



Llywodraeth Cymru  
Welsh Government

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**Llywodraeth Cymru**

**Welsh Government**

**Trafnidiaeth  
Transport**

**M4 Junction 28 Improvements  
Commission for Early Contractor Involvement  
Contract**

**Pre-qualification Questionnaire**

**Guidance Notes**

**February 2014**

## **Section 1**

### **Guidance Notes for completion of Pre-qualification Questionnaire**

You should note that the submission of the Pre-Qualification Questionnaire (the Questionnaire) by the relevant date will constitute your request to be included on the Welsh Government's List of tenderers for:

#### **M4 Junction 28 Improvements**

The Welsh Government, on behalf of the Welsh Ministers, will be conducting this procurement exercise through the etenderwales portal <https://etenderwales.bravosolution.co.uk> Tender documents and other information must be downloaded from and returned through this portal. If you require any further assistance the BravoSolution helpdesk is available on:  
Email: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) Phone: 0800 368 4850/ Fax: 020 7060 0480  
Full information in accessing the portal is found in Section VI.3 of the Contract Notice.

#### **Any other type of application will not be considered.**

If it is your intention that any tender submission will be made jointly with another firm or party then a Pre-Qualification Questionnaire must be completed by each firm or party. The names of all firms or parties expressing the joint interest shall be entered onto each of the individual questionnaires completed. Should one of the joint firms or parties fail to meet the required eligibility criteria then the candidate's expression of interest will be rejected.

For the avoidance of doubt, a Joint Venture means where more than one separate legal entity have the intention of forming a new or joint legal entity for undertaking the contract, the performance of which they will all be joint and severally liable.

The works and services along with supplementary information are outlined in the Candidate Information Document that accompanies this Pre-Qualification Questionnaire.

It is essential that all questions are fully completed in English and all monetary sums should be given in pounds sterling (£). If the answer to a question is nil/none/not applicable please state as appropriate. **Please do not include general marketing or promotional material, either as answers to any of the questions or for any other reason.**

**For non-UK based firms it is permissible throughout the Questionnaire to acknowledge / show compliance with any equivalent legislation applicable within your own domestic jurisdiction.**

Candidates shall be entirely responsible for the completeness and accuracy of all the information provided. The Welsh Government reserves the right to make whatever enquiries it deems appropriate to verify any of the information provided by the Candidate and any evidence of or suspicion of any attempt by the Candidate to mislead the Welsh Government may result in disqualification.

The information disclosed in this Questionnaire will be used to select those Candidates to be invited to tender. You are advised that the Welsh Government may take up references and/or KPIs from those organisations listed under Questions 1.9.9 in the Qualification Envelope and C10 in the Technical Envelope and the Welsh Government reserves the right to approach other organisations for this purpose. Any invitation to tender based on this questionnaire,

however, does not imply any representation by the Welsh Government as to your financial stability, technical competence or ability in any way to carry out the works and services. The right to return to these matters as part of the formal offer evaluation process is hereby reserved by the Welsh Government.

Whenever used in this Questionnaire the term “firm” shall include a sole trader, partnership, private limited company, public limited company or any other analogous entity.

The Candidate shall not give or offer any inducement of reward or do anything improper to influence the selection process. Similarly, the Candidate or its employees or agents shall not commit any offence under the Prevention of Corruption Act's 1889 - 1916.

If any material information submitted on this Questionnaire changes in any way then the Welsh Government must be informed immediately. The Welsh Government will rely on the truth and accuracy of the information provided by the candidate in this questionnaire. In the event of the Welsh Government entering into a contract with a candidate and becoming aware of a material misrepresentation contained in the questionnaire, the Welsh Government shall be entitled (but not unreasonably or vexatiously) to rescind or determine the contract.

The Pre-Qualification Questionnaire submitted by the successful Candidate may be incorporated into the Contract as a Contract document.

### **Consortia and sub-contracting**

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed 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 works and services or products under any ensuing contract. Responses must enable the Welsh Government to assess the overall service proposed. This may be in the form of the completion of separate technical responses (Section C) or a combined response at the discretion of the candidate.

Where the proposed consortium is a special purpose vehicle or holding company, information should be provided of the extent to which it will call upon the resources and expertise of its members.

The Welsh Government recognises that arrangements in relation to consortia and sub-contracting may be subject to future change. Service providers/suppliers should therefore respond in the light of such arrangements as are currently envisaged. It should be noted if these change the Welsh Government reserves the right to re-evaluate the submission and reject the proposed changes if they score less highly than the original team proposed.

Please provide details of the proportion of any contract awarded under this contract that the prospective partner proposes to subcontract. The proportion of works or services allocated to each shall be in each part of the response.

Reference site visits or demonstrations and/or presentations are unlikely to be requested at this stage. The Lead Company for the group shall be stated on each candidate's questionnaire.

All candidates must complete the Declaration and the Confidentiality Agreement.

Candidates should also note the Conflict of Interest information included in the attachments section of the tender

## **Queries about the procurement**

The Welsh Government will not enter into detailed discussion of the requirements at this stage.

If the Welsh Government considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all service providers/suppliers who have responded.

All responses received and any communication from service providers/suppliers will be treated in confidence.

Any questions about the procurement or queries arising from the questionnaire should be raised through this messaging portal. Queries should be made as soon as possible and in any case not less than seven days before the deadline date.

Please include, where appropriate, any supporting documents, marking clearly on all enclosures the name of your firm and the number of the question to which they refer.

**Limitations on the information to be provided must be adhered to and candidates who fail to do this may have their score reduced by the proportion the answer is over the limit stipulated.**

## **EVALUATION APPROACH**

### **Supplier Selection**

The objective of the selection process is to assess the responses to the Pre-Qualification Questionnaire and select potential service providers to proceed to the next stage of the procurement.

To aid candidates in completing in their submission, candidates are advised the following aspects will be taken into consideration:

#### **Question C1**

- Academic and Professional Qualifications of the staff that are considered essential to the successful delivery of the ECI project and is to include both the Contractor and his Designer.
- Experience relevant to the key aspects of the scheme of the staff that would be available to deliver the scheme.
- Evidence of working in successful Design and Build /ECI relationships
- Evidence of provision of similar works and services
- Previous experience on similar major highway projects
- Evidence of how delivery teams and key staff have been organised in the provision of similar works and services on major highway schemes.
- Evidence of previous experience as CDM Coordinator/Planning Supervisor

#### **Question C2**

In response to this question the Candidate should provide a summary of the Candidate's (whole team) resources available to deliver the key stages of the project. This should include

- Resources
- Relationships
- Division between phases as they have been managed previously

- Knowledge and communications transfer during a similar project
- Identification of the principal and supporting offices typically used to provide such works and services

### **Question C3**

The Candidate should provide

- Staff numbers available over the last 3 years for each discipline on this project and the geographical area where these resources are located.
- the educational and professional qualifications of staff, specialists and advisors and how they feature in the Candidates organisation.
- evidence of previous experience of providing similar services
- rates of staff turnover for the Contractor's and Designer's relevant departments within their organisations.

Lists of company wide resources should be avoided where they would not be appropriate.

### **Question C4**

A short description of each of these works should be provided highlighting where the works and services were similar in nature to works under this contract and also where they differed.

In particular the Candidate should demonstrate

- Experience of ECI, D&B, and target cost contracts with particular reference to;
- Project Management,
- Design and construction of highway schemes of a similar nature in environmentally sensitive areas,
- Experience of traffic management, statutory procedures,
- Experience as CDM Coordinator / Planning Supervisor
- Evidence of satisfactory completion of similar works and services on major highway schemes.

The purpose of this question is to determine the wider field of relevant expertise that the Candidate may call upon. Details of a core project team that would be available need not be included.

### **Question C5**

In response to this question the Candidate should consider the works and services to be provided and respond accordingly. The Candidates who clearly demonstrate specific experience in carrying out similar works and services will be awarded the highest marks.

### **Question C10**

Six projects shall be listed. Where candidates have worked previously with the Welsh Government then they should include these projects. Candidates should also consider which of their projects most clearly demonstrate their ability to successfully undertake these works and services.

## **FONT TYPE AND SIZE**

**All responses must be produced in Arial font with a minimum font size 11 (Arial Narrow is not allowed)**

### **Page Limits of Responses**

The following page limits will apply

For the avoidance of doubt

1 sheet of A4 printed on both sides will be considered as 2 sides of A4.

### **Questions C1 to C5**

The response to all 6 questions is limited to a maximum of 25 sides of A4 and up to 2 sides of A3 can be included in addition as part of the response to Question C1. Curricula Vitae may be provided but will be considered within the page count.

### **Question C10**

The response is limited to 6 sides of A4

Selection criteria will be a combination of both financial and non-financial factors and will consider:

- a) Supplier Acceptability – status of supplier in relation to Regulation 23 of the Public Services Contracts Regulations 2006 (SI 2006 No. 5).
- b) Economic and Financial Standing – the supplier must be in a sound financial position to participate in a procurement of this size as set out in Regulation 24 of the Public Services Contracts Regulations 2006 (SI 2006 No 5). This may entail independent financial checks.
- c) Technical Ability – The service Provider must be able to demonstrate a successful track record of providing similar works and services to those listed in the Official Journal of the European Union (OJEU) notice as set out in Regulation 25 of the Public Services Contracts Regulation 2006 (SI 2006 No. 5).

The Welsh Government is not bound to accept the most economically advantageous or any offer. The Welsh Government will not pay any expense incurred by any candidate for the purpose of or in connection with the procedure leading to the award of this contract.