

CONTRACTOR QUESTIONNAIRE

Alexandra Park and Palace Charitable Trust

North East Office Building Repair Project

January 2023

INTRODUCTION

This Pre-Qualification Questionnaire has been issued on behalf of Alexandra Park and Palace Charitable Trust (APPCT). Please refer to the document PQQ Instructions when reading this document.

PROJECT CONTEXT AND RATIONALE

From 2016 – 2018 the Trust undertook a major restoration project in the East Wing of the building. The project presented a number of complex challenges, and as a result a series of value engineering exercises were undertaken to ensure the project could still be delivered to budget whilst still delivering on the objectives pledged to the main funder, the National Lottery Heritage Fund.

External fabric repairs to the North East Office Building were part of the original scope of works, but were omitted as part of one of the first value engineering exercises. Although the North East Office Building is an integral part of the East Wing complex and offers huge utility potential, it is also physically separated from the main public areas and in a very poor state of disrepair.

Consequently the whole of the North East Office Building (and interior of the South East Pavilion) are the only spaces in the East Wing that have not benefited from any funding and repair works, either from the East Wing project or other sources.

The condition of the North East Office Building is cause for growing concern. The roof is partially collapsed and no longer weather-tight, the brick and rendered elevations are in poor condition, the floor levels are unsafe, there is buddleia growing out of the cracks in the walls to an area too unsafe to access and as a result of decades of pigeons nesting, there is a high proportion of guano and other debris. Without intervention, it is highly likely that its condition will deteriorate further, which could potentially have a negative impact on the recently restored East Court, and other areas of the East Wing.

The project will undertake a modest package of repairs – focusing on works required to make the NEOB watertight. Roof works will be the priority, which includes the careful removal and storage of the historic roof lanterns, rebuilding of north lights and some repairs to the top band of the brickwork façade owing to the serious impacts of weather damage to the building during the Palace’s closure during the Covid-19 pandemic. This crucial inception stage of the project will act as a catalyst and enabler for the broader ‘Studio C’ project – bringing a derelict part of the Palace back into active, public use.

CONTRACT DESCRIPTION

The NEOB project will be entirely grant funded. The Development Phase was funded by Historic England and APPCT. The Delivery Phase will also be funded by Historic England, with a small percentage of match funding from the Charitable Trust. The cost of the work is estimated to be in the region of £375k.

The building is a Grade II listed located at Alexandra Palace, Alexandra Palace Way, London N22 7AY

In summary, the project / scope of works includes, but is not limited to:

- External scaffold access and internal crash decks
- Internal clearance of unsafe sections of floors, pigeon guano deposits and treatment, and other debris
- Take up roof coverings, asphalt and decayed roof joists and carefully remove and refurbish existing roof lights
- Partial external elevation masonry conservation cleaning and repairs
- Some internal structural repairs
- Removal of decayed floor and ceiling joists
- Some repairs to internal brickwork
- Installation of temporary emergency lighting and fire alarm systems (carried out by APPCT in-house team)

The tender period (second stage, ITT) will be 4 weeks during February/March 2023. Only those who score 70+ marks in the PQQ assessment will be invited to the second stage.

It is anticipated that the works will commence in early spring (early April 2023), with a Contract Period of 16 weeks.

APPCT are seeking contractors that can demonstrate the following and this should be reflected within the answers of the PQQs below:

- A thorough understanding of conservation of listed buildings and experience working within a building in use;
- Working in restricted site areas;
- Ability to manage and programme the work, maintain effective site control and deliver the project within the contract period;
- Ability to work effectively with the design team and client representatives

EVALUATION CRITERIA

Criteria for Pre-Qualification Questionnaire submissions:

Criteria Heading	Score
A. Relevant experience I. Listed/ sensitive buildings and conservation works II. Working on live sites, preferably in an events setting III. Working with restricted site areas IV. Working with Historic England/ multiple stakeholders/funders including involving apprentices V. Manage / programme the work and deliver the project within the contract period	50
B. Health & Safety	10
C. Financial standing (Turnover, Profit, Assets and Liquidity)	10
D. Personnel / experience – site management	10
E. Team approach and their ability to work effectively with the design team	10
F. References	10
Total score	100

Each weighted sub-criterion will be marked in accordance with the following scoring chart. Marks will be adjusted accordingly based on the allocated scoring of each question. Only those contractors scoring 70+ marks will be invited to the second stage.

Score	Criterion
0	Question not answered
1	Very poor – criteria not addressed or processes not acceptable
2	Poor – missing major areas and not showing satisfactory understanding of key requirements
3	Minimum/ satisfactory – awareness of the issues – but with some reservations
4	Good – competent response, showing high level of understanding and working practices
5	Excellent – detailed understanding with a high level of understanding of the requirements, of working practices and of quality measures that provide the potential for real service provision – no reservation

CONTRACTOR QUESTIONNAIRE

ORGANISATION PROFILE

Please provide the following details:

Business name:

Registered or trading name if different:

Type or organisation (e.g. private limited company, partnership, sole trader):

Registered address:

Correspondence address if different from the above:

Address from which the Contract will be provided if different from the above:

Name of ultimate holding/parent company or subsidiary companies including addresses and an explanation of group structure and internal relationships:

Company Registration Number of ultimate holding/parent company or subsidiary companies:

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If you have included details of an ultimate holding/parent company above would this company be willing to guarantee your contract performance and enter into any requisite legal documentation?

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Indication of the principal areas of business activity of your organisation:

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ORGANISATION PROFILE (Cont'd)

Contact Name:	
Contact's position:	
Contact's telephone number:	
Contact's email address:	
Company/ies registration number(s):	
Place of registration:	
Year established:	
VAT number:	
Proposed office responsible for this project	

AI-V. TECHNICAL CAPACITY for the WORKS/ RELEVANT EXPERIENCE

Please outline your company's expertise and resources available to carry out this type of project.

Please provide details of similar projects your company has carried out, i.e. brief description, value, when and details of Employer/Client. Include case studies or links to relevant material.

B. HEALTH AND SAFETY

Please provide a brief outline of your H & S Policy and demonstrate how your team would look to ensure H&S is of the highest priority

C. FINANCES AND INSURANCE

Please provide confirmation of the level of the following insurances you have in place:

Public Liability	£
Employers Liability	£
Professional Indemnity	£

Please provide details of your company's financial standing

D&E. PERSONNEL AND TEAM APPROACH

Please provide an outline of your management structure including the proposed management of the work on site and demonstrate how your team would look to work together with the design team to ensure a successful and harmonious project

F. REFERENCES

Please provide details of three references from Architects / Clients whom we may contact.

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NB. This undertaking is to be signed by a Director or authorised representative i.e. in their name on behalf of the Organisation.

Signed for and on behalf of the Organisation	
Signed:	
Position/Status in the Organisation:	
Date:	