

<b>Project Title:</b>	<b>Athlone Castle Visitor Centre Regeneration</b>	<b>QW1</b>
-----------------------	---	------------

**Type of Contract / Lot No:** \_\_\_\_\_

**CAPITAL WORKS MANAGEMENT FRAMEWORK QUESTIONNAIRE**

**SUITABILITY ASSESSMENT FOR WORKS CONTRACTOR**

**RESTRICTED PROCEDURE [BASED ON EC DIRECTIVES]**

**Introduction**

This questionnaire is issued in advance of a tender competition run by restricted procedure. Its purpose is to obtain information from applicants for a suitability assessment. The tender competition is for the award of the position of works contractor and other services for the project described in this document.

The term applicant is used for an Individual (Sole) Trader, a Legal Partnership, a Consortium or any other type of Joint Venture that constitutes an acceptable entity for the purpose of this project.

**Note:** If any individual or group of individuals is included in more than one application for the same contract a statement should be provided to the effect that the applicant is aware of this multiple participation and that it has been brought to the attention of all other consortia of which that individual or group is a member.

The document is in three main parts:

- Section 1 gives details of the project and the requirements. The Contracting Authority completes it prior to issuing the questionnaire.
- Section 2 is used to collect basic information about the applicant. If the Contracting Authority requires details in addition to the standard details, the Contracting Authority must specify these requirements prior to the issuing the questionnaire. The applicant must then use the form to provide the required details.
- Section 3 details the criteria that will be used to evaluate the applications. Prior to issuing questionnaire, the Contracting Authority specifies the criteria that will be used; the applicant must then use the form to provide the required details, and to confirm that other required information is appended or will be submitted on request as indicated.

**Time and date for return of Questionnaire:**

Latest Time and Date:	<b>26<sup>th</sup> April, 2010</b>	
-----------------------	------------------------------------	--

**Return Name and Address:**

Contact name:	John Walsh		
Address:	Civic Centre, Church Street, Athlone, Co. Westmeath		
e-mail:	jwalsh@athloneudc.ie		
Telephone:	090-6442100	Fax:	090-6479020

*Completed Expressions of Interest should be submitted directly to the Contact name and return address identified below in a sealed envelope marked as follows:*

Suitability Questionnaire for Main Contractor for:	
Latest Time and Date for return of questionnaire:	<b>26<sup>th</sup> April, 2010</b>

*It is the Applicant's responsibility to ensure that the tender submission is received at the above address only. Any submissions not received at the above address may be excluded from the competition.*

*All applicants(s) will be advised by email through e-Tenders website of any significant issues raised by any applicant. Copies of all such questions received and answers given will be sent to all participants. It is the*

*responsibility of all applicant(s) to check their e-mail on a daily basis. The latest date and time for Questions/Queries is as stated in the Contract Notice.*

## **SECTION 1: PROJECT PARTICULARS**

### **1.1 Project Information**

Project Title:	Athlone Castle Visitor Centre Regeneration		
Approximate Size and Description	The Project requires the demolition of a number of modern structures within the Courtyard, the construction of new buildings and a number of interventions to the primary structure and the surfacing/paving of the ramp and courtyard.  It will also include the fit out of the various buildings and the provision of AV hardware and software, graphic productions, mounts and manual interactives to create a modern audio visual interpretative Visitor Centre.		
Main CPV Code:	As Contract Notice/etenders advertisement		
Form of Contract:	Public Works Contract for Minor Building and Engineering Works designed by the Employer		
Anticipated Start of Works Date:	July 2010		
Contract Period (months):	5 months		
Bill of Quantities:	No		
Number to be Short-listed:	8no. (eight) Main Building Contractor & 6no. (six) others (Lots 2, 7 & 8)		

### **1.2 Contracting Authority Information**

Contracting Authority Name:	Athlone Town Council		
Contracting Authority Address:	Civic Centre, Church Street, Athlone, Co. Westmeath		
Contact Name:	John Walsh		
Contact Address	Civic Centre, Church Street, Athlone, Co. Westmeath		
e-mail:	<a href="mailto:jwalsh@athloneudc.ie">jwalsh@athloneudc.ie</a>		
Telephone:	090-6442100	Fax:	090-6479020

### **1.3 Contractor's Role**

The successful applicant will be appointed **Works Contractor and Project Supervisor for the Construction Stage (PSCS)** on the project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations.

### **1.4 Project Category**

Project categorisation for assessment of Works Contractor and PSCS	Type 2; Projects that have a value of >€500,000 and <€5,000,000
--	---

### **1.5 Health and Safety**

The successful contractor will be required to comply with the Safety, Health and Welfare at Work Act 2005 and any subsequent Safety, Health and Welfare legislation including the requirement to have a Safety Statement. The successful contractor will also be required to comply with the Safety, Health and Welfare at Work (Construction) Regulations 2006, particularly in relation to the appointment (as applicable) of the Works Contractor, Health and Safety Coordinator, Designer, Project Supervisor for the Construction Stage (PSCS), and the Project Supervisor for the Design Process (PSDP).

Areas of work involving Particular Risks known to Contracting Authority at issue of questionnaire:
<ul style="list-style-type: none"> <li>• Works in proximity to busy existing road and bridge over River Shannon</li> <li>• Works to existing buildings including working at height</li> <li>• Demolition of structures</li> <li>• Works on protected structures</li> <li>• Sharing site with other Contractors</li> </ul>

### **1.6 Specialists proposed by Applicant. - Not Applicable.**

**1.7 Specialists selected by Contracting Authority**

The Contracting Authority will conduct a separate competition for specialists and select on the basis of suitability assessment a panel of firms for each of the specialists listed in the Contract Notice. If no specialists are listed, then all Specialists/ Sub-contractors are domestic. **[Details of Applicants' specialists are therefore not required and must not be submitted.]**

**1.8 Specialists novated by Contracting Authority. - Not Applicable.**

**1.9 Contractors and Other Participants**

Contractors and other participants means those contractors and participants who are not sub-contractors to the main works contractor but will be working on site with the main contractor on the project. Expressions of Interest or tender competitions have been or are being conducted separately for Contractors and/or other participants in this project as identified in Contract Notice/tenders ad under Additional Information

## **SECTION 2: APPLICANT DETAILS**

The applicant must complete this section. Where an applicant is a Consortium or Joint Venture, the main applicant's questionnaire (complete with all common information) should be copied and filled out for each active member of that Consortium or Joint Venture. The questionnaires should then be submitted as a single application. Refer also to Section 1.7.

### **2.1 Main/Lead Applicant**

Name of Applicant:			
Address of Registered Head Office:			
Address(es) of Other Relevant Office(s):			
Date Business Commenced Trading:			
Company Telephone:		Company Fax:	
Company Email Address:			

**Fill in this box if the company is a subsidiary.**

Name and address of parent firm and interest parent has in applicant firm (for example, wholly owned by single parent company):	
---	--

**Fill in this box if there are other companies in a group that will be involved in the contract.**

Name and address of other companies in the group involved in this contract:	
---	--

### **2.2 Applicant's Authorised Representative**

Name of Authorised Representative:			
Representative's Address:			
Representative's Telephone:		Fax:	
Representative's Email Address:			

### **2.3 Nature of Applicant**

Nature of Applicant :	
-----------------------	--

Complete the relevant box below.

<b>Limited Company (Public or Private)</b>	Following boxes to be filled in only by Limited Company (Public or Private).
Company Registration Number:	
Year established:	
Number of years actively trading under present name:	
Changes to group structures or mergers over the past 5 years:	

<b>Consortium or a Joint Venture company</b>	Following boxes to be filled in only by lead of a Legal Partnership, a Consortium or Joint Venture.
Names of all members in Consortium or Joint Venture company:	1.
	2.
	3.

**Athlone Town Council**

**Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8**

---

Was Consortium/Joint Venture company (Delete as appropriate) formed for this project?	Yes/No
If you answered 'No' above, state number of years actively trading under present name:	
Method of financing Consortium or JV:	

**2.4 Additional Applicant Company Details **Not Applicable****

## SECTION 3: ASSESSMENT CRITERIA

The criteria that will be used in evaluating submissions are set out in this section.

- Some of these are simple Pass/Fail criteria – these are requirements that must be met in full, and, if passed, have no further role in calculating the applicant's overall score. If failed, the applicant is eliminated from the competition.
- Others have minimum Pass/Fail requirements, beyond which they are qualitatively evaluated; each such criterion has a weighting of marks that is used to calculate the applicant's overall score, as indicated below.

All Health and Safety criteria are simple Pass/Fail criteria only; reference sub-sections 3.4.1, and 3.4.2.

### **Applications by Consortium or Joint Venture:**

Where an applicant is a Consortium or Joint Venture, the questionnaire is filled out for each member of that Consortium or Joint Venture and all the completed questionnaires are submitted as a single application. These questionnaires are then evaluated and marked as a single application. All submissions are taken into account and evaluated initially on a pass/fail basis as if the information was submitted in one single questionnaire. Those applicants that pass the initial evaluation stage will have their questionnaires qualitatively assessed, marked as a single application and may be successful in being short-listed.

### **Applications with Specialists Works:**

Refer to Section 1.6.

### **Completing Section 3 Assessment Criteria:**

The applicant must complete this section by attaching the required information in appendices numbered according to the criteria here and then ticking the relevant box to confirm the attachment.

- For each criterion marked as **Response: REQUIRED**, applicants must provide the information specified in the corresponding section of the form no later than the date set for the return of the form, and, where appropriate, confirm that it is included with the application in the box provided. Failure to do so could invalidate the submission.
- For criteria marked as **Response: SUBMIT ON REQUEST**, applicants should provide the information if requested (that is if the Contracting Authority does not already have such up-to-date material on file) before the commencement of the evaluation exercise as notified by the Contracting Authority.
- For criteria marked as **Response: NOT REQUIRED**, applicants should not provide the information.

If an applicant is submitting multiple forms that require common information for any one project, it may be possible to submit such information just once, if clearance (in writing, for example, letter or email) to do so is obtained in advance from the Contracting Authority.

After the closing date, applicants may be asked to clarify aspects of evidence supplied, by written submission, by interview or by both, for any of the suitability assessment criteria specified as **Required** or **Submit on Request**. If such clarification is requested, any additional material supplied must be strictly to supplement material already provided in the original submission.

### **Health and Safety Supplements**

The successful applicant will be appointed **Works Contractor** and Project Supervisor for the Construction Stage (**PSCS**) on the project. The applicant should check that the Health and Safety criteria in Section 3 have been completed according to the type of Health and Safety competency required at 1.4.

# Athlone Town Council

## Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8

### Contracting Authority's Marking Scheme and Applicant's Summary

Please use the table below to ensure your submission is complete; for each criterion being used you should write Y (for yes) in the box under Response to indicate that you have followed the relevant instructions in this questionnaire and provided the required information.

No. <sup>1[1]</sup>	Requirement/Criterion	Weighting/Marks	Response
2	APPLICANT'S DETAILS	Pass/Fail	
3.1	APPLICANT'S PERSONAL SITUATION	Pass/Fail	
3.3	FINANCIAL & ECONOMIC STANDING		
3.3a	Evidence of Turnover	Pass/Fail	
3.3b	Balance Sheet or Extracts from a Balance Sheet	Pass/Fail	
3.3c	Bankers Letter	Pass/Fail	
3.3f	Public Liability Insurance	Pass/Fail	
3.3g	Employer Liability Insurance	Pass/Fail	
3.3h	Performance Bond	Pass/Fail	
3.4	TECHNICAL CAPABILITY (Contractor)		
3.4a	Educational and Professional Qualifications (Managerial)	100	
3.4b	Educational and Professional Qualifications (Personnel)	300	
3.4c	Projects of a Similar Nature over the Past 3 Years	400	
3.4d	Measures for Ensuring Quality	200	
3.4e	Average Annual Manpower over the Past 3 Years	Pass/Fail	

### Contractor Supplement

The following supplement to the main table must **always** be filled in by the Contractor

No.	Requirement/Criterion	Weighting/Marks	Response
3.4.1	TECHNICAL CAPABILITY (Health and Safety competence of Contractor)		
3.4.1a	Educational and Professional Qualifications (Managerial)	Pass/Fail	
3.4.1b	Educational and Professional Qualifications (Personnel)	Pass/Fail	
3.4.1c	Projects of a Similar Nature over the Past 3 Years	Pass/Fail	
3.4.1d	Measures for Ensuring Quality	Pass/Fail	
3.4.1e	Average Annual Manpower over the Past 3 Years	Pass/Fail	
3.4.1f	Technical Equipment Available to Carry out the Contract	Pass/Fail	
3.4.1g	Technicians or Technical Bodies Available	Pass/Fail	

### PSCS Supplement

The following supplement must **always** be filled in by the Contractor.<sup>2[1]</sup>

No.	Requirement/Criterion	Weighting/Marks	Response
3.4.2	TECHNICAL CAPABILITY (Health and Safety competence as PSCS)		
3.4.2b	Educational and Professional Qualifications (Personnel)	Pass/Fail	
3.4.2c	Projects of a Similar Nature over the Past 3 Years	Pass/Fail	
3.4.2d	Measures for Ensuring Quality	Pass/Fail	
3.4.2e	Average Annual Manpower over the Past 3 Years	Pass/Fail	
3.4.2f	Technical Equipment Available to Carry out the Contract	Pass/Fail	
3.4.2g	Technicians or Technical Bodies Available	Pass/Fail	

<sup>1[1]</sup> The number references relate to Section numbers in the document.

<sup>2[1]</sup> On Council funded projects the Contractor will also be the PSCS.

**Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8**

---

Note: Whilst the criteria below are taken from Directive 2004/18/EC and SI Number 329 of 2006 they can equally be applied to works contractor procurements below EU thresholds

**3.1 EVIDENCE OF APPLICANT’S PERSONAL SITUATION**

<b>RESPONSE: REQUIRED</b>	<b>PASS / FAIL ONLY</b>
---------------------------	-------------------------

If any one of the grounds specified in Article 54 of Directive 2004/17/EC (and Regulation 56 of S1 No 50 of 2007) or Articles 45 and 51 of Directive 2004/18/EC (and Regulation 53 of SI No 329 of 2006) apply to the applicant or any member of the applicant Consortium or Joint Venture or their parent companies, the applicant will be excluded from this competition<sup>3[2]</sup> (subject to footnote). To confirm that none of these grounds apply, the DECLARATION FORM supplied with this questionnaire (see Appendix A) must be included with the submission<sup>4[3]</sup> signed and witnessed within the past 12 months.

As part of the submission, the applicant is required to produce a current tax clearance certificate or C2 certificate; or a statement of suitability on tax grounds and current certificates from a relevant non-Irish country.

Applicant: Enter Y or Yes to confirm that the standard declaration form relating to your personal situation has been completed, signed, witnessed, and is included with your response as Appendix 3.1	<input type="checkbox"/>
---	--------------------------

**3.3 EVIDENCE OF ECONOMIC AND FINANCIAL STANDING CRITERIA (ARTICLE 54 OF DIRECTIVE 2004/17/EC (and Regulation 56 of SI No. 50 of 2007) AND ARTICLE 47 OF DIRECTIVE 2004/18/EC (and Regulation 55 of SI No. 329 of 2007)**

Information in 3.3 must be provided by the applicant, and, if the applicant is a subsidiary, by the applicant’s parent company.

**3.3a EVIDENCE OF TURNOVER**

<b>RESPONSE: REQUIRED</b>	<b>PASS / FAIL ONLY</b>
---------------------------	-------------------------

The applicant must provide evidence of **certified turnover** for the three previous financial years. Turnover must be divided into Overall Business operations and Building Construction operations. [If for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided]

**The minimum AVERAGE turnover required for the Main Building Contractor is €3m certified average per annum for the previous 3no. financial years.**

**The minimum AVERAGE turnover required for the Main Fit-out Contractor is €350,000 certified average per annum for the previous 3no. financial years.**

**The minimum AVERAGE turnover required for the AV Software Contractor is €120,000 certified average per annum for the previous 3no. financial years.**

**The minimum AVERAGE turnover required for the Graphics Artwork Contractor is €50,000 certified average per annum for the previous 3no. financial years.**

---

<sup>3[2]</sup> Before an applicant, in relation to a breach under 2(a)-(d) in form at Appendix A, is excluded the applicant may make a case and provide supporting evidence as to why it should not to be excluded. The Contracting Authority must consider this evidence before making a decision whether to exclude or include the applicant.

<sup>4[3]</sup> The declaration can be in the form of a certified copy signed by the applicant or a person authorised to sign on behalf of the applicant. It should be accompanied by a confirmation, signed by the applicant or on behalf of the applicant that since the making of the declaration the legal situation of the applicant regarding the circumstances in the declaration has not changed in any way that would prohibit the applicant from making a new declaration on oath on the same basis. In relation to a certified copy the Contracting Authority should reserve the right to inspect the original at any time if considered necessary.

**Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8**

---

Combined total average turnover for all members of a consortium must meet the minimum turnover. If only one member has the skills, resources and experience for the work, that member must have an average turnover that demonstrates financial capacity for the work.

<b>Required Format for Certified turnover:</b>	Year	Overall business operations	Building Construction Operations only

Applicant: Enter Y for Yes to confirm that the evidence requested is attached to your response at Appendix 3.3a	<input type="checkbox"/>
---	--------------------------

**3.3b BALANCE SHEET OR EXTRACTS FROM A BALANCE SHEET**

<b>RESPONSE: REQUIRED</b>	<b>PASS / FAIL ONLY</b>
---------------------------	-------------------------

Provide a one page auditor’s summary statement of applicant’s balance sheets for each of the last three financial years;

The evidence should be in accordance with the requirements identified here (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

Applicant: Enter Y for Yes to confirm that the evidence requested is attached to your response at Appendix 3.3b	<input type="checkbox"/>
---	--------------------------

**3.3c BANKER’S LETTER**

<b>RESPONSE: REQUIRED</b>	<b>PASS / FAIL ONLY</b>
---------------------------	-------------------------

Provide a current reference letter from the applicant’s current principle banker (**this must be dated after the date of publication of this notice**), stating that, to the best of its knowledge, this is the applicant’s principle account and it is currently in good standing.

The evidence should be in accordance with the requirements identified here (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided).

Applicant: Enter Y for Yes to confirm that the evidence requested is attached to your response at Appendix 3.3c	<input type="checkbox"/>
---	--------------------------

**3. 3d OTHER FINANCIAL/ECONOMIC INFORMATION/REFERENCES**

<b>RESPONSE: NOT REQUIRED</b>	<b>QUALITATIVE ASSESSMENT: N/A</b>
-------------------------------	------------------------------------

**3.3e PROFESSIONAL INDEMNITY INSURANCE**

<b>RESPONSE: NOT REQUIRED</b>	<b>QUALITATIVE ASSESSMENT: N/A</b>
-------------------------------	------------------------------------

**3.3f PUBLIC LIABILITY INSURANCE**

<b>RESPONSE: REQUIRED</b>	<b>PASS / FAIL ONLY</b>
---------------------------	-------------------------

## Athlone Town Council

### Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8

Before appointment, the successful applicant will be required to produce evidence from their Insurance Company in the form of the policy confirming that the applicant has current public liability insurance cover of not less than **€6.5m** in respect of any one accident.

Applicant: Enter Y for Yes to confirm that evidence that insurance can be obtained in accordance with the requirement is attached to your response as Appendix 3.3f

#### 3.3g EMPLOYER'S LIABILITY INSURANCE

<b>RESPONSE: REQUIRED</b>	<b>PASS / FAIL ONLY</b>
---------------------------	-------------------------

Before appointment, the successful applicant will be required to produce evidence from their Insurance Company in the form of the policy confirming that the applicant has current Employer's Liability insurance cover of not less than **€13.0m** in respect of any one accident.

Applicant: Enter Y for Yes to confirm that evidence that insurance can be obtained in accordance with the requirement is attached to your response as Appendix 3.3g

*A letter (or colour photocopy thereof) from the applicant's Broker or Insurance Company dated within the last 6 months stating that the applicant company has current Public Liability and Employer's Liability insurance in accordance with the above conditions and/or is capable of obtaining such insurance will be deemed evidence of compliance with criteria 3.3f and 3.3g.*

#### 3.3h PERFORMANCE BOND

<b>RESPONSE: REQUIRED</b>	<b>PASS / FAIL ONLY</b>
---------------------------	-------------------------

Before Starting Date of the Contract the successful applicant will be required to produce evidence in the form of the Performance Bond complying with the requirement set out below.

Contract sum(€ Millions)	Performance Bond as % of contract sum	Duration of Cover after Substantial Completion
Less than € 2.5 m	25%	15 months
€2.5 m to €6.3 m	20%	15 months
€6.3 m to €9.5 m	17.5%	15 months
€9.5 m to €12.7 m	15%	15 months
over €12.7 m	12.5%	15 months

*The applicant must provide evidence from their insurance Company or a Bonding Company that such insurance can be obtained in accordance with these requirements. A letter (or colour photocopy thereof) from the applicant's Broker, Insurance Company, or Bonding Company dated within the last 6 months stating that such insurance can be obtained in accordance with these requirements will be deemed evidence of compliance with this criterion.*

Applicant: Enter Y for Yes to confirm that evidence that a bond can be obtained in accordance with the requirements above is attached to your response as Appendix 3.3h

### 3.4 EVIDENCE OF TECHNICAL CAPABILITY CRITERIA (ARTICLE 54 OF DIRECTIVE 2004/17/EC AND REGULATION 56 OF SI No. 50 OF 2007 OR ARTICLE 48 OF DIRECTIVE 2004/18/EC AND REGULATIONS 56 AND 57 OF SI No. 329 OF 2007)

In the context of technical capability the applicant should carefully consider the responses in this sub-section in relation to the role of contractor that is required for the project as outlined in Section 1.

#### Educational and Professional Qualifications 3.4a and 3.4b

*The Personnel listed under 3.4a and 3.4b must be those to be associated with the construction project in the functions and roles listed below. The applicant may propose one or more individuals for each function or role listed. If any one of the Personnel listed does not meet the minimum standard required the applicant will be deemed to have failed the relevant criterion and will be excluded from the competition.*

*The required standard for each individual in a particular role is evidence of competency to fulfil the assigned role. Such competency may be demonstrated by examples of previous experience (in that role) of work of a*

**Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8**

*similar nature and size satisfactorily completed, and training/qualifications appropriate to that function. Where an individual has no qualifications or training, he/she must demonstrate the relevant skills by other means, for example a higher level of experience at that (and lower) levels. Training/Qualifications without any experience will not be deemed adequate.*

*Short-listed candidates may at Tender stage propose alternate personnel for consideration subject to the requirement that the proposed personnel must be of at least equal competency in all respects as those originally proposed. Where the Contracting Authority deem such supplementary personnel to be of equal competency (for the particular role) the Contracting Authority may, (but is not obliged to do so), approve such alternate personnel for those roles. Where the supplementary personnel proposed are not deemed to be of at least equal standard and the original personnel for a particular role are no longer available for the particular role the applicant's tender will be deemed to be null and void.*

*It is deemed that, in providing information under this criterion, consent is given for the accuracy of the information to be checked with the relevant Contracting Authorities.*

**TECHNICAL CAPACITY [CONTRACTOR]**

**3.4a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)**

<b>RESPONSE: REQUIRED</b>	<b>QUALITATIVE ASSESSMENT: YES</b>
---------------------------	------------------------------------

Applicants must provide evidence of educational and professional qualifications (with dates obtained) and experience (on similar projects) of their managerial personnel, and include the curricula vitae of the managerial personnel and the organization structure in accordance with the requirements identified below. Health and Safety evidence of the applicant's managerial staff's educational and professional qualifications and experience in relation Works and/or PSCS should be cross-referenced at sections 3.4.1a.(HS), or 3.4.2a(HS). Such evidence will be assessed under those sections.

*The applicant may propose one or more individuals for each function or role listed below. On Intermediate and Minor Works projects the role of Contracts Manager and Health and Safety Manager can be combined:*

Managerial Function/Role on Project :	Contracts Manager
	Health and Safety Manager

*The minimum standard for this criterion is at least one managerial person competent to carry out each listed role/function. If any one of the Personnel listed does not meet the minimum standard required the applicant will be deemed to have failed the relevant criterion and will be excluded from the competition.*

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response as Appendix 3.4a	<input type="checkbox"/>
--	--------------------------

**3.4b EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)**

<b>RESPONSE: REQUIRED</b>	<b>QUALITATIVE ASSESSMENT: YES</b>
---------------------------	------------------------------------

Applicants must provide evidence of educational and professional qualifications (with the dates obtained) of the applicant's personnel proposed for the project, including the curricula vitae of the personnel in accordance with the requirements identified below.

Health and Safety evidence of the educational and professional qualifications and experience of the applicant's personnel for the project on projects of a similar size and complexity in relation Works and/or PSCS should be cross-referenced at sections 3.4.1b(HS) and 3.4.2b(HS). Such evidence will be assessed under those sections.

*The applicant may propose one or more individuals for each function or role listed below. On Intermediate Works and Minor Works projects some or all of the roles may be combined as long as the applicant can demonstrate both competency and adequacy of resources for each role.*

Function/Role on Project :	Site Manager/Site Engineer/Foreman <span style="background-color: yellow;">[add/amend as required]</span>
	Quantity Surveyor

## Athlone Town Council

### Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8

	Site Safety Officer
	PSCS

*The minimum standard for this criterion is at least one person competent to carry out each listed role/function. If any one of the Personnel listed does not meet the minimum standard required the applicant will be deemed to have failed the relevant criterion and will be excluded from the competition.*

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response as Appendix 3.4b	<input type="checkbox"/>
--	--------------------------

#### 3.4c LIST WORKS OF SIMILAR NATURE PROVIDED OVER THE PAST 5 YEARS

<b>RESPONSE: REQUIRED</b>	<b>QUALITATIVE ASSESSMENT: YES</b>
---------------------------	------------------------------------

Provide details of Works that the applicant has provided over the past five years that are similar in scale and complexity to the works required for this project. Include examples of high profile public projects, where appropriate and any projects carried out in a riverine environment. (Note that the request is not for projects that are the same in any way as the project that is the subject of this Questionnaire.) The standard form provided at Appendix B to this questionnaire should be used to supply this information in addition to supplementary requirements stated by the Contracting Authority below.

Health and Safety evidence in relation to Works, and PSCS should be cross-referenced at sections 3.4.1c(HS) and 3.4.2c(HS). Such evidence will be assessed under those sections.

*Applicants are not required to submit details of all projects for which the applicant was responsible during that time period but the Contracting Authority reserves the right to seek details (as a clarification) of any project of a similar size and complexity not listed and to consider such information in the assessment of this criteria.*

*It is also deemed that, in providing information under this criterion, consent is given for the accuracy of the information to be checked with the relevant Contracting Authorities.*

*No more than 8 examples similar in scale and complexity to the services required should be submitted.*

*To meet the minimum standard the applicant must demonstrate (a) previous experience of projects of a similar nature, size and complexity provided (and satisfactorily completed) over the past three years and (b) evidence that such projects are typical examples of the applicant's work. At the qualitative assessment stage, the qualitative marks will be on the basis of both satisfactory completion and whether the examples given are typical.*

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response as Appendix 3.4c	<input type="checkbox"/>
--	--------------------------

#### 3.4d MEASURES FOR ENSURING QUALITY

<b>RESPONSE: REQUIRED</b>	<b>QUALITATIVE ASSESSMENT: YES</b>
---------------------------	------------------------------------

Provide a description of the technical facilities and measures used by the applicant for studying, researching and ensuring quality (Article 48.2 (c) of Directive 2004/18/EC and Regulation 57 of SI No. 329 of 2006 or Article 54 of Directive 2004/17/EC and Regulation 56 of SI No. 50 of 2006), including measures used by the applicant for ensuring quality both in the administration of the project and in the delivery of a high quality end-product. Include all requirements listed below.

Health and Safety evidence in relation to Works and PSCS should NOT be supplied here – it must be dealt with at sections 3.4.1d(HS) and 3.4.2d(HS) as appropriate.

*Applicants should provide a brief description of the measures used by the Applicant for ensuring Quality both in the administration of a project and in the delivery of a high standard of Construction in accordance with the Tender documents. The minimum standard will be (a) evidence of effective Quality Control procedures for the administration of a project (Both external "Quality Assured" and internal procedures are*

# Athlone Town Council

## Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8

acceptable) and (b) Measures used by the applicant for ensuring a high standard of building construction quality in accordance with the Tender documents. A “Quality Assured” administrative procedure without measures for ensuring a high standard of building construction is not adequate.

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response as Appendix 3.4d	<input type="checkbox"/>
--	--------------------------

### 3.4e AVERAGE ANNUAL MANPOWER OVER THE PAST 3 YEARS

<b>RESPONSE: REQUIRED</b>	<b>QUALITATIVE ASSESSMENT: NO</b>
---------------------------	-----------------------------------

Applicants must provide evidence for three years of average annual manpower and managerial personnel in accordance with the requirements identified below. Health and Safety evidence in relation to in relation to Works and PSCS should be cross-referenced at sections 3.4.1e(HS) and 3.4.2e(HS). Such evidence will be assessed under those sections.

*The information must be in the form of a table as indicated below with the firm’s average annual manpower for last 3 years categorised into the headings listed. The minimum standard is sufficient staff (considered in conjunction with Turnover) to carry out this project in conjunction with the current workload.*

Staff Categories	Year	Year	Year
Full time Head Office staff (not listed elsewhere)			
Contracts Managers			
Site Managers/Site Engineers/Foremen (not listed above)			
In-house PSCS (not listed elsewhere)			
Site Safety Officer (not listed elsewhere)			
In-house Quantity Surveyors (not listed elsewhere)			

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response as Appendix 3.4e	<input type="checkbox"/>
--	--------------------------

### 3.4f TECHNICAL EQUIPMENT AVAILABLE TO CARRY OUT THE CONTRACT

<b>RESPONSE: NOT REQUIRED</b>	<b>QUALITATIVE ASSESSMENT: N/A</b>
-------------------------------	------------------------------------

### 3.4g TECHNICIANS OR TECHNICAL BODIES AVAILABLE

<b>RESPONSE: NOT REQUIRED</b>	<b>QUALITATIVE ASSESSMENT: N/A</b>
-------------------------------	------------------------------------

## HEALTH AND SAFETY COMPETENCE OF CONTRACTOR

### 3.4.1 (HS) EVIDENCE OF TECHNICAL CAPABILITY CRITERIA

It is a statutory requirement that the competence and satisfactory allocation of resources of the Contractor are established in compliance with the Safety Health and Welfare at Work (Construction) Regulations 2006. **This supplement on Health and Safety must be completed. All health and safety criteria are pass/fail criteria only.** The Applicant must meet the relevant minimum standard stated under each criterion.

The criteria below mirror the structure in the main part of the questionnaire for consistency but should be answered specifically in relation to Health and Safety competence in the Contractor's role. Where the response includes information already contained in response to the main section of the questionnaire, the applicant must clearly cross-reference that information where required in response to this Health and Safety supplement. **The level of information required is stated under the relevant criterion based on the category of project identified at subsection 1.4 at the beginning of the questionnaire** (i.e. Minor Works/ Intermediate Works / Major Works).

#### 3.4.1a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)

RESPONSE: REQUIRED	PASS/FAIL CRITERION ONLY
--------------------	--------------------------

**Sub-section (i) is applicable to H&S COMPETENCE OF CONTRACTOR for all projects. Sub-section (ii) is an additional requirement applicable to H&S COMPETENCE OF CONTRACTOR for INTERMEDIATE WORKS and MAJOR WORKS only, where the Applicant must meet both of the minimum standards as stated.**

- (i) Applicants should provide evidence of educational qualifications, professional qualifications and experience as required under 3.4.a. The Minimum Standard is evidence of sufficient management staff with appropriate professional qualifications and experience, relevant to the Works.

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response at Appendix 3.4a / 3.4.1a(HS) (delete as applicable)	<input type="checkbox"/>
--	--------------------------

- (ii) Applicants should provide evidence of Health and Safety Training and Qualifications (for example, degree, diploma, certificate, CPD) with dates obtained, and experience (on similar projects) of the firm's managerial personnel. The information may be included in the submission at 3.4a or submitted separately at Appendix 3.4.1a(HS). The Minimum Standard is evidence of sufficient management staff with Health and Safety qualifications, training and experience, relevant to the Works.

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response at Appendix 3.4a / 3.4.1a(HS) (delete as applicable)	<input type="checkbox"/>
--	--------------------------

#### 3.4.1b(HS) EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)

RESPONSE: REQUIRED	PASS/FAIL CRITERION ONLY
--------------------	--------------------------

**Sub-section (i) is applicable to H&S COMPETENCE OF CONTRACTOR for all projects. Sub-section (ii) is an additional requirement applicable to H&S COMPETENCE OF CONTRACTOR for INTERMEDIATE WORKS or MAJOR WORKS only, where the Applicant must meet both of the relevant minimum standards as stated below, however, in the case of Quantity Surveyors the signed declaration at 3.4d will be deemed adequate.**

- (i) Applicants should provide evidence of educational qualifications, professional qualifications and experience as required under 3.4.b. The Minimum Standard is evidence of sufficient personnel for the project with appropriate professional qualifications and experience, relevant to the Works.

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response at Appendix 3.4b / 3.4.1b(HS) (delete as applicable)	<input type="checkbox"/>
--	--------------------------

**Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8**

- (ii) Applicants should provide evidence of Health and Safety training and qualifications (e.g, degree, diploma, certificate, CPD) and experience (on similar projects) together with curricula vitae of the firm's personnel for the project. The information may be included in the submission at 3.4b or submitted separately at Appendix 3.4.1b(HS).The Minimum Standard is evidence of sufficient personnel for the project with Health and Safety qualifications, training and experience, relevant to the Works

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response at Appendix 3.4b / 3.4.1b(HS) (delete as applicable)	<input type="checkbox"/>
--	--------------------------

**3.4.1c(HS) LIST of MAIN WORKS (of a similar nature) OVER THE PAST 3 YEARS**

<b>RESPONSE: REQUIRED</b>	<b>PASS/FAIL CRITERION ONLY</b>
---------------------------	---------------------------------

**This criterion is applicable to H&S COMPETENCE OF CONTRACTOR for INTERMEDIATE WORKS and MAJOR WORKS only. No separate submission required if the information is contained at Appendix 3.4b**

Applicants should provide examples of works previously carried out that are comparable in size and nature to this project. The Minimum Standard is evidence provided using the standard form at Appendix B to this questionnaire of the works previously completed by the applicant on projects of a similar size, nature and Health and Safety complexity for Intermediate or Major Works.

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response at Appendix 3.4c / 3.4.1c(HS) (delete as applicable)	<input type="checkbox"/>
--	--------------------------

**3.4.1d(HS) MEASURES FOR ENSURING QUALITY**

<b>RESPONSE: REQUIRED</b>	<b>PASS/FAIL CRITERION ONLY</b>
---------------------------	---------------------------------

All Applicants are required to demonstrate technical facilities and measures for studying, researching and ensuring quality (Article 48.2(c) of Directive 2004/18/EC (and Regulation 57 of SI No. 329 of 2006) or Article 54 of Directive 2004/17/EC (and Regulation 56 of SI 50 of 2007)) as listed below.

**Sub-section (i) is applicable to H&S COMPETENCE OF CONTRACTOR for all projects. Sub-section (ii) is applicable to H&S COMPETENCE OF CONTRACTOR for INTERMEDIATE WORKS and MAJOR WORKS only, where the Applicant must meet both of the minimum standards as stated.**

- (i) Signed Declaration (form at Appendix C)  
 The Minimum Standard is submission of signed declaration, and where enforcement actions, legal proceedings accidents, fatalities or incidents have been recorded, evidence that adequate measures have been put in place by the applicant firm to address any deficiencies in their Health and Safety procedures.

Applicant: Enter Y for Yes to confirm that the declaration in the form at Appendix C. (a) is signed by a director/partner and included with your response at Appendix 3.4.1d(HS)	<input type="checkbox"/>
--	--------------------------

- (ii) Other Requirements  
 The most efficient way for a Contractor to structure their responses to the requirements below is to provide a Safety Statement within which all of these requirements can be addressed. It is recommended that the format outlined at [http://www.hsa.ie/eng/FAQs/Safety\\_Statement\\_and\\_Risk\\_Assessment/](http://www.hsa.ie/eng/FAQs/Safety_Statement_and_Risk_Assessment/) be used.

Please include the following or submit on request:

- a. a copy of your current general health and safety policy;
- b. an outline of your management organisational structure with regard to allocation of duties, delegation of responsibilities, etc., in relation to Health and Safety;
- c. copies of standard forms used for method statements and risk assessments as part of your duties under the Safety, Health and Welfare at Work Act 2005;
- d. details of arrangements for continuing training of personnel in Health and Safety, including personnel who would be employed on the project;
- e. details of the firm's procedures for disseminating up-to-date developments on health and safety issues;

**Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8**

---

- f. details of the firm's arrangements for the co-ordination of information between the different contractors, suppliers and designers involved in a project;
- g. details of the methodology for the dissemination of health and safety information for the construction stage on this or equivalent projects

The minimum standard required is provision of all the required information and evidence that there are adequate arrangements in place to fulfill your duties for the proposed area of work under the Safety, Health and Welfare at Work Act 2005 including adequate structured procedures relevant to the size and complexity to ensure that the relevant role within the project team is clearly demonstrated, that there is an adequate mechanism in place that tracks, records delivery and receipt of information distributed, and that all H&S information is disseminated to the relevant parties.

Applicant: Enter Y for Yes to confirm that the information requested is attached as Appendix 3.4.1d(HS) / is not applicable (delete as applicable)	<input type="checkbox"/>
--	--------------------------

**3.4.1e(HS) AVERAGE ANNUAL MANPOWER OVER THE LAST 3 YEARS**

<b>RESPONSE: REQUIRED</b>	<b>PASS/FAIL CRITERION ONLY</b>
---------------------------	---------------------------------

**This criterion is applicable to H&S COMPETENCE OF CONTRACTOR for ALL projects. No separate submission required if the information is contained at Appendix 3.4e**

Applicants should supply details of manpower resources as required in section 3.4.1. Applicants who meet the standard for 3.4.e (and have correctly signed the Declaration at Appendix C) will be deemed to meet the standard for this criterion.

Applicant: Enter Y for Yes to confirm that the information requested is attached as Appendix 3.4.1e(HS) / is not applicable (delete as applicable)	<input type="checkbox"/>
--	--------------------------

**3.4.1f(HS) TECHNICAL EQUIPMENT AVAILABLE TO CARRY OUT THE CONTRACT**

<b>RESPONSE: REQUIRED</b>	<b>PASS/FAIL CRITERION ONLY</b>
---------------------------	---------------------------------

**This criterion is applicable to H&S COMPETENCE OF CONTRACTOR for ALL projects**

Adequate access (online or offline) to appropriate levels of Codes of Practice, Regulatory and Statutory guidance should be demonstrated. Does the applicant's organisation have access to or subscribe to a technical database containing appropriate comprehensive Health and Safety documentation in support of its Health and Safety management function? If so supply details. The Minimum Standard is evidence of adequate knowledge resources to carry out the work in compliance with Safety, Health and Welfare at Work Act 2005.

Applicant: Enter Y for Yes to confirm that the information requested is attached as Appendix 3.4.1f(HS) / is not applicable (delete as applicable)	<input type="checkbox"/>
--	--------------------------

**3.4.1g(HS) TECHNICIANS OR TECHNICAL BODIES AVAILABLE**

<b>RESPONSE: REQUIRED</b>	<b>PASS/FAIL CRITERION ONLY</b>
---------------------------	---------------------------------

**This criterion is applicable to H&S COMPETENCE OF CONTRACTOR for MAJOR WORKS only.**

Applicants should supply names of any group, body and organisation that the applicant firm is a member of and which promotes and has an involvement in Health and Safety matters; or external resource or expertise relevant to this project that are available to the applicant's firm. The Minimum Standard is

**Athlone Town Council**

**Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8**

---

evidence of adequate skill, experience and resources [taken in conjunction with Criteria 3.4.1a(HS) to 3.4.1f(HS)] to carry out the duties of Contractor in compliance with Safety Health and Welfare at Work Act 2005 and Safety Health and Welfare at Work (Construction) Regulations 2006.

Where the applicant, in responses to criteria 3.4.1a(HS) to 3.4.1f(HS), has demonstrated adequate experience, skill and resources to carry out the project, no information is required here, and the applicant will be deemed to have met the minimum standard for this criterion. If not all the requisite resources are available in-house, applicants may provide the above information to supplement the in-house experience, skill and resources.

Applicant: Enter Y for Yes to confirm that the information is attached at Appendix 3.4.1g(HS) / is covered previously / is not applicable (delete as applicable)	<input type="checkbox"/>
--	--------------------------

## HEALTH AND SAFETY COMPETENCE OF PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE (PSCS)

### 3.4.2 (HS) EVIDENCE OF TECHNICAL CAPABILITY CRITERIA

It is a statutory requirement that the competence of the person or persons to be appointed as Project Supervisor for the Construction Stage (PSCS) is established pursuant to section 6(1)(a) of the Safety, Health and Welfare at Work Construction Regulations 2006. Therefore, where the position of PSCS is applied for **the applicant must complete this supplement on Health and Safety.**

The criteria below mirror the structure in the main part of the questionnaire for consistency but should be answered specifically in relation to the PSCS service. Where the response includes information already contained in response to previous sections of the questionnaire, the Applicant must clearly cross-reference that information where required in response to this supplement. The level of information required is stated under the relevant criterion based on the category of project identified at sub-section 1.4 at the beginning of the questionnaire (i.e. Minor Works/ Intermediate Works / Major Works). **All health and safety criteria are pass/fail criteria only.** The Applicant must meet the relevant minimum standard(s) stated under each criterion.

#### 3.4.2a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)

RESPONSE: NOT REQUIRED	PASS/FAIL CRITERION ONLY
------------------------	--------------------------

Educational and professional qualifications (Management) are deemed to be included in 3.4a and 3.4.1a.

#### 3.4.2b(HS) EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)

RESPONSE: REQUIRED	PASS/FAIL CRITERION ONLY
--------------------	--------------------------

**Sub-section (i) is applicable to PSCS COMPETENCE for all projects. Sub-section (ii) is applicable to PSCS COMPETENCE FOR INTERMEDIATE WORKS or MAJOR WORKS only, and both minimum standards must be reached as stated.**

(iii) Applicants should provide evidence of educational qualifications, professional qualifications and experience (acting as PSCS) as required under 3.4.b. The Minimum Standard is evidence of sufficient personnel for the project with appropriate qualifications and experience, relevant to the Works.

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response at Appendix 3.4b / 3.4.1b(HS) / 3.4.2b(HS) (delete as applicable)	<input type="checkbox"/>
---	--------------------------

(iv) Applicants should provide evidence of Health and Safety training and qualifications (e.g, degree, diploma, certificate, CPD) and experience (on similar projects) together with curricula vitae of the firm's personnel for the project (acting as PSCS). The information may be included in the submission at 3.4b or submitted separately at Appendix 3.4.1b(HS).The Minimum Standard is evidence of sufficient personnel for the project with relevant Health and Safety qualifications, training and experience.

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response at Appendix 3.4b / 3.4.1b(HS) / 3.4.2b(HS) (delete as applicable)	<input type="checkbox"/>
---	--------------------------

**3.4.2c(HS) LIST of SERVICES (of a similar nature) OVER THE PAST 3 YEARS**

<b>RESPONSE: REQUIRED</b>	<b>PASS/FAIL CRITERION ONLY</b>
---------------------------	---------------------------------

**Criterion applicable to PSCS COMPETENCE for INTERMEDIATE WORKS or MAJOR WORKS only.**

Applicants should supply examples of PSCS appointments carried out over the last 3 years on projects comparable in size and nature to this project. The information when required may be included in the information submitted at 3.4c or 3.4.1c (HS) or submitted separately at Appendix 3.4.2c(HS). The Minimum Standard is evidence provided (using the standard form at Appendix B to this questionnaire) of the PSCS services previously provided by the applicant on projects of a similar size, nature and complexity.

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response at Appendix 3.4c / 3.4.1c(HS) / 3.4.2c(HS) / is not applicable (delete as applicable)	<input type="checkbox"/>
---	--------------------------

**3.4.2d(HS) MEASURES FOR ENSURING QUALITY**

<b>RESPONSE: REQUIRED</b>	<b>PASS/FAIL CRITERION ONLY</b>
---------------------------	---------------------------------

All Applicants are required to demonstrate technical facilities and measures for studying, researching and ensuring quality [Article 48.2(c) of Directive 2004/18/EC (and Regulation 57 of SI No. 329 of 2006) or Article 54 of Directive 2004/17/EC (and Regulation 56 of SI 50 of 2007)] as listed below.

**Sub-section (i) is applicable to PSCS COMPETENCY for all projects. Sub-section (ii) is applicable to PSCS COMPETENCY for INTERMEDIATE WORKS and MAJOR WORKS only, and both minimum standards must be reached as stated below.**

- (i) Applicants must supply a Signed Declaration (in the form attached at Appendix C) The Minimum Standard is submission of the signed declaration, and where enforcement actions, legal proceedings accidents, fatalities or incidents have been recorded, evidence that adequate measures have been put in place by the applicant firm to address any deficiencies in their Health and Safety procedures.

Applicant: Enter Y for Yes to confirm that the declaration in the form at Appendix C. is signed by a director/partner and included with your response at Appendix 3.4.1d(HS) / 3.4.2d(HS)	<input type="checkbox"/>
---	--------------------------

- (ii) Please include the following or submit on request:

- a. a copy of your current general health and safety policy;
- b. an outline of your management organisational structure with regard to allocation of duties, delegation of responsibilities, etc., in relation to Health and Safety;
- c. copies of standard forms used for method statements as part of your duties under the Safety, Health and Welfare at Work Act 2005;
- d. details of arrangements for continuing Health and Safety training of PSCS personnel, including personnel who would be employed on the project;
- e. details of the firm's procedures for disseminating up-to-date developments on health and safety issues;
- f. details of the firm's arrangements for the co-ordination of information between the different contractors, suppliers, and designers involved in a project; and
- g. details of the methodology for the dissemination of health and safety information for the design and construction stage on this or equivalent projects.

The most efficient way for a PSCS to structure its responses to the requirements below is to provide a Safety Statement within which all of these requirements can be addressed. It is recommended that the format outlined at [http://www.hsa.ie/eng/FAQs/Safety\\_Statement\\_and\\_Risk\\_Assessment/](http://www.hsa.ie/eng/FAQs/Safety_Statement_and_Risk_Assessment/) be used.

The minimum standard required is provision of all the required information and:

- i. a general health and safety policy document appropriate to a Health and Safety led Construction Management function including a relevant management organisational structure document indicating the duty holders responsible for Health and Safety;

**Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8**

- ii. standard method statements (relevant to projects of a similar size, nature and complexity) covering all stages of the project life cycle from early design stage to project completion;
- iii. evidence of training arrangements in place appropriate to the size and complexity of the work (this must include specific Health and Safety training);
- iv. evidence that there is an adequate organizational structure in place within the firm to facilitate the dissemination of up-to-date developments on Health and Safety issues;
- v. evidence that there are adequate arrangements in place for the coordination of information between Contractors with an adequate mechanism in place that tracks, records delivery and receipt of information distributed and evidence of adequate structured procedures relevant to the size and complexity of the project to ensure that the PSCS role in coordinating Construction Safety Management is clearly demonstrated.

Applicant: Enter Y for Yes to confirm that the information requested is attached as Appendix 3.4.1d(HS) / 3.4.2d(HS) / is not applicable (delete as applicable)	<input type="checkbox"/>
---	--------------------------

**3.4.2e(HS) AVERAGE ANNUAL MANPOWER OVER THE LAST 3 YEARS**

<b>RESPONSE: REQUIRED</b>	<b>PASS/FAIL CRITERION ONLY</b>
---------------------------	---------------------------------

**This criterion is applicable to PSCS COMPETENCE for all projects.**

Applicants must provide evidence for three years of average annual manpower and managerial personnel in relation to the PSCS role. When the Response is REQUIRED, it may be included in the information submitted at 3.4.e, 3.4.1e(HS) or submitted separately at Appendix 3.4.2e(HS). The Minimum Standard is submission of the relevant details; evidence of personnel resources used to carry out the PSCS role in compliance with Safety Health and Welfare (Construction) Regulations 2006.

Applicant: Enter Y for Yes to confirm that the information requested is attached as Appendix 3.4.e(HS) / 3.4.1e(HS) / 3.4.2e(HS) (delete as applicable)	<input type="checkbox"/>
---	--------------------------

**3.4.2f(HS) TECHNICAL EQUIPMENT AVAILABLE TO CARRY OUT THE CONTRACT**

<b>RESPONSE: REQUIRED</b>	<b>PASS/FAIL CRITERION ONLY</b>
---------------------------	---------------------------------

**Criterion applicable to PSCS COMPETENCE for INTERMEDIATE WORKS or MAJOR WORKS only.**

In these categories of project adequate access (online or offline) to appropriate levels of Codes of Practice, Regulatory and Statutory guidance should be demonstrated. Does the applicant's organisation have access to or subscribe to a technical database containing appropriate comprehensive Health and Safety documentation in support of its Health and Safety management and PSCS function? If so supply details. The Minimum Standard is evidence of adequate knowledge resources to carry out the work in compliance with Safety Health and Welfare at Work Act 2005.

Applicant: Enter Y for Yes to confirm that the information requested is attached as Appendix 3.4.1f(HS) / 3.4.2f(HS) (delete as applicable)	<input type="checkbox"/>
---	--------------------------

**3.4.2g(HS) TECHNICIANS OR TECHNICAL BODIES AVAILABLE**

<b>RESPONSE: REQUIRED</b>	<b>PASS/FAIL CRITERION ONLY</b>
---------------------------	---------------------------------

**Criterion applicable to PSCS COMPETENCE for MAJOR WORKS only.**

Applicants should supply names of any group, body or organisation that the applicant firm is a member of and that promotes and has an involvement in health and safety matters; or external resource or expertise relevant to the project that are available to the applicant. The Minimum Standard is evidence of adequate skill, experience and resources [taken in conjunction with Criteria 3.4.2a(HS) to 3.4.2f(HS)] to provide the PSCS service in compliance with Safety Health and Welfare at Work (Construction) Regulations 2006. Where the applicant, in responses to criteria 3.4.2a(HS) to 3.4.2f(HS), has demonstrated adequate experience, skill and resources to provide the PSCS service, no information is required, and the applicant will be deemed to have met the minimum standard for this criterion. If not all the requisite resources are available in-house, applicants may provide the above information to supplement the in-house experience, skill and resources.

Applicant: Enter Y for Yes to confirm that the information requested is attached as Appendix 3.4.1g(HS) / 3.4.2g(HS) / is not applicable / is covered previously (delete as applicable)	<input type="checkbox"/>
---	--------------------------

**Athlone Town Council**

**Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8**

---

On behalf of the Applicant, I declare that the Applicant is not guilty of misrepresentation in supplying or failing to supply the information requested

Signed

Date:

For and on behalf of Applicant (signature must be that of a Director/Principal)

Name

(block letters)

Title

(block letters)

**APPENDIX A: APPLICANT’S PERSONAL SITUATION DECLARATION**

**DECLARATION ON OATH/SOLEMN DECLARATION** [Delete as appropriate]  
**in relation to the grounds specified in Article 54 of Directive 2004/17/EC (and Regulation 56 of SI 50 of 2007) or Article 45 and 51 of Directive 2004/18/EC (and Regulation 53 of SI 329 of 2006).**

Name of Applicant:	
--------------------	--

[block capitals]

1. On behalf of the above named Applicant I hereby declare that none of the circumstances specified in **Directive 2004/17/EC Article 54 and Regulation 56 of SI No 50 of 2007 or Directive 2004/18/EC Article 45 and 51 and Regulation 53 of SI 329 of 2006** apply to the above named Applicant. This means that no individual (i.e. principal or principals of a Sole Trader) or in the case of a Consortium Group or Joint Venture no member of the applicant Consortium, Group or Joint Venture has been the subject of a conviction by final judgment for one or more of the following reasons:

- (a) participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
- (b) corruption, as defined in Article 3 of the Council Act of 26 May 1997 and Article 3(1) of Council Joint Action 98/742/JHA respectively;
- (c) fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
- (d) money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering.

2. And that no individual or in the case of a Consortium, Group or Joint Venture no member of the applicant Consortium, Group or Joint Venture:

- (a) is bankrupt or is being wound up in this or any other jurisdiction; or
- (b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up, or under administration by the court, or for an arrangement with creditors, or of any other similar proceedings under national laws or regulations in this or any other jurisdiction; or
- (c) has been convicted of an offence concerning its professional conduct by a judgment which had the force of *res judicata* (for this statement a health and safety offence is not deemed to be an offence concerning professional conduct); or
- (d) has supplied information that is inaccurate or false in relation to the submission.

3 And that each individual or in the case of a Consortium, Group or Joint Venture each member of the applicant Consortium, Group or Joint Venture:

- (a) has fulfilled its obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which it is established or with those of the country of the Contracting Authority, and
- (b) has fulfilled its obligations relating to the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the Contracting Authority.

This declaration has been made to the best of my knowledge and belief for and on behalf of Applicant

Signed :	[Signature must be that of a Director/Principal]	Date:	
Name :			
Title :			

[block letters]

[block letters]

Witnessed in the presence of a Commissioner of Oaths (**For Contractors based in Ireland**)

**OR**

Witnessed in the presence of a Judicial Authority/Administrative Authority/Notary/ Competent Profession or Trade Body in country of origin of Applicant or in the country whence that Applicant comes. (**For Contractors not based in Ireland only**) [delete as appropriate]

**Athlone Town Council**

**Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8**

---

Signature/seal:	<input type="text"/>	Date:	<input type="text"/>
Name of Witness	<input type="text"/>		
Position/Capacity	<input type="text"/>		

**APPENDIX B: LIST OF PREVIOUS PROJECTS**

**Standard Form for list of main construction projects for which works of a similar nature were provided in the past 5 years.**

Applicants must list the main contractor provisions (of a similar nature only) in date order starting with most recent work, and must provide all the information required below in the format indicated. It is deemed that, in providing this information, consent is given for the accuracy of the information to be checked with the relevant Contracting Authority.

<b>SITE</b> Construction contract: <i>(Title &amp; brief description)</i>			
Site location:			
Proportion of Project undertaken:		Tender entity ( <i>Sole trader/ Joint Venture</i> ):	
<b>VALUE</b> Construction contract value at award stage:		Construction contract value at completion:	
<b>DATES</b> Start Date:		Date of Substantial Completion:	
Date of issue of Defects Cert:		Handover Date:	
<b>GENERAL INFO</b> Role of Firm in delivery of Project:			
Contracting Authority name & address:			
Contracting Authority contact name:		Phone no.:	
Other information required			
(a) Confirm specialist contractor elements in project described			

## **Appendix C: Health and Safety Declaration - Contractor or PSCS Appointments**

---

[All sections to be completed in BLOCK CAPITALS]

<b>In relation to</b>	[Project Title]
<b>We</b>	[Name of Applicant Firm]
<b>Proposing to act as</b>	[Required role: Contractor or Contractor and PSCS]

**on the above project hereby declare the following:**

1. Health and Safety management within the practice is the responsibility of:

[Name of person responsible]
------------------------------

2. We confirm that each member of staff is aware of his/her responsibilities under the Safety, Health and Welfare at Work Act 2005 and the Safety Health & Welfare at Work (Construction) Regulations 2006. In particular we are familiar with our general duties as Contractors as outlined in Part 3 Regulations 24-29 of the *Safety Health & Welfare at Work (Construction) Regulations 2006*; also with the specific duties enumerated in Parts 4-14, Regulations 30-105 of those Regulations and Schedules 1-6 of those Regulations. We are aware of and will take into account the general principles of prevention as enumerated below when carrying out design construction work associated with the project and undertake to liaise with, communicate and cooperate with the PSDP and the PSCS in their roles. Where the appointment includes the role of PSCS we are familiar with our duties as outlined in Part 2 Regulations 16-23 of the *Safety Health & Welfare at Work (Construction) Regulations 2006*. We are aware of and will take into account and communicate to all contractors (including specialists) the general principles of prevention as enumerated below when coordinating organisational or technical aspects of the project or the programme and undertake to liaise with, communicate and facilitate cooperation amongst the other duty holders under those Regulations, specifically Regulations 16 and 17.

**GENERAL PRINCIPLES OF PREVENTION APPLICABLE TO CONTRACTOR AND PSCS**

The purpose of the General Principles of Prevention is to provide a framework within which account is taken when identifying hazards in the risk assessment required under *section 19* of the Safety, Health and Welfare at Work Act 2005.

- i) The avoidance of risks
  - ii) The evaluation of unavoidable risks
  - iii) The combating of risks at source
  - iv) The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and systems of work, with a view to alleviating monotonous work and work at a predetermined rate and to reduce their effect on health
  - v) The adaptation of the workplace to technical progress
  - vi) The replacement of dangerous articles, substances or systems of work by non dangerous articles, substances or systems of work.
  - vii) The giving to collective protective measures priority over individual protective measure
  - viii) The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
  - ix) The provision of appropriate training and instruction to employees.
4. We are aware as Contractors of our obligations under Section 17 (3) of the *Safety Health & Welfare at Work Act 2005* to ensure so far as is reasonably practicable that the project 'is constructed to be safe and without risk to health and that it complies in all respects, as appropriate, with the relevant statutory provisions'.

# Athlone Town Council

## Standard Suitability Questionnaire for Main Contractors – Lots 1, 2, 7 & 8

Where the appointment includes the role of PSCS we are aware as PSCS of our obligations under Section 17 (3) of the *Safety Health & Welfare at Work Act 2005* to ensure so far as is reasonably practicable that the project 'is constructed to be safe and without risk to health and that it complies in all respects, as appropriate, with the relevant statutory provisions'.

We confirm that all staff have received, read and will apply the Safety, Health and Welfare at Work (General Application) Regulations 2007, the Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, and the HSA frequently asked questions on risk assessments available at <http://www.hsa.ie/eng/FAQs/Safety Statement and Risk Assessment/>.

Where the role required is Contractor risk assessments will be carried out and maintained on the job file.

Where the appointment includes the role of PSCS risk assessments will be sought and collected from contractors for inclusion in a Preliminary Safety & Health Plan which we as PSCS will prepare and update as appropriate.

We confirm that in our opinion this declaration is deemed to satisfy our obligations in relation to the following areas given the scope and nature of the proposed works:

- Health and Safety Policy and Organisation;
- Arrangements;
- Competent Advice;
- Training and Information;
- Individual Qualifications and Experience;
- Monitoring, Audit and Review;
- Workforce Involvement;
- Accident/Incident Reporting, Review;
- Sub-consulting Procedures;
- Hazard Management and Risk Assessment; and
- Health and Welfare.

5. In relation to enforcement actions, legal proceedings accidents, fatalities or incidents associated with the discharge of our duties as Contractor or PSCS (whether the relevant discipline is the subject of this declaration or not) over the last three years

There have been none. / See details attached. [Delete as required]

6. We confirm that in our opinion our organisation is competent and adequately resourced to fulfill its obligations under the Safety, Health and Welfare at Work Act 2005 and that our organisation has adequate resources to fulfill the role of Contractor or PSCS as stated above.

On behalf of the Applicant, I declare that the Applicant is not guilty of misrepresentation in supplying or failing to supply the information requested

Signed		Date:	
	For and on behalf of Applicant (signature must be that of a Director/Principal)		
Name	(block letters)		
Title	(block letters)		