

Question number	Enquiry	Response	Date
83	Can you please confirm which certificates you are referring to in Q52?	<i>Relates to Q51 if applicable. Please confirm the statement in Question 52.</i>	10-Jun-11
82	Could you issue a proforma for the single A4 sheet to be submitted by each participating team member so that we can be sure we are providing the correct information?	<i>No. Please follow the requirements outlined.</i>	
81	In version 5 of the questions and answers (item 63) you state that the page limit for section 4 should be 2 sides of A3. As this was not specified in the original document we have already finished this section with more pages. Can you please confirm that this will still be ok to submit and that we are not limited to 2 pages.	<i>Answer to Question 63 is to be followed</i>	
80	We assume the 'above certificates' noted in Q52 refers to certificates in Q51? If we answer NOT APPLICABLE in Q51, how do we respond to Q52? Q&A 59 in response to a query on Question 52 unfortunately does not answer the above. We would appreciate your clarification on this.	<i>If Question 51 is not applicable, Question 52 is not applicable</i>	
79	We already have project specific information in our submission in excess of the now stated 2 sides of A3. Please confirm whether we can submit our information as it stands or do we now have to delete / condense to 2 sides of A3?	<i>See Question 63</i>	
78	You have asked for question 3 to be in A3 but the statement above question 1 asks for responses to sections 1-3 to be bound as an A4 document. Also, should question 4 be A4 or A3 and is there a page limit? Should this section be bound as a separate document or loose pages?	<i>A3 pages can be bound and folded to A4. Do not include loose pages.</i>	
77	1. With regards to 'Section 4 Professional Capabilities', what paper format (ie. A4 or A3) should we be using and is there a page limit for this section? 2. Should a copy of the signed Declaration form be included in each of the proposal copies, or just as a 1 stand alone hard-copy document and 1 electronic document?	<i>The overall page count must be worked to.</i>	
76	Would it be acceptable to answer the questions in a newly created Word document	<i>Format must be identical</i>	
75	We will be including a project that is under strict confidentiality and therefore we would need to be excluded from ACGT Enterprises Ltd making use of all our presentation materials to be submitted in any future publication about the competition, exhibition or website. Please confirm that ACGT will confirm this request before we submit our submission.	<i>Confidentiality will, as far as practical, be respected</i>	

74	Please clarify the scope of "escalation procedure" for PQQ Question 49. ("Do you have an escalation procedure for any issues encountered during the course of your business operations?")	<i>The escalation procedure in this case relates to the management of risk. We would like you to detail how a risk item is managed and dealt with when identified during a project.</i>	03-Jun-11
73	For PQQ Question 48, please clarify as to whether "complaints procedure" refers to internal office procedure or to external procedures that deal with client issues.	<i>The latter. External procedures that deal with complaints from other companies.</i>	
72	Please clarify how "turnover" is defined in PQQ Question 30. Is turnover defined in terms of addition and loss of personnel? ("Please give an indication of staff turnover as a percentage of your workforce for the last 3 years.")	<i>Yes, turnover in this case is defined as addition or loss of personnel.</i>	
71	Please clarify PQQ Question 22, which asks for the "current percentage turnover directly relevant to this contract." Is this asking the applicant to estimate a fee based on a percent of the cost of construction for this contract? If so, is this applicable to those services proposed by the lead consultant only?	<i>See the answer to Q.69.</i>	
70	In addition, does question 28 refer to the services we provide (e.g. if we are purely architectural firm, then would this be 100% Architectural Services) or is this meant to be split by another factor, for example sectors? ("28. Please indicate the principal areas of business activity of your organisation as the proportion of your total turnover")	<i>Please state "100% architectural services", rather than splitting work into sectors.</i>	
69	Could you please clarify what is required by questions 22&23? What information is exactly required for both of these questions; what is meant by the "turnover directly relevant" in question 22, and how does this differ to qu. 23? ("22. What is the current percentage turnover directly relevant to this contract? 23. How much as a percentage would the estimated value of this contract be in relation to your overall annual turnover?")	<i>If your firm only provides architectural services, then 100% of your turnover would relate to this contract. Question 23 asks you to estimate the value of the contract and state this as a percentage of your annual turnover.</i>	
68	We are an engineering company aiming to enter the competition with a small and innovative architect. They do not have the required previous projects and in order to fulfil the PQQ requirements, we wish to act as lead consultant. If we do this will this affect our support to other architects entering the competition?	<i>No.</i>	
67	As an overseas competitor, do we have to register with the British information commissioner now or do we insert "not applicable" for the time being?	<i>Please insert "not applicable" for the time being.</i>	

66	Can you please confirm that the single A4 bound document which includes sections 1-3 must also include all of the appendices and supplementary information which we need to include to answer the PQQ. Page 15 of the EOI says to clearly indicate where we are using appendices or supplementary information, however, it does not say whether these have to be included within the main A4 bound document, or whether any of this (for example copies of policies and certificates, or the 20 pages of Additional Information) can be submitted as a separate document(s)?	<i>Please include all appendices and supplementary information within the A4 bound document.</i>	
65	Q29 part iv requests CVs of staff to work on the project. Can these CVs be from all members of the team, rather than the lead consultant only. Is there a limit on the number of CVs that can be submitted, as the only limited stated is an A4 page per staff member?	<i>Yes, the CVs can be for each member of the team, as opposed to the lead consultant only.</i>	
64	The PQQ mentions the formation of a consortium in Q14. Do you class a consortium as a legal formation of companies to work on the project, or do you class a consortium as a group of companies coming together as a team to work on the project with no legal formation. Our team falls into the second category, as there is no legal agreement between us, however, we are a group of companies familiar with working together on similar projects. Do we therefore need to ask our team members to sign the Declaration form and list them in question 14, or do we just list them as sub-consultants in Q31?	<i>Consortium in Q14 refers to a legal formation of companies. Team members should be listed as sub-consultants in Q31.</i>	
63	In Section 4, Professional Capability, there is no limit set on the number of pages allowed for the submission. Could you please confirm the limit for this and whether this is in addition to the 2 sides of A3 already permitted for the project in Section 3?	<i>This should be in addition to the page limit for Section 3. Please provide an additional 2 sides of A3 for section 4.</i>	
62	Are you able to issue a word or editable pdf version of the PQQ section of the expression of interest or are participants expected to fill the form in by hand and scan it, in order to return an electronic version?	<i>Teams are advised to copy and paste the questions from the pdf document supplied.</i>	
61	Contract: In your response of our question concerning question 57 you clarify that it's the clients intention for the winning team to be awarded with the contract. However which activities fall within the contract?	<i>All activities necessary to take the design to RIBA stage D.</i>	
60	Insurance: As an overseas competitor, we have a question concerning the insurance. In the PQQ question 53, you ask for an insurance cover of at least £ 10 million, but we are only insured up to an amount of € 5 million. A coverage of 10 million pounds (around 10,5 million euros) is for Dutch standards a very unusual cover. Furthermore, it states that applicants without this level of insurance will not be penalised at this stage. If we need a guarantee from the insurance brokers, they would be able to provide this level of insurance cover only if the honorarium can be estimated	<i>The honorarium for teams selected to participate in Stage 2 is £7,500. The selected lead consultant will be required to hold Professional Indemnity, Employers' Liability and Public Liability cover of no less than £10 million in order to be appointed. It will therefore be necessary for those selected to participate in Stage 2 to provide details of how it will be achieved should they win the competition.</i>	

59	Question 52 of the PQQ asks: Candidate must further demonstrate that the scope of the supply detailed on the above certificates cover, as a minimum; a. Activities relating to nature of the contract to be let; b. All goods and services intended to be supplied under this Tender. Could you please advise how we are supposed to demonstrate this beyond providing the appropriate certificates.	<i>If the scope of services is detailed on the certificates this will be sufficient. If not, please provide details of what services the certificates cover.</i>	
58	We note that Aberdeen architects HFM and others have already been extensively involved in the project. Will firms that are, or have already been involved be excluded from entering the competition?	<i>No. This is an open international competition.</i>	27-May-11
57	I dont see anywhere what is the Prize for the competition? Or is it more of a, Tender kind of Competition Project, that if you win the project is yours. Please clarify.	<i>There isn't a prize for winning the competition, however, it is the client's intention for the winning team to be awarded the contract.</i>	
56	Our firm is planning to provide information for EOI item #4: Professional Capability, as fold-out A3 sheets, bound into the EOI book with items #1-3. Please advise as to whether or not this format is acceptable.	<i>Yes, this is acceptable.</i>	
55	If Section 3 (Relevant Projects) is to be 6 sides of A3, is this to be submitted as a separate bound document to Sections 1&2? The EOI currently says Sections 1-3 are to be submitted as a bound A4 document.	<i>The A3 sheets should be folded to fit within the bound, A4 document.</i>	
54	Until what date exactly do I have to register online?	<i>The deadline for the expression of interest is 13 June 2011.</i>	
53	I wanted to know if there is a required fee to enter and what are the prizes for the winners if any.	<i>There is no fee required to enter the competition. Those teams selected to participate in Stage 2 will be guaranteed an honorarium of £7,500.</i>	
52	It's my understanding that each of the principal consultant firms are required to provide 1 A4 summary in response to Question 1 (reference – Question 32/7 in clarifications). Is this in addition to their response to Question 2 which also asks for a 1 page summary? If both are required, are there certain parts of the PQQ that the 1 page summary responding to Question 1 should cover?	<i>Please refer to the answer given to question 49 below.</i>	
51	I have registered on the Aberdeen City Garden Project website, but have not yet received an email confirming registration. The website implied I would receive one with some sort of registration number. Is there a delay on these emails being sent out?	<i>If the online registration process has been successfully completed, you should indeed be sent an e-mail confirming your registration number. This appears to be an isolated case. Please e-mail citygarden@malcolmreading.co.uk if the issue persists.</i>	
50	We are a landscape firm and an architecture firm that would like to submit jointly as the team lead. Should we i) submit a PQQ questionnaire for each firm or ii) combine our answers into one? If the answer is "i", does each firm showcase 3 projects?	<i>Only one company can be chosen as team lead and all three project references should be from this company. Any other relevant projects carried out by the named consultants can be detailed on the A4 summary page in section 2.</i>	

49	Our understanding of the brief and related questions is that for Item 1 'PQQ questions', you require the lead consultant to fill out the full PQQ but secondary team members need only submit an A4 sheet containing a one page overview. How does the contribution for this element differ from the requirements of item number 2 'Team members'? Would we be compliant if we were to assume the following: The single sheet for Item 1 would include information about the background/history and structure of each team member practice. The single sheet for Item 2 would include information about the skills, experience and key personnel of each team member practice.	<i>Only the lead consultant completes the PQQ. The A4 summary pages are required for Section 2 only. Please refer to page 11 of the EOI Version 3 (uploaded to competition website on 20 May 2011).</i>	20-May-11
48	Can you confirm that the relevant projects section is to be completed by the lead consultant only or the lead consultant and the principal consultant firms?	<i>Please see question 42.</i>	
47	Question number 32 in Q&A log v.2 states that only the lead consultant should fill the PQQ questionnaire yet question number 20 states that each principle consultant firm is required to complete the PQQ. I presume that the correct response is question number 32?	<i>Only the lead consultant fills out the full 11-page PQQ. However in Section 2, a summary page (covering many of the items raised in the PQQ) is required for each named consultant. The wording of the answer given to question 20 has been revised for clarity.</i>	
46	Could you please let me know if a CDM coordinator has already been appointed or will one be appointed at a later date?	<i>A CDM co-ordinator will be appointed by the client team in due course.</i>	
45	With reference to the one page company profile for inclusion in our architect led team; please can you kindly clarify the level of corporate information you require? For example, do we need to provide details of our company registration, accreditations (ie ISO 14001 etc) and company turnover?	<i>It is the intention that the lead consultant will provide a single point of contact for the client, subcontracting the other members of the design team. Therefore, the lead consultant will need to ensure that its subconsultants are suitable for the role. The company profile page should demonstrate the expertise of the subconsultant.</i>	
44	Is any other information available other than the five images provided? – e.g. cad survey plans, boundary of site extent etc.	<i>All the available information can be downloaded from the competition website. Further information will be issued to the teams selected to participate in Stage 2.</i>	
43	I was looking through the current list of Q&A on your website. It is till unclear to me if only the lead consultant must fill in the PQQ or every consultant that make up the team?	<i>Only the lead consultant fills out the PQQ. Please refer to page 11 of the EOI Version 3 (uploaded to competition website on 20 May 2011).</i>	
42	We are looking to submit an entry as part of a collaborate team consisting of two architectural practices and one Landscape Architect firm. The three firms are working together on a similar high profile city centre master plan and we are keen to grow this partnership. Although it is the intention for [our practice] to act as the executive consultant/ point of contact, we wish to draw on the skills of each firm. As such, we had intended to include a project reference from each of the three designers, however i suspect that this is now contrary to what you require?	<i>All three reference projects should be from the team lead. Please use the one page company profile to highlight the skills / experience of other team members.</i>	
41	Can you confirm if it is permissible to submit a PQQ as the Lead Consultant and also be a Member of another team.	<i>Only the lead consultant completes the full, eleven page PQQ. It is permissible to also be named as a subconsultant for another team but in this case, only a one page summary for Section 2 is required.</i>	
40	In response to section 2 of the Submission Requirement (Team members), are the structural, civil and services engineers called as a single consultant or three separate consultants?	<i>As long as all three disciplines are covered, it can be as many consultants as the team feel is necessary.</i>	

39	Question 27 of the Question and Answer log version 1 states that all three reference projects should be from the same practice, does this practice need to be the lead consultant, or can they be a member of the consortium team?	<i>The three project references should be from the team lead.</i>	
38	The Submission Requirements state that responses to sections 1-3 should be as an A4 document, however, section 3 states the submission should be at A3 scale. Can you please clarify at what scale these sections should be submitted?	<i>Sections 1-2 are at A4 and section 3 is at A3 ("six sides of A3"). This is stated in the EOI.</i>	
37	Can a company enter the competition as part of more than one consortium? (as a lead consultant or sub-consultant)	<i>Yes, this is possible.</i>	
36	Are Principal Consultants allowed to be on multiple teams? And if so, can they lead on one or more of the teams? Please clarify in your response if it applies to Stage 1 only or both Stages.	<i>Yes, principal consultants are allowed to be on multiple teams and they can be named as the lead on one or more in Stage 1. In Stage 2, it is very unlikely that two of the chosen teams will have the same team lead. It may be possible to act as a team lead and a sub-consultant in Stage 2 but only in exceptional circumstances.</i>	
35	Could you please inform us if the three project references should be of the team lead?	<i>Yes, the three project references should be of the team lead.</i>	13-May-11
34	Please could you confirm whether there are any exclusivity issues with this, ie. would it be possible to provide engineering design support (as sub-consultants) to more than one architect-led team?	<i>Yes, this is possible.</i>	
33 (previously question 31)	The format is 'one side of A4 for each discipline' but the questionnaire is actually a lot longer. Could you please explain? Do we submit the questionnaire for each consultant, or do we only submit the questionnaire for the lead consultant and submit one page A4 for the principal consultant firms?	<i>The latter. Please see response to question 32 below.</i>	
32 (previously question 7)	Can you clarify what you mean by one page per discipline - are you expecting each discipline to answer all of the 11 pages of questions in one page only?	<i>No. We would like a one page overview for each of the principal consultant firms. Only the lead consultant should fill in the PQQ questionnaire.</i>	
31	The format is 'one side of A4 for each discipline' but the questionnaire is actually a lot longer. Could you please explain? Do we submit the questionnaire for each consultant, or do we only submit the questionnaire for the lead consultant and submit one page A4 for the principal consultant firms?	<i>This will be confirmed in the next Q&A log issued on Friday 13 May 2011.</i>	06-May-11
30	Can both landscape architect and architect apply as the team leader with the other firms acting as principal consultants and additional consultants?	<i>The team can be led by whomever the team feel is most qualified.</i>	
29	Can we suggest consultants we would like to draw upon but at this stage would not form part of the competition team (on one page A4)?	<i>As noted on page 11 of the EOI, please provide details of any consultants that are vital to your design approach.</i>	
28	Is it two A3 for each project (in total six A3) or six A3 for each project?	<i>Two A3 panels are required per reference project (six A3 in total).</i>	

27	As a team of equal partners, landscape architect and architect, (if this is possible) could we submit relevant projects from both practices or do we have to select one practice and their relevant projects?	<i>All three reference projects should be from the same practice.</i>	
26	Who will sit on the Jury panel for Stage 2 of the competition?	<i>The jury panel will be revealed to the teams selected to participate in Stage 2 of the two-stage contest.</i>	
25	What is the intended size of the “inspirational building to house arts and cultural exhibitions”?	<i>As detailed on page 4 of the EOI, a comprehensive brief will be issued to the teams chosen to participate in Stage 2 of the competition.</i>	
24	Are there any other architectural interventions planned within this project. If yes, What is their size?	<i>The anticipated scope of the project is detailed on page 9 of the EOI. A comprehensive brief will be issued to the teams chosen to participate in Stage 2 of the competition.</i>	
23	Should the project references be completed, or can they also be ongoing or competition designs?	<i>Project references should be completed to give the client confidence in the practice's ability to deliver the project. Partially complete projects may be considered in exceptional circumstances.</i>	
22	Should all three of the project references be about urban design, or is it relevant to the Jury to include cultural building projects as well?	<i>There is no requirement for all three of the references to be urban design projects. Cultural building projects will also be considered.</i>	
21	Could you let us know if you have invited any practices/teams to participate?	<i>Malcolm Reading Consultants has not invited any specific practices or teams to participate.</i>	
20	Are each of the principal consultant firms required to complete the PQQ or just the team lead?	CORRECTION (20 May 2011) - Only the team lead is to complete the PQQ.	
19	Should the team be led by the urban designer/architect or does it not matter?	<i>The team can be led by whomever the team feel is most qualified.</i>	
18	Relevant projects – are you looking for three projects per team or three for each team member?	<i>We are looking for three project references per team.</i>	
17	The team described within the PQQ document does not include project management services. Can you clarify if this should be included as part of the team, or whether this service will be procured separately?	<i>Project management services will be procured separately, following completion of the design competition.</i>	
16	Is there a project manager in place for the overall project yet or is this likely to be a future appointment, also advertised through ACGT Enterprises Ltd?	<i>A project manager has not yet been appointed. The procurement route will be decided at a later date.</i>	

15	We have registered for the competition, however there was not a link contained within the email that we received to complete the registration as instructed. Can you please advise on the above?	<i>This fault has now been corrected.</i>	
14	Can you advise on the submission requirements for 13 June 2011?	<i>The submission requirements are detailed on pages 11-12 of the EOI.</i>	
13	Can you give a general/typical expected scope of work for the Stage 2 of the competition - ie, model? number of panels? budget? fee proposal? etc. We need to judge the expectations against the £7500?	<i>This information is not currently available and will be issued to the teams selected to participate in Stage 2 of the competition.</i>	
12	Is there an expected fee for the winning scheme?	<i>The reward for winning the competition will be award of the contract.</i>	
11	Are all of the funds available to execute the project in one Phase and immediately upon approval of the winning scheme?	<i>Further details regarding funding will be issued during Stage 2 of the competition process.</i>	
10	Are there any parameters for the arts building? size? is there a prospective user/owner?	<i>A full brief for the arts building will be issued to the teams selected to participate in Stage 2 of the competition.</i>	
9	Regarding the cafe quarter - is it the intention for the proponent to design a series of buildings for this, or the public space only?	<i>A full brief for the café quarter will be issued to the teams selected to participate in Stage 2 of the competition.</i>	
8	Does tender here mean Phase 2 Competition?	<i>The tender forms part of Stage 2 of the two-stage contest. Please refer to page 4 of the EOI for further details.</i>	
7	Can you clarify what you mean by one page per discipline - are you expecting each discipline to answer all of the 11 pages of questions in one page only?	<i>This will be confirmed in the next Q&A log issued on Friday 13 May 2011.</i>	
6	Is there a number of pages limitation for the Professional capability?	<i>There is not a page limitation but information provided should be as concise as possible.</i>	
5	If an overseas competitor is selected for the second stage, are any travel costs covered to come and visit the site?	<i>Travel costs are to be funded by the participants. A £7,500 honorarium will be given to the teams chosen for Stage 2 of the competition to use as they see fit.</i>	
4	If an overseas competitor, how do we fill in VAT Registration question (as we are not registered)?	<i>In this case, please insert n/a (not applicable) in the relevant section.</i>	

3	Just inquiring as to what costs, if any, are involved in registering for the City Garden Project design competition?	<i>There is no fee required to register for the competition.</i>	
2	We haven't discovered any site plan or section drawings which would be very helpful. Could you please tell us if this was missed someplace or if you will be providing this information at a later time?	<i>A comprehensive brief and further site information will be issued to the teams selected to participate in Stage 2 of the competition.</i>	
1	Is the correct procedure for the lead consultant to register on the website, and then for the team to complete the downloaded EOI PQQ from the website and submit that for 13th June 12 noon?	<i>All instructions are in the EOI document but yes, that is the correct procedure.</i>	