



# **SUPPLIER RESPONSE – PART E – QUALITY EVALUATION FOR POOLE PARK RAILWAY: RAIL TRACK AND TRAIN SHED**

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## **Strategic Procurement**

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## **Evaluation Criteria Questions to be Scored**

The following questions cover the specific services required by the Council. Answers should be concise and include examples of relevant contracts to demonstrate experience wherever possible.

Suppliers must respond fully to each question and not simply refer to another answer or annexed document unless a question states that it is permissible.

Please ensure that you provide sufficient detail when responding to each question. In particular, refer to the Quality Scoring Guide that can be found within the Supplier Information document. The Quality Scoring Guide provides detail as to how your responses to each evaluation question will be scored.

If you are an incumbent supplier to the Council or have previously completed work for the Council, please do not assume this will be taken into consideration when your responses are evaluated. You must ensure that you provide sufficient information within your response that details previous work undertaken or experience that is relevant to this requirement.

Please do not reference your submitted price(s) within any responses to the below criteria unless expressly asked to. Where a response to an evaluation criteria references the price without it being expressly asked within the question, the response may be rejected and the score for that evaluation criteria scored zero.

## **Page Limits Per Question**

Answers should not exceed the page limits indicated for each question.

Each page limit is on the basis of an A4 page of text (font size 11). Please be aware that this limit is to text. Any drawings, diagrams or screen prints embedded into the response will not be included within the page limit.

Responses to each question should be completed on separate documents. Once the response has been completed, it should be saved in the naming format indicated below for that question. Please ensure when you upload your response to ProContract, that you attach your document for each of the questions below.

Where your company does go over the page limits indicated for each question, the Council at its sole discretion may choose to either reject or accept additional pages of responses. This is at the sole discretion of the Council and suppliers are encouraged to ensure that they remain within the page limits set for each question.

## **Question Weightings**

The quality questions will be evaluated, scored and the weightings applied to each evaluation criteria question outlined in the Supplier Information document.

Criteria Number	Evaluation Criteria
E1	<p><b>Previous Contract Examples</b> Please provide three contract examples, including at least one previous example of a track installation and one example of an equivalent shed from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1 - Supplier Name' and upload as part of your tender submission.</p>
	<p>Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages.</p>
E2	<p><b>Organisational experience</b> Describe your organisation's size, structure, expertise and experience developed through contracts with previous customers with similar/equivalent requirements, and how this will help you deliver this contract</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E2 - Supplier Name' and upload as part of your tender submission.</p>
	<p>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.</p>
E3	<p><b>Method Statement</b> Provide your Method Statement and Site Organisation Plan. Your Method Statement should describe how the work will be undertaken in accordance with the procurement documents including Appendix A – Specification and Appendix D - Pre Construction Information. Please also refer to the recent and future works as per Appendix D - Pre Construction Information and describe how you will protect these works and the surrounding area.</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E3 - Supplier Name' and upload as part of your tender submission.</p>
	<p>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.</p>
E4	<p><b>Programme</b> Provide a programme in GANTT chart format, from the award of the contract through to live service. It must include client approval milestones and off-site activities, configuration, testing, commissioning, user training.</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E4 - Supplier Name' and upload as part of your tender submission.</p>
	<p>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.</p>

<b>E5</b>	<p><b>Health &amp; Safety</b> Describe with reference to your CDM plan, how you will manage the health, safety and welfare of:</p> <ul style="list-style-type: none"> <li>a. local residents, park users and concessions of Poole Park</li> <li>b. site workforce</li> <li>c. general public</li> </ul>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E5 - Supplier Name' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.</p>
<b>E6</b>	<p><b>Quality Control</b> Explain your procedures for ensuring that good quality is delivered throughout all stages of the project works, from site set-up through to handover and end of defects correction.</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E6 - Supplier Name' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.</p>
<b>E7</b>	<p><b>Handover and Aftercare</b> With reference to your procedures explain how you will instruct BCP Council on the management and maintenance of the whole of the track. Explain your aftercare support for the 12 months following handover of the track to BCP Council, including liaison with the rolling stock contractor. Describe the format of the handover, specifically electronically.</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E7 - Supplier Name' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.</p>
<b>E8</b>	<p><b>Environmental Management</b> Describe the environmental management measures that will be applied for management of environmental issues including Site Waste Management Plan, Construction Environmental Management Plan, protection for trees to BS 5837:2012, environmental monitoring, mitigation of risks and pollution control</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E8 - Supplier Name' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.</p>
<b>E9</b>	<p><b>Engagement with local residents/the public</b> Describe how you will optimise “buy in” to the construction phase from residents and the public, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>a. how your Project Manager will consider and communicate concerns, needs and ideas with BCP Council, including BCP’s communications officer.</li> </ul>

	b. how their discomfort and inconvenience will be minimised as far as practicable. c. how you will inform local residents, the public, businesses and community groups of the nature, extent and aims of the project.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E9 - Supplier Name' and upload as part of your tender submission.
	Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.
<b>E10</b>	<b>Engine Shed</b> Provide details of your chosen subcontractors and how they will ensure a good quality build of the engine shed
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E10 - Supplier Name' and upload as part of your tender submission.
	Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.