

# Pre-Qualification Questionnaire

Main Contractor

# ACCRINGTON TOWN SQUARE – PHASE 2

## PRE-QUALIFICATION QUESTIONNAIRE

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## PRE-QUALIFICATION QUESTIONNAIRE

### Introduction & Instructions to Applicants

This Pre-Qualification Questionnaire (PQQ) will be used to assess firms applying to be considered for invitation to tender for the provision of Main Contractor services for the Phase 2 Works at Accrington Town Square (ATS) to determine which bidders will be invited to the Final / Pricing Activity Stage.

This PQQ should be read in conjunction with the Instructions To Tenderers (ITT) document. In the event of any conflict between the ITT and PQQ, please clarify. The ITT provides more detailed instructions and an overview of the project.

Applicants are required to answer all questions in this PQQ fully. Submissions may not be considered further if all relevant questions are not answered or if requested additional information is not provided. Altering the format of this questionnaire may render the submission invalid.

Information to be provided as an appendix should be attached to the questionnaire with a covering sheet referring to the section and question number.

Queries or requests for clarification during the prequalification period should be sent to:

Josh Adams – Josh.Adams@rihbell.co.uk

Jordan Rutter – Jordan.Rutter@rihbell.co.uk

### Additional Information

HBC expressly reserves the right to require a potential supplier to provide additional information supplementing or clarifying any information provided in this PQQ.

HBC may seek independent financial and market advice to validate information declared, or to assist in the evaluation of submissions against the published selection criteria which may include a Dunn and Bradstreet check or similar.

### Pre-Qualification Questionnaire Selection Process and Criteria

The objective of the selection process is to assess the response to the PQQ and select potential service providers/suppliers to proceed to the next stage of the procurement – The Final / Pricing Activity Stage. Please refer to the ITT for further explanatory information relating to Selection.

The pre-qualification questions fall into three categories:

1. **For Information:** These question/s tell us about your firm and although not scored, will be used to understand basic information about the supplier.
2. **Pass/Fail:** The question/s should be answered in a Yes/No format and appropriate details supplied accordingly to allow an assessment of skills, knowledge and experience of the Contract.
3. **Pass/Fail and Scored:** The pass/fail element of the questions/s should be answered in a Yes/No format. Scoring criteria will be described within the question and will be scored to further assess the suppliers knowledge or expertise in relevant areas relating to the works as relevant.

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### Pre-Qualification Questionnaire

#### Section 1 – Organisation and Contact Details

1A	Company Information <i>(all questions for information)</i>	
1	Company Name:	
	Name: (principal contact for duration of the selection process)	
	Position:	
	Address for Correspondence:	
	Telephone Number:	
	Email:	
	Website:	
3	Date and place of formation of the potential supplier and, if applicable, registration under the Companies Act 2006 and any changes of name, registered office and principle place of business. (Please note that proof of incorporation may be requested.)	
4	Full legal name and address of Parent Company and ultimate Parent Company if applicable.	
5	Please advise if a parent company guarantee will be provided, if requested. (requirement TBC)	
6	Please confirm the name of the legal entity which will be entering into contract if the potential supplier is successful.	
7	Please provide the VAT Registration number for the entity named in (vi.) above.	
8	Please provide details if the potential supplier has had any changes in ownership within the last five years and any information on future changes in financial structure or ownership, prospective take-over bids, buy-outs and closures, etc which are currently in the public domain.	
9	If the potential supplier is a member of a group of companies, give the names and addresses of the ultimate holding company and all other subsidiaries.	
10	Is the potential supplier a consortium, joint venture or other arrangement? If so please provide details of the constitution and percentage shareholdings. In addition please provide details as to who will be supplying what services.	
11a	Are any of your directors, partners or associates involved in any company or	

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	organisation who is already providing services to Hyndburn Borough Council or any other subsidiary or trading company?	
11b	If yes please provide details:	
12a	Are any of your directors, partners or associates married, related to, or have a close personal relationship with an Employee of Hyndburn Borough Council?	
12b	If yes please provide details:	
13	Please provide your turnover for the past three years:	

## Section 2 – Company and Financial Standing

2A	Grounds for Rejection	
1	Has any Director, Partner or other Principal been convicted of a criminal offence related to business or professional conduct? If yes please provide details. (Pass/Fail Question)	
2	Has any Director, Partner or other Principal been bankrupt or involved in any firm that has been liquidated or gone into receivership? If yes please provide details. (Pass/Fail Question)	
3	Has the potential supplier ever had a contract terminated for breach of non-performance? If yes please provide details. (Pass/Fail Question)	
4	Please confirm if there are any open claims against the company. (Pass/Fail Question)	

2B	Economic and Financial Standing	
1	Please provide details of any material pending or threatened litigation or other legal proceedings including arbitration that may impact on the delivery of this project. (Pass/Fail Question)	
2	Please provide details of any material litigation or other legal proceedings including arbitration that have occurred in the last three years. (Pass/Fail Question)	
3	Please provide the name of your bank and confirm that, if requested, you are willing to provide a reference from your bankers at your	

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	cost and that you accept that a poor reference will render you ineligible to continue in the selection process? (Pass/Fail Question)	
4	Please confirm the level of Professional Indemnity Insurance currently held by the potential supplier. Please confirm that if your current level of Insurance is below £5m you will be willing and able to take this level of cover prior to appointment? (Pass/Fail Question)	
5	Please confirm the level of Employers and Public Liability Insurances currently held by the potential supplier. Please confirm that if your current level of Insurances is below £5m you will be willing and able to take this level of cover prior to appointment? (Pass/Fail Question)	

### Section 3 – Technical and Professional Ability

3A		General Experience		
1	<p>Please provide details of three projects in either the public or private sector that are relevant to the project. These should have emphasis on the following key criteria:</p> <ul style="list-style-type: none"><li>- <b>Working on heritage assets</b></li><li>- <b>Minimum value of £5m</b></li><li>- Delivery of a project with involving multiple buildings and with constraints requiring navigation (e.g. roads/public areas).</li></ul> <p>Please ensure you have included the following: Client name, client contact information, contract start date, contract completion and estimated contract value. <i>(Maximum limit of 500 words per study)</i></p> <p><i>(Please note that a failure to provide a minimum of 2nr case studies with relevant experience on the points in bold will be a fail)</i></p> <p><i>(Pass/Fail and Scored Question):</i></p>	Please insert as Appendix 3A-1		
	<table><tr><td>Pass / Fail</td><td>Are 3 case studies provided?</td></tr></table>		Pass / Fail	Are 3 case studies provided?
Pass / Fail	Are 3 case studies provided?			

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	4	Excellent demonstration of experience on the key points presenting projects that each have heritage elements associated with them, meet the value threshold, and show capability of managing multiple sites as part of the same project	
	3	Very good demonstration of experience on the key points presenting projects that when considered collectively demonstrate competence and experience with heritage elements, are each near or meet the value threshold, and show capability of managing multiple sites with constraints as part of the same project.	
	2	Satisfactory demonstration of experience on the key points presenting projects that when considered collectively demonstrate some competence and limited experience with heritage elements, are of varying values, and show capability of managing multiple sites as part of the same project or handling constraints, but not simultaneously.	
	1	Poor demonstration of experience on the key points presenting projects that do not contain heritage elements, do not show capability of projects that are at or near the value threshold, or do not show competence with managing site constraints or simultaneous site management.	
	0	The supplier does not provide case studies that are relevant to the question.	
2	Please detail any and all relevant certification, accreditation and industry affiliations which serve to demonstrate a level of expertise in refurbishment of occupied buildings. <i>(This question is for information only)</i>		

3B	Qualifications and Skills of Staff				
1	Please provide current staff numbers. <i>(This question is for information only)</i>	Directors	Senior	Technician	Admin Staff
2	Please list any relevant corporate registrations with a professional body or trade organisation	Please insert as Appendix 3B-1			

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	that demonstrate your ability as Main Contractor to suitably deliver the project in a safe and effective manner, and / or demonstrate competence in respect of internal governance, data management and the like. <i>(Pass / Fail Question)</i>	
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3C	Quality Assurance, Environmental and Health and Safety	
1	Please advise if your firm has achieved ISO or other recognised certification for Quality Assurance and in no more than 200 words provide details of this certification? <i>(Information only)</i>	Please insert as Appendix 3C-1
2	Please advise if your firm has achieved ISO or other recognised certification for Environmental and Sustainability and in no more than 200 words provide details of this certification? <i>(Information only)</i>	Please insert as Appendix 3C-2
3	Please confirm that you have a Health and Safety policy in place and in no more than 200 words advise details of this policy? <i>(Information only)</i>	Please insert as Appendix 3C-3
4	Please provide records of accidents and HSE statistics and warnings/prosecutions in no more than 200 words. <i>(Information only)</i>	Please insert as Appendix 3C-4
5	Please confirm your understanding of the Building Regulations (Amendment) 2023 Principal Designer and Principal Contractor duty roles and how you satisfy the competence requirements to undertake the role as defined in Sect 2A of the Building Regulations etc. (Amendment) 2023. Your answer should consider the management of key risks; and demonstrate how you will coordinate matters relating to building work to ensure it complies with all relevant regulations; management of the communication and cooperation process, liaison with the other duty holders and the sharing of information. <i>(Information only)</i>	



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### Section 4 – Declaration

4A	Declaration		
1	I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertaking requested in the Questionnaire.  I/We understand that false information could result in my/our exclusion from the short list of tenderers.	Signed:	
		Name & Position:	
		Company:	
		Date:	