**Appendix C**

**Envelope 2 - Technical Envelope**

Suppliers must respond to each of these questions in sufficient detail in order to meet the minimum scoring requirement. Please note the maximum word count for applicable questions and that exceeding these will invalidate your tender response.

1. **Skills, Knowledge and Experience (70%)**

Demonstrate experience of successfully delivering similar projects of comparable scale and complexity in the last 5 years. Please provide details of two contracts that are relevant to the Authority’s requirements. Responses should be recent, relevant to the project and the scope of appointment and demonstrate successful delivery of the project to the required quality standards.

Please include contract type and references for the named projects, with referees name, address and contact details.

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| **Project 1** |
| **Description of project / nature of works (Max. 500 words)**  | **Referee Contact Details**  |
|  | **Name:****Organisation:****Address:****Tel:** **Email:**  |

|  |
| --- |
| **Project 2** |
| **Description of project / nature of works (Max. 500 words)** | **Referee Contact Details**  |
|  | **Name:****Organisation:****Address:****Tel:** **Email:**  |

1. **Project team (30%)**

Please detail the proposed project personnel to deliver the project, demonstrating they have the knowledge, skills and experience required. Please ensure any proposed subconsultants or subcontractors are clearly specified.

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