

ATHLONE TOWN COUNCIL

Project Title:	Athlone Castle Visitor Centre Regeneration	QW1
Specialist Work - Lot nos. 3, 5, 5 & 6		

Type of Specialist Work & Lot no. _____

CAPITAL WORKS MANAGEMENT FRAMEWORK QUESTIONNAIRE

SUITABILITY ASSESSMENT FOR WORKS – SPECIALIST CONTRACTORS [SELECTED BY THE CONTRACTING AUTHORITY]

Introduction

The Contracting Authority is conducting a separate competition for specialists for the above project as listed in the Contract Notice/Advertisement to form a panel of firms for each of the specialists listed. ALL qualifying specialists will be including on the relevant panel. Specialists not listed in the Contract Notice/Advertisement are domestic. (If no specialists are listed, then all Specialists/ Sub-contractors are domestic). Main Contractors must not submit information using this form.

The purpose of this suitability assessment questionnaire is to obtain information from specialists to determine their eligibility for the position of subcontractor to the main Contractor on a particular project undertaking the specialist works as identified above by the Contracting Authority.

The term *Specialist* is used here to describe a business that has a particular area of construction-related expertise that is of interest to a Contracting Authority.

This 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 Specialist. 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 Specialist 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 Specialist 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.

The Specialist should provide only evidence that is current up to the date of submission as indicated below. All signatures must be supplied in hardcopy.

This is a DoES standard "blank" Suitability Questionnaire. The Applicant should enter (1) Time and date for return of Questionnaire and (2) the project title above, both as stated in the Contract Notice/advertisement.

Time and date for return of Questionnaire:

Latest Time and Date:	26th April, 2010
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Return Name and Address:

Contact name:	John Walsh		
Address:	Athlone Town Council, 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 Specialist Works for:	
Latest Time and Date for return of questionnaire:	26th April, 2010

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

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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 of specialist work	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 Engineering and Building 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:	n/a

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:	jwalsh@athloneudc.ie		
Telephone:	090-6442100	Fax:	090-6479020

1.3 Specialist Requirement

The successful specialist is to be named in the Main Contract tender documents as one of a panel for the specialist work identified in the Contract Notice/Advertisement and may subsequently be included in the tender submission for the Main Fit-out Contractor. This questionnaire is provided to facilitate an assessment of suitability for an independent specialist. Responses accompanied with appropriate evidence should be submitted directly to the Contracting Authority.

1.4 Project Category

Project categorisation for assessment of Works Specialist	Type 2; Projects that have a value of >€500,000 and <€5,000,000
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1.5 Health and Safety

The successful specialist 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 specialist 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 Specialist.

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

SECTION 2: SPECIALIST DETAILS

The Specialist must complete this section.

2.1(a) Type of Specialist Work; _____**2.1 (b) Specialist's Details**

Name of Specialist:		
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):	
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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:	
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2.1 Specialist's Authorised Representative

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

2.2 Nature of Specialist

Nature of Applicant :	(for example, sole trader, private limited company, public limited company, Joint Venture)
Complete the relevant box below.	
Limited Company (Public or Private)	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:	

SECTION 3: ASSESSMENT CRITERIA

All the Criteria are simple Pass/Fail criteria. If the specialist fails on any one of the criteria the applicant is eliminated from the competition.

The Specialist 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.

(If a Specialist is submitting multiple forms that require common information for any one project e.g. for both Mechanical and Electrical Works, a separate questionnaire with all the relevant information must be submitted).

After the closing date, specialists 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. If such clarification is requested, any additional material supplied must be strictly to supplement material already provided in the original submission. After the closing date, specialists 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.

Specialist's Summary and Checklist

Please use the table below as a checklist to ensure your submission is complete; for each criterion being used you should write yes or put a tick in the box under "Response" to indicate that you have followed the relevant instructions in this questionnaire and provided the required information.

SPECIALIST SUITABILITY

No.	Requirement/Criterion	Weighting/Marks	Response
2	SPECIALIST'S DETAILS	Pass/Fail	
3.1	SPECIALIST'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	
3.3e	Professional Indemnity Insurance	Pass/Fail	
3.3f	Public Liability Insurance	Pass/Fail	
3.3g	Employer Liability Insurance	Pass/Fail	
3.4	TECHNICAL CAPABILITY (Specialist works competency)		
3.4a	Educational and Professional Qualifications (Managerial)	100	
3.4b	Educational and Professional Qualifications (Personnel)	300	
3.4c	List Projects of a Similar Nature Provided over the Past 5 Years	400	
3.4d	Measures for Ensuring Quality	200	
3.4e	Average Annual Manpower over the Past 3 Years	Pass/Fail	
3.4.1	TECHNICAL CAPABILITY (Health and Safety competence of Specialist)		
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 past 3 yrs	Pass/Fail	
3.4.1d	Measures for Ensuring Quality	Pass/Fail	

3.1 EVIDENCE OF APPLICANT'S PERSONAL SITUATION**RESPONSE: REQUIRED****PASS/FAIL ONLY**

If any one of the grounds specified in Article 54 of Directive 2004/17/EC (and Regulation 56 of SI 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 specialist or any member of the specialist Consortium or Joint Venture or their parent companies, the applicant will be excluded from this competition^{1[2]} (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^{2[3]} 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

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 specialist, and, if the applicant is a subsidiary, by the specialist's parent company.

3.3a EVIDENCE OF TURNOVER**RESPONSE: REQUIRED****PASS/FAIL CRITERION ONLY**

The applicant must provide evidence of certified turnover for the three previous financial years. Turnover must be divided into Overall Business operations and Relevant Specialist Works operations.

The minimum average turnover required for the AV Hardware Contractor is €90,000 certified average per annum for the previous 3no. financial years.

The minimum average turnover required for the Graphics Production Contractor is €70,000 certified average per annum for the previous 3no. financial years.

The minimum average turnover required for the Manual Interactives Contractor is €50,000 certified average per annum for the previous 3no. financial years.

The minimum average turnover required for the Mounts Contractor is €60,000 certified average per annum for the previous 3no. financial years.

Format for Certified turnover:

Year	Overall business operations	Relevant Specialist Works only

If for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided.

^{1[2]} 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.

^{2[3]} 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.

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Specialist: Enter Y for Yes to confirm that the evidence requested is attached to your response at Appendix 3.3a

3.3b BALANCE SHEET OR EXTRACTS FROM A BALANCE SHEET**RESPONSE: REQUIRED****PASS / FAIL ONLY**

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

3.3c BANKER'S LETTER**RESPONSE: REQUIRED****PASS/FAIL ONLY**

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

3. 3d OTHER FINANCIAL/ECONOMIC INFORMATION/REFERENCES**RESPONSE: NOT REQUIRED****Not Applicable****3.3e PROFESSIONAL INDEMNITY INSURANCE****RESPONSE: REQUIRED****PASS/FAIL CRITERION ONLY**

Before appointment, the successful specialist may be required to produce to the Main Contractor evidence from their Broker or Insurance Company confirming that the specialist has (at the time of appointment) current professional indemnity insurance cover in the sum of **€2.5m** complying with the conditions listed below and confirmation that it will be maintained for six years after completion of the construction works.

- (i) Minimum level of insurance required in respect of any one accident €2.5m
- (ii) Maximum excess not greater than 1.5% annual turnover
- (iii) Cover is provided on an annual aggregate claim basis
- (iv) The conditions provide for claims for breach of professional duty or civil liability as well as negligence;
- (v) Cover extends to include specialist advisers engaged as sub-contractors by the specialist;
- (vi) Cover is provided in respect of Joint & Several liability;
- (vii) The jurisdiction in which claims can be lodged and settled is IRELAND.

Specialist: Enter Yes or put a tick in the box to the right to confirm that evidence that Professional Indemnity Insurance can be obtained in accordance with the requirements above is attached at Appendix 3.3e

3.3f PUBLIC LIABILITY INSURANCE**RESPONSE: REQUIRED****PASS/FAIL CRITERION ONLY**

Before appointment, the successful Specialist 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.

Specialist: 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**RESPONSE: REQUIRED****PASS/FAIL CRITERION ONLY**

Before appointment, the successful Specialist 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.

Specialist: 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.

3.4 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 Specialist should carefully consider the responses in this sub-section in relation to the role of Specialist for the specialist area of work that is required for the project as identified in Section 1. In relation to Health and Safety the supplement 3.4.1(HS) for Specialist Works must also be completed. It is deemed that, in providing any information under Evidence of Technical Capacity, consent is given for the accuracy of the information to be checked including either by clarification or by communication with the relevant Contracting Authorities.

(For the convenience of the Specialists a template Curriculum Vitae is attached at APPENDIX D to this questionnaire. Applicants have the discretion to use this form or any other format they choose. It is important to be precise and provide full details and dates.)

3.4a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)

RESPONSE: REQUIRED

PASS/FAIL CRITERION ONLY

Specialists must provide an Organisation Chart to show how the particular specialist activity is managed, and evidence of educational and professional qualifications (with dates obtained) and experience (on similar projects) of the relevant managerial personnel. The minimum standard for this criterion is at least one qualifying person competent to carry out each of the roles of Contract Manager and Health and Safety manager. The 2 roles can be carried out by the same person.

Specialist: Enter Yes or put a tick in the box to the right to confirm that the information requested is attached to your response at **Appendix 3.4a.**

3.4b EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)

RESPONSE: REQUIRED

PASS/FAIL CRITERION ONLY

Specialists must provide evidence of educational and professional qualifications (with dates obtained) and/or experience (on similar projects) of their personnel suitable to manage a project on site. The minimum standard for this criterion is at least one qualifying person competent to carry out the role of Site Manager/Foreman. The role can be carried out by the same person identified in Management Personnel above.

Specialist: Enter Yes or put a tick in the box to the right to confirm that the information requested is attached to your response at **Appendix 3.4b.**

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

RESPONSE: REQUIRED

PASS/FAIL CRITERION ONLY

Specialists must give details of specialist works that they provided over the past five years that are similar in scale and complexity to the specialist works required for this project. The standard form provided at Appendix B to this questionnaire must be used to supply this information. No more than 6 examples similar in scale and complexity to the services required should be submitted. The minimum standard is previous experience of projects of a similar nature, size and complexity provided (and satisfactorily completed) over the past five years. Include examples of high profile public projects where appropriate and any projects carried out in a riverine environment.

Specialist: Enter Yes or put a tick in the box to the right to confirm that the information requested is attached to your response at **Appendix 3.4c.**

3.4d MEASURES FOR ENSURING QUALITY

RESPONSE: REQUIRED

PASS/FAIL CRITERION ONLY

Specialists should provide a brief description of the Measures used by the specialist for ensuring Quality (Directive 2004/18/EC Article 48.2(c) both in the administration of projects and in the delivery of a high quality of service in accordance with the Tender documents. The minimum standard will be evidence of effective Quality

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Control procedures and evidence of Measures used by the applicant for ensuring a high standard in the relevant specialist discipline. (Both internal and external "Quality Assured" procedures are acceptable)

Specialist: Enter Yes or put a tick in the box to the right to confirm that the information requested is attached to your response at **Appendix 3.4d**.

3.4e AVERAGE ANNUAL MANPOWER OVER THE PAST 3 YEARS

RESPONSE: REQUIRED

QUALITATIVE ASSESSMENT: NO

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)			
Technician / CAD Operator			

Applicant: Enter Y for Yes to confirm that the information requested is attached to your response as Appendix 3.4e

3.4.1 (HS) EVIDENCE OF TECHNICAL CAPABILITY (Health and Safety)

It is a statutory requirement that the competence and satisfactory allocation of resources of the Specialist are established in compliance with the Safety Health and Welfare at Work (Construction) Regulations 2006. **This supplement on Health and Safety must be completed.**

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 Specialist's role. Where the response includes information already contained in response to the main section of the questionnaire, the specialist 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 project). **All health and safety criteria are pass/fail criteria only.** The Specialist must meet the relevant minimum standard stated under each criterion.

Pre-qualification will be on the basis of a minimum general level of Health and Safety Competency for a project of a similar nature, complexity and size. The onus will be on the Main Contractor (and not the Contracting Authority) to carry out appropriate investigations to determine the Health and Safety competency and adequacy of resources, for the particular sub-contract and program of work, of the Specialist to be selected.

3.4.1a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)

RESPONSE: REQUIRED

PASS/FAIL ONLY

Sub-section (i) is applicable to H&S COMPETENCE OF SPECIALIST for all projects. Sub-section (ii) is an additional requirement applicable to H&S COMPETENCE OF SPECIALIST for INTERMEDIATE WORKS

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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.

Specialist: 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)

- (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.

Specialist: 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)

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

RESPONSE: REQUIRED

PASS/FAIL ONLY

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

- (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)

- (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)

3.4.1c(H&S) LIST WORKS OF SIMILAR NATURE

RESPONSE: REQUIRED

PASS/FAIL

3.4.1c	Projects of a similar nature over past 3 yrs	Pass/Fail	
3.4.1f	Technical equipment available to carryout the works	Pass/Fail	
3.4.1g	Technical bodies available	Pass/Fail	

3.4.1d(HS) MEASURES FOR ENSURING QUALITY

RESPONSE: REQUIRED

PASS/FAIL CRITERION ONLY

All Applicants are required to demonstrate technical facilities and measures for studying, researching and ensuring quality as listed below.

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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 MAJOR WORKS only.

(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)

(ii) Additional Health and Safety Quality measures [**Major Works only**]

The most efficient way for a Specialist to structure its responses to the requirements above 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/ 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 organizational 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 company's procedures for disseminating up-to-date developments on health and safety issues;
- f. details of the company's arrangements for the co-ordination of information between the different Specialists, 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; and

The Minimum Standard is

- i. A general Health and Safety policy document appropriate to a Health and Safety led Construction Management role; and relevant management organizational structure document indicating the duty holders responsible for Health and Safety;
- ii. Standard method statements (relevant to projects of a similar size, nature and complexity);
- iii. covering all stages of the construction project life cycle from initiation to project completion;
- iv. Evidence of training arrangements in place appropriate to the size and complexity of the work. (This must include specific Health and Safety training);
- v. Evidence that there is an adequate organizational structure in place within the company to facilitate the dissemination of up-to-date developments on health and safety issues.
- vi. Evidence that there are adequate arrangements in place for the coordination of information between Specialist and PSCS with an adequate mechanism in place that tracks, records delivery and receipt of information distributed.

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)

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 Directive 2004/17/EC Article 54 or Directive 2004/18/EC Article 45 and 51 and SI 329 of 2006.

Name of Applicant:	[block capitals]
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On behalf of the above named Applicant I hereby declare that none of the circumstances specified in **Directive 2004/17/EC Article 54 and SI No 50 of 2007 or Directive 2004/18/EC Article 45 and 51 and SI 329 of 2006** apply to the above named Applicant i.e. that no individual 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.

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.

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:

- (1) 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
- (2) 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 :			[block letters]
Title :			[block letters]

Witnessed in the presence of a Commissioner of Oaths

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.

[delete as appropriate]

Signature/seal:		Date:	
Name of Witness			[block letters]

Suitability Assessment Questionnaire for Works - Specialist Contractors

Position/Capacity	
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	[block letters]
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APPENDIX B: LIST OF PREVIOUS PROJECTS

Standard Form for list of main construction projects for which a service of a similar nature was 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.

Construction contract: <i>(Title & brief description)</i>			
Site location:			
Approximate Specialist Contract Value at Award stage		Approx % of Main Contract:	
Approximate Specialist Contract Value at Completion		Approx % of Main Contract:	
Specialist Work undertaken:			
Start Date Main Contract:		Main Contract Substantial Completion:	
Start Date Specialist Work:		Completion Specialist Work:	
Additional Information:			
Accident record on Project:	[Provide details – if no reportable accidents state “none”]		
Contracting Authority contact name:		Phone no.:	
Contracting Authority address:			
GENERAL INFO:			

Appendix C: Health and Safety Declaration

[All sections to be completed in BLOCK CAPITALS]

In relation to

[Enter Project Title]

We,

[Enter name of Applicant Firm]

Proposing to act as

Specialist Sub-Contractor for [enter Specialist role]

on the above project hereby declare the following:

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

[enter 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 his/her role.

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'.

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

Suitability Assessment Questionnaire for Works - Specialist Contractors

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 as Sub-Contractor 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 fulfil the role of Specialist Sub-Contractor 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)

Abridged Curriculum Vitae**APPENDIX D****Standard Form for Evidence of Educational & Professional Qualifications**

Applicants have the discretion to use this form or any other format they choose. 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.

Name:		Age:	
Current Position in Firm:			
Proposed Function on Project:			

Professional Qualifications	Awarding Organisation	Date

Relevant Experience (Including Projects of a similar size, nature and complexity)

Project Title:			
Brief Description:			
Function on Project:			
Approximate Specialist Contract Value		Approx % of Main Contract:	
Start Date Main Contract:		Main Contract Substantial Completion:	
Start Date Specialist Work:		Completion Specialist Work:	
Additional Information:			
Accident record on Project:	[Provide details – if no reportable accidents state “none”]		
Contracting Authority contact name:		Phone no.:	
Contracting Authority address:			

(Repeat as required)