

TENDER

for

DESIGN TEAM CONSULTANT SERVICES

for

THE REFURBISHMENT OF ISLINGTON MILL

for

ISLINGTON MILL ARTS CLUB CIC

CONTENTS

1 - INTRODUCTION.....	3
2 - INSTRUCTIONS FOR COMPLETION.....	10
3 - TENDER EVALUATION CRITERIA.....	13
4 - TENDER RESPONSE.....	136
5 - DECLARATION.....	53
6 - CERTIFICATE OF NON-COLLUSIVE TENDERING AND CANVASSING.....	56

1 - INTRODUCTION

1.1 PURPOSE OF THIS DOCUMENT

- 1.1.1 This Tender is issued in relation to the project known as The Refurbishment of Islington Mill.
- 1.1.2 This Tender relates solely to the procurement of construction consultants for the Project, as listed in 2.5.
- 1.1.3 This Tender has been produced to enable Islington Mill Arts Club CIC to evaluate the professional, economic and financial standing and ability and technical capacity of Applicants which have responded to the Tender. Islington Mill Arts Club CIC will use the Tenderer's submissions to select organisations which will be commissioned to carry out the services listed in 1.5.
- 1.1.4 The intention of this procurement process is to award contracts for construction consultant services for the Project. The participation in this procurement process by SMEs is actively encouraged.

1.2 ORGANISATION OF THIS DOCUMENT

- 1.2.1 This Tender contains the following sections:
 - 1 – Introduction
 - 2 – Instructions for Completion
 - 3 – Evaluation and Clarification by IMAC
 - 4 – Declaration
 - 5 – Certificate of Non-Collusive Tendering and Canvassing

1.3 BACKGROUND

- 1.3.1 Islington Mill Arts Club CIC has secured funding from the Arts Council of England and Salford City Council to repair and upgrade the 5th and 6th floors of Islington Mill into an internationally recognised artist-in residence and creative production facility.

We are seeking a Design Team to implement all aspects of the scheme which is at RIBA stage 3 with full planning permission and full Arts Council stage 2 approval. The scheme is due to start on site in third quarter 2017 subject to match funding being secured.

Islington Mill Arts Club (IMAC) is a leading independent UK arts organisation based in a grade 2 listed former spinning mill in Salford, in North West England, structured around an organic network of independent artists. IMAC runs an innovative interdisciplinary public arts programme and artists' residencies alongside studio spaces and an artists' bed and breakfast.

Drawing on the radical and subversive creative energy running through its arts activities, IMAC also has a reputation for putting on legendary experimental gatherings, events and parties.

IMAC is a not for profit Community Interest Co (CIC), a company limited by guarantee that operates the public programme and residency activity within Islington Mill and acts as the managing agent for 50 studio spaces. Our proposal to develop the unused 5th and 6th floor of Islington Mill into a world class artist-in-residence facility expands upon our current residency activity which benefits from an existing 3 bedroom ground floor bed and breakfast facility. The development proposal also addresses a key concern for the future of the whole building, by addressing the deteriorating state of the roof and upper floor of the buildings and will deliver the first accessible studios in the region with installation of a lift, new stairs and an improved entrance.

The main scheme elements are:

- Making repairs to the roof, external elevations and structure and replacing windows, allowing for the 5th and 6th floors of Islington Mill to be brought back into use and securing the mixed arts use and ecology of the entire building.
- Creating a new lift and staircase on the southern elevation to serve all six floors and making entire Islington Mill offer accessible to all.
- Providing 8 new residency spaces in the 6th floor that will fill an acknowledged gap in the region for live-work artist in residence spaces. These space will allow IMAC to grow its existing artist in residence activity and provide a gateway into the region for an international community of artist and a gateway out of the region for emerging and mid-career artists and creative practitioners.
- Providing the infrastructure for the 5th floor to be used as an open studio and exhibition space.
- Upgrading the public entranceways and access to the building.
- Upgrading services

Additional scheme information can be obtained from jo@islingtonmill.com

THE REFURBISHMENT OF ISLINGTON MILL

- 1.3.2 The Project is receiving financial support from the Arts Council England and Salford City Council.
- 1.3.3 IMAC currently anticipates the total construction value of the Project will be in the region of £ 1,800,000 (GBP).
- 1.3.4 In order to support equality and diversity at all stages of the design and construction process the appointed construction consultants will need to consider issues that *‘integrate equality and diversity within the planning and design processes and to use tools that dovetail with existing statutory or legislative requirements within capital developments’* as detailed in the Social Sustainability Toolkit.

1.4 INDICATIVE PROCUREMENT TIMETABLE

1.4.1	ACTIVITY	DATE
	Publish Service Tender Document	24.03.17
	Deadline for Response	07.04.17
	Submission evaluation	10.04.17-12.04.17
	Selection of successful Applicants	13.04.17
	Notify Applicants	13.04.17
	Design Team Launch Meeting	wc.24.04.17
	Standstill Period	10 days
	Formal Consultant Appointment	08.05.17

1.4.2 IMAC reserves the right to revise the above timetable at any time.

1.5 SCOPE OF SERVICES REQUIRED FROM CONSULTANTS

1.5.1 The scope of disciplines required for the Project are:

- Lot 1 – Mechanical and Electrical Engineering
- Lot 2 – Structural Engineering
- Lot 3 – Quantity Surveying Services
- Lot 4 – Sustainability Advice
- Lot 5 – Construction Design Management Coordination Advice
- Lot 6 - Architectural

1.5.2 Tenderers are invited to bid for one or more lots depending on their areas of expertise. Instructions for responding to this Advertisement are set out in Sections 2 and 3.

1.5.3 The scope of services required for each lot are defined in Section 3 and will be in accordance with industry standard roles, responsibilities and deliverables for a project of similar type and scale to the Project and procured via a traditional procurement route and utilising a JCT ICD 2016 form of contract. Applicants should note that IMAC intends to utilise the discipline specific Professional Services Contract which will be subject to amendment by agreement. IMAC will also require that all members of the Professional Team sign Collateral Warranty agreements.

1.6 IMAC REPRESENTATIVE

1.6.1 IMAC’s Representative is David Haime of Modero Limited – tel 07974 837139 / email – david@modero.co.uk

1.6.2 IMAC reserves the right to change the identity of the Representative at any time.

1.7 IMPORTANT NOTICES

General

- 1.7.1 Tenderers are required to complete the required response information in full. This will provide IMAC with information relating to the Tenderer's general professional, economic and financial standing, experience and technical capacity. This information will be used for selection purposes only.
- 1.7.2 It is each Tenderer's responsibility to ensure IMAC is not misled. The information provided in a Tenderer's response will be relied upon by IMAC and taken to be complete, true and accurate. If it is subsequently determined that any information supplied was inaccurate, incomplete or untrue and was relied upon for selection purposes, IMAC reserves the right to exclude the relevant Tenderer from the procurement process. In addition, IMAC reserves the right to pursue the excluded Tenderer for all costs which may be incurred in re-commencing this procurement.
- 1.7.3 Each Tenderer should ensure that it has read the guidance in this Advertisement in full prior to responding, as the information it provides will be relied upon by IMAC as being complete, true and accurate.

Confidentiality

- 1.7.4 It is a condition of each Tenderer's involvement in this procurement process that it undertakes to keep confidential all matters relating to this procurement process and all other information, whether written or oral, concerning the business and affairs of IMAC, which it has received or obtained as a result of the information supplied to it in connection to this procurement, or in any discussions relating to it. Each Tenderer shall not disclose that it has been invited to take part in this procurement, nor discuss the submission that it intends to make, other than with professional advisors which need to be consulted.
- 1.7.5 The conditions referred to in Section 1.7.4 above shall apply equally to any sub-contractor or professional advisor consulted by the Tenderer (or any Relevant Organisation) and it shall be its responsibility to ensure that any such subcontractor or professional advisor abides by the terms of this Advertisement.
- 1.7.6 If a Tenderer fails to observe its undertakings set out in the Sections 1.7.4 and 1.7.5 above, or in any other way does not treat this Advertisement as confidential, IMAC may, without limitation to any other remedies it may have, reject the relevant Tenderer's submission.

Accuracy of the Information and Liability of IMAC

- 1.7.7 This Advertisement and the information contained within it have been prepared by IMAC in good faith but IMAC does not purport it to be comprehensive or to have been independently verified. Tenderers should not rely on the information contained therein and should carry out their own due diligence checks and verify the accuracy of the information. Nothing in this Advertisement is or shall be a promise or representation as to the future conduct of IMAC.

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Islington Mill – Design Team Consultant Services

- 1.7.8 Tenderers considering entering into a contractual relationship with IMAC should make their own enquiries and investigations of IMACs requirements beforehand.
- 1.7.9 The subject matter of this Advertisement and the following procurement process shall only have contractual effect when it is contained in the express terms of an executed contract. No statement or thing contained in this Advertisement or made or undertaken as part of this procurement process is intended to or shall be taken as constituting a contract, agreement, warranty or representation between IMAC and any other party.
- 1.7.10 IMAC has not made and is not making any contract, agreement, warranty or representation that a contract will be offered in accordance with this Advertisement.
- 1.7.11 None of IMACs officers, agents or advisors make any representation or warranty as to, or accept any liability or responsibility in relation to, the adequacy, accuracy, reasonableness or completeness of the information included in this Advertisement.
- 1.7.12 IMAC does not accept any responsibility for any pre-contractual representations made by it or on its behalf.
- 1.7.13 Each Tenderer remains responsible for all costs and expenses incurred by it (including any Relevant Organisation), or by any third party acting under instructions from such Tenderer in connection with its responses, and all other work, discussions and or communications in relation to this procurement whether incurred directly by them or their advisors or subcontractors.
- 1.7.14 IMAC is not committed to any course of action as a result of issuing this Advertisement or discussions with any party in respect of it. IMAC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the procurement at all. Cancellation of the procurement process at any time and/or under any circumstances will not render IMAC liable for any costs or expenses incurred or purported to be incurred by Tenderers during the procurement process.

Canvassing

- 1.7.15 Any Tenderer which, in connection with this procurement process:
- 1.7.15.1 offers any inducement, fee or reward to any member or officer of IMAC or any person acting as an advisor for IMAC in connection with this procurement;
- 1.7.15.2 does anything which would constitute an offence under the Bribery Act 2010;
- 1.7.15.3 canvasses any of the persons referred to above in connection with this procurement;
- 1.7.15.4 and/or contacts any officer of IMAC about any aspect of this procurement in a manner not permitted by this Advertisement, will be disqualified (without prejudice to any other

civil remedies available to IMAC and without prejudice to any criminal liability which such conduct by an Applicant may attract).

Non-Collusion

- 1.7.16 Any Participant which, in connection with this procurement:
- 1.7.16.1 fixes or adjusts the amount of any subsequent tender (or its pricing proposals submitted as any time during the response to this Advertisement) by or in accordance with any agreement or arrangement with any other Tenderer;
 - 1.7.16.2 enters into any agreement or arrangement with any other Tenderer that it shall refrain from taking part in the procurement process or producing a tender or as to the amount of any tender to be submitted;
 - 1.7.16.3 causes or induces any person to enter such agreement as is set out in Section 1.7.16.1 or 1.7.16.2 above or to inform the Tenderer of the amount or approximate amount of any rival tender;
 - 1.7.16.4 canvasses any of the persons referred to above or any other person associated with IMAC in connection with this procurement process;
 - 1.7.16.5 offers or agrees to pay or gives or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender any act or omission; and/or
 - 1.7.16.6 communicates to any person other than IMAC, the amount or approximate amount of its pricing proposals submitted in response to this Advertisement, will be disqualified (without prejudice to any other civil remedies available to IMAC and without prejudice to any criminal liability that such conduct by an Applicant may attract). Tenderers are required to sign the Certificate of Non-Collusive Tendering and Canvassing provided at Section 5 of this Advertisement.

Publicity

- 1.7.17 Tenderers shall not undertake (or permit to be undertaken) at any time, whether at this stage, at any other stage of the procurement process or after any contract award, any publicity activity with any section of the media in relation to this procurement other than with the prior written agreement of IMAC. Such agreement of IMAC shall extend to the content of any publicity. In this section the word 'media' includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and e-mail accessible by the public at large and the representatives of such media.

IMAC’s Right to Reject Tender Submissions or Vary the Process

- 1.7.18 The issue of this Advertisement in no way commits IMAC to award any contract pursuant to this procurement process. IMAC is not bound to accept the lowest or any tender and reserves the right to accept any tender either in whole or in part or parts. Nothing in this shall oblige IMAC to award any contract and IMAC shall be able, in its sole discretion, in writing, to withdraw from this procurement process, cancel the process and/or consider alternative procurement options. IMAC reserves the right to vary or amend this Tender and this procurement process in general, in writing. IMAC reserves the right, subject to relevant legislation, at any time to reject, in writing, any Tender response submission.

Provision of Further Information by Participants

- 1.7.19 Following the completion and submission of a Tenderer's response to this Advertisement, IMAC reserves the right to require further information or clarification from such Tenderer in the manner described in Section 4.3 of this Advertisement.

Conflicts of Interest

- 1.7.20 Each Tenderer should advise IMAC, as soon as practicable, in the event a conflict of interest arising in respect of its Advertisement response. In such circumstances, IMAC may require further information from the relevant Tenderer but reserves the right to disqualify any such Tenderer from further involvement in the procurement process in the event of a conflict of interest arising.

Law

- 1.7.21 The laws of England will apply to this Tender and this procurement generally.

2 – INSTRUCTIONS FOR COMPLETION

2.1 SUBMISSION INSTRUCTIONS

- 2.1.1 Tenderers are required to complete and sign their responses as instructed (including all supporting information) and return one emailed copy of their completed response (including all supporting information) and one identical copy of the completed response on CD-Roms to IMACs Representative in accordance with the submission instructions in this section 2.1. Tenderers must not send memory sticks or similar media devices. Tenderers should note that E-mailed copies of their responses will not be accepted.
- 2.1.2 Tenderers should not submit, either in printed format or electronically, any promotional material not relevant to the response as this will not be taken into account by IMAC.
- 2.1.3 The electronic responses contained within the CD-Rom must be in printed document format (.pdf) for use with Adobe Acrobat. Drawings, charts and any other supporting documentation should be embedded or included as (.jpg) file or printed document format (.pdf) for use with Adobe Acrobat. Files must be in tamper proof format or protected to prevent unauthorised editing.
- 2.1.4 The printed hard copy of the completed response and accompanying CD-Rom must be received by IMAC **no later than 17:00 hours on 7th April 2017**.
- 2.1.5 Tenderers are required to return their response in an unmarked package to the following address:
Joanne Byrne
Islington Mill Office
James Street
Salford
M3 5HW
- 2.1.6 It is Tenderers' responsibility to ensure that their responses are received by IMACs Representative by the deadline. IMAC shall have no responsibility in relation to responses which are not submitted on time or are non-compliant and reserves the right to reject any such responses in their entirety and not consider the relevant Tenderer further in the procurement process.

2.2 COMPLETION INSTRUCTIONS

- 2.2.1 Tenderers should seek guidance/clarification as soon as practicable from IMAC Representative if they have any doubt with regard to the clarity of any part of this Tender in accordance with Section 2.4.

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Islington Mill – Design Team Consultant Services

- 2.2.2 All Tenderers must complete Section 4 (Declarations) and Section 5 (Certificate of Non-Collusive Tendering and Canvassing) of this Advertisement.
- 2.2.3 Tenderers must complete this response as required in full and answer all questions as accurately and concisely as possible. If it is felt a question is not relevant or applicable to the Tenderer it should enter "N/A", "NO", "NONE", or "NOT APPLICABLE" along with an explanation justifying this approach. Blank spaces are not acceptable. Failure to provide the required information or to make a satisfactory response to any question within this response may mean that a Tenderer is not invited to participate further.
- 2.2.4 The information supplied in Tenderers responses will be checked by IMAC for completeness and compliance before responses are evaluated. Information supplied throughout the procurement process will be checked for consistency.
- 2.2.5 Tenderers should enter their answers to each question in Sections 3 of this Tender in the spaces provided. Tenderers may use continuation sheets and supporting information if necessary. All continuation sheets and supporting information must be clearly numbered and cross referenced to the relevant question and the name of the organisation.
- 2.2.6 All questions and supporting information must be presented and answered in English. All tender responses, including accounts and other information requested, which are not in the English language, must be accompanied by an English translation and a certificate by a bona fide independent translator attesting the authenticity of the translation.
- 2.2.7 The declaration at Section 5 shall be signed by a Director, Partner or authorised representative of your organisation.
- 2.2.8 Where any question refers to relevant UK legislation/codes of practice etc, Tenderers not currently operating in the UK should answer on the basis of the applicable laws within their domestic jurisdiction. Any financial information not in GBP will be converted at the rate applying on the first day of the month that this Tender submission is due to be returned.
- 2.2.9 Failure to provide any required information or provide a satisfactory response to any question in this Advertisement, including failing to supply supporting documentation referred to, in accordance with the requirements of this Tender may result in submission being non-compliant and may result in the particular Tenderer not being assessed further.

2.3 CONSORTIA, UNINCORPORATED JOINT VENTURES AND SUBCONTRACTING ARRANGEMENTS

2.3.1 For the purposes of evaluation, IMAC needs information about each of the members of any proposed consortium and each proposed Significant Subcontractor to assess the overall service proposed by the Tenderer.

2.3.2 The term "Relevant Organisation" in this Tender refers to all consortium members and Significant Subcontractors. Where a consortium or sub-contracting approach is proposed, Section 5 (Tender Response) of the Advertisement must be completed separately for each of the Lead Organisation and each Relevant Organisation. For example, if the Tenderer is made up of the Lead Organisation and two (2) Relevant Organisations, the Applicant will submit Section 5 (Tender Response) three (3) times. Section 6 (Declaration) and Section 7 (Certificate of Non-Collusive Tendering and Canvassing) must be completed once, signed by the Lead Organisation and all Relevant Organisations. In some cases, a Relevant Organisation may not be able to give all of the information requested. In these circumstances, the Lead Organisation should identify clearly why a Relevant Organisation cannot provide that information.

2.4 APPLICANT QUERIES ABOUT THE TENDER

2.4.1 IMAC will not enter into detailed discussion on the specific requirements of the Project at this stage.

2.4.2 If a Tenderer has any doubt with regard to the clarity of any question contained in this document then it should raise a clarification question in writing by e-mail to IMAC Representative. All clarification questions must be received by IMAC Representative no later than 17:00 on 31st March 2017.

2.4.3 IMAC will endeavour, so far as is practicable, to respond to all clarifications and questions received prior to the deadline set out in section 2.4.2 above and to provide Tenderers with any additional information to which IMAC has access. However, IMAC shall not be obliged to comply with any such request and does not accept liability or responsibility for failure to provide any information requested. In addition IMAC will not circulate responses to individual queries to any other tenderers.

3 – TENDER EVALUATION CRITERIA

3.1 EVALUATION PROCESS

- 3.1.1 The evaluation model which IMAC uses "Scored and Weighted" criteria and this is explained further below at Section 3.2.
- 3.1.2 Before evaluating a tender submission, IMAC will check the submission for compliance. In the event an Applicant has not completed all sections of this tender or not provided all the Required Information IMAC reserves the right to exclude that Applicant from the procurement process as a whole.
- 3.1.3 All tender submissions will then be evaluated consistently and objectively according to the principles set out in the tender.

3.2 METHODOLOGY FOR TENDER EVALUATION

3.2.1 The tender submissions to be returned by the Applicant will be in the following Sections:

Section 4 – Questionnaire and Professional Services Fee

Section 5 – Declaration

Section 6 – Certificate of Non-Collusive Tendering and Canvassing

3.2.2 The tender evaluation methodology for the selection of Applicants is given below:

SECTION	MODULE	EVALUATION METHODOLOGY	WEIGHTING
4.1	Applicant Details	Required	N/A
4.2	Grounds for Exclusion	Required	N/A
4.3	Financial Matters	Required	N/A
4.4	Health and Safety	Required	N/A
4.5	Environmental Management and Sustainability	Required	N/A
4.6	Equality and Diversity	Required	N/A
4.7	Mandatory Insurances	Required	N/A
4.8	Legal Matters and Disputes	Required	N/A
4.9	Quality Management	Required	N/A
4.10	Ability, Experience and Technical Capacity	Scored and Weighted	0.50
4.11	Professional Services Fee	Scored and Weighted	0.50
5	Declaration	Required	N/A
6	Certificate of Non-Collusive Tendering and Canvassing	Required	N/A

3.2.3 **‘Required Information’** - Some questions in this tender are for information purposes only and will not be subject to a pass or fail evaluation or scored. However, these questions ask the Applicant for information required by IMAC and failure to provide the information may lead to disqualification for non-compliance. These questions are clearly marked as Required Information.

3.2.4 **‘Scored and Weighted’** - The questions in Section 4.10 of this tender will be scored and weighted by IMAC. These questions are clearly marked as Scored and Weighted. The basis on which each question will be scored is set out in Section 3.2.5 below. Once each question has been scored, the score will be weighted according to its importance to the Project. For example, if an Applicant scores 80 on a question with a weighting of 0.50 it will receive a total weighted score of 40 for that question.

3.2.5 Scores will be awarded from 0 – 100 with graduations between the scores defined below:

	SCORE	DEFINITION	INTERPRETATION
	100	Excellent	Complete demonstration of the capacity and/or capability to deliver the Project in relation to the criteria being assessed within the relevant section/question and excellent evidence to support the response
	80	Good	Almost complete demonstration of the capacity and/or capability to deliver the Project in relation to the criteria being assessed within the relevant section/question and good evidence to support the response
	60	Acceptable	Acceptable, although incomplete, demonstration of the capacity and/or capability to deliver the Project in relation to the criteria being assessed within the relevant section/question with some evidence to support the response
	40	Reservations	Minor reservations over the adequacy of demonstration of the capacity and/or capability to deliver the Project in relation to the criteria being assessed within the relevant section/question with a lack of convincing evidence to support the response
	20	Major reservations	Serious reservations over the adequacy of demonstration of the capacity and/or capability to deliver the Project in relation to the relevant criteria being assessed within the relevant section/question with little or poor evidence to support the response
	0	Unacceptable	Failed to address the question/issue and/or provided insufficient information to consider demonstration of the capacity and/or capability to deliver the Project in relation to the relevant criteria being assessed within the relevant section/question with little or no evidence to support the response

3.2.6 The weighting that applies to each question is set out in each Scored and Weighted question together with the maximum weighted score available.

3.3 CLARIFICATIONS

3.3.1 During the course of the evaluation process, clarifications may be sought by IMAC as follows:

3.3.1.1 Clarifications may be requested by IMAC in writing (via email) for the purposes of confirming aspects of an Applicant's tender submission which are unclear, inconsistent or ambiguous. It is not an opportunity for Applicants to supplement or enhance their tender submission.

3.3.1.2 IMACs questions may be standard questions asked of all Applicants and/or specific questions relating to an individual Applicant's submission. Information and clarification received by IMAC may be used to inform its evaluation of tender submissions.

3.3.2 Clarifications may be sought in the following circumstances:

3.3.2.1 Where the Applicant has made an "obvious mistake", in the sense that it is plainly apparent what the Applicant's intentions were, but this intention was not correctly communicated in the tender submission. Some examples are:

- (i) administrative mistakes - such as, referring to a document "attached" to the tender submission, which has been omitted;
- (ii) "typos" such as, where percentages in a column add up to 10%, but 100% has been written (the extra "0" added by mistake);
- (iii) glaring omissions, such as, the working of a calculation has been shown, but the answer left blank;
- (iv) inconsistencies and confused document structure, such as, when there is conflicting information in the document. For example, inclusion of a statement that there will not be any sub-contracting by the Applicant, and additionally a list of sub-contractors the Applicant is proposing to use (but see comment on general quality of tender submission below); and/or
- (v) a whole section being omitted.

3.3.3 Applicants should be aware that IMAC is under no obligation to seek clarification and it is the responsibility of the Applicant to ensure that its responses are unambiguous and complete and to seek clarification if necessary of IMACs requirements.

4 – FORM OF TENDER

FORM OF TENDER

for

DESIGN TEAM CONSULTANT SERVICES

for

THE REFURBISHMENT OF ISLINGTON MILL

for

ISLINGTON MILL ARTS CLUB CIC

Contract reference No.

The Refurbishment of Islington Mill

Name of Organisation

Name of the Applicant in whose name the tender will be submitted

Contact e-mail address

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Islington Mill – Design Team Consultant Services

Identify below the lot(s) this Design Team Consultant Services Tender is applicable to:

<input type="checkbox"/>	LOT 1	MECHANICAL AND ELECTRICAL ENGINEERING
<input type="checkbox"/>	LOT 2	STRUCTURAL ENGINEERING
<input type="checkbox"/>	LOT 3	QUANTITY SURVEYING SERVICES
<input type="checkbox"/>	LOT 4	SUSTAINABILITY ADVICE
<input type="checkbox"/>	LOT 5	CONSTRUCTION DESIGN MANAGEMENT COORDINATION ADVICE
<input type="checkbox"/>	LOT 6	ARCHITECTURAL SERVICES

This Tender must be completed in accordance with the instructions set out at Section 3.

4.1 APPLICANT DETAILS			
NOTE TO APPLICANT: Each question in this Section 4.1 is Required Information and is required for information only. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).			
4.1.1	Are you the Lead Organisation or a Relevant Organisation?		
4.1.2	Name and address of organisation		
4.1.3	Registered Office of organisation if different from the above		
4.1.4	Company or Charity Registration Number		
4.1.5	If a Registered Company, please state if you are Limited by Shares, Limited by Guarantee or an Unlimited Company		
4.1.6	Date of Formation or Registration		
4.1.7	VAT Registration Number		
4.1.8	Telephone number		
4.1.9	Facsimile number		
4.1.10	Website address		
4.1.11	Is your organisation		
A	A sole trader?	Yes *	No *
B	A partnership?	Yes *	No *
C	A private limited company?	Yes *	No *
D	A public company?	Yes *	No *
E	A limited liability partnership?	Yes *	No *
F	Other – please specify below	Yes *	No *
4.1.12	If your organisation is a subsidiary of another company or a member of a group of companies, please give the name, registered office address and registration number of the ultimate holding/parent company and all		

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Islington Mill – Design Team Consultant Services

	subsidiaries, and provide details of the group structure and relationships	
4.1.13	Provide a simple chart outlining your organisation’s overall structure and the group structure (if applicable)	
4.1.14	Please provide details of your organisation's Executive Directors/Partners	
	Name	Responsibility
4.1.15	If the Applicant consists of a Lead Organisation and Relevant Organisation(s) please detail the proposed structure of the intended consortium or Significant Subcontractor relationship	

4.2 GROUNDS FOR EXCLUSION			
NOTE TO APPLICANT: Each question in this Section 4.2 is a Required Information question and is required for information only. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).			
4.2.1	Please answer the questions below, confirming that your organisation and its directors or any other person who has powers of representation, decision or control of the organisation is not in breach of the provisions of Regulation 23(1) of the Public Contracts Regulations 2006 (as amended):		
A	Has there been a conviction of conspiracy - within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA?	Yes *	No *
B	Has there been a conviction of corruption within the meaning of section 1 (2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption?	Yes *	No *
C	Has there been a conviction of the offence of bribery where the offence relates to active corruption or bribery within the meaning of section 1 or 6 of the Bribery Act 2010?	Yes *	No *
D	Has there been a conviction of fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Communities, within the meaning of: <ul style="list-style-type: none"> • the offence of cheating the Revenue; or 	Yes *	No *

	<ul style="list-style-type: none"> • the offence of conspiracy to defraud; or • fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; or • fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; or • fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; or • an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; or • destroying defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; or • fraud within the meaning of section 2.3 or 4 of the Fraud Act 2006; or <p>making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006.</p>		
E	Has there been a conviction of money laundering within the meaning of section 340 (11) of the Proceeds of Crime Act 2002?	Yes *	No *
F	Has there been a conviction of an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article	Yes *	No *

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	45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 2006?		
G	Has there been a conviction of an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1944?	Yes *	No *
H	Has there been a conviction of any other offence within the meaning of Article 45(1) of the Public Sector Directive?	Yes *	No *
4.2.2	Please answer the questions below in relation to your organisation:		
A	Is the organisation an individual which is a person in respect of whom a debt relief order has been made or is bankrupt, has a receiving order or administration order or bankruptcy restrictions order or a debt relief restriction order made against them, has made any composition or arrangement with or for the benefit of their creditors, has made any conveyance or assignment for the benefit of their creditors, is unable to pay a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state?	Yes *	No *
B	Is the organisation a partnership constituted under Scots law? If yes, has the relevant entity been granted a trust deed or become otherwise apparently insolvent, or is it the subject of a petition presented for sequestration of its estate?	Yes *	No *
C	Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002, is the organisation the subject of an order by the court for the company's winding up - otherwise than for the purpose of	Yes *	No *

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Islington Mill – Design Team Consultant Services

	bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of the above procedures or is the subject of similar procedures under the law of any other state?		
D	Has the organisation or any of its directors been convicted of a criminal offence relating to the conduct of its business or profession?	Yes *	No *
E	Has the organisation or any of its directors been convicted of an act of grave misconduct in the course of its business or profession?	Yes *	No *
F	Has the organisation been found to have failed to fulfil its obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which that organisation is established.	Yes *	No *
G	Has the organisation or any of its directors been convicted of serious misrepresentation in providing any information required of them under the regimes set out in Section 4.2.1 or Section 4.2.2?	Yes *	No *
	If you have answered yes to any question in Section 4.2.2, please provide full details		

4.3 FINANCIAL MATTERS			
NOTE TO APPLICANT:			
Each question in this Section 4.3 is a Required Information question and is required for information only. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).			
4.3.1	Provide audited accounts (as applicable) for the organisation for the last three years of trading (or if you have not been trading for three years then the longest period available), including as a minimum:		
		ATTACHED	
A	Balance Sheet	Yes *	No *
B	Profit and Loss Account	Yes *	No *
C	Full notes to the Accounts	Yes *	No *
D	Director’s Report	Yes *	No *
E	Auditor’s Report (as applicable)	Yes *	No *
4.3.2	Does the organisation have any material pending or threatened litigation or claims outstanding against it or contingent liabilities that are not referred to in the accounts submitted which may have a material impact on the organisation's accounts?	Yes *	No *
	If yes, please provide details		
4.3.3	Are there any other significant financial matters not referred to in your accounts that may impact on your organisation in the near future, i.e. mergers, take-overs, rationalisation or contingent liability?	Yes *	No *
	(If yes, please give details)		
4.3.4	In order to assess the organisation’s suitability to undertake a Project of this size and nature references will be required from the organisation’s bankers. Please complete the Bank Authorisation Form below, completing all the required information. The Bank Authority Form must be signed by a Director/Partner who has the authority to do so within your organisation, and		

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	whose signature will be taken as the requisite authority by your bank.	
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BANK AUTHORISATION FORM		
1	Name of your bank	
2	Name of your branch	
3	Address of your branch	
4	Bank Sort Code	
5	Account number	
6	Name of your organisation (the "Organisation")	

I hereby authorise you to supply IMAC information on the financial status of the Organisation, banker's reference and legal charges against the Organisation, together with details of any mortgages.

I consent to bank debiting my/our account with their standard administration fee.

7	Signature	
8	Name	
9	Position in Organisation	
10	Date	
11	Telephone number	
12	E-mail address	

4.4 HEALTH AND SAFETY		
NOTE TO APPLICANT:		
All questions in this Section 4.4 are Required Information questions and is required for information only.		
4.4.1	Please enclose a copy of your Health and Safety Policy indicating when it was last reviewed and under whose authority it was published	
4.4.2	How is your Health and Safety policy communicated to your employees	
4.4.3	How is your Health and Safety policy monitored, updated and reviewed	
4.4.4	Provide details of the person with overall responsibility for Health and Safety within your organisation:	
A	Name	
B	Position	
C	Address	
D	Telephone number	
E	E-mail address	

4.5 ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY			
NOTE TO APPLICANT:			
Each question in this Section 4.5 is a Required Information question and is required for Information Only. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).			
4.5.1	Does your organisation have ISO 14001 Environmental Management System (EMS) certification?	Yes *	No *
	If the answer is 'yes' please provide a copy of your ISO 14001 certificate.		
	If 'no' but you have an equivalent Environmental Management System, please explain in what respect your Environmental Management System meets the broad requirements of ISO 14001 and detail what alternative measures you have in place.		

4.6 EQUALITY AND DIVERSITY			
NOTE TO APPLICANT:			
Each question in this Section 4.6 is a Required Information question and is required for Information Only. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).			
4.6.1	Does your organisation comply with its legal obligations in relation to the Equality Act 2010?	Yes *	No *
4.6.2	Please confirm your organisation has an Equality and Diversity Policy that complies with UK statutory requirements	Yes *	No *
	If you have answered 'no' confirm that your organisation has an Equality and Diversity Policy that complies with equivalent domestic legislation designed to eliminate discrimination and to promote equal opportunity	Yes *	No *
4.6.3	How is your Equality and Diversity Policy communicated to your employees?		
4.6.4	In the last three years has your organisation been the subject of a formal investigation and/or any pending investigation on grounds of alleged unlawful discrimination, for example, by the Equal and Human Rights Commission or an equivalent body ?	Yes *	No *
	If yes, please provide full details including, the outcome of that investigation and/or full details and current status of any pending investigation and what measures the organisation has taken in relation to that investigation.		

4.7 MANDATORY INSURANCES		
NOTE TO APPLICANT:		
Each question in this Section 4.7 is a Required Information question and is required for Information Only. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).		
4.7.1	Employers Liability (minimum £2 million Pounds Sterling cover required):	
A	Insurer	
B	Policy number	
C	Amount of cover (£)	
D	If the amount of cover stated at C above is below £2 million (Pounds Sterling) is a quotation enclosed from the organisation's insurers confirming that the required cover will be available should the Applicant be successful in this procurement process?	Yes *
E	Deductibles (£)	No *
F	Renewal Date	
G	Copy of policy certificate enclosed?	Yes *
		No *
4.7.2	Public Liability (minimum £ 10 million Pounds Sterling cover required):	
A	Insurer	
B	Policy number	
C	Amount of cover (£)	
D	If the amount of cover stated at C above is below £10 million (Pounds Sterling) is a quotation enclosed from the organisation's insurers confirming that the required cover will be available should the Applicant be successful in this procurement process?	Yes *
E	Deductibles (£)	No *

CONFIDENTIAL

Islington Mill – Design Team Consultant Services

F	Renewal Date		
G	Copy of policy certificate enclosed?	Yes *	No *
4.7.3	Professional Indemnity (minimum £5 million Pounds Sterling cover required):		
A	Insurer		
B	Policy number		
C	Amount of cover (£)		
D	If the amount of cover stated at C above is below £5 million (Pounds Sterling) is a quotation enclosed from the organisation's insurers confirming that the required cover will be available should the Applicant be successful in this procurement process?	Yes *	No *
E	Deductibles (£)		
F	Renewal Date		
G	Copy of policy certificate enclosed?	Yes *	No *
4.7.4	Please confirm that the organisation will maintain the insurances required at questions 4.7.1, 4.7.2 and 4.7.3 for a minimum period of 12 years following Completion of the whole of the services or earlier termination should the Applicant be successful in this procurement process.	Yes *	No *

4.8 LEGAL MATTERS AND DISPUTES			
NOTE TO APPLICANT:			
Each question in this Section 4.8 is a Required Information question and is required for Information Only. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).			
4.8.1	In respect of similar services as that anticipated under this Project has the organisation in the last three years:		
A	Been prosecuted, had any Court judgements awarded against it or have any pending litigation against it?	Yes *	No *
B	Had, or have pending, penalties, default notices or liquidated damages awarded against it?	Yes *	No *
C	Had, or have pending, a contract terminated or not had a contract renewed due to a failure to perform?	Yes *	No *
D	Been prosecuted, or have any pending litigation against it, for breach of any UK, EU or equivalent national legislation relating to the environment?	Yes *	No *
E	Had, or have pending, any notice served upon it by an environmental regulator or authority?	Yes *	No *
F	Had any finding of unlawful discrimination made against it by any Court of law or industrial or employment tribunal or have any pending litigation against it relating to unlawful discrimination?	Yes *	No *
G	Been convicted, or have pending litigation against it, for failure to prevent corruption or bribery under section 7 of the Bribery Act 2010?	Yes *	No *
	If the answer to any of the above is 'yes' please provide full details and the measures taken as a consequence of that investigation/finding/incident		

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4.9 QUALITY MANAGEMENT			
NOTE TO APPLICANT:			
Each question in this Section 4.9 is a Required Information question and is required for Information Only. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).			
4.9.1	Does your organisation have ISO 9001 Quality Management System (QMS) certification?	Yes *	No *
	If the answer is 'yes' please provide a copy of your ISO 9001 certificate.		
	If the answer is 'no' but you have an equivalent Quality Management System, please explain in what respect your Quality Management System meets the broad requirements of ISO 9001 and detail what alternative measures you have in place and how these compare or differ to the requirements of ISO 9001.		
4.9.2	Does your organisation have a Complaints Handling Procedure (CHP)?	Yes *	No *
	If the answer to the above is 'yes' please provide a copy.		
	If the answer to the above is 'no' please detail the processes your organisation has in place for complaints handling.		

LOT 1 – MECHANICAL AND ELECTRICAL ENGINEERING				
4.10 ABILITY, EXPERIENCE AND TECHNICAL CAPACITY				
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.10 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.10 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p> <p>Where the Applicant is a consortium and/or is relying on Significant Subcontractors (Relevant organisations) IMAC will provide the Applicant with a global score for each question in this Section 4.10 taking into account the responses received from the Lead Organisation and each Relevant Organisation and looking at the submission as a whole.</p>				
4.10.1	Please provide summary CV details and a structure chart of the proposed team the organisation would allocate and dedicate to the Project should the Applicant be successful in this tender process. Your proposed team should consist of up to two key personnel and cover a range of roles within your organisation, for example: <ul style="list-style-type: none"> • Project Director/Partner • Project Engineer <p><i>Each CV (maximum of two) should be no more than two sides of A4. Each CV should provide details of the job title, business background and expertise of the named individual.</i></p>	<table border="1"> <tr> <td style="text-align: center;">Weighted Score</td> </tr> <tr> <td style="text-align: center;">0.20</td> </tr> </table>	Weighted Score	0.20
Weighted Score				
0.20				
	CVs and Structure Chart ENCLOSED <input type="checkbox"/>			
4.10.2	Please provide details of up to three projects undertaken by your organisation in the last five years that you consider demonstrate a track record of services similar to the Project <p><i>Please note that all identified projects should indicate scope of work, client, approximate cost and date of execution and link to the business background and expertise of the staff identified in your response to question 4.10.1 above. Each project should be no more than two sides of A4.</i></p>	<table border="1"> <tr> <td style="text-align: center;">Weighted Score</td> </tr> <tr> <td style="text-align: center;">0.50</td> </tr> </table>	Weighted Score	0.50
Weighted Score				
0.50				

	Project experience and client contact details ENCLOSED <input type="checkbox"/>	
4.10.3	<p>Please provide details of how you have actively participated as part of a design team from RIBA stage 3 onwards demonstrating a track record of achievement in the following areas:</p> <ul style="list-style-type: none"> • Energy efficiency and renewable energy • Integrated engineering services • Management of Planning and Building Control issues • Management of utilities • Option analysis • Design and sustainability • Post-contract integration with building contractor/sub-contractor • Ability to produce installations that are deliverable within time, cost and quality parameters • Evidence of dealing with projects post-contract. In particular post-occupancy evaluation and lessons learnt • Added value you can bring to this Project through previous achievements <p><i>Please restrict your overall answer to Section 4.10.3 to no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.20</p>
	Design team experience ENCLOSED <input type="checkbox"/>	
4.10.4	<p>Please provide a capability statement:</p> <ul style="list-style-type: none"> • Showing your understanding of the Project • Showing the top five risks and how you would mitigate them • Showing what you believe the top five critical success factors for the Project are • Evidencing your commitment to using sustainable materials and systems • Evidencing your commitment to student training and how these resources will be used on the Project <p><i>Please restrict your overall answer to Section 4.10.4 to no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.10</p>

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Islington Mill – Design Team Consultant Services

	Capability statement ENCLOSED <input data-bbox="783 226 839 282" type="checkbox"/>
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LOT 2 – STRUCTURAL ENGINEERING				
4.10 ABILITY, EXPERIENCE AND TECHNICAL CAPACITY				
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.10 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.10 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p> <p>Where the Applicant is a consortium and/or is relying on Significant Subcontractors (Relevant Organisations) IMAC will provide the Applicant with a global score for each question in this Section 4.10 taking into account the responses received from the Lead Organisation and each Relevant Organisation and looking at the submission as a whole.</p>				
4.10.1	Please provide summary CV details and a structure chart of the proposed team the organisation would allocate and dedicate to the Project should the Applicant be successful in this procurement process. Your proposed team should consist of up to two personnel and cover a range of roles within your organisation, for example: <ul style="list-style-type: none"> • Project Director/Partner • Project Engineer <p><i>Each CV (maximum of two) should be no more than two sides of A4. Each CV should provide details of the job title, business background and expertise of the named individual.</i></p>	<table border="1"> <tr> <td style="text-align: center;">Weighted Score</td> </tr> <tr> <td style="text-align: center;">0.20</td> </tr> </table>	Weighted Score	0.20
Weighted Score				
0.20				
	CVs and Structure Chart ENCLOSED <input type="checkbox"/>			
4.10.2	Please provide details of up to three projects undertaken by your organisation in the last five years that you consider demonstrate a track record of services similar to the Project <p><i>Please note that all identified projects should indicate scope of work, client, approximate cost and date of execution and link to the business background and expertise of the staff identified in your response to question 4.10.1 above. Each project should be no more than two sides of A4.</i></p>	<table border="1"> <tr> <td style="text-align: center;">Weighted Score</td> </tr> <tr> <td style="text-align: center;">0.50</td> </tr> </table>	Weighted Score	0.50
Weighted Score				
0.50				

	Project experience and client contact details ENCLOSED <input type="checkbox"/>	
4.10.3	<p>Please provide details of how you have actively participated as part of a design team from RIBA stage 3 onwards demonstrating a track record of achievement in the following areas:</p> <ul style="list-style-type: none"> • Flexibility of designs • Geotechnical and site investigation services • Management of Planning and Building Control issues • Integration with design team members • Option analysis • Design and sustainability • Ability to produce designs that are deliverable within time, cost and quality parameters • Evidence of dealing with projects post-contract. In particular post-occupancy evaluation and lessons learnt • Added value you can bring to this Project through previous achievements <p><i>Please restrict your overall answer to Section 4.10.3 to no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.20</p>
	Design team experience ENCLOSED <input type="checkbox"/>	
4.10.4	<p>Please provide a capability statement:</p> <ul style="list-style-type: none"> • Showing your understanding of the Project • Showing the top five risks and how you would mitigate them • Showing what you believe the top five critical success factors for the Project are • Evidencing your commitment to using sustainable materials and systems • Evidencing your commitment to student training and how these resources will be used on the Project <p><i>Please restrict your overall answer to Section 4.10.4 to no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.10</p>
	Capability statement ENCLOSED <input type="checkbox"/>	

LOT 3 – QUANTITY SURVEYING SERVICES				
4.10 ABILITY, EXPERIENCE AND TECHNICAL CAPACITY				
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.10 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.10 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p> <p>Where the Applicant is a consortium and/or is relying on Significant Subcontractors (Relevant Organisations) IMAC will provide the Applicant with a global score for each question in this Section 4.10 taking into account the responses received from the Lead Organisation and each Relevant Organisation and looking at the submission as a whole.</p>				
4.10.1	Please provide summary CV details and a structure chart of the proposed team the organisation would allocate and dedicate to the Project should the Applicant be successful in this procurement process. Your proposed team should consist of up to two personnel and cover a range of roles within your organisation, for example: <ul style="list-style-type: none"> • Project Director/Partner • Project Surveyor <p><i>Each CV (maximum of two) should be no more than two sides of A4. Each CV should provide details of the job title, business background and expertise of the named individual.</i></p>	<table border="1"> <tr> <td style="text-align: center;">Weighted Score</td> </tr> <tr> <td style="text-align: center;">0.20</td> </tr> </table>	Weighted Score	0.20
Weighted Score				
0.20				
	CVs and Structure Chart ENCLOSED <input type="checkbox"/>			
4.10.2	Please provide details of up to three projects undertaken by your organisation in the last five years that you consider demonstrate a track record of services similar to the Project <p><i>Please note that all identified projects should indicate scope of work, client, approximate cost and date of execution and link to the business background and expertise of the staff identified in your response to question 4.10.1 above. Each project should be no more than two sides of A4.</i></p>	<table border="1"> <tr> <td style="text-align: center;">Weighted Score</td> </tr> <tr> <td style="text-align: center;">0.50</td> </tr> </table>	Weighted Score	0.50
Weighted Score				
0.50				
	Project experience and client contact details ENCLOSED <input type="checkbox"/>			

4.10.3	<p>Please provide details of how you have actively participated as part of a design team from RIBA stage 3 onwards demonstrating a track record of achievement in the following areas:</p> <ul style="list-style-type: none"> • Development of Cost Plans and cost control techniques • Use of whole life costing techniques in scheme designs • Integration with design team members • Option appraisals • Advising on forms of procurement and alternative contract options • Evaluation of sustainable construction options • Post-contract cost control and reporting measures • Added value you can bring to this Project through previous achievements <p><i>Please restrict your overall answer to Section 4.10.3 to no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.20</p>
<p>Design team experience ENCLOSED <input type="checkbox"/></p>		
4.10.4	<p>Please provide a capability statement:</p> <ul style="list-style-type: none"> • Showing your understanding of the Project • Showing the top five risks and how you would mitigate them • Showing what you believe the top five critical success factors for the Project are • Evidencing your commitment to using sustainable materials and systems <p><i>Please restrict your overall answer to Section 4.10.4 to no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.10</p>
<p>Capability statement ENCLOSED <input type="checkbox"/></p>		

LOT 4 – SUSTAINABILITY ADVICE		
4.10 ABILITY, EXPERIENCE AND TECHNICAL CAPACITY		
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.10 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.10 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p> <p>Where the Applicant is a consortium and/or is relying on Significant Subcontractors (Relevant Organisations) IMAC will provide the Applicant with a global score for each question in this Section 4.10 taking into account the responses received from the Lead Organisation and each Relevant Organisation and looking at the submission as a whole.</p>		
4.10.1	Please provide summary CV details and a structure chart of the proposed team the organisation would allocate and dedicate to the Project should the Applicant be successful in this procurement process. Your proposed team should consist of up to two personnel and cover a range of roles within your organisation, for example: <ul style="list-style-type: none"> • Project Director/Partner • Project Sustainability Consultant <p><i>Each CV (maximum of two) should be no more than two sides of A4. Each CV should provide details of the job title, business background and expertise of the named individual.</i></p>	<p style="text-align: center;">Weighted Score</p> <p style="text-align: center;">0.20</p>
	CVs and Structure Chart ENCLOSED <input type="checkbox"/>	
4.10.2	Please provide details of up to three projects undertaken by your organisation in the last five years that you consider demonstrate a track record of services similar to the Project <p><i>Please note that all identified projects should indicate scope of work, client, approximate cost and date of execution and link to the business background and expertise of the staff identified in your response to question 4.10.1 above. Each project should be no more than two sides of A4.</i></p>	<p style="text-align: center;">Weighted Score</p> <p style="text-align: center;">0.50</p>
	Project experience and client contact details ENCLOSED <input type="checkbox"/>	

4.10.3	<p>Please provide details of how you have actively participated as part of a design team from RIBA stage 3 onwards demonstrating a track record of achievement in the following areas:</p> <ul style="list-style-type: none"> • Providing guidance on how to achieve the best sustainability outcome • Chairing workshops with key members of the design team • Ensuring members of the design team are aware of the information they are required to provide • Post-construction reviews • Meetings with Client to provide guidance on post-construction items • Reviewing information provided for post-construction report • Issuing a post-contract report • Added value you can bring to this Project through previous achievements <p><i>Please restrict your overall answer to Section 4.10.3 to no more than two sides of A4.</i></p>	<p>⁴ Weighted Score</p> <p>0.20</p>
	<p>Design team experience ENCLOSED <input type="checkbox"/></p>	
4.10.4	<p>Please provide a capability statement:</p> <ul style="list-style-type: none"> • Showing your understanding of the Project • Showing what you believe the top five critical success factors for the Project are • Evidencing your commitment to using sustainable materials and systems <p><i>Please restrict your overall answer to Section 4.10.4 to no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.10</p>
	<p>Capability statement ENCLOSED <input type="checkbox"/></p>	

LOT 5 – CONSTRUCTION DESIGN MANAGEMENT COORDINATION ADVICE		
4.10 ABILITY, EXPERIENCE AND TECHNICAL CAPACITY		
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.10 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.10 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p> <p>Where the Applicant is a consortium and/or is relying on Significant Subcontractors (Relevant Organisations) IMAC will provide the Applicant with a global score for each question in this Section 4.10 taking into account the responses received from the Lead Organisation and each Relevant Organisation and looking at the submission as a whole.</p>		
4.10.1	Please provide summary CV details and a structure chart of the proposed team the organisation would allocate and dedicate to the Project should the Applicant be successful in this procurement process. Your proposed team should consist of up to two personnel and cover a range of roles within your organisation, for example: <ul style="list-style-type: none"> • Project Director/Partner • Project CDMc <p><i>Each CV (maximum of two) should be no more than two sides of A4. Each CV should provide details of the job title, business background and expertise of the named individual.</i></p>	Weighted Score 0.20
	CVs and Structure Chart ENCLOSED <input type="checkbox"/>	
4.10.2	Please provide details of up to three projects undertaken by your organisation in the last five years that you consider demonstrate a track record of services similar to the Project <p><i>Please note that all identified projects should indicate scope of work, client, approximate cost and date of execution and link to the business background and expertise of the staff identified in your response to question 4.10.1 above. Each project should be no more than two sides of A4.</i></p>	Weighted Score 0.50

	Project experience and client contact details ENCLOSED <input type="checkbox"/>	
4.10.3	<p>Please provide details of how you have actively participated as part of a design team from RIBA stage 3 onwards demonstrating a track record of achievement in the following areas:</p> <ul style="list-style-type: none"> • Ensuring all parties are aware of their responsibilities and duties under the CDM Regulations • Ensuring all parties discharge their responsibilities and duties in a timely and satisfactory manner • Influencing the design to significantly reduce hazards • Managing coordination of the design team • Managing changes to the design both pre and post-contract • Acquiring relevant information for the Health and safety File and implementation of timescales for delivery • Added value you can bring to this Project through previous achievements <p><i>Please restrict your overall answer to Section 4.10.3 to no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.20</p>
	Design team experience ENCLOSED <input type="checkbox"/>	
4.10.4	<p>Please provide a capability statement:</p> <ul style="list-style-type: none"> • Showing your understanding of the Project • Showing the top five risks and how you would mitigate them • Showing what you believe the top five critical success factors for the Project are <p><i>Please restrict your overall answer to this Section 4.10.4 to no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.10</p>
	Capability statement ENCLOSED <input type="checkbox"/>	

LOT 6 – ARCHITECTURAL SERVICES		
4.10 ABILITY, EXPERIENCE AND TECHNICAL CAPACITY		
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.10 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.10 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p> <p>Where the Applicant is a consortium and/or is relying on Significant Subcontractors (Relevant Organisations) IMAC will provide the Applicant with a global score for each question in this Section 4.10 taking into account the responses received from the Lead Organisation and each Relevant Organisation and looking at the submission as a whole.</p>		
4.10.1	Please provide summary CV details and a structure chart of the proposed team the organisation would allocate and dedicate to the Project should the Applicant be successful in this procurement process. Your proposed team should consist of up to two personnel and cover a range of roles within your organisation, for example: <ul style="list-style-type: none"> • Project Director/Partner • Project Architect • Support Structure <p><i>Each CV (maximum of two) should be no more than two sides of A4. Each CV should provide details of the job title, business background and expertise of the named individual.</i></p>	<p>Weighted Score</p> <p>0.20</p>
	CVs and Structure Chart ENCLOSED <input type="checkbox"/>	

4.10.2	<p>Please provide details of up to three projects undertaken by your organisation in the last five years that you consider demonstrate a track record of services similar to the Project</p> <p><i>Please note that all identified projects should indicate scope of work, client, approximate cost and date of execution and link to the business background and expertise of the staff identified in your response to question 4.10.1 above. Each project should be no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.50</p>
<p>Project experience and client contact details ENCLOSED <input type="checkbox"/></p>		
4.10.3	<p>Please provide details of how you have actively participated as part of a design team from RIBA stage 3 onwards demonstrating a track record of achievement in the following areas:</p> <ul style="list-style-type: none"> • Ensuring all parties are aware of their responsibilities and duties under terms of appointment • Ensuring all parties discharge their responsibilities and duties in a timely and satisfactory manner • Managing coordination of the design team • Managing changes to the design both pre and post-contract • Central reporting of cost, time, quality to the Employer • Added value you can bring to this Project through previous achievements <p><i>Please restrict your overall answer to Section 4.10.3 to no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.20</p>
<p>Design team experience ENCLOSED <input type="checkbox"/></p>		
4.10.4	<p>Please provide a capability statement:</p> <ul style="list-style-type: none"> • Showing your understanding of the Project • Showing the top five risks and how you would mitigate them • Showing what you believe the top five critical success factors for the Project are <p><i>Please restrict your overall answer to this Section 4.10.4 to no more than two sides of A4.</i></p>	<p>Weighted Score</p> <p>0.10</p>
<p>Capability statement ENCLOSED <input type="checkbox"/></p>		

LOT 1 – MECHANICAL AND ELECTRICAL ENGINEERING		
4.11 PROFESSIONAL SERVICES FEE		
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.11 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.11 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p>		
		Weighted Score
4.11.1	Please provide a lump sum fee proposal to carry out Mechanical and Electrical Consultancy Services from RIBA Stage 3 to the end of Project Rectification Period based on a Performance Specification basis. Please breakdown lump sum fee to identify pre and post contract periods. Please also submit hourly rate charges for the key personnel identified in 4.10	1.00
	Fee Proposal Letter ENCLOSED <input type="checkbox"/>	

LOT 2 – STRUCTURAL ENGINEERING		
4.11 PROFESSIONAL SERVICES FEE		
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.11 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.11 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p>		
		Weighted Score
4.11.1	Please provide a lump sum fee proposal to carry out Structural Engineering Services from RIBA Stage 3 to the end of Project Rectification Period based on a full design service. Please breakdown lump sum fee to identify pre and post contract periods. Please also submit hourly rate charges for the key personnel identified in 4.10	1.00
	Fee Proposal Letter ENCLOSED <input type="checkbox"/>	

LOT 3 – QUANTITY SURVEYING		
4.11 PROFESSIONAL SERVICES FEE		
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.11 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.11 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p>		
		Weighted Score
4.11.1	<p>Please provide a lump sum fee proposal to carry out Quantity Surveying Services from RIBA Stage 3 to the end of Project Rectification Period based on the production of RIBA stage 4 cost plan, full bills of quantities including preliminaries, pre-tender estimate, completion of contract documents, monthly valuations and cost reporting, monthly cash flow reconciliation, agreement of project variations and final account. Please breakdown lump sum fee to identify pre and post contract periods.</p> <p>Please also submit hourly rate charges for the key personnel identified in 4.10</p>	1.00
	Fee Proposal Letter ENCLOSED <input type="checkbox"/>	

LOT 4 – SUSTAINABILITY ADVICE		
4.11 PROFESSIONAL SERVICES FEE		
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.11 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.11 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p>		
		Weighted Score
4.11.1	<p>Please provide a lump sum fee proposal to carry out Sustainability Advice Services from RIBA Stage 3 to the end of Project Rectification Period including providing advice and support to the design team to ensure the sustainability requirements are incorporated into the tender documents, conducting post contract monitoring of requirements and document production, production of post completion assessment. Please breakdown lump sum fee to identify pre and post contract periods.</p> <p>Please also submit hourly rate charges for the key personnel identified in 4.10</p>	1.00
	Fee Proposal Letter ENCLOSED <input type="checkbox"/>	

LOT 5 – CONSTRUCTION DESIGN MANAGEMENT CO-ORDINATION ADVICE		
4.11 PROFESSIONAL SERVICES FEE		
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.11 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.11 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p>		
		Weighted Score
4.11.1	Please provide a lump sum fee proposal to carry out Co-ordination Design and Management Co-ordination Advice Services from RIBA Stage 3 to the end of Project Rectification Period. Please breakdown lump sum fee to identify pre and post contract periods. Please also submit hourly rate charges for the key personnel identified in 4.10	1.00
	Fee Proposal Letter ENCLOSED <input type="checkbox"/>	

LOT 6 – ARCHITECTURAL SERVICES		
4.11 PROFESSIONAL SERVICES FEE		
<p>NOTE TO APPLICANT: This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 4.11 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 4.11 will be evaluated and scored in accordance with the table set out at Section 3.2.2 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p>		
		Weighted Score
4.11.1	Please provide a lump sum fee proposal to carry out Architectural Services (including Principal Designer and Contract Administration Services) from RIBA Stage 3 to the end of the Project Rectification Period. Please breakdown lump sum fee to identify pre and post contract periods. Please also submit hourly rate charges for the key personnel identified in 4.10	1.00
	Fee Proposal Letter ENCLOSED <input type="checkbox"/>	

5 - DECLARATION

NOTE TO APPLICANT:

This section must be completed once for the Applicant, signed by the Lead Organisation and each Relevant Organisation (if any).

5.1 When you have completed your Tender submission please ensure that:

5.1.1 you have answered all the questions in Section 4 in full;

5.1.2 you have provided all documents requested;

5.1.3 you have appropriately numbered and included any continuation sheets;

5.1.4 you have read and signed the declaration below; and

5.1.5 you have read and signed the Certificate of Non-Collusive Tendering and Canvassing at Section 6.

I declare that the details submitted within this application are to the best of my knowledge correct.

I accept the conditions set out in, and provide the undertakings requested in, this Tender.

I understand and accept that provision of false information could result in the Applicant's exclusion from the Tender.

I understand that to give or offer any gift or consideration whatsoever as an inducement or reward to any IMAC Representative or employee of IMAC will empower IMAC to cancel any contract currently in force and will result in this Applicant's exclusion from the Tender. Accordingly, I have signed the Declaration of Non-Collusive Tendering and Canvassing at section 6 of this Tender.

NB: This declaration is to be signed by a Partner, Director or authorised representative, i.e. in their name on behalf of each of the Lead Organisation and any Relevant Organisations (if applicable).

Signed for and on behalf of:

[INSERT ORGANISATION NAME]

Name:

Title:

Signature:

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Date:	
Signed for and on behalf of: Name: Title: Signature: Date:	[INSERT ORGANISATION NAME]
Signed for and on behalf of: Name: Title: Signature: Date:	[INSERT ORGANISATION NAME]
Signed for and on behalf of: Name: Title: Signature: Date:	[INSERT ORGANISATION NAME]
Signed for and on behalf of:	[INSERT ORGANISATION NAME]



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<p>Name:</p> <p>Title:</p> <p>Signature:</p> <p>Date:</p>	
<p>Signed for and on behalf of:</p> <p>Name:</p> <p>Title:</p> <p>Signature:</p> <p>Date:</p>	<p>[INSERT ORGANISATION NAME]</p>

6 - CERTIFICATE OF NON-COLLUSIVE TENDERING AND CANVASSING

This Section must be completed by each Lead Organisation and any Relevant Organisations

Section 6 is **Required Information** only and will not be subject to scored evaluation. However, failure to sign and return the undertaking will render the Tender submission **non-compliant** and the Applicant will not be selected to further participate in this procurement process.

By: [INSERT ORGANISATION NAME] (the Applicant)

To: IMAC

The essence of the procurement process is that IMAC shall receive bona fide competitive tenders from all Applicants. We, the undersigned, hereby certify that this is a bona fide submission and (except as expressly authorised by IMAC) we have not done and undertake that we will not do at any time any of the following acts:

1. Entered into any agreement with any other person with the aim of preventing the submission being made or as to the fixing or adjusting of any other details of any submission or the conditions on which any submission is made; or
2. Informed any other person, other than IMAC of the details of the submission except where such disclosure was made in confidence, and was necessary to obtain quotations necessary for the preparation of the submission for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the submission; or
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraph 1 above or to inform the Applicant of the details of any rival submission for this procurement; or
4. Done anything which would amount to an offence under the Bribery Act 2010; or
6. Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other submission or proposed submission for this procurement by any act or omission; or
7. Canvassed any person or any member of IMAC or any person acting as their advisors in connection with this procurement; or
8. Contacted any member of IMAC or their advisors about any aspect of this procurement except as authorised by this Tender.

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In this certificate, the word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

To be signed by the Lead Organisation and any Relevant Organisations (if applicable)

This document must be signed by an individual authorised to legally bind the Lead Organisation and any Relevant Organisation in relation to the contents therein.

Signed for and on behalf of:

[INSERT ORGANISATION NAME]

Name:

Title:

Signature:

Date:

Signed for and on behalf of:

[INSERT ORGANISATION NAME]

Name:

Title:

Signature:

Date:

Signed for and on behalf of:

[INSERT ORGANISATION NAME]

Name:

Title:

Signature:

Date:

CONFIDENTIAL

Islington Mill – Design Team Consultant Services

Signed for and on behalf of:	[INSERT ORGANISATION NAME]
Name:	
Title:	
Signature:	
Date:	
Signed for and on behalf of:	[INSERT ORGANISATION NAME]
Name:	
Title:	
Signature:	
Date:	
Signed for and on behalf of:	[INSERT ORGANISATION NAME]
Name:	
Title:	
Signature:	
Date:	