**GOSPORT BOROUGH COUNCIL**

**HOUSING DEVELOPMENT CONSULTANTS**

**APPENDIX 1 - CASE STUDY TEMPLATE**

Please complete and return 3 case studies relevant to services undertaken within the past 5 years using the template below that demonstrate the level of relevant experience of your organisation and wider sub-consultancy team as appropriate.

A separate template must be completed for each case study. You may use multiple case studies that apply to the same client organisation as long as each example relates to a discreet package of works / services.

For each Case Study you must also forward a Client Reference Questionnaire to your Client referee for completion and submission direct to the Council using the following email address:

purchasingandprocurement@gosport.gov.uk

The Council reserves the right to share your submitted Contract Case Studies with the relevant Client referees in the event that further clarification and / or verification is required.

For each case study, indicate which minimum requirements the project meets by marking the relevant boxes in the table below:

|  |  |
| --- | --- |
| **REQUIREMENT** | **INCLUDES (🗸)** |
| Consultant acted as Lead Consultant / Lead Designer |  |
| Case study relates to new build housing development  |  |
| Sustainability design standards outlined |  |
| Case study of similar value / size  |  |
| Scheme was fully designed |  |

For each contract case study, please provide the information requested under the headings below:

1. **Name of Lead Consultant**
2. **Title of Project**
3. **Client -** Company name, Name of contact, Position in organisation, Company address, Email, Telephone number
4. **Location -** Site name, address, city
5. **Contract Dates -** Start and end dates e.g. May 2017 – May 2018
	* **Consultant -**
	* **Contractor -**
6. **Contract Value**
	* **Consultant -**
	* **Contractor -**
7. **Consultant Team -** Provide details of the key delivery team. Whilst this will vary each project it may include;
* Architect / Design Consultant
* Quantity Surveyors / Cost Consultant
* Structural Engineers
* Mechanical and Electrical Design Engineers
* Planning consultant
* Sustainability consultant / Passivhaus Designer
* Principal Designer

For each key service area please provide details of;

* Company Name
* Key Person Name
* Position
* Contract responsibilities
* Years in industry & qualifications
1. **Using the headings provided below please give a description of the Contract / Project -** Provide an overview of the contract providing information on but not limited to:
* Provide a general overview of the project;
	+ Background
	+ No. of units / type (flats, houses etc)
	+ Market type (social, affordable, open market etc)
	+ Construction type
	+ Procurement route of consultant and contractor / contract used
* Provide details regarding the sustainability of the project and the sustainability design standards used (for example Building Regulations compliant, Home Quality Mark, Passivhaus etc)
* Provide any relevant photos or drawings of the scheme that showcase the design
* If applicable, provide information on any awards or recognitions you have received for delivery of the project
* Details of any added value offered by the consultant team
* Any additional information where the Consultants feels this will provide the Council with additional assurances of their capability to deliver the Councils outlined schemes

Consultants may submit additional information / appendices to support their Case Study however they must ensure that a completed Contract Case Study Template is submitted for each case study as a minimum.