



**Pre-tender Qualification Questionnaire**

For Tyldesley Historic High Streets

Heritage Action Zone:

Building Contractor Framework

Return date: 9am, Monday 08 March

Queries should be addressed to

Kate Mitchell, Tyldesley HAZ Project Manager: [k.mitchell@fortyldesley.co.uk](mailto:k.mitchell@fortyldesley.co.uk)



***For Tyldesley* CIC**

**Contractor procurement – Framework**

1. **Introduction**

Following a successful bid to Historic England, the ***For Tyldesley*** Community Interest Company is looking to establish a framework of contractors for projects within the ***For Tyldesley*** High Street Heritage Action Zone (HSHAZ). The aim is to ‘pre-qualify’ a long list of suitable companies from which property owners and their architects can draw up short lists of contractors to invite to tender for contracts over £50,000 construction cost. A two-stage tender process is a condition of Historic England funding for the scheme. This framework model differs from the procurement models for Heritage Action Zones suggested by Historic England, but has Historic England’s full agreement.

Work to repair and refurbish properties will be funded by Historic England and private contributions from the owner/tenant. The works can involve repairs and / or the reinstatement of historic features (including windows, doors and shopfronts), roof repairs, new rainwater goods, masonry repointing using lime mortar and lime rendering etc. Projects will need to adhere to the eligible works set out in Historic England’s Guidance, but owners may choose to carry out additional works that are not eligible for grant (such as interior modernisation) as part of the same contract, as long as these are separated out and excluded from grant claims.

The framework will enable individual owners and businesses to select a tender list for their project in the knowledge that the companies have appropriate experience and expertise, and share For Tyldesley’s commitment to the local community. The contract for each project will be with the owner of each property.

1. **Scope of works**

The scope of works for each property will vary. Only projects with a construction cost over £50,000 need to advertise openly for contractors and go through a two-stage tender process (of which this PQQ is stage 1), but names on the framework may also be given to owners looking for contractors for smaller projects.

Works may include (list not exhaustive):

* Scaffolding, temporary propping and enabling works
* Re-tiling/slating of pitched roofs; reforming of lead parapets and valley gutters;
* Renewal / reinstatement of cast iron rainwater goods; repairs to moulded timber gutters
* Removal of render or paint from masonry
* Brickwork and stonework repairs to elevations and rebuilding chimneys
* Repointing using lime mortar
* Re-rendering using traditional renders
* Installation of new steel beams to replace timber lintels over shopfronts
* Repairs to existing historic shopfronts; reinstatement of lost elements
* Construction of new timber shopfronts to historic details
* Repairs to historic sash windows and other external joinery, involving splicing in new timbers and pointing round frames using burnt sand and linseed mastic

The work is being grant aided by Historic England. Within the contract documents there will be special conditions associated with grant conditions that may relate to quality standards, approval mechanisms and payment provisions.

1. **Commitment to the community**
   1. For Tyldesley CIC has set a number of shorter and longer term objectives for the HSHAZ project, including:

* The street scene will be improved
* Priority building projects will be completed
* Heritage will be more valued and better cared for
* People will have developed new skills
* People will have learnt about Tyldesley’s heritage
* People will feel empowered
* The local economy will be more buoyant and resilient
* The community will be more cohesive, connected and resilient
* The fear of crime in the area will be reduced
  1. We will do this by:
* Refurbishing target vacant, derelict or abandoned buildings
* Producing a Tyldesley Town Design Guide and schools’ pack
* Promoting local heritage through activities and events
* Running a **heritage skills programme** including holding a specialist skills market day to enable joiners, signwriters, stained glass specialists etc to demonstrate their skills
* Running a **community engagement programme** including developing a website and social media platforms, to be managed by volunteers
* Running a **cultural programme** including a photography competition
  1. We hope that contractors working in the HSHAZ area will assist us with the following, in particular:
* Using local suppliers, subcontractors and tradesmen
* Using local shops and facilities while working in the area
* Respecting neighbours and local traders when planning road or pavement closures and noisy work
* Providing short placements for college students, who will be based with project architects, contractors and within the HAZ office
* Helping with heritage skills training days and activities, particularly around building maintenance (e.g. gutter cleaning), to project Historic England’s investment in the long term

1. **Project timescales**

The HSHAZ scheme will involve the delivery of projects over a 4-year period, with the scheme coming to an end on 31st March 2024. This PQQ exercise is intended for projects starting on site in 2021/22 only. The framework will be reviewed annually.

1. **PQQ requirements and assessment**

Please complete the tables on the following pages, by typing into the boxes, or by printing the questionnaire and handwriting your answers. Submissions must be submitted by email – attachments may be direct from your computer, or scanned if handwritten.

(You can provide your responses in your own format, but please make sure you respond to all the questions in the order they are set out on the form.)

The PQQ includes questions designed to enable you to demonstrate your expertise, experience and enthusiasm for the project.

Section A: Company information – not scored

Section B: Management capacity - not scored

Section C: Experience of working on historic buildings (60%)

Section D: Commitment to the community (40%)

Section E: Assumptions and further information (not scored)

Questionnaires will be assessed by members of the project team, including two members of the community, and scored as above.

1. **Procurement timetable**

Please email your PQQ to the Project Manager, Kate Mitchell, [k.mitchell@fortyldesley.co.uk](mailto:k.mitchell@fortyldesley.co.uk) by **9am on Monday 08 March**. We hope to notify all contractors by Monday 15 March. Feedback to unsuccessful (and successful) contractors will be available on request.

If you have any queries about this process, please email Kate or phone her on 07395 834 845. Please note that Kate works part time, Monday to Wednesday, and is on half term leave until 22 February

**Contractor Framework**

**Pre-Qualification Questionnaire**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company information (not scored)** | | | | | |
| A.1 | Company name | | |  | |
| Office (correspondence) address | | |  | |
| Website address | | |  | |
| Company registration number | | |  | |
| VAT registration number | | |  | |
| **Contact details** | | | | | |
| A.2 | Contact name | | |  | |
| Role in organisation | | |  | |
| Phone number | | |  | |
| E-mail address | | |  | |
| **Legal status (please tick)** | | | | | |
|  | Sole trader | | Partnership | | Limited Company |
| Other (please state) |  | | | | |
| Date of formation | | |  | |
| **Insurances – Please confirm the levels of cover you hold:** | | | | | |
| A4 | Employer’s liability insurance | | |  | |
| Public liability insurance | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Management capacity (not scored)** | | | | | | | | | | |
| B1 | **Principal business:** Please describe your primary area(s) of business (e.g. joinery) | | | | | | | | | |
|  | | | | | | | | | |
| B2 | **Staff numbers:** please provide average number of tradesmen and managerial / admin staff, now and over the last 3 years | | | | | | | | | |
|  | | **Now** | | **2020** | | | **2019** | | **2018** |
| Trades / labourers | |  | |  | | |  | |  |
| Managerial / admin | |  | |  | | |  | |  |
| B3 | **In-house skills.** Please indicate those works that you are likely to carry out in-house and those that you would normally sub-contract | | | | | | | | | |
|  | | | | | | **In-house** | | **Subcontracted** | |
| Conservation joinery | | | | | |  | |  | |
| Brick / stone repairs & repointing | | | | | |  | |  | |
| Roofing | | | | | |  | |  | |
| Leadwork | | | | | |  | |  | |
| Lime rendering | | | | | |  | |  | |
| B4 | **Method for procuring subcontractors:** please describe how you would normally select your subcontractors, what contract agreements you use, how you ensure they have the necessary skills and track record etc | | | | | | | | | |
|  | | | | | | | | | |
| **Heritage experience (constituting 60% of your total score)** | | | | | | | | | | |
| C1 | Have you, any of your employees or your regular subcontractors, done any training or courses in conservation (e.g. City & Guilds)? Do any of your staff have Heritage Skills CSC cards or other conservation qualifications? Are you a member of any relevant conservation organisations? Please describe. | | | | | | | | | |
|  | | | | | | | | | |
| C2 | What is your experience of working on pre-1919 buildings? Please provide details od two relevant projects: | | | | | | | | | |
| 1 | Project name / address | |  | | | | | | |
| Approx dates | |  | | | | | | |
| Description of the works | |  | | | | | | |
| Key subcontractors | |  | | | | | | |
| Contact details for a reference | |  | | | | | | |
| 2 | Project name / address | |  | | | | | | |
| Approx dates | |  | | | | | | |
| Description of the works | |  | | | | | | |
| Key subcontractors | |  | | | | | | |
| Contact details for a reference | |  | | | | | | |
| **Commitment to the community (constituting 40% of your total score)** | | | | | | | | | | |
| D1 | **What is your connection with Tyldesley?** (e.g. do any of your employees come from Tyldesley?) | | | | | | | | | |
|  | | | | | | | | | |
| D2 | **Local suppliers**: Do you currently use any local subcontractors, tradesmen, builders’ merchants or suppliers? Please describe how you will be able to do so for HSHAZ projects. | | | | | | | | | |
|  | | | | | | | | | |
| D3 | **Experience of projects in town centres:** Please describe your experience of projects on high streets (perhaps with reference to one recent project) and the challenges involved, such as pavement closures, materials deliveries, relationships with neighbours etc | | | | | | | | | |
|  | | | | | | | | | |
| D4 | **Relevant memberships (please tick)** | | | | | | | | | |
|  | Wigan Good Trader | | | | | Considerate Constructors Scheme | | | | |
|  | Other(s) (please state) | | | | |  | | | | |
| D4 | **Community engagement and skills training.** Please describe how you might be able to help us with the objectives and activities described in 3.2 and 3.3 above. | | | | | | | | | |
|  | | | | | | | | | |
| **Assumptions and further information (not scored)** | | | | | | | | | | |
| E1 | Please explain any assumptions that have been made in relation to your responses above. | | | | | | | | | |
|  | | | | | | | | | |
| E2 | Is there any further information you would like to tell us? | | | | | | | | | |
|  | | | | | | | | | |