Bath & North East Somerset Council

12 Charlotte Street - Internal Alterations & Refurbishment

Supplier Selection Questionnaire
(SSQ)

Instructions to Contractors

APPOINTMENT OF MAIN CONTRACTOR

The applicant should note that should they be successful in being awarded any contract with the Council, the Council reserves the right to terminate the contract if it is discovered that the applicant has made any material misrepresentation in this application form.

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1. Introduction

This document relates to the internal alteration and refurbishment of 12 Charlotte Street, Bath. The purpose of the project is to provide a combination of office and meeting space, with children's room and external play area.

The project comprises of internal refurbishment works to the basement and ground floor levels, and structural alterations to form a large children's room to the ground floor level and new door opening to the basement level only. Works also comprise of the formation of a new external play area.

It is important to note the refurbishment works will take place in a Grade II* listed building and Listed Building Consent has been obtained for this scheme. Further, the first and second floor areas are and will remain occupied offices for the duration of the works. Therefore access must remain clear and free flowing, whilst noise and disruption must be kept to a minimum. Residential property is also located in the nearby vicinity.

Supporting information comprising a selection of drawings, key programme dates, is appended to this document for reference at this stage.

The enclosed questionnaire is being issued to gain levels of interest in the project and to obtain a shortlist to ultimately progress to tender. Returned questionnaires will be evaluated against a scoring matrix to identify the five to seven most suitable applicants. The firms identified will then be invited to submit a tender for the project. Throughout the selection process evaluations will consider quality as well as cost factors.

Any queries or questions should be raised via the portal using the 'view discussion' section. Please do not telephone or send emails.

Once you have completed this questionnaire please upload back through the portal to arrive no later than 12noon Friday 20th July 2018. Please do not send emails, hard copies or CDs.

The Project Delivery Team is committed to the principles of Best Value which are incorporated within the Council's "Visions and Values" statement and is continually seeking to improve its delivery of services to its customers.

2. Instructions for completing the questionnaire

It is important that all questions are fully answered.

Where necessary, and within the word or size limitations where specified, please include additional information on separate pages, clearly annotated to the relevant SSQ question.

Recipients should note that the questionnaire will be scored using the marks available for each sub-section as indicated in the questionnaire scoring matrix.
Recipients are advised within the SSQ if failure to provide satisfactory responses to these questions may lead to the exclusion of the Potential Provider from further consideration.

Do not include promotional or general publicity material or additional information except where requested.

3. Tender Process

The chosen procurement path is selective competitive tendering where a supplier selection qualification and an invitation to tender processes (ITT) will take place. The project will be let on an NEC 3 Option A - priced contract with activity schedule.

4. Key dates

The procurement and construction timetable is as follows:

- 20/07/18 Deadline for submission of SSQs
- 24/08/2018 Invitation to tender issued
- 05/10/2018 Deadline for submission of tenders
- W/C 15/10/2018 Tender clarification
- 19/10/2018 Contract award (based on planning acceptance)
- w/c 12/11/2018 Site set up period
- w/c 11/03/2019 Completion of works

5. Additional Information

The Authority expressly reserves the right to require a Potential Provider to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this SSQ. The Authority may seek independent financial and market advice to validate information declared, or to assist in the evaluation.

6. Freedom of Information

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), all information submitted to the Authority may be disclosed in response to a request made pursuant to the FoIA.

In respect of any information submitted by a Potential Provider that it considers to be

commercially sensitive the Potential Provider should:

1. clearly identify such information as commercially sensitive;
2. explain the potential implications of disclosure of such information; and
3. provide an estimate of the period of time during which the Potential Provider believes that such information will remain commercially sensitive.

Please submit responses to all sections of the SSQ.

Where a Potential Provider identifies information as commercially sensitive, the Authority will endeavor to maintain confidentiality. Potential Providers should note, however, that, even where information is identified as commercially sensitive, the Authority might be required to disclose such information in accordance with the FoIA. Accordingly, the Authority cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

7. Site Visit

It is strongly advised that interested Contractors visit site during the SSQ period and prior to submission of their SSQ. Contact the Project Manager, Ashton Vaughan, to arrange a site visit.

- Email: ashton_vaughan@bathnes.gov.uk
- Phone: 01225 477539

8. General Notes for Completion of SSQ

"Council" means Bath and North East Somerset Council, or anyone acting on behalf of Bath and North East Somerset Council, which is seeking to invite suitable suppliers to participate in this procurement process.

"You"/ "Your" or "Supplier" means the body completing these questions i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided. The 'Supplier' is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

This Supplier Selection Questionnaire (SSQ) has been designed to assess the suitability of a Supplier to deliver the Council's contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.

Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply, please state clearly 'N/A'.

Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.