



Winchester

City Council

Suitability Questionnaire – Mayles Lane, Knowle

Overview

Winchester City Council invites expressions of interests from contractors by completing the suitability questionnaire. You are required to prepare a response no later than 12:00pm Monday 02 October 2017. Following the completion of the suitability questionnaire, a number of contractors will be invited to tender for the works.

Electronic receipt of your response is preferred and should be emailed to newhomesprojects@gmail.com.

Alternatively if you do wish to post your return, address is below:

Elliot Prior
Winchester City Council
City Offices
Colebrook Street
Winchester
SO23 9LJ

Tel: 01962 848 383

Email: EPrior@winchester.gov.uk

The Mayles Lane, Knowle project comprises of the detailed design and construction of 13 affordable housing units, across three sites near Mayles Lane, Knowle, Fareham, Hampshire, including all associated drainage, external works, landscaping and main services. Full planning permission has been obtained for two of the three sites (Park Cottages 17/00958/FUL & Land Adjacent to Dean Villas/Totsome Cottages 17/00957/FUL). Land South of Knowle Village Business Park is awaiting ecology surveys before the final decision notice can be issued. However, the draft planning conditions for this site have been received.

Works will be carried out under a fixed price lump sum in accordance with the terms and conditions of a JCT Design and Build Form of Contract, 2016 edition, including all amendments current at the time of tender, and amended in accordance with Winchester City Council's specific requirements.

The proposed procurement route will be based on a single stage approach with tender documentation (specification and drawing) targeted for issue 13 October 2017.

The pre-tender estimate for the complete design and build package is in the region of £2m.



Section 1	Potential Supplier Information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a. Public limited company b. Limited company c. Limited liability partnership d. Other partnership e. Sole trader f. Third sector g. Other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1 (f)	Charity registration number (if applicable)	
1.1 (g)	Registered VAT number	
1.1 (h)	Are you a Small, Medium or Micro Enterprise (SME)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.



Contact details and declaration

- I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.
- I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.
- I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.
- I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.
- I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	



Section 2 Grounds for mandatory exclusion		
Question number	Question	Response
2.1 (a)	<p>Regulations 57 (1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completion these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1 (b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1 (b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1 (b)
	Terrorist offences or offences linked to terrorist activities.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1 (b)
	Money laundering or terrorist financing.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1 (b)
	Child labour and other forms of trafficking in human beings.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1 (b)
2.1 (b)	<p>If you have answered yes to question 2.1 (a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identify of who has been convicted</p> <p>If the relevant documentation is available</p>	



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	electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note: Winchester City Council reserves the right to use it's discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of it's obligations relating to the non-payment of taxes or social security contributions.



Section 3 – Suitability Questionnaire

Interested contractors are required to prepare a response to the following questions; responses should be no more than 500 words per question with illustrations/photos provided where appropriate. Responses must be relevant to the project and you are advised to use examples from your previous experience in order to illustrate the answers.

Submissions will be scored out of 60 with scoring for each response detailed below.

1. Are you a registered member of [Constructionline](#)? If yes, please provide your registration number. If not, please confirm you can provide all the following documentation within three working days of being requested by WCC;

- Current Insurances (including professional indemnity)
- Audited accounts for the last 3 years
- Health and safety records for the last 5 years
- Statement confirming any reportable HSE incidents

(Maximum Score – 10 points)

2. Describe your approach to developing in close proximity to existing housing.

(Maximum Score – 10 points)

3. Describe how you would manage a Design and Build contract and resolve issues that occur during the 12 month Rectification Period.

(Maximum Score – 10 points)

4. Give details of at least 3 JCT Design and Build residential contracts on which you have previously worked as the principle contractor complete with the following details. Relevant schemes will have been developed to planning stage (RIBA Stage 3) and as a result the contractor will have provided design development. Please also indicate which 2 previous employers from the above schemes WCC can approach for a reference

Scheme name and location

Contract sum

Employer

Contract Period and Completion Date

Description of main challenges on the scheme and how the contractor overcame these



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(Maximum Score - 10 points)

5. Please provide details of how you manage post-completion defect repairs including details of whether your company has a dedicated defect repair team, and if so, where they are located?

(Maximum Score – 10 points)

6. Please give details of your proposed management team for this development including:

- Name
- Position in Company
- Role in previous successfully completed schemes (which could include case studies included under no. 4)

(Maximum Score – 10 points)

Winchester City Council reserve the right to undertake a financial credit check as part of the assessment of submissions.

Any queries please contact: Elliot Prior, Assistant Project Manager, New Homes Delivery Team.

Further information:

- Park Cottages [17/00958/FUL](#)
- Land Adjacent to Dean Villas/Totsome Cottages [17/00957/FUL](#)
- Land South of Knowle Village Business Park [17/00959/FUL](#)

If you cannot access the information via the links above, please search the reference numbers on <https://planningapps.winchester.gov.uk/online-applications/search.do?action=simple>.



Section 4 – Indicative Programme

Please note that this is indicative only and Winchester City Council may amend dates at any time.

Stage	Timing
Suitability Questionnaire Issue	18 September 2017
Suitability Questionnaire Return Deadline	12:00pm Monday 02 October 2017
Selection of Tenderers	w/c 16 October 2017
Tender Issue	23 October 2017
Tender Return	12:00pm Monday 20 November 2017
Interviews and Review	w/c 20 November 2017
Select Preferred Contractor	w/c 27 November 2017
Instruct Preferred Contractor (Following Housing Cabinet Committee Approval)	31 January 2018
Commencement on Site	May 2018
Construction Period	Contractor to advise