

APPENDIX M - MARKING SCHEME EXPLANATORY NOTES – MAIN CONTRACTORS (MC)**GENERAL**

These Explanatory Notes should be read in conjunction with the Design Team Procedures – Procurement of Contractors, available at www.education.ie

The Department of Education and Youth is funding this project. The school and its Design Team are required to follow the DoEY Design Team Procedures and Technical Guidance Documents and use the forms and procedures as directed by the (DoEY) from the Government's Capital Works Management Framework (Note there are some specifically specially adapted Department specific versions of CWMF templates).

For the purposes of this pre-qualification of contractors the Minister for the Department of Education and Youth will be referred to as the Contracting Authority.

Applicants **must provide** all details as set out in Appendix B2: Certificate of Satisfactory Execution for at least 3 Building Construction Projects (additional requirements may be requested on a project-by-project basis) similar in nature and complexity to the services required for the project being tendered, carried out in a satisfactory manner and meeting the requirements below. All information cells in the B2 Form (Including B2 Part 2) must be completed and a separate B2 Form provided for each of the three projects.

Referees for Projects must be the Employer's Representative for the project. If the Employer's Representative is not available or unwilling to provide a reference a senior person competent and willing to give a technical reference from a member of the Design Team must be provided. Applicants should ensure that contact details are correct and up to date and that the named referees are willing to give a reference. It is the Applicant's responsibility to provide referees that are willing to give references. Failure to provide correct information may result in low marks or in exclusion.

All 3 projects **must have** been completed (i.e. Achieving overall Substantial completion not section/phased) within the last 5 years (or amended and as noted in 3.4c of the SAQ). The Contract value of each project **must be not less** than half the average annual Turnover Level Requirement as set out within Criteria 3.3a of the SAQ.

It will be the responsibility of the Candidate/Applicant to procure the project reference from the referee and include it in a pre-qualification submission.

The Department or its appointee's reserves the right to review, verify and validate any such project references

and may contact Referees to verify that all details supplied are accurate.

If at any stage during the prequalification and subsequent Tender process it is found that inaccurate or false information has been provided, marks may be adjusted accordingly, or the Contracting Authority may exercise its right to exclude the Candidate.

Marks are to be assigned to each section in accordance with the Explanatory Notes below.

APPENDIX B2 – PART 1 EXPLANATORY NOTES**1. VALUE**

Basis of contract value: The requirement in relation to the 3.4c Criteria is that the projects put forward **must not be less than** the value outlined in the SAQ particulars. Depending on the stage the project has reached, the final account may not have been agreed, and the final cost may not be known. Contractors should therefore state in the box provided the basis of the **“Construction contract value at completion”** stated in the box above it. For example, if the final account has not been agreed, the basis of Construction value at completion may be “value of work certified to date”. If the final account has been agreed, the **“Basis of contract value”** should state **“Agreed Final Account”**.

2. PROJECTS OF A SIMILAR NATURE:

Projects of a similar nature are defined as single building projects (not necessarily educational) with similar construction and service requirements

3. DATES

Substantial Completion and Handover Date: Where a project includes phasing or sectional completion the date provided should be the date for the final **overall Substantial completion** of the Project (**last Section**). Similarly, Handover Date should be the date on which the last Section was handed over (Overall Substantial Completion. Any other relevant information in relation to completion of Sections, partial handover, etc., can be given under “Project Description”. All projects **must have obtained overall Substantial Completion**. Substantial Completion of sections or phases will not be considered for the purposes of this the 3.4c criteria.

MARKING

Note/Reminder to Design Teams:

Design Teams are permitted to amend the below criteria requirements where there is a specific need for the applicant to demonstrate and provide detail of the suitability of specific types of resources. Prior approval is required in advance of these amendments from the Contracting Authority. The requirements should be reviewed on a project-by-project basis. Consideration should be given to include Building Information Management (BIM) personnel, BCar management personnel, Quality management personnel, Commercial Management personnel etc

Where it is intended to introduce additional resource requirements for assessment of suitability the Design Team are required ensure this Appendix M Marking Scheme Explanatory notes document is amended to reflect those additional requirements, the scoring approach is consistent and reconciled and that the additional requirements are clear. The principal of how scores are awarded and the pass mark required should be clear and should be consistent with the approach below which is the standard DoEY approach

Marks to be awarded as follows:

3.4a Educational and Professional Qualifications (Management) [Overall Section 25 marks]

A maximum of **[25 (twenty-five) marks]** is available overall for this section of criterion. Each subsection has an individual pass mark requirement. A Curriculum Vitae in the format specified in **Appendix L must be** provided for the proposed Contracts Manager and for the proposed Health and Safety Manager. Marks will be awarded in accordance with the following marking scheme:

1. Company Organisation Chart [5 marks]

A maximum of **[5 (five) marks]** is available for a Company Organisation Chart showing a clear well-structured company organisation capable of undertaking the project and clearly indicating all key personnel and their roles and responsibilities for all of the functions required in a modern construction company (including the duty holders responsible for Health and Safety). E.g:

- Head office staff, directors, support and administration staff etc
- Contracts Management resources
- Site Management and project delivery resources
- Project Management Resources
- Project Programming and Schedule management
- Commercial Management Resources
- Building Services Engineering (M&E etc) resources
- Civil and Structural Engineering resources
- Site Management (finishing works)
- BIM Management, Coordination and Handover resources (where applicable)
- Health and Safety Management resources
- Quality Management Resources (Construction Stage, Safety files, O&Ms etc)
- BCAR management resources
- Etc.....

The resources included in the Organisation chart should be proportionate to the nature, size, value and complexity of the project

An individual pass mark of 40% is required on this section of the criteria i.e. a minimum of 2 Marks (2/5 Marks)

2. Contracts Manager [15 marks]

A maximum of **[15 (fifteen) marks]** is available for the Contracts Manager proposed for the project. The minimum standard (for a pass mark of 40%, i.e. 6 marks) is stated in the Suitability Assessment Questionnaire.

Additional marks will be awarded for greater relevant experience in a management role at the rate of **[1 (one) mark]** for each additional 2 years above the minimum standard up to a maximum of **[4 (four) additional marks]**.

[2 (two) additional marks] will be awarded if the Contracts Manager has a construction related professional qualification that requires membership of a professional body and certified Continuing Professional Development to maintain the qualification (e.g. registered Quantity Surveyor, Chartered Engineer, etc.)

Up to **[3 (three) additional marks]** will be awarded for relevant CPD certified training courses (e.g. in relation to Project Supervisor Construction Stage, Managing Safety in Construction, Building Regulations, etc.) attended in the last 3 years. One mark will be awarded for each CPD certificate (copies of certificates will be required at validation stage before finalising the short list).

An individual pass mark of 40% is required on this section of the criteria i.e. a minimum of 6 Marks (6/15 Marks)

3. Health and Safety Manager [5 marks]

A maximum of **[5 (five) marks]** is available for the proposed Health and Safety Manager. The minimum standard (for a pass mark of 40%, i.e. **[2 (two) marks]**) is stated in the Suitability Assessment Questionnaire.

Up to three additional marks will be awarded for relevant CPD certified training courses (e.g. in relation to Project Supervisor Construction Stage, Managing Safety in Construction, Building Regulations, etc.) attended in the last 3 years. One mark will be awarded for each CPD certificate (copies of certificates will be required at validation stage before finalising the short list).

An individual pass mark of 40% is required on this section of the criteria i.e. a minimum of 2 Marks (2/5 Marks)

3.4b Educational and Professional Qualifications (Personnel) [Overall Section 30 marks]

A maximum of **[30 (thirty) marks]** is available for this criterion. Each subsection has an individual pass mark requirement. A Curriculum Vitae in the format specified in Appendix L **must** be provided for the proposed Foreman and for the proposed Site Safety Officer. Marks will be awarded in accordance with the following marking scheme (marks are not assigned to the Project Supervisor Construction Stage as this is a pass/fail evaluation which is done at Validation of Declaration stage for the provisionally short-listed candidates):

1. Foreman (Site Manager) [22.5 marks]

A maximum of **[22.5 (twenty-two and a half) marks]** is available for the Foreman (Site Manager) proposed for the project. The minimum standard (for a pass mark of 40%, i.e. **[9 (nine) marks]**) is stated in the Suitability Assessment Questionnaire.

Additional marks will be awarded for greater experience in a Foreman (Site Manager) role at the rate of **[1 (one) mark]** for each additional 2 years above the minimum standard up to a maximum of **[5 (five) additional marks]**

[3.5 (three and a half) additional marks] will be awarded if the Foreman (Site Manager) has a construction related professional qualification that requires membership of a professional body and certified Continuing Professional Development to maintain the qualification (e.g. Institute of Building, Chartered Engineer, etc.)

Up to **[5 (five) additional marks]** will be awarded for relevant CPD certified training courses (e.g. in relation to Project Supervisor Construction Stage, Managing Safety in Construction, Building Regulations, etc.) attended in the last 3 years. **[1 (one) mark]** will be awarded for each CPD certificate (copies of certificates will be required at validation stage before finalising the short list).

An individual pass mark of 40% is required on this section of the criteria i.e. a minimum of 9 Marks (9/22.5 Marks)]

2. Site Safety Officer [7.5 marks]

A maximum of **[7.5 (seven and a half) marks]** is available for the proposed Site Safety Officer. The minimum standard (for a pass mark of 40%, i.e. **[3 (three) marks]**) is stated in the Suitability Assessment Questionnaire.

Additional marks will be awarded for greater experience in a Site Safety Officer role at the rate of **[1 (one) mark]** for each additional year (or half year) above the minimum standard up to a maximum of **[2.5 (two and a half) marks]**.

Up to **[2 (two) additional marks]** will be awarded for relevant CPD certified training courses (e.g. in relation to Project Supervisor Construction Stage, Managing Safety in Construction, Building Regulations, etc.) attended in the last 3 years. One mark will be awarded for each CPD certificate (copies of certificates will be required at validation stage before finalising the short list).

An individual pass mark of 40% is required on this section of the criteria i.e. a minimum of 3 Marks (3/7.5 Marks)

3.4c List of Works carried out over the past 5 years [Overall Section 45 marks]

A maximum of **[15 (fifteen) marks]** is available for each of the **[three projects]** for which B2 Certificates of Satisfactory Execution have been provided. Each project has an individual pass mark requirement. Marks will be awarded in accordance with the following marking scheme. **The marks for items 3, 4 and 5 below are based on the rating provided by the Referee.**

1. Project Similarity in Nature and Complexity

A total of **[6 (six) marks]** is available. A minimum of **[5 (five) marks]** is available if a project is no less in value than what is specified in the SAQ 3.4c, is similar in nature and complexity and a Certificate of Substantial Completion was issued. A copy of the Certificate of Substantial Completion **will be** requested from Candidates provisionally short-listed as part of the validation process. **[1 (one) additional mark]** may be awarded if the project is approximately the same as, or exceeds, the proposed project in terms of nature and complexity. Assessment is based on the project description provided by the Candidate in the B2 Form.

Meets minimum standard	Is close to or exceeds proposed project in nature and complexity
5	+1 (i.e. 6)

Projects of a similar nature are defined as single building projects (not necessarily educational) with similar construction, complexity, nature and service requirements.

2. Educational Project

[1 (one) mark] available if a project is an educational project (primary, post-primary or third level).

No	Yes
0	1

3. Programme

A range of **[0 (zero) to 2 (two) marks]** is available depending on the rating of the project against the contract period and any approved Extension of Time.

Not completed within programme	Completed within programme	Completed ahead of programme
0	1	2

Not completed within programme – [0 (zero) marks]

This rating is applicable if the project was **not** completed within the Contract Period plus any approved Extensions of Time.

Completed within programme – [1 (one) mark]

This rating is applicable if the project was completed **within** the Contract Period plus any approved Extensions of Time.

Completed ahead of programme – [2 (two) marks]

This rating is applicable if the project was completed **ahead** of the Contract Period plus any approved Extensions of Time.

4. Quality

A range of **[1 (one) to 3 (three) marks]** is available depending on the rating of the Quality of the completed project.

Satisfactory 1	Good 2	Excellent 3
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Satisfactory – [1 (one) mark]

This rating is applicable if, in the opinion of the Referee:

- the quality achieved was deemed to be **satisfactory** and the building was deemed to be in substantial compliance with the Works Requirements.

Good – [2 (two) marks]

This rating is applicable if, in the opinion of the Referee:

- the quality achieved was deemed to be **more than satisfactory** and the building was deemed to be in substantial compliance with the Works Requirements.
- and the contractor employed effective quality control procedures, including sub-contractor co-ordination to ensure that consistency was achieved throughout the project.
- The contractor has played a proactive role in achieving a good standard of quality during the construction period.

Excellent – [3 (three) marks]

This rating is applicable if, in the opinion of the Referee:

- the quality achieved was deemed to be **more than satisfactory** and the building was deemed to be in substantial compliance with the Works Requirements.
- the contractor employed effective quality control procedures, including sub-contractor co-ordination to ensure that consistency was achieved throughout the project, and
- the contractor has played a proactive role in achieving a good standard of quality during the construction period and all defects have been satisfactorily closed out.
- In addition to this the contractor also displayed a willingness and actioned the closing out of all defects within the agreed defects period.

5. Contract Management

A range of **[0 (zero) to 3 (three) marks]** is available depending on the rating of the effectiveness of the Contractor's Management of the completed project.

Unsatisfactory 0	Satisfactory 1	Good 2	Excellent 3
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Unsatisfactory – [0 (zero) mark]

This rating is applicable if, in the opinion of the Referee:

- the contractor **did not** adequately resource the management of the project and did not generally follow correct procedures in accordance with the contract, including contractor's reports, contractor's claims and dispute resolution.

Satisfactory – [1 (one) mark]

This rating is applicable if, in the opinion of the Referee:

- the contractor **did** adequately resource the management of the project and correct procedures were generally followed in accordance with the contract, including contractor's reports, contractor's claims and dispute resolution.

Good – [2 (two) marks]

This rating is applicable if, in the opinion of the Referee:

- the contractor **did** adequately resource the management of the project and correct procedures were generally followed in accordance with the contract, including contractor's reports, contractor's claims and dispute resolution
- and an adequate submittals process was put in place to ensure an efficient verification that all products complied with the works requirements.

Excellent – [3 (three) marks]

This rating is applicable if, in the opinion of the Referee:

- the contractor **did** adequately resource the management of the project and correct procedures were generally followed in accordance with the contract, including contractor's reports, contractor's claims and dispute resolution
- and an adequate submittals process was put in place to ensure an efficient verification that all products complied with the works requirements
- and the process for the agreement of the final account for the project was in accordance with the contract.
- This rating is only applicable where the contract including the agreement of the Final Account, is completed.

An individual pass mark of 40% is required each individual project on this section of the criteria i.e. a minimum of 6 Marks (6/15 Marks) for each project