



Network Rail

**Birmingham New
Street Station**

Gateway Project

**Prequalification
Questionnaire**

Lead Consultant

Status: Approved

Version: Final for Issue

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..... Date.....
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Lead Consultant Pre-Qualification Questionnaire

1.0 PURPOSE OF THIS DOCUMENT

Following a review of suitable organisations within the Link Up Supplier database, your company has been highlighted as having the potential capability and experience to fulfil the role of Lead consultant for the delivery of the Birmingham New Street Gateway Project.

Through this Pre-Qualification process, Network Rail wishes to establish whether you have the capacity to undertake this Project and if you wish to be considered for inclusion on the tender list.

Responses to this Pre-Qualification will be used as the first step in selecting suppliers to tender. Selected suppliers will be the only suppliers invited to participate further in the procurement of this Project.

The Works will be tendered on a competitive basis under the NR3 Conditions of Contract for the Purchase of Services.

It should be noted that funding for this scheme has not been confirmed and is currently under a review and approval process. The issue of this Pre-qualification Questionnaire and any subsequent Invitation to Tender in no way commits Network Rail to award any contract pursuant to the bid process nor does it constitute an offer to enter into a contract relationship. As such any costs associated with completing this Pre-qualification Questionnaire or subsequent Invitation to Tender will be entirely at your organisation's risk.

2.0 BACKGROUND TO THE PROJECT

Birmingham New Street station is one of the biggest and busiest rail stations in the UK, and the hub of the local and national rail networks. It is a sub surface station and was the first in the UK to include the development of its "air rights", a matter that has since become much more widely adopted and understood, particularly in connection with the need to utilise designs that ensure the optimum passenger experience. It serves as the largest interchange station outside of London with direct services to most of the country. However, many passengers using the station endure congestion and a poor travelling experience. All forecasts and trends show that the number of passengers is set to grow leading to the further exacerbation of the problems caused by the present station layout and design. There is clear evidence that, due to poor visual amenity, limited pedestrian access and unpleasant built form, the station drags down the city's image and attractiveness to investors and visitors.

Network Rail, Birmingham City Council, Centro and Advantage West Midlands (the Partners) are working in partnership to develop a proposal for the transformation of Birmingham New Street Station and its immediate environment. The proposed 'Gateway 1' Scheme goes beyond purely addressing the problems with the station, in favour of a comprehensive project to deliver national rail, regional transport and regeneration benefits within one integrated scheme. This integrated scheme aims to overcome the current problems and the future constraint on the development and economy of central Birmingham, the wider region and nationally. DfT Rail (and formerly the Strategic Rail Authority) has also provided active support to the Partners during the project development process.

The proposed scheme is designed to:

- overcome the current problems and the future constraints that result from the existing station design
- act as a catalyst for the continued regeneration of the "Southside" of Birmingham City Centre, the City of Birmingham as a whole and the wider West Midlands region
- provide a "worldclass" station that reflects Birmingham's status as the UK's second city and a premier European destination

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- provide the city and the region with a “gateway” on to the rail network of which it can be justly proud
- enhance the overall passenger experience by transforming the performance and appearance of the station, improving pedestrian routes and linkages to the city centre
- facilitate integration with other public transport modes
- bring forward the creation of an exciting opportunity for a major private sector commercial development to the southern aspect, all linked with significant new high quality public realm within and around the station environs

The Partners have selected the ‘Gateway’ scheme as the preferred option. It is the only option that achieves the combined objectives of the partners by creating a world class gateway to the region, acting as a catalyst for economic development within the City and wider West Midlands Region and addressing major transport issues.

The Gateway Scheme improves the performance of the station, transforms its external appearance, facilitates public transport interchange, improves pedestrian routes and linkages to the city centre, encouraging and accelerating the regeneration and re-development of the city and the region. The scheme represents high value for money and benefits are strong. The scheme also provides the opportunity to enable circa £200m of private sector commercial development, to the southern aspect and shopping centre. This is linked with significant new high quality public realm within the station environment to deliver an integrated development that will provide major impact and benefit to the city.

There is significant policy support for the transformation of Birmingham New Street station at the national, regional and local levels. Moreover, a wide spectrum of stakeholders including national and local politicians, key business leaders and the general public have strongly demonstrated their support for urgent action to address the acknowledged problems at the station and its immediate environment.

In addition to enhancing the image of the city, the transformation of the station will radically improve the visitor experience. As a major transport hub the station and its environment provide the first impression of the city and the wider region. Its importance for inward investment, which the region needs in order to grow its economic base, is widely acknowledged throughout the city and the wider region.

3.0 PROJECT SCHEDULE

Based on the project master programme produced as part of GRIP 4 the key milestones from the overall project programme are as follows:

TENDER EVENT SCHEDULE

- | | |
|--|---------------|
| • Pre-Qualification Questionnaire released | 13 April 2007 |
| • Pre-qualification Questionnaire returned | 27 April 2007 |
| • ITT released | 4 May 2007 |
| • ITT Return Date | 22 June 2007 |
| • Contract Award | 3 August 2007 |

OUTLINE PROJECT PROGRAMME

- | | |
|---|-------------------|
| • First decision on funding (HLOS for CP4) | July 2007 |
| • Final decision on funding (AWM) | October 2007 |
| • Commence Grip 5 Design | August 2007 |
| • Start of Enabling Works | March 2008 |
| • Complete Grip 5 Design (package approach) | June 2008 onwards |
| • Mobilise Main Works | December 2008 |
| • Completion of Phase 1: Western Elements | March 2011 |
| • Start Phase 2: Eastern Elements | March 2011 |
| • Completion of Phase 2: Eastern Elements | June 2013 |

4.0 RESPONSES COMPLETION INSTRUCTIONS

Please read this PQQ carefully before attempting to answer any questions. All parts of the Questionnaire must be completed and supporting information and evidence must be supplied where appropriate or requested. Failure to furnish the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that Interested Parties will not be invited to participate further.

Responses to this Pre-Qualification must be completed and returned as specified below.

Prospective suppliers should answer all questions as accurately and concisely as possible. Where a question is not relevant to the respondent's organisation, then this should be indicated as "Not Applicable", with an explanation.

Where a consortium, partnership or joint venture approach is proposed, all information requested should be given in respect of the company who shall act as the Lead Consultant. Relevant information should also be provided in respect of all other members or sub-contractors who will play a significant role in the delivery of the works under any ensuing contract. Network Rail recognises that the arrangements in relation to any consortium and sub-contracting may be subject to future change. Suppliers should respond with regard to how such arrangements are currently envisaged.

Where the proposed Lead Consultant is an ultimate parent or a holding company, information should be provided to the extent to which it will call upon the resources and expertise of its subsidiary companies.

Network Rail reserves the right to seek financial and market advice to validate the information requested at this stage.

Supporting information should be attached and presented in the same order as, and referenced to, the relevant question.

All questions must be answered in English.

Network Rail reserves the right to call off the competition or consider alternative procurement options.

Misrepresentation in providing information, failure to furnish the required information or not providing a satisfactory response to any question or supply the documentation referred to in responses within the specified timescale may mean exclusion from participating in the procurement process any further.

Any question relating to the procurement should be submitted by letter, fax or e-mail as instructed below. It should be noted that Network Rail will not enter into any detailed discussion regarding the procurement at this stage.

If Network Rail deems any question or request for clarification to be of material significance, both the query and the responses will be communicated, in a suitably anonymous form, to all suppliers who have been requested to respond.

All responses and / or communications received from the suppliers will be treated in the strictest confidence.

5.0 ADDRESS FOR RESPONSES & OTHER COMMUNICATIONS

Completed Pre-qualification Questionnaires must be submitted in the following format:-

Paper Format - 1 (One) Original and 3 (three) Copies

Electronic format - 1 CD-Rom version.

The Electronic format must contain an **identical** copy of the paper format enclosed.

Returned to :- Duncan Golding
Network Rail
5th Floor
Rail House
Store Street
Manchester
M60 7RT

Any questions or queries regarding the procurement process or content of the Pre-Qualification Questionnaire should be submitted via email to

duncan.golding@networkrail.co.uk

All responses must be received no later than noon on the 27th April 2007.

If Network Rail considers any question or request for clarification to be of material significance, both the query and the response will be communicated

Interested Parties are asked to provide a single point of contact in their organisation for their response to the PQQ. Network Rail shall not be responsible for contacting the Interested Party through any route other than the nominated contact supplied. The Interested Party must therefore undertake to notify any changes relating to the single point of contact promptly to Duncan Golding (duncan.golding@networkrail.co.uk).

6.0 PROJECT OVERVIEW

The 'new' station is designed to be capable of accommodating forecast passenger flow origins and destinations, enabling north-south and east-west movement across the site, and to reinstate connectivity to all adjacent areas of the city centre. In addition, the design enables efficient inter-modal interchange for the planned city tram, taxis, short-stay car park and bus services. The layout of the short stay car park, taxi drop-off and taxi pick-up are separated in the proposed design, removing confusion as to where to take, leave or wait for different modes of transport.

At Platform Level the platforms are cleared of non-essential accommodation as well as the existing fire lobbies to existing and future stairs and escalators, maximising platform space for passenger circulation and thereby increasing the capacity of the platforms to meet peak demand. Additional lifts, escalators and stairs are added to connect the two paid concourse areas to the platforms. This improves both passenger movements including mobility impaired access and train/platform operational flexibility.

The overall environment of the platforms is improved with refurbished platform finishes, raised suspended ceilings and furniture as well as improved artificial light. The distribution of natural light to the platforms is improved through the use of glass surrounds on three sides to all escalators and stairs. Views across the platform are opened up and lit sympathetically to generate a feeling of openness and security.

From the platforms passengers are transported to concourse level by lifts, escalators or stairs, arriving in one of two 'paid' concourses of generous proportions. From these arriving passengers can pass quickly and easily to the city centre via both north and south concourse entrances and via the escalators and lifts to the Pallasades shopping centre on the Lower Retail Level.

Urban connectivity is improved with enhanced public routes through the building north-south at concourse level and extended and improved public squares to the south and east of the station. The new southern square makes passive provision for the development of two thirty storey mixed use towers and opens up the southern city area and links to the Chinese and Market Quarter via pedestrian access to Station Street and Hill Street/Hurst Street and beyond. Connection to the planned tram station on Stephenson Street and to the city to the north via Lower Temple Street is complemented by street level access from the north east via a new walkway south of the Odeon building. New footpaths are also proposed to the eastern and western sides of the building increasing the opportunity for external connection around the station. The Odeon ramp provides a passenger link to Moor Street Station and the bus service along Smallbrook Queensway.

The Concourse Level improvements have been made by removing the lower levels of the NCP car park and extending the concourse to the west into this area. The concourse improvements include an extended public concourse onto which faces the new ticket office, Virgin First Class lounge and retail outlets. Access to the paid concourse (departure lounges) is via Automated Ticket Barriers (ATB). A large part of the public concourse is lit by natural daylight via the new atrium penetration through the Pallasades Lower Retail Level. This atrium also extends over part of the eastern paid concourse. The external façade to the Concourse Level is glazed along the south and west sides to provide additional light and views beyond the concourse. The façade along the north and east sides is set on the outside face of rail and station operation offices respectively.

Floor, wall and ceiling finishes are to a high standard commensurate with other recent station redevelopments in Manchester and London, use of natural light has been supplemented by artificial lighting. Customer Information Systems (CIS) have been located to appropriate positions within the concourse and platform areas.

The existing pedestrian link between the Pallasades and the Bullring is retained and a new north-west entrance created to improve access to the Pallasades at this point. Access to the Pallasades from concourse level is also provided vertically to the south of the public concourse.

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Remodeling of the retail units and mall areas has been kept to a minimum so as to reduce the disruption to trading; however the JJB sports store and the units below it, will be removed to form the main atrium void to concourse. In addition retail units are removed to the north west to facilitate connection through the site at Lower Retail Level. Further units are removed to the south, adjacent to Argos, to provide access to concourse level. This also opens up the southern façade providing additional light to the retail mall.

Some works are required in the remaining retail units at limited locations, to allow for improved platform extraction and additional service lifts between concourse and the Upper Retail Level. The existing roof lights over some of the malls are remodelled to increase light penetration and to provide similar appearance to the main atrium roof structure. By visually connecting the concourse and retail levels through the atrium, passengers can wait on the retail level and still be aware of real-time departure information via the CIS. The Upper Retail level and service deck is largely unchanged apart from the removal of the JJB sports outlet, the relocation of some plant, the formation of the new atrium and remodeling of existing mall sky lights. The upper levels of the NCP car park remain and are re-clad using a stainless steel mesh in sympathy with the new building façade.

The facade to the existing building is left in place and new supports for an offset façade, connected to the existing structure through the window strips at lower and upper retail levels. This approach minimizes the disruption to the retail units during construction and allows the existing emergency escape route to the outside of the lower retail level to be maintained. The new façade is a semi opaque glass system that can be backlit to provide an appealing visual statement at night. The external façade is maintained via a mobile gantry which runs around the outer face and is supported from the 6m horizontal line that defines the top of the façade. The incorporation of the offset façade allows the profile of the building envelope to be curved adding to its aesthetic appeal. The eastern façade outside of the main station void is extended well beyond the existing building line, creating a new retail/entertainment offering which will add life to the eastern public square. This also assists in compensating for the loss of retail area to the Pallasades due to the formation of the atrium void.

The existing vehicle access ramp to the upper retail level is removed and relocated to allow for the formation of the short-stay car-park. A new ramp is constructed between the old ramp and the Navigation Street Footbridge. This ramp is constructed before the removal of the existing ramp so as to maintain access to retail storage and the NCP car-park

7.0 OUTLINE OF PROCUREMENT STRATEGY

In consideration of the objectives of the Gateway Project, and giving due cognisance to a range of procurement drivers Network Rail has determined that the optimum procurement strategy is one based on adopting the 'principles of PRIME Contracting' which will;

- Provide single point accountability (The Lead Consultant) for the detailed design controlled directly by NR,
- Provides resources to manage design and construction activities in a way that fully recognises and seeks to capitalise on that expertise which already exists within Network Rail and then compliments these areas with external resources, provided by a 'strategic delivery partner'.
- Utilises Network Rail's purchasing power in a manner that will allow both Gateway and other parallel projects (i.e. Kings Cross) to further integrate their purchasing needs so as to lever in added value.
- Procures and places responsibility for construction works with those specialist organisations that will employ the resources needed to undertake the works.

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It is intended that an Integrated Project Team (IPT) be established where the interests of all parties are declared and aligned. The concept proposed for the Gateway core IPT is one that seeks to utilise the services of a major external construction organisation to provide management resources that will compliment and where necessary supplement those available from within NR so as to form a seamless IPT.

The construction aspects of the project will be assembled in to specialist work packages with each package being procured at the time best suited to securing maximum specialist contractor input in to the overall delivery process. This will generally mean that each package is procured based on GRIP 5 level design information. Subject to the nature of the package the final production design may well be completed by the specialist package contractor under the direct management of NR. This is seen as the optimum way that both time and resources can be used to the benefit of the project

8.0 SCOPE OF COMMISSION

The Lead Consultant will be required to adopt the GRIP 4 design (where necessary including the required validation by the Lead Consultant) as if its own.

General

The Lead Consultant shall throughout the project stages:

- a) Report directly to the Network Rail Head of Design (HoD) for all issues and no other party within Network Rail unless agreed by the HoD
- b) Agree to follow direct instructions given by the HoD via the change control procedure.
- c) Be responsible for providing all necessary design disciplines and other resources necessary to deliver this commission. These will include, but not be restricted to;
 - Production Architect
 - Retail Architect
 - Structural Engineer
 - Civil Engineer (Incl Below Ground Drainage)
 - Mechanical Engineer (Incl Public Health and Above Ground Drainage)
 - Electrical Engineer (Incl Data, Security, CCTV and Telecoms)
 - Acoustic Design
 - Vertical Access & Transport Systems
 - Hard Landscaping
 - Soft Landscaping
 - Traffic & Highways Engineering
 - Lighting Design
 - Environmental Design
 - Interior Design
 - Surveys
- d) As necessary working and liaising with the Health & Safety CDM Co-ordinator.
- e) Be totally responsible for the co ordination of all the design consultants appointed directly by the Lead Consultant.
- f) Identify and undertake from its own resources (these may be subcontractors or sub-consultants to the Lead Consultant) all areas of intrusive surveys that will be necessary to deliver the project from detailed design to completion.
- g) Co-ordinate and be responsible for the design team in the preparation of the outputs from the design development stage of the project.
- h) In conjunction with Network Rail HoD, co-ordinate the output of the design team including those not directly appointed by the Lead Consultant, to complete all aspects of the report's documentation at the end of each G.R.I.P. stage.
- i) Act in accordance with Network Rail policy of achieving the best possible value for money (including Life Cycle Cost implications) taking into account the time, cost and quality requirements stated in the Project Management Plan. This will include but not be limited to the preparation of design options for review in conjunction with the design Consultants.
- j) Co-ordinate their work to ensure the programme for the design works fits within the overall programme.
- k) Provide to Network rail and then regularly update a Project Management Plan for the commission and then undertake the commission in such a manner so as not to depart from the scope of the project as set out in the Project Management Plan.

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- l) Ensure that the requirements of statutory and non-statutory authorities, advisory and regulatory bodies are addressed.
- m) In conjunction with the Network Rail HoD be responsible for the production, collation, co ordination and dissemination of information collected and produced.
- n) Prepare periodic (4 weekly) progress reports to confirm progress and any additional measures required to maintain targets.
- o) Prepare and maintain an organisational chart identifying the personnel involved from each respective consultant organisation for the design team.
- p) Prepare and maintain a meetings schedule for all design related meetings and update periodically.
- q) Identify and agree with the Network Rail HoD the measures to be taken to establish the quality control for the project during the design development stage.
- r) Adopt, refine, implement and maintain an 'Internet based portal or similar' document management service for access by all project consultants and stakeholders.
- s) Lead, Manage and / or Participate in workshops and other exercises including the co-ordination and preparation of all reports in the following areas:-
 - Risk Management
 - Value Management
 - Value Engineering

SCOPE OF WORKS

Throughout the project stages the Lead Consultant and the design team shall:

- a) Review the GRIP 4 documents, including GRIP 4 Executive Summary Vol 1, GRIP 4 Design Document Vol 2, GRIP Technical Appendices Vol 3 and other studies or submission work carried out previously including the Outline Planning application Vol 4

The Lead Consultant will be responsible for advising Network Rail of any further works that may be required by the Lead Consultant to allow adoption of the GRIP Stage 4 outputs as if his own.
- b) Co-ordinate, act as chair and prepare accurate records of all meetings as necessary to progress the design with the Project Team. Review meetings will be held with the HoD to confirm progress against the design programme. Outstanding information required to inform the on-going design activity will be co-ordinated and recorded by the Lead Consultant. Identify and co ordinate, via the Project Team, all investigations and surveys needed to ensure satisfactory design and development. Prepare a detailed schedule for the completion of the investigations with the HoD/ Project Planner.
- c) Take cognisance of the advice given by the Pedestrian Analyst/Fire Engineering Consultant on specific deliverables for the design team, against the specific project requirements for the design development.
- d) Consult the Concept Designer on all major design issues.
- e) Lead the design team in co-ordinating the design and development proposals in response to passenger flow requirements providing drawn 2D and 3D information to communicate the final design.
- f) Lead the design team in determining the design and development proposals in response to passenger flow requirements providing drawn 2D information to

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communicate temporary works and phasing in conjunction with the Project Planner and Network Rail Head of Construction.

- g) Attend and contribute to the following workshops including the preparation of all material as necessary:
- Risk Management
 - Value Management
 - Value Engineering
- h) Attend and contribute to specific project review meetings and presentations to Network Rail and 3rd party stakeholder Clients as required. In conjunction with the HoD, prepare all material as necessary to inform these meetings
- i) Work alongside the Commercial Evaluation Consultant to achieve the best design solution for specific deliverables in respect of shopping centre design / storage / accessibility / legibility within the commercial solution for the project.
- j) Work alongside the Cost Consultant to provide a design which gives value for money (including consideration of whole life costs) and meets the financial targets of the project.
- k) Prepare a design response to the conditions imposed on the granting of the reserved matters identified in the outline planning application
- l) In conjunction with the Concept Designer, develop an architectural design to create a landmark world-class design as part of the Lead Consultant's report for the implementation of the project.
- m) Develop a structural engineering design as part of the Lead Consultant's report for the implementation of the project including an assessment of the archaeological data for the site with respect to any new foundations.
- n) Develop a mechanical engineering design with a clear understanding of the complexities of a large volume smoke and fume extraction design within a multi-layered station and shopping centre environment.
- o) Develop an electrical engineering design to accommodate both the complex requirements of the operational station elements and the sympathetic architectural approach to artificial lighting and servicing requirements.
- p) Develop an access and maintenance plan for a complex multi-purpose building with the operational constraints imposed by the operational railway environment.
- q) Develop a traffic and transportation plan which meets the requirements of the conditions imposed through the approval of the planning application. Prepare a design that will satisfy the requirements of this plan with Network Rail and the Partners.
- r) Develop an environmental management plan which meets the requirements of the conditions imposed through the approval of the Outline Planning Application (OPA).
- s) Lead the design team on the production of design material to achieve all necessary approvals with respect to achieving approval of all reserve matters in the OPA
- t) Develop the design with the project team, to assist in the potential reduction in compensation issues.
- u) Develop the design with the project team, Network Rail and other external consultants to limit the disruption to the operational railway in respect of track possession
- v) The Lead Consultant shall not under any circumstances action a change; the consequences of which would fall outside the scope of the Project Management

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Plan. The incidence of such a change will require an amendment to or termination of the Lead Consultant's contract.

- w) Actively participate in the identification of specialist work packages including the preparation of Scope of Works and more particularly assisting the Network Rail HoD to establish and then clearly set out the design obligations and interfaces for each specialist work package.
- x) The extent of production of information (to be delivered by the Lead Consultant) relative to the work packages may, by agreement, be reduced.

9.0 EVALUATION

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

Selection criteria will be a combination of factors such as experience in delivering similar works, capability and capacity and shall include:

- Supplier Acceptability – status of the suppliers for eligibility to tender for and be awarded a contract.
- Experience – the suppliers must be able to demonstrate a track record of successfully delivering works similar to those listed above.
- Contractual & Commercial – Willingness to accept Network Rail's terms and conditions, and other contractual requirements. Track record of completing projects on time and cost.
- Supplier Capacity and Capability – assessment of supplier's core competences, including organisation, design capabilities (if applicable), project management, quality, health, safety and environment management and the availability of resources for successful completion of projects.
- Added Value and Innovation

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10.0 TENDERING ORGANISATION

10.1 If you are invited to tender:

Do you intend to tender as a 'main contractor' for the purposes of Lead Consultant (with or without any subcontractors)?

or;

Do you intend to tender as a member of a tendering "entity" such as a joint venture, partnership, consortium, etc.? If yes provide further information.

10.2 If a member of tendering "entity", please indicate whether you will be the 'main contractor' / leader of the "entity"?

Please note that Network Rail shall only enter into a contract with a single legal entity.

10.3 If applicable, please provide an organisation chart and describe the nature of any joint venture, partnership, consortium and any other association that you would propose for this project, including proposed areas of responsibilities.

10.4 State the approximate number of employees in your Company engaged in the specific type of work for which you are applying. The figures are to be related only to the area of the company who will carry out the projects. The figures are to be broken down by specific discipline and include core skills, competencies and relevant professional qualifications.

10.5 Provide location and details of the office that you would propose managing and delivering works from including details of staff numbers located at the proposed office, proposals for co-location, design disciplines delivered, facilities available etc.

10.6 Provide details of other offices from which you would propose providing additional resources and support services. Please include details of staff numbers, skill and discipline base, facilities available etc.

11.0 COMMERCIAL AND CONTRACTUAL

11.1 The terms & conditions will be NR3 Network Rail Conditions of Contract for the Purchase of Services. The terms and conditions are expected to be substantially as those contained within Appendix A (these may be subject to amendment to satisfy any specific funder and other partner's reasonable requirements). Please identify any proposed qualifications and/or amendments to the standard NR3 terms and conditions

A schedule of qualifications should be provided stating the relevant clauses within the NR3 terms and conditions to which they relate. .

11.2 Please provide details of your organisations insurance protection in respect of

- a) Public Liability Insurance
- b) Professional Indemnity Insurance

You should provide details of the level of insurance cover provided, terms and conditions, limits per claim, applicable excess, name of insurer and date of expiry of policies.

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- 11.3 If you have a parent company, Network Rail will require a Parent Company Guarantee substantially in the form contained in Appendix B (subject to amendment to satisfy any specific funder and other partner's reasonable requirements) from the ultimate parent or holding company. Please confirm your acceptance of this requirement and state the company/organisation which would issue it.
- 11.4 In the event that the contract entity intends to 'subcontract' any elements of the commission please provide confirmation that suitable collateral warranties will be made available by each subcontractor to Network Rail.

12.0 FINANCIAL AND ECONOMIC CAPACITY

Please confirm that the following information has been enclosed with the completed questionnaire

- 12.1 A copy of the most recent audited accounts for your organisation that cover the last three years of trading or for the period that is available if trading for less than three years.
- 12.2 A statement of the organisation's turnover, Profit & Loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet, where this information is not available in an audited form
- 12.3 Where (12.2) cannot be provided, a statement of the organisation's cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position.
- 12.4 If the organisation is a subsidiary of a group, (12.1) to (12.2) are required for both the subsidiary and the ultimate parent. Where a consortium or association is proposed, the information is requested for each member company.
- 12.5 In addition please also provide a separate statement of the organisation's turnover that relates directly to the supply of this service for the past two years, or for the period the organisation has been trading (if less than two years).
- 12.6 Please identify the value of secured contracts that are currently on your organisations accounts including a revenue forecast over the next 5 years.
- 12.7 Please advise on the potential value of outstanding tendered opportunities that you currently have under consideration including details of your tendering success percentage (i.e. number of contracts awarded vs number of tenders submitted).
- 12.8 Please provide a copy of a Dunn & Brad St Report (not more than 3 months old) confirming the financial standing of the proposed contracting organisation.

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13.0 EXPERIENCE, CAPABILITY AND CAPACITY

13.1 Network Rail believes that cultural alignment and the sharing of organisational Values is key to the success of a project of this nature. Please provide an overview of the following, including the provision of evidence of how the organisation has met these values for each:-

- a) Vision
- b) Culture
- c) Innovation
- d) Values

Particular reference should then be made to how your organisation's approach and policies to the above will directly benefit Network Rail and other members of the proposed delivery team.

13.2 Provide details of 3 major multi-disciplinary contracts (for each of the categories below) that your organisation has been awarded for the provision of services similar to those required by this project.

- a) City Centre Redevelopment
- b) Retail
- c) Rail Station
- d) Regeneration

The information to be provided for each contract must include:-

- Customer name and address (postal and email)
- Contact name and telephone number (references will not be obtained without prior permission)
- Start and duration of Contract
- Contract reference number and a brief description of service undertaken
- Names of subcontractors and / or consortia members and their role.
- Added value or tangible benefits generated by your organisation.
- Lessons Learnt

13.3 Please provide details of how your organisations approach and policies relating to 13.1 have directly provided benefits and added value to the delivery of the projects outlined in 13.2 above. You are to provide details of demonstrable measurable financial and non financial benefits.

13.4 In the context of your available capacity to deliver this project, please provide details of your resource availability for the planned duration of the works (as outlined in Section 3) allowing for current and planned workload, considering forward orders and all open tenders (pending and in preparation). If you wish you need only indicate nature of the works without naming the clients. You should provide the following:-

- Design discipline within Organisation or department
- Number of Staff within discipline
- Current Utilisation rate for discipline (i.e. if currently delivering 3 days per week then this equated to 60% utilisation)
- Current Projected Utilisation for disciplines

13.5 Please confirm your support and willingness to maximise the use of local resources throughout the delivery of the Project.

13.6 Please detail any experience your organisation has of maximising local employment opportunities and state how this Project could benefit.

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- 13.7 What type of project management structure would you employ for a project of this type or size? Please provide an organogram indicating resource requirements and other supporting information.
- 13.8 State the key activities of the project that you would propose to subcontract. Please provide names of proposed or possible subcontractors local to the works and evidence of their relevant experience in carrying out such work.

14.0 HEALTH & SAFETY / QUALITY / ENVIRONMENT

- 14.1 Please confirm you have a current full Contractors Assurance Case and advise the date it is due for renewal.
- 14.2 Please forward any key statistical evidence you can supply to demonstrate safety performance.
- 14.3 In the last 5 years have you (or any Contractors on Projects in which your company has been involved) been prosecuted successfully or had any prohibition or improvement notices served under Health, Safety and Environment legislation in the UK or any European country under similar legislation? If yes please provide details and confirm how your organisation was involved and affected.
- 14.4 Please provide detailed examples of any contracts / initiatives where your organisation's direct input has resulted in tangible HSQE benefits.
- 14.5 Please confirm that your organisation's Quality Assurance Management System is accredited to ISO9001:2000.
- 14.6 Please provide copies of any external audits undertaken of your QMS in the last 12 months. In particular identify any non-conformances and their associated corrective actions.
- 14.7 Please advise if your organisation's environmental management system is certified to EMAS/ISO14001.
- 14.8 Please provide copies of ISO Registration Certificates and supporting appendices for ISO9001:2000 and EMAS/IAS14001.

15.0 DISPUTES

- 15.1 In the last 3 years, has your organisation failed to complete a contract on time or at all, or where there have been claims for damages, or where damages have been deducted or recovered from your organisation or the Main Contractor responsible for the construction works?

If Yes, please provide the following details relating to the claim:-

- Customer name and address (postal & e-mail)
- Contract reference and brief description of services provided
- Date of claim/ contract termination
- Reason for claim

- 15.2 Has your Company had a contract terminated or your employment determined under the terms of a contract within the last 5 years?

If Yes, please provide the following details relating to the claim:-

- Customer name and address (postal & e-mail)
- Contract reference and brief description of services provided
- Date of claim/ contract termination
- Reason for claim

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- 15.3 Has your Organisation had any claims made or potential claims notified (but not subsequently progressed) to your insurers against your Professional Indemnity Insurance policies within the last 5 years. If yes please provide details including nature, indicative value of claim (or possible claim), details of settlement etc.
- 15.4 Has your Company not had a contract renewed for failure to perform to the terms of a previous contract within the last 5 years? If Yes, please provide details.
- 15.5 Has your organisation been involved in any court action and/ or significant employment tribunal over the last 3 years? If Yes, please provide details.
- 15.6 Are there any court actions and/ or significant employment tribunal hearings outstanding or pending against your organisation? If Yes, please provide details.

16.0 CONTACT DETAILS

16.1 Your contact details for:

Clarifications purposes (include a name and title, full postal address, telephone and mobile numbers, email address and a fax number)

Tendering purposes (include a name and title, full postal address, telephone and mobile numbers, email address and a fax number)

Company website where other/general information can be obtained.

17.0 QUESTIONNAIRE COMPLETED BY

Name:	
Signature:	
Position:	
Date:	
Telephone Number:	
Email Address:	

Appendix A: NR 3 Terms and Conditions

Appendix B: Parent Company Guarantee

Appendix C: Project Presentation