

# Quality submission requirements

Main works contractor

## Canada Water library, learning and resources centre



# Instructions

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**Please ensure that you have fully read the guidance notes for submitting an Expression of Interest before making your quality submission.**

**You are required to make a separate quality submission of not more than 20 sides of A4 (excluding the reference information sheets but including the case studies referred to criteria 6a) in this document), minimum font size 10 which will be evaluated in relation to the criteria below:**

**You are required to return TWO paper copies of your quality submission including the summary of enclosed documents, one copy bound and one copy unbound in a lever arch folder or ring binder with dividers to separate the response to each criteria. This allows easy navigation by the evaluation team.**

**You should also submit ONE electronic copy of your quality submission on a disc.**

**All answers should be cross-referenced to the criteria.**

# Quality Evaluation Criteria

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Quality Evaluation Criteria	Weighting
<b>1. Buildability</b>	<b>25%</b>
a) Please provide examples of your experience in constructing comparable buildings with complex, bespoke structure.	
b) For each example, please provide a brief commentary to describe the nature of complexities, the method of approach and how you achieved the final resolution and any lessons learnt.	
<b>2. Site organisation and logistics</b>	<b>25%</b>
a) Please provide examples of your experience in planning, managing and operating a construction site with comparable significant constraints to those relating to Library (see site constraints plan and commentary).	
b) For each example, please provide a brief commentary to describe the nature of constraints, the method of approach and how you achieved the final resolution and any lessons learnt.	
<b>3. Interfacing with third party contractors and suppliers</b>	<b>20%</b>
a) Please provide examples of experience of interfacing with third party contractors employed to carry out works in and around the main contract works, of a complementary nature (i.e. Plaza works, Library ICT, adjacent sites house builder, LUL finishing contractors)	
b) For each example, please demonstrate the third party with whom you interfaced, the nature of the complementary works, the approach you undertook, how successfully you managed the process and any lessons learnt.	
<b>4. Sourcing suppliers and sub-contractors</b>	<b>10%</b>
a) Please describe the supply and sub-contract items and trades that you perceive to be critical to the successful delivery of the Library project.	
b) Please give details of any supply chain / procurement arrangements you have in place to ensure availability of supply of the identified critical items and trades.	

# Quality Evaluation Criteria

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Quality Evaluation Criteria	Weighting
<b>5. Management team and organisation</b>	<b>10%</b>
a) Please describe the management approach and ethos you would apply in the delivery of the Library contract.	
b) Please provide details of any key personnel that would be allocated to the Library project and the experience and benefits that they will bring.	
<b>6. References</b>	<b>10%</b>
<p>a) Please supply us with examples of your experience on two projects of comparable quality of design, value and complexity, preferably completed in the greater London area within the last five years.</p> <p>Required information for each scheme:</p> <ul style="list-style-type: none"> <li>• Project value</li> <li>• Completion date</li> <li>• Contract period</li> <li>• List of your firm's key team members and the role of each</li> <li>• Name, address, contact number and email address of client</li> <li>• Name, address, contact number and email address of architect</li> <li>• Name, address, contact number and email address of structural engineer</li> </ul> <p>References will be sought from the client, architect and structural engineer for each scheme in support of the case study information that you make available to us (i.e. six references in all). You are requested to include the reference details using part a) of the attached "Reference Information" sheets.</p> <p>We ask that you include photographs of the scheme along with a written commentary on how the scheme meets the criteria (i.e. design quality, value and complexity) set out above.</p> <p>Each example should take up no more than two sides of an A4 size sheet of paper, i.e. four sides in all, excluding the "Reference information" sheets.</p>	
b) On the attached sheets, please provide details of all projects commissioned by this council in the last three years.	
Total	<b>100%</b>

**Please note:**

References may be taken from the referees provided and other reference information may be used. Southwark Council reserves the right to contact any other organisation included within your submission if necessary.

# Reference information

**a) Please provide the names, addresses, telephone and fax numbers and email addresses for the SIX references asked for in Quality Evaluation Criteria 6 a).**

**Referee one**

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

**Referee two**

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

# Reference information

## Referee three

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

## Referee four

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

# Reference information

## Referee five

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

## Referee six

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

# Reference information

**b) On the attached sheet please provide details of all projects commissioned by Southwark Council in the last three years.**

**Referee one**

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

**Referee two**

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

# Reference information

## Referee three

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

## Referee four

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

# Reference information

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## Referee five

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

## Referee six

Name and address of referee (client contact)

Telephone, fax number and email address

Contract title

Type of work

Contract value

Start and finish date

# Summary of enclosed documents

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Document		Yes/No
1	Buildability	
2	Site organisation and logistics	
3	Interfacing with third party contractors and suppliers	
4	Sourcing suppliers and sub-contractors	
5	Management team and organisation	
6	Case study for each of two comparable schemes References – Part a References – Part b	