

TORBAY COUNCIL

Part 5 Award Questionnaire

Contract Reference

TPL5724

Contract Title

**Architectural Services
Torre Abbey New Beginnings, Chapter
One**

Maximum Period of Contract

51 months

Return Date

Thursday 12 September 2024

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk

Applicant Name

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Stage Two – Award Criteria

Section A. Not Used

Section B. Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Method Statement Number	Method Statement	% Score
B1	Design Programming & Sequencing Please provide a design programme outlining the various RIBA Stages from point of appointment through to completion, in line with the Client's outlined programme, as per Part 2 Specification, section A1.4 – A1.8. The programme should enlist specific required activities to occur within each RIBA Stage.	7.50%
	Minimum Requirement That the Applicant provides a response to this question. Evaluation Criteria Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:	

	<ul style="list-style-type: none"> • Demonstration of knowledge and comprehension with regards the client’s master programme, with confirmation that the bidder is able to complete the required design, within the periods outlined. • Demonstration of knowledge, project specific requirements and required activities to be incorporated into each RIBA Stage <p>Page / Word Limit: Maximum 1 page of A4 in Arial 12</p> <p>Required Appendices</p> <ul style="list-style-type: none"> • Gantt Chart (Maximum of 2.no A3 pages) This can be produced in Microsoft Excel, Microsoft Project, Asta Powerproject, or the like. The submitted programme should be in PDF form. 	
<p>Response:</p>		
<p>B2</p>	<p>Project Resource Delivery</p> <p>Please detail how you plan to appropriately and effectively allocate resource to deliver the project.</p> <p>Provide anonymised details of key appropriately skilled staff who will be involved in delivering the works to include a minimum of the personnel conducting the following duties:</p> <ul style="list-style-type: none"> ○ Planning Consultant / Person managing the Planning Submission ○ Architect (RIBA Stage 2) ○ Architect (RIBA Stage 3) ○ Architect (RIBA Stage 4) ○ Architect (RIBA Stage 5) ○ Architect (RIBA Stage 6) <p>Applicants should ensure that all personal data has been removed in the response and note that, if your bid is successful, you will be required to appoint staff to the project with an equivalent level of qualifications and experience to deliver the contract.</p>	<p>17.50%</p>

Minimum Requirement

That the Applicant provides a response to this question.

This question has a minimum non-weighted score of 2. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the requirements, with evidence to support the response.

Evaluation Criteria

Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:

- Previous experience in delivering this type of heritage within Grade I or II listed status scheme.
- Detail staff members proposed involvement in delivering the services required for the project.
- Confirmation that these staff members, or equivalent, have capacity to successfully deliver the project.
- Demonstration that staff have both the qualifications and experience to be competent in the design and delivery of this scheme.
- The key staff are aware of all relevant legislation, regulations and industry best practice.

Page / Word Limit: Maximum 4 pages of A4 in Arial 12

Permitted Appendices and Supplementary Information

You may provide the following in support of your response:

- A structure chart (maximum 1-page A3)
- A resource plan
- Anonymised CV's for key personal to deliver the project (maximum 2 pages A4 per person)

Response:

<p>B3</p>	<p>Similar Project Experience (Consultancy Level)</p> <p>Referring to the case studies submitted as part of the Part 4 Selection Questionnaire, section 8.3, please demonstrate how your previous experience will be used in this project to add value and expertise and subsequently the wider project delivery and efficiency on this scheme.</p>	<p>17.50%</p>
<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>This question has a minimum non-weighted score of 2. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the requirements, with evidence to support the response.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p> <ul style="list-style-type: none"> • Detail the consultancy’s previous experience in delivering this type of heritage scheme • How these past schemes will bring forward knowledge and expertise into this scheme. • Explaining the similarity between the previous projects and this project • Detailing lessons learned from the past schemes and how these lessons will be implemented on this scheme • Ability to advise the added value and merit that the consultancy can bring to the project, given past projects, experience, and company ethos and values. <p>Page / Word Limit: Maximum 4 pages of A4 in Arial 12.</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted.</p>		
<p>Response:</p>		

<p>B4</p>	<p>Quality</p> <p><u>Quality Measures</u></p> <p>Please detail how quality will be achieved and maintained during the scheme through each RIBA Stage.</p>	<p>7.50%</p>
<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p> <ul style="list-style-type: none"> • The Applicant is required to demonstrate how quality will be achieved and maintained during the scheme, at RIBA Stages 2, 3, 4, 5 & 6 • Details of the Applicants Quality Control and Quality Assurance procedures • Details of approach to design clashes and oversight of other consultant's design to ensure a complete and buildable solution is detailed, prior to construction. • Details of approach to onsite quality inspections, and client reporting procedures • Details of the applicant's approach to minimising the risk of patent and latent defects occurring, and steps taken to ensure defects will not appear post-completion. • Details of the applicant's approach to dealing with patent and latent defects, should they occur. <p>Page / Word Limit: Maximum 3 pages of A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted.</p>		
<p>Response:</p>		

Section C. Not Used

Section D. Not Used