

RESTRICTED - COMMERCIAL



Forth Road Bridge

Truss End Links Strengthening Works Consultancy Service

Pre-Qualification Questionnaire

**Forth Estuary Transport Authority
Forth Road Bridge Administration Office
South Queensferry
EH30 9SF
UK**

July 2010

Questionnaire Purpose

The purpose of this questionnaire is to allow us to identify a number of suitably qualified and experienced consulting engineers who will be invited to submit a tender for this competition

Questionnaire Layout

The questionnaire is split into 4 distinct parts:

Part A seeks background information;

Part B requests details of your financial status;

Part C relates to business probity and

Part D relates to service operation and quality issues.

All information requested should be provided in the order and format of the Parts. Candidates may respond using their own text creation facilities

Questionnaire Responses

All responses will be treated in confidence. Completed questionnaires are to be returned so as to arrive not later than

12:00 (Noon) on Friday 20 August 2010

to:

Chief Engineer & Bridgemaster
Forth Estuary Transport Authority
Forth Road Bridge Administration Office
South Queensferry
EH30 9SF
UK

Applications lodged after this time or those which do not include the entire document will not be considered.

Applications may only be submitted by hand delivery or by post.

Candidates are advised that their responses may be reproduced and that no further indication or request prior to publication will be made.

Only information provided as a direct response to the questionnaire will be evaluated. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. Marketing material should not be included

Supplementary documentation may be attached to the questionnaire where applicants have been directed to do so. Such material must be clearly marked with the name of the organisation and the question to which it relates.

All questions must be answered.

Please note that we may require clarification of the answers provided or ask for additional information.

The response should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.

Should the response be found to be erroneous or in any other way incorrect, we reserve the right to remove the candidate from the tender list(s) or where invitation to tender have been issued, require the bidder to return the tender documents which will be deemed void. In the case where the error or misrepresentation is not discovered until after the contract is awarded, we reserve the right to terminate the contract and all costs incurred by us as a result of the termination shall be recoverable from the provider under the contract

If applying on behalf of a **consortium**, please list the names and addresses of all other members of the consortium. Please note that the questionnaire will be evaluated on the basis of the details supplied in the questionnaire and, if short listed, an Invitation to Tender will be issued to the nominated lead organisation only. Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation will be sent to the nominated lead organisation.

If sub-contractors are proposed to assist in the delivery of the service, please list the business names and addresses.

NOTE: In respect of an expression of interest which includes consortia or sub-contractors, it is the lead organisation that completes the entire questionnaire. However, we reserve the right to request further information in respect of the lead organisation and/or partnering organisations should it be deemed necessary for evaluation purposes.

Freedom of Information

The Freedom of Information (Scotland) Act 2002, which came into force on 1 January 2005, designates The Forth Estuary Transport Authority as a Scottish public authority and therefore subject to the provisions and obligations in that Act. This means that from 1 January 2005, any person who makes a valid request for recorded information held by The Forth Estuary Transport Authority will be entitled to receive it, unless all or part of that information can be withheld as a result of the exemptions in that Act.

As part of our responsibility under the Act, The Forth Estuary Transport Authority may be required to disclose any information held relating to your response to anyone who makes a request under that Act. Such information may only be withheld if it meets one or more of the exemptions or conditions in that Act. Information held cannot simply be classified as "confidential" or "commercial in confidence" to enable it to be protected from disclosure.

The 'Restricted - Commercial' header in these documents is part of The Forth Estuary Transport Authority internal file protective marking system which provides guidance for staff on the handling and storage of such documents, and is not an indication that the information will be protected from disclosure in response to a valid request.

The Forth Estuary Transport Authority may publish the names and contact details of companies who have been issued with a Questionnaire on its website.

Information may also be requested under the Data Protection Act 1998 and the current and forthcoming Environmental Information Regulations.

1. CONTRACT TITLE

Application to be included on the tender list for

Truss End Links Strengthening Works (Consultancy Service)

2. TIMETABLE

Return of questionnaire: 12:00 (Noon) on Friday 20 August 2010

(Questionnaires received by The Forth Estuary Transport Authority after this date will not be considered)

Anticipated Issue of Tender Documents: Friday 24 September 2010

Anticipated Return of Tender Documents:
12:00 (Noon) on Friday 29 October 2010

3. OVERVIEW OF THE REQUIREMENT

The Forth Road Bridge was opened in 1964 and now carries over 24 million vehicles per annum.

An assessment was carried out on the suspended structure and the truss end connections. Several key elements were found to be overstressed. The connection between the stiffening truss and the main towers were found to have overstress indices greater than 1.0.

A workshop and feasibility study was produced to implement a solution. An option was identified and agreed to be carried forward to detailed design and subsequent construction stage. The option involves transferring the load path of the end links, which relieves load from the truss end posts.

The works involve constructing a new link member and bracket to the main tower above deck level. Local strengthening of the tower and stiffening truss will be required as well as relocation of existing services around the main tower.

The Forth Estuary Transport Authority (FETA) wishes to appoint a suitably experienced consulting engineer to undertake the following:

1. Prepare a detailed design of the new link and bracket members, based on the findings of the workshop and feasibility study which has already been undertaken.
2. Prepare tender documents and drawings.
3. Undertake the site supervision of the works to install the new links on the structure.

4. CONTACT DETAILS

NAME	[REDACTED]
ADDRESS	Forth Estuary Transport Authority Forth Road Bridge Administration Office South Queensferry
POST CODE	EH30 9SF
TELEPHONE NUMBER	[REDACTED]
FAX NUMBER	[REDACTED]
E-MAIL ADDRESS	[REDACTED]@forthroadbridge.org

Any questions relating to this document should be addressed to the above contact.

PART A - BACKGROUND INFORMATION

1.	Name of Organisation	
2.	Address for all correspondence	
3.	Contact Name	
4.	Contact Position	
5.	Telephone Number	
6.	Fax Number	
7.	E-mail address	
8.	Website address (if applicable)	
9.	Address of Registered Office (If applicable)	
10.	Nature of Organisation (E.g. Plc, Partnership etc).	
11.	Number of Employees	
12.	Names of the Directors or Partners	
13.	Group If the Organisation is a Member of a Group of Companies, please give the name and address of the ultimate parent company.	
14.	Company Registration Number (or alternative EU registration number).	
15.	VAT Registration Number (or alternative EU registration number).	

16.	Details of valid registration of Constructionline, CHAS or other SSIP accredited health & safety registration scheme (if applicable). Copies of the relevant certificates <u>must</u> be included with your submission	
17.	Consortia Details (if applicable)	
	1. Name and address Identify which part of the service this consortia member will deliver	
	2. Name and address Identify which part of the service this consortia member will deliver	
	3. Name and address Identify which part of the service this consortia member will deliver	
18.	Sub Contractor Details (if applicable)	
	a. Name and address Identify which part of the service this sub contractor will deliver	
	b. Name and address Identify which part of the service this sub contractor will deliver	
	c. Name and address Identify which part of the service this sub contractor will deliver	
	d. Name and address Identify which part of the service this sub contractor will deliver	

PART B - FINANCIAL STATUS

19.	BANK DETAILS	
20.	Name of Bank: (from which a financial reference may be sought).	
21.	Address:	
22.	Telephone Number:	
23.	Suitable contact name:	
24.	Telephone Number: (if different)	
25.	Provide details of the Annual Turnover (in £ Sterling) for:	
	Latest Year	
	One year previous	

Please attach one copy of your organisation's audited accounts (or equivalent) and the accounts of your group (if any) for the last 3 years in English and in UK (£) Sterling together with details of any significant changes since the last year end. Copies of the accounts should be signed and dated by Directors and auditors or marked as draft

PART C - BUSINESS PROBITY

26.	Please confirm whether any of the following criteria applies to your organisation:	
	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?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	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?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	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? ¹	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Has any employee whom you would propose to use to deliver this service been guilty of misrepresentation in supplying or failing to supply the information that may be required in this Section?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Has any employee whom you would propose to use to deliver this service been guilty of grave professional misconduct?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	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?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	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?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Note: Failure to disclose information relevant to this section may result in your exclusion from this and/or other competitions.

¹ A matter already settled in court

PART D – SERVICE OPERATION AND QUALITY

27.	What are the principal business activities of your organisation?
28.	State your organisation's experience in delivering the same or similar service to that described in the project description

29.	Provide contact details for 2 referees for work within the last five years that is similar or the same to that required by this requirement. Note that contact will be made with referees without further reference to you.	
	a. Referee Organisation Contact Name Title Address E-mail Address Service Provided Period of Contract Approximate Value	
	b. Referee Organisation Contact Name Title Address E-mail Address Service Provided Period of Contract Approximate Value	
30.	Provide details of organisation's Liability Compulsory Insurance.	
31.	Provide details of organisation's Public Liability Insurance	

32.	Provide details of organisation's Professional Indemnity Insurance
33.	<p>Provide the following information relating to Health & Safety which is in accordance with the Stage 1 Competence Assessment detailed in the Construction Design and Management Regulations (2007) Approved Code of Practice. Examples of the evidence that you could use to demonstrate you meet the required standard are listed in Column 3 of Appendix 4 of the ACOP. Further guidance regarding competency can be found in the Construction Skills – Industry Guidance for Designers (CDM07/4).</p> <p>Note: If you have provided <u>valid</u> registration details at Question 16 you may ignore this question and proceed to Question 34.</p>
	(a) A signed, current, copy of your company's Health & Safety Policy (indicating when it was last reviewed and by whose authority it is published).
	(b) Details of the arrangements which the company has made for putting its policy in place and for discharging its duties under CDM 2007.
	(c) Name and competency details for the source of advice, either from within your organisation, or for example a safety group, trade federation, or consultant who provides health and safety information and advice.

	(d) Headline training Records. Evidence of health and safety training culture. Evidence of an active CPD programme.
	(e) Details of qualifications and/or experience of specific corporate post holders, for example, Board members, health and safety advisor, etc. Other key roles should be named or identified and details of relevant qualifications and experience provided.
	(f) Details of monitoring, auditing and review procedures, including evidence of recent monitoring and management response.

	<p>(g) Evidence of staff consultation on health and safety matters.</p> <p></p> <p>(h) Evidence of the way in which you record and investigate accidents and incidents; Records of last two accidents/incidents and action taken to prevent occurrence. Records of any enforcement action taken over the last five years, and what action was taken to put matters right. Statistics showing incidence rates of major injuries, over three-day injuries, reportable cases of ill health and dangerous occurrences for the last three years.</p> <p></p> <p>(i) Procedures for carrying out risk assessments and for developing and implementing safe systems of work/method statements for undertaking site surveys, etc.;</p> <p></p>
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	(j) Illustrate how co-operation and co-ordination of your work is achieved in practice, and how you involve your staff in compiling method statements/safe systems of work.
34.	Provide details of organisation's Quality Assurance Policy
35.	Provide details of organisation's Equal Opportunities Policy
36.	Provide details of organisation's Environmental Management Policy

EXPRESSION OF INTEREST

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wish to register interest and apply to be considered for short listing to receive Invitation to Tender documentation for provision of the Truss End Link Strengthening (Consultancy Service). I confirm that the answers given on this questionnaire are true, complete, accurate and not misleading.

Signed:**Print Name:****Title:****Date:**