



REDEVELOPMENT OF SGOIL CHROIS, NESS, ISLE OF LEWIS



July 2017

Request For Tender

Invitation to submit design team tenders for architectural, quantity surveying, principal design, mechanical/electrical engineering and civil/structural engineering professional services.

REDEVELOPMENT OF SGOIL CHROIS, NESS, ISLE OF LEWIS

1.0 INTRODUCTION

1.1 Request For Tender

This Request For Tender has been prepared by Comunn Eachdraidh Nis/Ness Historical Society (hereinafter referred to as "CEN") for the appointment of a full Design Team in relation to the proposed redevelopment of the former Cross School at Ness, Isle of Lewis. The Consultant Design Team will, on behalf of CEN as Client, undertake all duties as set out in Section 3 - Requirements of the Appointment below in relation to the design and construction of the redevelopment project.

1.2 No Obligation to Accept Tender Submission

CEN does not bind itself to accept the lowest or any Tenders. Tenders must remain open for acceptance for a minimum of 90 days after the Tender Return Date. Prior to commencing formal evaluation, Tender responses will be checked to ensure they are fully compliant with the conditions of Tender. CEN may reject non-compliant Tender responses. Tender responses which are deemed by CEN to be fully compliant will proceed to evaluation.

At any time prior to the deadline for the receipt of Tenders, CEN may modify the RFT by amendment. Any such amendment will be numbered and dated and issued by CEN to all prospective Tenderers by at least 7 days prior to the deadline for receipt of Tenders. In order to give prospective Tenderers reasonable time in which to take the amendment into account in preparing their Tenders, CEN may, at its discretion, extend the deadline for receipt of Tenders.

CEN reserves the right to:

- (a) amend the terms and conditions of the Request For Tender process,
- (b) cancel the evaluation process at any stage; and/or
- (c) require the Tenderer to clarify its Tender in writing and/or provide additional information. (Failure to respond adequately may result in the Tenderer not being selected),

1.3 Costs Relating to Tender Submissions

All work undertaken and costs incurred by Tenderers in the preparation and submission (plus any interview/presentation, if required) of Tenders will be at the Tenderer's own risk and expense. CEN will not be liable for any costs incurred by Tenderers or their advisers.

1.4 Canvassing

Except as specifically authorised by CEN, Tenderers shall not approach staff or Members of CEN or staff of CEN's advisers with a view to providing information in respect of any part of their submission or proposals or attempting to support or enhance their prospect of being awarded the contract. Any such approach or attempted approach by a Tenderer may lead to the Tenderer's disqualification from the Tender Procedure.

1.5 Scottish Law

This document and all aspects of the Tender Procedure shall be governed and construed in accordance with Scottish Law and each Tenderer submits to the non-exclusive jurisdiction of the Scottish Courts.

1.6 Insurances

The Design Team Leader will be required to hold the following insurance cover:

| | |
|----------------------------------|------------------------|
| Public Liability Insurance | £2m (any one accident) |
| Employer's Liability Insurance | £2m |
| Professional Indemnity Insurance | £1m (any one claim) |

Note : Other design team members will generally be subject to minimum levels of £1m, £1m and £0.5m, respectively.

Confidentiality

(1) The contents of this RFT are being made available by CEN on condition that:

- (a) Tenderers shall at all times treat the contents of the RFT and any related documents (together called the 'Information') as confidential, except where they are already in the public domain;
- (b) Tenderers shall not disclose copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen without the prior written consent of CEN;
- (c) Tenderers shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Tender; and
- (d) Tenderers shall not undertake any publicity activity within any section of the media in relation to this RFT.

(2) Tenderers may disclose, distribute or pass any of the Information to the Tenderer's advisers or to another person provided that either:

- (a) This is done for the sole purpose of enabling a Tender to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Tenderer; or
- (b) The Tenderer obtains the prior written consent of CEN in relation to such disclosure, distribution or passing of Information; or
- (c) The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any contractual obligation arising from it; or
- (d) The Tenderer is legally required to make such a disclosure.

(3) CEN may disclose detailed information relating to Tenders to its officers, employees, agents or advisers and CEN may make any of the documents available for private inspection by its officers, employees, agents or advisers. CEN also reserves the right to disseminate information that is materially relevant to the procurement to all Tenderers, even if the information has only been requested by one Tenderer, subject to the duty to protect each Tenderer's commercial confidentiality in relation to its Tender.

(4) CEN will not divulge any information, other than that of a technical nature, relating to this proposed appointment.

2.0 SUMMARY OF THE PROJECT

2.1 Design Team

CEN is inviting tenders to provide Design Team services for this project.

The Design Team will be required to provide the undernoted services:

- Architectural
- Quantity Surveying and Cost Consultancy
- Principal Designer
- Building Services Engineering
- Structural & Civil Engineering

The Design Team will work closely with CEN's Manager and Project Co-ordinator and other key contacts and stakeholders, such as trustees, on occasions at various stages of the project.

This appointment requires the services of a Design Team from RIBA Stage 3-6.

2.2 The Project

CEN, based in the north of Lewis, plans to further develop its community hub within the former primary school at Cross in Ness (Sgoil Chrois) which is now well established. CEN was the first historical society to be set up in the Western Isles in 1977 to record the history of north Lewis for locals, visitors to the area and future generations and is currently celebrating its 40th anniversary. It is now one of the main cogs within the Western Isles Heritage Trail and one of the principal employers in the North Lewis area.

The premises currently utilised extends to around 346m² and following redevelopment, which includes bringing the former schoolhouse and former canteen back into use, the total area available is expected to be in the order of 600m². The core premises is of traditional construction, dating from the late 1800s, comprising stone walls with harling and a pitched slate roof. A number of extensions have been added to the main structure over the years and some of these have been built using more modern materials. The unutilised sections of the building are in need of significant renovation, the former schoolhouse is of the same basic construction as the core building, whereas the former canteen is of pre-fabricated construction (later concrete block outer leaf wall added) with profiled metal roof cladding. Neither of these parts of the premises have been examined in detail for deleterious materials, although asbestos is understood to exist.

Since relocating to Sgoil Chrois in 2011, CEN has gone from strength to strength. It now boasts an accredited museum, extensive archive, café and gift shop which attract around 10,000 visitors per annum with numbers increasing year on year. CEN is 25 miles away from the main town of Stornoway and is the only visitor centre in the area which hosts the second most popular attraction in the island. Increasingly, this results in activities at the centre often drawing more people than can be comfortably accommodated, for example, the café is popular with locals and visitors and regularly hosts coach parties of up to 50 people. Demand regularly exceeds capacity and pressure will only increase, particularly as two other catering outlets in the area have ceased trading.

As a former public building originally constructed in the late 1800s, the premises have provided a range of challenges for CEN, not least in terms of energy efficiency. CEN has aspired to undertake a large-scale redevelopment of the premises for some time but has been limited in the funding it could secure and, accordingly, improvements have been undertaken in small stages, focused primarily on

reducing energy expenditure. During 2016, some initial planning for potential redevelopment was carried out through in-kind support and designers working 'at risk' to develop concepts for discussions with funding organisations. Significant momentum has now been achieved by collaborating with other similar organisations that has culminated in the creation of an Isle of Lewis Heritage Programme, a suite of three interlinked regeneration projects based on heritage and culture that seek to reinvigorate and empower fragile communities in the Isle of Lewis. The Programme secured funding from the Scottish Government's Regeneration Capital Grant Fund (RCGF) in early 2017. As part of this process, CEN was required to develop design proposals and secure statutory consents.

The CEN proposal seeks to build on heritage activities and increasing visitor demand by redeveloping the presently derelict former schoolhouse and canteen - and to remodel and expand the school property to allow the expansion of its core activities. It will also provide additional exhibition space to showcase the area's heritage and create climate-controlled storage to ensure CEN's collection is preserved. A bespoke workshop will deal with conservation of items and office space will be created to house additional staff. Visitor facilities will also be improved and extended to meet projected demand.

CEN interacts with a range of stakeholders, including its members, volunteers who provide key local knowledge, museum authorities, local residents, senior citizens' groups, schools, tour operators, suppliers, funding bodies, Gaelic agencies, etc. Various groupings of stakeholders will be invited to view proposals and discuss arrangements from time to time during the project.

The project is expected to deliver significant economic and social benefits to the community, such as:

- Promoting the tourism and heritage sectors and increase visitor numbers;
- Creating modern multi-purpose, first class community, business and visitor facilities;
- Providing employment during and post-construction;
- Bringing redundant buildings back into community use;
- Supporting traditional industries such as crofting, fisheries and other maritime business;
- Benefiting local businesses, safeguard and create jobs;
- Supporting existing and new sustainable businesses;
- Providing training and education programmes following construction;
- Developing skills pre, during and post-construction; and
- Achieving carbon reduction and energy efficiency savings.

The project budget cost is currently in the range £600,000-£700,000 inclusive of fees but exclusive of VAT. CEN is in the process of registering for VAT. The budget for the project will require to be firmed up at an early stage following appointment and, thereafter, cost certainty will be of prime importance to CEN and its prospective funders. To date, around £310,000 in public funding has been secured and applications are currently under discussion with a number of other public-sector agencies and private trusts.

The appointed Design Team will proactively and comprehensively lead the design and coordination of all aspects of the construction element of the project from RIBA Stage 3 through to the end of Stage 6. This will include working closely and proactively with the Client representatives and advisors to develop design and technical information, applying for all remaining and/or amended statutory consents, leading and co-ordinating design components, procuring and administering the construction contract on behalf of CEN and working with key stakeholders. A deadline of 31st December for appointing a contractor has been imposed on CEN.

2.3 Work Undertaken To Date

There have been a range of works undertaken to the property since CEN took occupation to reduce running costs and various project tasks completed in order to secure key funding to date. These include :

- Various independent energy audits
- Installation of 10kW photovoltaic panels
- Installation of *Rointe* electric radiators
- Replacement of selected windows
- Fitting of internal insulation to external walls
- Obtaining planning permission for the redevelopment (Ref 16/00508/PPD)
- Obtaining a building warrant for kitchen improvements

Design information produced to date has been presented at public consultation events and discussed with some key stakeholders.

2.4 Programme

The following programme is anticipated at this stage.

- RFT Submission Return – Tuesday 18th July 2017
 - RFT Submission Evaluation – 19th-26th July 2017
 - Appointment of Design Team – 28th July 2017 (provisional)
 - Building Warrant Submitted – August/September 2017
 - Construction Tendering – November 2017
 - Appointment of Main Contractor – December 2017*
- *Condition of funding

3.0 DESIGN TEAM APPOINTMENT

3.1 Architect (membership of RIBA/RIAS or equivalent).

The Architect and Lead Consultant will carry out the appointment all in accordance with the terms and conditions of the Scottish Conditions of Appointment of an Architect 2014 SCA/2014 (Revised April 2015) issued by the RIAS, specifically, in terms of Part 3 Project Roles 1A, 1B and 1C and including all Part 3 Schedule 2 services, with the following amendments :

- Clause 1.5.21 will be amended so that the words "suspended or terminated by the Client or" will be deleted.
- Clause 1.6.4 will be amended to read "The Client may terminate the Appointment on the expiry of reasonable notice in writing to the Architect. The Architect may terminate the Appointment in the event that the Client is in serious breach of the terms of the Appointment and has failed to remedy that breach after having been given a reasonable opportunity to do so."

The following additional services will also be required from the Architect/Lead Consultant :

- Contributing to project risk management as required and carry out risk management actions as set out in the Project Risk Register.
- Providing Room Data Sheets (setting out all finishes, fixtures, fittings, equipment, building services installations and any other relevant elements to be included in each space) during Stage 4
- Compiling a Ten Year Management and Maintenance Plan, including all relevant input from the other Design Team members

3.2 Quantity Surveyor (membership of RICS or equivalent).

The appointed Quantity Surveyor will carry out the appointment all in accordance with the terms and conditions of "Appointing a Quantity Surveyor in Scotland" issued by the Royal Institution of Chartered Surveyors in Scotland.

Services required will be as follows:

Category One: General Services (including mechanical and electrical engineering)

- 1.2 Pre-contract cost control 1.2.1 to 1.2.4 inclusive
- 1.3 Tender and Contractual documentation 1.3.1 to 1.3.8 inclusive
- 1.4 Tender selection and appraisal 1.4.4 to 1.4.11 inclusive
- 1.5 Interim valuations 1.5.1
- 1.6 Post-contract cost control 1.6.1 and 1.6.2
- 1.7 Final Account 1.7.1
- 1.8 Attendance at meetings 1.8.1
- 1.9 Provision of printing/reproduction/copying of documents and the like 1.9.1

Category Three: Services not always required in Categories One and Two

- 3.2 Cost analysis
- 3.2.1 Prepare cost analysis based on agreed format or special requirements
- 3.3 Advise on Financial Implications as follows:
 - 3.3.5 Lifecycle cost studies and estimate of annual running costs.
 - 3.3.7 Assist in applications for grant and documentation for these.
- 3.5 Provide advice on contractual matters affecting the following:
 - 3.5.1 Entitlement to L&A damages
 - 3.5.3 Opinion on delays/extensions of time
- 3.16.1 Provide all relevant information for monthly Progress Reports

3.16.2 Contribute to project risk management as required, establish Project Risk Register and carry out risk management actions as set out in the Project Risk Register.

3.3 Principal Designer.

The default position assumed in the RFT is that the Architect will perform these duties in accordance with Role 1C under the SCA/2014 (Revised April 2015) conditions of appointment. However, tenderers may propose another suitable party under appropriate conditions of appointment, such as the Form of Appointment (FOAPD 2015) produced by the Association for Project Safety, specifically Schedule 1 Part 1 services 1-15 (2 copies of health and safety file are required for the client). The services required will also include :

- Contributing to project risk management as required and carry out risk management actions as set out in the Project Risk Register.
- Providing all relevant input to the 10 Year Management and Maintenance Plan.

3.4 Building Services Engineer (membership of CIBSE or equivalent).

The appointed Building Services Engineer will carry out the appointment all in accordance with the terms and conditions of Agreement 1 Design (non-lead consultant) issued by the Association for Consultancy and Engineering (ACE). The services required will include :

- Contributing to project risk management as required and carry out risk management actions as set out in the Project Risk Register.
- Providing all relevant input to the 10 Year Management and Maintenance Plan.
- Providing all services pursuant to the provision of an Energy Performance Certificate for the building(s).
- During the Rectification Period of the main construction contract, providing a post-occupancy monitoring service for the building(s).

3.5 Structural/Civil Engineer (membership of ICE, IStructE or equivalent).

The appointed Structural/Civil Engineer will carry out the appointment all in accordance with the terms and conditions of Agreement 1 Design (non-lead consultant) issued by the Association for Consultancy and Engineering (ACE). The services required will include :

- Contributing to project risk management as required and carry out risk management actions as set out in the Project Risk Register.
- Providing all relevant input to the 10 Year Management and Maintenance Plan.

3.6 Other proposed members of the Design Team.

Tenderers may consider that their fee tender offer may require other technical consultants in addition to those listed in paragraphs 3.1 to 3.5 inclusive to design and deliver the construction element of the project to a high standard. The opportunity to include other technical consultants is given in the Fee Summary at Annex I.

4.0 TENDER SUBMISSION REQUIREMENTS

4.1 Submission of Tenders

CEN is utilising the Public Contracts Scotland (PCS) on-line Post-box to receive responses from tenderers electronically in a secure environment. PCS is a fully managed, free service developed by the Scottish Government for use across the public sector and for organisations that require to undertake public procurement. Further information can be found at the web site <http://www.publiccontractsscotland.gov.uk/>. Tenderers need to register as a supplier with PCS in order to be able to log in to access the tender documentation and submit tenders on-line.

Tenderers should be aware that the speed at which the PCS can be used will be dependent upon their own internet connection. Tenderers should, therefore, ensure that they allow plenty of time to submit tenders to the system. In addition, tenderers must ensure that tender submissions are correctly loaded into the system, as CEN will not accept submissions through the system where attachments have failed to upload. Any tenderers who encounter any problems with the system should be raised and resolve these issues with the Public Contracts Scotland Help Desk.

Tender documents should be submitted using the PCS Post-box facility for electronic tendering. Guidance notes on the use of the system are available and should be referred to when submitting tenders. Please note the restrictions on attachment size of 10MB and arrangements for uploading. It is good practice to upload attachments in a zip file in PDF format.

Tenders e-mailed to CEN or to any third party will not be considered, other than those submitted through the Post-box. Tenders cannot be faxed to CEN.

Tenders must be received by **Tuesday 18th July 2017 at 5.00pm**

Any tender received after the closing date and time for submission shall not be considered.

Tender prices shall be exclusive of VAT. Tenderers are required to abide by their tender details for a validity period of **90** calendar days from the last date given for receiving tenders unless previously withdrawn in writing.

4.2 Asking Questions

These instructions are designed to ensure that all tenderers are given equal and fair consideration. It is important, therefore, that tenderers provide all the information asked for in the format and order specified. Any questions relating to the tender must be asked via the 'Question and Answer' facility at www.publiccontractsscotland.gov.uk.

CEN will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time. Clarification requests must be submitted no later than **12pm on Thursday 13th July 2017**.

4.3 Calculation of Fees

The Tenderer shall complete the Fee Summary at Annex I including time charges for any additional work which may be requested by CEN outwith the scope of services identified in Section 3 Requirements of the Appointment.

All fees shall be on an all-inclusive lump sum basis excluding VAT.

Expenses should reflect 10 days for local face-to-face consultations/site visits during the period to the end of RIBA Stage 4 with the necessary travel, accommodations, etc. included. Monthly visits should typically be assumed for the relevant design team members for the post-contract period up to Practical Completion with the necessary travel, accommodations, etc. reflected in the expenses also included at Annex I.

Tenderers are required at the Annex I Fee Summary to clearly identify the breakdown of their lump sum fees up to the various design stages. This breakdown may be used should the project be aborted or postponed at any stage due to lack of funding or any decision of the Client.

The Fee Tender must be inclusive of the cost of complying with Section 3 Requirements of the Appointment and must include the cost of all disbursements such as typing, drawings, copying, travel, subsistence expenses etc. It should be noted that no claim for loss or expense resulting from any error or inaccuracy in the completion of the Fee Tender will be entertained by the Client as Tenderers will be deemed to have ascertained and priced for the full scope and extent of the Consultancy Service.

All tender prices are to remain firm for the duration of the contract.

4.4 Errors

Arithmetical errors will be notified to the Tenderer who will be afforded an opportunity of confirming the offer or of amending it to correct the arithmetical errors. Genuine errors other than arithmetical errors will be notified to the Tenderer who will be afforded an opportunity of confirming or withdrawing the tender.

5.0 TENDER EVALUATION

5.1 ESPD

Although this procurement is not above the EU threshold for services, CEN has adopted a recommended best practice approach in utilising the European Single Procurement Document for this RFT process. There are relevant parts of the document that require to be completed by each Design Team member/discipline. The relevant sections and the evaluation approach are highlighted below. Sections that do not require to be completed by tenderers and sections where only some questions need to be completed are clearly identified in capitals.

5.1.1 Pass/Fail Sections (ESPD Parts II and III)

Part IIA : Information about the bidder - seeks background information about the bidder; this section is not normally evaluated, however CEN may choose not to take forward bidders that cannot provide basic company information.

Part IIB : Information about representatives of the bidder.

Part IIC : Information about reliance on the capacities of other entities

Part IID : Information concerning sub-contractors who are not being relied on to meet selection criteria – NOT REQUIRED

IIIA : Grounds relating to Criminal Convictions

IIIB : Grounds relating to the payment of taxes or social security contributions

IIIC : Blacklisting

IIID : Grounds relating to insolvency, conflicts of interest or professional misconduct

5.1.2 Evaluation Sections (ESPD Parts IV, V and VI)

IVA : Suitability – NOT REQUIRED

IVB : Economic and financial standing - 4B.1.1 AND 4B.5.1-4B.5.3 ONLY

IVC : Technical and professional ability – NOT REQUIRED

IVD : Quality assurance schemes and environmental management standards – NOT REQUIRED

IVE : Global question for all selection criteria – NOT REQUIRED

V : Reduction of the number of candidates – NOT REQUIRED

VI – Concluding Statements

5.2 Evaluation Criteria of Tenders

The Tender evaluation process described in this section is designed to identify the Tenderer that offers the most economically advantageous Tender to CEN.

In accordance with the method outlined below CEN will determine which Tender submitted represents the most economically advantageous offer on the basis of the following criteria, and in accordance with the weighting attributed to each sub-heading.

Quality (60%)

(a) Understanding of the project context, issues and key risks (25%)

(b) Soundness of the proposed methodology/approach (25%)

(c) Competence to deliver the proposed contract and proposed team and individuals (10%)

Price (40%)

The scoring guide for quality aspects of the tenders received is detailed at Annex II for information.

5.2.1 Quality

In addition to completing the ESPD as directed above, tenderers are invited to submit a supplementary written proposal broadly following the structure outlined below.

- (a) Understanding
 - (i) The key issues and challenges which you have identified and how you, as a full Design Team, propose to address these in conjunction with other team members and the client representatives.
 - (ii) The key risks associated with the project in terms of time management and scheduling in delivering a high quality facility within the budget range intimated. How would you propose to work with all other team members and key stakeholders to mitigate these risks ?
 - (iii) Opportunities for innovation.
- (b) Methodology and Approach
 - (i) Outline design programme, including milestones, frequency of Design Team/site meetings and client/stakeholder consultation meetings; this should indicate how you will ensure successful, fully coordinated design outputs at each RIBA Stage.
 - (ii) Approach to design co-ordination, management and cost control.
 - (iii) Approach to client liaison and communication management with the entire Client Team, and the key stakeholders.
 - (iv) Staff time and resources which you propose to allocate to the project at all stages, clearly identifying the individuals involved.
- (c) Competence

Summaries/CVs for all staff who will be allocated to the project and the responsibilities and duties of each person; this should be clearly linked to the time and resources propose at (b) (iv) above.

Proposals are to be project specific and may include any significant constructive comments on the information and/or co-operation required from the Client in order to meet any milestones identified.

Submissions should not exceed 3,000 words (excluding CVs, programmes or any other appendices), and must be in PDF format. Please include the total word count for the specific response at the end of each individual response. **Failure to comply will result in any information which exceeds the specified limit being disregarded and the response scored accordingly.** Two additional single sided A3 pages of **photographs or other imagery only** may also be included to supplement the individual response where required, i.e. flowcharts, structure diagrams, project imagery and should be readable side by side with the appropriate text. Generic marketing material or information not requested in the RTF that is submitted by tenderers will not be considered.

5.3 Interview/Presentations

For the avoidance of doubt, there are no interviews/presentations anticipated as part of this appointment process. However, CEN reserves the right to request that tenderers attend an interview/presentation following the evaluation of tenders.

ANNEX I - FEE SUMMARY

Name of Architect/Lead Consultant :

**Estimated Project Cost: £600,000-£700,000 (inc. professional fees, exc. VAT)
Proposed Construction Period: 12 months assumed.**

Lump Sum for required Services as specified in RFT (excluding VAT)

| All Stages | Fee | Expenses | Total | | Days |
|---------------------------|------------|-----------------|--------------|--|-------------|
| Lead Consultant/Architect | | | | | |
| Quantity Surveyor | | | | | |
| Principal Designer | | | | | |
| C & S Engineer | | | | | |
| M & E Engineer | | | | | |
| Technician/Other | | | | | |

Lump Sum for all professional disciplines and services (excluding VAT)

| All Stages | Title | Fee | Exps | Total |
|----------------------------|---------------------|------------|-------------|--------------|
| <i>Review (optional)</i> | Concept Design | | | |
| <i>Stage 3</i> | Developed Design | | | |
| <i>Stage 4</i> | Technical Design | | | |
| <i>Stages 5</i> | Construction | | | |
| <i>Stages 6</i> | Handover/Close Out | | | |
| <i>Additional Services</i> | Additional services | | | |

Time Charges exc. VAT (Provisional)

- Partner £..... per hour
- Senior Professional £..... per hour
- Professional £..... per hour
- Technician £..... per hour
- Assistant £..... per hour

Travel, Subsistence and all Disbursements

Confirm costs incurred to carry out all services as set out in Section 3 of the RFT.

| | |
|---------------------------------------|---|
| Design Team Expenses Total (exc. VAT) | £ |
|---------------------------------------|---|

ANNEX II - EVALUATION

| Quality Scoring Rationale | |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0 | The response provides no relevant information and does not provide any demonstrable evidence of understanding, methodology or sound technical standing and capability. This score would also be awarded where the tenderer has not responded to the question/provided relevant information. |
| 1-2 | The response provides only basic evidence of understanding, methodology or sound technical standing and capability, with several areas of weakness which would render the tenderer unsuitable for participation in the project. |
| 3-4 | The response provides largely basic evidence of understanding, methodology or sound technical standing and capability but with areas of concern where CEN may wish to seek further information/clarity from the tenderer. |
| 5-6 | The response provides demonstrable evidence of good understanding, methodology or technical standing and capability in most areas but with some areas which weaken the quality of the submission. |
| 7-8 | The response provides good quality evidence of strong understanding, methodology or technical standing and capability in all areas. |
| 9-10 | The response provides evidence of high quality understanding, methodology or technical standing and capability in all areas. The response also includes features which could add value to the project, for example, through previous experience in successfully delivering projects which had direct similarities or introducing innovative approaches/solutions. |