

Pre-Qualification Questionnaire

Old Police Station, Newport Pagnell

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



Pre-Qualification Questionnaire

Old Police Station, Newport Pagnell

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Pre-Qualification Questionnaire

Old Police Station, Newport Pagnell

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 Probity

4.1 Business Probity

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

RIBA Chartered Practice
Established 1992
grindleyarchitects.co.uk
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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=hactmull9ovurtquezvvnv212m&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: <ul style="list-style-type: none"> 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	



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	Structural Survey(Full)	Structural Engineer: Les Postawa Associates Refer to: Newport Pagnell OPS Stage 2 Report
	Structural Survey(Specific))	Structural Engineer: Les Postawa Associates Refer to: 25-01 Design Risk Assessment.pdf
	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.
	Existing as built drawings	Measured Building Survey available. On Centre Surveys Ltd.
	Existing Fire Strategy	Currently vacant. Note previous use as Police Station and implications on existing provision of fire exits to the prison cell area.
	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	










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	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	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.	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>

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	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	

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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



ALL DIMENSIONS TO BE CHECKED ON SITE
NOT FOR CONSTRUCTION

Demolitions
(refer to proposed drawings for extent)
NOTES:
(refer to notes on drawings or spec)
1. All work to be carried out in accordance with the relevant standards and specifications.
2. All work to be carried out in accordance with the relevant standards and specifications.
3. All work to be carried out in accordance with the relevant standards and specifications.

M&E
Remove all electrical sockets, lighting, cabling, electrical isolation.
Remove all plumbing fixtures, pipe-work, heating, ventilation, air conditioning, etc.
ASBESTOS
Refer to Asbestos survey for known locations

ASBESTOS
Refer to Asbestos survey for known locations

OLD POLICE STATION

124 High Street Newport Pagnell MK16 6BH
Newport Pagnell Town Council
Contract No: 24/05
Scale: 1:50 @ A1
Date: 4 NOV 2025
Project No: 24/05
Project Name: 4-091

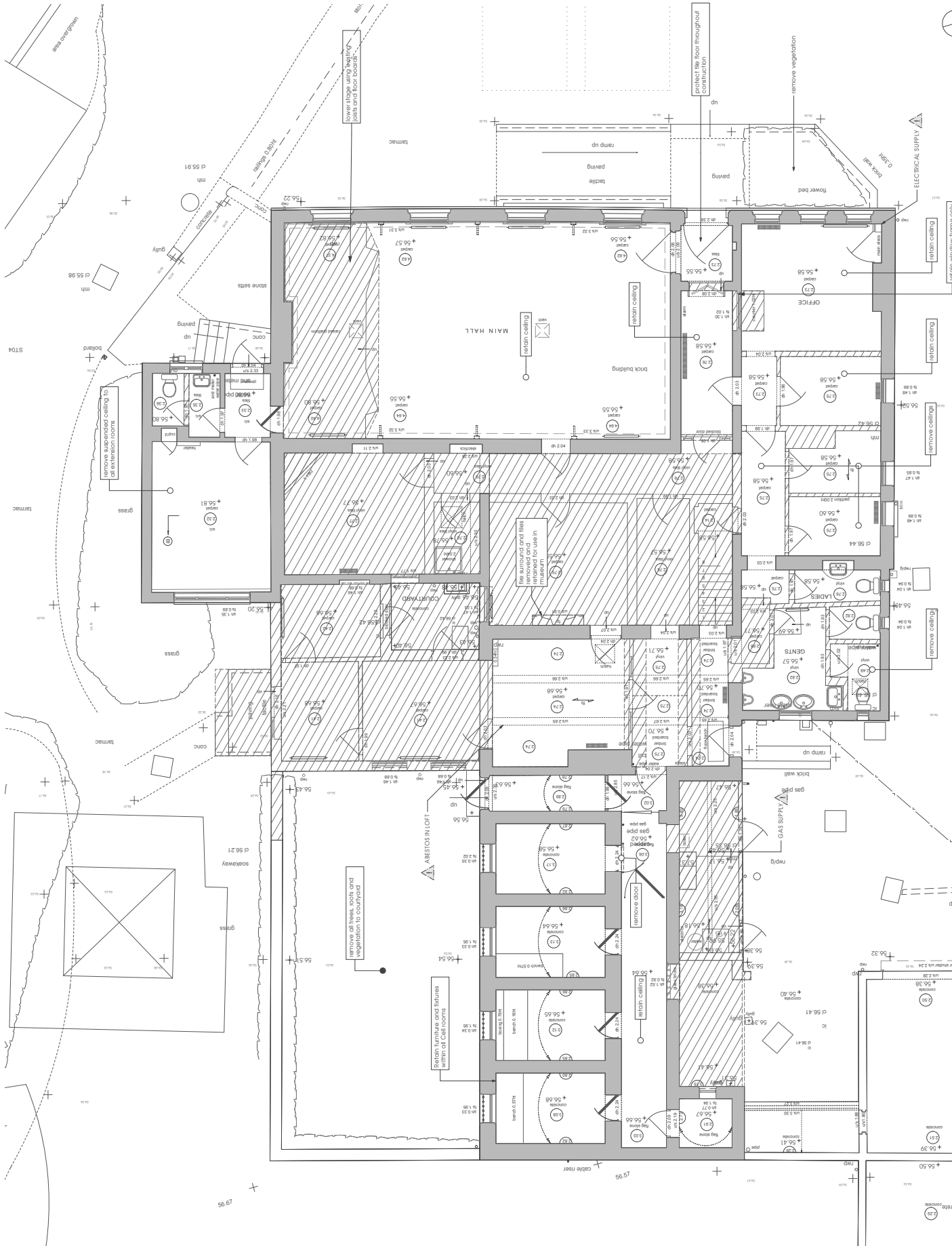
4-091

BBB STAGE 4: DRAFT

0 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

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7 Lead Road - Simpson Milton Keynes MK9 3AX
t: 01908 668719
e: info@grindleyarchitects.co.uk
RBA Chartered Practice
www.grindleyarchitects.co.uk



NOT FOR CONSTRUCTION

NOTES:

doors marked in BLUE to be retained. Refer to door schedule.

refer to reflected ceiling plans for extend
of ceilings demolitions.

remove all fixed notice boards, fittings and fixtures.

remove all floor finishes and backings to substrate.

remove all sanitary fittings

retain in place skirting boards, mouldings, paneling, architrave.

Retain skirting boards from removed walls
for patching gaps/damage

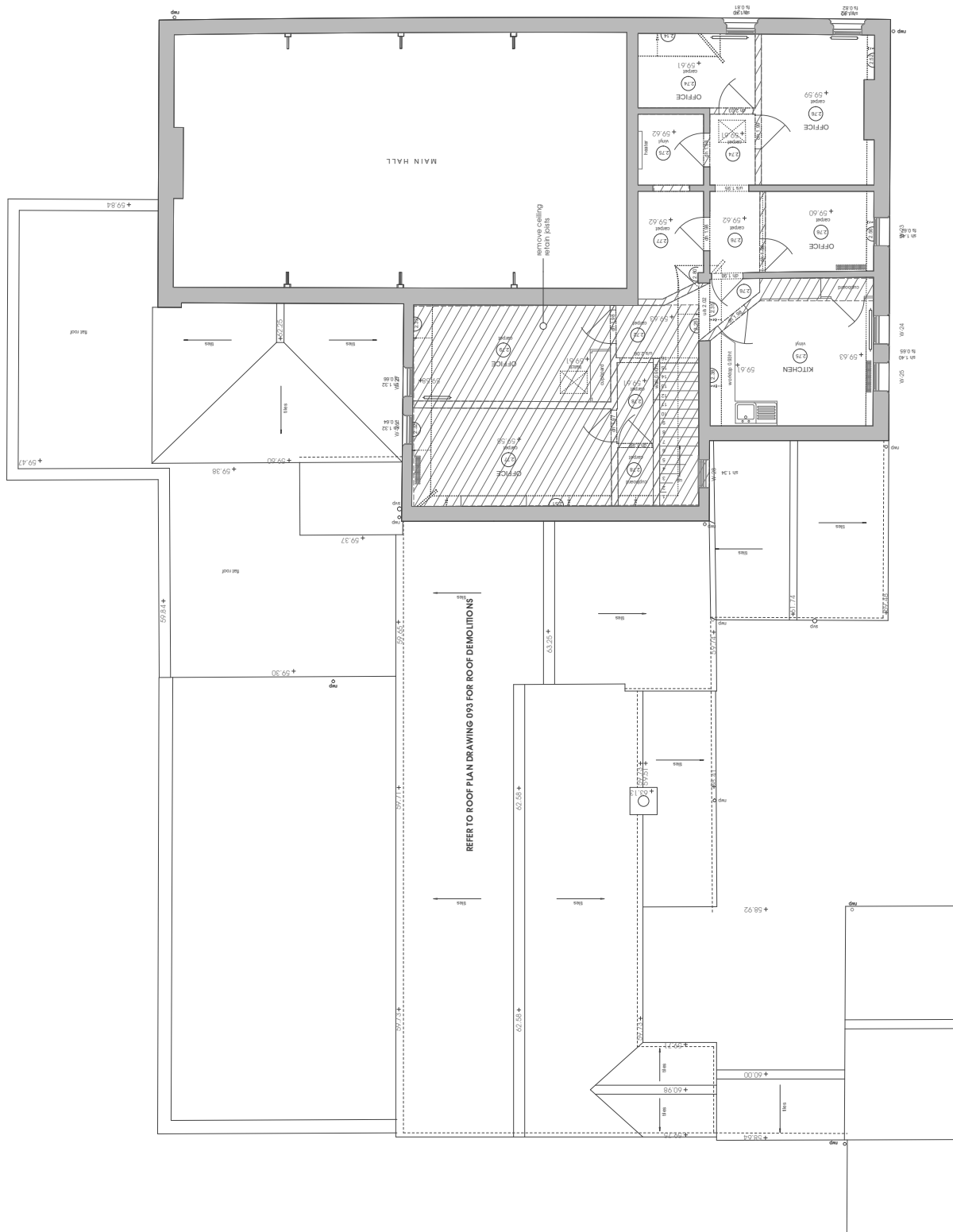
19-E

remove all electrical sockets, lighting, and other electrical components.

remove all plumbing fixtures, pipe-work

REVIEWS

refer to Abestos survey for known locations



REFER TO ROOF PLAN DRAWING 093 FOR ROOF DEMOLITIONS

OLD POLICE STATION

24 High Street Newport Pagnell MK16 8EH
Newport Pagnell Town Council

Author	Checked by	Date	Copyright OA

Existing First Floor

Topic	1:50 @ A1	Date

4-092

FIGURE 4-DRAFT

GRINDLEY ARCHITECTS

Lissel Road Milton Keynes MK6 3AX

For more information visit www.hitechs.co.uk

18A Chartered Practice

www.grindleyarchitects.co.uk



ALL DIMENSIONS TO BE CHECKED ON SITE
NOT FOR CONSTRUCTION

- Phase 1:**
- Town Council details:
All the project works for the Town Council.
 - Museum details:
All the structural and building envelope works for the Museum are to be included in Section 1 (Phase 1), including internal door and side light DMO1 and lined MAA.
 - Refer to MEP Concepts drawings and specification for Phase 1 Mechanical and Electrical works for the Museum.
- Phase 2**
- Museum details:
Refer to MEP Concepts drawings and specification for Phase 2 Mechanical and Electrical installations for the Museum.
 - Museum interior fit out:
Floor finishes
Wall linings
Ceiling linings
Wall finishes
Decorations
Sanitary ware
Kitchen
Internal doors
 - Museum Courtyard works

OLD POLICE STATION	
124 High Street Newport Pagnall MK16 8EH	
Newport Pagnall Town Council	
Drawn by	Checked by
Rev	Rev
SECTION: PHASING PLAN	
Scale	Date
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Project No.	2406
Project Drawing No.	

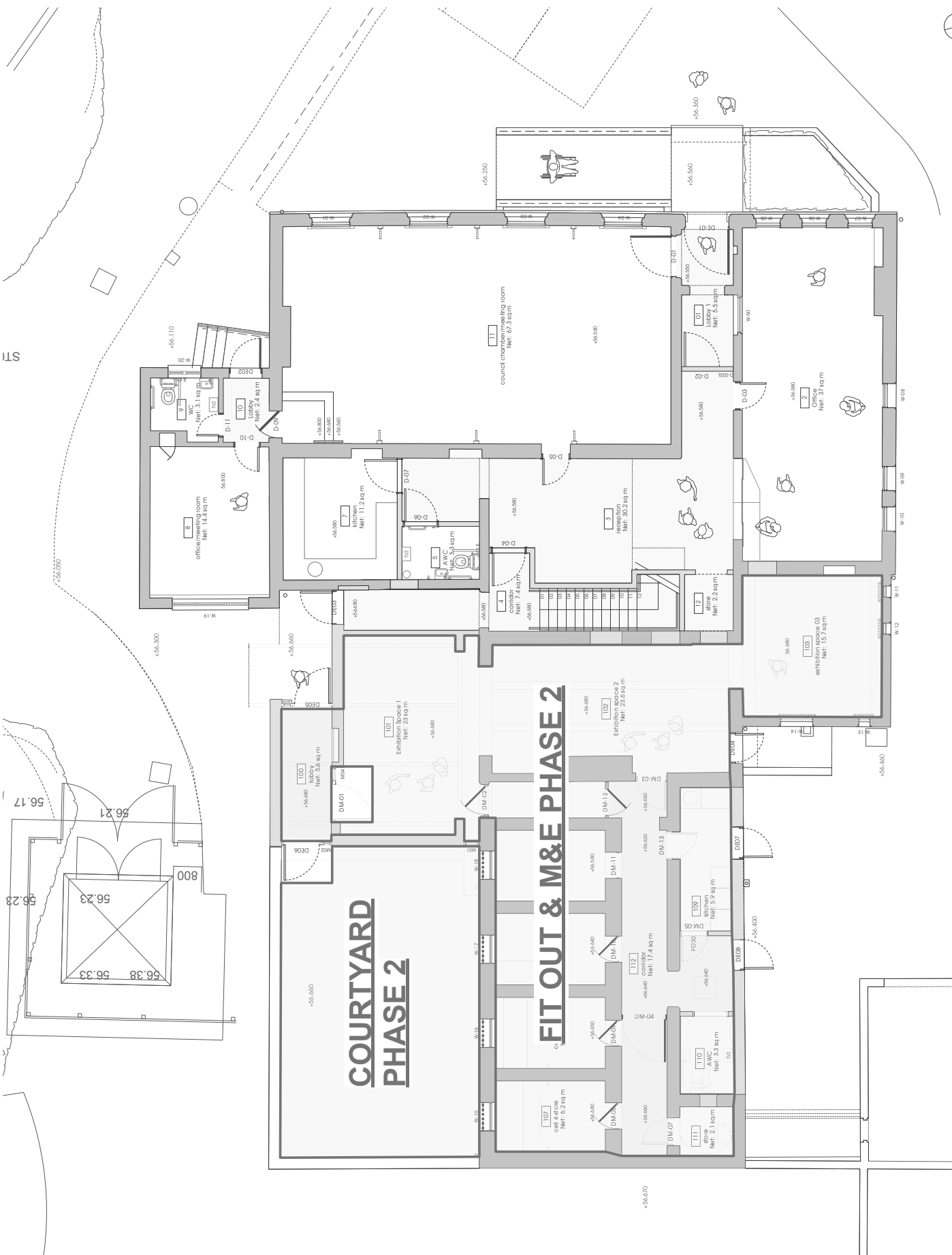
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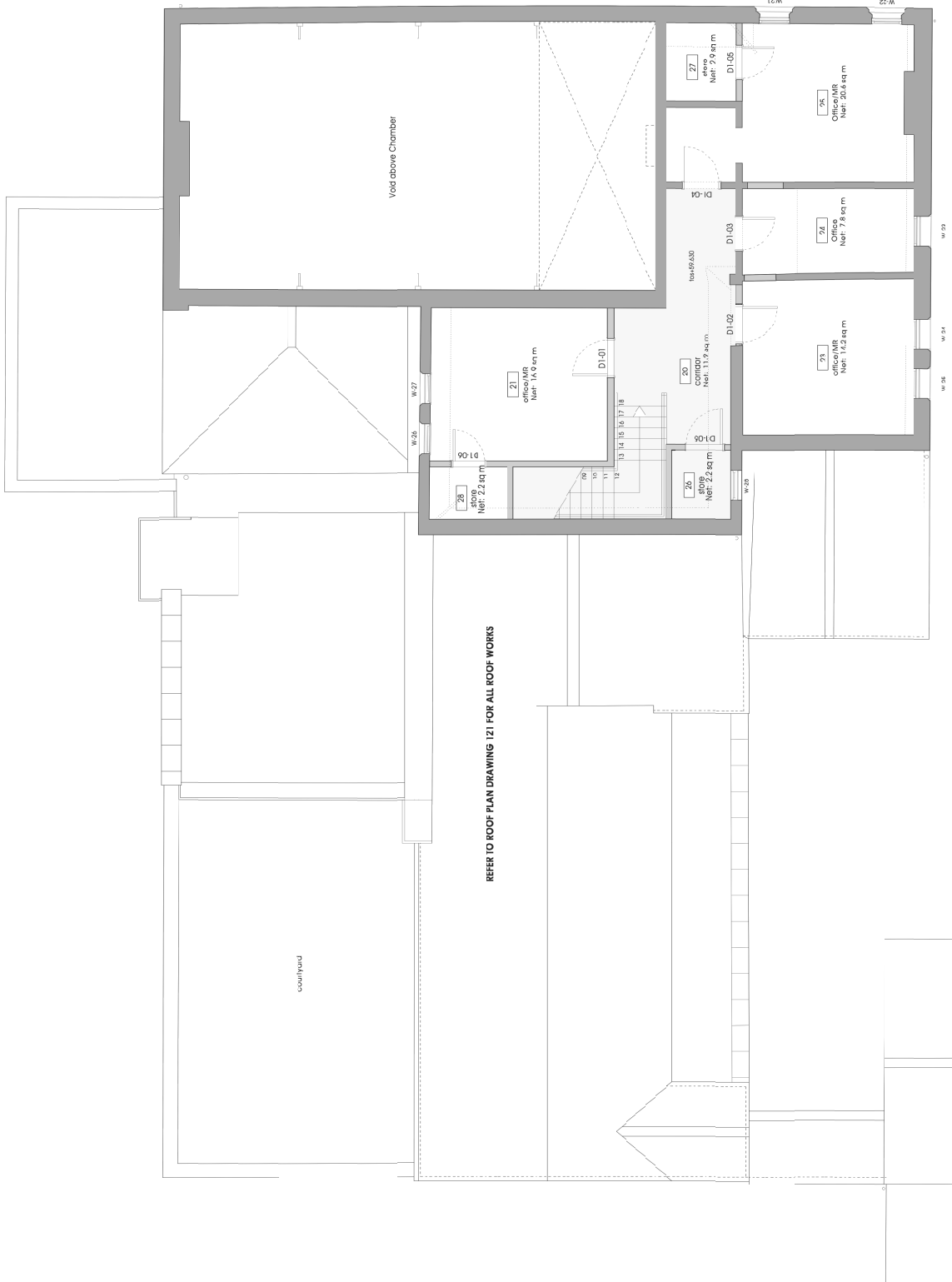
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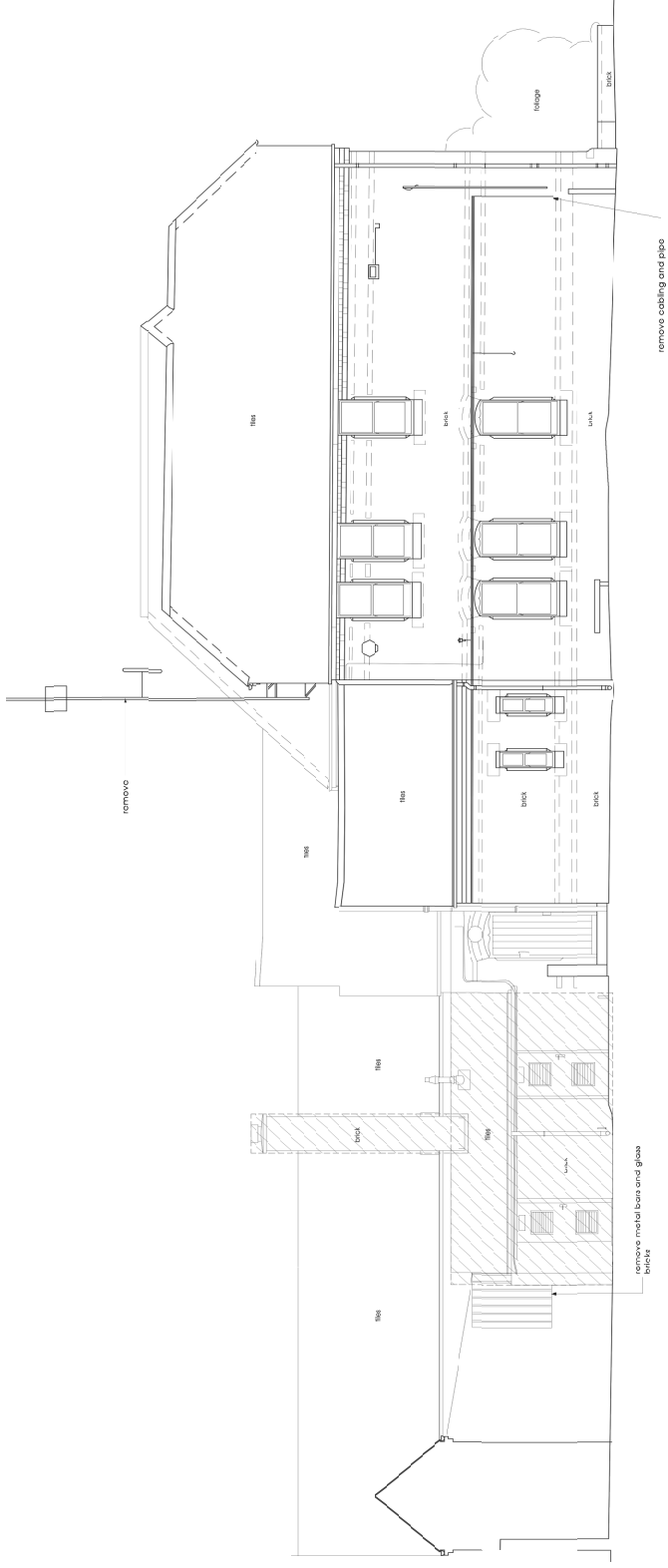
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GRINDLEY ARCHITECTS

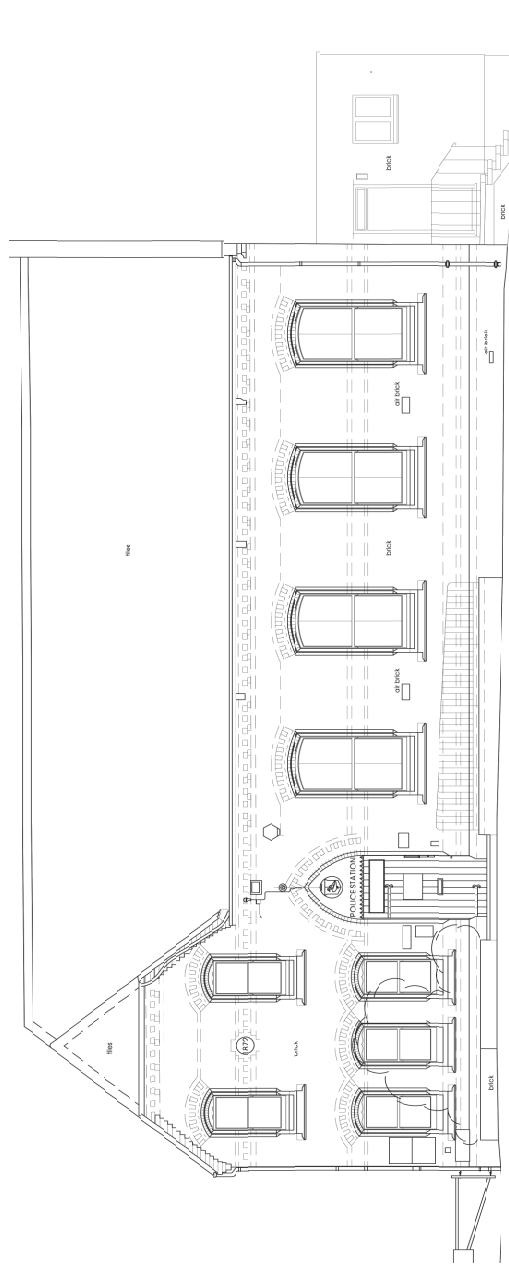
7 Laurel Road, Stratford, Milton Keynes, MK6 3AX
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RMA, Chislewood Practice
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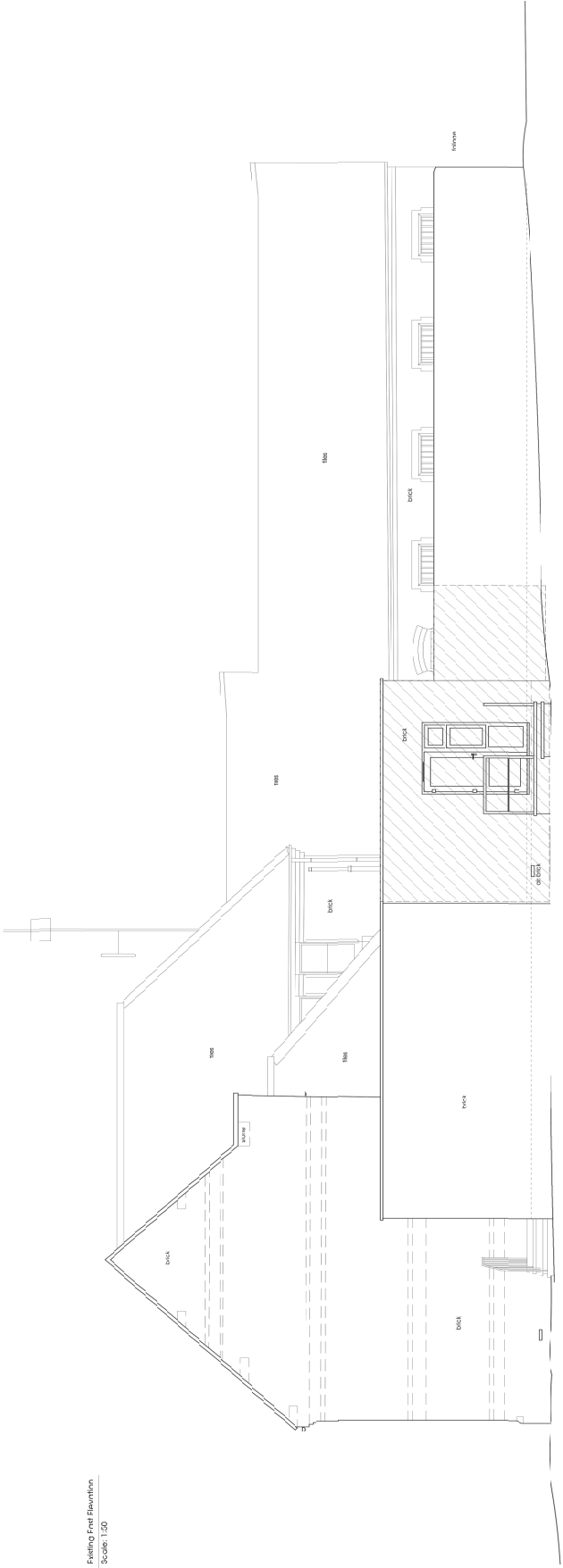


WEST ELEVATION _____ 54.00m A.O.D.



SOUTHELEVATION
711011 STAFFS
Δ 54.00m A.O.D.

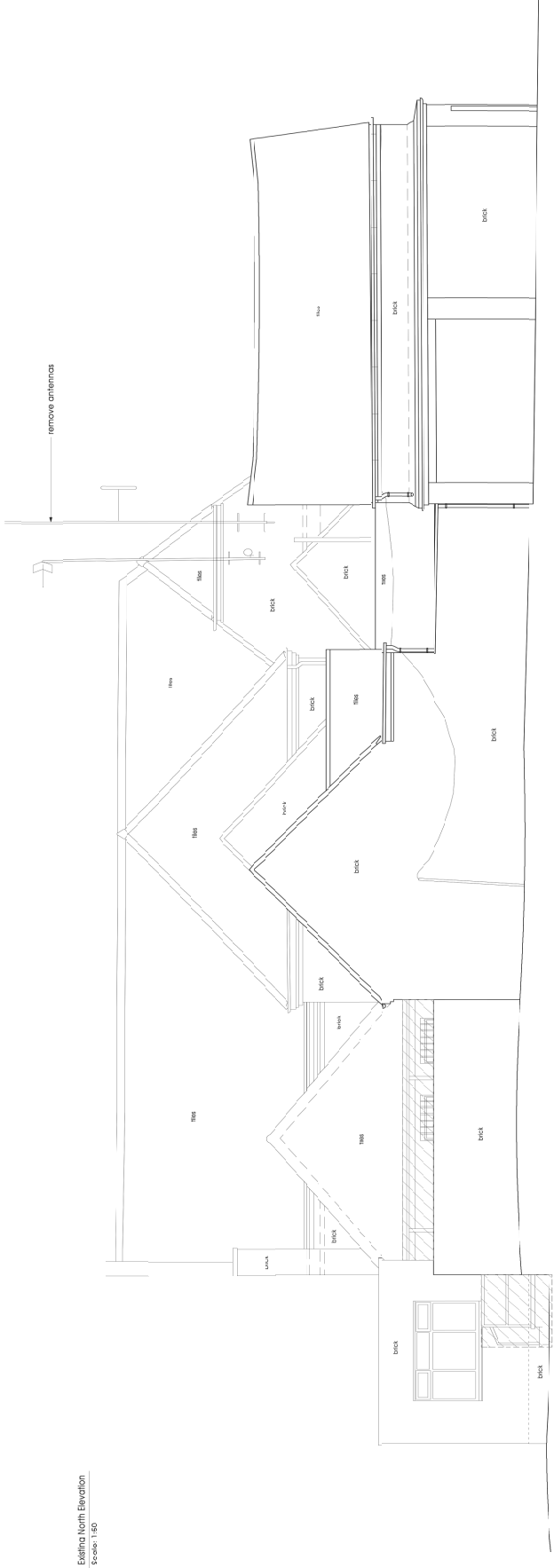
Existing First Elevation
Scale: 1:20



EAST ELEVATION

5.00m A.O.D.

Existing North Elevation
Scale: 1:50



NORTH ELEVATION

5.00m A.O.D.

OLD POLICE STATION

12-14 High Street, Newport Pagnell, MK16 6EH
Newport Pagnell Town Council

Project Name	Client	Project Ref
Old Police Station	Newport Pagnell Town Council	OP/2019/01
File	Existing Elevations E&N	File
Scale	1:50 @ A1	Date
Project No.	24.06	14 NOV 2019
Project Name	Old Police Station	Project Ref

4-201

RIBA STAGE 4: DRAFT

REV

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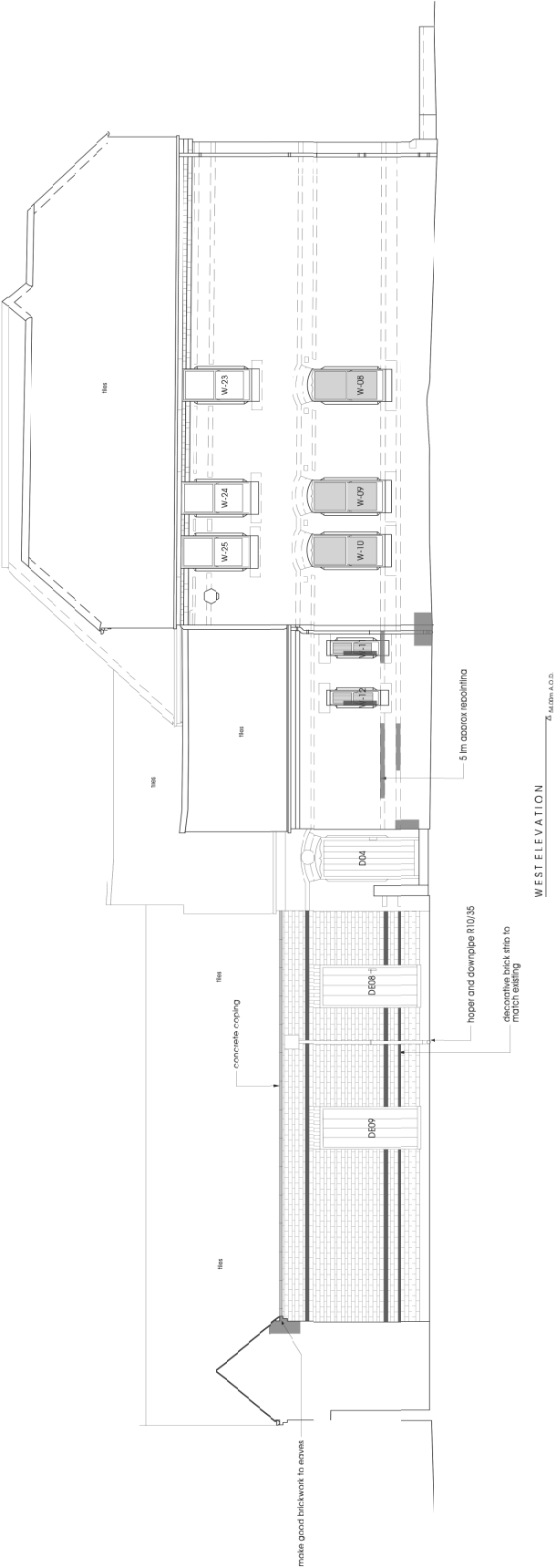


ALL DIMENSIONS TO BE CHECKED ON SITE
NOT FOR CONSTRUCTION

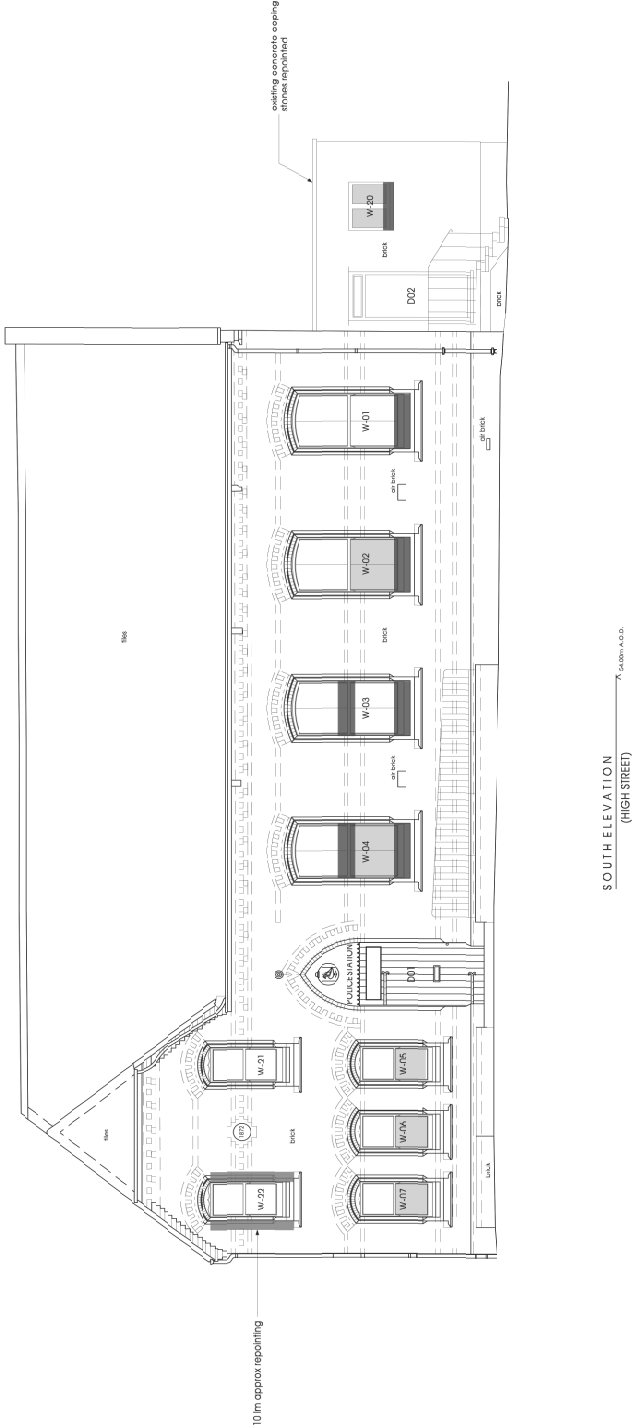
KEY

- FOR ROOF WORKS REFER TO DRAWING 12:
known station timber frame refer to
window schedule - refer report C01/040
reporting
replacement glass L60/40-41

W
Proposed West Elevation
Scale 1:50



S
Proposed South Elevation
Scale 1:50



OLD POLICE STATION
124 High Street, Newport Pagnell, MK16 6ET
Newport Pagnell Town Council

Proposed Elevation W&S
Scale 1:50 @ A1 Date 04 NOV 2019
Project No. 24-06
Project Drawing No.

4-210

RIBA STAGE 4, DRAFT

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Appendix B — Evaluation Matrix

Pre-Qualification Questionnaire

Old Police Station, Newport Pagnell

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>	<i>Yes / No</i>
	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:	<i>Zero</i>
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 <i>applicable</i> , 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 <i>applicable</i> , name(s) and dates of service provided?	Yes / No /NA
	Score:	<i>Zero</i>

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	Do you anticipate sub-contracting elements of services to third party?	Yes / No 2 points = no
2.1.1	<i>If applicable, please indicate which elements – satisfactorily provided?</i>	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

Pre-Qualification Questionnaire

Old Police Station, Newport Pagnell

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

**London**

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45 Gee Street

London

EC1V 3RS

T 020 7608 8600

E london@jacksoncoles.co.uk

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Stratford Road

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E mk@jacksoncoles.co.uk

Jackson Coles is a trading name of
Jackson Coles LLP, a limited liability
partnership

www.jacksoncoles.co.uk