

Pre-Qualification

For

**The Selection of an Architect led Design Team
for the repair and conversion of**

CALVERLEY OLD HALL

June 2017

Applicants Name:

1. INTRODUCTION

1.1 Background

The introduction, competition format, timetable, contract details, stage 1 and 2 format and general conditions and information are set out in –'The Competition Conditions- stage 1'. Please ensure you have read and understood these conditions before completing this form. If you have any questions please contact the Historic Estate department at the Landmark Trust at calverley@landmarktrust.org.uk

This Pre-Qualification ("PQ") is stage 1. A maximum of 10 Applicants will be selected to proceed to stage 2 and submit a tender. One applicant will be selected and appointed

1.2 Notes for completion

- a. This Pre-Qualification (PQ) has been designed to assess the suitability of an Applicant to deliver The Landmark Trust's appointment requirement(s). The Landmark Trust reserves the right to abort the process at any time. The Landmark Trust will not be liable for any costs incurred.
- b. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in the submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.
- c. Please email a completed version of this document to the Historic Estates department by **12 noon 1st August 2017**. The original signed declaration should be sent by post and received no later than **4th August 2017**.

Queries should be addressed the historic estates department and emailed to calverley@landmarktrust.org.uk. The last date for receipt of queries is **26th July 2017**.

- d. Applicants will be responsible for ensuring their submission has been received by The Landmark Trust. If an Applicant has not received any response from The Landmark Trust by a key date in the timetable (eg invitation, interview, appointment award), the applicant will be responsible for seeking a reply within two working days of the timetable date. The Landmark Trust will not accept liability for an Applicant's failure to follow up their submission's progress in the process or for submissions that are mislaid. The sending of an email should not be relied upon as having been received. Follow ups should be by telephone, 01628 512145, to the Historic Estates department at The Landmark Trust. A record should be kept of the time, date and person spoken to.
- e. The services to be provided are set out in the Competition Conditions – stage 1.

h. **Question Weighting**

Q	Subject	Score	Weighting (%)
2	Applicant Information		Mandatory
3	Grounds for Mandatory Exclusion		Mandatory
4	Grounds for Discretionary exclusion		Mandatory
5	Economic and Financial Standing		Mandatory
6	Further information- Insurance; company policy		Mandatory
7	Introduction to the Architectural design team Projects of relevance	Jury	See below
8	Declaration		Mandatory

The responses to question 7 will be judged on the content of the A3 sheets. The jury will consider a range of factors including:

- Experience of creating new interventions in existing buildings
- A demonstration of respect for existing buildings and historic fabric
- Examples of contemporary or traditional interventions that enhance and complement rather than overshadow the existing
- Originality and quality of designs
- Work from an individual practice which can provide all the necessary design skills or a collaboration between complementary practices

2. APPLICANT INFORMATION

The following must be completed and returned by the Applicant by the due date.

2.1 Applicant details	Answer	
Full trading name		
Registered address		
Registered company number		
Registered charity number		
Registered VAT number		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	
	ii) a limited company	
	iii) a limited liability partnership	
	iv) other partnership	
	v) sole trader	
	vi) other (please specify)	

1.2 Bidding model	Answer
<p>a) Bidding as a consortium but not proposing to create a new legal entity.</p> <p>If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.</p> <p>Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.</p>	<p><input type="checkbox"/> Yes</p> <p><u>Consortium members</u></p> <p><u>Lead member</u></p>
<p>b) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).</p> <p>If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix.</p>	<p><input type="checkbox"/> Yes</p> <p><u>Consortium members</u></p> <p><u>Current lead member</u></p> <p><u>Name of Special Purpose Vehicle</u></p>

Contact details	Lead Member
	Applicant contact details for enquiries about this PQ
Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

3 GROUNDS FOR MANDATORY EXCLUSION

It is unlikely that any Applicant who answers 'Yes' in any of the following situations set out in 3.1 and 3.2 will be considered further. If you have any doubts on how to respond please contact us for advice prior to completing;

	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
3.1 Within the past five years, has your organisation, Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following?		
conspiracy, corruption, bribery, fraud, theft, tax evasion, terrorism, espionage, serious crime, money laundering, drug and trafficking, sexual, asylum and or immigration offence or any other offence that may be detrimental to the reputation of the Landmark Trust and/or performance of the appointment;		
3.2 Non-payment of taxes: Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?		

4. GROUNDS FOR DISCRETIONARY EXCLUSION

It is unlikely that any Applicant who answers 'Yes' in any of the following situations set out in paragraphs (a) to (f) will be considered further. If you have any doubts on how to respond please contact us for advice prior to completing;

4.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) your organisation has violated any regulations in the fields of environmental, social and labour law;		
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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;		
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(e) your organisation has a conflict of interest;		
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition;		

4.2 Conflicts of interest

In accordance with question 4.1 (e), The Landmark Trust may exclude the Applicant if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists, or may arise then it is the responsibility of the Applicant to inform The Landmark Trust, detailing the conflict in a separate Appendix. If it has been carried out in a transparent manner, routine pre-market engagement carried out by The Landmark Trust should not represent a conflict of interest for the Applicant.

5. ECONOMIC AND FINANCIAL STANDING

FINANCIAL INFORMATION									
5.1	<p>Please provide one of the following to demonstrate your economic/financial standing; Please indicate your answer with an 'X' in the relevant box.</p>								
	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">(a) A copy of the audited accounts for the most recent two years</td> <td style="width: 20%;"></td> </tr> <tr> <td>(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading</td> <td></td> </tr> <tr> <td>(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</td> <td></td> </tr> <tr> <td>(d) 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).</td> <td></td> </tr> </table>	(a) A copy of the audited accounts for the most recent two years		(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading		(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position		(d) 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).	
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5.2	<p>(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please provide the name below:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name of the organisation</td> <td></td> </tr> <tr> <td>Relationship to the Applicant completing the PQ</td> <td></td> </tr> </table> <p>If yes, please provide Ultimate / parent company accounts if available. If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?</p> <p>(e) If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)</p>	Name of the organisation		Relationship to the Applicant completing the PQ					
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6. FURTHER INFORMATION

6.1 Insurance

	Please Confirm that you have, or can commit to obtain, prior to the commencement of the contract, the minimum levels of insurance cover indicated below	Insert Yes or No
A	Public & Products Liability Insurance = £10,000,000	
B	Professional Indemnity Insurance = £5,000,000	
C	Employer's Liability Insurance = level of cover required by law	

6.2 Equality, Environmental and Health and Safety

It is unlikely that any Applicant who answers 'No' will be considered further. If you have any doubts on how to respond please contact us for advice prior to completing;

1.	Please confirm that you have processes in place and comply with Equality, Equal Opportunity, Diversity, Ethical, Environmental and Health and Safety legislation (Please insert 'Yes' or 'No').	
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7.0 Introduction to the Architectural design team and projects of relevance

Refer to the Competition Conditions – stage 1.

8 DECLARATION

I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of:

.....(Insert name of Applicant).

I understand that The Landmark Trust may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to The Landmark Trust’s requirement.

I confirm that I have read and understood ‘The Competition Conditions stage 1’

I have completed the PQ and the required two A3 sheets

The following Appendices form part of my Submission:

Section of PQ	Appendix number

PQ COMPLETED BY

Name	
Role in organisation	
Date	
Signature	