs are required for each together with details of previous experience.

- Q3 Please provide names and details of all senior staff responsible for the implementation, management and technical support of commissions. Information should be provided for each of the main consultants and cover professional qualifications, length of service and position with the Organisation

- Q4 Please confirm that you keep proper and up to date records of all persons that your company represents?

#### **EXPERIENCE, DESIGN AND APPROACH TO SECONDARY SCHOOL DESIGN**

***It should be noted that this section carries a weighting of 30 and your response will be scored against this.***

- Q5 Please provide details of relevant experience in secondary school design, procurement and construction.

- Q6 Please provide details of any design accreditation or awards achieved for design which may be relevant to this project. Please state name of award, project and date

Q7 Describe your firm's approach and commitment to the provision of services of a similar type to those described in the introduction to this questionnaire.

--

## REFERENCES

***It should be noted that this section carries a weighting of 10 and your response will be scored against this.***

Q8 Have you carried out any work for THIS AUTHORITY?  
If YES, please provide details of all contracts carried out for THIS AUTHORITY in the last three years, including current work.

The following information should be provided: Contract Description, Period, Value, Contact Details including email address

Q9 Please provide a full list of names ,addresses and telephone numbers together with contract values for clients for whom you are or have been a principal consultant during the last 3 years for a service similar in complexity and/or scale to this project. References may be requested from two of the clients scheduled.

The following information should be provided: Contract Description, Period, Value, Contact Details including email address

## CONSULTANCY CONTRACT PERFORMANCE

***It should be noted that this section carries a weighting of 5 and your response will be scored against this.***

Q10 Has the Organisation had a contract terminated or your employment terminated under the terms of a contract within the last 10 years for failure to deliver or perform a service? If yes, please provide details.

--

Q11 Has your Organisation failed to have a contract renewed for failure to perform the terms of a contract within the last 10 years? If yes, please provide details.

--

Q12 Are there any court actions and/or industrial tribunal hearings underway, outstanding or pending, against your Organisation which might, if successful, reasonably be considered likely to impact upon your ability to meet your potential obligations under this contract?

Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]
----------------------------------	---------------------------------

If yes, please provide details.

Q13 Has your Organisation been involved in any court actions over the last three years which relate to the services required in the contract (except as representative or witness) where the value exceeded either £100,000 or 10% of the whole life value of the contract in respect of which the claim applied? If so, full details should be provided, including the outcome of the action:

Yes [ ]	No [ ]
If yes, please provide details.	

Q14 **Accident Reporting and Enforcement Action. Please advise of the following:**  
Does your organisation have an accident / incident reporting procedure?

B Are the results of accident / incident investigations communicated to management and employees?

C Has your organisation suffered any of the following enforcement action by the HSE in the last five years (please indicate number of instances in each category)?

i) Prosecutions
ii) Prohibition Notices
iii) Improvement Notices

Q15 Details of any outstanding claims or litigation against the organisation.

### **ENVIRONMENTAL & SUSTAINABLE DESIGN POLICY**

***It should be noted that this section carries a weighting of 10 and your submitted policy documentation and response to the questions below will be used to establish an appropriate score.***

Q16 Please confirm you have submitted a copy of your environmental policy document.

YES [ ]	NO [ ]
---------	--------

Please also state how often the policy is reviewed and how your staff are made aware of the policy:-

Q17 Please provide details of environmental and sustainable design policy in relation to your experience in secondary school design, procurement and construction.

Q18 Please provide details of any design accreditation or awards achieved for design which may be relevant to this project in these fields. Please state name of award, project and date

Q19 Describe your organisation's approach and commitment to the provision of services in relation to environmental and sustainable design policy with regard to secondary school design.

**POLICIES – COMPLAINTS, TRAINING**

**It should be noted that this section carries a weighting of 10 (5 for each policy) and your submitted policy documentation and response to the questions below will be used to establish an appropriate score.**

Q20 Please provide details of any **complaints** your company have either received verbally or written in relation to the service you have provided. Please advise how the complaint(s) escalated and the outcome reached.

Q21 Please provide details of any complaints in the last five years that resulted in any referrals to the Equal Opportunities Commission (or any equivalent body in another relevant State) concerning the application of your equal opportunities policy or otherwise.

Q22 Does your company have a commitment to a continuing process of reviewing the **training** and development of all staff, in what manner is this conducted?

Q23 Please submit a training plan detailing the range, frequency and level of training being offered to staff. Please make clear what training is outsourced what is in-house provision?

**SECTION 4**

**FINANCIAL INFORMATION**

**1. Risk and Financial Capability**

To establish the financial standing of a Tenderer, the council will firstly take into account a risk report provided independently by Dun and Bradstreet. Within such reports, the risk of business failure is expressed on a scale of 1 (minimum risk) to 4 (high risk of business failure). In the event that a company is determined to have a risk failure rating of 4 i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

In respect of companies where the risk of business failure is expressed as between 1 and 3, a further assessment will be carried out of the last three years full audited accounts.

For the purpose of this contract, the Council will reject any potential tenderer where the value of the contract to be awarded would represent more than 34% of the turnover of the organisation, as detailed in its submitted accounts.

For organisations who are unable to provide 3 years full audited accounts new start companies with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

For the avoidance of doubt, the council will request a report from Dun and Bradstreet following the closing date for the receipt of PQQs to ensure that the most up to date information is used.

1 Please confirm you have read and understood the above information.

2 Please supply either your D & B reference number or your company registration number

3 Who is the person in the Organisation responsible for financial matters?

4 Please state your annual turnover for the previous 3 years. You may also be asked at a later date to provide your most recent full audited accounts. Please confirm you have read and understood this.

T/O	YEAR
T/O	YEAR
T/O	YEAR

**5** VAT Registration Number

<b>East Renfrewshire Council and Midlothian Council Joint Schools Project</b>
<b>F 09 317</b>
<b>DECLARATION CERTIFICATE</b>

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

I/We accept that canvassing in any manner whatsoever will be justification for my/our submission to be rejected.

I/We accept that failure to complete the Pre-Qualification Questionnaire will be justification to be rejected from the tender process.

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/We accept the conditions and undertakings requested in the questionnaire.

I/We understand that the provision of false information could result in my/our exclusion from the process.

I/We confirm that I/We fully understand the requirements of the Health and Safety at Work Act and associated legislation/guidance notes.

Note: Information supplied by Applicants will be treated in confidence by the Council.

I/We understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will entitle the Council to cancel any contract currently in force and will result in my/our exclusion from the tender process.

I/We hereby warrant that the information provided in the foregoing Pre-Qualification Questionnaire is true and accurate and that should any of that information no longer be accurate at any stage during the tender process or the performance of any contract to follow thereon, I/we will advise the Council accordingly.

<b>Signed</b>	
<b>Print Name</b>	
<b>For and on behalf of</b>	
<b>Position Within Organisation</b>	
<b>Date</b>	

Please note, the term "organisation" refers to: sole proprietor, partnership, incorporated company, co-operative as appropriate.

The undertaking should be signed by the applicant, a partner or authorised representative in her/his own name and on behalf of the organisation.

**BEFORE RETURNING THIS APPLICATION FORM, PLEASE ENSURE THAT YOU HAVE:**

- ❖ answered all questions appropriate to your application
- ❖ enclosed all relevant documents
- ❖ signed the above undertaking

## APPENDIX 1

### EAST RENFREWSHIRE COUNCIL/MIDLOTHIAN COUNCIL

#### JOINT SCHOOLS PROJECT

##### DESCRIPTION AND SCOPE OF CONSULTANCY SERVICES

- |                   |   |
|-------------------|---|
| Architect         | <ul style="list-style-type: none"><li>- Exemplar drawings to RIBA Stage C and descriptive narrative of design principles.</li><li>- Generic exemplars of all room types in both graphic and narrative format.</li><li>- Full room data sheets for all room types including architectural, fixed and loose furniture and equipment and mechanical and electrical requirements,</li><li>- Exemplars to be worked up in conjunction with base information provided by civil/structural/engineer</li><li>- Specialist DDA advice</li><li>- Working in conjunction with QS on whole life costing</li><li>- Submission of outline Planning in Principle.</li><li>- Option of novation to selected contractor.</li></ul> |
| Quantity Surveyor | <ul style="list-style-type: none"><li>- Cost checking and budgetary control and advice at regular stages to ensure alignment with available funding</li><li>- Preparation, issue and evaluation of Tender Documents for Design and Build procurement option.</li><li>- Tender report and recommendations</li><li>- Post contract valuation and monthly cost reports</li><li>- Contract Administration</li><li>- Preparation and agreement of Final Account.</li><li>- Whole life costing of proposed construction form and various materials.</li></ul>   |
| CDM Co-ordinator  | Provision of full pre and post contract CDM Co-ordinator role.  |

- Mechanical/  
Electrical  
Engineer
- Mechanical and Electrical to Stage C to integrate with overall architectural design.
  - Adoption of sustainable approach to M & E Design.
  - Proposals and descriptive narrative of design principles
  - Preparation of overall methodology and approach to provide high quality M & E solution which addresses natural ventilation, low energy and low carbon output.
  - Input into architectural room data sheets.
  - Budget costs of all proposal installations and cost benefit analysis of alternative sustainable solutions.
  - Fire Engineering
  - Option of novation to selected contractor.
- Civil/  
Structural  
Engineer
- Interpretation and analysis of Site Investigation Reports (provided by others) to allow site specific solutions to be developed and incorporated within architectural design.
  - Preparation of Budget costs for Civil/Structural works required.
  - Option of novation to selected contractor.
- Project  
Manager
- Co-ordination of all members of design team to ensure delivery of projects to very high standard having regard to all elements of scheme, programmes, cost and quality.
- Clerk of  
Works
- Provision of On-Site inspection and reporting service to ensure all contract drawings, specifications and conditions are adhered to in addition to quality monitoring and regular reporting to Lead Consultant.
- General
- ALL consultants will require to provide collateral warranties for appointments.