

Pre-Qualification Questionnaire

Old Police Station, Newport Pagnell

Project No: J008918 | Issue Date: 14 January 2026 | Created by: Andreia Mariano | Reviewed by: Mark Loveland



jackson|coles

Pre-Qualification Questionnaire

Old Police Station, Newport Pagnell

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Appendix A CDM Report

Appendix B Pre-Qualification Evaluation Matrix

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1.0 Project Overview

1.1 Site

- A. Address: The Old Police Station, 124 High Street, Newport Pagnell, MK16 8EH
- B. Planning authority: Milton Keynes City Council

1.2 Works

The works include the following principal elements (also refer to Appendix A for more details):

The works entail alterations and extension to the Old Police Station building on Newport Pagnell High Street and are further described on the tender drawings.

The final building will be shared by two separate organisations (i) Newport Pagnell Town Council and (ii) Newport Pagnell Historical Society. The completed building will be operated as two separate demises, with separate entrances.

The front of the building will be adapted for use by the Town Council for offices, meeting rooms and supporting spaces. The old courtroom will be refurbished to provide a council chamber for public meetings. The rear of the building will be adapted for use as a local museum. A new extension measuring 6m x 6m and 3.5m high will provide a new separate entrance and exhibition space. The two functions of the building, council offices and museum, will be separated by a Party Wall.

1.3 Procurement and Contract Form

The works are being procured via a selected tender with a PQQ followed by a tender on a single stage basis. The contract to be used is the JCT ICD 2024 Intermediate building contract with contractor's design.

1.4 Project Team

Client – Newport Pagnell Town Council
Architect – Grindley Architects
Structural Engineer – Les Postawa Associates
Services Engineer – MEP Concepts
Cost Consultant – Jackson Coles

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1.5 Target Programme

| | |
|-------------------------------------|--|
| - Pre-Qualification | 14 th January 2026 |
| - Pre-Qualification Return | 20 th January 2026 |
| - Pre-Qualification assessment | 21 st January 2026 |
| - Tender issue | 22 nd January 2026 |
| - Last date for Queries | 18 th February 2026 |
| - Tender return: | 2 nd March 2026 |
| - Tender assessment | 12 th March 2026 |
| - Chosen bidder approved by Council | 30 th March 2026 |
| - Standstill period | 31 st March to 13 th April |
| - Contract signed: | 14 th April |
| - Start on site: | May 2026 |

2.0 Instructions

- a) Responses should be provided to all items listed in Section 3 and 4 and the Evaluation Matrix.
- b) Tenders must be returned to the the following emails;
townclerk@newport-pagnell.org.uk
robert@grindleyarchitects.co.uk
Mark.loveland@jacksoncoles.co.uk
- c) Returns are to arrive no later than noon on Tuesday 20th January 2026.
- d) Tenderers shall treat all information relating to this project as private and confidential.

3.0 Pre-Qualification Questions

Note that a maximum of 6 bidders will be chosen to go forward to the next stage of the process to receive the full tender based on your answers below.

3.1 Company Details

Please provide details of your organisation as outlined in Part 1 of the Evaluation Matrix.

3.2 Financial Information

Provide the financial information as requested in Part 2 of the Evaluation Matrix.

3.3 Insurance Information

Provide the insurance information as requested in Part 3 of the Evaluation Matrix.

3.4 Health & Safety Information

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Provide the health & safety information as requested in Part 4 of the Evaluation Matrix.

3.5 Project Experience

Provide details of three number recent projects which demonstrate relevant experience of projects of a similar nature and scale with specific reference to historic buildings.

3.6 Staffing

Provide details of the information requested in Part 6 of the evaluation questionnaire.

3.7 Technical Capability and Management Systems

Provide details of the information requested in Part 7 of the evaluation questionnaire.

3.8 Project References

Provide details of three referees for relevant projects, at least one of which should be from a local government body.

4.0 Business Probit

4.1 Business Probit

Provide yes / no answers to the following questions. If the answer to any of the questions is yes, please elaborate. Note that the answers to these questions may screen you out of the tender process.

- a) Are there any potential conflicts of interest?
- b) Has the company been subject to any legal actions / disputes (past and pending), or any contract terminations over the last 5 years?
- c) Has any director or partner of the company ever been made bankrupt, had a receiving order or administration order made against them? If so provide details.
- d) Has any director or partner of the company been involved in the management of any company that has been liquidated or gone into receivership? If so provide details.
- e) Has any director or partner of the company been convicted of a criminal offence relating to the conduct of their business or profession?
- f) Are there any significant financial or business factors that may have an impact in the near future (e.g. administration, mergers, take-overs and rationalisation)?

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5.0 Evaluation Criteria

5.1 Evaluation Matrix

See Appendix B

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Appendix A — CDM Report

24-06

PRINCIPAL DESIGNER CDM REPORT: RIBA STAGE 4

Construction (Design Management) Regulations 2015

THE OLD POLICE STATION

For Newport Pagnell Town Council

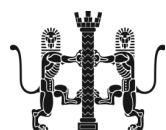
Dated: 28 November 2025



GRINDLEY ARCHITECTS
7 Lissel Road, Simpson
Milton Keynes
Buckinghamshire
MK6 3AX

Partners:
David Grindley BA (Hons) Dip Arch RIBA
Robert Grindley BA (Hons) M.Arch RIBA
Emma Grindley BA (Hons) M.Arch
Paul Grindley BA (Hons) B.Arch

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info@grindleyarchitects.co.uk
01908 668919



Author: Robert Grindley Architect, RIBA Conservation Registrant BA (Hons) M.Arch

Checked: David Grindley Architect, RIBA BA (Hons) DipArch

CONTENTS

- 1.0 Principal Designer CDM report: RIBA stage 4
- 2.0 CDM Report

APPENDIX:

1.0 INTRODUCTION

This report is based on the RIBA stage 4, technical design documents for the redevelopment of the Old Police Station.

The design team have produced a coordinated set of technical drawings which have been issued to Milton Keynes City Council Building Control for Full Plans Building Regulations approval.

A comprehensive set of existing building information is available.

An online folder with the current pre construction information is available to view and download via the following link:

<https://www.dropbox.com/scl/fo/swgtiu7y8bmef2uy8k1r3/AGKGqvVH0WqbfEhCVukfmXo?rlkey=hactmull9ovurtquezvnn212m&dl=0>

The folder structure is as follows:

- 01 measured building and site survey
- 02 site photos
- 03 planning history
- 04 condition survey
- 05 asbestos survey
- 06 utilities information

The information contained in these folders will be issued to prospective contractors for review during the tender process.

Since the last CDM report, a Refurbishment & Demolition Asbestos Survey has been completed and a report produced. The removal of the residual asbestos containing materials will be implemented under the main building contract.

2.0 PRINCIPAL DESIGNER - CDM REPORT

Commercial project

| Status Key | | | |
|--------------------------------|----------------------|--|---------------------|
| Non compliance-Action Required | Under Review/Pending | | Compliance/Complete |

Introduction- This document can be used for designers and principal designers to demonstrate CDM compliance. The document can be issued to principal contractors responsible for CDM arrangements and contractors to communicate CDM actions.

| | | | |
|----------------------|------------------------------|--------------------|---------------------|
| Project | The Old Police Station | Project Ref | 24-06 |
| PD Start date | 8 August 2024 | Architect | Grindley Architects |
| Client | Newport Pagnell Town Council | RIBA Stage | 4 |

Step 1- Making sure the Client is aware of their CDM duties.

| | |
|---|--------|
| Action-To ensure the client is aware of their CDM responsibilities for a commercial project provide copy/access to HSE publication available below: https://www.hse.gov.uk/construction/cdm/2015/commercial-clients.htm | Status |
|---|--------|

Step 2- Review and Obtain Pre Construction Information

| | Information | Details | Status |
|----------|-------------------------|--|--------|
| i | R&D Asbestos Survey | Management Survey: Acorn Analytical Services - Asbestos Management report dated 12 May 2025. Refurbishment & Demolition survey report dated 7 October 2025 | |
| i | Site Investigation | Topographical site survey available. On Centre Surveys Ltd. Provided by Churchill Living used with permission. | |
| i | Utilities Investigation | Topographical site survey with utilities overlay available. On Centre Surveys Ltd. Note: sub station location has been moved closer to the Old Police Station by the developer.. Mechanical & Electrical Engineer: MEP Concepts Refer to: • P251210-XX-XX-SP-ME-0002_MEP Performance Specification_Rev A | |
| i | Conditional Survey | CARTER FIELDING Chartered Surveyors: Schedule of Condition and Repair Works Required: Police Station 124 High Street Newport Pagnell MK16 8EH Ref: CF13853 Version 1 Tuesday 15 February 2022 | |

| | | | |
|----------|------------------------------|--|--|
| i | Structural Survey(Full) | Structural Engineer: Les Postawa Associates Refer to: Newport Pagnell OPS Stage 2 Report | |
| i | Structural Survey(Specific)) | Structural Engineer: Les Postawa Associates Refer to: 25-01 Design Risk Assessment.pdf | |
| i | Construction History | Victorian, brickwork construction, late 1800's with later flat roof extensions and internal modifications. Refer to Grindley Architects Feasibility Study for an assessment of the phases of development. Note: Proposed Council Chamber ceiling was added at a later date. Existing trusses are concealed by the ceiling. | |
| i | Existing as built drawings | Measured Building Survey available. On Centre Surveys Ltd. | |
| i | Existing Fire Strategy | Currently vacant. Note previous use as Police Station and implications on existing provision of fire exits to the prison cell area. | |
| i | Vulnerable Persons | Not applicable. Currently vacant. Note that the adjacent retirement complex will have vulnerable people when the building works to the Old Police Station are undertaken. Scaffolding will need to be designed to protect members so the public who will need access to the Retirement Complex. | |

Step 3- Design Risk Management

| | Hazards | Design Action(s) | Design DRM | Responsibility | Status |
|---|------------|--|-------------------------|----------------------------------|--------|
| ⚠ | Asbestos | Small quantity of asbestos containing material has been identified for removal. | Removal to be arranged. | Contractor | |
| ⚠ | Structural | Refer to structural engineer drawings. Localised movement in the structure identified for repair. | | Structural Engineer. | |
| ⚠ | Services | Refer to M&E engineer technical design drawings and specification. Note positions of incoming services. | | Mechanical & Electrical Engineer | |
| ⚠ | Tenants | Currently vacant. Museum use may involve a tenancy or lease agreement. Separate electricity supply included for the Museum. | | Client | |

| | | | | | |
|---|------------|--|--|--------------------|--|
|  | Access | <p>Churchill Living (developer) are constructing a Retirement Complex on the adjoining site. Residents will commence occupation from March 2026.</p> <p>Access for removal vehicles, emergency vehicles and refuse vehicles will be required at all time for the Retirement complex. Scaffolding and fencing will need to be designed to maintain public access.</p> | Programme and construction work to be coordinated. | Client, contractor | |
|  | Party wall | <p>Note adjoining structure to proposed Museum. Churchill Retirement Living (developers) have confirmed that the adjoining structure will be altered to be a free standing independent canopy.</p> | Party Wall Surveyor only if required. | Client | |

Step 4- H&S File Information

| | Information | Details |
|---|---------------------------|--|
|  | Project description | Redevelopment of the Old Police Station including change of use for Town Council Offices and Museum. |
|  | Key Structural principles | Retention of external walls and roof structure with reorganisation of internal layout. Rebuilding of the extension to form an entrance and exhibition space for the museum to be masonry construction with laminated timber beams with clerestory glazing. |
|  | As built drawings | To follow completion RIBA stage 5/6. |
|  | Architecture | <p>Grindley Architects The Office 7 Lissel Road Simpson Milton Keynes MK6 3AX Telephone: <u>01908 668919</u> Email: <u>info@grindleyarchitects.co.uk</u></p> |

| | | |
|---|-----------------------------|---|
|  | Structure | Les Postawa Associates The Old Dovecote Ravenstone Olney Bucks MK46 5AR T +44(0)7901 027513 Email: les@lpostawa.com |
|  | M&E | MEP Concepts Unit 2 Lodge Farm Business Centre Castlethorpe Milton Keynes MK19 7ES Tel: 01908 062819 https://mepconcepts.co.uk/ |
|  | Drainage | Contractor to complete the design. Connections to existing mains drainage. |
|  | Landscape | Not applicable. |
|  | Cost Consultant | Jackson Coles LLP First Floor 5 Canon Harnett Court Wolverton Mill Milton Keynes MK12 5NF T: 01908 272 463 W: www.jacksoncoles.co.uk |
|  | Fire Engineer Consultant | A fire engineer may be required if specialist input is required to meet the Building Regulations. |
|  | Access for maintenance | Ceiling hatches provide access to the lofts and roof void. Localised boarding may be required for M&E equipment located in the roof spaces. |
|  | Component replacement | Under review. |
|  | Other | |

Comments:

The development of the adjacent site as a retirement living complex is a factor in the assessment of the project development. Coordination with the developer is ongoing with meetings and information sharing.

Contact details for the Churchill Estates Management (Lodge Manager) will be available to share with the selected Principal Contractor.

The installation of utilities and services for the new retirement building development will need to be kept under review to ensure up to date documents are available.

The proposed design has taken into consideration the dual use brief of Council Offices and Museum, each with their own entrance.

The design team, including structural and M&E engineers have been appointed and completed RIBA stage 4 technical design. MEP Concepts have produced a performance specification (RIBA stage 3) with the main contractor to appoint sub contractors to complete the design.

The proposals have been submitted (November 2025) to the local authority for Full Plans Building Regulations approval.

PD report prepared by:

Robert Grindley
Grindley Architects

Issued to: Client

Stage: 2

Date: 24 October 2024

Issued to: Design Team

Stage 2

Date: 11 April 2025

Issued to: Client and Design Team

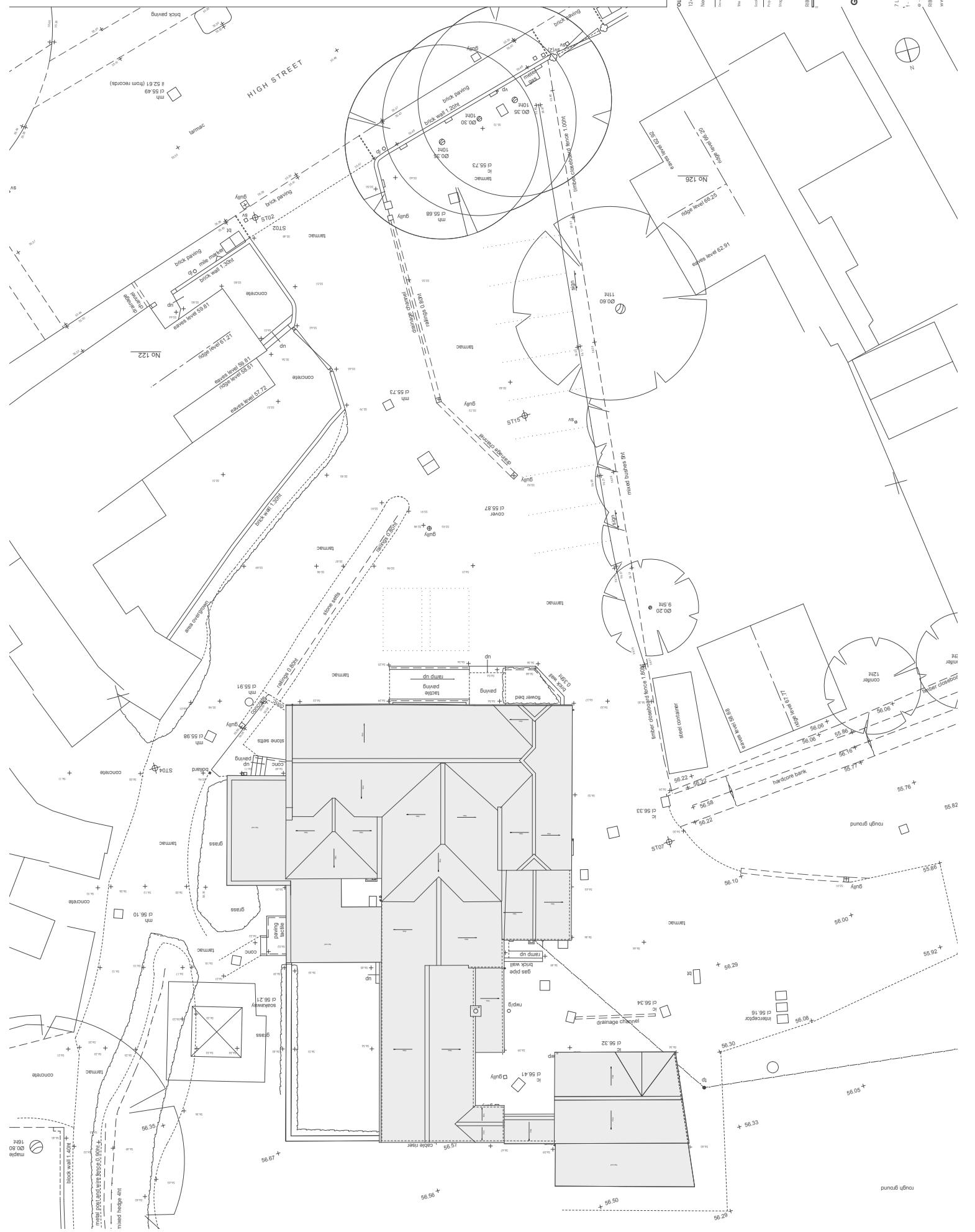
Stage: 3

Date: 18 June 2025

Issued to: Client and Design Team

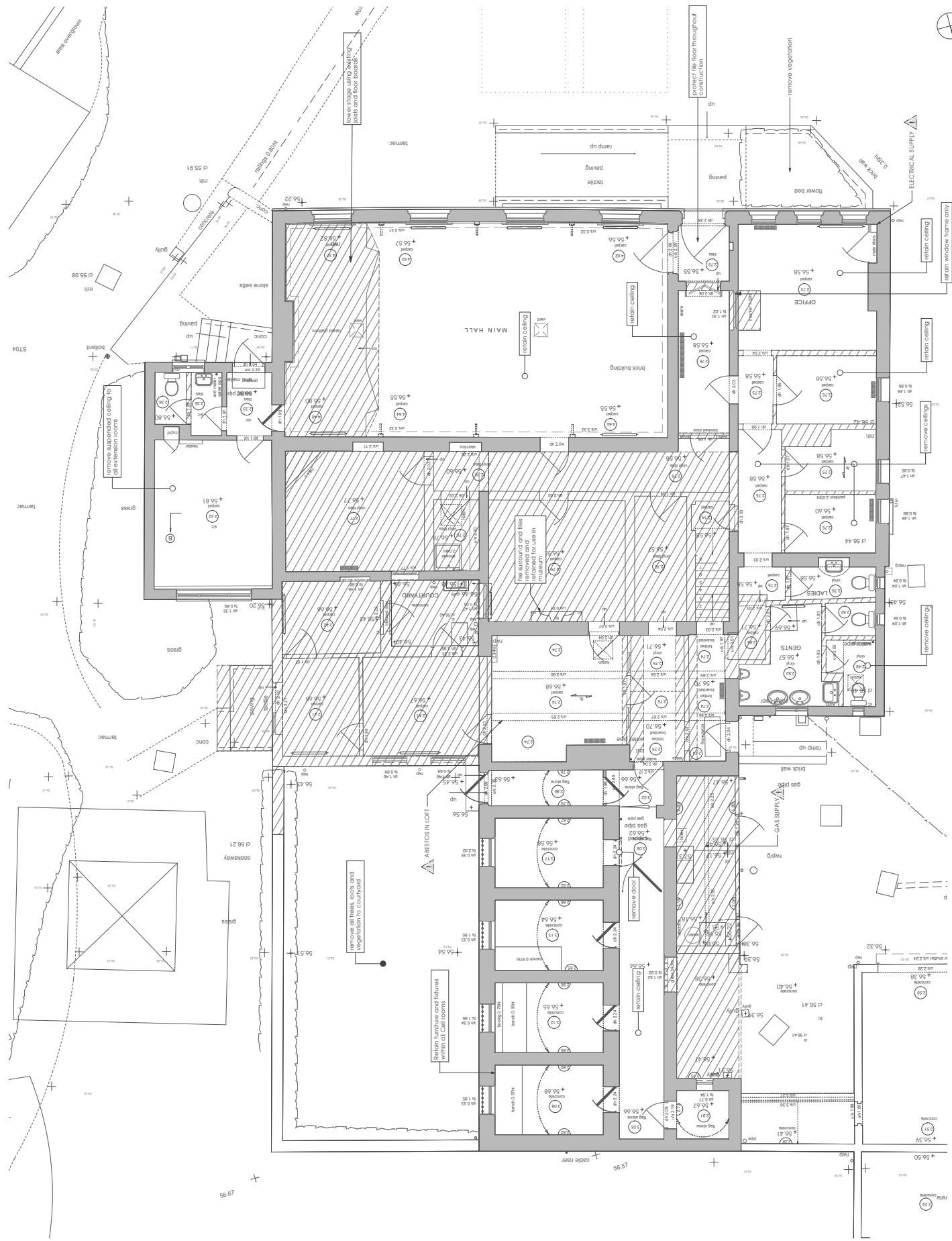
Stage: 4

Date: 28 November 2025



DEMOLITION
 Demolition (refer to proposed drawings or extant) (unless noted on drawings or spec)
 Do not mark in BULT to be retained. Refer to door schedule.
 Refer to reflected ceiling plans to extend ceiling penetrations.
 Remove all floor treads and boggings to substrate.
 Remove all sanitary fittings.
 Retain in place skirting boards, mouldings, paneling, architrave.
 Retain ceiling boards from removed walls for patching/gap/damage.

MAE
 Remove all electrical sockets, lighting, cabling, electrical sensors.
 Remove all bollarding fixtures, pipe-work and access doors.
ASBESTOS
 refer to asbestos survey for known locations



OLD DOLCE STATION
 124 High Street Newport Pagnell MK16 8EH
 Newport Pagnell Town Council
 Owner: N/A
 Date: 4 NOV 2025
 Scope: 1.5 @ A1
 Stage/Phase: 4
 Existing Ground Floor
 Scale: 1:250
 Date: 24/05
 RIBA Stage 4: DRAFT

4-091

GRINDLEY ARCHITECTS

78 Beech Road, Simpson, Milton Keynes, MK9 3AX
 T: 01908 686919
 E: info@grindleyarchitects.co.uk
 RIBA Chartered Practice
 www.grindleyarchitects.co.uk



DEMOLITION (Refer to Respoed drawings for extent)

NOTES: Lines noted on drawing or space)

- Do marked in BLD E to E referred. Refer to decretaled.
- Refer to selected calling down for extend of ceiling demotions.
- Remove all fixed notice boards, fittings and fixtures.
- Remove all floor finishes and backings to substrate.
- Remove all sanitary fittings.
- Remove in place skirting boards, mouldings.

- Remove all electrical sockets, lighting, cabling, electrical radiators.
- Remove all plumbing fixtures, pipe-work and radiators.

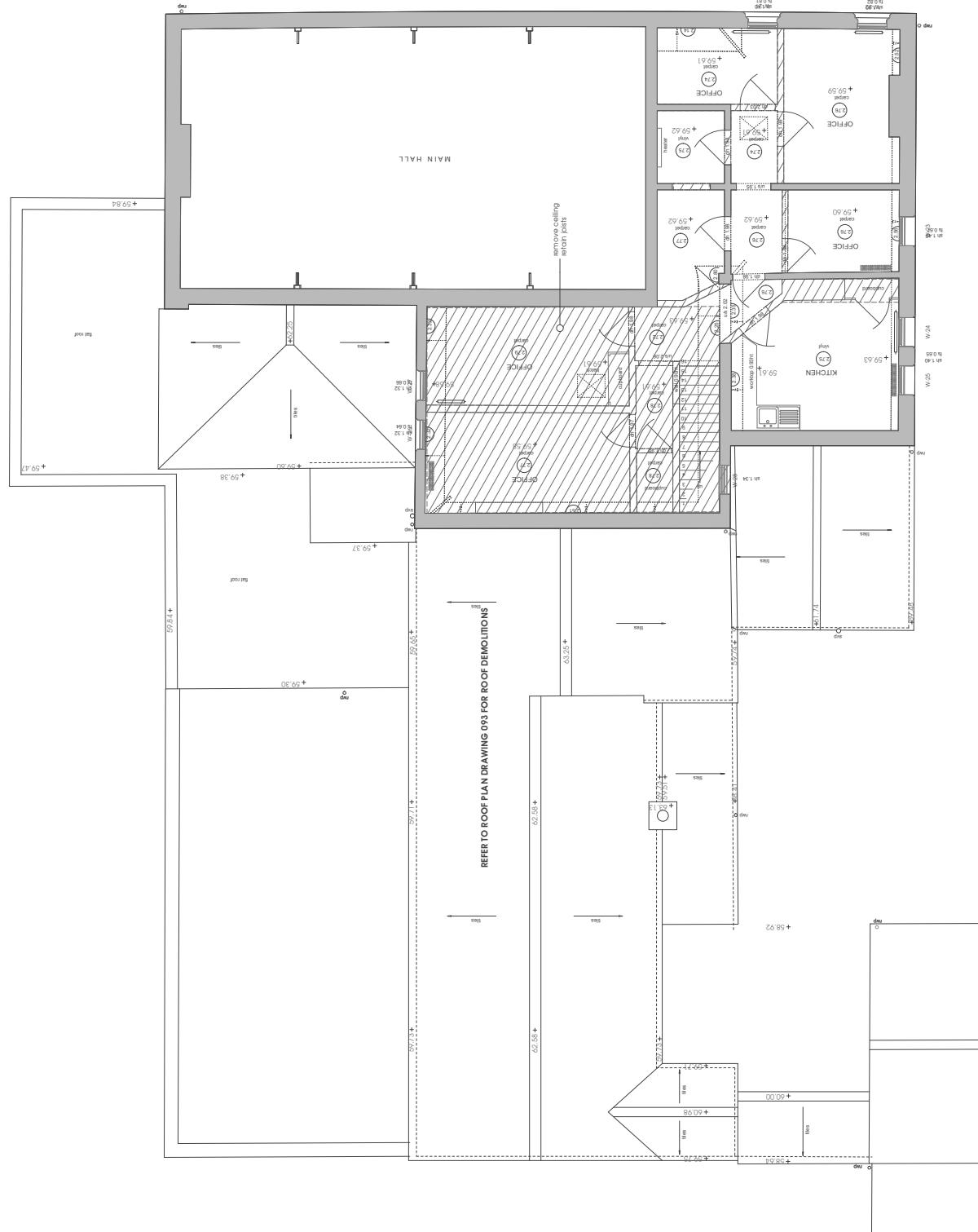
| | |
|--|--------------------|
| OLD POLICE STATION | |
| 124 High Street Neerton (Opposite MK16 8EH | |
| Navyargent Paget Town Council | |
| Owner/occupier | Mr. [REDACTED] |
| Occupier | None |
| Building/Floor | Ground |
| Date | 4 NOV 2025 |
| 150 (@ A1) | 24/06 |
| Project No. | Stage/Covering No. |

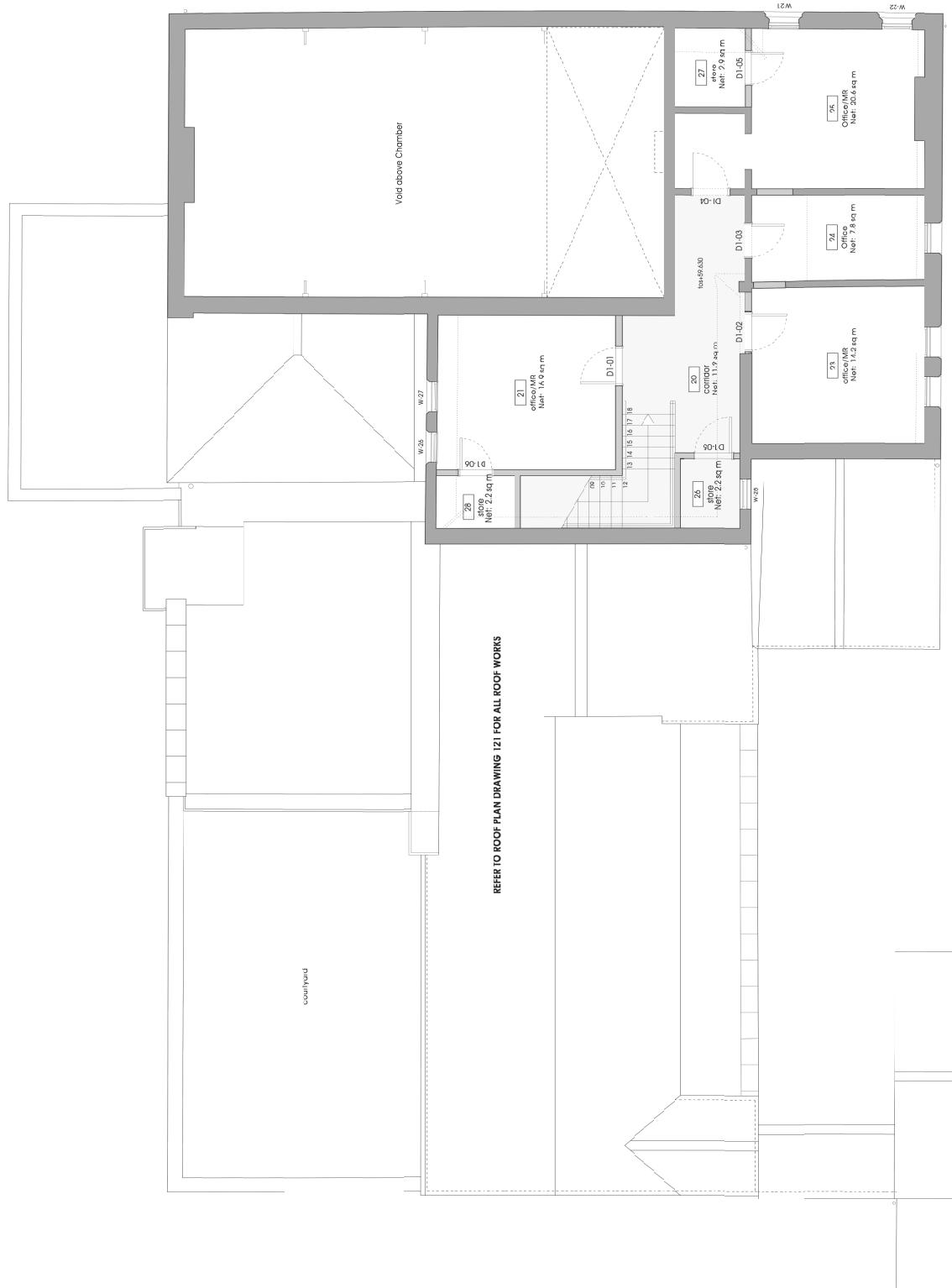
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RIBA STAGE 4 - DRAFT

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7 Lisel Road Simpson Milton Keynes MK6 3AX
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RIBA Chartered Practice www.lindseyarchitects.co.uk





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Appendix B — Evaluation Matrix

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PART 1. COMPANY DETAILS

Please provide the following information on your organisation.

| | | |
|--------|--|--|
| 1.1 | Company/Organisation name | Yes / No |
| 1.2 | Name/address of parent organisation if different | Yes/No/NA |
| 1.3 | Contact name and position or role | Yes / No |
| 1.4 | Company/Organisation address | Yes / No |
| 1.5 | Telephone numbers (office and mobile) | Yes / No |
| 1.6 | Contact e-mail address | Yes / No |
| 1.7 | <i>Company Web Site Address (if applicable)</i> | Yes / No |
| | Is the organisation part of a larger group with a parent organisation, and are there any parent company guarantees if this is the case? | Yes/No |
| | Score: | Zero |
| | | |
| | | |
| 1.8 | Company's principle business activities / Sectors | Yes / No 2 points |
| 1.8.1 | Proportion of total activity to services similar to those called for in this contract – satisfactorily provided, also specifically in relation to dealing with existing and historic buildings | Yes / No 6 points |
| 1.9 | Type of Organisation | Yes / No 1 point |
| 1.10 | Have you had of any projects subject to deduction for liquidated damages/other deductions in the last 5 years. | Yes / No 2 points if no, minus 2 points if yes. |
| 1.11 | Have you had, in the last 5 years, a contract terminated for failure to undertake your duties under the contract. | Yes / No 3 points |
| | Score: | 14 |
| | | |
| 1.12 | Any Staff previously a Newport Pagnell Town councillor? | Yes / No |
| 1.12.1 | If applicable, name(s) and dates of service provided? | Yes / No /NA |
| 1.13 | Any Staff with relatives who are a councillor or currently employed by Newport Pagnell Town Council | Yes / No |
| 13.1a | If applicable, name(s) and dates of service provided? | Yes / No /NA |
| | Score: | Zero |

The answers to the above three questions may rule out the bidder from proceeding further in the tender process.

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PART 2. FINANCIAL DETAILS

| | | |
|--------------|---|--|
| | | |
| 2.1 2.1.1 | Do you anticipate sub-contracting elements of services to third party? <i>If applicable, please indicate which elements – satisfactorily provided?</i> | Yes / No 2 points = no Yes / No/NA or 1 point |
| 2.2.1 | Audited accounts for the most recent three years available? | Yes /No/NA 9 points |
| 2.2.2 | Profit & loss account, current liabilities and assets, and cash flow statement available | Yes / No Or 3 points |
| 2.2.3 | Two years Audited accounts and one set unaudited accounts/or forecast turnover available | Yes /No/NA Or 6 points |
| 2.2.4 | Statement of cash flow forecast for current year and bank letter outlining current cash and credit position available | Yes / No Or 1 point |
| 2.2.5 | Alternative means of demonstrating financial status if any of the above is not available | Yes /No/NA Or 4 points |
| 2.2.6 | Ability to obtain performance bond to underpin the security of the services provided | Yes / No 1 point |
| Score: | | 12 |

PART 3. INSURANCE DETAILS

| | | |
|--|--|----------|
| Please provide confirmation you have (or if successful will obtain) the following minimum levels of insurance; - | | |
| 3.1 | Public liability; £5 million | Yes / No |
| 3.2 | Employers liability; £5 million | Yes / No |
| 3.3 | Professional Indemnity Insurance; £2 million | Yes / No |
| 3.4 | Works Insurance | Yes / No |
| The above question if answered no automatically rule out progression to stage two of tender | | |

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PART 4. HEALTH & SAFETY

| | | |
|-------|--|----------------------------|
| 4.1 | Confirm the Organisation has a compliant H&S Policy and this has been issued in response to this PQQ | 2 |
| 4.2 | The Organisation has a recognized and operational H&S at Work system and has explained it? | 5 |
| 4.3 | Provide the name, status/designation and qualifications of person responsible for implementation of the company's H&S Policy and systems – satisfactorily provided e.g. competent person | 3 |
| 4.4 | Has the organisation during the last 3 years been subject to investigation by HSE or been required to provide evidence on H&S issue under their responsibility in a court of law? | Yes / No 5 points if no |
| 4.4.1 | <i>If yes, were satisfactory details provided that demonstrated limited or no fault?</i> | <i>Possible 3</i> |
| | Score: | 15 |

PART 5 – EXPERIENCE

| | | |
|-----|---|----|
| 5.1 | Example 1 and sufficient details provided | 5 |
| 5.2 | Example 2 and sufficient details provided | 5 |
| 5.3 | Example 3 and sufficient details provided | 5 |
| | Score: | 15 |

PART 6 – STAFFING

| | | |
|-----|--|----|
| 6.1 | Dedicated site Manager | 5 |
| 6.2 | Suitable qualifications for dedicated site manager | 5 |
| 6.3 | Is formal training in place for all employees | 2 |
| 6.4 | Does the organisation have a policy on slavery? | 2 |
| | Score: | 14 |

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PART 7 – TECHNICAL CAPABILITY AND MANAGEMENT SYSTEMS

| | | |
|-----|---|-------------|
| 7.1 | Does the organisation have capacity for contingency back-up or support if staff shortages or vehicle/machinery/equipment breakdowns? | Yes/No 4 |
| 7.2 | Which professional organisations is the business a member of? | 2 |
| 7.3 | Does the organisation have a quality assurance system approved by a recognised industry body? | 3 |
| 7.4 | Do staff members hold recognised Quality Management certificates? | 3 |
| 7.5 | Does the organisation have a written and active environmental management policy | 2 |
| 7.6 | Does the policy comply with statutory duties of care in respect of waste management as imposed by Environment Act 1990 and any subsequent legislation | 2 |
| 7.7 | Does the organisation check the environmental performance of its suppliers? | 2 |
| | Score | 18 |

PART 8 – REFERENCES

| | | |
|-----|---|----|
| 8.1 | Reference 1 with all required details provided | 4 |
| 8.2 | Reference 2 with all required details provided | 4 |
| 8.3 | Reference 3, which should be a reference from a local government body, provided with all relevant details | 4 |
| | Score | 12 |



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