

**Works Contract**

**PRE-QUALIFICATION PROCESS**

**MEMORANDUM OF INFORMATION**

**moi-part B: sCHEDULE OF CONTRACT SPECIFIC INFORMATION**

**(To be read in conjunction with MoI-PART A attached separately)**

**PIERPONT PLAZA BUILDING 1**

**REFERENCE:1939/16**

**Catalyst**

**Queens Road**

**Queens Island**

**Belfast BT3 9DT**

This Memorandum of Information (MoI) consists of two parts:

**MoI-Part A: Generic Information and Guidance.**

This document does not contain contract specific information. It is a standard generic document which sets out Information and guidance applicable to the procurement of all construction works contracts to be taken forward subject to the Public Contracts Regulations 2015.

**MoI-Part B: Schedule of Contract Specific Information (this document).**

This is a separate document containing information that is specific to this particular construction works procurement competition.

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1. **COMPETITION DETAILS**

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* 1. PQQP DOCUMENTATION

**This document is one of eight parts, as listed below, which together form the Pre-Qualification Questionnaire Documentation.**

**Please ensure that no part or page is missing or duplicated.**

|  |  |  |
| --- | --- | --- |
| **Document Reference** | | **Title** |
| MoI-Part A | | Generic information and guidance |
| MoI-Part B | | Specific competition information |
| Pre-Qualification Questionnaire Package  (PQQP) | PQQ1 | Economic Operator |
| PQQ1A | Economic Operator Financial Addendum  (only required if Economic Operators have completed Option 2 or Option 3 of PQQ1 or PQQ1C, Section B, Question [B-01]) |
| PQQ1B | Economic Operator Health and Safety Addendum |
| PQQ1C | Group of Economic Operators and Other Entities - Member Addendum. To be completed by each member of a Group of Economic Operators (except its Lead Enterprise) and Other Entities. |
| ESPD | European Single Procurement Document - This may be completed by the Economic Operator, members of a Group of Economic Operators and Other Entities and included in the PQQ submission in lieu of completing part of the other Pre-Qualification Documentation. (see section 9 of MOI-Part A) |
| Subcontractors | |
| PQQ2 | Mechanical Building Services Contractor |
| PQQ3 | Electrical Building Services Contractor |

* 1. name of CONTRACTING AUTHORITY and cope

The Contracting Authority for the Contract is Catalyst.

* 1. description of the PROJECT

The project is for the provision of Workspace accommodation.

The project represents the next element of the continuing development of workspace in the Catalyst success story and comprises a five storey building of 10,093m2 floor area.

The building has a steel frame with concrete floors on bored piled foundations with single membrane roof, curtain walling, rainscreen cladding, floor plates suitable for sub-division, lift, stair, toilet and service cores, raised access flooring and Mechanical and Electrical services to suit fit out flexible arrangements.

The Contract Period will be 18 months.

* 1. estimated value

The estimated value, excluding VAT, of the Project is in the range £14,500,000.00 to £15,500,000.00.

* 1. form of contract

An NEC3 Option B Form of Contract will be used for this Project. Full details of the Contract conditions will be set out in the Invitation To Tender documents (ITT).

* 1. Subcontractor

The term Subcontractor is used to refer to the party/ies selected by an Economic Operator to deliver the Project. For the purposes of pre-qualification, the following Subcontractors will be assessed:

PQQ2 – Mechanical Building Services Contractor; and

PQQ3 – Electrical Building Services Contractor

Each Subcontractor identified above must complete in full, the relevant PQQ2 to PQQ3.

In the event that an Economic Operator intends to provide any of the above services using an in-house resource then PQQ2 to PQQ3 shall still be completed in full by the Economic Operator.

Economic Operators are advised that with the exception of mechanical building services contractor and electrical building services contractor **only one** sub-contracting firm can be listed against each discipline. If an Economic Operator submits more than one Subcontractor per discipline their PQQP Submission will not be assessed until one is identified.

**MECHANICAL BUILDING SERVICES CONTRACTOR AND ELECTRICAL BUILDING SERVICES CONTRACTOR**

For the mechanical and electrical building services sub-contractors, Economic Operators may list up to two firms for each discipline. The following conditions apply:

* A separate PQQx must be submitted for each sub-contracting firm
* Each PQQx submitted for a mechanical or electrical sub-contractor will be assessed and scored separately. The scores for the PQQs in each discipline will be averaged and the average score will be brought forward as a total for that sub-contracting discipline to the summary of the Economic Operators score.

For example, mechanical sub-contractor A scores 88 and mechanical sub-contractor B scores 70 marks out of 100. The score awarded to the Economic Operators for mechanical sub-contractor will therefore be 79 marks.

Should only one sub-contracting firm be listed then its total score will be brought forward as a total score for that discipline to the summary of the Economic Operators score.

If one of the two sub-contracting firms listed by the Economic Operator (e.g. sub-contractor ‘X’) fails to achieve the minimum score in any question (for minimum scores, refer to table (iv) Subcontractor Technical and/or Professional Ability Evaluation Matrix), it will be excluded from being brought forward as part of the Economic Operators Team. Should this occur, the remaining sub-contracting firm’s total score will be brought forward as a total score for that discipline to the summary of the Economic Operators score, accordingly the Economic Operator will be advised that it cannot submit a sub-contract price from sub-contractor ‘X’ at ITT stage.

* At ITT stage when submitting its tender, the Economic Operator will be required to state which of the two subcontracting firms it will be using.

Within its tender package, the Economic Operator must include a letter or email from the selected sub-contractor for each discipline, which states the price which the sub-contractor has provided to the Economic Operator for that discipline. The price provided by the sub-contractor within its confirmation, must match the price provided by the Economic Operator within its tender.

* 1. timetable and tender stage details

### TIMETABLE

The indicative timetable for the main stages of the procurement process from the **PQQP Submission Date** to appointment of the Economic Operator is set out in the table below:

| **ACTIVITY** | **Target Date** |
| --- | --- |
| PQQP assessment start date | October 2019 |
| Notification of short listed results | January 2020 approx. |
| Date for return of tenders | February 2020 |
| Tender assessment start date | March 2020 |
| Issue intention to award letter/commencement of Standstill period (Where applicable) | March 2020 |
| Award of contract | April 2020 |
| **The Contracting Authority reserves the right to amend these timescales within the scope of the applicable procurement regulations.** | |

### TENDER STAGE

Procurement Guidance Note 4/12 sets out the basis for the award of contracts. It can be accessed at the following link:

<https://www.finance-ni.gov.uk/publications/procurement-guidance-note-0412-procurement-control-limits-and-basis-contract-awards>

This Contract will be awarded on the basis of the Most Economically Advantageous Tender (MEAT)assessed from the point of view of the Contracting Authority.

The MEAT will be identified on the basis of the best price/quality ratio.

* 1. conflict of interest

Economic Operators are advised that the Contracting Authority has appointed the following firms to act on its behalf in the Procurement:-

* W H Stephens – PM, QS and PD
* McAdam Design – Architect, Civil and structural Engineers
* JCP Consulting – Mechanical and Electrical Engineers

Given their prior involvement in the preparation of the Procurement procedure, none of the above firms may be part of any Economic Operator’s Team for this Project. Economic Operators must not contact any of the above firms with regard to the Procurement or Project. All requests for clarification must be submitted to the Contracting Authority as instructed in MoI-Part A, Section 5 PQQP Submission.

Economic Operators must confirm that, if successful in being short listed to tender and ultimately awarded the Contract, there would be no conflict or perceived conflict of interest in relation to the Economic Operator Team completing the Contract. Economic Operators must complete the “Conflict of Interest Declaration” in PQQ1, Section E Declarations on behalf of the Economic Operator Team.

* 1. submission date and time

The PQQP Submission must be submitted as instructed in Section 5.1 of MoI-Part A, no later than 12.00 Noon **on the PQQP Submission Deadline** shown below:

**PQQP Submission Deadline: 7th October 2019**

* 1. constructionline details

In order for an Economic Operator to be eligible to participate in the Procurement, it must have a Constructionline Category Value equal to or greater than the value set out in Table 1 below in at least one of the Work Categories set out in Table 1a below.

If the Economic Operator or Group of Economic Operators is relying on the capacities of Other Entities with regard to meeting the criteria relating to economic and financial standing (i.e. in this case the Minimum Category Value requirements set out in Table 1 and 1a below) then the Other Entity must complete question [B-02] in PQQ1C. The Other Entity’s Constructionline details must not be used to answer question [B-02] in PQQ1.

|  |  |
| --- | --- |
| **Table 1 – Category Value** | |
| **Minimum Category Value for Economic Operator** | **£10,000,000.00** |
| **Members of a Group of Economic Operators and Other Entities only** – The sum of each member’s, and where applicable Other Entities’, Category Values must be equal to or greater than the value set out above. | |

|  |  |  |
| --- | --- | --- |
| **Table 1a – Relevant Work Categories** | | |
| **Sector** | **Work Category** | **CPV** |
| Construction | Building (Offices) | 45213150 |
| Construction | Building (Commercial) | 45213100 |
|  |  |  |

**Note: Table 1a contains an extensive list of ‘Relevant Work Category’ acceptable to the Contracting Authority. Should an Economic Operator wish the Contracting Authority to consider a Work Category not listed in Table 1a it shall make its request as instructed in MoI-Part A, Section 5 before the PQQP Submission Deadline.**

* 1. Licences, accreditiations and certifications

In order for an Economic Operator to be eligible to participate in this Procurement the Economic Operator Team must hold relevant licences, accreditations or certificates for specific categories and sectors as set out below in Table 1c – Licences, Accreditations and Certifications.

|  |  |
| --- | --- |
| **Economic Operator/ Subcontractor** | **Table 1C - Licences, Accreditations and Certifications** |
| Electrical Contractor | NICEIC Approved |
| Mechanical Contractor | HVACR Approved |
| Other |  |

Economic Operators must enter any licences, accreditations or certificates required as set out in Table 1c – Licences, Accreditations and Certifications above which they wish to rely on in order to satisfy the minimum requirement.

* 1. insurance requirements

In order for an Economic Operator to be eligible to participate in this competition it must hold valid insurance to all the applicable values set out in PQQ1 Section B, [B-06] INSURANCE REQUIREMENTS, Table 1b. (Refer to MoI-Part A Section 9.2.7 for information).

* 1. ANNEX 1 – EVALUATION MATRIX FOR THE PQQP

**INDEX TO TABLES IN ANNEX 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Table (i)** | **economic operator/GROUP OF ECONOMIC OPERATORS/OTHER ENTITIES Information and Financial Evaluation matrix** | **PQQ1** | **Sections A & B Evaluation Matrix** |
| **PQQ1C** |
| **PQQ1A** | **economic operator Financial Addendum Evaluation Matrix** |
|  | | | |
| **TABLE (ii)** | **Health & Safety & ENVIRONMENTAL MANAGEMENT SYSTEM Evaluation matrix** | **PQQ1B** | **economic operator Health & Safety Addendum Evaluation Matrix** |
|  | | | |
| **Table (iii)** | **Technical and/or Professional Ability Evaluation matrix** | **PQQ1** | **Section D economic operator Technical and/or Professional Ability Evaluation Matrix** |
|  | | | |
| **Table (iv)** | **Technical and/or Professional Ability Evaluation matrix** | **PQQ 2 – PQQ 3** | **SECTION D Subcontractor Technical and/or Professional Ability Evaluation matrix** |

**TABLE (i) – economic operator/Group of economic operators/OTHER ENTITIES Information and financial Evaluation Matrix**

**PQQ1 & PQQ1C – sections A & B Evaluation Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **PQQ1**  **Selection Criteria**  **SECTIONS A & B** | **PQQ1C**  **Selection Criteria**  **SECTIONS A & B**  Members of a Group of Economic Operators and Other Entities only | **EVALUATION APPROACH** | **Minimum Requirement** |
| [A-01] – [A-07] | Section A | Information Only | |
| [A-08]\* | N/A | PASS/FAIL |  |
| [B-01] | [B-01] | Pass/Fail | Economic operators must achieve a ‘Pass’ in all questions |
| [B-02] | [B-02] | Pass/Fail |
| [B-03] | [B-03] | Pass/Fail\*\* |
| [B-04] | [B-04] | Pass/Fail |
| [B-05] | [B-05] | Pass/Fail |
| [B-06] | Used for Other Entities | Pass/Fail |
| [B-07] | [B-07] | Pass/Fail |
| [B-08] | Used for Other Entities | Pass/Fail |
|  |  |  |
| \*[A-08] is only applicable if the Economic operator is relying on the capacities of Other Entities  \*\*[B-03] is not applicable if the Economic Operator has completed Option 2 or Option 3 of PQQ1 or PQQ1C, Section B, Question [B-02].In such circumstances the Economic Operator should complete **PQQ1A** - **Economic Operator** **Financial Addendum,** see evaluation matrix below. | | |

**PQQ1a – Economic Operator Financial Addendum evaluation Matrix**

|  |  |  |
| --- | --- | --- |
| ECONOMIC OPERATORS WHO HAVE COMPLETED **OPTION 2** OR **OPTION 3** OF **PQQ1** or **PQQ1C, SECTION B, QUESTION [B-02]** | | **Minimum Requirement** |
| **PQQ1A - Selection Criteria** | **Evaluation Approach** |
| Section A | Information Only | Economic operators must achieve a ‘Pass’ in all questions |
| [B-01] | Pass/Fail |
| [B-02] | Pass/Fail |

**TABLE (ii) - Health & safety AND EMS Evaluation Matrix**

**PQQ1b - Economic Operator Health & Safety AND EMS Addendum evaluation Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **PQQ1B - Selection Criteria** | | **Evaluation Approach** |  |
| Section 1 | | Information Only |  |
| Section 2 | | | Economic operators must achieve a ‘Pass’ in question HS-01 and all questions in either Option 1 OR 2. |
|  | [HS-01] | Pass/Fail |
| Option 1 | [HS-02]  [HS-03] | Pass/Fail |
| Pass/Fail |
| Option 2 | [HS-04]  [HS-05]  [HS-06]  [HS-07] | Pass/Fail |
| Pass/Fail |
| Pass/Fail |
| Pass/Fail |
| Section 3 | | |
|  | [EMS-01] | Pass/Fail | Economic operators must achieve a ‘Pass’ in question EMS-01 |

**TABLE (iii) - Technical and/or Professional Ability Evaluation matrix**

**PQQ 1 – ECONOMIC OPERATOR OR LEAD ENTERPRISE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Selection Criteria** | **Maximum Score** | **Criteria Weighting**  **Factor** | **Maximum Weighted Score** |
| **D-01** | **5** | **5** | **25** |
| **D-02** | **5** | **3** | **15** |
| **D-03** | **5** | **2** | **10** |
| **D-04** | **5** | **3** | **15** |
| **D-05** | **5** | **3** | **15** |
| **D-06** | **5** | **4** | **20** |
| **total** | | | **100** |

|  |  |
| --- | --- |
| **MAXIMUM TOTAL score carried forward to Table 2 - Economic Operator Team Evaluation Matrix** | **100** |

**The maximum available score is 5 in each question and if scored two or less in any one of the questions the entire PQQP Submission will be rejected.**

**TABLE (iv) Subcontractor Technical and/or Professional Ability Evaluation matrix**

**PQQ 2 - SECTION D Subcontractor Technical and/or Professional Ability Evaluation matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Selection Criteria** | **Maximum Score** | **Criteria Weighting**  **Factor** | **Maximum Weighted Score** |
| **D-01** | **5** | **7** | **35** |
| **D-02** | **5** | **6** | **30** |
| **D-03** | **5** | **7** | **35** |
|  |  |  |  |
|  |  |  |  |
| **total** | | | **100** |

|  |  |
| --- | --- |
| **MAXIMUM TOTAL score carried forward to Table 2 - Economic Operator Team Evaluation Matrix)** | **100** |

**PQQ 2 – PQQ3 - SECTION D Subcontractor Technical and/or Professional Ability Evaluation matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Selection Criteria** | **Maximum Score** | **Criteria Weighting**  **Factor** | **Maximum Weighted Score** |
| **D-01** | **5** | **7** | **35** |
| **D-02** | **5** | **6** | **30** |
| **D-03** | **5** | **7** | **35** |
|  |  |  |  |
|  |  |  |  |
| **total** | | | **100** |

|  |  |
| --- | --- |
| **MAXIMUM TOTAL score carried forward to Table 2 - Economic Operator Team Evaluation Matrix)** | **100** |

**The maximum available score is 5 in each question and if scored two or less in any one of the questions the entire PQQP submission will be rejected.**

* 1. Annex 2 - PQQp economic operator Team Evaluation Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 2- Economic Operator Team Evaluation Matrix** | | | | |
| **PQQ No** | **PQQ Name** | **Maximum Score brought**  **forward from Table iii and iv** | **PQQ Weighting factor** | **Maximum Weighted score** | |
| **1** | **Economic Operator** | **100** | **0.30** | **30** |
| **2** | **Building Contractor** | **100** | **0.30** | **30** |
| **3** | **Mechanical Contractor** | **100** | **0.20** | **20** |
| **4** | **Electrical Contractor** | **100** | **0.20** | **20** |
|  |  |  |  |  |
|  | **Total Maximum Overall Score for Economic Operator** | | | **100** |

* 1. CONTRACT COMPLAINTS PROCEDURE

If you feel the Contracting Authority has fallen short of demonstrating its values, or meeting the guiding principles set down in Northern Ireland Public Procurement Policy, then please contact the Contracting Authority’s Complaints Representative setting out the detail of your complaint. The Complaints Representative will try to resolve your problem.

The Complaints Representative appointed by the Contracting Authority for this Contract is:

[Mervyn.watley@wearecatalyst.org](mailto:Mervyn.watley@wearecatalyst.org)

Should the complaints representative be unable to resolve your complaint and you wish to take the matter further the Contracting Authority has a formal complaints procedure which can be followed in such cases.

Full details of the Complaints Procedure are available from the following link:

<http://www.wearecatalyst.co.uk>

* 1. Principal Designer

A Client appointing a designer (including a Principal Designer) in accordance with regulation 5 of the Construction (Design and Management) Regulations (NI) 2016, or a designer, is required under regulation 8 to take reasonable steps to satisfy itself that the designer (including a Principal Designer) appointed to work on a project shall have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

The Client has appointed / will appoint a Principal Designer who will be identified in the ITT documents (Contract Data Part 1)