



Environment, Roads & Facilities

Ysgol Eirias Development

Multi-Disciplinary Design Team

Volume 1

Instructions to Tenderers

EDED2405D

June 2026



G.B. Edwards BEng (Hons) CEng FICE
Head of Environment, Roads & Facilities,
PO Box 1,
Colwyn Bay,
LL29 0GG

Tel. (01492) 575337

Issue and Revision Record

Document Title	EDED2405D – Volume 1 – ITT – Multi-Disciplinary Design Team
Version	V1
Status	Tender Issue
Filename	ECEC2405D - Volume 1 - ITT V4.docx

Revision	Notes	Date
V1	Tender Issue	18/06/2026

	Initial	Name	Date
Prepared by	MC.	Michael Carter	21/05/2026
Checked by		David Harding-Smith	26/05/2026
Approved by		Michelle Tracey Brown	04/06/2026

CONTENTS

1	Introduction.....	1
1.1	Background.....	2
1.2	Status of Instructions.....	2
1.3	Summary of the Works.....	2
1.4	Procurement Timetable.....	3
1.5	Form of Contract.....	3
1.5.1	Service Levels, Service Credits and KPIs.....	3
1.5.2	Contract terms.....	3
1.5.3	Procurement terms and conditions.....	3
1.5.4	Key dependencies.....	4
1.6	Preliminary Market Engagement.....	4
1.7	Service Levels, Service Credits and KPIs.....	4
1.8	Consortia and Sub-contracting.....	4
1.9	Tender Sum.....	4
1.10	Lump sums.....	4
1.11	Tender Programme.....	4
1.12	No Alteration.....	5
1.13	Completion and Submission of Documents.....	5
1.14	Return of Tenders.....	5
1.15	Assessment of Tenders.....	5
1.16	Errors.....	6
1.17	Withdrawal.....	6
1.18	Acceptance of a Tender.....	6
1.19	Language.....	7
1.20	Validity.....	7
1.21	Queries/Clarification.....	7
1.22	Explanations in Writing.....	7
1.23	Addenda or Corrigenda.....	7
1.24	Accuracy of Documents.....	8
1.25	Authority’s Named Contact Point.....	8

1.26	Confidentiality	8
1.27	Cost of Tendering	8
1.28	Data Protection	8
1.29	Freedom of Information and Commercially Sensitive Information	9
1.30	Insurances	10
1.31	Collusive Tendering Certificate	10
1.32	CDM Regulations	10
1.33	Checklist of documents to be provided with Tender return	10
2	Evaluation of Tenders	11
2.1	Tender Evaluation	11
2.2	STAGE 1 – Compliance Check	11
2.3	STAGE 2 – Appraisal of Quality Submission	11
2.4	STAGE 3 – Appraisal of Price Submission	13
2.5	STAGE 5 – Tender Clarification	13
2.6	STAGE 6 – Award of Contract	14
3	Quality Questionnaire	15
3.1	Part A – Supplier Information	15
3.2	Part B – Additional Supplier Information	19
3.3	Part C – Grounds for mandatory exclusion	22
3.4	Part D – Grounds for discretionary exclusion	23
3.5	Part E – Economic and Financial Standing	25
3.6	Part F – Quality Questions	28
4	Appendix I – Pre Construction Programme	34
5	Appendix II – Block A Demolition	35

1 Introduction

Ysgol Eirias is an English Medium, Foundation Secondary School – Category 1 located in Colwyn Bay. The site address is Ysgol Eirias, Eirias Road, Bae Colwyn, LL29 7SP.

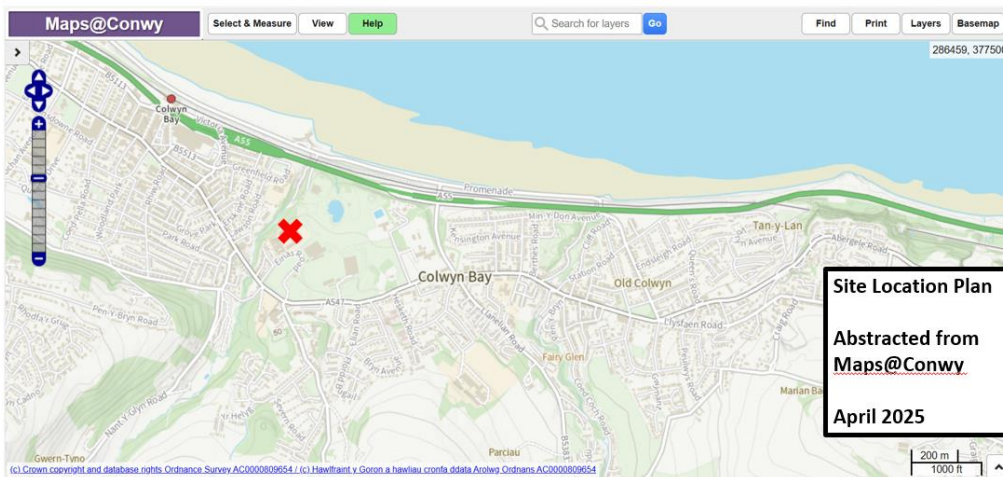


Figure 1 – Site Location Plan

The site has been operating as a Secondary School since 1920 and has regularly expanded to cater for a growing community. The number on roll is approximately 1,500 pupils, aged 11-18 years.

Conwy County Borough Council (hereafter referred to as “the Client”) is seeking to procure a suitably qualified Multi-Disciplinary Design Team (interchangeably referred to as “the Consultant”) to lead the Ysgol Eirias Development. The appointed Consultant will play a pivotal role in delivering this transformative scheme, ensuring successful implementation in alignment with strategic objectives and stakeholder expectations.

This tender pack sets out the information required to assess and select a suitable Consultant Team.

This tender documentation has been issued by the Client in connection with a competitive procurement conducted in accordance with the Open Procedure under the Procurement Act 2023 (the Act).

No information contained in this tender pack, or in any communication made between the Client and any Consultant in connection with this tender pack, shall be relied upon as constituting a contract, agreement or representation that any offer shall be presented in accordance with this tender pack.

The Client reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the Client incur any liability in respect of this tender pack or any supporting documentation.

In assessing the answers to the tender questions, the Client will be seeking evidence of the Consultants suitability to provide the services as set out in the tender pack. Award criteria will be a combination of price and quality scoring as advised in the documentation and will be in accordance with sections 22 and 57 to 60 inclusive of the Procurement Act 2023.

1.1 Background

Ysgol Eirias has been extended and developed since initial construction c 1910. This has created a campus with four principal multi storey buildings on the site – A, B, C and E – with ancillary single storey modular buildings to the North of the School site, these are categorised as Block D.

Part of Block A has been ‘mothballed’ in recent years pending refurbishment / re-development.

The design of a replacement building for Block A is the subject of this tender, inclusive of any demolition requirements.

Block A was extended in the 1970’s adding Physical Education, Catering and Dining Hall spaces, as shown in Figure 2 below, this extension is in good condition and is excluded from the scope of the demolition proposal.

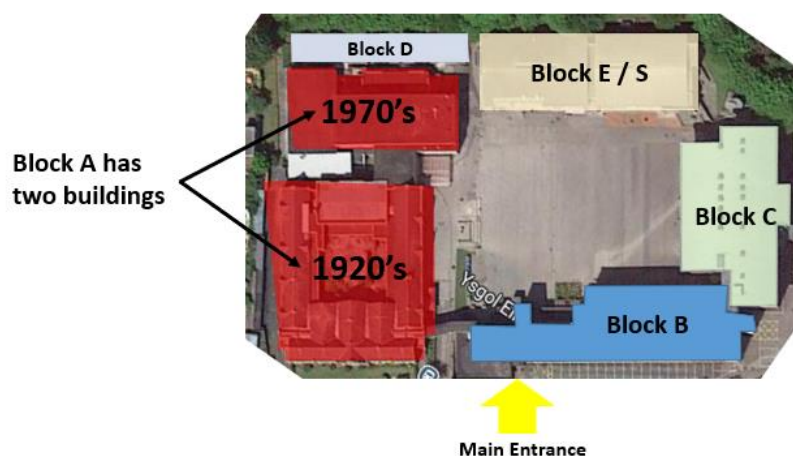


Figure 2 – Block Identification Plan

CCBC recently appointed Stantec Hydrock Limited to investigate, survey and identify the building services interventions required to enable demolition of Block A. The proposals document is appended to this tender.

1.2 Status of Instructions

These instructions are issued for the guidance of Tenderers and will not form part of any subsequent contract. Failure to comply with these instructions may however result in the rejection of the tender.

1.3 Summary of the Works

The extent of the service required is as follows:

- a. Assemble, engage and appoint Multi-Disciplinary Design Team to include;
 - Lead Architect
 - Mechanical & Electrical Engineers
 - Structural, Civil & Drainage Engineers
 - Landscape Architect
 - Quantity Surveyor

- Acoustic Engineer
- Principal Designer

- b. Perform all duties in RIBA Stages 1 to 4 and provide a supporting role in Stages 5 & 6.
- c. Produce a Bill of Quantities in full compliance with NEC4 ECC Option B i.e. no provisional sums and Risk Items quantified separately.

1.4 Procurement Timetable

Set out below is the proposed procurement timetable. This is intended as a guide only and, whilst the Client does not intend to depart from the timetable, it reserves the right to do so at any time.

Date	Activity
18/06/2026	Notice published on sell2wales.gov.wales and tender packs available to download.
09/07/2026, 12:00hrs	Closure date for questions and queries
16/07/2026, 16:00hrs	Completed tender document return / tender submission date.
17/07/2026 – 17/07/2026	Provisional dates for evaluation of tenders.
24/07/2026	Provisional date to advise tenderers of the evaluation outcome and advise of their final assessment summaries.
24/07/2026	Publish a Contract Award Notice and standstill period commences.
02/08/2026	Standstill period ends.
04/08/2026	Contract commencement date.

1.5 Form of Contract

The conditions of contract are the NEC4 Professional Services Contract June 2017 (with Amendments January 2023).

It is anticipated that this contract will commence from Date XXXXXXX.

1.5.1 Service Levels, Service Credits and KPIs

Please see the specification for full details regarding any Service levels, Service Credit and KPIs.

1.5.2 Contract terms

- 1.5.2.1 A standard contract has been included as part of this tender pack.
- 1.5.2.2 Final terms of the contract will be discussed with the successful supplier. It is the intention to incorporate the successful supplier's tender submission into the contract.
- 1.5.2.3 It is not the intention to publish a copy of the contract under section 53 sub section 4 of the Act.

1.5.3 Procurement terms and conditions

1.5.3.1 Option to direct award: The Authority reserves the right to directly award additional or repeat, goods, works or services in accordance with Schedule 5, paragraph 8 of the Act.

1.5.3.2 Conflict assessments: Conflict assessments have been prepared in accordance with the Act.

1.5.4 Key dependencies

1.5.4.1 There are no perceived key dependencies which may impact the requirement and/or solution, such as critical delivery dates or interfaces with other systems.

1.6 Preliminary Market Engagement

Preliminary market engagement has not taken place, and a notice was not published in connection with this opportunity.

1.7 Service Levels, Service Credits and KPIs

Please see the specification for full details regarding any Service levels, Service Credit and KPIs.

1.8 Consortia and Sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of services or products under any ensuing contract. Responses must enable the Client to assess the overall service proposed.

The Client recognises that arrangements in relation to consortia and sub-contracting may be subject to future change. Suppliers should therefore respond in the light of such arrangements as are currently envisaged. Suppliers are reminded that any future change in relation to consortia and sub-contracting must be notified to the Client so that it can make a further assessment by applying the selection criteria to the new information provided.

Details should also be provided in relation to the proportion of any contract awarded that the Supplier proposes to sub-contract.

1.9 Tender Sum

The tender sum is the total of the Activity Schedule.

1.10 Lump sums

These must be quoted in pounds and pence, as appropriate, to two decimal places. All schedules submitted with tenders giving lump sums must be written in ink and be the original copy. The terms 'nil', 'n/a' or 'included' are not to be used but should be indicated as '£0'. Figures must be inserted against each item or activity - credit values in favour of the *Client* must not be used. The *Client* will make any necessary corrections to arithmetic errors found to be present in the tender.

1.11 Tender Programme

Tenderers are to submit a programme with the tender return. The programme will show the order in which the Consultant proposes to complete the various stages of the contract and be in a format and

contain information that is compliant with the contract to be used. This information is for Tender purposes only and will not form part of the Contract.

1.12 No Alteration

No unauthorised alteration or addition is to be made to the Tender / Contract Documents.

1.13 Completion and Submission of Documents

The completed tender submission, together with any requested supporting information/documentation must be submitted and received, electronically, **through the sell2wales post-box facility** by no later than:

16:00hrs Thursday 16th July 2026

In order for your Tender to be considered, please can you ensure that you:

- Complete and sign all the relevant parts of the Tender Documents;
- Return the documents by the due time and date;
- Complete, sign and date all the documents, forms and required information in Volume 2, Contract Data.

The *Client* will only accept electronic tender submissions via the www.sell2wales.gov.wales post-box facility. A user guide is available at:

http://www.sell2wales.gov.wales/sitehelp/help_guides.aspx

Tenderers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Tenderers are advised to familiarise themselves with the document size restrictions for uploading to the post-box. It is however possible and allowable to create multiple submissions within the post-box area to facilitate a large sized submission.

1.14 Return of Tenders

Any tender submitted and/or received after the time specified above will not be considered and the *Consultant* will be advised of this.

Paper submissions will not be accepted.

The tender sum (shown both exclusive & inclusive of VAT), must be based on the Price List.

1.15 Assessment of Tenders

The evaluation will be carried out by an evaluation panel who have the appropriate technical knowledge to evaluate responses as determined at the absolute discretion of the Client. Responses will be evaluated using a consensus scoring approach in accordance with the Selection Criteria outlined in Section 2 of the ITT.

- a) The selection of the will be on the basis of **60% Quality Assessment, 40% Price Assessment**. The quality assessment will be based on the information provided in the Quality submission, with the associated weightings provided, and the *Consultant* shall include

- within their Tender submission all necessary information in order to allow the quality assessment to be completed.
- b) The *Client* will, when considering the *consultant* to appoint, take into account the proposals for managing the design, the experience and quality of the staff proposed, the price offer and other relevant matters. The relative assessment of quality will be determined in advance of seeing the financial differences between the price offers.
 - c) The *Client* needs to be satisfied that the Tenderers proposals meet its requirements and will use its discretion to decide whether, and if so how, any proposal fails to comply with the requirements of the brief. Any bid that fails to meet the *Client's* quality requirements will not be considered further.
 - d) The Quality aspects are weighted as set out in Table 1 contained within section 2.3 of this document and the Evaluation Team will award marks against the Quality Aspects in accordance with the Table and the scoring methodology detailed in Stage 2 – Appraisal of Quality Submission.
 - e) The price assessment will be evaluated using the methodology detailed in Stage 3 and will be based on the tendered lump sum as provided in the Price List.
 - f) The *Client* does not bind itself to accept the lowest or any Tender.

1.16 Errors

Following receipt of tenders, they will be arithmetically checked. Tenderers will be invited to amend their Tender to correct genuine arithmetical error(s). In this case, no other adjustment, revision or qualification is permitted.

Where examination of Tenders reveals errors or omissions, other than arithmetical, which could affect the Tender figure, the Tenderer shall be given details of such errors and an opportunity of confirming or withdrawing the Tender.

1.17 Withdrawal

If a Tenderer decides that he is unable to submit a tender he shall immediately notify the *Client* through the sell2wales website portal. The Tenderer shall state in writing the reasons for withdrawal.

1.18 Acceptance of a Tender

The *Client* will make every effort to reach a decision on the award of any *Contract* within 90 days of the closing date for submission of tenders. If this period appears likely to be exceeded, the *Client* will initially seek to negotiate an extension of that period with the Tenderers; however, if exceptionally this is not possible or the delay appears to be excessive, the *Client* reserves the right to re-tender the services. **Tenders MUST therefore remain open for acceptance for a minimum of 90 days from the tender return date.**

The *Client* does not bind itself to accept the lowest or any Tender, nor to be responsible for or pay for any expenses or losses incurred by the Tenderer in the preparation of his Tender.

No Tender shall be deemed to be accepted until the *Client* has notified such acceptance to the Tenderer in writing.

All information supplied by the Authority in connection with this tender pack will be supplied in good faith but unless specifically warranted shall be treated as for information only and any defects, errors

or omissions therein shall not vitiate the Agreement. All information shall be treated as confidential by prospective Consultants.

The tender shall be submitted in the Form of Tender (Appendix 1 of the Invitation to Tender). The Form shall be signed by the Consultant and submitted in the manner and by the date and time stated.

All documents requiring a signature shall be signed: -

- Where the Consultant is an individual - by that individual.
- Where the Consultant is a partnership - by two duly authorised partners.
- Where the Consultant is a Company - by two Directors or by a Director and a Secretary of the Company, such persons being duly authorised for that purpose.

1.19 Language

Suppliers should note that tenders and supporting information must be written in the English or Welsh language. Any tenders submitted in Welsh will be treated no less favourably than a tender submitted in English.

Any resulting contract, its formation, interpretation and performance will be subject to and in accordance with the law of England and Wales.

1.20 Validity

Tenderers are reminded that the tender shall be valid and open for acceptance for a minimum period of 90 days after the given final date for submission of Tenders.

1.21 Queries/Clarification

The Tender Pack is being provided on the same basis to all Companies who have registered their interest for this opportunity. All queries should be directed through the Q&A section of the Contract Notice on the Wales www.sell2wales.gov.wales website. No telephone enquiries will be accepted. No approach of any kind in connection with this Tender or the procurement process generally should be made to any other person within, or associated with, the Authority or the Client. If it is considered that any question or request for clarification to be of material significance, both the question and the response will be published through the Q&A and Additional Information section of the Contract Notice on the www.sell2wales.gov.wales website anonymously to all Tenderers who have registered their interest through the site. All queries arising from these documents which may have a bearing on the offer should be received via the website as soon as possible but no later than: **noon, Thursday 09th July 2026.**

1.22 Explanations in Writing

Except insofar as may be directed in writing by the *Client's* named contact point, neither the *Client* nor any agent not servant in their employ has any authority to make any representation or explanation to persons or corporations tendering or desirous of tendering as to the meaning of the Contract Documents.

1.23 Addenda or Corrigenda

Prior to the date for the submission of Tenders, Addenda or Corrigenda may be issued to clarify, modify or add to the Tender Documents. Please be advised that any and all changes relating to this

Tender will be communicated through the Q&A and Additional Documents sections of the Contract Notice on the www.sell2wales.gov.wales website. No addition or alteration shall be made to the tender Documents unless it is the subject of an addendum or corrigendum.

1.24 Accuracy of Documents

Whilst all care is taken, the accuracy of the documents cannot be guaranteed. The Tenderer will draw the *Client's* attention to any obvious errors or omissions during the tender period by contacting the *Clients* named contact below.

1.25 Authority's Named Contact Point

The Authority's named contact is:-

David Harding-Smith
Principal Infrastructure Engineer
david.harding-smith@conwy.gov.uk

1.26 Confidentiality

Tenderers shall not divulge to any third party any confidential information belonging to the *Client* or Partner Organisations which may be supplied or made known to the Tenderer during preparation of the tender.

Tenderers shall treat the Tender documents and all details contained therein as private and confidential. All drawings and documents, whether a Tender is submitted or not, remain the property of the Council and are to be destroyed / deleted by unsuccessful Tenderers within seven days of notification that their Tender is unsuccessful.

1.27 Cost of Tendering

The *Client* has no liability to meet any costs that arise from the preparation and submission of the tender. Tenderers will not be reimbursed for any expense, or any losses incurred. No payment shall be made by the *Client* for abortive work during preparation of the tender, or any expenses incurred in connection therewith, if the contract does not proceed, or to any Tenderer who fails to submit a tender.

1.28 Data Protection

The information obtained from Suppliers within these tender documents / the tender process, such as name, job title, contact details, details of any consortium partners and subcontractors, CV's, TUPE, etc, is for the purposes of: -

- Tender evaluation activities.
- Business related communication and correspondence.
- Clarification requests and queries.
- Financial and business checks.
- Financial activities.
- TUPE.
- Reporting.
- The award of the contract and formation of the contract documents, where applicable.
- Ensuing contractual and monitoring arrangements.

- Maintaining a contract list and up-to-date list of the Supplier key personnel, where applicable.
- Declaration of interest activities.
- Freedom of Information responses.

This information will be retained and securely stored electronically by the Authority in accordance with the applicable retention periods for tender and contracting processes. The retention period shall be 7 years from completion of the contract unless otherwise stated in line with the Authority's retention policy.

No unauthorised parties will have access to your personal data unless the law allows them to do so. Your information will be shared on a need to know basis with the following recipients: -

- Within Authority departments with authorised officers and their nominated representatives.
- Other agencies such as other local authorities, BCUHB or appointed consultants, where applicable.
- E-procurement portal, such as Sell2Wales, for the successful completion of procurement activities, where applicable.
- Internal computer management systems such as Technology One, Purchase to Pay (P2P), Paris, contracts list, etc.

The Authority's full Privacy Notice can be found here: <http://www.conwy.gov.uk/en/Council/Access-to-Information/Privacy-Notices/How-Conwy-County-Borough-Council-uses-your-Information.aspx>

1.29 Freedom of Information and Commercially Sensitive Information

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), all information submitted to the Authority may be disclosed in response to a request made pursuant to the FoIA.

In respect of any information submitted by a consultant that it considers being commercially sensitive the consultant should:

- a) clearly identify such information as commercially sensitive;
- b) explain the potential implications of disclosure of such information; and
- c) provide an estimate of the period of time during which the Consultant believes that such information will remain commercially sensitive.

Please submit responses to the above within the Freedom of Information Declaration form.

Where a consultant identifies information as commercially sensitive, the Authority will endeavour to maintain confidentiality where it is reasonably practicable for it to do so. Consultants should note, however, that, even where information is identified as commercially sensitive, the Authority might be required to disclose such information in accordance with the FoIA. **Accordingly, the Authority cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.**

By submitting your tender response to the Authority, you acknowledge and accept the above provisions concerning potential disclosure of your information.

1.30 Insurances

The Consultant will be required to carry a minimum Professional Indemnity Insurance cover of £5,000,000 each and every claim. Confirmation of this cover will be required prior to appointment. CCBC will accept cover being offered on an uplift basis on the understanding the Consultant is awarded the Contract.

The Consultant will be responsible for arranging sub-consultant agreements and the provision and maintenance of Professional Indemnity Insurance by members of the Integrated Team to comply with the overarching contract requirement.

1.31 Collusive Tendering Certificate

Tenderers are required to complete the Collusive Tendering Certificate and return with their Tender.

1.32 CDM Regulations

The Multi-Disciplinary Design Team must be able to satisfy the Authority that they have the resources and competence to manage health and safety in compliance with the Construction (Design and Management) Regulations 2015.

1.33 Checklist of documents to be provided with Tender return

In order for your tender to be considered, please can you ensure that:

- You fully complete and submit the Tender document including Price and Quality Questions by the submission date.
- You complete the Contract Data.
- You complete and sign the Form of Tender.
- You complete and sign the Declaration.
- You complete and sign the Anti-Collusion Certificate.
- You provide any requested supporting documentation.

The Authority will accept electronic tender submissions only via the Postbox facility on www.sell2wales.gov.wales.

2 Evaluation of Tenders

2.1 Tender Evaluation

The selection of the *Multi-Disciplinary Design Team* will be on the basis of **60% Quality Assessment, 40% Price Assessment**. The quality and price assessments will be scored using the methodology described below. The *Consultant* shall include within their Tender submission all necessary information in order to allow the quality and price assessments to be completed:

2.2 STAGE 1 – Compliance Check

Upon receipt, tenders shall be checked by Conwy County Borough Council for completeness and compliance. The checks shall comprise a cursory review of each tender submission to ensure that tenders have been submitted in accordance with the Instructions to Tenderers section of the Tender Documents.

Should Tenderers not provide a positive response to any of the requirements, or fail to provide a detailed reason acceptable to Conwy County Borough Council as to why a positive response cannot be given, Conwy County Borough Council shall exclude the Tenderer from further participation in the evaluation process or, at Conwy County Borough Council's discretion, may seek clarification. In the case of the latter, a failure by the Tenderer to provide a satisfactory response within the deadline specified in the request for clarification may result in its disqualification from the evaluation process.

2.3 STAGE 2 – Appraisal of Quality Submission

The Quality Document submitted by all Tenderers deemed to pass the initial checks shall be evaluated by a team of Officers.

The Quality Document comprises the following criteria with the adjacent percentage of the overall mark for the Quality Document available for each criterion:

Part.	Description	Percentage of overall mark
A	Supplier Information	For Information Purposes
B	Additional Supplier Information	For Information Purposes
C	Grounds for mandatory exclusion	Pass/Fail
D	Grounds for discretionary exclusion	Pass/Fail
E	Economic and Financial Standing	Pass/Fail
F	Quality Questionnaire	100%
	TOTAL	100%

Table 1

Certain categories have a specific Pass / Fail criteria rather than being assessed as part of the summary scoring assessment. If the Consultant cannot meet the criteria in those specific questions, then their application may be rejected automatically without further evaluation. A breakdown of individual question scores is shown in Table 2 on the following page:

Qn	Percentage of overall quality score
F1	5%
F2	5%
F3	5%
F4	20%
F5	20%
F6	10%
F7	10%
F8	10%
F9	15%
TOTAL	100%

Table 2

Each of the elements in the Quality Document appraisal above shall be evaluated on the basis of the following scoring definition.

Assessment	Score	Interpretation
Excellent	5	The Consultant's response exceeds the requirement and demonstrates a considered and innovative approach. The response identifies potential added value to the project.
Good	4	The Consultant's response satisfies the requirement with potential minor added value. Considered an above average approach.
Acceptable	3	The Consultant's response satisfies the requirement.
Minor Reservations	2	The Consultant's response almost satisfies the requirement; however some minor reservations remain regarding some aspects of the response.
Serious Reservations	1	Major reservations are held in relation to the Consultant's response and the ability to meet the requirement.
Unacceptable	0	The Consultant's response does not meet the requirement and / or insufficient evidence has been provided to appraise the response.

To convert the score provided to the weighted score the mark for each question is divided by the maximum mark available (5) then multiplied by the respective percentage weighting. A worked example is shown below:

Score	Max Score	Weighting	Weighted Score
3	5	10%	6%

All tenders deemed to pass the initial checks shall be evaluated on the following criteria.

Parts C & D. Evaluation of Parts C & D shall be undertaken on a pass / fail basis, as follows:

- Consultant assessed as low risk for the purposes of the tender exercise – Pass.
- Consultant assessed as high risk for the purposes of the tender exercise – Fail and the Consultant shall be excluded from the remainder of the tender appraisal.

Part E – Economic and Financial Standing. Evaluation of Part E shall be undertaken on a pass / fail basis, as follows:

- Consultant assessed as Low or Medium for the purposes of the tender exercise – Pass.
- Consultant assessed as high risk for the purposes of the tender exercise – Fail and the Consultant shall be excluded from the remainder of the tender appraisal.

On Section F which is scored qualitatively, Consultants shall be expected to score a minimum of 60% of the total marks for that section. Failure to reach this mark may lead to the Consultants tender being rejected.

Once all marks are awarded, the Evaluation Team shall complete a summary proforma for each tender summarising the marks and presenting the overall quality submission score.

2.4 STAGE 3 – Appraisal of Price Submission

The Pricing Document from all Tenderers deemed to pass the Stage 1 checks and Sections C, D, E and F of the Quality Submission shall be evaluated by an Officer designated for the task by the Head of Environment, Roads & Facilities.

Price submission scores for individual tenders shall be determined in relation to the scoring of the price evaluation which equates to the total of the overall mark indicated previously in this section. The number of marks which will be scored by each Tenderer is based upon the submission of the lowest price bid. The lowest bid will score the maximum points of 100. All other Tenderers will be awarded points based on a proportion of this score reflected as a percentage i.e. lowest price / price of submission x 100. All price scores will then be converted into a percentage out of the Price Submission score weighting indicated previously in this section, to give each tender a price total and a ranking in terms of price

Once all marks are awarded, the Evaluation Team shall add the price submission mark onto each Tenderer's scoring proforma. The overall tender submission mark shall be determined at this stage on the following basis:

- The overall marks for the tenders shall be allocated on a **60% quality / 40% price basis.**

The overall mark shall be recorded onto each Tenderer's scoring proforma.

2.5 STAGE 5 – Tender Clarification

The Tenderer may be required to clarify its submission. Requests for clarification shall be issued via email to the contact email address provided by the Tenderer. Tenderers shall be required to respond to requests for clarification within two working days. If in the opinion of Conwy County Borough Council the Tenderer fails to provide an adequate response to one or more points of clarification, the Tenderer may be excluded from progressing further in the process.

2.6 STAGE 6 – Award of Contract

The successful tenderer will be the one with the highest percentage when price and quality are added together. In the event of a tied score the bid with the highest quality score shall prevail.

When the Authority is intending to award the contract, all Suppliers will receive an assessment summary with details of the scores they obtained, and the assessment summary of the successful Supplier intended to be awarded the contract.

A Contract Award Notice will also be issued on the Sell2Wales (www.sell2wales.gov.wales) and Find a Tender Service websites which will start the mandatory standstill period of eight (8) working days between publishing the information and signing a contract.

A Contract Details Notice will then be issued on the Sell2Wales (www.sell2wales.gov.wales) and Find a Tender Service (www.gov.uk/find-tender) websites within 30 days of the contract signing.

For this information to be issued electronically without delay, it is essential that tender submissions contain the Unique Supplier Identifier, the name and email address of the person within the Organisation to receive the details of the assessment summary.

3 Quality Questionnaire

3.1 Part A – Supplier Information

Please answer the following questions in full.

Where a **Yes** or **No** answer is requested, please delete the response that is not required.

Qu No.	Question	Response
A1	Full name of the potential supplier submitting the information	
A2	Registered office address (if applicable)	
A3	Registered website address (if applicable)	
A4	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
A5	Date of registration in country of origin	
A6	Company registration number (if applicable)	
A7	Charity registration number (if applicable)	
A8	Head office DUNS number (if applicable)	
A9	Registered VAT number	
A10	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes No N/A
A11	If you responded yes to A10, please provide the relevant details, including the registration number(s).	
A12	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes No
A13	If you responded yes to A12, please provide additional details of what is required and confirmation that you have complied with this.	
A14	Trading name(s) that will be used if successful in this procurement	

A15	Relevant classifications (state whether you fall within one of these, and if so which one). a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
A16	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes No
A17	Details of Persons of Significant Control (PSC), where appropriate: ² - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ (Please enter N/A if not applicable)	
A18	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
A19	Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

¹ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

² UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Please provide the following information about your approach to this procurement:

Qu No.	Question	Response																																																												
A20	Are you bidding as the lead contact for a group of economic operators?	<p>Yes No</p> <p>If yes, please provide details listed in questions A21, A22 and to A23, A24, A25, Part C and D. If no, and you are a supporting bidder please provide the name of your group at A21 for reference purposes, and complete A25, Part C and D.</p>																																																												
A21	Name of group of economic operators (if applicable)																																																													
A22	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.																																																													
A23	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<p>Yes No</p>																																																												
A24	<p>If you responded yes to A23 please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.</p> <table border="1"> <tbody> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate %</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate %						
Name																																																														
Registered address																																																														
Trading status																																																														
Company registration number																																																														
Head Office DUNS number (if applicable)																																																														
Registered VAT number																																																														
Type of organisation																																																														
SME (Yes/No)																																																														
The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables																																																														
The approximate %																																																														

	of contractual obligations assigned to each sub-contractor						
--	--	--	--	--	--	--	--

Contact Details and Declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that The Client may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any part.

I am aware of the consequences of serious misrepresentation.

Contact details and declaration		
Qu No.	Question	Response
A25	(a) Contact name	
	(b) Name of organisation	
	(c) Role in organisation	
	(d) Phone number	
	(e) E-mail address	
	(f) Postal address	
	(g) Signature (electronic is acceptable)	
	(h) Date	

3.2 Part B – Additional Supplier Information

Qu No.	Other Information Required The information provided in this section will be risk assessed and the outcome must be successful for the Evaluation Panel to be able to evaluate the rest of the submission. The Authority will take into consideration the age of the company and any other relevant factors, avoiding discrimination. Question	Response
B1	As an employer, do you have an Equal Opportunities Policy that complies with all current legislation as set out in the Equality Act 2010? If yes, can you supply details if asked?	Yes No
B2	As an employer, do you comply with the requirements set out in the Equality Act 2010 and if appropriate, the Statutory Duties (Wales) Regulations 2011 (relevant to public sector Organisations)? If yes, can you supply details if asked?	Yes No
B3	As an employer, do you comply with the requirements placed on you to make reasonable adjustments for disabled people under the Equality Act 2010? If yes, can you supply details if asked?	Yes No
B4	In the last three (3) years, has your Organisation been investigated by the Equality and Human Rights Commission because of allegations of unlawful discrimination? If yes, please supply details:	Yes No
B5	In the last three (3) years, has any Court or Employment Tribunal found that your Organisation has discriminated against someone because of their identity connected with a protected characteristic (sex, race, disability, age, religion or belief, gender reassignment, sexual orientation, marriage / civil partnership or pregnancy / maternity) under the Equality Act 2010 or previous equality legislation? If yes, please supply details:	Yes No
B6	In the last three (3) years, has any Court or Employment Tribunal found that your Organisation has discriminated against someone in relation to the level of pay you gave them because of a protected characteristic under the Equality Act 2010 or previous equality legislation? If yes, please supply details:	Yes No
B7	Is your Organisation able to provide evidence of monitoring and promoting Equal Opportunities and adhering to Equality and Human Rights Legislation? If yes, would you be able to provide examples of any monitoring undertaken if requested?	Yes No
B8	In the last three (3) years, has your Organisation been investigated by the Employment Agencies Standards Inspectorate? If yes, please supply details:	Yes No
B9	Has your Organisation, or any subsidiary, been the subject of a successful Employer Liability or Public Liability claim against you, whether settled	Yes No

	privately or through your insurers within the last three (3) years? If yes, please supply details:	
B10	Do both your Employers and Public Liability Insurance Policies include a 'Principals' clause that would indemnify Conwy County Borough Council in the event of claims arising from your activities whilst providing this service? If yes, can you supply details if asked?	Yes No
B11	Have any of your contracts been terminated for poor performance in the last five (5) years? If yes, please supply details:	Yes No
B12	In the last three (3) years, has your Organisation not had a contract renewed due to failure to perform the terms of the contract? If yes, please supply details:	Yes No
B13	In the last three (3) years, has your Organisation become involved in any litigation in respect of a contract or its delivery? If yes, please supply details:	Yes No
B14	Do any of the following apply to your Organisation: Been committed for an act of gross misconduct in the course of delivering services? Is guilty of serious misrepresentation in supplying information? Is not in possession of relevant licences or membership of an appropriate Organisation where required by law? If yes to any, please supply details:	Yes No
B15	Is there any business, establishment or person who has, or may have, any right(s) of veto over your Organisation's decision-making whether operational or financial? If yes, please supply details:	Yes No
B16	Does your Organisation have a documented Environmental policy? If yes, are you able to provide a copy if requested?	Yes No
B17	The Authority is working towards becoming a carbon net zero Council by 2030 as part of its Climate Challenge Programme: (https://www.conwy.gov.uk/en/Council/Strategies-Plans-and-Policies/Climate-Change/Climate-Challenge-Programme.aspx). Is your Organisation actively working towards reducing its carbon emissions? If yes, please state what your Organisation has achieved so far and state your future plans for reducing carbon emissions. If no, please state what your plans are for addressing your Organisation's carbon emissions in near future:	Yes No
B18	If successful, is your Organisation willing to provide the Authority with any carbon emission related data it may require from your Organisation in delivering this Contract?	Yes No
B19	Does your Organisation comply with the requirements of General Data Protection Regulations (GDPR)? If asked, can you provide evidence of	Yes No

	compliance, policy, employee training for GDPR, etc? If yes, can you supply details if asked?	
B20	Does your Organisation comply with the principles of the Well-being of Future Generations (Wales) Act 2015? If yes, could you provide evidence to confirm your compliance with this Act? If yes, can you supply details if asked?	Yes No
B21	Does your Organisation, along with sub-contractors utilised for the delivery of this contract (if applicable), agree to comply with Authority's Corporate Safeguarding Policy? http://www.conwy.gov.uk/en/Resident/Social-Care-and-Wellbeing/Im-worried-about-somebody/Corporate-Safeguarding-Policy.aspx If yes, can you supply details if asked?	Yes No
B22	Does your Organisation comply with the requirements set out in the Code of Practice Ethical Employment in the Supply Chain? If yes, can you supply details if asked?	Yes No
B23	It is of paramount importance to the Authority to ensure that the equal treatment of all Suppliers is maintained. Does your Organisation have any association, either directly or indirectly, with any Member or employee of Conwy County Borough Council, or service provider or proposed service provider acting on behalf of Conwy County Borough Council, that could constitute a conflict of interest (such as a financial, economic or personal interest)? If yes, please complete Appendix 5 to provide details.	Yes No
B24	Do you have the facility or experience of being able to engage with people in the Welsh language? If yes, please supply details:	Yes No

3.3 Part C – Grounds for mandatory exclusion

Qu No.	Question	Response
C1	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage .	
	Participation in a criminal organisation	Yes - provide details at C2 No
	Corruption	Yes - provide details at C2 No
	Fraud	Yes - provide details at C2 No
	Terrorist offences or offences linked to terrorist activities	Yes - provide details at C2 No
	Money laundering or terrorist financing	Yes - provide details at C2 No
	Child labour and other forms of trafficking in human beings	Yes - provide details at C2 No
C2	If you have answered yes to question C1, please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. If the relevant documentation is available electronically, please provide the web address, issuing Council, precise reference of the documents.	
C3	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self- Cleaning)	Yes No
C4	(a) Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes No
	(b) If you have answered yes to question C4 (a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The Client reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

3.4 Part D – Grounds for discretionary exclusion

Qu No.	Question	Response
	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
D1	(a) Breach of environmental obligations?	Yes - provide details at D3 No
	(b) Breach of social obligations?	Yes - provide details at D3 No
	(c) Breach of labour law obligations?	Yes - provide details at D3 No
	(d) Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended, or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes - provide details at D3 No
	(e) Guilty of grave professional misconduct?	Yes - provide details at D3 No
	(f) Entered into agreements with other economic operators aimed at distorting competition?	Yes - provide details at D3 No
	(g) Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes - provide details at D3 No
	(h) Been involved in the preparation of the procurement procedure?	Yes - provide details at D3 No
	(i) Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes - provide details at D3 No
D2	<p>Please answer the following statements:</p> <p>(a) The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.</p> <p>(b) The organisation has withheld such information.</p> <p>(c) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.</p>	<p>Yes - provide details at D3 No</p> <p>Yes - provide details at D3 No</p> <p>Yes - provide details at D3 No</p>

	<p>(d) The organisation has influenced the decision-making process of the Council to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>	<p>Yes - provide details at D3 No</p>
D3	<p>If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>	

3.5 Part E – Economic and Financial Standing

Economic and Financial Standing

The Client will review the following in order to assess the economic and financial standing of the Applicant:

- Information provided pursuant to Part E.
- Any other publicly available financial information such as on Companies House.

In order to pass the economic and financial standing assessment, the Client expects that:

- a) The Applicant demonstrates that it is profit-making in both of the last two financial years;

Or if it is loss-making in either or both of the last two financial years, a compelling reason explaining why this should not be seen as representing a significant risk to the financial stability of their organisation (e.g. exceptional items) is provided to the Client.

- b) The Applicant demonstrates a positive net assets figure in both of the last two financial years or positive net assets figure in most recent financial year;

Or, if negative net asset figure for both financial years or negative net asset figure in most recent financial year, a compelling reason explaining why this should not be seen as representing a significant risk to the financial stability of their organisation is provided to the Client.

- c) The Applicant's current ratio is greater than or equal to 0.8.

Or, if current ratio is less than 0.8, compelling reason explaining why this should not be seen as representing a significant risk to the financial stability of their organisation (e.g. industry standards / receivables recovery duration etc.).

The required minimum threshold for an Applicant to pass the financial assessment is a Low or Medium Financial Risk Score.

The economic and financial standing shall be assessed based on the following:

Low	No perceived financial risk. The Authority has no, or limited, grounds for concern in relation to the Applicant's financial stability to provide the required services.
Medium	Acceptable financial risk. The Authority has identified a risk of financial instability, but the risk is acceptable to the Authority in relation to the Applicant's ability to provide the required services.
High	Unacceptable financial risk. The risk of financial instability of the Applicant is too high for the Authority to accept in relation to the Applicant's ability to provide the required services.

Notwithstanding the above assessment ratings, in situations where Applicants have received a High rating of financial risk, the Authority reserves the right to report to the Authority's Section 151 Officer. The Section 151 Officer will review all the financial information submitted and assess any mitigating circumstances and determine whether an Applicant may be finally determined as having a score of Medium or Low and may consequently pass the financial assessment.

The Client reserves the right to:

- a. request any further information or clarifications as required to alleviate any concerns raised as a result of assessment of an Applicant's financial standing at any stage of the procurement process; and
- b. request that an Applicant provides a guarantee in order to proceed to the next stage of the procurement and if the Applicant refuses to enter into a guarantee in the form proposed by the Client, it shall fail the financial assessment and not pass to the next stage of the evaluation.

In situations where an Applicant receives a High risk rating and reports to the Council's Section 151 Officer in relation to the Applicant's financial standing, the decision of the Council's Section 151 Officer will be final in relation to whether the Applicant passes or fails.

No.	Question	Response
E1	Are you able to provide a copy of your accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes No
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes No
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes No
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes No
E2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes No
E3	Please provide your Unique Supplier Identification Number from registration on the Central Digital Platform. This is required as all contracts awarded by devolved Welsh Authorities under the Procurement Act 2023 need to include a Unique Supplier Identifier in the Contract Details Notice. If not already registered, a Unique Supplier Identifier can be obtained free of charge via the UK Government Central Digital Platform: https://www.gov.uk/government/publications/procurement-act-2023-short-guides/suppliers-how-to-register-your-organisation-and-first-administrator-on-find-a-tender-in-three-easy-steps-html	

Bidding Group Information (If applicable)	
If you are part of a wider group, please provide further details below:	
Name of organisation	
Relationship to the Consultant completing these questions	

No.	Question	Response
E4	Are you able to provide parent company accounts if requested to at a later stage?	Yes No
E5	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes No
E6	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes No

3.6 Part F – Quality Questions

Guidance Notes

Please read these guidance notes carefully before completing this document.

All parts of the Quality Questionnaire must be answered.

1. The questionnaire is to be completed by suitably qualified and experienced Companies who wish to tender for the Contract titled **Ysgol Eirias Development**.
2. Where an applicant is required to submit relevant supporting information, it should be provided within a separate appendix and cross-referenced to correspond with the relevant section of the questionnaire.
3. Tenderers shall note that answers to questions and submitted information must be both relevant and concise. The Evaluation Team appraising these tenders shall deduct marks where answers are found to be generic in nature or contain little relevance to the work in question. The Company shall ensure that their submission is both well formatted and easily navigable by the Evaluation Team.
4. Tenders returned with any sections or questions left unanswered are liable to be rejected without further consideration.
5. No more than 2 sides of A4 are required per answer, additional pages will not be scored.

Past Experience and similar projects	
Please provide details of no more than 3 completed or substantially completed education projects (each with a minimum contract value of £5 million [excl. VAT]) that are comparable in scope and complexity to Ysgol Eirias)	
For each example, demonstrate your experience in the following roles:	
<ol style="list-style-type: none">1. Stakeholder Management.2. Liaison with Planning Authorities.3. Creating a design with consideration of likely multiple phases of construction works.4. Leading and managing NEC4 contracts across the full project lifecycle.	
F1	Project Example 1 <u>Question Weighting [5%]</u>

F2	Project Example 2 <u>Question Weighting [5%]</u>

F3	Project Example 3 <u>Question Weighting [5%]</u>

F4	Approach to Design Management Please describe your approach to Managing a Multi-Disciplinary Design Team and providing an affordable design and design information on time. Outline in your response the key design stages, monitoring of progress, progress reporting, meeting intervals, other key steps to maintain programme / budget. <u>Question Weighting [20%]</u>

F5	<p>Programme</p> <p>Provide a Pre-Construction / Design Programme which enables construction works to commence during July 2027.</p> <p>Make reference to the Planning Process, RIBA Stages 1 – 4, overlapping of RIBA Stages, other surveys or investigations which may be required, client sign off periods, BoQ preparation, contractor tender periods.</p> <p><u>Question Weighting [20%]</u></p>

F6	<p>Team Structure</p> <p>Please provide an organogram which identifies the companies and individuals who will deliver the design for RIBA Stages 1 to 4 and if this will change in RIBA Stages 5 to 7</p> <p><u>Question Weighting 10%</u></p>

F7	Key Personnel			
	Please provide a curriculum vitae of the discipline leads and other key personnel you will allocate to the project and demonstrate how their experiences, knowledge and skillset will ensure a successful outcome. <u>Question Weighting 10%</u>			
	Project Role		Project Role	
	Name		Name	
	Position		Position	
	Role/involvement		Role/involvement	
	Qualifications		Qualifications	
	Project Role		Project Role	
	Name		Name	
	Position		Position	
	Role/involvement		Role/involvement	
	Qualifications		Qualifications	
Please enclose copies of summary CVs and relevant certification for the key personnel identified as an attachment to this document. Please tick if copies enclosed.				

F8	<p>Communication and Stakeholder Engagement</p> <p>Conwy County Borough Council is seeking to appoint a Multi-Disciplinary Design Team that will be the lead for all work relating to the design of the project. The Multi-Disciplinary Design Team will engage project stakeholders and maintain a close working relationship on a day-to-day basis with the NEC Project Manager and keep CCBC fully briefed on all aspects of the project development.</p> <ul style="list-style-type: none">• Please outline how you will ensure effective stakeholder engagement, maintain alignment with client requirements, and keep the NEC Project Manager well-informed in a timely manner.• Please describe the procedures you would implement and the resources you would employ to ensure clear communication and liaison with the client as well as stakeholder engagement throughout the project.• This should include your approach to promoting the use of the Welsh language and production of bilingual material as required. <p><u>Question Weighting [10%]</u></p>

F9	<p>Project Risks and Risk Management</p> <p>Please provide a brief summary of the project risks you foresee and outline how you intend to manage them. We have inserted known risks to start the discussion.</p> <p><u>Question Weighting [15%]</u></p>
<ol style="list-style-type: none">1. Asbestos2. Obtaining Planning Approval3. Obtaining SAB Approval4. Designer does not complete RIBA Stages design on time5. School do not approve design proposals	

4 Appendix I – Pre Construction Programme

Please refer to file titled 'Appendix I – Pre Construction Programme.pdf'

5 Appendix II – Block A Demolition

Please refer to drawings and report titled ‘Appendix II – Block A Demolition’