

## Technical Merit - Quality Award Criteria

The award criteria is outlined in the ITT document.

### 1. Award Criteria and Maximum Marks

The following is a summary of the quality award criteria and maximum marks: -

| AWARD CRITERIA |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Marking Break-down | Max. Marks Available |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|
| <b>A</b>       | <b>Criteria A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    | <b>150</b>           |
| <b>A1</b>      | <p><b><u>Requirements</u></b><br/>Tenderer to submit an organisation chart for the proposed project team specific to the programme services being tendered.</p> <p>As a minimum, details of intended personnel resourcing relating to each of the service disciplines listed below.</p> <p>The response must address the following</p> <ol style="list-style-type: none"> <li>1. Project Management</li> <li>2. Architectural</li> <li>3. Quantity Surveying</li> <li>4. Civil &amp; Structural</li> <li>5. Services</li> <li>6. Fire Consultancy</li> <li>7. Project Supervisor Design Process</li> <li>8. Assigned Certifier</li> </ol> <p><b><u>Minimum Standard</u></b><br/><b>(Pass mark = 20 marks)</b></p> <p><b><u>Length of Response</u></b><br/>The maximum length of response is <b>one A3 pages</b>.</p> | <b>50</b>          |                      |
| <b>A2</b>      | <p><b><u>Requirements</u></b><br/>Knowledge of Department of Education &amp; Youth (DEY) guidelines and procedures (including Volume A Scope of Services, <i>Standard DoEY Schedule of Stage Services for Construction Consultants</i>, practice notes, Technical Guidance Documents [TGDs] and School Design Guides [SDGs] published on the Department's website) and their application to the delivery of projects across the programme.</p> <p><b><u>Minimum Standard</u></b><br/><b>(Pass mark = 40 marks)</b></p> <p><b><u>Length of Response</u></b><br/>The maximum length of response is <b>two A4 page free text/graphics</b></p>                                                                                                                                                                           | <b>100</b>         |                      |
| <b>B</b>       | <b>Criteria B</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    | <b>150</b>           |
| <b>B1</b>      | <p><b><u>Requirements</u></b><br/>Firm's understanding of the Consultancy Service and the scope of consultancy work for this programme.</p> <p><b><u>Minimum Standard</u></b><br/><b>(Pass mark = 60 marks)</b></p> <p><b><u>Length of Response</u></b><br/>The maximum length of response is <b>two A4 page free text/graphics</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                      |

| C  | Criteria C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 150 |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| C1 | <p><b>Requirements</b><br/>Project plan for the accelerated delivery of the services on time and to a high-quality including methodology for delivery of the service and the allocation of staff resources to the project.</p> <p><b>Minimum Standard</b><br/>(Pass mark = 60 marks)</p> <p><b>Length of Response</b><br/>The maximum length of response is <b>three A4 pages free text/graphics</b> (A3 pages may be used for graphics where A4 size would be illegible).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |
| D  | Criteria D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 200 |
| D1 | <p><b>Requirements</b><br/>For execution of services Part B: Refurbishing, Repair, Repurposing or Upgrade Existing Accommodation.</p> <p>The Applicant must demonstrate the technical facilities and measures that will be used by the applicant to carry out the following:-</p> <ol style="list-style-type: none"> <li>1. Applicants shall demonstrate their Building Information Modelling (BIM) capabilities to meet the requirements.</li> <li>2. Service providers shall provide a brief description of how the detail design of projects are managed, setting out how standards are maintained and how communications with the DEY, Contracting Authority and Contractor are managed.</li> <li>3. Service providers shall also provide a brief description of how the construction phase of projects' development are managed, setting out how standards are maintained and how communications with the Contractor are managed.</li> <li>4. Applicant to demonstrate measures to cost control and manage the overall projects across the programme.</li> <li>5. Applicant to demonstrate measures to communicate, coordinate, report and manage the overall projects across the programme.</li> </ol> <p><b>Minimum Standard</b><br/>(Pass mark = 30 marks)</p> <p><b>Length of Response</b><br/>The maximum length of response is <b>two A4 page free text/graphics</b> (A3 pages may be used for graphics where A4 size would be illegible).</p> | 75  |
| D2 | <p><b>Requirements</b><br/>For execution of services Part C: Modular Accommodation.</p> <p>The Applicant must demonstrate the technical facilities and measures that will be used by the applicant to carry out the following:-</p> <p><b>Minimum standard:</b></p> <ol style="list-style-type: none"> <li>1. Applicants shall demonstrate their Building Information Modelling (BIM) capabilities to meet the requirements.</li> <li>2. Service providers shall also provide a brief description of how the preliminary brief design of the project is managed, setting out how standards are maintained and how communications with the DEY, Contracting Authority and Contractor are managed.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 75  |

|                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------|
|                                                                                                                                                                                                      | <p>3. Applicant to demonstrate how design &amp; build contractor submittals are reviewed, commented and closed out prior to confirming the Contractor may proceed.</p> <p>4. Service providers shall also provide a brief description of how the construction phase of the project development is managed, setting out how standards are maintained and how communications with the Contractor are managed.</p> <p>5. Applicant to demonstrate measures to cost control and manage the overall projects across the programme.</p> <p>6. Applicant to demonstrate measures to communicate, coordinate, report and manage the overall projects across the programme.</p> <p><b><u>Minimum Standard</u></b><br/><b>(Pass mark = 30 marks)</b></p> <p><b><u>Length of Response</u></b><br/>The maximum length of response is <b>two A4 page free text/graphics</b> (A3 pages may be used for graphics where A4 size would be illegible).</p>                                                                                             |    |              |
| D3                                                                                                                                                                                                   | <p><b><u>Requirements</u></b><br/>For execution of services Part A Initial 'Project Viability Report' (PVR1).</p> <p>The Applicant must demonstrate the technical facilities and measures that will be used by the applicant to carry out the following:-</p> <ol style="list-style-type: none"> <li>1. Service providers shall provide a brief description of how the Project Viability Report (PVR1) of the project is managed, setting out how standards are maintained and how communications with the DEY, Contracting Authority and Contractor are managed through to approval and agreement.</li> <li>2. Applicant to demonstrate how desktop studies and site visit identified and manage risks including costs and the procurement of surveys.</li> </ol> <p><b><u>Minimum Standard</u></b><br/><b>(Pass mark = 20 marks)</b></p> <p><b><u>Length of Response</u></b><br/>The maximum length of response is <b>one A4 page free text/graphics</b> (A3 pages may be used for graphics where A4 size would be illegible).</p> | 50 |              |
| E                                                                                                                                                                                                    | <b>Criteria E</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    | 50           |
| E1                                                                                                                                                                                                   | <p><b><u>Requirements</u></b><br/>Firm's understanding of contract administration (PW-CF02 and PW-CF05, PW-CF06, PW-CF11) of projects across the overall programme.</p> <p><b><u>Minimum Standard</u></b><br/><b>(Pass mark = 20 marks)</b></p> <p><b><u>Length of Response</u></b><br/>The maximum length of response is <b>one A4 page free text/graphics</b> (A3 pages may be used for graphics where A4 size would be illegible).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |              |
| <b>TOTAL QUALITY MARKS</b>                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    | <b>[700]</b> |
| <p>Total overall marks for <b><u>Quality</u></b> is: (700 marks)<br/> The minimum quality threshold for each individual criterion is: (40%)<br/> The minimum overall quality threshold is: (50%)</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |              |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p><b>PRICE [lump sum, exclusive of VAT]</b></p> <ul style="list-style-type: none"> <li>a) The Price [ex VAT] must be expressed as lump sums per project as indicated in the Fee Proposal template in Appendix 1 herein.</li> <li>b) For the purposes of evaluation of the comparative cost of tender, the tender sum will be the total of all individual project costs added together as indicated in the Fee Proposal Form at Appendix 1.</li> <li>c) A breakdown of the price into its main components shall be provided, as indicated in the Fee Proposal Form at Appendix 1.</li> <li>d) The qualifying Tenderer with the lowest comparative cost of tender will be awarded the maximum marks available, i.e. 300 marks.</li> <li>e) Other qualifying Tenderers are then assigned price marks by deducting 0.5 percent (0.5 %) of the total marks for Price for each percentage point (1%) difference the comparative cost of tender of the qualifying Tenderer under consideration and the lowest comparative cost of Tender.</li> <li>f) The lowest price mark which can be obtained is zero.</li> </ul> | <b>[300]</b>   |
| <b>TOTAL MARKS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>[1,000]</b> |

## 5.2 How Marks are Awarded for Quality Award Criteria

Avoiding subjectivity in tender assessment is a key requirement. It requires the implementation of a structured, transparent, and objective process, which requires both the clear definition of the evaluation criteria and the establishment of a standardised scoring system for each of the technical criteria and sub criteria.

Weightings should be assigned to the criteria based on their importance to the project. It is recommended that a 0-5 marking system is adopted as set out in the table below.

I.e. a mark will be awarded to each criterion and sub-criterion from 0 to 5. This mark using the appropriate multiplier, will be used to calculate the score to be awarded.

For example, if a score of 100 is available, the base score multiplier is 20 (100 / 5). If the Tenderer is marked 5 (excellent), a score of 100 marks will be awarded (20 x 5). If the Tenderer is marked 2 (a response where significant reservations exist), a score of 40 marks will be awarded (20 x 2).

Using this approach rather than defining bands (e.g. 60-80 for an acceptable response) assists in removing subjectivity in determining if a response should be scored at the lower or higher end of the band, which can then be open to challenge.

| Indicator                                                                                                                                                                                                                                                                                                                                                                                            | Score    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>An excellent response:</b><br>Exceeds the requirement. An excellent response that answers the question with precision and relevance. Exceptional demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works. Includes improvement through added value/innovation.                                     | <b>5</b> |
| <b>A good response:</b><br>The proposal meets the required standard, which may include additional benefits. A good response in terms of detail and relevance to the question. A good demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works.                                                         | <b>4</b> |
| <b>An acceptable response:</b><br>The proposal satisfies the required standard, perhaps with very minor reservations. A response with an acceptable level of detail and relevance. An acceptable demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the Works.                                            | <b>3</b> |
| <b>An unsatisfactory response:</b><br>The proposal is unsatisfactory and fails to meet the required standard in most aspects. The response contains limited or irrelevant information and/or only partially addresses the question. Significant reservations as to the Tenderer's relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works. | <b>2</b> |
| <b>An inadequate response:</b>                                                                                                                                                                                                                                                                                                                                                                       | <b>1</b> |

|                                                                                                                                                                                                                                                                                                                                                                                            |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| The proposal is inadequate and fails to meet the required standard. The response has an inadequate level of detail provided; and/or questions have not been answered; and/or answers are not directly relevant to the question. Major reservations as to the Tenderer's relevant ability, understanding, experience, skills, resources and quality measures required to provide the Works. |          |
| <b>Not eligible for consideration:</b><br>No response: or the response completely fails to meet the required standard. The response is completely deficient in terms of details and relevance. Completely fails to demonstrate that the Tenderer has the ability, understanding, experience, skills, resources and quality measures required to provide the Works.                         | <b>0</b> |

## E. Price Criterion

The Price [ex VAT] must be expressed as a Notional Tender as indicated in the Fee Proposal template in Appendix 1 herein.

Price shall include the Project Management services with Design/Technical Consultant **MDDT** including services Architectural, Quantity Surveying, Civil/Structural, Building Services, Fire Consultancy, PSDP and Assigned Certifier Services as an integral part of their team to provide the detailed scope of works described in Volume C Scope of Services. A breakdown of the price into its main components shall be provided, as indicated in the Fee Proposal Form at Appendix 1. A further breakdown to show separate figures for each sub-consultancy shall be provided as a separate attachment to the Notional Tender Proposal Form.

For the purposes of evaluation of the comparative cost of Notional tenders, the sum of the total costs for each part of the required services, plus the cost of notional hours specified in the Fee Proposal Form will be added together.

While the tender sum will be used for evaluation purposes, it does not constitute a Contract Sum. Fees for services will be calculated using the rates provided in the Pricing Schedule at Appendix 1 on an individual bundle basis.

The award marking is outlined in the ITT document.