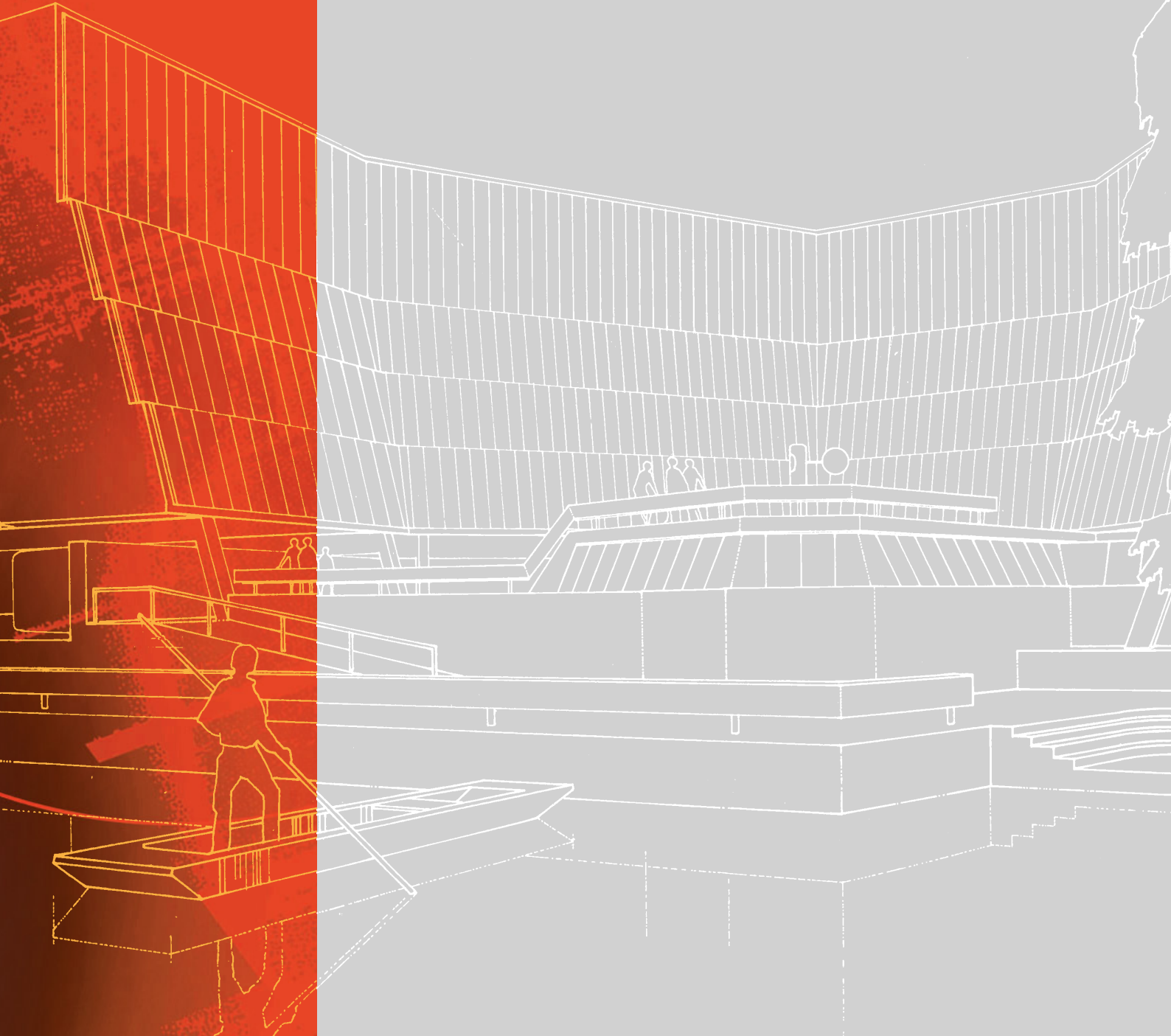


Fulfilling
the vision of
the Florey

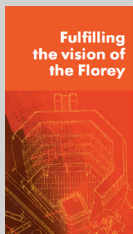
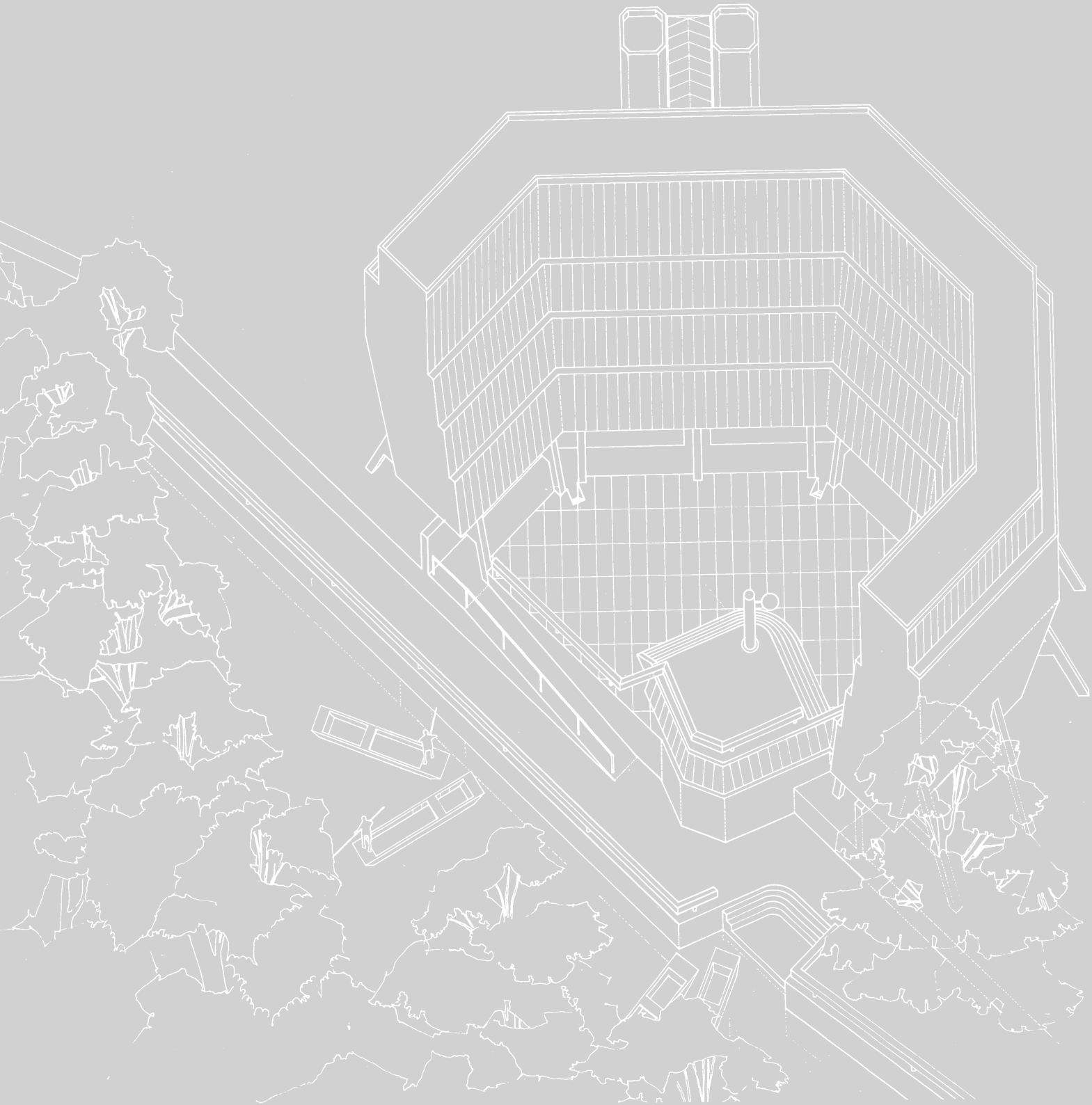
The Florey Design Competition



Expression of Interest

The Queen's College, Oxford





Fulfilling
the vision of
the Florey

Malcolm Reading Consultants Limited

T +44 (0) 20 7831 2998

F +44 (0) 20 7404 7645

office@malcolmreading.co.uk

Fourth Floor, 10 Ely Place, London EC1N 6RY

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Part One



Foreword

The Florey Building is often compared, by the students who live in it, to a visiting space-ship. Its heroic form and rakish angles in unassuming St Clements create the startling impression that it defies standard temporal dimensions and possibly, may not be subject to the laws of physics.

In the forty years since James Stirling's building was opened by the Queen Mother, it has inspired a passionate response – from both its detractors and admirers, and influenced generations of young architects.

The Florey's infamous technical flaws – draughts and overheating, leaks (both acoustic and rain), falling tiles and compromised security have lingered on; a fall-out, which has never quite settled. But if the test of a successful building is its capacity to stimulate thought and debate about the very nature of architecture itself, then the Florey is a masterwork. Hardly anyone, undergraduate or visitor, takes leave of it without an opinion. For those who warm to it, its sociable spaces and inventive details repay study.

The Florey is now both listed Grade II and a cult presence in Oxford. Among Stirling's surviving buildings it is distinctive for its response to its context; literally capturing the river and reflecting an ever-shifting dance of trees and sky in its complex, faceted courtyard elevation.

Queen's College has the benefit of the long view: many of the practical problems are, with hindsight, the result of a building ahead of the original, available technology.

The College is determined to see the Florey realise its full potential and achieve what its architect and its imaginative patron, Lord Howard Florey (a former Provost and Nobel Prize winner) hoped for: a place that inspires fresh thinking and creativity.

Accordingly, the fabric of the building needs attention, and the facilities it offers must be of high quality and meet current expectations. A new building next to the Florey is proposed, which would enable the site to house an entire undergraduate year and the river setting should be enhanced. The College intends the building – designed before the oil shock of 1973 and notorious for its energy use – to be an exemplar of sustainable design.

Most of all the Florey requires a dedicated design team, who can finally finish it properly – so that its functions live up to its architectural form. It is a fascinating project and one, we hope, that will inspire you to enter this competition.

Dr Linda Irving-Bell
Home Bursar

Introduction

The Queen's College is one of the oldest constituent Colleges of the University of Oxford. Founded in 1341 and located on the High Street, it was heavily altered in the seventeenth century (probably by Nicholas Hawksmoor) and is one of the great Baroque set-pieces of Oxford.

In 1965, the college appointed the Modernist architect James Stirling to design what would become known as the Florey Building on a site in St Clements some distance from the main college site. This was Stirling's first commission after his break from the partnership with James Gowan, with whom he had designed the Leicester Engineering Building.

Today the Florey building is Grade II listed and stands in a Conservation Area. The building was seen by many as revolutionary in its time and reflects many of Stirling's social and architectural pre-occupations. He intended it as a living community for (originally) post-graduate students, encouraging a style of living based loosely on the principles of post-revolution Soviet socialist housing models.

Despite this vision, the building did not fully live up to expectations. Many detailed design elements were not resolved due to lack of time: the contractor pressed ahead with limited information. Circumstances forced a change in occupants to predominately undergraduate students, and the promised river walk access remained undelivered by the Council.

However, the Florey remains one of Stirling's signature buildings and the best resolved of the three 'red buildings' (although opinions differ on this!). It has a maturity of form and setting, with a sophisticated combination of spaces – and is much loved today by students.

Four decades on, the building is in great need of repair, as well as an upgrade to provide decent additional facilities for personal and communal life. A detailed study of the building in 2013, conducted by Malcolm Reading Consultants has concluded that there are a number of opportunities that should be investigated, including the ambition that the site should house a complete undergraduate year of 100 students.

The Fellows of The Queen's College are looking for an architectural team capable of completing the Florey. This will include the restoration of Stirling's building, improvements to the residential and communal facilities, improvements to the setting and design of a separate, adjacent building to house the remainder of an undergraduate year.

The intention behind the Expression of Interest (EOI) stage is to identify a shortlist of teams. These teams will be given a detailed brief and access to the building and will subsequently produce concept strategies with budget analyses.

This document sets out the requirements of this two-stage competition process. At this EOI stage, we are not seeking a design but an explanation behind the proposed composition of your team, an approach to the issues at hand and a reaction to the emerging brief.

The Queen's College

The Queen's College is a community of tutors, students, and researchers committed to the highest academic standards, and is dedicated to teaching and research.

Queen's is a relatively small College, with an intake of just over 100 undergraduates each year. This makes it a friendly and close-knit place where students can easily get to know each other despite different subjects and year-groups. The College's Chapel Choir carries on a strong and notable music tradition, while the College's athletes consistently do well in sports such as rowing, football and cricket.

Queen's offers its students high-quality food and accommodation throughout their course. First-rate sports facilities, a beautiful and well-stocked library, a thriving musical scene, an abundance of clubs and societies and a welcoming college bar contribute to its inclusive and friendly atmosphere.

The main college site on the High Street is extraordinarily beautiful - in the classical tradition. However, the College's satellite building for first-year undergraduates, the Florey is also architecturally noteworthy, in the very different Modernist tradition.

Indeed, the Guardian Newspaper recently identified the Florey Building as one of the ten most inspiring student residencies in the world.

The Florey Building

The Florey Building takes its name from the former Provost of Queen's College, Lord Howard Florey, winner of the Nobel Prize for Science, who commissioned and championed the original building in the mid-1960s.

Stirling was chosen from a shortlist that included other third generation modernists from amongst those building in Oxford – Arup Associates' Phillip Dowson, and HKPA.

The building contains a total of 78 study bedrooms, of which 19 are larger graduate rooms and one Fellow's flat.

On the ground floor is an independent Porter's flat, a small lounge area, and at half basement is a communal breakfast room with small kitchen and breakfast room.

The iconic cranked horseshoe - shaped block contains all of the bedrooms and the flat, which face inwards into a central sheltered court. Each room looks across the central court to the river and trees – which Stirling called the 'fourth wall'.

The site slopes towards the river, but the court is formed as a level podium, a few steps up from ground level on the road side, and almost a full floor above the river walk. This podium court is an enclosed focus and shared space similar to traditional quads.

The cranked residential block is held above the podium by a regular grid of eleven dominant raked concrete frames, which straddle at ground level the Porter's flat and common room which have rounded free flowing forms. To further emphasise their independence as separate objects these have their own separate flat roofs beneath the underside of the first floor.

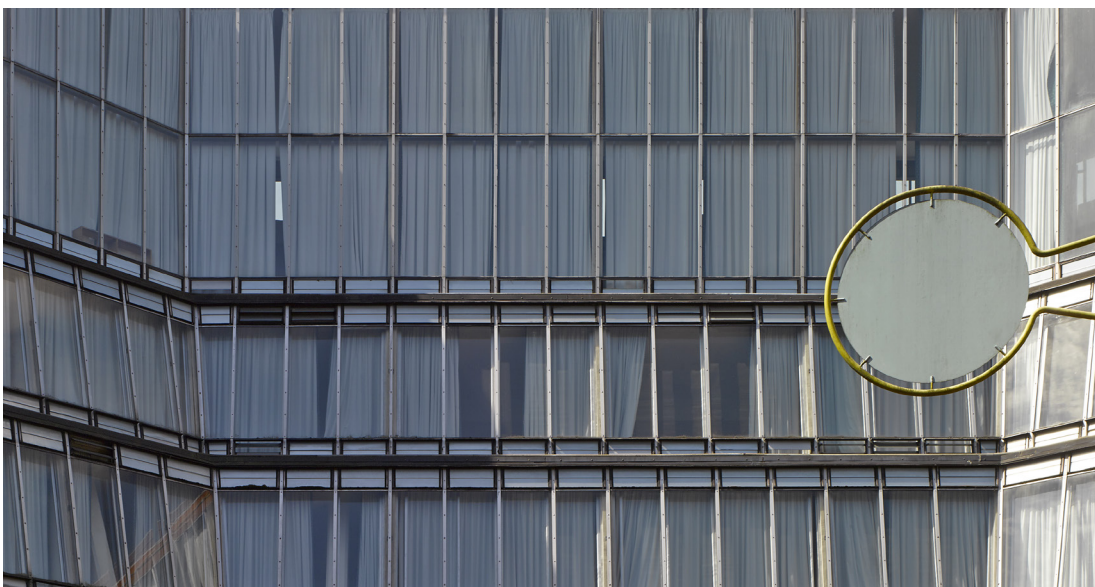
Two magnificent tower structures mark the main vertical access of lift and stairs, separated architecturally from the building by a glazed bridge link at each

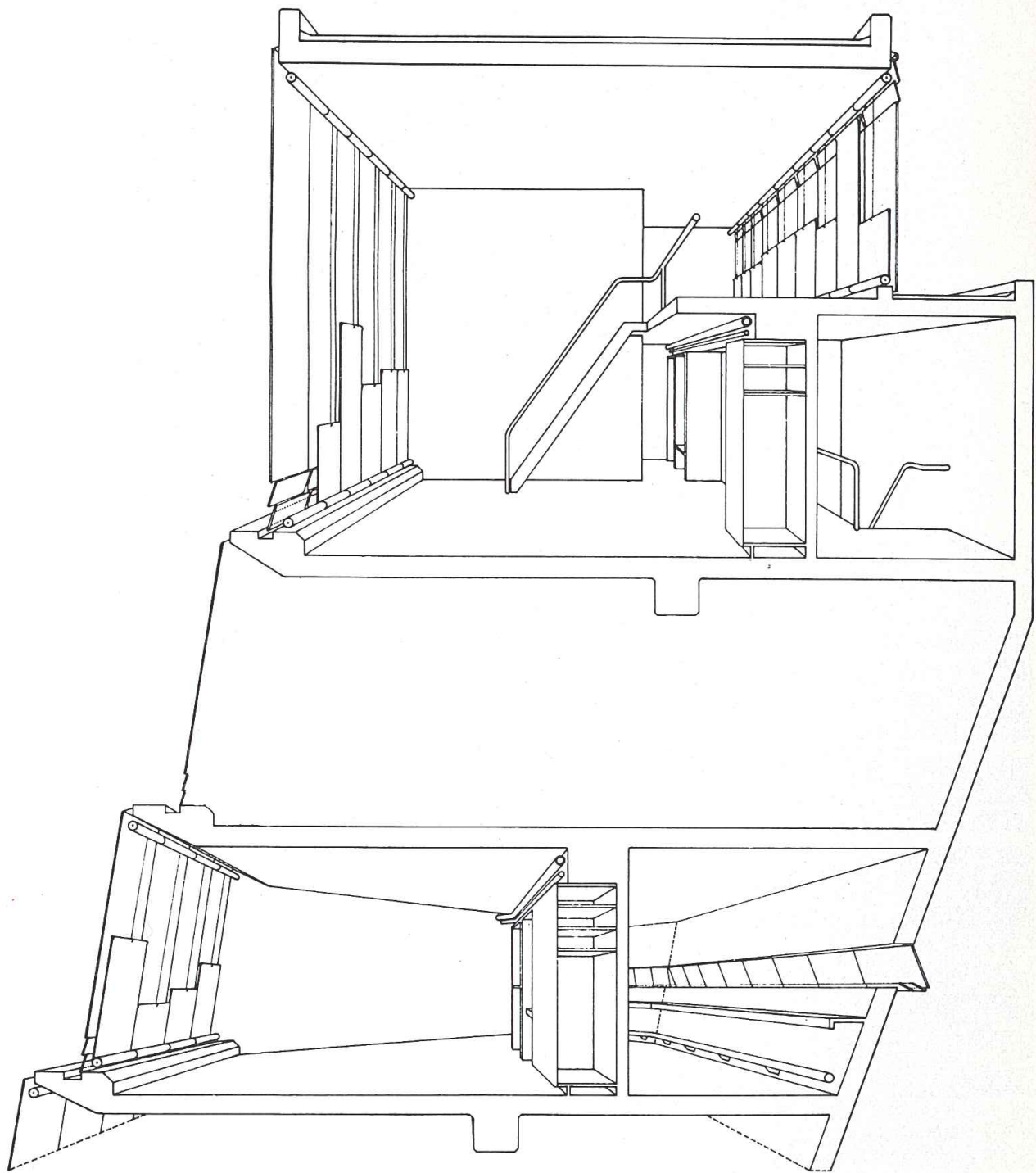
floor. An arrangement of external ramp and stairs give access at the base of the towers.

There is some debate as to the location of the principal entrance – was it via the towers directly facing towards the road through St Clements or as some have argued through the courtyard from the river walk? The point is academic as the river walk was never completed.

While the Florey has triumphed as an emblem of modernism, and remains popular with students as a highly sociable residence, the original, available technology did not resolve practical issues concerning comfort and use.

The familiar red tiles applied directly to a concrete enclosing structure have suffered from frost and poor edge detailing – causing areas of loose adhesion and some falling tiles. After four decades of restricted maintenance (the architecturally expressive maintenance ladders at each level of the glass façade have long been abandoned for health and safety reasons), the cascading single-glazed courtyard façade leaks and fails to provide reasonable comfort internally.





Section through study-bedroom and studio (as seen in James Stirling 1950-1974, Thames & Hudson, London 1975)

Emerging brief

The Fellows of Queen's College are seeking a long term solution to conserve and upgrade the Grade II listed fabric, combined with exemplary sustainable design.

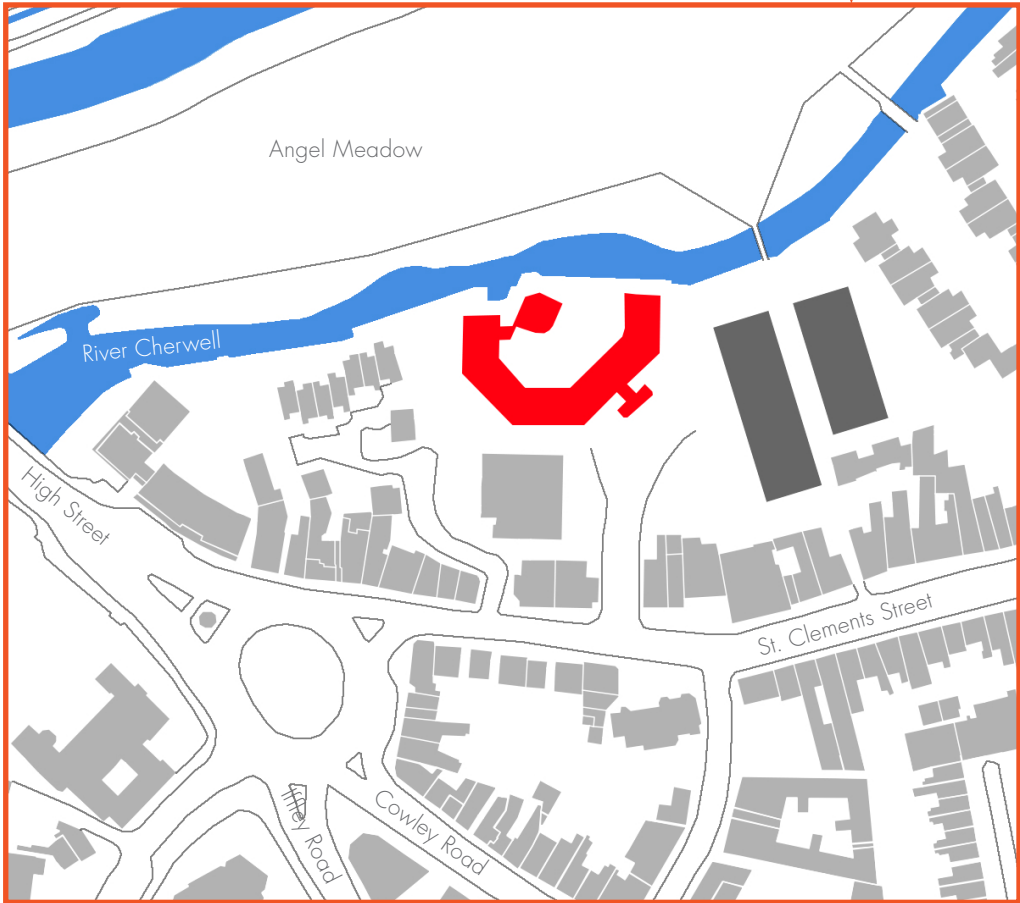
The project needs to balance a respect for Stirling's original vision with a high-quality upgrade of fabric and services.

It must also address the wider site area for the inclusion of new accommodation, social and modern facilities, as well as improving and refreshing the overall setting.

Ideally, the site will operate as a stand-alone facility out of term time (for special events and conference, for instance) and during term accommodate an entire undergraduate year of 100. This will necessitate the design and construction of an annexe on adjacent land and is not expected to involve an extension of the Florey building.

The project's key themes encompass:

- A skilful balance of the heritage of the College with the provision of modern facilities
- Exemplary, original and sustainable design, which relates to the high-quality, historic setting
- The needs of the College community and visitors











Site

The site was proposed by Stirling (the College had another in mind but Stirling was against this) and bought from the City Council.

The site lies in the St Clements and Iffley Road Conservation Area. St Clements itself is an eclectic mix of principally Victorian and late twentieth century domestic-scaled buildings, bounded by the busy Headington Road to the south and to the north by a tributary of the River Cherwell and Angel Meadow.

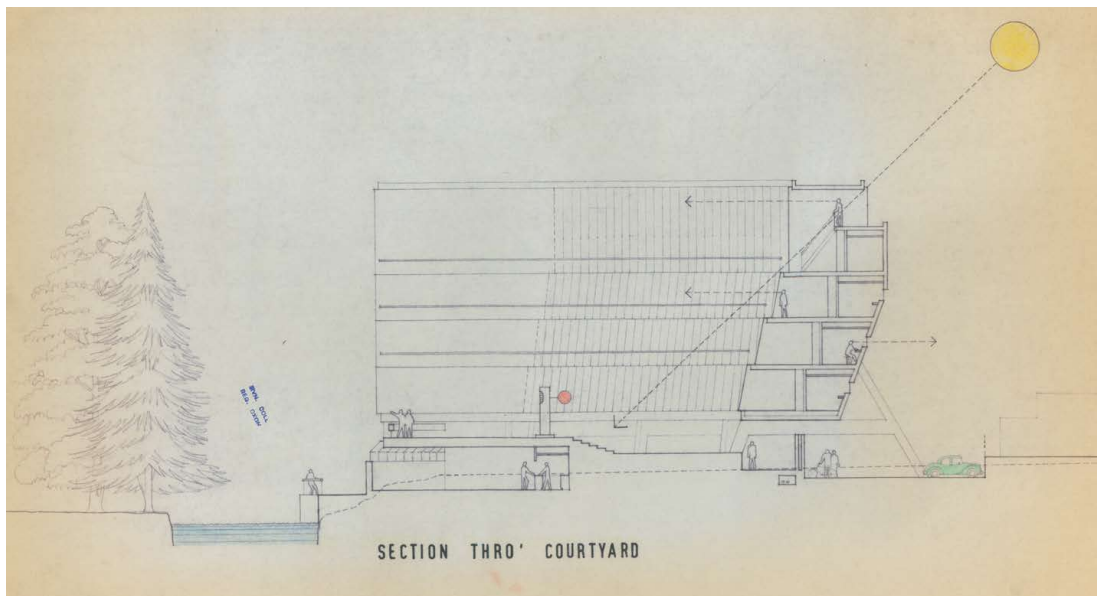
Key for site maps (opposite)

-  St Clement's to Iffley Road Conservation Area
-  Queen's College Estate
-  Green Space
-  River
-  Oxford University Colleges
-  Listed Buildings
-  Buildings
-  Proposed Development (currently in the construction phase on site)

Listed Building Status

The Florey Building is listed Grade II for its special architectural and historic interest. The following principal reasons are given for its listing:

- It is one of the most significant works of Sir James Stirling, one of the country's leading post-war architects, and is characteristic of his style.
- It is a distinctive example of a new approach to residential architecture in a College context, from a period when the universities were at the forefront of architectural patronage; and
- Within the context of Oxford, it takes forward the long history of exceptional College buildings, not least in its innovative plan-form.



Original Stirling sketch (Queen's College archive)

The Requirements

A more detailed set of competition requirements for the project will be provided to the shortlisted teams at the second stage of the competition (the Invitation to Tender Stage).

However, at this stage the following outline requirements have been determined to assist teams in expressing an interest in the project:

- Transform the Florey's setting, approach and entrance so that it reflects the quality of the building which it serves and enhances the environment within which it sits.
- Resolve the building's technical, service and fabric deficiencies and defects using modern technologies and materials.
- Ensure that the Florey Building becomes an exemplar of sustainable refurbishment, construction and design so that it delivers to the College a building that is efficient to operate and easy to maintain.
- Update the Florey's core and ancillary facilities so they are more in line with today's discerning student cohort.
- Include the introduction of elements of the original design that have either been lost over time or were omitted from the final building on its completion.
- Address the wider site area for the inclusion of a range of additional facilities including additional residential student accommodation, so that an entire undergraduate year of 100 can be housed on site, and the complementary academic and social spaces that would enhance the Florey experience for its residents.
- Consider how the site could operate as a stand-alone conference or special events centre out of term time and what additional facilities might be required to support this use.

Competition Process

Queen's College wishes to appoint a design team to fulfil the vision and bring the Florey Building back to life. The College is determined to develop the site in a sustainable way that respects its heritage. It seeks a design team capable of realising this project in ways that combine imagination and creativity with economy and sustainability.

Malcolm Reading Consultants (MRC), an independent expert organiser of design competitions, will lead and administer a two-stage competition on behalf of the College. This will result in the selection of a winning team and design, who will be appointed to develop their design and to deliver the project.

The two-stage design contest is comprised of:

Stage 1:

An open call for participation—an Expression of Interest (EOI)—that is aimed at attracting technically competent and professional teams to register their interest in the project, as described in this document. A shortlist of five to seven of the best teams will be selected to move to Stage 2. Successful and unsuccessful teams will be contacted by MRC prior to the commencement of Stage 2.

Stage 2:

The shortlisted teams will be asked to produce a concept design. A comprehensive brief will be issued to these teams, as well as detailed information about the site. This stage may also require visits to projects completed by each of the shortlisted teams. A peer review panel will review the entries and a final jury will conduct interviews prior to a winner being announced. A public exhibition of the shortlisted teams will be held prior to the jury meeting.

An honorarium of £5,000 will be offered to each shortlisted practice on completion of the second stage of the competition. The winning team will deduct this amount from their first invoice.



ST CLEMENTS
CAR PARK
P



Teams

The College encourages EOIs from multi-disciplinary teams, which should include, but are not limited to, an architect (who will act as the lead consultant), structural engineer, services engineer (M&E), and a cost consultant. Additional skills may be proposed in your submission if you feel they are necessary e.g. a dedicated sustainability expert, a conservation architect specialising in 20th Century non-traditional buildings or a landscape architect.

Queen's College is seeking a team:

- appropriate in size and skills for the project
- strong in conceptual design
- who understand the building's history and how it works today
- who will be creative about modernisation and sustainability

Above all, the team selected to undertake the project with the College must demonstrate sensitivity to multiple stakeholders' views and an understanding of collegiate life.

Teams responding to this EOI must have the necessary expertise to complete the project within the project constraints, which include: design, budget, programme and site constraints.

The form of construction procurement is yet to be determined. It is currently anticipated that the selected team will be required to provide full design services for the building from RIBA Plan of Work 2013 Stages 2 to 7. The College intends to call on the expertise of the selected team to determine the most sensible procurement method.

Budget

The project budget is yet to be determined and will be dependent upon the final briefing and concepts proposed by the teams. The College is looking for assistance from the teams to consolidate and refine its brief for the project. However, it is not expected that the project will exceed £19 million (including preliminaries, contingency, fees and fit-out, but excluding VAT).

Competition Programme

Expression of Interest, Stage 1

Launch	5 September 2013
Deadline for Questions	3 October 2013
Submission of EOIs	9 October 2013

Invitation to Tender, Stage 2

Launch	Late October 2013
Site visit to the Florey Building	Early November 2013
Submission of Tender Responses	Mid December 2013
Assessment including Interviews	Late January 2014
Winner announced	Early February 2014

Next Steps

Once you have considered the background and site information provided in this document, we invite you to submit an Expression of Interest (EOI).

In this written report, you will be asked to describe the team you have assembled (who would you like to work with and why), demonstrate your approach to the project by citing past experience, and complete a series of pre-qualification questions. A brief press statement and three accompanying images should also be provided.

These submission requirements are outlined in further detail in Part Two of this document. We encourage your report to be highly visual and concise. This is your chance to tell us and, more importantly, show us why you should be shortlisted.

We look forward to seeing your submission.

Part Two



Submission Requirements

Competitors are asked to produce their responses to Questions 1 - 4 as a single bound A4 document. All responses must be in the order shown below.

Your response should be both well written and highly visual.

1. Pre-Qualification Questionnaire (PQQ)

Questions should be submitted electronically and in hard copy. Please see the Pre-Qualification Questionnaire (page 32). Teams may change the layout if they wish, but the format and order must remain the same. There is a Word version of the PQQ available for download online, should competitors prefer to use this.

<http://competitions.malcolmreading.co.uk/florey>

Format: *A4, hard and electronic copy in PDF format (to be completed by the lead consultant only).*

2. Understanding and Experience

- A. Explain, in no more than two sides of A4, what the Florey Building means to you as an architect?
- B. Please demonstrate, in one relevant example and in no more than six sides of A4, where you have successfully updated a 20th Century architectural masterpiece to become an exemplar of sustainability?

Please focus on the physical and environmental condition of the building at the start of the project, the key facilities and services that were updated and the technical and fabric improvements, and their related performance criteria that were made. Your response should be provided in a mixture of text, drawing and image.

Format: *Eight sides of A4 maximum, hard and electronic copy in PDF format (to be completed by the lead consultant only).*

3. Team Skills and Composition

- A. Please explain, in no more than two sides of A4, why you have brought together your proposed team to deliver this project? Why/How will your complementary skills match up, even exceed, the expectations of the College in sustainably updating this important part of their Estate and providing appropriate facilities and services for the discerning student in the 21st Century?
- B. Please provide, in no more than ten sides of A4, details of your team, their skills and experience. Please identify, and draw out the specific skills of, both the architect (who will act as the lead consultant and should be stated in your response) and the expert in environmental sustainability who will deliver the project on behalf of the College. Please provide details of any other consultants who are vital to your design approach including a structural engineer, services engineer (M&E), and a cost consultant.

Please note: Queen's College reserves the right to determine the final composition of the design team appointed as the winner, and this may include the appointment of consultants that are not suggested within the competitor's bid. For the avoidance of doubt, this is to ensure the correct mix of skills and expertise and will not be imposed unreasonably.

Format: *Twelve sides of A4 maximum, hard and electronic copy in PDF format (to be completed by the lead consultant only).*

4. Press

Each team should also provide a 150-word snapshot of the practice or collaboration that can be used for press in the event of the team being shortlisted. This statement should include the lead consultant's website (if you have one).

In addition, up to three high-resolution images of representative projects should be provided for the same reason. These will only be used in any press announcements, and should be submitted digitally in JPEG or TIFF format with the EOI submission.

Submission Details

Please return one digital copy of all four questions (in PDF format, either on a memory stick or CD) and A4 bound hard copies of:

Question 1: PQQ	2 copies
Question 2: Understanding and Experience, <i>and</i>	7 copies
Question 3: Team Skills and Composition	
Question 4: Press	2 copies

Please return these submissions to:

Malcolm Reading Consultants
Fourth Floor
10 Ely Place
London EC1N 6RY

Submissions must be sent securely in a single package, clearly marked:

Florey Design Competition

Submissions must be received by **14.00 on Wednesday 9th October 2013**. All copies of the submission **MUST** display the Submission Form (page 44) on the front and be clearly marked with your registration number.

Competition Requirements

Only candidates who respond in accordance with the submission requirements will be considered. During the Expression of Interest (EOI) stage, Queen's College staff should not be contacted, as this may lead to disqualification from the competition.

Receipt of Expressions of Interest

Expressions of Interest will be received up to 14.00 hours (BST) on **Wednesday 9th October 2013**.

Please ensure that your submission is delivered no later than the appointed time. Queen's College may not consider your submission if it is received after the deadline.

Questions

All enquiries relating to the competition should be addressed to Malcolm Reading Consultants, the independent competition organisers appointed to manage the process. Do not contact Queen's College or any member of staff directly.

Questions should be emailed to: florey@malcolmreading.co.uk

A question and answer log will be compiled and uploaded to the website on a regular basis: <http://competitions.malcolmreading.co.uk/florey>

This will be your main method of communication. Please note that telephone enquiries will not be accepted, and the latest date for submitting enquiries is **14.00 hours (BST) on Thursday 3rd October 2013**.

Permissions

Queen's College and Malcolm Reading Consultants reserve the right to make use of all presentation materials submitted in any future publication about the competition, exhibition or website. Any use will be properly credited to the competitor and the competitor warrants that the material submitted comprises solely their own work or that of any member of a team submitting an EOI response. This non-exclusive licence is irrevocable, shall survive the competitor's exit from the tendering process and is royalty-free.

Language

The official language of the competition is English. All entries must be in English, including all additional information.

Financial data

Any financial data provided must be submitted in, or converted into, pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided.

Insurance

Queen's College and Malcolm Reading Consultants will take reasonable steps to protect and care for entries but neither organisation will insure the proposals at any time. Competitors are urged to maintain a complete record of their full entries and be able to make this available at any time should adverse circumstances require this.

Deviations

Only submissions that meet the basic criteria of entry will be considered. Information or supplementary material, unless specifically called for in subsequent communication, will not be considered by the assessors.

Amendments to the Expression of Interest

Queen's College may, at any time prior to the submission date, amend the Expression of Interest (EOI), and Malcolm Reading Consultants (MRC) shall notify all competitors of any such amendments. If MRC issues any circular letters to competitors during the EOI period to clarify the interpretation to be placed on part of the documents or to make any changes to them, such circular letters will form part of the EOI. Accordingly, all competitors will have been deemed to take account of these in preparing their submission.

Overseas competitors

Overseas competitors should note that, for customs purposes, no commercial value should be assigned to any postal or courier documentation for the EOI. This may cause your submission to be delayed and returned to you unopened.

Site visits and drawings

At this stage of the competition there will be no formal site visits or drawings distributed.

Competition materials

All material which is submitted as part of your response to the EOI will be retained by Queen's College and will not be returned to participants.

Key Project Dates

Expression of Interest, Stage 1

Launch	5 September 2013
Submission of EOIs	9 October 2013

Invitation to Tender, Stage 2

Launch	Late October 2013
Submission of Tender Responses	Mid December 2013
Winner announced	Early February 2014

Design and Construction

Submission of Planning Application	Early 2014
Begin Construction	Summer 2015
Completion	Late 2016

Pre-Qualification Questionnaire

The PQQ should be completed for the lead consultant only.

Please answer all of the following questions. Teams may change the layout if they wish, but please ensure that submitted answers are in the order given, with clear indications of any appendices/supplementary information.

There is a Word version of the PQQ available for download online, should competitors prefer to use this.

<http://competitions.malcolmreading.co.uk/florey/downloads>

Practice Information

The questions below are for information only and will not be scored.

1	Practice name	
2	Address of registered office	
3	Contact point for this tender	
4	Address, telephone number and email address of Contact.	
5	Address of office where the services relating to this appointment will be provided (if different from 2)	
6	Telephone number including code	
7	Contact email address	
8	VAT registration number (if applicable)	
9	Company status (Partnership, Limited Company, etc.)	
10	Please provide details of any parent company or ultimate holding company (if applicable).	
11	If a Limited Company, please provide registration number and date of incorporation.	

Mandatory Grounds for Exclusion

Has your organisation (or its directors or any other person who has powers of representation, decision or control of the named organisation) been convicted of any of the following offences?

Please note answering yes to any of these questions may disqualify you from the process.

1	Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 3 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA 4	Y/N
2	Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended)	Y/N
3	The offence of bribery, where the offence relates to active corruption and/or bribery within the meaning of section 1 or 6 of the Bribery Act 2010	Y/N
4	Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of: <ul style="list-style-type: none"> a. the offence of cheating the Revenue; b. the offence of conspiracy to defraud; c. fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978; d. fraudulent trading within the meaning of section 458 of the Companies Act 1985; e. defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994; f. an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or g. destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968 	Y/N
5	Money laundering within the meaning of the Money Laundering Regulations 2003	Y/N
6	Other offence within the meaning of Article 45(1) of the Public Sector Directive	Y/N

Please confirm whether any of the following applies to your organisation. Where the answer is yes, please provide details.

Please note answering yes to any of these questions may disqualify you from the process.

1	Please state if any Director or Partner has been involved in any company that has been declared bankrupt or been put into Administration, Liquidation or Receivership.	Y/N
2	Is the organisation bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings under national laws or regulations?	Y/N
3	Is the organisation the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations?	Y/N
4	Has any employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata?	Y/N
5	Has any employee whom you would propose to use to deliver this service been guilty of grave professional misconduct?	Y/N
6	Has the organisation failed to fulfil obligations relating to the payment of social security contributions in accordance with the legal provisions of the United Kingdom or the country in which it is established?	Y/N
7	Has the organisation failed to fulfil obligations relating to the payment of taxes in accordance with the legal provisions of the United Kingdom or the country in which it is established?	Y/N

8	Has the organisation failed to obtain the necessary licence in the relevant State in which he is established or is not a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member?	Y/N
9	Has the organisation not registered on the professional or trade register of the relevant State in which he is established under conditions laid down by that State?	Y/N
10	Is the organisation or any of its Partners or directors guilty of serious misrepresentation in providing any information referred to within this regulation 23, 24, 25, 26 or 27 of the Public Contract Regulations or has not provided such information in response to a request by the contracting authority?	Y/N
11	Please give details of any relatives or any relevant persons associated with the applicant who are in senior positions within the client organisation and confirm there are no conflicts of interest in that respect. Please note that if any conflict of interest is identified you are required to inform the College of the steps you would take to satisfy the College that the conflict can be resolved and comply with any steps required by the College to resolve the conflict. Please answer yes to this question if this is not acceptable to you.	Y/N

Financial and Business Standards

The questions below will be marked in accordance with the evaluation criteria set out in Evaluation Criteria (page 42).

	Question	Response	Score Available	Weighting
1	Please provide your organisation's bank details. Including name and address and contact number for your branch.	Delete as appropriate Enclosed / Not Enclosed	For information only	
2	Please confirm that if requested you would be able to provide a banker's reference.	Y/N	[Answering yes to this question will score 10 and an answer of no will score 1]	100%
3	Please provide one of the below:			
a	copies of your organisation's audited accounts for the last three years. If you are a subsidiary of a group and you are relying on group resources for the purposes of this PQQ, this information is required for both the subsidiary and the parent company; or	Delete as appropriate Enclosed / Not Enclosed	For information only	
b	a statement of your turnover, profit and 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 as set out in 3a above. If you are a subsidiary of a group and you are relying on group resources for the purposes of this PQQ, this information is required for both the subsidiary and the parent company; or	Delete as appropriate Enclosed / Not Enclosed	For information only	

c	a statement of your cashflow forecast for the current year and a bank letter outlining the current cash and credit facility position If you are a subsidiary of a group, and you are relying on group resources for the purposes of this PQQ this information is required for both the subsidiary and the parent company.	Delete as appropriate Enclosed / Not Enclosed	For information only
4	Please confirm you will supply a performance bond and/or guarantee if required by the College and that such bond and/or guarantee will be in form approved by the College.	Y/N	For information only
5	Please confirm your organisation has (or would be willing to obtain if awarded the contract) Employers Liability Insurance sufficient to achieve the level of Employer's Liability Insurance required by law. If this insurance is already in place please provide details of this policy, along with a copy of the certificate.	Y/N Insurer: Policy Number: Extent of Cover: Expiry Date:	Pass/Fail [This question requires a yes answer, if you cannot answer yes to this question, you will be scored 0 and the College will not continue to evaluate your tender]

6	<p>Please confirm your organisation has (or would be willing to obtain if awarded the contract) Public Liability Insurance to provide £5,000,000 Public Liability cover.</p> <p>If this insurance is already in place please provide details of this policy, along with a copy of the certificate.</p>	<p>Y/N</p> <p>Insurer: Policy Number: Extent of Cover: Expiry Date:</p>	<p>Pass/Fail</p> <p>[This question requires a yes answer, if you cannot answer yes to this question, you will be scored 0 and the College will not continue to evaluate your tender]</p>	
7	<p>Please confirm your organisation has (or would be willing to obtain if awarded the contract) Professional Indemnity Insurance for at least £1,000,000 Professional Indemnity cover.</p> <p>If this insurance is already in place please provide details of this policy, along with a copy of the certificate.</p>	<p>Y/N</p> <p>Insurer: Policy Number: Extent of Cover: Expiry Date:</p>	<p>Pass/Fail</p> <p>[This question requires a yes answer, if you cannot answer yes to this question, you will be scored 0 and the College will not continue to evaluate your tender]</p>	
Total			10	100%

Technical and Professional Capability

The questions below will be marked in accordance with the evaluation criteria set out in Evaluation Criteria (page 42).

	Question	Response	Score Available	Weighting
1	Question 3 A: Team skills and composition (see page 26 of the Submission Requirements).	Twelve sides of A4 maximum, hard and electronic copy in PDF format.	[This question will be scored in accordance with the Evaluation Criteria on page 42]	25%
	Question 3 B: Team skills and composition (see page 26 of the Submission Requirements).			25%
2	Does your organisation hold a recognised quality management certificate (ISO9001 certificate or equivalent)? If yes, please enclose a copy.	Y/N Delete as appropriate Enclosed / Not Enclosed	[A “Yes” will score 10 and a “No” will score 1.]	10%
3	Please confirm you have a written health and safety at work policy and enclose a copy of your organisation’s health and safety management system, enclosing any certificates.	Y/N Delete as appropriate Enclosed / Not Enclosed	[Providing this information will gain a maximum score; failure to provide this information will be evaluated in accordance with question 3b.]	10%
3b	If “No” please explain why.		[This question will be scored in accordance with the Evaluation Criteria on page 42]	

4	Has any court/industrial/ employment tribunal or equivalent body upheld a decision of unlawful discrimination against the Bidder in the last 2 years?	Y/N	[A "Yes" will score 1 and a "No" will score 10.]	10%
5	Please confirm that you have an equal opportunities policy which ensures compliance with all antidiscrimination legislation, and sets out steps to treat all people fairly and equally. Please provide details of this equal opportunities policy.	Y/N Delete as appropriate Enclosed / Not Enclosed	[A "Yes" will score 10 and a "No" will score 1.]	10%
6	Has any court/industrial/ tribunal or equivalent body upheld a decision under Health & Safety Legislation against the Bidder in the last 2 years?	Y/N	[A "Yes" will score 1 and a "No" will score 10.]	10%
Total			70	100%

Relevant Experience

The questions below will be marked in accordance with the evaluation criteria set out in Evaluation Criteria (page 42).

	Question	Response	Score Available	Weighting
1	Question 2 A: Understanding and Experience of the Submission Requirements on page 25.	Eight sides of A4 maximum, hard and electric copy in PDF format.	This question will be scored in accordance with the Evaluation Criteria on page 42.	50%
	Question 2 B: Understanding and Experience of the Submission Requirements on page 25.			50%
	Total		20	100%

Declaration

Please print off and complete the Declaration Form on page 45 of this document and enclose a digital and hard copy with your submission.

Evaluation Criteria

Responses to the PQQ (page 32) will be scored in accordance with the selection criteria set out in this section.

Summary

The Practice Information must be completed, but will not be scored. Failure to answer "no" to the Mandatory Grounds for Exclusion will result in your PQQ being rejected and not evaluated further.

All compliant PQQ responses will be evaluated on the following basis:

- Questions marked as mandatory pass/fail criteria, must meet the 'pass' requirements. Failure to do so will lead to your PQQ not being assessed further.
- Responses to remaining questions will be scored as set out below, split as indicated in the separate questions.

Summary of Score Awarded

The following criteria will be used to select a shortlist:

Criteria	Total Score available for this section	Weighting (%)
Ability to meet essential financial and business standards for the commission, based on the Financial and Business Standards section of the PQQ.	10	15%
Technical and professional capability of the proposed team, including the communication of ideas and composition of team, based on the Technical and Professional Capability section of the PQQ.	70	40%
Overall experience and examples of previous work, including the ability to deliver to specification, budget and programme, based on the Relevant Experience section of the PQQ.	20	45%
Total	100	100%

The following scoring approach will be used to award the scores for each question area:

SCORING APPROACH

Score	Classification of response
0-3	Poor and below requirements
4-6	Satisfactory response that meets most requirements
7-9	A very strong response
10	Exceptional response

Submission Form

Competitors **MUST** complete the following form and attach it to the **FRONT** of all copies of their submission:

The Florey Building Design Competition

Registration number: _____

Competitors will have received this by registering for the competition on the website: <http://competitions.malcolmreading.co.uk/florey>

Name of Team Lead: _____

Names of all Collaborators:

Company Name	Role (e.g. architect, landscape architect)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A Word version of this document is available for download on the competition website.

Declaration Form

The following declaration should be completed **by the lead consultant only**.

I declare that to the best of my knowledge the answers submitted in this PQQ and any supporting documents are true and correct. I understand that the information will be used in the process to assess our suitability to be invited to tender. I acknowledge that the College may reject this PQQ and/or disqualify this team from the procurement process if there is a failure to answer all relevant questions fully or if I/we provide false/misleading information.

I confirm (please tick) that our submission includes:

- 1. Completed Questions 1-4 of Submission Requirements (page 25)
- 2. CD or memory stick with PDF files (obligatory)

Signed _____

Name _____

Position (Job Title) _____

On behalf of _____

Date _____

Telephone number _____

A Word version of this document is available for download on the competition website.

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