London City Airport

CADP Multi Storey Car Park
Pre-Qualification Questionnaire (PQQ)

Ref: A400-XX-K-00015-PQQ

December 2017

Disclaimer: This PQQ and the associated Contract Notice are non-binding subject to contract. LCY is not subject to the Utilities Regulations and the PQQ and Contract Notice are for publicity purposes only.
## Table of Contents

1.0  Introduction .............................................................................................................. 3  
1.1  Abbreviations ........................................................................................................... 3  
1.2  Our Business ............................................................................................................ 3  
1.3  London City Airport – CADP Multi Storey Car Park Works ...................................... 4  
1.3.1  The Programme ....................................................................................................... 4  
1.3.2  Scope of the Multi Storey Car Park .......................................................................... 4  
1.3.3  Contractor Attributes ................................................................................................ 5  
1.3.4  Programme .............................................................................................................. 6  
1.4  PQQ Request ........................................................................................................... 6  
1.5  Evaluation of PQQ Responses ................................................................................ 7  
2.0  Instructions ............................................................................................................... 9  
2.1  Requirements for Further Participation .................................................................... 9  
2.2  Queries ..................................................................................................................... 9  
2.3  Next Steps ................................................................................................................ 9  
2.4  Non-Reimbursement of Expenses ........................................................................... 9  
2.5  Format of Response ............................................................................................... 10  
2.6  Completeness of Response ................................................................................... 10  
3.0  PQQ – Company Information ................................................................................. 11  
3.1  Contact Details ....................................................................................................... 11  
3.2  Company Information (Pass/Fail) ....................................................................... 12  
4.0  PQQ – Fundamental Questions (Pass/Fail) ......................................................... 15  
4.1.  Annual Turnover ..................................................................................................... 15  
4.2.  Insurance ............................................................................................................... 15  
4.3  Health & Safety Performance ............................................................................... 16  
4.4  Environmental Qualification ............................................................................... 16  
4.5  Quality & Quality Systems .................................................................................... 16  
4.6  Human Resources Management ........................................................................... 16  
5.0  PQQ – Experience ................................................................................................. 17  
5.1  Previous Company experience and references ..................................................... 17  
5.2  Competency and Capability – Resources .............................................................. 18  
5.3  Project and Construction Management ................................................................. 19  
5.4  Commitment to Client Overarching Objectives ...................................................... 19  
5.5  Added Value ........................................................................................................... 20

### Appendices

- Appendix A  Format for Client References ................................................................. 21
- Appendix B  Health and Safety Questionnaire ......................................................... 22
- Appendix C  Environment Questionnaire ................................................................. 25
- Appendix D  Quality Questionnaire ......................................................................... 26
- Appendix E  Human Resources Questionnaire ....................................................... 27
- Appendix F  General Project Information ................................................................. 29
1.0 Introduction

1.1 Abbreviations

CADP  City Airport Development Programme
CIP  Capital Investment Programme
D&B  Dunn & Bradstreet Report
EOI  Expression of Interest
GMT  Greenwich Meantime
LCY  London City Airport
N/A  Not Applicable
JV  Joint Venture
PQQ  Pre-Qualification Questionnaire
RIBA  Royal Institute of British Architects
RFP  Request for Proposal

1.2 Our Business

London City Airport Limited (LCY) operates a single runway airport that is located a few miles east of Canary Wharf, London.

The scope of our airport operations is broad, covering all aspects of terminal, passenger and baggage management, as well as administering the property and retail businesses. As such, the airport works closely with a broad group of stakeholders, including but not limited to airlines, the civil aviation authority, retailers and public transport operators, to ensure a seamless experience for our customers.

This PQQ is thus issued for publicity purposes only. LCY does not consider itself to be a Utility for purposes of the Regulations nor bound by the timeframes set out in the Regulations. LCY shall voluntarily use a Restricted Procedure pursuant to the Utilities Regulations.

To find out more about our business, please view our website on www.londoncityairport.com.
1.3 London City Airport – CADP Multi Storey Car Park Works

LCY wishes to appoint either a single contractor or a selection of contractors depending upon the responses to this PQQ and associated Contract Notice to support its work to plan and execute the future development of London City Airport pursuant to the planning approval of the City Airport Development Programme (CADP). The purpose of this contract is to complete the Employer provided design (nominal RIBA 3) and construct a 412 space Multi Storey Car Park (ground and first floor) and associated works.

1.3.1 The Programme

LCY has permission to proceed with a programme of major capital works over the next 5 years to expand the existing airport infrastructure including additional aircraft stands, east passenger terminal extension, associated baggage handling, security and other works. The Programme broadly consists of:

1. Terminal Works (extension to the West Terminal and baggage handling area along with reconfiguration of the existing Terminal, construction of a new East Pier and its connection to the main terminal);
2. Airfield Works (new aircraft stands, reconfiguration of some existing stands, demolition of existing dolphin structure, construct floating Rendezvous Point, Vehicle Control Point and permanent noise barrier);
3. Dockside Works (to improve the access and parking);
4. Enabling Works; and
5. Supporting Infrastructure (Western and Eastern Energy Centres).

1.3.2 Scope of the Multi Storey Car Park

The works comprise the following:

The multi storey car park will provide 412 parking spaces. It will be located to the eastern end of the current long stay car park and will be a ground plus one structure.

This includes the following works within the demise of the multi storey car park:

- Site clearance including the removal and disposal of vegetation and waste materials on site.
• Removal of existing street furniture including street lights.
• Site levelling.
• Pilling of 153nr, 450mm diameter and 18m deep piles.
• Installation of ground beams and ground slab to footprint of top deck superstructure
• works for surface water drainage.
• Modular decked car park.
• Internal Finishes.
• Fittings, Furnishings and Equipment.
• Services – CCTV, electrical, mechanical, public health, specialist equipment, testing and commissioning.
• Installation of ticket / vehicle recognition barriers.

There is the potential for a larger car park based on more stories subject to LCY assessment of business requirements and planning permission which could affect the planned programme.

1.3.3 Contractor Attributes

The contractors are expected to have the following attributes which LCY considers necessary to successfully provide the work:

❖ **Relevant Experience** – Demonstrable experience of the provision of major construction works including works substantially similar to the major elements of, and undertaken in a similar environment (;

❖ **Financial Strength** – Contractors must be of sufficient size, have relevant resources and the financial status to be classed as capable to reliably deliver major works similar to those required for the CADP Multi Storey Car Park works;

❖ **Competency and Capability** – Contractors must possess the necessary resources and relevant skills to complement their history of experience in the successful delivery of major works similar to those required in performance of the CADP Multi Storey Car Park;

❖ **Excellent Health, Safety & Environmental Record**; and
Interest & Commitment – Contractors must be able to demonstrate both ability and a history of commitment to supporting client overarching objectives and policy goals.

LCY Key Objectives are:
1. Safety as a primary value – target of zero accidents;
2. Execution methodologies that minimise adverse impacts to LCY’s customers using the airport and which deliver the requirements of airport operations and stakeholders as planned;
3. Delivery of high quality, technically compliant works;
4. Delivery to programme and in accordance with contract terms;
5. Price competitiveness;
6. Fostering integrated collaborative teamwork, open communication and early and fair resolution of issues in delivering capital projects.

1.3.4 Programme

Set out below is the proposed procurement programme. This is intended as an indicative guide only. Planned dates for key stages are as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of completed PQQ</td>
<td>10 Jan 2018</td>
</tr>
<tr>
<td>Tenderers advised of results of PQQ evaluation</td>
<td>02 Feb 2018</td>
</tr>
<tr>
<td>Request for Proposal (RFP) issued</td>
<td>05 Feb 2018</td>
</tr>
<tr>
<td>RFP closure date</td>
<td>19 Mar 2018</td>
</tr>
<tr>
<td>Proposed Contract Award Date</td>
<td>5 May 2018</td>
</tr>
</tbody>
</table>

1.4 PQQ Request

In order to participate in the selection process, contractors are invited to complete the PQQ as detailed within this document. The information to be provided is intended to enable LCY to evaluate the eligibility, economic and financial standing and technical
and professional ability of candidate contractors that have responded to the Contract Notice. Qualifying candidates may be taken to the next stage of the process and invited to reply to the RFP.

Contractors are required to complete all questions of the PQQ.

In the event that a question is not relevant to the contractor’s organisation and/or the contractor is unable to provide a response; then the contractor must clearly state that the answer is Not Applicable (N/A) with a statement explaining why the question is not relevant to the contractor’s organisation.

Contractors should send the completed PQQ along with supporting documents to LCY Delivery Partner Document Control by email at LCYDPBechtelDM@londoncityairport.com by the deadline. Only submissions to the said e-mail address will be accepted.

LCY will be using the NEC3 Engineering and Construction Contract, Main Option A with amendments. LCY reserves the right to change the proposed contract or any of its terms should a different basis be decided prior to award.

1.5 Evaluation of PQQ Responses

For the purposes of the PQQ, contractors are to demonstrate their creditworthiness, capability and experience by answering the questions and providing required information in the following sections:

- Section 3 – Company Information including financial information;
- Section 4 – Fundamentals including Health and Safety information; and
- Section 5 – Experience.

Questions contained in this PQQ will be marked either numerically or on a Pass-Fail, as described below and the information provided will form part of the selection criteria used for the assessment of contractors.

Requirements in Section 3 are intended to demonstrate a contractor’s financial strength and capability to perform the services. Questions in Section 3 are marked on a “Pass” or “Fail” basis. Submission of the required information/documentation which demonstrates compliance with a pass/fail requirement or positive approach to discharge of legal and financial obligations equates to a “Pass” whereas submission of
inadequate material or no material equates to a “Fail”. Submissions that receive a “Fail” will be disqualified from further participation.

Responses to questions in Section 4 will also be assessed on a “Pass” or “Fail” basis. Any submissions that receive a “Fail” will be disqualified from further participation. Submission of the required information/documentation equates to a “Pass” whereas submission of inadequate material or no material equates to a “Fail”.

Each question in Section 5 will be marked on a scale of 0 to 10 based upon the completeness, relevance and clarity of the response, including the breadth, depth and value of a contractor’s capabilities to LCY as evidenced by the submission.

Marks are allocated as follows:

- 0 No information provided or what is provided is irrelevant;
- 1 – 2 Minimum information provided, statements vague or unclear as to relevance;
- 3 – 4 Information substantial but incomplete, of limited relevance and unsatisfactory;
- 5 – 6 Information incomplete but generally relevant and satisfactory;
- 7 – 8 Information generally complete, comprehensive, relevant and satisfactory; and
- 9 – 10 Answered fully with information being relevant, comprehensive and completely satisfactory.

Each question in Section 5 has a weighting as indicated which is applied to the mark for that question. The weighted mark for each question is then totalled to give an overall mark.

The overall pass mark to progress to the next stage will be 70% but this may be adjusted as determined by LCY should circumstances warrant it. LCY may select a short list of qualified contractors with reference to their respective ranking based on the weighted total scores.
2.0 Instructions

Interested contractors must submit responses to this PQQ by 23:59 GMT Wednesday, 10th January 2018. Responses shall be submitted electronically to the nominated email address as per section 1.4 above.

No responses will be accepted by LCY after the time and date as set out above.

2.1 Requirements for Further Participation

To be considered for further participation, candidate contractors must complete and return the required information as detailed in this PQQ.

Registering interest in this project and/or submitting a completed response does not guarantee inclusion of the candidate into the tender enquiry list.

2.2 Queries

Any queries or questions concerning this stage of the process or document must be referred not later than 2nd January 2018 directly to LCY Contact Officer: Vegain Doola (email: Vegain.Doola@londoncityairport.com)

All communication and correspondence must be in the English Language.

2.3 Next Steps

The responses to the PQQ will be marked individually and scored as per the marking scheme set out herein.

On the basis of the score, LCY intends to shortlist a number of selected contractors for the next stage of the tender process. A detailed tender timetable will be provided to the contractors short listed for this initiative.

Following the PQQ evaluation process, LCY will notify all responsive contractors whether or not they will proceed to the next phase.

2.4 Non-Reimbursement of Expenses

LCY will not reimburse any expenses incurred by any respondents as a result of their involvement with responding to this document, attending interviews and/or any other aspects of the process.
2.5 Format of Response

Each question must be read carefully and an appropriate answer provided. A separate answer must be provided in the space or format detailed for each question. Answers must be concise and not exceed the permitted limit. Answers over the prescribed limit will not be evaluated and scored at zero.

Responses to the questions must be specific to this PQQ. The submission of generic information, general brochures, marketing information and general information is not required.

Responses must be submitted in Adobe Acrobat PDF electronic format and using the code specified in the contract notice to which this PQQ is attached as single documents or as otherwise requested, or detailed in this PQQ.

2.6 Completeness of Response

An incomplete or inadequate response to any question may result in disqualification from further consideration as described in Section 1.5.
3.0 PQQ – Company Information

3.1 Contact Details

Contractor is to provide complete contact details as per the table format provided below for two representatives for the purposes of this process.

These individuals should ideally be:

- A Director or equivalent; or
- Bid Manager.

A. Primary Contact (Senior Manager)

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

B. Alternate Contact

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>
3.2 Company Information

3.2.1 Organisation

Contractor is to provide a Company summary, including:

a) Name, head office address, company number and other key details;

b) Brief history of the Company, including details of any changes of ownership over the last 5 years;

c) An organisational chart defining close parent, sister and subsidiary companies, and the relevant division of the company; and

d) Details of any significant pending developments, changes in financial structure or ownership, prospective takeover bids, buyouts and closures, etc., which are currently in the public domain.

This section can be submitted via a separate attachment of no more than two single sided A4 pages of 1.5 spaced lines using Arial typeface size 11 for text.

With specific reference to the requirements of the required works, provide an organisation chart for the Company, detailing the number of staff and their role (e.g. technical, non-technical, managerial, specialist) in each group, department, location etc.

Contractor to restrict its response to no more than two single sided A4 pages of 1.5 spaced lines using Arial typeface size 11 for text.

If contractor’s intended proposal will comprise an existing or proposed Joint Venture (JV) or consortium arrangement, provide the above information for all members of the JV or consortium, as well as the following details of the JV or consortium arrangement:

a) The relationship between the companies; and

b) The proposed breakdown of the workload (which company will be responsible for which activities including nomination of the lead JV partner).
3.2.2 Financial

Contractor to submit:

a) A full Dunn & Bradstreet (D&B) company report, obtained in the last month. If the contractor, or the relevant division of the contractor, is a subsidiary, part of another organisation, or any other type of entity which results in a D&B report being of little or no value, then the contractor is to explain why;

b) Full financial accounts for the past 3 years; and

c) Details of the contractor’s projected turnover and operating profits for the upcoming 3 years.

d) Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them?

Please provide details of any such action. Responses will be taken into account in assessing the outcome of this prequalification application where the circumstances of the judgement are pertinent to anticipated future projects or services. They will not necessarily constitute a reason for rejection.

e) If your company or any of its Directors and/or Executive Officers are the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, have all claims been properly notified in accordance with the suppliers Professional indemnity or Product Liability Insurance policy requirements and been accepted by insurers?
Please provide details of action and confirmation, with references of the relevant notification and insurer acceptance. Responses will be taken into account as part of the assessment process.

f) Has your company or any of its Directors and Executive Officers been in receipt of enforcement/remedial orders that are still unresolved, in the last three years?

Please provide details, including the status of the required action. Responses will be taken into account as part of the assessment process.

a) 

b) 

c) 

d) 

e) 

f)
4.0 PQQ – Fundamental Questions (Pass/Fail)

A satisfactory response to all of the questions in this section must be provided in order for the responses to Section 5 (following) to be considered.

The information requested in this section **must** be provided for all proposed members of a JV or consortium.

4.1. Annual Turnover

For the CADP Multi Storey Car Park contract LCY requires contractors to have an annual turnover in non-residential Construction in excess of **£50 million** per annum over the last 3 years. If contractor responds as a consortium or joint venture the total annual turnover of the consortium or joint venture will apply.

The contractor is to confirm its annual turnover over the last 3 years meets this criterion

<table>
<thead>
<tr>
<th>Answer YES or NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnover for 2015/2016:</td>
</tr>
<tr>
<td>Turnover for 2014/2015:</td>
</tr>
<tr>
<td>Turnover for 2013/2014:</td>
</tr>
</tbody>
</table>

4.2. Insurance

The contractor is to provide insurance details, with particular reference to:

a) Employer’s Liability (EL);

b) Public Liability (PL);

c) Professional Indemnity Insurance (PII);

Provide the insurer, policy number, expiry date, limit of cover, policy excess and any exclusions and confirm minimum PII and PL cover.

**Contractor to restrict its response to no more than two single sided A4 pages of 1.5 spaced lines using Arial typeface size 11 for text.**
4.3 Health & Safety Performance

The contractor is to provide a complete response to the Health and Safety Questionnaire attached hereto marked as Appendix B.

Contractor is to restrict its response to no more than the completed Health & Safety Questionnaire and requested supporting documentation

4.4 Environmental Qualification

The contractor is to provide complete response to the Environmental Questionnaire attached hereto marked as Appendix C.

Contractor is to restrict its response to completed Environmental Questionnaire and supporting documents

4.5 Quality & Quality Systems

The contractor is to provide a complete response to the Quality Questionnaire attached hereto marked as Appendix D.

Contractor is to restrict its response to completed Quality Questionnaire and supporting documents

4.6 Human Resources Management

The contractor is to provide a complete response to the Human Resources management attached hereto marked as Appendix E.
5.0 PQQ – Experience

The information required by this Section 5 must be provided for all proposed members of a JV or consortium. Certain words and phrases have been identified in bold type is to assist the contractor to focus on identifying and responding to those areas important to LCY.

5.1 Previous Company experience and references
(Weighting 50%)

The contractor is to provide:

a) A summary of specific experience as a contractor with responsibility for the delivery of a Multi Storey Car Park with particular reference to commissions carried out for major projects. Where possible, provide evidence that demonstrates the breadth of the contractor’s experience with examples of how this has been deployed to the benefit of other clients. Where possible include examples of projects undertaken in an operating environment (e.g. at airports or marine ports). (10%)

b) Three examples of each specific area of experience (Multi Storey Car Park) (30%). Each of the examples is to provide a synopsis of the works and services provided which should include the following:

A short description stating:

- the name and location of the works;
- project scope description including the size and value of the works;
- the year completed;
- details of your role on the project, approximate overall project value and the value of the contractor’s element;
- the type of contract; and
- an indication of out-turn against budget and programme.
Examples of risk identification / mitigation in connection with similarly scoped work and/or examples of instances where innovation or proprietary technology were used to your client’s advantage.

Description of equipment including, as appropriate, any safety and environmental aspects that might be relevant to the LCY scope.

c) References (10%)

Note: All references should be within the last 5 years.

In the event of consortia or JVs, the specific references of each member must be clearly detailed.

Client’s reference details for each of the projects listed above are to be provided in the format shown in Appendix A.

Contractor is to restrict its response to no more than the below stated limits for single sided A4 pages for each section above of 1.5 spaced lines using Arial typeface size 11 for text.

a) two pages

b) three pages per example

c) completed reference form

5.2 Competency and Capability – Resources (Weighting 20%)

(a) The contractor is to provide information on the extent and range of skills that it has available in its organization including provision of a breakdown of managerial and supervisory manpower available, specifically identifying capacity and availability of the type of key resource required to perform the proposed Multi Storey Car Park contract. The contractor should identify the key positions necessary to safely and effectively provide the Multi Storey Car Park works along with the expected level of experience and qualifications of people assigned to such key positions. For identified key positions the contractor may provide details in the form of short sample CVs for individuals considered appropriate.
(b) The contractor is to provide information on the number and type of Equipment appropriate to the scope that it has available in its organization. The contractor should identify equipment that it owns, that it would hire, and equipment that would be provided under subcontracted scope. The contractor should identify any specialist Equipment and any constraints on availability of which the contractor might currently be aware.

(a) Contractor is to restrict its response to no more than two single sided A4 pages of 1.5 spaced lines using Arial typeface size 11 for text to summarise organizational resources and individual CVs are to be concise and specific and comprise no more than two single sided A4 pages.

(b) Contractor is to restrict its response to no more than two single sided A4s

5.3 Project and Construction Management
(Weighting 20%)

The contractor is to provide a summary of its project and construction management processes used to deliver scopes broadly equivalent to the CADP Multi Storey Car Park works. The contractor is also to provide a summary Project Execution Plan from a previous Multi Storey Car Park contract (or for previous contract demonstrably involving similar construction elements) which is sufficiently comprehensive to demonstrate how it plans to deliver the works.

Contractor is to restrict its response to no more than four single sided A4 pages of 1.5 spaced lines using Arial typeface size 11 for text plus a summary execution plan(s) of no more than ten single sided A4 pages of 1.5 spaced lines using Arial typeface size 11 for text

5.4 Commitment to Client Overarching Objectives
(Weighting 5%)

The contractor is to provide a summary of its understanding of, and an explanation of how it will commit to adopt and deliver in line with LCY’s key objectives. The summary
must be precise and comprehensive enough to demonstrate in factual terms how the contractor will embed its commitment into its CADP Multi Storey Car Park activities.

Contractor is to restrict its response to no more than 500 words (word count to be shown).

### 5.5 Added Value

(Weighting 5%)

The contractor is to describe how it will bring added value to LCY in the delivery of CADP Multi Storey Car Parks, giving examples of how this has been successfully achieved on other contracts. Particular areas which the contractor’s submission should address are: continuous improvement, applying lessons learned, developing and applying creative solutions and the use of best practice.

Contractor is to restrict its response to no more than 500 words (word count to be shown).
## Appendix A

### Format for Client References (Q5)

**Question 5.1 part c): Client References for each project example**

<table>
<thead>
<tr>
<th>Project Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Value:</td>
<td></td>
</tr>
<tr>
<td>Final Account Value:</td>
<td></td>
</tr>
<tr>
<td>Value of Works Undertaken by your Company:</td>
<td></td>
</tr>
<tr>
<td>Procurement Route:</td>
<td></td>
</tr>
<tr>
<td>(State whether design and construct or employer design)</td>
<td></td>
</tr>
<tr>
<td>Role under CDM (if any):</td>
<td></td>
</tr>
<tr>
<td>Awards Received:</td>
<td></td>
</tr>
<tr>
<td>Form of Contract:</td>
<td></td>
</tr>
</tbody>
</table>

#### a) Client Reference

- **Name of Organisation:**
- **Name of Contact:**
- **Address:**
- **Telephone Number:**
- **Email Address:**

#### b) Client Project Manager/Contract Administrator

- **Name of organisation:**
- **Name of Contact:**
- **Address:**
- **Telephone Number:**
- **Email Address:**

#### c) Client’s Cost Manager

- **Name of Organisation:**
- **Name of Contact:**
- **Address:**
- **Telephone Number:**
- **Email Address:**
### QUESTION 4.3 – HEALTH AND SAFETY

Please attach a copy of your Health and Safety Policy Statement

How is the policy and relevant health and safety information communicated to staff?

<table>
<thead>
<tr>
<th>Management level</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What is the management level of the person owning the Health & Safety policy?

<table>
<thead>
<tr>
<th>Management level</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What is the name of the Health & Safety Manager?

What is the management level of the person owning the Health & Safety policy?

If you have a dedicated Health and Safety Manager what are his/her qualifications (IOSH/NEBOSH/etc.)?

Qualifications:

If you have no Health & Safety Manager how do you meet your responsibilities for the Health and Safety at Work Act 1974?

Details:

In brief, how do you manage Health and Safety?

How do you monitor ongoing compliance with your Health and Safety procedures?

Has your company received any awards or citations for good health and safety management arrangements in the past 5 years

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you have a standard risked assessed method statement indicating safe working methods for your area(s) of work? (tick box by typing a '✔')

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If yes, please attach copies:
Describe how you ensure that staff, including subcontractors and casual labour, are fully trained and have the relevant skills.

<table>
<thead>
<tr>
<th>Please provide evidence of Training matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please provide details of sub-contractor vetting procedures for Health & Safety:

<table>
<thead>
<tr>
<th>Number of notified (RIDDOR) incidents you have recorded in last 3 years:</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of fatalities recorded in the last 5 years?</td>
<td>No.</td>
</tr>
<tr>
<td>Has your company or a subcontractor working on your behalf over the past 5 years been, or is in the process of being, investigated/prosecuted for any Health &amp; Safety offence? If the answer to the question is 'Yes', please provide a full explanatory statement. Failure to provide information may result in disqualification.</td>
<td></td>
</tr>
</tbody>
</table>

| Has your company over the past 5 years been, or is in the process of, having any civil action brought against it for any Health & Safety offence? If the answer to the question is 'Yes', please provide a full explanatory statement. Failure to provide information may result in disqualification. |

How will you ensure that your company and any sub-contractors will comply with LCY’s Local Site Rules, Health and Safety Policy?
Does your company have a CDM 2015 policy? If “yes” provide a copy.

Does your company have a written Drug/Substance Abuse Policy with Testing? If “yes” provide a copy. What type(s): [ ] Pre-employment [ ] Post Accident [ ] Just Cause [ ] Random
### QUESTION 4.4 – ENVIRONMENTAL MANAGEMENT

Please provide copies of your Environmental policies and arrangements

What is the management level of the person owning the Environmental policy?

Management level: [ ]
Name: [ ]

What is the name of the Manager responsible for the Environment?

Management level: [ ]
Name: [ ]

In brief, how do you manage Environmental issues?

List the environmental aspects associated with the product/service you will be supplying to LCY and describe the approach you will adopt to minimise the impact to the environment.

Are you ISO 14001 certified (tick box by typing a '✓')?

- [ ] YES
- [ ] NO

Please attach a copy of the certificate

How do you monitor ongoing compliance with your Environmental procedures:

- [ ] YES
- [ ] NO

Do you assess life cost of products you purchase?

- [ ] YES
- [ ] NO

What measures do you take to minimise the environmental impact of the following: Waste, Recycling, Energy Usage, Packaging and Paper?

- [ ] YES
- [ ] NO

Do you offer facilities for suppliers to return your used product or packaging for recycling or safe disposal?

- [ ] YES
- [ ] NO

Have you been convicted of breaching any environmental legislation in the last 5 years by the Environment Agency or a Local Authority?

- [ ] YES
- [ ] NO

If 'yes' to the forgoing please provide basic details:
## QUESTION 4.5 – QUALITY MANAGEMENT

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>PLEASE TICK AS APPROPRIATE / COMMENTS</th>
</tr>
</thead>
</table>

**Does your company maintain a formal documented quality management system relevant to the intended scope of the Contract?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>PLEASE TICK AS APPROPRIATE / COMMENTS</th>
</tr>
</thead>
</table>

**Is your system certified to ISO9001:2015 for the scope of the Contract?**
(please attach copy of certificate)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>PLEASE TICK AS APPROPRIATE / COMMENTS</th>
</tr>
</thead>
</table>

If the answer to above question is 'No'; please provide the following:

- (a) Does the company intend to achieve certification?
  - If so when?
- (b) Company Quality Manual
- (c) Quality Policy
- (d) Listing of management system procedures
  - (including current revision status)
- (e) Organisation chart illustrating QA and QC positions

**Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing/preventing incidents of sub-standard delivery?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>PLEASE TICK AS APPROPRIATE / COMMENTS</th>
</tr>
</thead>
</table>
## QUESTION 4.6 – HUMAN RESOURCES MANAGEMENT

What is your approach to people management?
Please list and provide evidence of the following policies:

<table>
<thead>
<tr>
<th>Policy</th>
<th>How is this Policy Managed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right to work in UK</td>
<td></td>
</tr>
<tr>
<td>Equality Policy</td>
<td></td>
</tr>
<tr>
<td>Modern Slavery Act</td>
<td></td>
</tr>
</tbody>
</table>

Do you have a dedicated HR Manager? (tick box by typing a ‘✓’)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

If YES please what is their name:

What is the concept of their role?

Do you have any external recognition, e.g. IIP?
**If YES please provide a copy of certificate**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Please provide details of memberships, awards and professional qualifications pertaining to your profession or trade? Copies to be attached:

Please explain and give details of your approach to induction for new staff and staff training
Attach copies of documentation if necessary:

How do you ensure employees are aware of their rights (tick box by typing a ‘✓’)?

<table>
<thead>
<tr>
<th>Written Contracts</th>
<th>Employee Handbook</th>
<th>Staff notice boards</th>
<th>Intranet</th>
<th>Other – Please Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please indicate ways in which you consult employees about decisions which affect them, and get their feedback or ideas (tick box by typing a ‘✓’):

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Surveys</th>
<th>Suggestion Box</th>
<th>Other-Please Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What are the normal working hours for employees?  

- Is overtime voluntary?  
  - Yes  
  - No

Is it paid at a premium rate?  
- Yes  
- No

What is the youngest age at someone can be employed by the company?

---

Please provide details of the following information covering the last 3 years:

<table>
<thead>
<tr>
<th>Year</th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff turnover rate</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Number of directly employed staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average length of service of current permanent staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average training spend per member of staff</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe below any recent, current or future initiatives intended to influence the quality of work, culture or attitudes of staff within your organisation:
Appendix F
General Project Information

Drawings:

GA First Floor Plan
GA Ground Floor Plan
East Elevation
North Elevation
South Elevation
West Elevation
Section A
Section B
Section A