



Shaping public  
construction

# Mini Competition Part 1

Project Name and Reference

Name of Commissioning Public Body

Please select the appropriate 'Lot'

**Lot 1 - South West**

**Lot 2 - South East**

**Lot 3 - London**

## Guidance Notes

Guidance notes are contained throughout this document. Please contact the Framework Management Team if additional advice is required.

1. The information in this document will be used by the contractors to determine their interest in submitting a tender for this project. Key factors that will determine a contractor's interest in this project will be: the services required, proposed programme, the construction value, and special terms the contracting authority may have. The details in the project description need to be clear and concise.
2. The Framework Management Team will issue the Mini Competition Part 1 via the SCF tender portal to all the contractors included within the specific SCF lot, i.e. Lot 1, Lot 2 and Lot 3. Typically, the contractors have up to 5 working days from issue to review the opportunity and return a self-certified Mini Competition Part 1. Part 2 will be issued via the contracting authority's chosen method.
3. The client will agree the weighting of questions A, B & C with the Framework Management Team for the Mini Competition Part 1. The total weighting of the questions must add up to 100%.
4. The Framework Management Team will evaluate and moderate the contractor's responses to Mini Competition Part 1 in collaboration with the contracting authority using the evaluation rating scale.
5. The contractor's team and the design team named in their response, should be the team that will be working on the project. This is subject to the project commencing in line with the timescales issued at the Mini Competition.
6. In the unlikely event of a tie, the SCF Framework Management Team will contact each respondent and ask them to nominate one answer that will take precedence.

**DISCLAIMER:** This template is offered in good faith by SCF. A number of user specific modifications will be required to ensure it is tailored to each project. We strongly urge that users thoroughly review all of the provisions and obtain specialist procurement, or legal advice if required, to ensure each Contracting Authority is compliant and meets all of the requirements of the Public Contracts Regulations 2015.

## Evaluation Rating Scale

**Guidance:** Respondents are required to give answers to questions A, B & C. SCF panel members will then score each respondents answers on the rating scale below.

0 = Very poor or no response. The response provides no confidence.

1 = Poor. The response provides very little confidence.

2 = Unsatisfactory. The response provides some confidence but not to an acceptable degree.

3 = Satisfactory. The response provides an acceptable degree of confidence.

4 = Good. The response provides a good degree of confidence.

5 = Excellent. The response provides a high degree of confidence.

### Questions

### Weighting

#### **Q1 - Please demonstrate your ability and capacity to deliver this scheme.**

The extent to which the main contractor has the capacity and suitably capable resources within their team and company to deliver this scheme, referring to local relevant experience for both the project resources and company resources as a whole, i.e. the projects have been managed from offices from within the specific Lot.

%

*Maximum word count 750 words. Word count includes illustration, captions, title lines and tabulated content.*

#### **Q2 - Please demonstrate the ability and capacity of both your design and supply chain partners to deliver this scheme.**

The extent to which the main contractor has suitably capable resources and capacity within their design team (as appropriate) and trade supply chains to deliver this scheme, referring to the relevant "local" experience of potential partners and their previous working experience with the main contractor.

%

*Maximum word count 750 words. Word count includes illustration, captions, title lines and tabulated content.*

#### **Q3 - Please demonstrate your ability to add value to this scheme.**

The extent to which the provider can innovate and add value to this specific project, reducing costs/time, increasing quality or improving social and environmental outcomes. Ideas for adding value should be evidenced and project specific.

%

*Maximum word count 750 words. Word count includes illustration, captions, title lines and tabulated content.*

**Guidance:** The total weighting for these questions must equal 100%. Please ensure your responses to questions 1, 2 and 3 are submitted as a single document and less than 10mb in size.

## Project Information

This is the section where you put your information about the project:

### General Information

Project title / reference number:

Client contact & Organisation:

Name of Contracting Authority:

Forecast Construction Cost (£):

Nett construction cost (£):

*Guidance: The contractors calculate their fee percentages in respect to the forecast nett construction cost, on the commercial workbook. This figure will include:*

*All works construction packages, defined provisional sums, project specific site preliminaries, which are not included in the construction fee (i.e site staff), and all other services provided by the contractor EXCEPT the design rate, preconstruction and construction rates and the OHP fee. The contractor will use this figure to calculate their bid on the commercial workbook.*

Date of current cost plan:

Is the project supported by external funding?

If yes, please state:

Project type:

Full form of contract used:

If contract modifications proposed, please list or attach contract:

Site Town and Post Code: Current

RIBA stage at MC1:

Design and Construct or Construct only:

What is the proposed cost and quality split for this project:

*Guidance: Please note, the above cost / quality split is for MC2 purposes.*

# Construction Information

**Proposed construction start date:**

**Proposed construction finish date:**

**Project description:**

*Guidance: It is helpful to provide a reasonable level of background information so contractors can make an informed decision prior to bidding. The level of information will depend on the current project stage, this might include project aspirations, details of known risks highlighted by completed surveys, summary of design development, any previous phase of work, current facilities short comings. Any special and sustainable features the commissioning public body wishes to incorporate in the building, such as natural ventilation, solar and wind energy, collection and re-use of greywater, etc.*

*Guidance: Whether the construction phase is single continuous or phased periods.*

*Indication of the planning philosophy and the level of consultation the scheme received with the planning authority and key project stakeholders.*

*Other project specific constraints and considerations e.g. ownership, users and whether they will vacate/stay in location, decant requirements, topography, geology, neighbours, boundaries, previous uses, existing buildings, site clearance, known services etc.*

**Special / other project requirements:**

*Guidance: It is helpful to highlight requirements for apprenticeships, local resources, environmental, security, liability cap, CDP, warranties, PCG/ Bonds, BIM, GSL etc.*

# Professional Team

*Guidance: Please do not contact these people during the MC1 process, all questions via SCF.*

**Project Manager:**

Company:

Email & Number:

**Quantity Surveyor:**

Company

Email & Number

**Architect:**

Company:

Email & Number

**Principle Designer:**

Company:

Email & Number:

**Lead Designer:**

Company:

Email & Number:

**Mechanical Engineer:**

Company:

Email & Number:

**Electrical Engineer:**

Company:

Email & Number:

**Structural Engineer:**

Company:

Email & Number:

**Other Consultants:**

Company:

Email & Number:

List surveys (include date completed) site information and any other information that will be available at Mini Competition Part 2:










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## Mini-Competition Information

**Mini Competition Part 1 issue date:**

**Mini Competition Part 1 return date:**

*Guidance: Typically 5 days or through consultation with SCF Framework Manager.*

**How will Mini Competition Part 2 be issued:**

*Guidance: For example Client Portal/email. If portal, please specify portal and sign up details.*

**Mini Competition Part 2 issue date:**

**Mini Competition Part 2 return date:**

*Guidance: Typically this is 10 working days from issue. When a lot of information is going to be included / issued in Part 2 up to an additional 2 weeks to respond can be allowed for.*

**Site visit (indicative date):**

**Other key dates or milestones:**

**Expected RIBA stage at appointment:**

**Anticipated start date for pre-construction period/PCSA agreement:**

**List any required specialist sub-contractors or suppliers to be included within bid:**

**Who will evaluate the MC1:**

**Any contract amendments proposed:**

**Please attach any significantly amended contractual clauses as an appendix :**

**Please consult SCF Framework Manager to complete below**

**SCF Framework Manager allocated:**

**Geographical Lot:**

**Project type:**

**Project category (majority where mixed):**

**Is the Construction Logistics and Community Safety (CLOCS) standard applicable to this project?**

## Design Services

This will be applicable for Develop & Construct projects. It is extremely helpful for contractors to understand at what point the design responsibility will be transferred to them from the existing client design team.

**Is it the clients intention for the current design team to be novated, or is it expected that the contractor propose their own team?**

**If the current designer is not being novated, can the contractor approach the incumbent designer to be part of their design team?**

**Has a principal designer been appointed?**

**Is it intended that the contractor will provide a principal designer service:**

### Design services required from RIBA stage

Project / programme management

Architecture / design / design coordination

Design responsibility to contractor from stage

Structural engineering

Quantity surveying

Mechanical engineering

Electrical engineering

Structural engineer

Civil engineer

Landscape architecture

Interior design (all areas)

Thermal engineering & air tightness engineering

Acoustic engineering

Fire engineering

Site waste management planning

Other services

Please list any surveys required