

**OLYMPIC DELIVERY AUTHORITY**

**Primary Sub-Station for Olympic Park  
and Stratford City**

**PRE-QUALIFICATION QUESTIONNAIRE**

**15th November 2006**

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# 1) Project Information

## 1.1 Objectives

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This Contract relates to the design, supply, construction, commissioning and handover of a new primary substation to serve both the Olympic Park and Stratford City Development.

The requirements for the primary substation are as follows:

London 2012 and legacy development of the Olympic Park:

- to deliver a secure electrical supply via a new, separately procured, local distribution network to the Olympic venues and their associated back-of-house and front-of-house facilities, the International Broadcast Centre (IBC), the Media and Press Centre (MPC), catering facilities, security installations and other support services.
- to deliver a secure electrical supply to the venues that will remain for the post-Olympic development, as well as to future residential, commercial and industrial developments.

For the Stratford City Development:

- to deliver a secure electrical supply via a new, separately procured, local distribution network to the Stratford City retail, commercial and residential development
- a key requirement, driven by Stratford City Development's retail programme, is for the primary substation to have "power on" and be available for commercial use by June 2009.

The electrical supply from the local electricity distribution network will combine with electrical supplies from embedded generation and, for the Olympic Games, with temporary generation, to contribute to a resilient energy supply strategy for the Olympic Park and Stratford City.

For the procurement of the primary substation, the Olympic Delivery Authority ( ODA ) is the Contracting Authority and will procure the works on behalf of itself and Stratford City Development Limited ( SCDL ). It is highly likely that the contract will be awarded by ODA and SCDL as joint employers. It is envisaged that the NEC3 lump sum option: Option A (Priced contract with Activity Schedule) will be used.

## 1.2 Context

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The procurement of the primary substation should be understood in the context of the Utilities Infrastructure & Services procurement strategy between the Olympic Delivery Authority (ODA) and Stratford City Development Ltd (SCDL).

It is expected that the ODA will select one or more commercial partners to assist in the design, construction, finance, ownership and operation (DBFO) of Utility Infrastructure and Services to serve both the Olympic Park and Stratford City. The commercial partner or partners will:

- Deliver integrated energy, water and telecommunication infrastructure by means of common utility corridors according to the programme for the Olympic Park and Stratford City;
- Install, own and operate Energy Centres to provide power, district heating and cooling services, including renewable energy services, that enable ODA and SCDL to fulfil the commitments they have entered into;
- Undertake the design, construction, finance, ownership and operation of utility assets and services for the Olympic Park and Stratford City;
- Be responsible for securing connections with host utility companies as required;
- Adopt utilities procured in advance of the Utility Infrastructure, such as the Primary sub station

- Interface with the stakeholders concerned with the regeneration of the Lower Lea Valley including the relevant London Boroughs, the London Development Agency, London Thames Gateway Development Corporation and other private sector developers as appropriate to ensure co-ordinated installation of assets and timely deployment of utility services.

It is envisaged that the commercial partner or partners will deliver the Utility Infrastructure and Services, under a concession arrangement in respect of the Olympic Park and Stratford City, granting the commercial partner or partners the right to own, operate, develop and expand the network and services to meet legacy growth. The provision of utility services for major developments therefore requires long-term commitment and consistently high operating standards.

It is also envisaged that the selected commercial partner or partners will enter into a single contract with the ODA, SCDL and other stakeholders for the design, construction, finance and operation of the Utility Infrastructure and Services. The contract will define the services to be provided, the specific service requirements of ODA and SCDL, the roles and responsibilities of the parties and the commercial terms for construction and ownership of the assets and the operation and management of the services.

In order to meet the programme for achieving "power on" and be available for commercial use in June 2009, it has been decided to procure the primary substation separately, in advance of the majority of the Utility Infrastructure and Services package, and on a design and build basis. It is expected that the design and build contract for the primary substation, to which this notice relates, will be novated to the Utility Infrastructure and Services provider once appointed.

### **1.3 Scope of the PSS Procurement**

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The Olympic Park primary substation, serving both the Olympic Park and Stratford City developments shall be configured initially as a 132/11kV, two transformer substation with future proof space provision of a third transformer and associated equipment. However, ODA reserve the right to request bidders to offer separate two and three transformer options in the tender submission, to be accepted or rejected at ODA discretion. The primary substation shall be connected to EDF Energy's existing electricity distribution network. The OP Primary substation shall therefore be designed from the outset to meet the adoptable technical standards and specifications of EDF Energy. For clarity, the supply of the 132kV cables feeding the new OP primary substation are outside the scope of supply of this Contract Notice.

The following schedule of items is expected to be included;

Civil works -	Design and Construct Substation Site, including roads, drainage, fencing, compound surfacing and lighting.
Civil works -	Design and Construct Switch House/s, including lighting, heating, dehumidification, Relay/Control/Battery/SCADA room/s, Toilet.
Civil works -	Transformer Plinths, Bund Water / Oil separation system, Equipment Structures, Cable Ducts.
Electrical works -	Design, procure and install Substation Earthing System
Electrical works -	Design procure and install Substation LVAC and DC systems, including batteries.
Electrical works -	Design, procure and install 132/11kV Transformers
Electrical works -	Design, procure and install all auxiliary and ancillary cabling for 132/11kV Transformers and associated auxiliary equipment, including AC supplies from auxiliary transformers
Electrical works -	Design and install protection and voltage control for 132/11kV Transformers and associated auxiliary equipment

Electrical works -	Connect 132/11kV transformers and associated auxiliary transformers, earthing transformers and earthing reactors/resistors, including power cables from 132/11kV transformers to 11kV switchgear
Electrical works -	Design, procure and install all auxiliary and ancillary cabling for 132/11 kV Transformers and associated auxiliary equipment
Electrical works -	Design, procure and install 11 kV switchgear
Electrical works -	Connect 132kV and 11 kV switchgear to required Power, AC, DC, SCADA, and protection systems
Protection works -	Design protection system. Provide SCADA functions and procure items not supplied with main plant and switchgear, install and commission
Commissioning -	Undertake all testing and commissioning necessary to handover the substation to the adopting party

At this stage, the ODA (and SCDL) wish to retain the flexibility to transfer – if so required - ownership and operation of the OP Primary substation to either the host DNO or the Utility Infrastructure and Services provider who will own and operate the electricity distribution network within the OP and the SCDL sites, to be selected through the tendering process for delivery of the Utility Infrastructure and Services, as appropriate/necessary. The ODA (and SCDL) therefore reserve their position, if it proves strategically beneficial to do so, at completion of the design stage, or another appropriate stage during the contract to be agreed, to transfer the contract for the OP Primary substation.

EDF Energy technical standards and specifications shall be used throughout the project unless instructed otherwise.

Designs, adoption standards, equipment standards, construction standards and specifications used by EDF Energy are generally as indicated below:-

- EDF Energy Equipment Standards.
- EDF Energy Engineering Instructions.
- EDF Energy Civil Design Standards.
- ENA Technical Specifications.
- IEC Standards.
- BEBS.
- British Standards.
- IEE Regulations.

It is envisaged that, to the extent available, Standards, Instructions and specifications produced by EDF Energy shall be made available to Tenderers at Invitation to Tender, for tendering purposes. Responsibility for sourcing and implementing adoptable standards, achieving design approval and handover to the adopting party shall nevertheless rest with the supplier of the OP Primary Substation as part of the design and build contract.

As technical standards and specifications change and evolve, applicants shall be cognisant of the necessity to utilise the latest versions.

Tenderers shall be responsible for obtaining all non EDF Energy copyright standards and specification documentation.

The following items are likely to form the basis of the OP Primary substation scope of required services or works;

- Primary equipment voltage 132kV, associated equipment voltage 11kV;
- Design of the new primary substation including civil works;

- The securing of Design Approval (prior to commencement onsite) from the adopting Distribution Network Operator;
- Procurement and supply of all plant and equipment including major plant items
- Construction of the new primary substation including civil works, utilising Contractor procured plant and equipment;
- Interfacing and co-ordinating with the onsite non-contestable works undertaken by EDF Energy;
- Commissioning of the substation;
- Handover and adoption of the newly created asset by the adopting party;
- Project management from Award of Contract to Asset Adoption;

The Contractor is to interface with the host DNO organisation, EDF Energy networks, who will be delivering the non contestable connection works, and will be required to undertake responsibilities for project designs, project management, construction, commissioning and supply of major plant items.

The project shall be implemented in two distinct phases of 1) Design and 2) Construction. Commencing with a Design phase, it is envisaged that progression to the Construction phase shall only follow after a review of the project by the adopting party and the subsequent issue of Design Approval for the Contractor's OP Primary substation design.

To assist with evaluation of each prospective tenderer's capabilities, responses shall include information about resources and understanding of working with distribution network operators (DNOs).

#### **1.4 Demand Assessment**

Maximum Power Demand Requirements have been estimated for the Stratford City and Olympic Park sites. The load demands have been based on land use, typical demand rates and take into account assumed diversity factors within each site accounting for the different types of land use and the probability of simultaneous use.

(MW)	2012	2014	2025
Stratford City	40	42	65
Olympic Park	41	25	46

#### **1.5 Utility Infrastructure and Services Procurement**

Other site utilities will be procured as part of a separate procurement stream. The main elements to be procured at present are as follows. The current view on the likely procurement arrangements is also indicated:

Title	Description
Electrical Network	DBFO. The operator of the electrical network will be expected to take over the primary substation.
Gas Network	DBFO
Water Network	DBFO
Sewerage Network	Ownership and operation. The sewerage network may be designed and built under separate contract and transferred to the

Title	Description
	operator of the sewerage network.
Telecoms Ducts	Design and build only
Energy Centres	DBFO. Energy Centres includes operation of CCHP plant and of renewable energy sources.
Heating and cooling water pipework	DBFO with the Energy Centres.

The Contract Notice for the main utilities procurement is expected to be issued shortly.

## 1.6 Programme and Process

### 1.6.1 Outline timetable for the PSS procurement

Activity	Dates
Closing date for return of PQQ	11 December 2006
Pre-selection and issue of Invitation to Tender (ITT) to shortlisted applicants	22 December 2006
Receive Responses to ITT	2 February 2007
Contract award	13 April 2007
Site ready to start construction	Oct 2007 to Dec 2007
PSS operational & "power on" (and available for commercial use)	June 2009

Subsequent timetable for Main Utilities Procurement

Activity	Dates
Award of Utilities Infrastructure and Services contract	September 2007

### 1.6.2 Procurement process

The procurement process is being conducted in compliance with European Union (EU) Directive 2004/18 and the 2006 Public Contracts Regulations implementing the Directive in England and Wales. The two-stage restricted procedure has been adopted. Interested candidates are required to complete the Prequalification Questionnaire in Section 3, which will be evaluated as per the selection criteria in Section 2. Subsequently, a short-list of 5 suitable candidates will be invited to tender. The time scale for this restricted procedure is 30 days for candidates to register an interest and at least 40 days from dispatch of invitations to tender (ITTs) to submit a tender, as indicated in the timetable above, and will be further specified in the ITT. The ODA will use electronic means in compliance with the 2006 Regulations to make the relevant documents available to applicants. The ODA reserves the right to discontinue the procedure where appropriate for objective reasons, or in the absence of tenders, or of suitable tenders, or of applications in response to the ITT.

## **1.7 Background Information**

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### **1.7.1 Olympic Park Data**

The Olympic Park has been designed to provide a compact, secure and easily-accessible location for the London 2012 Games and a sustainable legacy that will contribute significantly to the regeneration of the Lower Lea Valley area of east London.

The Park is located on a brownfield site with a history of industrial use. Before the Games, the site will be cleared and the land remediated. The electricity pylons that cross the Park are being replaced by underground cables.

For London 2012, the Olympic Stadium and eight other new sporting venues will be constructed within the Park, together with a state-of-the-art media centre providing facilities for broadcast and print journalists from all over the world. The Stadium and Aquatics Centre are located in the southern end of the Park to be close to transportation hubs. The other venues are situated along the main pedestrian circulation spine running northwards through the Park.

After the Games, the area will become the largest urban park to be created in Europe for more than 150 years. In total, some 9,000 new homes will be built within the Park. Many of the Olympic sporting facilities will remain for use by local communities, and up to 12,000 new jobs will be created in the Park.

For further information please visit [www.london2012.org](http://www.london2012.org).

### **1.7.2 Stratford City Data**

The Stratford City Development will comprise 1.24 million square metres of mixed use development on a 73 ha site, divided into 7 zones and - for the purposes of utility planning and delivery. Overall these zones will be developed to include 460,000 sq. metres of residential development, 150,000 sq. metres of retail space, 465,000 sq. metres of commercial office space and supporting educational and leisure facilities including hotels and community facilities.

The development will be in phases with Zone 1 comprising approximately 140,000 sq. metres of retail space intending to be completed for opening in September 2010, closely followed by the remainder of Zone 1, to be complete prior to 2012. The residential areas in Zones 3, 4 and 5 that form the Olympic Village will be opened in 2012 as accommodation for Olympic athletes and then converted to market and social residential accommodation, anticipated to be available for occupation from 2013. The remaining areas of Zones 3, 4 and 5 and Zones 2, 6 and 7 are intended to be completed by the end of 2020 but will be developed subject to market demand.

## **1.8 Host Connections**

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Discussions with EDF Energy, the host DNO, are on-going. A connection agreement for the non contestable works to connect the new Primary substation to the EDF Energy network is expected to be placed before or at a similar time to the placement of the contract for delivery of the Primary substation. More detail on these discussions and the progress made will be provided at the ITT stage.

## 2 Selection Process

### 2.1 Minimum Conditions for Participation

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Responses will be reviewed to identify those that satisfy the minimum conditions of eligibility and the following minimum conditions are therefore required to be met in order to participate in the PQQ evaluation:

Applicants must be organisations with a demonstrable technical capability and experience in the design and construction of major substation works for distribution network operators.

The organisation must in the last two completed financial years have achieved an average annual turnover of not less than £25m and to have undertaken at least one contract, awarded to the organisation, of not less than £5 million.

Other minimum conditions apply to:

- Health and safety
- Environmental policy
- Criminal convictions
- Bankruptcy and insolvency
- Professional misconduct
- Significant disputes

The questions relevant to demonstrating compliance with the minimum conditions have been annotated in the PQQ (in section 3 below).

### 2.2 Selection Criteria

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Responses that meet the minimum conditions listed in 2.1 will be assessed using the following criteria:

#### 2.2.1 Organisation identity

Contact and registration details identifying your organisation

#### 2.2.2 Organisation information

Corporate level information detailing the corporate structure, executive directors and officers, corporate history, roles and responsibilities, professional conduct and disputes.

#### 2.2.3 Financial and insurance

Corporate level information describing the financial capacity of your organisation, the relevant insurances held and the ability of your organisation to raise infrastructure finance.

#### 2.2.4 Technical capability and experience

Information describing the technical capacity and experience of your firm, with particular reference to the specific requirements and challenges of a Primary Sub-Station design and build.

#### 2.2.5 Prime supplier and partnership arrangements in relation to regulated utility services

Details of partnership arrangements and legal or regulatory associations of relevance in selecting a short list of participants for the ITT stage.

#### 2.2.6 Health & safety, quality assurance, environmental accreditation and data protection

Corporate level information demonstrating performance in relation to statutory risks.

#### 2.2.7 Equal opportunities and support for local employment and SMEs

Corporate level information demonstrating achievement in relation to key ODA policies and objectives.

### **2.2.8 References**

Details of major recent contracts which demonstrate the financial and technical capacities of the applicant.

### **2.2.9 Disputes**

Identification of recent, ongoing and pending commercial and legal disputes which could adversely affect the financial position or the ability of the applicant to discharge their obligations under the proposed contract.

### **2.2.10 Supplementary questions**

Opportunity for the applicant to differentiate their response by outlining their approach to key issues.

### **2.2.11 Further comments and information / summary**

Opportunity for the applicant to provide further information which:

- Is of direct relevance to the ODA's objectives in relation to the procurement of a Primary Sub-Station design and build and the selection criteria detailed in Section 2
- summarises and orders the key features of the applicant's proposition in relation to meeting the ODA's requirements.

The ODA will only take into account, in its assessment, the information submitted by the applicants.

### **2.2.12 Undertaking**

Signed undertakings required to give the ODA assurance that the information provided in response to the PQQ is true and accurate.

## **2.3 Evaluation Criteria for Contract Award**

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The criteria for contract award are separate from the criteria for shortlisting applicants to receive the Invitation to Tender. Details of the method by which the evaluation criteria for contract award will be applied to determine the most economically advantageous tender will be provided in the ITT.

## 3 Pre-Qualification Questionnaire

### 3.1 Instructions for Completion

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#### 3.1.1 Guidance notes

- 1) The applicant should ensure that they respond to all questions. Questions have been annotated to indicate those that are intended for:
  - Category 1: Information
  - Category 2: Demonstrating compliance with minimum conditions
  - Category 3: Evaluation for shortlisting
- 2) Responses that do not demonstrate compliance with minimum conditions will not be further evaluated.
- 3) In the evaluation, the ODA reserves the right to mark down or deselect applicants who submitted PQQ responses which are deemed only partially complete.
- 4) The ODA also draws the applicant's attention to the signed undertakings which are required in PQQ Section 12.
- 5) In providing their PQQ responses, applicants are encouraged to take full account of the selection criteria detailed in Section 2.
- 6) The ODA will only take account of information with direct relevance to the questions asked within this PQQ, the ODA's objectives in relation to the procurement of a Primary Sub-Station design and build and the selection criteria detailed in Section 2. All other extraneous information will be disregarded.
- 7) Applicants are at liberty to provide a summary of the main features of the proposition described by their PQQ response in the Comments section.

#### 3.1.2 Content and format of responses

Responses to the questionnaire must be clearly marked "Primary Sub-Station Pre-Qualification Questionnaire."

**Completed questionnaires should be submitted in paper and CD [2 copies of each] to the address given at the end of this section and by the due date.**

Prospective service providers/suppliers should answer all questions accurately and as concisely as possible. Where a question is not relevant to the responder's organisation, this should be indicated, with an explanation.

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

Responses will be evaluated in accordance with the procedures set out in Section 2. In the event that none of the responses are deemed satisfactory, ODA reserves the right to consider alternative procurement options.

Failure to furnish the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that service providers/suppliers will not be invited to participate further.

#### 3.1.3 Consortia and sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime supplier or consortium leader. Relevant information may also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of services or products under any ensuing partnership. Responses must enable the ODA to assess the overall service proposed.

Where the proposed prime supplier is an existing SPV, project company or holding company, information should be provided of the extent to which it will call upon the resources and expertise of its members.

ODA recognises that arrangements in relation to consortia and sub-contracting may be subject to change. Service providers/suppliers should therefore respond in the light of such arrangements as are currently envisaged and identify their supply chain management process, providing details of the areas of work each organisation would have responsibility for.

ODA may seek independent financial and market advice to validate information declared or to assist in the evaluation. Reference site visits or demonstrations and/or presentations may also be requested.

## **3.2 Instructions for Submission**

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### **3.2.1 Address for Responses**

The response should be clearly marked "**RESTRICTED – COMMERCIAL: London 2012 Primary Sub-Station Pre-Qualification Questionnaire**" and 2 signed hard copies of the questionnaire response (+ two CDs) should be sent to:

Official name: **Olympic Delivery Authority (ODA)**  
For the attention of: **Primary Substation Procurement Team (Kevin Moriarty)**  
Address: **Level 23  
One Churchill Place  
Canary Wharf  
London  
E14 5LN  
United Kingdom**  
Project contact point: **Primary Substation Procurement Team (Kevin Moriarty)**  
Telephone: **0203 2012 000**  
Fax: **0203 2012 512**  
Email: [\*\*primarysubstation@london2012.com\*\*](mailto:primarysubstation@london2012.com)

Submissions should be received at the ODA by 12:00 (Noon), Monday 11 December 2006. Submissions received after this deadline will not be considered.

### **3.2.2 Queries about the procurement**

Any questions about the procurement should be submitted at the earliest opportunity by e-mail to the contact stated above and latest by 12:00 (Noon) on Monday 4 December 2006.

If ODA considers any question or request for clarification to be of significance to the other applicants in the process, particularly given the application of the EU Directive and the 2006 Regulations, both the query and the response will be communicated, in a suitably anonymous form, to all other applicants.

All responses received and any communication from applicants will be treated in confidence.

### **3.2.3 Supplier contact point**

Applicants have been asked to include two points of contact in their organisation for their response to the pre-qualification questionnaire. The ODA shall not be responsible for contacting the applicant through any route other than the nominated contacts. The applicant must therefore undertake to notify any changes relating to the contacts promptly.

## PQQ Section 1: Organisation Identity

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1.1 Name of the company (Prime or single supplier) in whose name the tender would be submitted	INFORMATION
1.2 Contact names, telephone / fax numbers and e-mail addresses:	INFORMATION
1.3 Contact Address(es):	INFORMATION
1.4 Central telephone number:	INFORMATION
1.5 Website address (if any):	INFORMATION
1.6 Company Registration number:	INFORMATION
1.7 Date of Registration:	INFORMATION
1.8 Registered address if different from the above:	INFORMATION
1.9 VAT Registration number:	INFORMATION

**PQQ Section 2: Organisation Information**

2.1 Is your organisation: INFORMATION	i) a public limited company?	Y/N	iii) a sole trader?	Y/N
	ii) a limited company?	Y/N	iv) a partnership?	Y/N
2.2 Confirmation that an organisation structure chart is enclosed with this completed questionnaire? INFORMATION				Y/N
2.3 Is your company a subsidiary of another company? INFORMATION		Y/N		
The holding or parent company				
The ultimate parent company (if applicable)				
2.4 Executive Directors / Officers / Partners of respondent and/or holding company: INFORMATION				
Name	Responsibility			
2.5 Number and locations of premises from which your organisation has provided services similar to those required by the ODA INFORMATION				
2.6 Total number of staff involved directly in providing services similar to those required by the ODA, broken down by profession, roles, office location and whether permanent or third party staff EVALUATION				
2.7 Brief history (not more than 400 words) of your organisation INFORMATION				
2.8 Principal relevant areas of business activity and the length of time involved in each area of activity INFORMATION				
2.9 Planned organisation structure of the project team with corporate and individual key roles identified. Please provide CVs of staff proposed for the key management roles. EVALUATION				

2.10 Please describe (with a diagram if necessary), the organisation's relationship with its parent organisation and/or ultimate holding company, as well as all other subsidiaries
EVALUATION
2.11 Have any of the Executive Directors / Officers / Partners identified above been bankrupt or involved in any firm which has gone into liquidation, winding-up or receivership? Please answer either Yes (providing details) or No.
MINIMUM CONDITION
2.12 Please state the names of any Executive Directors / Officers / Partners of your organisation who have any involvement in other firms already providing services to the ODA. Please also declare any other potential conflicts of interest.
EVALUATION
2.13 To which professional or trade bodies does your organisation belong?
INFORMATION
2.14 Criminal Convictions: Has your firm, or its executives, or any staff within your firm who will be performing this work, been convicted of any of the following: conspiracy, corruption, bribery, fraud, cheating the revenue, conspiracy to defraud, fraud or theft, fraudulent trading, customs fraud or illegal avoidance of EU taxation, defacing or concealing documents, or money laundering? Please answer either Yes (providing details and measures taken to prevent a repeat occurrence) or No (against each category).
MINIMUM CONDITION
2.15 Professional Conduct: In the last five years has any adverse complaint been made against your firm to a professional/regulatory body in respect of any work of the firm (i.e. not restricted to the staff or unit which could be performing this work)? Please answer either Yes (providing details and measures taken to prevent a repeat occurrence) or No.
MINIMUM CONDITION
<p>2.16 Within the last five years, has your firm:</p> <ul style="list-style-type: none"> <li>• Been prosecuted for breaking any UK/EC environment law? Please answer either Yes (providing details and measures taken to prevent a repeat occurrence) or No.</li> <li>• Had any notice served upon it by an environmental regulator or authority? Please answer either Yes (providing details and measures taken to prevent a repeat occurrence) or No.</li> </ul>

	EVALUATION
2.17 In the last five years, has there been a finding of unlawful racial discrimination made against your firm by any court or industrial tribunal? Please answer either Yes (providing details and measures taken to prevent a repeat occurrence) or No. Please also provide details of any cases which are current or pending.	
	EVALUATION
2.18 In the last five years, has there been a finding of unlawful sex discrimination made against your firm by any court or industrial tribunal? Please answer either Yes (providing details and measures taken to prevent a repeat occurrence) or No. Please also provide details of any cases which are current or pending.	
	EVALUATION
2.19 Has your Company received any national industrial awards in the past 3 years (RoSPA etc.). Please answer either Yes or No. If Yes provide details, i.e. award name, issuing body and date awarded.	
	EVALUATION

## PQQ Section 3: Financial and Insurance

3.1 The following financial information is required to be provided. <b>MINIMUM CONDITION &amp; EVALUATION</b>		
a) A copy of the most recent audited accounts for your organisation that cover the last two years of trading or for the period that is available if trading for less than two years (including full notes to the accounts and the managing partner's or director's report, and auditor's report).		
(b) A statement of the organisation's turnover, profit & loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet, where this information is not available in an audited form at (a).		
(c) Where (b) cannot be provided, a statement of the organisation's cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position.		
(d) If the organisation is a subsidiary of a group, (a) to (c) are required for both the subsidiary and the ultimate parent. Where a consortium or association is proposed, the information is requested for each member company.		
(e) A separate statement of the organisation's turnover that relates directly to the supply of this service for the past two years, or for the period the organisation has been trading (if less than two years).		
(f) Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate. Confirmation of the organisation's willingness to arrange for a guarantee or a performance bond		
(g) The name and address of your banker (and confirm by means of a letter on your headed notepaper, signed by an authorised signatory, that we may obtain references from them).		
3.2 What is the name of the person in the firm responsible for financial matters? What position does that person hold?		
INFORMATION		
3.3 Claims and Litigations: Are there any outstanding claims or litigation against the firm which could materially affect your financial position or your ability to deliver the required services? Please answer either Yes (providing details) or No.		
MINIMUM CONDITION		
3.4 Please provide details of your organisation's insurance protection in respect of professional indemnity cover for design services.		
EVALUATION		
Policy	Insurer and Renewal Date	Indemnity Value (£)

3.5 Please also provide details of employer's liability insurance and public liability (third party) insurances held.

EVALUATION

Policy	Insurer and Renewal Date	Value of Cover (£)

**PQQ Section 4: Technical Capability, Experience, Approach, Standards, Staff and Labour**

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<p>4.1 Please provide details of your business background and expertise relevant to this contract giving examples of projects and clients for which you have undertaken Design and Build services in relation to the scope of work identified in this PQQ (maximum number of projects to be referred to is ten; there is also no need –in responding to this question - to duplicate information that may be provided instead in answering questions 4.4 and 4.8). Please specify if this work was carried out in the UK or overseas.</p>
<p>MINIMUM CONDITION &amp; EVALUATION</p>
<p>4.2 Please provide details of any partners including specialist consultants, advisors and/or contractors that form part of your team and state which techniques/technologies would be offered by those parties.</p>
<p>EVALUATION</p>
<p>4.3 In terms of the Works or Services required, please provide details of any projects delivered by your firm which have fallen short of client expectations in terms delivery to time and delivery of service levels, explaining what was learned and implemented by your firm, in terms of corrective action, on subsequent similar projects.</p>
<p>EVALUATION</p>
<p>4.4 Using only the product groups shown below please indicate below the sub-groups and contract value range (maximum and minimum) for which you can demonstrate experience.</p> <p style="text-align: right;">MINIMUM CONDITION &amp; EVALUATION</p> <p>Please indicate using a cross (x) in the appropriate box(es). D = Design, C = Construct / Supply, M = Project Manage.</p>

Project Service		£0 – 5m			£6-10m		
		D	C	M	D	C	M
R01	<b>HV Connections</b> 1 Up to 11kV 2 11kV 3 132kV 4 Above 132kV						
R02	<b>Major Substation Works</b> 5 66/33kV to 11kV 6 132kV to 11kV 7 132kV to 66/33kV 8 Above 13kV						
R03	<b>Design Engineering</b> 1 In-house Design 2 Sub-contract design 3 Protection Studies						
R04	<b>Project Management</b> 1 Programme 2 Risk Management 3 Construction (Construction Design and Management Regulations)						

4.5 Which factors of whole life cost give your works and/or services an advantage over your competitors?
EVALUATION
4.6 Do you offer a service package, emergency call out facility and planned/preventative maintenance service? Please give details of service, response times and number of operatives on call.
EVALUATION
4.7 Do you have an existing project management capability involving scheduling and planning of Major Substation installation services? If yes, please give details.
EVALUATION
4.8 Give examples of up to 10 contracts undertaken by your Company within the last 5 years demonstrating previous experience in the product groups you have detailed in question 4.4 above.

<b>EVALUATION</b>
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Client Name	Contract Name	Value of work undertaken (£k)	Total Contract Value (£k)	Description of Work and role undertaken	Contract Type & Conditions	Was the project on time and on budget? Please answer either Yes or No (providing details)

4.9 Please also include a generic list of current contracts.
<b>EVALUATION</b>
4.10 Do you currently do business with Distribution Network Operators? If Yes, please list the DNOs you have undertaken major substation works for:
<b>EVALUATION</b>
4.11 Has your company designed, constructed or project managed Major Substation Works in the past five years? If so, please provide a detailed list of the projects completed
<b>EVALUATION</b>
4.12 General Staff Breakdown: Please list the location of all of your key staff who would potentially be involved in this project, along with the number of permanent employees at each for the categories below. Specifically you are required to demonstrate that you will have sufficient capacity and capability for successful completion within the required timeframe.
<b>INFORMATION</b>

Specify Geographic Region	Staff			
	Project Management	Technical	Supervision	Commissioning

4.13 Please give total number of direct employees (in the following areas) employed by your Company in each of the last 3 years:

INFORMATION

		Project Management	Technical	Supervision Commissioning
a)	2006	<input type="text"/>	<input type="text"/>	<input type="text"/>
b)	2005	<input type="text"/>	<input type="text"/>	<input type="text"/>
c)	2004	<input type="text"/>	<input type="text"/>	<input type="text"/>

<p>4.14 Have you experience of supplying goods and/or services in accordance with and to meet the Engineering Specifications of UK Publicly Licensed Electricity Distribution Network Owners (DNOs)? Please give details of DNOs:-</p>	EVALUATION
<p>4.15 Have you experience of supplying goods and/or services in accordance with and to meet the Engineering Specifications of EDF Energy (London Power Network Area)? Please give details:-</p>	EVALUATION
<p>4.16 Have you recently participated in any tendering activity including Major Substation Works for EDF Energy? Please give details:-</p>	EVALUATION

4.17 Do you have an in-house design capability for the services needed to Design and Build this project?

If Yes please give details in the following table:

EVALUATION

Project Services		Current in house Design Capability	Subcontract Design
R01	Feasibility Studies	<input type="text"/>	<input type="text"/>
R02	Network Studies (incl Fault Level)	<input type="text"/>	<input type="text"/>
R03	Procurement of	<input type="text"/>	<input type="text"/>

	Plant and Equipment		
R04	Site Installation and Commissioning		
R05	Project Management		

4.18 If you do not have an in-house design capability for any of the Project Services please give details your Design Consultants in the table below:

EVALUATION

Design Consultant	No. 1	No. 2
Name & Address		
Project Services		
Do they have a recognised Quality Assurance System in operation?		
Registration / Certificate number		
Certificates issuing body		

Additional sheet used

Yes  No

**PQQ Section 5: Prime Supplier and Partnering Arrangements in Relation to Regulated Utility Services**

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5.1 Please give a brief outline on your policy regarding the use of sub-contractors and, if applicable, the extent to which you might envisage using them for this requirement.
EVALUATION
5.2 Please identify the benefits and challenges of undertaking a partnership arrangement in the context of the proposed scope of work
EVALUATION

**1**

**PQQ Section 6: Health & Safety, Quality Assurance, Environmental Accreditation and Data Protection**

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6.1 What is the name of the director, partner or other person responsible for the implementation of your firm's safety policy? Please provide contact details.	INFORMATION
6.2 How are your health and safety policies and procedures conveyed to the workforce?	EVALUATION
6.3 Do staff receive induction and/or safety training before undertaking work tasks? Please answer either Yes (providing details) or No.	EVALUATION
6.4 Please enclose a copy of your Health and Safety Policy (covering general policy organisation and arrangements) as required by Section 2(3) of the Health and Safety At Work Act 1974, or equivalent national legislation, and any codes of safe work practices issued to employees.	MINIMUM CONDITION & EVALUATION
6.5 Has your firm been prosecuted or had notices served on it by the Health and Safety Executive or equivalent national authority? Please answer either Yes (providing details and measures taken to prevent a repeat occurrence) or No.	EVALUATION
6.6 During the last three years has your firm been prosecuted for contravention of the Health & Safety at Work Act 1974, or equivalent national legislation? Please answer either Yes (providing details and measures taken to prevent a repeat occurrence) or No.	EVALUATION
6.7 Has your firm been the subject of a formal investigation by the Health & Safety Executive, or similar national body charged with improving health & safety standards? Please answer either Yes (providing details and measures taken to prevent a repeat occurrence) or No.	EVALUATION

6.8 What is the name of director, partner or other person responsible for the implementation of your firm's quality assurance policy? Please provide contact details, together with a copy of your Company QA Organisation Structure.	INFORMATION
6.9 Please provide details of any quality assurance certification that your company holds e.g. ISO 9001 or equivalent standard. Please include a copy of any certificate. If no accreditation held, please attach an outline of your quality assurance policy.	EVALUATION
6.10 Please provide details of any quality assurance certification for which you have applied.	INFORMATION
6.11 How is risk management included within your company QA plans?	EVALUATION
6.12 What is the name of director, partner or other person responsible for the implementation of your firm's environmental policy? Please provide contact details.	INFORMATION
6.13 Please provide details of any environmental accreditation that your company holds e.g. ISO 14001 or equivalent standard. Please include a copy of any certificate. If no accreditation held, please attach an outline of your quality assurance policy.	EVALUATION
6.14 Please provide details of any environmental accreditation for which you have applied	INFORMATION
6.15 Does your company have an environmental policy committing the Company to a programme of continuous environmental improvement? If Yes, please provide copy of this environmental policy	MINIMUM CONDITION & EVALUATION
6.16 Does this system cover the goods/services in this tender? Please outline the major elements	MINIMUM CONDITION & EVALUATION
6.17 Does your company set environmental performance targets and objectives? Please give examples	EVALUATION

<p>6.18 Is your company registered under the Control of Pollution (Amendment) Act 1989 and the Controlled Waste Regulations 1991 or equivalent national legislation? Please answer either Yes (providing details) or No (stating why not).</p>	<p>EVALUATION</p>
<p>6.19 Has your firm been the subject of a formal investigation by the Environment Agency, or similar national body charged with improving environmental standards? Please answer either Yes (providing details) or No.</p>	<p>EVALUATION</p>
<p>6.20 Please describe your organisation's approach to sustainability and its applicability to this project.</p>	<p>EVALUATION</p>
<p>6.21 Is your organisation registered under the Data Protection Act 1998? Please answer either Yes (providing registration number and date of registration) or No.</p>	<p>EVALUATION</p>
<p>6.22 Does your Company have a Public Relations department or an individual responsible for Public Relations?</p>	<p>EVALUATION</p>

**PQQ Section 7: Equal Opportunities and Support for Local Employment and SMEs**

<p>7.1 Is it your firm’s policy as an employer to comply with your statutory duties under the Race Relations Act 1976 or equivalent national legislation and, accordingly, your practice not to treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin in relation to decisions to recruit, train or promote employees? Please answer either Yes (providing details of what types of discrimination are covered under the policy) or No (giving reasons why not).</p>
<p style="text-align: right;">EVALUATION</p>
<p>7.2 Do you observe as far as possible the Commission for Racial Equality’s Code of Practice for Employment or national code, which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment? Please answer either Yes (providing details) or No (giving reasons why not).</p>
<p style="text-align: right;">EVALUATION</p>
<p>7.3 Do you observe as far as possible the Equal Opportunities Commission’s Code of Practice for Employment or equivalent national code, which gives practical guidance to employers and others on the elimination of sex discrimination and the promotion of equality of opportunity in employment? Please answer either Yes (providing details) or No (giving reasons why not).</p>
<p style="text-align: right;">EVALUATION</p>
<p>7.4 Please describe the steps your Firm has taken in response to the provisions of the Disability Discrimination Act 1995 or equivalent national legislation.</p>
<p style="text-align: right;">EVALUATION</p>
<p>7.5 Please describe any project experience where your firm has been instrumental in using a project to maximise local employment opportunities.</p>
<p style="text-align: right;">EVALUATION</p>
<p>7.6 Please also describe any project experience where your firm has been instrumental in using a project to maximise opportunities for SMEs (Small and Medium-Sized Enterprises), particularly firms offering innovative solutions.</p>
<p style="text-align: right;">EVALUATION</p>

## PQQ Section 8: References

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8.1 Please provide details of at least three of the contracts described in response to question 4.9, including – where possible - both public and private sector clients.				
				EVALUATION
Customer name and address	Contact name, telephone number and e-mail address	Date contract awarded	Contract reference and brief description of service undertaken	Names of subcontractors and/ or consortium members and their role
1.				
2.				
3.				

NB. ODA may elect to contact any of the given companies for a reference. Your permission to do so will be assumed unless you explicitly state any objections.

**PQQ Section 9: Disputes**

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<p>9.1 For the last 5 years, details of contracts where there has been a failure to complete the contract on time or at all, or where there have been claims for damages, or where damages have been deducted or recovered, in either case where the damages exceed £50,000. Also details of any contracts terminated.</p>			
EVALUATION			
Customer name and address	Contract reference and brief description of services provided	Date of claim/ contract termination	Reason for claim/ contract termination
<p>9.2 Are there any court actions and/ or significant employment tribunal hearings outstanding against your organisation? Please answer either Yes (providing details) or No.</p>			
MINIMUM CONDITION			
<p>9.3 Has your organisation been involved in any court action and/ or significant employment tribunal over the last 5 years? Please answer either Yes (providing details) or No.</p>			
MINIMUM CONDITION			

## PQQ Section 10: Supplementary Questions

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ODA objectives have been stated in the introduction. Would you please indicate:-	
10.1 What are the principal barriers to success of the proposal?	EVALUATION
10.2 Your outline technical solutions envisaged	INFORMATION
10.3 What are the benefits you consider the operator will gain from your proposals?	EVALUATION
10.4 Is your Company currently involved in Projects undertaken to NEC3 format? If so, please provide details.	EVALUATION
10.5 Please provide details of similar projects where you have undertaken contestable works to meet the terms of an Adoption Agreement e.g. scope of contestable works, adopting party, client etc.	EVALUATION
10.6 Do you object in principle to a Fixed Price Contract approach to the project?	EVALUATION
10.7 Would the applicant have any requirements of the ODA in order to be able to deliver the project?	EVALUATION

**PQQ Section 11: Further Comments and Information / Summary**

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11.1 Any general comments you wish to make (Please reference any supplementary information provided here)
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INFORMATION
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## PQQ Section 12: Undertaking

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<b>Form completed by:</b>	
Name	
Position	
Telephone number	
E-mail address	

When you have completed this questionnaire, please ensure that: -

1. You have **answered** all appropriate questions;
2. You have **enclosed** all documents requested; and
3. You have read and **signed** the section below.

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the questionnaire. I/we understand and accept that false information could result in rejection of my/our application to tender.

I/We certify that I/we have made no alterations to the questions asked. I/we understand that if it is found that alterations, whether by addition, omission or substitution and whether made purposefully or not, have been made to the questions that I/we may be excluded from further consideration for any contract to which this questionnaire relates.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I/we also understand that any such action will empower the ODA to cancel any contract currently in force and will result in rejection of our application to tender.

**NB. This undertaking is to be signed by a director or other authorised representative in his or her own name on behalf of your Firm.**

Signed for and on behalf of the firm:

Signed

Position/status in the firm  
Firm's name

Firm's address

Date