



SUPPLIER RESPONSE – PART E – QUALITY EVALUATION FOR POOLE PARK ACCESS IMPROVEMENTS

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	Minimising disturbance Poole Park is in a conservation area and a registered park and garden. Please describe how your works operations will be undertaken sympathetically within this setting and to ensure disturbance to park users are minimised.
	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. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.
E2	Traffic flow management The contractor shall ensure that there is always access to the businesses and concessions operating in the park and accommodate park events where possible. Please describe how you will manage traffic flows and works access.
	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. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.
E3	Experience prioritising urban tree planting techniques The works include a significant number of trees to be removed with subsequent re-planting that must be completed within specific timeframes. Please explain how you will programme and phase this work and; your experience of urban tree planting techniques.
	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. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.
E4	Hard surfacing techniques The specification requires use of hard surfacing techniques and materials such as imprinted tarmac and proprietary systems. Please provide examples of your experience in using these techniques and how you will ensure their success on this 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 E4 - 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.
E5	SUDS experience Works include the construction of a swale to aid surface water drainage of the cycle track. Please provide relevant examples of your experience in implementing SUDS systems.

	<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>
E6	<p>Sub-contractors Please provide details of sub-contractors (if any) to be used on this contract, clearly outlining the works they will be undertaking.</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>
E7	<p>Responsibilities and relevant equivalent experience Please provide the name, position and CV of the person leading the project as a whole and who will be responsible for delivery on time, to budget and to quality requirements.</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>
E8	<p>Contract management Please provide an example of where you have notified the client of an early warning and how the issue was resolved and how you would work positively and flexibly with the Council on 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 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>