

Suitability Assessment Questionnaire Project Information Memorandum For Ballycoolin Bus Depot

July 2026
Revision R0



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Information

1. General Background Information

- 1.1 To assist the NTA in the delivery of its Bus depot programme, it has been agreed that the Ballycoolin Bus Depot Project Design & Build Contract (the “Project”) will be procured by the National Transport Authority (the “NTA”) with AECOM acting as Employer’s Representative and technical advisor of NTA.
- 1.2 Bus Connects Dublin is a central component of the NTA Transport Strategy for the Greater Dublin Area which will reshape the city’s public transportation landscape. Aligned with the government’s ambitious agenda to decarbonise the economy, the focus on electrifying the transport network is central to this strategy. This vision includes a substantial increase in the number of electrified buses within the fleet to facilitate expanded routes and heightened service frequencies.
- 1.3 However, the current depot network in Dublin West is constrained and unable to accommodate these extra buses. As this demand increases, expectations for continued growth and service reconfigurations place further pressures on the existing bus depot network, particularly as suburban population growth accelerates. The Ballycoolin depot will support this expansion offering dedicated facilities for EV maintenance and charging while also providing on-site accommodation for operational and administrative staff. This integrated approach not only bolsters Dublin’s public transport infrastructure but also advances sustainability objectives and electrification of the transportation system.

2. Project Summary

- 2.1 The Ballycoolin bus depot is a facility for bus electric vehicles (EVs) and includes a comprehensive set of features designed to optimise public transport service delivery. The depot will accommodate features including:
- Capacity for approx. 180 buses (proposed number on the design currently is 176 buses)
 - Administrative offices (including atrium entrance) (ground floor: 1,240m², first floor: 1,280m², total: 2,520m²);
 - Vehicle washing and cleaning building (1,120m²);
 - Major and minor repairs and maintenance bays/workshop/stores (ground floor: 2,250m², first floor: 430m², total: 2,680m²);
 - Gate, entrance, and security hut;
 - Vehicle inspection bays/hut (510m²);
 - Electrical substation compound (2,700m²);
 - Seven transformer buildings at 60m² each;
 - Car parking (approximately 57 standard bays, three accessible bays, six for motorcycle, and six for EVs), catering to diverse transportation needed (1,700m²);
 - Cycle parking (24m²); and
 - All other ancillary works, as required.

3. Appointment of D&B Contractor

- 3.1 As outlined in the Procurement Process in Figure 1, the NTA intends to procure a design and build contractor (s) (“D&B Contractor”) through a series of stages.

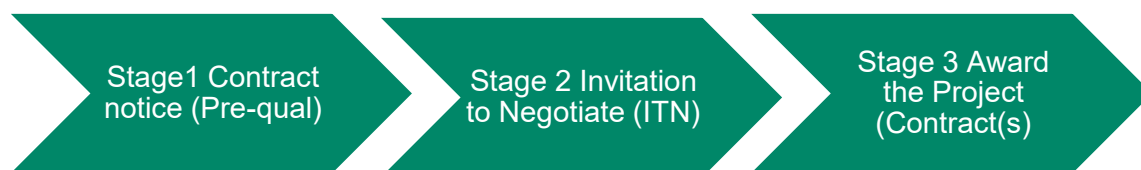


Figure 1: Procurement Process

- Stage 1 Contract notice (CN) – a CN will be issued.
- Upon completion of the Selection Stage for the Procurement Process, provided that there is a sufficient number of Applicants, the Contracting Authority intends to shortlist the four (4) highest ranked Applicants subject to the tie-break criterion specified in Section 1.16. The Contracting Authority reserves the right, at its absolute discretion, to shortlist additional suitable Applicants up to a maximum of five (5) Applicants.
- In the event that fewer than four Applicants meet the minimum requirements the NTA reserves the right to shortlist a lower number.
- Stage 2 Invitation to Negotiate – Shortlisted applicants will be invited to tender for the project. The indicative award criteria for this Stage 2 of the procurement process are set out in Appendix C of this PIM. Such award criteria are indicative only and may be amended during Stage 2 of the procurement process at the absolute discretion of the NTA.
- Stage 3: Award of the Project contract(s) to the successful Tenderer.
- The NTA reserves the right not to award the Ballycoolin Bus Depot Project and bidders will not be entitled to recover any bidding costs.
- It is anticipated that tender documents will be based, where relevant, on the CWMF templates and related documents.
- The Project has full planning permission and the NTA intends to make available relevant background information including planning information, surveys and design development details after Stage 1 of the procurement process. The successful D&B Contractor for the Project will design the depot and certain ancillary facilities in accordance with the Works Requirements and based on the statutory grant of planning and obtain any other relevant statutory or other licences and consents in order to execute the construction works.
- The NTA intends that the Project will be delivered under the “Design and Build” contract using the public works form of contract PW-CF2 (<http://constructionprocurement.gov.ie>) for building works designed by the Contractor.

4. NTA Appointed Advisors and Design Team

- 4.1 The NTA has appointed technical advisors to provide Design Team (“DT”) services for the Bus Depot’s Programme currently in the Project.
- 4.2 The NTA is not intending to novate the DT to the D&B Contractor in this competition. Details of the technical advisors and DT consultants appointed are available in Appendix A. The NTA will consider it to be a material conflict of interest where a member of the DT for the Project also seeks to participate in the tender competition as part of an Applicant’s bid.

5. NTA Requirements

- 5.1 The NTA is seeking the participation of D&B Contractors who have the capability of delivering the Ballycoolin Bus Depot project.
- 5.2 It is currently anticipated that the Project will require the design and construction of the Bus Depot at Ballycoolin with all ancillary facilities and equipment.
- 5.3 The facilities are to be designed and constructed by the D&B Contractor in accordance with all statutory requirements and in a manner that allows Bus Operators to operate public transports services from the facility economically and efficiently.

- 5.4 The NTA will, amongst other matters, require that robust quality assurance procedures are implemented during the course of project delivery including taking cognisance of design, workmanship, continuity of supply chain and market conditions.
- 5.5 Applicants must form a design and build team to include the D&B Contractor, Project Supervisor Construction Stage (PSCS), Architect, Mechanical & Electrical Engineer, Civil & Structural Engineer, Fire Safety Consultant, and any other discipline as deemed necessary. Each member of the team will be assessed individually under a single application with the D&B Contractor as the lead Applicant. From time-to-time other professionals or technical services may be required to be engaged by the D&B Contractor depending on the site-specific requirements.
- 5.6 For clarity, a single application shall be submitted by the Applicant (i.e. D&B Contractor), encompassing all documentation required for its team. In the case of a joint venture or consortium, a single application shall be submitted by the lead D&B Contractor.

6. Qualitative Suitability Assessment Criteria

- 6.1 The Suitability Assessment Questionnaires (QW1 and QC1) (the “SAQ”) identifies assessment criteria which are either pass/fail or qualitatively assessed. For those criteria which are to be qualitatively assessed, the overall score for the SAQ is 1000 marks assigned across the criteria and sub-criteria detailed below (the “Suitability Assessment Criteria”). Please refer to the SAQ for further details.

Table 1. Criteria and Sub-Criteria Marking

Suitability Assessment Criteria	Criterion Marks	Sub-Criteria	Sub-Criterion Marks Available	Document Reference
Works Contractor	600	Education and Professional Qualifications (Management)	120 (20% of 600 marks)	QW1 Section 3.4(a)
		List of Works Carried out over the past 7 Years	480 (80% of 600 marks)	QW1 Section 3.4(c)
Architect	150	Education and Professional Qualifications (Management)	75 (50% of 150 marks)	QC1 Section 3.4(a)
		List of Technical Services Provided over the past 7 Years	75 (50% of 150 marks)	QC1 Section 3.4(c)
Mechanical and Electrical Engineer	100	Education and Professional Qualifications (Management)	50 (50% of 100 marks)	QC1 Section 3.4(a)
		List of Technical Services Provided over the past 7 Years	50 (50% of 100 marks)	QC1 Section 3.4(c)
Civil & Structural Engineer	100	Education and Professional Qualifications (Management)	50 (50% of 100 marks)	QC1 Section 3.4(a)
		List of Technical Services Provided over the past 7 Years	50 (50% of 100 marks)	QC1 Section 3.4(c)
Fire Safety Consultant	50	Education and Professional Qualifications (Management)	50 (100% of 50 marks)	QC1 Section 3.4(a)

TOTAL	1000		1000	
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- 6.2 The Applicant is not being asked to propose the managerial staff for the contract at this stage, rather they are being asked to demonstrate that they have within their organisation suitably qualified staff to fulfil these roles. Should the Applicant be shortlisted from Stage 1 of this tender process then the subsequent Invitation to Negotiate ('ITN') (Stage 2) of the procurement process will request proposed team members specific to the project.
- 6.3 D&B Contractors will be required to propose at ITN (Stage 2) the following indicative categories of D&B Contractor's personnel:
- Construction and contract management personnel including the tenderer's senior management;
 - Personnel with responsibility for the management of construction quality on site and building control coordination;
 - Personnel with responsibility for the management of safety and health on site and PSCS role;
 - Personnel with responsibility for the management and coordination of the construction programme and design production including BIM manager(s);
 - Design Personnel with responsibility for design, design validations and design services during construction;
 - Personnel with day-to-day construction, programme and quality management responsibility including but not limited to engineers, forepersons, design integration/design certifier(s), building control coordinators, services and utilities coordinators, neighbourhood/stakeholder liaison officers and commissioning and soft landings personnel; and
 - Any other roles the tenderer deems relevant to perform the D&B Contract(s).

7. Evaluation of SAQ Suitability Assessment Criteria

- 7.1 In evaluating the Suitability Assessment Criteria of each Applicant, the NTA will apply the following scoring matrix:

Table 2. Suitability Assessment Criteria Scoring Matrix

Descriptor	Score	Meaning
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement. The response provides considerable and unreserved confidence in the capability of the tenderer to deliver.
Very Good	4	Response is very relevant and good. The response is sufficiently detailed to demonstrate a very good understanding. The response provides confidence in the capability of the tenderer to deliver.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding. The response provides some assurance in the capability of the tenderer to deliver.
Relevant	2	Response is relevant. The response addresses a broad understanding of the requirement but may lack details in certain areas. The response provides limited assurance in the capability of the tenderer to deliver.
Poor	1	Poor - Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail. The response raises some concern in the capability of the tenderer to deliver.
Unacceptable	0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

- 7.2 Applicants must score a minimum of 50% of the Marks allocated for each section (e.g. 3.4a) in each Suitability Assessment Criteria to be considered for the next stage of this procurement process. For

the avoidance of doubt, Applicants who do not attain this minimum scoring requirement shall be eliminated from this procurement process and shall not be ranked.

7.3 Technical experience will be assessed in the round, with marks being awarded for experience which demonstrates capability to deliver projects of similar size, nature and complexity to those included in the Project and having regard to the following factors:

- The proposed contracting strategy using design and build contracts;
- The use of public works contracts (Capital Works Management Framework (CWMF));
- Experience with light industrial project delivery or ability to demonstrate equivalent experience and/or capability.
- Experience working on complex urban sites which include significant logistics including traffic management
- Experience working on brownfield sites.
- Experience with utility diversions on constrained sites.

7.4 Where there is a tie break, the applicant with the highest score for Section 3.4c for the Main-contractor SAQ will be selected.

8. Instructions to applicants

8.1 A contract notice was dispatched by the NTA and subsequently published in the Official Journal of the European Union inviting interested persons to make submissions in respect of the D&B Contract to deliver the Project sites.

8.2 An indicative timetable for conducting this competition is set out below. Applicants should note that these dates and times are subject to change at the discretion of the NTA.

Table 3. Indicative timelines for the procurement process

Contract Notice dispatched for publication	As per contract notice
Closing date for receipt of clarification requests from Applicants	As per contract notice
Closing date and time for receipt of submissions from Applicants	As per contract notice
Notification of successful Applicants and estimated issue of Stage 2 ITN	Q4 2026
Award of the Project D&B Contract	Q4 2026

9. Ambiguities

9.1 Applicants shall immediately notify the NTA through the eTenders platform should they become aware of any ambiguity, discrepancy, error or omission in the procurement opportunity under the contract notice and any accompanying documents. The NTA shall, upon receipt of such notification, notify all Applicants of its ruling in respect of any such ambiguity, discrepancy, error or omission. Such ruling shall be issued in writing and shall form part of the competition documents.

10. Withdrawal

10.1 Applicants are requested to inform the NTA by notice in writing via eTenders if at any stage they decide to withdraw from the competition.

Appendix A – NTA Appointed Design Team details

Service	Current Status
Architect	AECOM
Mechanical & Electrical Engineer	"
Civil & structural Engineer	"
Quantity Surveyor	"
PSDP	"

Appendix B Suitability Assessment Questionnaire Document Schedule

11. Document Schedule

- 11.1 The following is a list of SAQ documentation issued with this PIM. The list of documents below should not be relied upon by an Applicant when putting together its submission. Each Applicant must satisfy itself, based on the documentation published in respect of this competition, as to the documents to be submitted by the closing date.

SAQ Response Document – For Contractor(s)

Document ID	Document Title	File Name
QW1 Part 1	Suitability Assessment Questionnaire	2. BCD QW1 (SAQ for Contractors)
QW1 Part 2	Applicant Details and Declaration	3. BCD QW1 (Applicant Details and Declaration)

QW1 Appendices – For Contractor(s)

Appendix	Document Title	SAQ Question Reference	File Name
B1	List of Previous Works Projects with Certificate of Satisfactory Execution	3.4c	QW1 App B1 – List of Previous Works Projects with Certificate of Satisfactory Execution
B2	Certificate of Satisfactory Project Execution	3.4c	QW1 App B2 – Satisfactory Project Execution Works
C	Bankers Letter	3.3c	QW1 App C – Bankers Letter
D1	Letter of Undertaking re. Bond	3.3h	QW1 App D1 – Letter of Undertaking re. Bond
L	Curriculum Vitae – Evidence of Professional Qualifications & Experience	3.4a 3.4b	QW1 App L – CV – Prof. Quals. & Exp.

QW1 Supplements – For Contractor(s)

Supplement	Document Title	SAQ Question Reference	File Name
1	3.4.1 – HS Works Contractor	3.4	4. QW1 3.4.1 (H&S Competence of Contractor)
2	3.4.2 – HS PSCS	3.4	5. QW1 3.4.2 (H&S Competence of PSCS)

QW1 Annexes – For Contractor(s)

Annex	Document Title	SAQ Question Reference	File Name
1	IPI	2.2	6. QW1 IPI Annex

SAQ Response Document – For Designers

Document ID	Document Title	File Name
QW1 Part 1	Suitability Assessment Questionnaire	2. BCD QW1 (SAQ for Contractors)
QW1 Part 2	Applicant Details and Declaration	3. BCD QW1 (Applicant Details and Declaration)

QC1 Appendices – For Designers

Appendix	Document Title	SAQ Question Reference	File Name
B1	List of Previous Projects / Certificate of Satisfactory Execution	3.4c	QC1 App B1 – List of Previous Projects
B3	Certificate of Satisfactory Delivery of Services	3.4c	QC1 App B3 – Satisfactory Delivery of Services
D	Curriculum Vitae – Evidence of Professional Qualifications & Experience	3.4a	QC1 App D – CV – Prof. Quals. & Exp.

Appendix C Overview of D&B Contract Invitation to Tender Award Criteria

12. Overview of D&B Contract Invitation to Tender Award Criteria

12.1 Note: This Appendix C contains a high-level overview of the indicative award criteria which the NTA shall apply in the evaluation of tenders at Stage 2 of this competition. The sub-criteria of the following award criteria, together with details of the tender evaluation process, shall be contained in the Invitation to Tender which will be issued to those tenderers shortlisted following the SAQ stage of the process (i.e. Stage 2 of this process).

12.2 Please note that these criteria are indicative only and may be subject to change.

Indicative Award Criteria – Stage 2		Weighting
Quality / Technical		50-60%
1.	Technical: Detailed Methodology and Construction Programme	
2.	Technical: Management Structure and Approach including key personnel	
3.	Technical: Design Quality	
4.	Technical: Construction Quality, Health and Safety	
5.	Technical: Green Public Procurement and Social Considerations	
Financial		40-50%

Appendix D Roof-Level Site Layout Plan



Appendix E Submission Checklist

Document	Section	Provide	
BCD QW Part 2		Complete Declaration and ESPD	
BCD QC Part 2 (Architect)		Complete Declaration and ESPD	
BCD QC Part 2 (C&S)		Complete Declaration and ESPD	
BCD QC Part 2 (M&E)		Complete Declaration and ESPD	
BCD QC Part 3 (FC)		Complete Declaration and ESPD	
BCD QW1(SAQ for Contractors)	3.2	proof of enrolment on a relevant professional or trade register	
	3.3a	Auditor's statement or equivalent for evidence of turnover	
	3.3b	Audited financial statements with profit and loss for last three years	
	3.3c	Bankers letter in form of Appendix C	
	3.3h	Appendix D1 – Letter of Undertaking for a Performance Bond	
	3.4a	Organisational Structure	
		CV for Managing Director	
		CV for H&S Manager	
	3.4c	List of Projects	
	3.4c	3 Certificates of Satisfactory Execution	
	3.4g	ISO14001 certificate or equivalent	
BCD QC1 (Architect)	3.3c	Bankers letter in form of Appendix C	
	3.4a	Organisational Structure	
		CV for Managing Director	
	3.4c	2 Certificates of Satisfactory Execution	
BCD QC1 (C&S)	3.3c	Bankers letter in form of Appendix C	
	3.4a	Organisational Structure	
		CV for Managing Director	
	3.4c	List of Projects	
	3.4c	2 Certificates of Satisfactory Execution	
BCD QC1 (M&E)	3.3c	Bankers letter in form of Appendix C	
	3.4a	Organisational Structure	
		CV for Managing Director	
	3.4c	List of Projects	
	3.4c	1 Certificate of Satisfactory Execution	
BCD QC1 (FC)	3.3c	Bankers letter in form of Appendix C	
	3.4a	CV for Managing Director	

