

Question number	Enquiry	Response	Date
14	I see from a previous Q&A on 'Relevant experience' you are now permitting more examples to be used. This is counter to your very clear initial direction and I would like reaffirmation please that this is the case.	The intent of the Relevant experience question (page 27 of the EOI) is for you to describe one project. However, if you provide information for more than one project within the page limit, you will not be penalised.	12-Jul-13
13	On page 23 (Teams) you say 'should include....., a conservation architect,...' We have a historical building surveyor on our staff and have worked on many listed buildings. We also might commission a historical building consultant. Do these together meet the requirement or are you looking for an accredited conservation architect from the RIBA conservation register? When you say 'should include' does this actually mean 'must have'?	Please explain why you have brought together the team members you have in your response to Team composition (page 26 of the EOI).	12-Jul-13
12	Can we include any appendices / certificates / policy documents as separate to the main submission document? Or do we need to provide copies of each item inclosed with the 7 printed copies of the main submission document as an appendix?	You may provide just two (2) separate copies of any appendices/supplementary information to your PQQ response, as well as the digital copy.	12-Jul-13
11	Technical and Professional Capability question 4 states: 'Has any court/industrial/employment tribunal or equivalent body upheld a decision of unlawful discrimination against the Bidder in the last 2 years?' However, it says 'Yes' will score 10 points and 'No' will score 1 and this seems rather strange as it reads that if you have had a decision upheld against you, you would get 10 points and if you haven't then you would get 1 point. Please would you confirm if this is the case, or if there is an error with this question? (Also, we are having a similar problem with question 6).	CLARIFICATION: The original Word version of the Pre-Qualification Questionnaire posted to the competition website contained incorrect scoring for these two questions. A corrected Word version (labeled 'v2') is available on the website. Both the Word version and PQQ in the Expression of Interest PDF now contain the correct scoring ('Yes' will score 1 and 'No' will score 10).	12-Jul-13
10	In Part 3. Relevant Experience "please use a previous project..." Is this demonstration limited to one project only, or may we submit a number of projects?	Please refer to the response to Question 3 below.	12-Jul-13

9	We have been looking at the scoring and weighting of this first stage and would like to check if we have understood your scoring correctly as this will help us decide whether or not to enter the competition: Financial and business standards: Only one question is marked: question 2. This is worth 15% of the final score. Technical and professional capability: The questions are worth this many marks in the final score: 1. The six sides of A4 about our team: 10% 2. Quality management certificate: 6% 3. H&S: 6% 4. Question on unlawful discrimination: 6% 5. Equal opportunities policy: 6% 6. Court/tribunal decision: 6% Relevant experience: The four sides of A4 are worth 45% of the final score All adding up to 100%. Is this correct?	Yes, that is correct.	12-Jul-13
8	We have been approached by 3 architects, all asking whether we would be a part of their team. From your and the College's point of view are there any restrictions or potential problems in this regard?	There are no restrictions on team members joining multiple teams.	12-Jul-13
7	In the Financial and Business Standards section of the PQQ, Question 4 asks the following: '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.' Please could you provide more information as we are unclear what supplying a performance bond would entail and its associated terms and conditions.	Should a performance bond be required, exact requirements will be provided by the College at the time.	12-Jul-13
6	We understand the premises will be available in the next phase, however would there be any access possible at this stage?	No. Only in Stage 2.	12-Jul-13
5	We wish to highlight a possible discrepancy within the PQQ and refer to questions 4 and 6 within Technical and Professional Capability where it is the scoring appears in reverse. Could you please confirm that this is the case and we will correct wording within our submission.	See the Clarification in Question 11 above. We would like to apologise. Answer the question and ignore the score shown. We will amend the mistake in the marking process. For the avoidance of doubt the scoring for these two questions will say 'Yes' will score 1 and 'No' will score 10.	05-Jul-13
4	Regarding Question 3 of the PQQ under 'Financial and Business Standards' can you advise on the following: We have accounts available but because we are a smaller company they do not have to be audited accounts. Should we submit these instead of the information described under b and c of the question?	Submit what you have.	05-Jul-13

3	On page 27; 3 Relevant Experience you have asked for 'a previous project'. Is only one project admissible?	As many as demonstrate what has been asked within the page limit.	05-Jul-13
2	Regarding question no. 2 in the Technical and Professional Capability section, - we are currently in the process of obtaining certification of ISO 9001, which we will describe in our answer. Are we likely to still only score 1 ?	Please describe your existing quality management system with as much detail as possible. Equivalent quality management schemes will also be considered.	05-Jul-13
1	I have registered for this competition and would like to add another email address where any information/clarification/new documents must be sent as well. Is that possible?	This is possible once you submit.	05-Jul-13