

Suitability Assessment Questionnaire

for

Architect, Mechanical & Electrical Engineering, Civil & Structural Engineering & PSDP, Fire
& Accessibility Consultant and LEED Sustainability Consultant

Building Extension to Mullingar Advance Building Solution, IDA Ardmore B&T Park,
Mullingar, Co. Westmeath

to be assessed under an

Open Procedure

PART 1

Information for Applicants, Project Particulars and Qualification Criteria

Suitability Assessment for Service Provider
Open Procedure
Document Reference ID-QC2 v.3.0
09 February 2022

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Published by: Office of Government Procurement
Department of Public Expenditure & Reform
Government Buildings
Upper Merrion Street
Dublin 2.

NOTES FOR CONTRACTING AUTHORITIES

PREPARING THIS DOCUMENT

The Suitability Assessment Questionnaire document comprises two separate parts.

Part 1, this document, which is completed by the Contracting Authority and uploaded to eTenders to provide the information for Applicants about the project, the submission requirements and the Qualification Criteria that will be applied to determine the suitability of Applicants to perform the services.

Part 2, which is completed by Applicants, having been prepared and uploaded to eTenders by the Contracting Authority along with Part 1. The Contracting Authority is required to complete the cover page and section 2.4 where Applicant details are required in addition to those specified.

Part 1 contains the three sections:

- Section 1 Information for Applicants, which requires no input from the Contracting Authority.
- Section 2 Project Particulars, which gives details of the project and the Contracting Authority's requirements for the submission of the response to the Questionnaire ("the SAQ Submission"), the rules of tender and particulars thereof are in the Instructions to Tenderers which accompany this Questionnaire.
- Section 3 Suitability Assessment Criteria, which sets out the Qualification Criteria that apply in the Competition which Applicants are required to meet in order to permit their Tender to be evaluated. This section must be prepared by the Contracting Authority by selecting appropriate suitability assessment criteria to apply as Qualification Criteria and setting minimum standards under each such criterion that are proportionate to the project in question and the type of response that the Applicant is required to provide,. Where it is deemed appropriate, the Contracting Authority may specify those criteria for which Applicants may declare that they meet the standards required under such criteria. Where this is a permitted response, Applicants must be able to provide evidence in support of such declarations promptly should this be requested at any stage by the Contracting Authority.

Part 2, Applicant Details and Declaration also contains three sections:

- Section 1 General.
- Section 2 Applicant Details, which is used to collect basic information about the Applicant and any sub-contractor proposed to provide a specialist skill or other entities upon whom the Applicant relies in order to meet the requirements of any Qualification Criteria in Part 1 of the Questionnaire. If the Contracting Authority requires further details in addition to the standard details therein, the Contracting Authority must specify these requirements in section 2.4 prior to issuing Part 2. The Applicant must complete Section 2.
- Section 3 Applicant Declaration, the Applicant must complete and sign Section 3 and provide any evidence or information required by Part 1 of this Questionnaire.

The Questionnaire is issued as a protected MS Word form (text other than form fields is protected).

IMPORTANT NOTICE FOR APPLICANTS

Purpose

This Suitability Assessment Questionnaire ("this Questionnaire") is issued in relation to a tender competition run under the open procedure. Its purpose is to obtain information to carry out a suitability assessment of Applicants responses so as to establish if they should go forward to tender evaluation that may lead to a contract award for those services stated in Section 2.4 of the Project Particulars.

In this Questionnaire, the term Applicant is used for an Individual (Sole) Trader, a single entity, a Partnership, a Consortium or any other type of Joint Venture seeking to be awarded the Contract. If the role of PSDP or PSCS is required, the entity providing that skill must be an individual (sole) trader or company (i.e. body corporate) that constitutes an acceptable entity for the purpose of this project.

This Questionnaire and any related documents must not be used for any other purpose.

This Questionnaire should be read in conjunction with the Instructions to Tenders ("the Instructions") issued with this Questionnaire.

Applicants must also review the Instructions to Tenderers documentation and should note that the general competition rules and Contracting Authority reserved rights set out therein (e.g. with regard to query process) apply equally to this Questionnaire.

Multiple Participation

If any individual or group of individuals is included in more than one Applicant's submission for the same contract, a statement should be provided to the effect that the Applicant is aware of this multiple participation and that it has been brought to the attention of all the consortia of which that individual or group is a member. The Contracting Authority will then investigate the circumstances to see if this multiple participation could result in a distortion of competition. Where it is felt that competition may be distorted, the Contracting Authority may take such steps as it deems appropriate which may include limiting the number of bidding teams with which an entity may participate, disqualifying relevant Applicants or such other steps as it deems appropriate subject to the principles of applicable law.

GLOSSARY

Acronyms or capitalised terms used throughout this Questionnaire are defined in this glossary.

Applicant	The term is used for an Individual (Sole) Trader, a single entity, a Partnership, a Consortium or any other type of Joint Venture seeking to be awarded the Contract.
Specialist Skill Provider	In this Questionnaire, refers to an entity proposed by the Applicant to provide specialist skills services described in Section 1.4 of the Particulars. Note that a Specialist Skill Provider may be: (a) the Applicant itself (or a member of an Applicant which is a Consortium, Joint Venture or Partnership); or (b) a subcontractor.
BC(A)R	Building Control Regulations 1997 – 2021 and any amendments thereto.
CA	Contracting Authority
Candidate/Qualified Candidate	A Candidate is an Applicant who has submitted a Tender. A Qualified Candidate is a Candidate who has passed the suitability assessment.
Competition	The tender competition to which this Questionnaire relates.
Consortium	An association or combination of businesses or individuals who combine with the purpose of delivering a single objective.
Construction Regulations	Safety, Health and Welfare at Work (Construction) Regulations 2013 and any amendments thereto.
Contract	The Conditions of Engagement that may be awarded by the Contracting Authority for the Services at the conclusion of this Competition.
CPV Code	Common Procurement Vocabulary is a single classification system for public procurement aimed at standardising the references used by contracting authorities and entities to describe the subject of procurement contracts.
CRO	Companies Registration Office.
CWMF	The Capital Works Management Framework is mandated by Circular for public sector construction procurement and consists of a suite of best practice guidance, standard contracts and generic template documents available for download at http://constructionprocurement.gov.ie/ .
Designer	Has the meaning given in the Construction Regulations.
eESPD	Electronic European Single Procurement Document.
Joint Venture	A joint venture is a contractual business undertaking involving two or more parties.
OJEU	Official Journal of the European Union.
Partnership	A business that has two or more owners who are individually liable for the entity's actions.
Principal Services	The services described in Section 2.4 of the Project Particulars. Where more than one Principal Service is required, a separate Questionnaire in respect of each Principal Service is issued by the CA.
PSCS	Project Supervisor Construction Stage appointed by the Employer in accordance with the Construction Regulations.

GLOSSARY

PSDP	Project Supervisor Design Process appointed by the Employer in accordance with the Construction Regulations.
Qualification Criteria	The suitability assessment criteria selected by the Contracting Authority in Section 3 of this Questionnaire to apply in this Competition and are those criteria where “Yes” is marked in the column “Applicable Criterion/Requirement”.
Questionnaire	This Suitability Assessment Questionnaire, including annexes and related documents.
Tenderer	A person or entity (or group of persons) who submits a tender.

SECTION 1: INFORMATION FOR APPLICANTS

1.1. INTRODUCTION

This Section 1 contains information in relation to the completing this Questionnaire.

Section 2 Project Particulars (“the Project Particulars”), set out the submission requirements and summarises the key features of the service provision such as the Principal Services required, Specialist Skills required, any known particular risks, etc. Applicants should read this information carefully before submitting their response to this Questionnaire (“the SAQ Submission”). The associated Tender documents will provide greater detail on the scope of the service provision. The Project Particulars also state whether the grounds for exclusion contained in Regulation 57 (Exclusion Grounds) of SI 248/2016 apply to this Competition.

Section 3, Suitability Assessment Criteria sets out the minimum standards under the Qualification Criteria that the Applicant must meet in order to pass the suitability assessment. In an open procedure the Qualification Criteria are assessed on a Pass/Fail basis. Where a response to the Questionnaire fails to meet the minimum standards set out in Section 3, then the relevant Applicant will be eliminated from further participation in the Competition. The Applicant must follow the instructions set out in the Questionnaire and submit the information required in the format described otherwise the submission may be declared invalid.

The Applicant must complete and submit Part 2 of this Questionnaire (in addition to providing any evidence or supporting documentation required by this Questionnaire). In Part 2, Applicants must provide information on the Applicant’s organisation and any entities upon whose capacity they rely for the purpose of meeting the requirements of any of the Qualification Criteria in Part 1. The Applicant must always complete and sign the Declaration in Section 3 otherwise the SAQ Submission may be declared invalid. In addition, in competitions above the EU thresholds, the Applicant shall also complete an eESPD. The Declaration in Section 3 must still be completed and signed even where the Applicant has submitted an eESPD.

The Applicant should provide only evidence that is current up to the date of submission of the SAQ Submission. Where the required means of submission is electronic submission, the Contracting Authority reserves the right to inspect the original hardcopy signed documents.

1.2. SUITABILITY ASSESSMENT SUBMISSION REQUIREMENTS

Applicants must complete and submit the following documents (“the SAQ Submission”):

- (i) Part 2 of this Questionnaire; and
- (ii) where required, an eESPD or Appendix A; and
- (iii) any evidence or other supporting documentation required by this Questionnaire.

1.3. SAQ SUBMISSIONS WHERE MULTIPLE PRINCIPAL SERVICE PROVIDERS ARE REQUIRED

Where there are multiple Principal Service Providers required under Section 2.4 of the Project Particulars, a separate Questionnaire will be prepared by the Contracting Authority for each Principal Service Provider. The corresponding Part 2 of each such Questionnaire of each such Questionnaire must always be completed by the Applicant for the Principal Service in question, and the responses to the separate Questionnaires collated by the Lead Applicant and returned as a single Suitability Assessment Submission.

Where a single entity applies for more than one Principal Service, they do not need to respond to criteria 3.2 and 3.3a – 3.3g (as may be applicable) for each Questionnaire, provided they submit the required information in one of their responses and reference it in all of their responses to the Suitability Assessment Questionnaire(s).

1.4. SAQ SUBMISSIONS BY CONSORTIA, JOINT VENTURES OR PARTNERSHIPS

Where an Applicant is a Consortium, Joint Venture or Partnership, each member of the Consortium, Joint Venture or Partnership must respond to the applicable sections of Section 3 of

SECTION 1: INFORMATION FOR APPLICANTS

this Questionnaire and (and Part 2) and the responses are submitted as a single SAQ Submission by the Lead Member.

Where Applicants are required to submit a completed eESPD, each member of a Consortium, Joint Venture or Partnership, and any entity being relied upon for the purposes of this Questionnaire, each member of the Applicant must submit a completed eESPD.

1.5. SPECIALIST SKILL PROVIDERS

Where specialist skills (as identified in Section 2.4 of the Particulars) are required, these may be provided either by the Applicant itself or by specialist sub-consultants and in both cases, evidence required should accompany the Application as instructed in the Questionnaire. Where evidence is provided in support of any criteria, the Applicant must reference the criterion to which it refers.

Where an Applicant proposes that a sub-consultant undertakes a specialist skill, such an entity will be treated as an entity being relied upon by the Applicant, and the requirements of Section 1.6 below and Section 3.2 Reliance on Resources of the Instructions to Tenderers, apply to such an entity. Where an Applicant is required to submit an eESPD, the entity relied upon by the Applicant for a specialist skill must also submit an eESPD.

The Contracting Authority reserves the right to require a collateral warranty in the form of MF 2.3 *Collateral Warranty for Sub-Consultants* for any sub-consultant providing the Specialist Skills listed in the Project Particulars.

1.6. RELIANCE ON RESOURCES

Where, in order to meet any applicable criteria in Section 3.3 (Financial and Economic Standing) (including for the avoidance of doubt, with respect to evidence of turnover), and/or in Section 3.4 (Technical Capability) of this Questionnaire, an Applicant (or any member of an Applicant which is a Joint Venture, Consortium or Partnership) relies on the capacities of other entities or undertakings with which it is directly or indirectly linked, whatever the legal nature of those links may be (including, for example, but not limited to, a parent company and/or a subcontractor/sub-consultant, including a specialist skill provider who is not the Applicant itself, the entity being relied upon shall provide a response to the applicable Sections 2 and 3 of this Questionnaire, and where the eESPD applies to this Competition, the entity shall complete an eESPD.

The Applicant will be required to demonstrate to the satisfaction of the Contracting Authority that the capacities relied upon will actually be available to the Applicant if it is awarded the Contract.

For the purposes of demonstrating that the resources relied upon will be available at this stage of the Competition, the Contracting Authority will accept¹:

- a letter in the form of Appendix D to the Instructions to Tenderers– Letter from entity relied upon; or
- a completed eESPD signed by the entity being relied upon (where an eESPD applies in this Competition).

If availability of capacities is not established to the satisfaction of the Contracting Authority, the Contracting Authority will assess the suitability of the Applicant without taking into account the capacities of such an entity or entities.

The Applicants attention is drawn to the requirements of Section 3.2 Reliance on Resources in the Instructions to Tenderer for further detail in relation to requirements to provide contractual commitments at contract stage.

¹ Alternate evidence may be acceptable to the Contracting Authority

SECTION 1: INFORMATION FOR APPLICANTS

1.7. RESPONDING TO QUALIFICATION CRITERIA

The qualification criteria that will be used in evaluating SAQ Submissions to see if they pass the suitability test are set out in Section 3 and are those criteria where “Yes” is marked in the column “Applicable Criterion/Requirement”. All are simple Pass/Fail criteria – these are requirements that must be met in full and, if passed, the Applicant will satisfy the suitability test. If a criterion is failed, the Applicant is eliminated from the tender competition. Where specialist skills and Health and Safety sub-criteria are included in any criterion, then these too must be passed, otherwise the Applicant will be eliminated from the tender competition.

The Applicant must follow the instructions and respond as required by the following titles under the ‘Response’ heading for each criterion:

Where the response for a qualification criterion is marked as Response: **EVIDENCE REQUIRED**, in addition to providing the completed Applicant Details and Declaration document, Applicants must provide the information specified. Applicants should not purport to have responded to any such criterion solely by having provided the completed Applicant Details and Declaration document (and/or an eESPD [where an eESPD is required]). The evidence submitted must prove that the Applicant meets the relevant criterion as of the date of submission of the Applicant's Tender. Failure to submit the required evidence with the SAQ Submission may result in exclusion from the Competition.

Where the response for a qualification criterion marked as Response: **DECLARATION REQUIRED**, it shall suffice for the purposes of responding to this Questionnaire for the Applicant to complete the Declaration in the Applicant's Details and Declaration document, and may also respond by way of the eESPD, where an eESPD is required. The Declaration in Applicant Details and Declaration document will be required even if the Applicant is also submitting an eESPD. The Contracting Authority may, at any time, request supporting documentation substantiating any declaration made in respect of any or all such criteria. Supporting documents must prove that the Applicant meets the relevant criteria as of the date of submission of the Applicant's Tender. Where the Contracting Authority requests supporting documentation substantiating any declaration made in respect of any or all of such criteria, the supporting documents must be provided promptly and within the timeframe specified by the Contracting Authority. Failure to provide the requested supporting documentation within the timeframe specified may result in exclusion from the competition.

Where the response for a qualification criterion marked as Response: **NOT REQUIRED**, Applicants should not provide the information.

1.8. GROUNDS FOR EXCLUSION

Note: Where a Competition is subject to the application of European procurement regulations, grounds for exclusion will automatically apply. Where a Competition is not subject to the application of the European procurement regulations, a Contracting Authority may apply grounds for exclusion. The position is set out in the Project Particulars.

The grounds under which the Contracting Authority may exclude an Applicant, any member of an Applicant, or any entity relied upon by the Applicant, from participation in this Competition are set out below.

Where grounds for exclusion apply in the Competition, the Applicant, each member of the Applicant (where the Applicant is a Joint Venture or Consortium or Partnership); and, any entity being relied upon by the Applicant (or any member of the Applicant) (including Applicant's Specialists), must provide a declaration regarding the situations referred to below by completing a declaration in the form stated in the Project Particulars.

The term 'Applicant' as used below refers to each of (a) the Applicant (b) a member of the Applicant (where an Applicant is a Joint Venture, Consortium or Partnership) (c) any entity being relied upon by the Applicant.

SECTION 1: INFORMATION FOR APPLICANTS

Subject always to the provisions of Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016 (SI 284 of 2016):

- (a) if:
 - (i) the Applicant is in one of the situations listed in Regulations 57(1) or 57(3) of SI 284 of 2016; or
 - (ii) a member of the administrative, management or supervisory body of the Applicant/member of the Applicant, or a person having powers of representation, decision or control therein, is in one of the situations listed in Regulation 57(1) of SI 284 of 2016,the Applicant shall be excluded from the Competition;
- (b) if the Applicant (or any member of the Applicant, in the case of a Joint Venture, Group or Consortium), is in any of the situations listed in Regulation 57(4) or 57(8) of SI 284 of 2016 selected by the Contracting Authority for the purposes of this Competition, the Applicant may be excluded from the Competition.

Any Applicant which is in one of the situations referred to above must provide details of any factors or circumstances which it believes are relevant to the Contracting Authority's assessment of whether the existence of these grounds should lead to the exclusion of the Applicant. For example, where an Applicant is in one of the situations referred to above but has taken measures which it believes are sufficient to demonstrate its reliability, that Applicant may provide evidence of such measures to the Contracting Authority for consideration. Applicants should note that, with regard to the situations listed in (a) above, the circumstances which the Contracting Authority may take into account before deciding whether or not to exclude an Applicant are prescribed by law, and Applicants are directed to Regulation 57 of the 2016 Regulations in this regard.

If an entity being relied upon is in one of the situations listed above, the Contracting Authority may require that the Applicant replaces such entity with another entity which is not in any of these situations. In the event that the entity cannot be replaced with another entity to whom the grounds do not apply (including where the Contracting Authority concludes that to permit such replacement would be contrary to law), the Contracting Authority reserves the right to eliminate the Applicant from the Competition.

Note: The Contracting Authority may, at any time during the Competition, require the Applicant to provide the confirmation in MF 2.7 Declaration Under Oath/Solemn Oath, and where the Declaration Under Oath/Solemn Oath pre-dates the date of submission, Applicants must also provide the confirmation in MF 2.8 Confirmation Oath Still Valid.

SECTION 2: PROJECT PARTICULARS

2.1 REQUIREMENTS IN RELATION TO THE SAQ SUBMISSION

Exclusion Grounds (Regulation 57 of SI 284/2016)	
Applicants (and members of the joint venture, consortium, partnership and entities relied upon) must complete and submit a self-declaration in relation to Article 57 (Exclusion Grounds) of SI 284/2016 ² the form of:	an eESPD

2.2 NOT USED

2.3 NOT USED

2.4 Principal Services Required

CA Note: List below the principal services for which submissions are invited and give each an initial letter(s) code by which it can be referenced (eg, A=Architecture, AR=Archaeology, PM=Project Management, and QS=Quantity Surveying). Outline the scope of the service (eg, full service, partial pre-tender and full post-tender service, or contract supervision only). State the specialist skills in which the applicant is required to demonstrate competency and follow each skill with an initial letter(s) code in brackets so that it may be used for reference (eg, CA=Conservation Architect; FSC = Fire Safety Consultant).

Principal Service: Project Architect	Code: A
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² CA note: where the Competition is subject to the procurement regulations (SI 284 of 2016 or SI 286 of 2016), then the Exclusion grounds in Article 57 automatically apply and the CA must state “an eESPD”. Where the Competition is not subject to the procurement regulations (SI 284 of 2016 or SI 286 of 2016), the CA **may** request Applicants to complete an eESPD or Appendix A, where the CA applies the grounds for exclusion in the Competition.

SECTION 2: PROJECT PARTICULARS

Scope of Service:	Full architectural design and supervision services for the detailed design and delivery of works to the Advanced Office Building, Athlone. The Architect will be the design team leader. They may also take on and deliver the roles of Design and Assigned Certifier in-house. Alternatively, these services may be "bought in" services. The designers proposals in this matter must be clearly stated in their response to the Suitability Assessment Questionnaire (SAQ) and their competence to undertake the role must be clearly demonstrated. The role of Project Supervisor for the design process (PSDP) may also be provided in-house by the designer, or as a "bought in" service. Again the designers proposal in this regard must be clearly stated in their response to this SAQ and their competence to undertake the role must be clearly demonstrated. Additional 'bought-in' services could include Fire Safety and Access Consultancy, Landscape Design.
Specialist Skills Required	Façade Design Services, Acoustic Design Services, Landscape Architect, Fire Safety (FS) & Universal Access (UA) Design Certifier (DC) Assigned Certifier (AC)

SECTION 2: PROJECT PARTICULARS

Principal Service: Mechanical and Electrical Engineer	Code: ME
Scope of Service:	Full Mechanical and Electrical Engineering Services for the detailed design and construction of the proposed development. The Building Services Engineer will be required to fully design and specify all mechanical and electrical elements of the project. All works subject to consultation with the proposed end users. The Building Services Engineer will be required to fully design and specify all mechanical and electrical elements of the building. promote and encourage the use of renewable energy technologies is promoted by IDA subject to consideration of environmental, conservation and visual requirements.
Specialist Skills required:	Energy Efficient Design suitable for office Buildings. LEED Sustainability Consultant Whole life Carbon Assessment

SECTION 2: PROJECT PARTICULARS

Principal Service: Civil and Structural Engineer	Code: CS
Scope of Service:	Full civil and Structural Engineering Services for the detailed design and construction of the proposed development. The Civil/Structural Engineer will be required to fully design and specify all structural elements of the building, including the procurement of site investigation services as necessary. The Civil/Structural Engineer shall design and specify all services including but not limited to water, foul and surface water drainage, telecoms etc. In doing so, consideration shall be given to the condition and location of the existing services in the vicinity of the works.

SECTION 2: PROJECT PARTICULARS

Specialist Skills required:	Transport Planning, Mobility Management Plan, Traffic and Transport Assessment, Engagement with TII, Construction Traffic Management Planning and Road Safety Impact Assessment and Active Travel and Parking Assessment.
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Principal Service: Project Supervisor for the Design Process		Code: PSDP
Scope of Service:	Full PSDP duties and responsibilities, in accordance with the requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2006, as amended, for the design, planning, construction and certification of the proposed development. This principal service may be undertaken inhouse by the Architect/Urban Designer or other principal service supplier - if being undertaken inhouse, the supplier shall be clearly identified. Otherwise, this service should be provided as a principal service similar to the other principal services listed above. The proposed PSDP will be required to complete the IDA Competency Assessment to act as PSDP.	
Specialist Skills required:	CA Entry	

Principal Service:		Code:
Scope of Service:		
Specialist Skills required:	CA Entry	

Principal Service:		Code:
Scope of Service:		
Specialist Skills required:	CA Entry	

Principal Service:	Code: CA
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SECTION 2: PROJECT PARTICULARS

Scope of Service:	
Specialist Skills required:	CA Entry

Principal Service:		Code: CA Entry
Scope of Service:		
Specialist Skills required:	CA Entry	
Principal Service: CA Entry		Code: CA Entry
Scope of Service:	CA Entry	
Specialist Skills required:	CA Entry	

2.5 Other Services

CA Note: List other construction-related services (known at the time) that are going to be provided by independent Service Providers on the project other than those listed at 1.4 above.

Title of Other Services
CA Entry
CA Entry
CA Entry
CA Entry
CA Entry
CA Entry
CA Entry

2.6 Project Category

Project categorization for purpose of assessment of the role of Principal Service Provider or Specialist Skill Provider where such skills are required under section 2.4:	Type 1 ³
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2.7 Health and Safety

The successful Tenderer will be required to comply with the Safety, Health and Welfare at Work Act 2005 and any subsequent Safety, Health and Welfare legislation including the Safety Statement requirement.

The successful Tenderer will also be required to comply with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) (SHWW), particularly where the SHWW Regulations apply to the service provision.

³ Type 1 applies to projects that have a value of <€500,000; Type 2 applies to projects that have a value of > €500,000 and < €5,000,000; and Type 3 applies to projects that have a value > €5,000,000. However considerations in relation to the H&S risk must also be taken into account in deciding on the project type. If there is a high H&S risk the category may need to be higher than that indicated by the project value above. The category of project chosen then governs decisions to be made about criteria and requirements in Section 2 of the form

SECTION 2: PROJECT PARTICULARS

Health and Safety competencies for those to whom the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply will be assessed as part of Section 3 – the Suitability Assessment Questionnaire.

Areas of the works involving Particular Risks known to the Contracting Authority at the time of issue⁴:

Working at height. Excavations for foundations and services. Working in a live environment. Undermining existing foundations. Lead work. Work on or near existing boundaries. Installation of scaffolding. Roof access. Underground and overhead services.

No formal risk assessment has been undertaken by the Contracting Authority at this stage. It will be a requirement for the appointed IDT to carry out a risk assessment to identify all potential risk associated with the project. The successful tenderer must manage their activities so as to comply with the Safety, Health and Welfare at Work Act, 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007, the Safety, Health and Welfare at Work (Construction) Regulations, 2013 and all other applicable National and European Legislation.

⁴ Particular Risks are defined at Schedule 1 to the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended). **Please note that the list provided under that Schedule is not exhaustive.**

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Contracting Authority's Assessment Scheme

CA Note: in the table below confirm which of the criteria are applicable by choosing from the options available under the column titled 'Applicable'. State the manner in which the criterion should be answered in the column titled 'Response'. Select the type of evaluation from the column titled 'Evaluation' or N/A where the criterion is not applicable.

Applicants: The table below summarises the assessment criteria that will apply to your service provision, what you are required to submit in response to each criterion and how the criteria will be assessed – in an open procedure it will always be assessed on a pass/fail basis. Where a criterion requires documentary evidence to be submitted, the relevant criterion will set out the extent of documentation and how it should be submitted.

No. ⁵	Requirement/Criterion	Applicable	Response	Evaluation
3.1	Not Used ⁶			
3.2	PROFESSIONAL OR TRADE REGISTER	No	Not Required	N/A
3.3	FINANCIAL & ECONOMIC STANDING			
3.3a	Annual Turnover (Service)	Yes	Declaration Required	Pass/Fail
3.3b	Balance sheet or Extracts from a Balance Sheet	Yes	Declaration Required	Pass/Fail
3.3c	Banker's Letter	Yes	Declaration Required	Pass/Fail
3.3d	Other Financial/Economic Information/References	No	Not Required	N/A
3.3e	Prof. Indemnity Insurance	Yes	Documentary Evidence Required	Pass/Fail
3.3f	Public Liability Insurance	Yes	Documentary Evidence Required	Pass/Fail
3.3g	Employer's Liability Insurance	Yes	Documentary Evidence Required	Pass/Fail
3.4	TECHNICAL CAPABILITY (Service Provider's Competency)			
3.4a	Qualifications (Managerial)	Yes	Documentary Evidence Required	Pass/Fail
3.4b	Qualifications (Personnel)	Yes	Documentary Evidence Required	Pass/Fail
3.4c	Services over the Past 3/5/7 ⁷ Yrs	Yes	Documentary Evidence Required	Pass/Fail
3.4d	Measures for Ensuring Quality	Yes	Declaration Required	Pass/Fail
3.4e	Average Annual Manpower over the Past 3 Years	No	Not Required	N/A
3.4f	Technical Equipment Available	No	Not Required	N/A
3.4g	Technicians or Technical Bodies	No	Not Required	N/A

⁵ The numbers in this column reference the section numbers of the criteria in this Questionnaire.

⁶ This criterion no longer used – for the requirements in relation to Regulation 57 of SI 284/2016 (Exclusion Grounds) in relation to the competition, refer to the Instructions for Tenderers.

⁷ As selected in the criterion

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

3.1 NOT USED⁸

3.2 ENROLMENT ON PROFESSIONAL OR TRADE REGISTER⁹

Response: NOT REQUIRED

Criterion Applicable: NO

Applicants must be enrolled on a professional or trade registers in accordance with Annex XI of Directive 2014/24/EU and meet the supplemental requirements (if any) as identified by the Contracting Authority below.

The evidence required to pass this criterion is proof of enrolment on a relevant professional or trade register in accordance with in accordance with Article 80 of Directive 2014/25/EU (and Regulation 85 of the European Union (Award of Contracts by Utility Undertakings) Regulations 2016 and Article 58 of Directive 2014/24/EU (and Regulation 58 of the European Union (Award of Public Authority Contracts) Regulations 2016) and the supplemental requirements (if any) as identified by the Contracting Authority below.¹⁰

CA Entry: Specify any other requirements here.

CA Entry: Specify any requirements that relate to Specialist Skills Providers here.

3.3 EVIDENCE OF ECONOMIC AND FINANCIAL CAPACITY

Note: Information under Criterion 3.3 (and associated sub-criteria 3.3a – 3.3g) must be provided by the Applicant and/or, by the entity relied upon by the Applicant for the purpose of meeting the requirements of the relevant sub-criteria (as applicable).

3.3a EVIDENCE OF TURNOVER

Response: DECLARATION REQUIRED

Criterion Applicable: YES

CA Note: You may change the requirement for the response to this criterion (in text field below) and create an equivalent requirement in its place as long as it is appropriate and relevant to the criterion. You may not change the objective or title.

Provide evidence in relation to the service of certified turnover for the 3 previous financial years. However, where a multi-disciplinary firm is applying, evidence of the overall turnover of the firm should also be provided.

Minimum Turnover			
Area of Service / Business:	Overall Average Turnover to include other areas of business	Average Minimum Turnover:	Average Maximum Turnover:
CA Entry	CA Entry (if applicable)	CA Entry	CA Entry (if applicable)

⁸ This criterion no longer used – for the requirements in relation to Regulation 57 of SI 284/2016 (Exclusion Grounds, refer to the Section 1.8 of Information for Applicants.

⁹ Enrolment on a professional or trade register should not be confused with being a member of the Royal Institute of the Architects of Ireland, the Association of Consulting Engineers of Ireland or any other similar body.

¹⁰ In Ireland, the economic operator may be requested to provide a certificate from the Registrar of Companies or the Registrar of Friendly Societies or, where the economic operator is not so certified, a certificate stating that the person concerned has declared on oath that the economic operator is engaged in the profession in question in the country in which the economic operator is established, in a specific place under a given business name.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Combined total turnover for all members of a consortium must meet the minimum turnover. If only one member has the skills, resources and experience for the work, that member must have an average turnover that demonstrates financial capacity for the work.

CA Note: If stating a minimum turnover threshold for the services take care that the standard is not set at a level that discriminates against otherwise suitable service providers. See Guidance Note GN 1.6.3

CA Entry: Specify any other requirements here.

CA Entry: Specify any requirements that relate to Specialist Skills Providers here.

The evidence should be in accordance with the requirements identified here (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

3.3b BALANCE SHEET OR EXTRACTS FROM A BALANCE SHEET

Response: DECLARATION REQUIRED

Criterion Applicable: YES

CA Note: You may change the requirement for the response to this criterion (in text field below) and create an equivalent requirement in its place as long as it is appropriate and relevant to the criterion. You may not change the objective or title.

The minimum standard is to provide balance sheets or extracts from balance sheets where publication of the balance sheet is required under law of the country in which the service provider is established.

CA Entry: Specify any other requirements here.

CA Entry: Specify any requirements that relate to Specialist Skills Providers here.

The evidence should be in accordance with the requirements identified here (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

3.3c BANKER'S LETTER

Response: DECLARATION REQUIRED

Criterion Applicable: YES

CA Note: You may change the requirement for the response to this criterion (in text field below) and create an equivalent requirement in its place as long as it is appropriate and relevant to the criterion. You may not change the objective or title. Under most circumstances the use of 3.3d makes the Banker's Letter criterion redundant.

Provide a letter from the applicant's current principal banker dated within past 6 months, stating that, to the best of its knowledge, this is the applicant's principal account and it is currently in good standing.

The evidence should be in accordance with the requirements identified here (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

CA Entry: Specify any requirements that relate to Specialist Skills Providers here.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

3.3d FINANCIAL STATEMENTS OR EXTRACTS FROM FINANCIAL STATEMENTS

Response: NOT REQUIRED

Criterion Applicable: NO

CA Note: You may create a financial criterion here. The type of criterion should be appropriate and relevant so that the evidence sought can demonstrate economic and financial standing.

CA Entry: Specify requirements here.

CA Entry: Specify any requirements that relate to Specialist Skills Providers here.

The evidence should be in accordance with the requirements identified here (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

3.3e PROFESSIONAL INDEMNITY INSURANCE

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Before appointment, the successful Tenderer will be required to produce evidence from their Broker or Insurance Company confirming that the Tenderer has current professional indemnity insurance cover in the required amount complying with the conditions listed below and that it will be maintained for 6¹¹ years after completion of the construction works in respect of the services provided – Model Form MF 2.1 duly completed by the Tenderer's broker or insurance company is deemed acceptable evidence for this criterion. (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

Cover may be provided on an "EACH AND EVERY" or on an "ANNUAL AGGREGATE" basis. However, Applicants should note that where professional indemnity insurance is provided on an "ANNUAL AGGREGATE" basis the Contracting Authority will review the situation regarding the availability of professional indemnity insurance on an "EACH AND EVERY" basis with the successful Tenderer, on an annual basis, as described in the Tender. Any Specialist Skill Providers shall also have the benefit of a similar provision.

(i) Level of cover and excess as stated below for the Principal Service Provider:

Minimum level of Professional Indemnity Insurance complying with the conditions below:	Cover on Each And Every claim basis	Cover on an Annual Aggregate basis
	€ CA Entry ¹²	€ CA Entry ¹³
Maximum level of excess in any one claim below which the Service Provider will bear the cost:	2% of turnover or €5,000, whichever is greatest	

(ii) Level of cover and excess as stated below for Specialist Skill Providers;

CA Entry: PII requirements for each Specialist Skills Provider should be listed here. It should include the category of Specialist Skills Provider, the level and type of cover at a minimum.

¹¹ Where the contract is to be executed under hand then a period of 6 years should be sought for the Professional Indemnity Insurance, where the contract is to be executed under seal then a period of 12 years should be sought.

¹² If no value is entered it shall be read as €1,250,000 (One million and two hundred and fifty thousand Euro)

¹³ If no value is entered it shall be read as €1,500,000 (One million and five hundred thousand Euro)

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Minimum level of Professional Indemnity Insurance complying with the conditions below:		
Specialist Skill Provider	Cover on Each And Every claim basis	Cover on an Annual Aggregate basis
Architect	€ CA Entry	€ CA Entry
Mechanical & Electrical Engineer	€ CA Entry	€ CA Entry
Civil & Structural Engineer	€ CA Entry	€ CA Entry
Project Supervisor Design Process	€ CA Entry	€ CA Entry
CA Entry	€ CA Entry	€ CA Entry
CA Entry	€ CA Entry	€ CA Entry
CA Entry	€ CA Entry	€ CA Entry
Maximum level of excess in any one claim below which the Specialist Service Provider will bear the cost:	2% of turnover or €5,000, whichever is greatest	

- (iii) The conditions provide for claims for breach of professional duty or civil liability as well as negligence;
- (iv) The jurisdiction in which claims can be lodged and settled includes IRELAND.

Entities issuing PII insurance cover must have been granted an authorisation as an insurance undertaking by the Central Bank of Ireland to provide Non-Life Insurance Class 13 General Liability cover. Entities providing insurance intermediary services must be either authorised by the Central Bank of Ireland, or registered in a Member State other than Ireland for the purposes of Directive 2009/138/EC. The evidence required to pass this criterion may be either;

- i. evidence that professional indemnity insurance (PII) meeting the requirements set out above is in place. Such evidence may be provided by the relevant insurance undertaking itself or by an insurance intermediary using Model Form 2.1; or,
- ii. the completed Appendix C *Letter of Undertaking re Insurance* which may be provided where the Applicant does not have professional indemnity insurance or does not have professional indemnity insurance meeting the professional indemnity insurance requirements set out above.

3.3f PUBLIC LIABILITY INSURANCE

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Before appointment, the successful Tenderer will be required to produce evidence from their Insurance Company in the form of a copy of the policy confirming that the Tenderer has current public liability insurance cover complying with the requirement(s) set out below.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Minimum level of Public Liability Insurance required in respect of any one accident:	€ 2600000 ¹⁴
Maximum level of excess for property only* for any one incident below which the Service Provider will bear the cost:	€ 10,000

*** No excess is permitted in respect of death, injury or illness.**

CA Entry: Specify any other requirements here.

Entities issuing public liability insurance cover must have been granted an authorisation as an insurance undertaking by the Central Bank of Ireland to provide Non-Life Insurance Class 13 General Liability cover. Entities providing insurance intermediary services must be either authorised by the Central Bank of Ireland; or registered in a Member State other than Ireland for the purposes of Directive 2009/138/EC.

The evidence required to pass this criterion may be either:

- evidence that public liability insurance cover meeting the requirements above is in place. Such evidence may be provided by the relevant insurance undertaking itself or by an insurance intermediary; or
- the completed Appendix C *Letter of Undertaking re Insurance* which may be provided where the Applicant does not have public liability insurance or does not have public liability insurance meeting the requirements set out above.

3.3g EMPLOYER'S LIABILITY INSURANCE

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Before appointment, the successful Tenderer will be required to produce evidence from their Insurance Company in the form of a copy of the policy confirming that the Tenderer has current Employer's Liability insurance cover complying with the requirement(s) set out below.

Minimum level of Employer's Liability Insurance required in respect of any one accident:	€ 13000000 ¹⁵
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CA Entry: Specify any other requirements here.

Entities issuing employers liability insurance cover must have been granted an authorisation as an insurance undertaking by the Central Bank of Ireland to provide Non-Life Insurance Class 13 General Liability cover. Entities providing insurance intermediary services must be either authorised by the Central Bank of Ireland; or registered in a Member State other than Ireland for the purposes of Directive 2009/138/EC.

The evidence required to pass this criterion may be either:

- evidence that employer's liability insurance cover meeting the requirements above is in place. Such evidence may be provided by the relevant insurance undertaking itself or by an insurance intermediary; or
- the completed Appendix C *Letter of Undertaking re Insurance* which may be provided where the Applicant does not have employer's liability insurance or does not have employer's liability insurance meeting the requirements set out above.

¹⁴ If no value is entered it shall read as €2,600,000 (Two million and six hundred thousand Euro)

¹⁵ If no value is entered it shall read as €13,000,000 (Thirteen million Euro) – No excess is permitted on Employer's Liability Insurance

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

3.4 EVIDENCE OF TECHNICAL CAPABILITY CRITERIA

The Applicant should consider carefully responses to subsection 3.4 in relation to the type of principal service and specialist skills identified at **Section 2.4** of the Project Particulars, in particular:

- Where *Specialist Skills* are identified in **Section 2.4** of the Project Particulars, these may be provided either by the Applicant itself or by specialist subcontractors. Irrespective of whether a sub-contractor or the Applicant itself is proposed for a specialist skill, separate evidence in response to the criterion must be provided by the entity proposed to undertake the specialist skill area.
- Where the principal service applied for is a *Design Service* or any service with design input (for example Quantity Surveying where the Applicant must demonstrate a level of competence relative to their design input¹⁶) the Health and Safety sub-criteria under each of the criteria 3.4a – 3.4g inclusive must be addressed by the Applicant and where applicable, the Specialist Skill Provider.
- Prior to their appointment, the Successful Tenderer is required to sign the Safety and Health Declaration appropriate to their service provision. MF2.4 is required for general service providers, MF2.5 for PSDP and MF2.6 for PSCS.

3.4a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Where the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply to either the Principal Service or Specialist Skills Provider (as defined in Regulation 2 of SHWW Regulations – see footnote 16) they must also satisfy the requirements set out at 3.4.1a. These requirements (where applicable) are evaluated on a pass/fail basis and Applicants must pass 3.4.1a in order to be evaluated under 3.4a.

An Applicant who can demonstrate adequate training and qualifications for its managerial staff but cannot demonstrate appropriate experience will not be deemed adequate.

Principal Service Provider

The Applicant must provide evidence of the educational and professional qualifications (with dates obtained) and experience of their management staff, including the curricula vitae of the management staff and the organization structure in accordance with the requirements identified below.

Applicants are requested to provide the following:¹⁷

- (1) Provide a detailed Organisational Structure Chart – clearly identifying management staff for this project (max. Page Limit - no more than 2.no A4 pages)
- (2) CV's - the Applicant must provide evidence of the educational and professional qualifications (with dates obtained) and experience of their management staff, including the curriculum vitae of the management staff and the organisation structure in accordance with the requirements identified below.

¹⁶ “designer” means a person engaged in work related to the design of a project; “design” means the preparation of drawings, particulars, specifications, calculations and bills of quantities in so far as they contain specifications or other expressions of purpose, according to which a project, or any part or component of a project, is to be executed; *Regulation 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended)*

¹⁷ CA to include clearly measurable pass/fail requirements

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

PROJECT EXPERIENCE

Project experience for the Principal Service Providers Management Staff (listed below) must be demonstrated by providing details of three (3 Nr) completed projects. Project experience should be similar in scale, nature and complexity to the services required.

(1) Project Architect

a Degree in Architecture or equivalent professional qualification, a minimum of 12 years post qualification experience in a similar role. Level 8 or recognised equivalent plus full membership of RIAI or equivalent recognised professional Architectural Institution post qualification for at least 8 years. The Lead Architect will require at least one of their completed projects which complies with the detailed requirements in Section 3.4c.

(i) Delivered through a Public works contract

(ii) Scale - a c.50,000sq.ft NZEB compliant building consisting of office and light industrial/production spaces, including vehicular/pedestrian entrance, signage, new timber post and rail boundaries, car parking, cycle shelters, landscaping, gas skid, underground storage tank, independent ESB substation and switch room building, access road and all associated site works.

(iii) Nature - A c.50,000sq.ft NZEB compliant building with associated services (water, utility connections, biodiversity etc..) within a Live Commercial /Business Park Environment.

(iv) Complexity - Integrated Design Team with multiple Principal Services with the delivery of LEED accreditation or similar (e.g. BREEAM).

(2) Civil & Structural Engineer

a Degree in Civil Engineering or equivalent professional qualification - a minimum of 12 years post qualification experience in a similar role. Level 8 or recognised equivalent plus full membership of Engineers Ireland or equivalent recognised professional Engineering Institution post qualification for at least 8 years. The Civil/Structural Engineer will require at least one of their completed projects which complies with the detailed requirements in Section 3.4c.

(i) Delivered through a Public works contract

(ii) Scale - a c.50,000sq.ft NZEB compliant building consisting of office and light industrial/production spaces, including vehicular/pedestrian entrance, signage, new timber post and rail boundaries, car parking, cycle shelters, landscaping, gas skid, underground storage tank, independent ESB substation and switch room building, access road and all associated site works.

(iii) Nature - A c.50,000sq.ft NZEB compliant building with associated services (water, utility connections, biodiversity etc..) within a Live Commercial /Business Park Environment.

(iv) Complexity - Integrated Design Team with multiple Principal Services with the delivery of LEED accreditation or similar (e.g. BREEAM).

(3) Mechanical and Electrical Engineer

a Degree in Mechanical or Electrical Engineering or equivalent professional qualification - a minimum of 12 years post qualification experience in a similar role. Level 8 or recognised equivalent plus full membership of Engineers Ireland or equivalent recognised professional Engineering Institution post qualification for at least 8 years. The Lead Mechanical and Electrical Engineer will require at least one of their completed projects which complies with the detailed requirements in Section 3.4c.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

- (i) Delivered through a Public works contract
- (ii) Scale - a c.50,000sq.ft NZEB compliant building consisting of office and light industrial/production spaces, including vehicular/pedestrian entrance, signage, new timber post and rail boundaries, car parking, cycle shelters, landscaping, gas skid, underground storage tank, independent ESB substation and switch room building, access road and all associated site works.
- (iii) Nature - A c.50,000sq.ft NZEB compliant building with associated services (water, utility connections, biodiversity etc..) within a Live Commercial /Business Park Environment.
- (iv) Complexity - Integrated Design Team with multiple Principal Services with the delivery of LEED accreditation or similar (e.g. BREEAM).

(3) Project Supervisor Design Process

Relevant professional qualification - a minimum of 12 years post qualification experience in a similar role. Level 8 or recognised equivalent plus full membership of Engineers Ireland or equivalent recognised professional Institution post qualification for at least 8 years.

The purpose of this criterion is to assess the experience and educational and professional qualifications of the applicant's overall managerial staff and structure.

Minimum Standard:

The minimum standard for a Pass is demonstration of adequate organisational structure and management personnel including adequate Educational & Professional qualifications, Experience and Managerial skills appropriate to the size and value of the proposed project.

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4a – Specialist Skills Providers*' where the response above is 'Evidence Required'.

CA Entry: If qualification criteria are required for Specialist Skills Providers specify these requirements and any supporting evidence required here otherwise leave these form fields blank. Where qualification criteria for multiple Specialist Skills Providers are required create an additional appendix to the rear of the document and reference it here.

3.4.1a SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) (SHWW) – Criteria related to Project Supervisors (where applicable) are set out under 3.4a if it is for a Principal Service or under 3.4a Specialist Skills if it is to be a Specialist Skill.

Management staff of Applicant (including Specialist Skill providers) to whom the SHWW Regulations apply must comply and provide evidence of compliance when requested with the following:

1. Have undertaken a course introducing the principles of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) with particular regard to the service provider's duties under those Regulations. The course should be approved by their relevant registration body or [in the absence of a registration body] a professional body appropriate to the service provider in question.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

CA Entry: Contracting Authority to enter any additional specific requirements in relation to Safety and Health in this location.

3.4b EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Where the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply to either the Principal Service or Specialist Skills Provider (as defined in Regulation 2 of SHWW Regulations – see footnote 16) they must also satisfy the requirements set out at 3.4.1b. These requirements (where applicable) are evaluated on a pass/fail basis and Applicants must pass 3.4.1b in order to be evaluated under 3.4b.

An Applicant who can demonstrate adequate training and qualifications for its personnel but cannot demonstrate appropriate experience will not be deemed adequate.

Principal Service Provider

The Applicant must provide evidence of the educational and professional qualifications (with dates obtained) and experience of the Applicant's personnel proposed for the principal service, including the curricula vitae of the personnel in accordance with the requirements identified below.

Applicants are requested to provide the following:

- (1) Detailed Organisational Structure – clearly identifying Personnel staff for this project. (max. Page Limit - no more than 2 no A4 pages)
- (2) CVs providing evidence of qualifications and experience of at least three (3) staff members for each Principal Service excluding PSDP. A minimum of seven (7) years post qualification experience and full membership of the relevant professional institution is required for each member of the Personnel staff for at least five (5) years.

The relevant professional qualifications are:

Level 8 or recognized equivalent in appropriate discipline (engineering / quantity surveying) plus chartered membership of Engineers Ireland or RICS /SCSI or equivalent recognised professional institution.

Experience should be similar in scale, value and complexity to the services required.

Maximum Page Limits - Applicants must submit no more than 2 no A4 pages. PROJECT EXPERIENCE

Project experience for the personnel must be demonstrated by providing details of three (3) completed projects over the past 5 years. Project experience should be similar in scale, nature and complexity to the services required.

EVIDENCE of Professional & Educational Qualifications must be provided in the Form of Appendix D1 - Curriculum Vitae

Minimum Standard:

The minimum standard for a Pass is demonstration of adequate organisational structure and personnel including adequate Educational & Professional qualifications, Experience and skills appropriate to the size and value of the project. A minimum of one of the three personnel outlined within each principal service area will require at least one of their completed projects which complies with the detailed requirements in Section 3.4c.

- (i) Delivered through a Public works contract

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

(ii) Scale - a c.50,000sq.ft NZEB compliant building consisting of office and light industrial/production spaces, including vehicular/pedestrian entrance, signage, new timber post and rail boundaries, car parking, cycle shelters, landscaping, gas skid, underground storage tank, independent ESB substation and switch room building, access road and all associated site works.

(iii) Nature - A c.50,000sq.ft NZEB compliant building with associated services (water, utility connections, biodiversity etc..) within a Live Commercial /Business Park Environment.

(iv) Complexity - Integrated Design Team with multiple Principal Services with the delivery of LEED accreditation or similar (e.g. BREEAM).

One of the personnel CVs will include a LEED Certification Consultant who can demonstrate a minimum of 2 No. successfully certified projects.

Applicants who do not achieve the minimum requirement will be deemed to have failed this section and will fail the prequalification process.

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CA Note: Where the Principal Service Provision is for a PSDP or PSCS role include all requirements in this section. Please note the recommendations of Guidance Note GN 1.6.3 under Criterion 3.4b

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4b – Specialist Skills Providers*'.

CA Entry: If qualification criteria are required for Specialist Skills Providers specify these requirements and any supporting evidence required here otherwise leave these form fields blank. Where qualification criteria for multiple Specialist Skills Providers are required create an additional appendix to the rear of the document and reference it here.

3.4.1b SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) (SHWW) – Criteria related to Project Supervisors (where applicable) are set out under 3.4b if it is for a Principal Service or under 3.4b Specialist Skills if it is to be a Specialist Skill.

Personnel of Applicant proposed for the principal service (and any Specialist Skills Providers) to whom the SHWW Regulations apply must comply with and provide evidence of compliance when requested with the following:

1. Have undertaken a course introducing the principles of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) with particular regard to the service provider's duties under those Regulations. The course should be approved by their relevant registration body or [in the absence of a registration body] a professional body appropriate to the service provider in question.

CA Entry: Contracting Authority to enter any additional specific requirements in relation to Safety and Health in this location.

3.4c LIST OF TECHNICAL SERVICES PROVIDED OVER THE PAST 5 YEARS

¹⁸ CA to include clearly measurable pass/fail requirements

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Where the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) apply to either the Principal Service or Specialist Skills Provider (as defined in Regulation 2 of SHWW Regulations – see footnote 16) they must also satisfy the requirements set out at 3.4.1c. These requirements (where applicable) are evaluated on a pass/fail basis and Applicants must pass 3.4.1c in order to be evaluated under 3.4c.

A Contracting Authority may only require an Applicant to submit a list of services provided over a maximum period of 3 years. However a Contracting Authority may take into account services delivered over a longer period if appropriate. The period specified in the sub-criterion title above is the period within which the applicant may submit evidence of its technical services provided, it is not mandatory that technical services be evidenced for the whole period. If a firm cannot provide evidence for the entire period (e.g. a firm has not been trading for the whole period) this will not be used as a reason to reject its application.

Principal Service Provider

The minimum standard is satisfactory experience in providing technical services on projects of a similar scale, nature and complexity to the one for which applications are being assessed. (This does not mean to stipulate projects that are identical to the project that is the subject of this Questionnaire.)

Evidence of delivery of technical services should be provided in the form of a list of commissions carried out over the period set out above in the format set out in Appendix B1. These commissions should indicate how the service provider delivered the service. The applicant should provide a Certificate of Satisfactory Execution (Appendix B3) for any project listed on Appendix B1 if so requested by the Contracting Authority. Appendices B1 and B3 should only be submitted with the tender if the response above is 'Evidence Required'. Where a declaration is permitted, evidence in support of the declaration is only required when requested by the Contracting Authority.

Any supplementary requirements stated below should be submitted as set out by the Contracting Authority.

Principal service providers shall provide evidence of a minimum of 3no. projects that demonstrate adequate experience in providing services on projects similar in type and complexity to the project in question. Evidence shall be provided in the format of Appendices B1 and B3.

Provide details of projects completed within the past 5 years for each of the Principal Service Providers (Listed under Section 2.4). For the sake of clarity completed projects will be projects which have reached substantial completion within the last 5 years from the date of publication of this Contract Notice.

Evidence shall be in the form of Appendix B1 – List of Previous Projects/Certificate of Satisfactory Execution and Appendix B3 – Certificate of Satisfactory Execution.

The relevant project experience for each Principal Service Providers Practice must be demonstrated by providing details of a maximum 3 Nr (three) projects similar in scale, nature and complexity to this Project. At a minimum, one of the selected projects must meet or exceed all of the following criteria:

- (i) Delivered through a Public works contract
- (ii) Scale - a c.50,000sq.ft NZEB compliant building consisting of office or similar, including vehicular/pedestrian entrance, signage, new timber post and rail boundaries, car parking, cycle shelters, landscaping, gas skid, underground storage tank, independent ESB substation and switch room building, access road and all associated site works.

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

- (iii) Nature - A c.50,000sq.ft NZEB compliant building with associated services (water, utility connections, biodiversity etc..) within a Live Commercial /Business Park Environmental
- (iv) Complexity - Integrated Design Team with multiple Principal Services with the delivery of LEED accreditation or similar (e.g. BREEAM).

It is critical that the applicant submits sufficient detailed information to enable the Contracting Authority to assess submitted projects.

Applicants should identify in their 3.4c responses for Principal Services where they have provided the specialist services listed under their discipline in section 2.4

Applicants must provide PHOTOGRAPHIC EVIDENCE of the projects referred to in the Certificates of Satisfactory Execution at Appendix B2.

CA Note: Where the Principal Service Provision is for a PSDP or PSCS role include all requirements in this section. Please note the recommendations of Guidance Note GN 1.6.3 under Criterion 3.4c.

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4c – Specialist Skills Providers*'.

CA Entry: If qualification criteria are required for Specialist Skills Providers specify these requirements and any supporting evidence required here otherwise leave these form fields blank. Where qualification criteria for multiple Specialist Skills Providers are required create an additional appendix to the rear of the document and reference it here.

3.4.1c SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) (SHWW) – Criteria related to Project Supervisors (where applicable) are set out under 3.4c if it is for a Principal Service or under 3.4c Specialist Skills if it is to be a Specialist Skill.

Applicants (including any Specialist Skills Providers) must notify the Contracting Authority of any enforcement actions, legal proceedings, accidents, fatalities or incidents associated with any lapse in the discharge of their duties under the SHWW regulations within the last 3 years. If any of the above apply, Applicants must identify the steps taken to prevent such lapses from reoccurring.

CA Note: Delete or amend notes below according to the principal service provider in question.

Designers - If requested by the Contracting Authority, Applicants are required to submit a Design Risk Assessment along with Appendix B3 for a project of similar scale and complexity listed in Appendix B1.

3.4d MEASURES FOR ENSURING QUALITY

Response: EVIDENCE REQUIRED

Criterion Applicable: YES

Principal Service Provider

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

Applicants must provide, when requested by the Contracting Authority, a description of the technical facilities and measures used by the applicant to ensure quality of service including any study and research facilities, including measures used by the applicant for ensuring quality both in the administration of the service and in the delivery of a high-quality end-product.

Minimum Standard

A written statement setting out how the service provider manages, reviews and evaluates their performance. It should include references to record keeping, Continuing Professional Development and how up-to-date information relevant to their particular service is accessed. A brief description of their Information Technology systems and policies should also be provided.

The evidence required to pass this criterion is:

- (i) evidence of a third-party accredited Quality Management System to ISO9001 (or equivalent); and
- (ii) evidence of a third-party accredited Safety Management System to ISO45001 (or equivalent).

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4d – Specialist Skills Providers*'.

CA Entry: If qualification criteria are required for Specialist Skills Providers specify these requirements and any supporting evidence required here otherwise leave these form fields blank. Where qualification criteria for multiple Specialist Skills Providers are required create an additional appendix to the rear of the document and reference it here.

3.4.1d SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) (SHWW) – Criteria related to Project Supervisors (where applicable) are set out under 3.4d if it is for a Principal Service or under 3.4d Specialist Skills if it is to be a Specialist Skill.

CA Note: If particular criteria apply these should be entered here otherwise state 'Safety and Health competence will be assessed on the evidence sought for Principal Service Provider under 3.4d'

3.4e AVERAGE ANNUAL MANPOWER OVER THE PAST 3 YEARS

Response: NOT REQUIRED

Criterion Applicable: NO

Applicant must provide evidence, when requested by the Contracting Authority, in the form of a statement scheduling the average number of persons providing the services annually and the number of persons employed by the service provider in managerial positions during the immediately preceding 3 years in accordance with the requirements (if any) identified by the Contracting Authority below. If a firm cannot provide evidence for the entire period (e.g. a firm has not been trading for the whole period) this will not be used as a reason to reject its application.

CA Entry: Specify any other requirements here.

Specialist Skills Providers

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4e – Specialist Skills Providers*'.

CA Entry: If qualification criteria are required for Specialist Skills Providers specify these requirements and any supporting evidence required here otherwise leave these form fields blank. Where qualification criteria for multiple Specialist Skills Providers are required create an additional appendix to the rear of the document and reference it here.

3.4.1e SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) (SHWW) – Criteria related to Project Supervisors (where applicable) are set out under 3.4e if it is for a Principal Service or under 3.4e Specialist Skills if it is to be a Specialist Skill.

CA Note: If particular criteria apply these should be entered here otherwise state 'Safety and Health competence will be assessed on the evidence sought for Principal Service Provider under 3.4e'

3.4f TECHNICAL EQUIPMENT AVAILABLE TO CARRY OUT THE CONTRACT

Response: NOT REQUIRED

Criterion Applicable: NO

Applicant must provide evidence, when requested by the Contracting Authority, in the form of a statement of technical equipment that would be available to assist in the delivery of the required technical services in accordance with the requirements (if any) identified by the Contracting Authority below.

CA Note: Set out detailed requirements from Applicants in this location, e.g. specifications of IT equipment, software (including which versions) etc. This is also an appropriate location to interrogate ss' knowledge of particular systems.

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4f – Specialist Skills Providers*'.

CA Entry: If qualification criteria are required for Specialist Skills Providers specify these requirements and any supporting evidence required here otherwise leave these form fields blank. Where qualification criteria for multiple Specialist Skills Providers are required create an additional appendix to the rear of the document and reference it here.

3.4.1f SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) (SHWW) – Criteria related to Project Supervisors (where applicable) are set out under 3.4f if it is for a Principal Service or under 3.4f Specialist Skills if it is to be a Specialist Skill.

CA Note: If particular criteria apply these should be entered here otherwise state 'Safety and Health competence will be assessed on the evidence sought for Principal Service Provider under 3.4f'

SECTION 3: SUITABILITY ASSESSMENT CRITERIA

3.4g TECHNICIANS OR TECHNICAL BODIES AVAILABLE

Response: NOT REQUIRED

Criterion Applicable: NO

Applicants must provide evidence, when requested by the Contracting Authority, in the form of a list of the relevant technicians or technical bodies (other than in-house specialists or specialist subcontractors identified for specialist skills listed at subsection 1.4) whom the service provider can call on in order to provide the service or whom the service provider is going to use in relation to quality control. These should comply with the requirements (if any) identified by the Contracting Authority below.

CA Entry: Specify any other requirements here.

Specialist Skills Providers

If a Specialist Skill is required under Section 2.4 of the Project Particulars and is to be provided from within the Applicant's organisation this must be indicated in the response, if a sub-contractor is proposed to fulfil the Specialist Skill this must be indicated in its response to Part 2 of the Questionnaire.

Evidence required in support of any criteria set out below must be submitted with the title '*Evidence in support of criterion 3.4g – Specialist Skills Providers*'.

CA Entry: If qualification criteria are required for Specialist Skills Providers specify these requirements and any supporting evidence required here otherwise leave these form fields blank. Where qualification criteria for multiple Specialist Skills Providers are required create an additional appendix to the rear of the document and reference it here.

3.4.1g SAFETY AND HEALTH SUPPLEMENT

NOTE: This section is applicable only to those service providers defined as Designers under Regulation 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended) (SHWW) – Criteria related to Project Supervisors (where applicable) are set out under 3.4g if it is for a Principal Service or under 3.4g Specialist Skills if it is to be a Specialist Skill.

CA Note: If particular criteria apply these should be entered here otherwise state 'Safety and Health competence will be assessed on the evidence sought for Principal Service Provider under 3.4g'