

Issue no:
Date: 15-May-12
Responses to the below questions are to be provided in electronic format to Rob Lane of Buro Four Project Services (rlane@burofour.com) by: 12:00 on 11 July 2012

SECTION 1 - GENERAL COMPANY INFORMATION

Notes

1.1	Full name/title of company?	N/A	For information only
1.2	What is the trading status of the company?	N/A	For information only
1.3	Former trading names (if any)?	N/A	For information only
1.4	Address / Tel / Fax / Email no. of registered office?	N/A	For information only
1.5	Registered Company Number?	N/A	For information only
1.6	Address of office where the design work will be managed (if different from above)	N/A	For information only
1.7	If the applicant company is a member of a group, please provide the name and registered address of the head office.	N/A	For information only
1.8	Does the company have any potential conflicts of interest may arise if selected to deliver this project?	N/A	For information only
1.9	Please provide details of your company's structure.	N/A	For information only

SECTION 2 - COMPANY INFORMATION AS TO ECONOMIC & LEGAL STANDING

	Minimum Standards for selection	Maximum Score	Scoring Criteria
2.2	Please provide details of the company's professional indemnity insurance cover as defined below: Name of Insurer: Policy Number Renewal Date: Limit of Indemnity: Excess:	PASS/FAIL	PASS - All requested information provided with valid certificates for minimum of £2m cover. FAIL - None or partial information provided, none or invalid certificates provided or insufficient level of cover.
2.3	Please provide details of the company's public liability insurance cover as defined below: Name of Insurer: Policy Number: Renewal Date: Limit of Indemnity: Excess:	PASS/FAIL	PASS - All requested information provided with valid certificates for minimum of £10m cover. FAIL - None or partial information provided, none or invalid certificates provided or insufficient level of cover.
2.4	Please confirm that, to the best of the company's knowledge, the organisation is not in breach of the provisions of Regulation 23 Public Contracts Regulations 2006 (as amended). In relation to mandatory or discretionary exclusion criteria.	PASS/FAIL	PASS - Compliance with regulations. FAIL - Non compliance with regulations.

SECTION 3 - COMPANY EXPERIENCE, REFERENCES, TECHNICAL OR PROFESSIONAL ABILITY

	Responses to the below questions are limited to 500 words per question.	Maximum Score	Weighting	Scoring Criteria
3.1	Provide your previous experience with examples in the refurbishment of similar commercial office developments within a major city centre in the last 3 years: indicating the client, location, value, date started and completed. (Minimum Standard - Example of one project)	10	20%	0 - No response to question 1-3 - One or limited examples given and brief explanation of project(s) 4-6 - Detailed examples given and brief explanation of projects 7-10 - Detailed examples relevant to project and thorough explanation
3.2	Provide your previous experience with examples with Environmental Issues i.e. achieving BREEAM "Excellent" (or equivalent environmental assessment) in commercial offices in the last 3 years: indicating the client, location, value, date started and completed. (Minimum Standard - Example of one project)	10	20%	0 - No response to question 1-3 - One or limited examples given and brief explanation of project(s) 4-6 - Detailed examples given and brief explanation of projects 7-10 - Detailed examples relevant to project and thorough explanation
3.3	Provide your previous experience with examples in providing in maximising floor to ceiling heights and net lettable floor areas in commercial offices in the last 3 years: indicating the client, location, value, date started and completed. (Minimum Standard - Example of one project)	10	20%	0 - No response to question 1-3 - One or limited examples given and brief explanation of project(s) 4-6 - Detailed examples given and brief explanation of projects 7-10 - Detailed examples relevant to project and thorough explanation
3.4	Provide your previous experience with undertaking design solutions for maximising a buildings rental potential in the last 3 years: indicating the client, location, value, date started and completed. (Minimum Standard - Example of one project)	10	20%	0 - No response to question 1-3 - Brief response to question not covering all parts 4-6 - Full and detailed response to question covering all parts, with one example 7-10 - As above, but with two or more examples
3.5	Please provide your previous experience with examples of where your involvement in a similar project has added value or benefit to the scheme in the last 3 years: indicating the client, location, value, date started and completed. (Minimum Standard - Example of one project)	10	5%	0 - No response to question 1-3 - Brief response to question not covering all parts 4-6 - Full and detailed response to question covering all parts, with one example 7-10 - As above, but with two or more examples
3.6	Please provide the names and addresses of Clients that would provide a reference relating to your organisation. (Minimum Standard - One Client for reference)	2	5%	0 - No response to question 1 - One reference provided 2 - Two or more references provided
3.7	Please provide details of the experience and professional qualifications for the person(s) responsible for the project. (Minimum Standard - Professional qualifications for one person proposed for the project)	4	5%	0 - No response to question or experience and professional qualifications not relevant to the project 1 - Relevant experience and/or professional qualifications for 1 person proposed for the project 2 - Relevant experience and professional qualifications for 1 person proposed for the project 3 - Relevant experience and/or professional qualifications for 2 or more persons proposed for the project 4 - Relevant experience and professional qualifications for 2 or more persons proposed for the project
3.8	Please provide details of your company's Quality Management System. (Minimum Standard - A Quality Management System)	2	5%	0 - No response to question 1 - Outline of system provided 2 - Internal procedures and accreditation to ISO 9001 or equivalent and certificates provided
3.9	Please provide details of your company's membership of a relevant professional body.	PASS/FAIL		PASS - Evidence provided FAIL - No evidence, not a member or not a relevant professional body
3.10	WEIGHTED TOTAL SCORE	8.90		

Notes:

Partners and sub-contractors

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of the requirements or if necessary to meet minimum standards. Where the proposed prime contractor is a special purpose vehicle or holding company, information should be provided of the extent to which it will call upon the resources and expertise of its members.

Freedom of Information

The Council is committed to open government and to meeting their legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The Council may also decide to include certain information in any publication scheme, which the Council maintains under the Act. If an applicant considers that any of the information included in their tender is commercially sensitive, it should identify such information and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. Applicants should be aware that, even where they have indicated that information is commercially sensitive, the Council might be required to disclose it under the Act if a request is received.

Points to note

The information in this document and PQQ are offered in good faith for the guidance of interested parties, but no warranty or representation is given as to the accuracy or completeness of any of it. The Council and its advisers shall not be under any liability for any error, misstatement or omission. Applicants participate in the process on the strict understanding that the procedure may be altered or that the Council may not proceed for any reason. The Council reserves the right not to follow up this PQQ and the associated OJEU Notice in any way and in particular not to enter into any contractual arrangement with any of the applicants. The Council does not bind itself to enter into negotiations or part of a contract.