



**Comhairle Cathrach na Gaillimhe
GALWAY CITY COUNCIL**

**GALWAY CITY WATER CONSERVATION
PHASE 2**

**Information Memorandum & Pre-Qualification
Questionnaire for Client Representative for
Category 12 Services under EU Procurement
Directives**



October 2008

Document Control Sheet:

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Project Title	Galway City Water Conservation Phase 2
Document Title	Information Memorandum & Pre-Qualification Questionnaire for Client Representative for Category 12 Services under EU Procurement Directives
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Information Note

PROJECT TITLE: Galway City Water Conservation Phase 2

CONTRACTING AUTHORITY: Galway City Council
City Hall,
College Road
Galway

DIRECTOR OF SERVICES: Mr. Ciarán Hayes
Transportation & Infrastructure
Telephone: + 353 (0)91 536461
Fax: + 353 (0)91 568014
Email: enquiries@galwaycity.ie

**WATER SERVICES PROJECT OFFICE
SENIOR ENGINEER:**

Mr. Ray Brennan
Transportation & Infrastructure
Telephone: + 353 (0)91 865226
Fax: + 353 (0)91 865229
Email: ray.brennan@galwaycity.ie

Information Memorandum

1. Introduction

Galway City Council invites expression of interest in the selection of candidates for the appointment of a Client Representative for Galway City Water Conservation Phase 2, from preparation of the Preliminary Report to preparation of contract documents, management of tender process, tender assessment and recommendation, supervision of construction and commissioning, of all Stage 3 Network Rehabilitation Works and other works arising from the recommendations of the Preliminary Report as well as Stage 1 and Stage 2 recommendations/works.

The Preliminary Report is to be based on the Preliminary Water Audit (contained in the ‘Galway City Water Conservation and Network Management Project - Status Review Report’), which shall be updated prior to inclusion in the Preliminary Report.

Applicants are required to complete and return the attached Pre-Qualification Questionnaire

2. Description and Background

A number of water conservation initiatives, including mains rehabilitation works, were carried out in the City between the mid 1990’s and 2002.

Galway City Council has already collated much of the data required with respect to Stage 1 of the water conservation programme. A Geographical Information System (GIS) for Water Services in the City is already established and includes asset data and comprehensive maps of the network. This database requires updating to include the new development that has taken place in the city in recent years. It should be noted that CIS will replace the existing GIS and therefore appropriate measures should be taken to ensure a smooth transition between these systems.

Some District Metering Areas (DMA’s) have been established within the city, but further work will be required in this regard.

There are existing bulk meters in place throughout the city. These are predominantly turbine type meters but also include electromagnetic and insertion type meters. The Supervisory Control and Data Acquisition (SCADA) system in use is ‘In Touch’. Flow and level data from each of the service reservoirs in the system relay information back to the central system located in the Terryland Water Treatment Plant. The system enables technical staff at headquarters and supervisory staff to monitor daily flows in the city water supply. There is also a telemetry system in place that receives flow information from strategic flow meters in the city network.

Citywide non-domestic metering is complete in line with the Government’s ‘Water Pricing Policy’ objective. There are approximately 2,150 non-domestic metered connections in the city.

3. Project Outline

The appointment is for all stages, from preparation of Preliminary Report, to preparation of contract documents, management of tender process, tender assessment and recommendation, supervision of construction and commissioning, of all Stage 3 Network Rehabilitation Works. The appointment also includes works arising from the recommendations of the ‘Galway City Water Conservation and Network Management Project - Status Review Report’ and in particular completion of Stage 1 and Stage 2 works.

Water Conservation is an integral component of the Water Services Investment Programme and is a key to the sustainable use of water resources. Apart from environmental gains, the delivery of additional water supply through leakage control is a viable alternative to capital infrastructure provision. Water Conservation also protects capital investment in water supplies and reduces operational costs. Therefore, the appointed Client Representative shall bear in mind that the water conservation works will have a significant bearing on the potential to enable the effective increase in future supply, and will be required to liaise closely with the appointed Client Representatives for the Galway City Water Supply Scheme.

The Consultant shall be required to undertake the duties of Project Supervisor Design Process in accordance with The Safety, Health and Welfare at Work (Construction) Regulations, 2006 [S.I. 504 of 2006]. The Client shall also undertake the role of Project Supervisor Construction Stage in accordance with The Safety, Health and Welfare at Work (Construction) Regulations, 2006 [S.I. 504 of 2006] when required.

The Capital Works Management Framework Conditions of Engagement provide for Termination of the contract by the Client at any stage.

4. Criteria for Short-listing Expressions of Interest

The Restricted Procedure in accordance with the “Utilities Directive” 2004/17/EC as transposed into Irish Law by Statutory Instrument S.I. 50 of 2007 shall be the procedure governing this competition. Following receipt of expressions of interest, candidates will be assessed and short-listed based on the criteria as outlined in the pre-qualification questionnaire. A minimum of 5 No. candidates will be short-listed.

Only information contained in the pre-qualification questionnaire and the prescribed appendices, in the prescribed format, will be considered as valid information for the short-listing process. Additional introduction of prefaced material not contained within the body of the pre-qualification questionnaire will be discarded.

It is the responsibility of each candidate wishing to participate in this competition that they submit a pre-qualification questionnaire and other required documentation complying with the requirements of Galway City Council.

5. Award of Contract

Applicants will be selected to tender on the basis of the information submitted in the Pre-Qualification Questionnaire and any required or supplementary documentation included. Qualified Candidates will be issued with the tender documents and may be required to attend at interview.

Applicants are reminded that they themselves are responsible for any and all costs associated with

- a) The submission of proposals
- b) Attendance at interview towards the award of contract

The contract will be awarded on the basis of the most economically advantageous tender.

The criteria to be used to select the most economically advantageous tender from those short listed will be weighted in a **quality: price** ratio which will be detailed further in the Request for Tender to be issued only to Consultants that are pre-qualified on the basis of the criteria set out in Section 1.4 of the Pre–Qualification Questionnaire.

6. Terms of Appointment

The terms of engagement of the Client Representative will be the Standard Conditions of Engagement for Construction Consultants, published by the Department of Finance.

The Project Brief, Request for Tender and Schedules that form part of the Government Standard Conditions of Engagement for Consultants, detailing the duties of the Client Representative will be issued to the candidates short-listed on the basis of the selection criteria referred to in Section 4. The short-listed candidates may be requested to attend for interview.

The Client shall be entitled to terminate the appointment at any time, even if the project is continuing. The successful Client Representative will be appointed for all Stages as outlined below: -

- Stage (i) Preliminary Report.
- Stage (ii) Design
- Stage (iii) Tender Action, Evaluation and Award;
- Stage (iv) Construction
- Stage (v) Handover of Works;

The successful applicant shall be selected by Restricted Procedure, in accordance with the provisions of Directive 2004/17/EC, which has been enabled by Statutory Instrument 50 of 2007. The appointment shall be for the services outlined in the Project Brief and Galway City Council will be under no obligation to extend the appointment to other services or to other stages of the project. Galway City Council reserves the right to suspend some stages or elements thereof, and to engage other Consultants for services in connection with the project if they so wish.

The extension of the Consultant's duties to other services will be at the discretion of the Galway City Council and subject to the approval of the Department of the Environment, Heritage and Local Government. Where a group, joint venture, or consortium submits a proposal, a lead consultant must be nominated who shall be fully responsible for providing the services by this brief.

Where a group, joint venture, or consortium submits a proposal, the applicant should be aware that the group, joint venture, or consortium must provide details for all parties where required to do so in the Pre–Qualification Questionnaire.

The Consultant shall be required to undertake the duties of Project Supervisor Design Process in accordance with The Safety, Health and Welfare at Work (Construction) Regulations, 2006 [S.I. 504 of 2006].

No appointment will be extended to further stages until the Department of Environment, Heritage and Local Government have approved the Preliminary Report and Galway City Council have been instructed to proceed with the Construction Stage of the Scheme.

7. Freedom of Information

Galway City Council undertakes to hold any information provided to it by individuals or others on a confidential basis, subject to the Council’s obligations under law, including the Freedom of Information Act 1997 and The Freedom of Information (Amendment) Act 2003 (Amalgamated) [S.I. No.13 of 1997].

If, for any reason, it is wished that information provided to the City Council should not be disclosed because of its sensitive nature, then it is incumbent upon the person or body when supplying the information to make clear this wish and to specify the reasons for the information’s sensitivity. The Council will consult with any individual or body so supplying sensitive information before making a decision on any Freedom of Information request received.

8. Multiple Participation

If any individual, or any group of individuals, is included in more than one application, a statement should be provided by each applicant (or the lead-in for a group) that it is aware of this “multiple participation” and that it has been brought to the attention of all applicants of which it is a member.

If the Employer considers that there is a possibility of distortion of competition then he may eliminate the applicant unless the situation is corrected to the satisfaction of the Employer.

9. Submission of Expression of Interest

Six (6) copies of the Expressions of Interest must be submitted in a sealed envelope endorsed “Galway City Water Conservation Phase 2 – Expression of Interest for Appointment of Client Representative” shall be addressed to:

Galway City Council – Water Services Project Office
Information Memorandum and Pre–Qualification Questionnaire for the Appointment of a Client
Representative for Galway City Water Conservation Phase 2

**Ciarán Hayes,
Director of Service,
Transportation & Infrastructure,
Galway City Council,
City Hall,
College Road,
Galway.**

Expressions of Interest must reach Galway City Council not later than the time and date indicated on the Contract Notice on the e-Tenders website.

Expressions of Interest received after 4.00pm on Friday 21st November 2008, will not be considered and will be returned.



**Comhairle Cathrach na Gaillimhe
GALWAY CITY COUNCIL**

**Galway City Water Conservation
Phase 2**

**Pre-qualification Questionnaire for
Client Representative for Category 12 Services under
EU Procurement Directives**



Transforming Ireland



Comhshaol, Oidhreacht agus Rialtas Áitiúil
Environment, Heritage and Local Government

CAPITAL WORKS MANAGEMENT FRAMEWORK

PRE-QUALIFICATION QUESTIONNAIRE
FOR
CONSULTANTS FOR CATEGORY 12 SERVICES

UNDER

EC PROCUREMENT DIRECTIVES

Galway City Council – Water Services Project Office
 Information Memorandum and Pre-Qualification Questionnaire for the Appointment of a Client
 Representative for Galway City Water Conservation Phase 2

Project information

Project Title:	GALWAY CITY WATER CONSERVATION – PHASE 2
Details of Client Requirements: <i>(Brief Description of Project)</i>	The appointment of a Client Representative for Galway City Water Conservation Phase 2, for all stages from preparation of the Preliminary Report to preparation of contract documents, management of tender process, tender assessment and recommendation, supervision of construction and commissioning of all Stage 3 Network Rehabilitation Works and other works arising from the recommendations of the Preliminary Report.
Main CPV Code <i>(as in EU Contract Notice)</i> :	74231100-8
Form of Contract:	Government Standard Conditions of Engagement for Construction Consultants as issued by the Department of Finance
Anticipated date for commencement of service:	April 2009
Anticipated Service Contract period:	82 months <i>(months/years)</i>

Time and date for return of Questionnaire:

	4.00pm on Friday 21st November 2008.
Return Name & Address: <i>(if different from above)</i>	Ciarán Hayes Director of Services, Transport & Infrastructure Galway City Council City Hall College Road Galway

SECTION 1: PROJECT PARTICULARS

1.1 CONTRACTING AUTHORITY

Contracting Authority Name:	Galway City Council
Address:	City Hall College Road Galway Ireland
Contact Name:	Ray Brennan
Contact Telephone No:	+ 353 (0) 91 865226
Contact Mobile Phone No:	+ 353 (0) 87 2367807
Contact Email Address:	rav.brennan@galwavcity.ie

1.2 Services Required

Type of Service, Scope of Service and Specialist Skills required			
Consultancy 1: Consulting Engineer	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 2px;">No. to be short-listed:</td> <td style="width: 20%; text-align: center; padding: 2px;">5</td> </tr> </table>	No. to be short-listed:	5
No. to be short-listed:	5		
<p style="color: blue; margin: 0;">Scope of Service:</p>	<p>The Client Representative will be required to prepare a Preliminary Report which sets out the economic and environmental justification for the scheme as well as the costing and time-scale of it.</p> <p>The 'Galway City Water Conservation and Network Management Project, Status Review Report' identifies proposals for completion of Stages 1& 2 of Water Conservation. It needs to be reviewed and updated, to implement further Stage 3 Rehabilitation Works for Water Conservation. It then will form the basis of the Preliminary Report for this appointment.</p> <p>The Preliminary Report will also include a Rehabilitation Strategy, which must be submitted to the DEHLG before the Department will approve any new mains rehabilitation project. Upon approval the rehabilitation proposals can be divided into work packages that can be submitted in sequence as they are developed and thus allow early advancement of the works in the most critical DMA'S.</p> <p>The appointment will include the detailed design, preparation of contract documents, Management of Tender Process, Tender Assessment and Recommendations, Supervision of Construction and Commissioning of the Stage 3 Network Rehabilitation Works and any other works arising from the recommendations of the Preliminary Report.</p> <p>The Client Representative will be required to prepare Preliminary Health & Safety Plans for the project and to act as Project Supervisor Design Process on behalf of Galway City Council in accordance with The Safety, Health and Welfare at Work (Construction) Regulations, 2006 [S.I. 504 OF 2006]. The Client Representative will also be required to act as Project Supervisor Construction Stage for the Construction elements of the project.</p>		
Specialist Skills required:			
Consultancy 2: Not Applicable	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 2px;">No. to be short-listed:</td> <td style="width: 20%; text-align: center; padding: 2px;"></td> </tr> </table>	No. to be short-listed:	
No. to be short-listed:			
Scope of Service:			
Specialist Skills required:			

1.3 Other Principal Consultants in the Design Team

Consultancy Service	Firm appointed (if known)
NOT APPLICABLE	

1.4 Weightings of Qualitative Selection Criteria

1.6(b)	The criteria and weightings that will be used in the qualitative assessment marking are as listed below:	
Clause	Criterion	Weightings
3.1	APPLICANT'S PERSONAL SITUATION	Pass/Fail
3.2	ENROLMENT ON PROFESSIONAL OR TRADE REGISTER	Pass/Fail
3.3	FINANCIAL & ECONOMIC STANDING	
3.3.a	Evidence of Turnover	Pass/Fail 200
3.3.b	Bankers Letter	Pass/Fail
3.3.d	Professional Indemnity Insurance	Pass/Fail
3.4	TECHNICAL CAPACITY	
3.4.a	Educational & Professional Qualifications of Applicant and Managerial staff	Pass/Fail 200
3.4.c	List of Services of a similar nature over the last 5 years	Pass/Fail 600
3.4.d	Measures for ensuring quality	Pass/Fail 100
3.4.e	Average Annual Manpower over the last 3 years	Pass/Fail 50
3.4.g	Technical Equipment available to carry out the contract	Pass/Fail 50
3.4.h	Declaration of Competence to act as Project Supervisor Design Stage	Pass/Fail

Note:
 Pass/Fail to be determined initially against specified minimum requirements, where stated.
 If an applicant fails to meet the minimum standard for any one criterion, where such is stated, that applicant will be excluded.

Qualitative marking shall be applied to applications that meet the minimum requirements.
 Where a "maximum" standard is referenced, this indicates that no additional marks will be awarded for exceeding that standard.

SECTION 2: GENERAL DETAILS OF THE APPLICANT

Applicant Notes:

1. **Section 2 MUST be filled out by the applicant.**
2. If an applicant is applying for more than one consultancy, the questionnaire (complete with all common information) should be copied, filled out, and submitted separately for each relevant consultancy.
3. Where an applicant is a Consortium or Joint Venture the questionnaire (complete with all common information) should be copied and filled out for each active member of that Consortium or Joint Venture, but submitted as a single application.
4. Where Specialist skills as identified in Clause 1.2 are required these might be provided either by in-house staff or Specialist Consultants. In the case of the former i.e. in-house specialists, these should be identified in Clauses 3.4(a) and (b). In the case of Specialist sub-contractors they are effectively part of a Consortium or Joint Venture and the questionnaire (complete with all common information) should be copied and filled out separately for that specialist but submitted as a single application

2.1 Consultancy Service Applied for:

(Applicant to enter relevant consultancy service from Clause 1.2, Scope of Services required)

Response for	Consultancy Service

2.2 Company Details

Name of company:	
Registered Address:	
Company Telephone:	
Company Facsimile:	
Company Email Address:	
If subsidiary firm, name of parent firm(s) and interest parent has in applicant firm?: <i>(e.g. Wholly owned by single ultimate parent company; other as specified)?</i>	

2.3 Applicant Company's Authorised Representative

Name of authorised representative:	
Authorised representative's address <i>(if different from above):</i>	
Telephone:	
Facsimile:	
Email Address:	

2.4 Nature of Applicant Company

The term APPLICANT is used for an individual bidder, legal partnership, consortium, or any other type of joint venture where such a consortium or joint venture comprises a legal entity for the purpose of this project. Such a legal entity shall be jointly and severally liable for the provision of the overall service.

Nature of Applicant: <i>(e.g. Partnership; sole trader; LTD;, PLC; Joint Venture etc):</i>	
If Applicant is Consortium or Joint Venture company, state names of all members:	1.
	2.
	3.
	4.
Number of years actively trading under present name? <i>(Or if Consortium or Joint Venture was it formed for this Project?):</i>	

2.5 Additional Applicant Company Details: NOT USED

SECTION 3: CRITERIA FOR QUALITATIVE SELECTION

Applicant Notes:

1. **Section 3 MUST be filled out by the applicant. Omission of any of the required information may invalidate the submission**
2. **Where the optional criteria are not marked as “required” or “Submit on request” they are deemed to be “not applicable” and the Applicant should not submit a response to that criterion.**
3. Applicants may be asked to clarify aspects of evidence supplied after closing date either by written submission, interview or both for any of the qualification criteria listed below which were selected by the Contracting Authority. Should this arises candidates should be aware that any additional material supplied must be strictly to supplement material already provided in their submission
4. Where an applicant is applying for more than one consultancy, the questionnaire (complete with all common information) should be copied, filled out, & submitted separately for each relevant consultancy.
5. Where an applicant is a Consortium or Joint Venture the questionnaire should be copied and filled out for each member of that Consortium or Joint Venture, but submitted as a single application.

3.1 EVIDENCE OF APPLICANT’S PERSONAL SITUATION

Qualitative Assessment: NO

Response to this Criterion: **REQUIRED**

If any one of the grounds specified in Directive 2004/17/EC Article 54 or Directive 2004/18/EC Article 45 and 51 apply to the applicant or any member of the applicant consortium or Joint Venture or their parent companies, the applicant will be excluded from this competition. To confirm that none of these grounds apply the DECLARATION FORM at APPENDIX 3.1, must

be submitted, signed and witnessed within the last 12 months of the closing date for receipt of Expressions of Interest.

(a) An alternative form to Appendix 3.1 may be submitted if it is equivalent in all respects.

(b) If the applicant is a consortium or joint venture, a declaration form must be completed for each member of the consortium or joint venture.

(c) The declaration must be made in the name of the Applicant and not the Applicant's parent company.

The applicant should also note that if successful, they would be required to produce a current tax clearance certificate or C2 certificate; or a statement of suitability on tax grounds and current certificates from a relevant non-Irish country prior to appointment.

The standard declaration form for the Applicant's personal situation is attached at Appendix 3.1 <i>(Applicant must tick box to confirm acceptance)</i>	<input type="checkbox"/>
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3.2 ENROLMENT ON PROFESSIONAL OR TRADE REGISTER (where required):-

Qualitative Assessment: NO

Response to this Criterion: REQUIRED

Evidence of enrolment on a relevant Professional or Trade Register in accordance with Directive 2004/17/EC Article 54 and 2004/18/EC Article 46

The information requested is attached at Appendix 3.2.	<input type="checkbox"/>
<i>The above material shall be submitted by the Consultant (as Appendix 3.2.)</i>	<input type="checkbox"/>

3.3 EVIDENCE OF ECONOMIC AND FINANCIAL STANDING CRITERIA (DIRECTIVES 2004/17/EC ARTICLE 54 AND 2004/18/EC ARTICLE 47)

Applicant Notes:

1. For any organisation that is a subsidiary of another company, the equivalent Economic/financial information should also be provided for the parent company.
2. At least one member of a candidate consortium being a legal entity must meet the minimum turnover criterion. However, where only one member of the Candidate consortium has the skills, resources and experience to carry out the consultancy work, that candidate member must have an average turnover sufficient to demonstrate the firm's financial capacity to undertake the work.
3. Where Specialist skills as identified in Clause 1.2 are required these may be provided either by in-house staff or Specialist Consultants. In the case of in-house specialists, these should be identified in Clauses 3.4(a) and (b). In the case of Specialist sub-contractors the questionnaire should be copied and filled out separately for that specialist but submitted as a single application.

3.3.a EVIDENCE OF TURNOVER (where required): -

Qualitative Assessment: YES **Response to this Criterion: REQUIRED**

Evidence of Certified Turnover/Alternative to Certified Turnover for overall business operations and separately for the relevant consultancy service only for the three (3) previous financial years in accordance with requirements (if any) below.

Where an applicant is applying for more than one consultancy, only the overall turnover and the turnover for the consultancy listed at Clause 2.1 (i.e. Consultancy service applied for) should be included.

Minimum standard is for average turnover for the three years to be not less than €2,000,000. The turnover to which maximum points are awarded is €20,000,000.

The information requested is attached at Appendix 3.3.a	
<i>The above material shall be submitted by the Consultant (as Appendix 3.3.a)</i>	

3.3.b BANKER’S LETTER (where required): -

Qualitative Assessment: NO **Response to this Criterion: REQUIRED**

Bankers Statement from the Applicants current principal banker dated within last 6 months in accordance with requirements below:

(a) Stating that all accounts held by the member are currently in good standing.

The information requested is attached at Appendix 3.3.b	
<i>Applicant to tick box as appropriate</i>	

3.3.c OTHER FINANCIAL/ECONOMIC INFORMATION/REFERENCES (where Required): -

Qualitative Assessment: NO **Response to this Criterion: NOT APPLICABLE**

3.3.d PROFESSIONAL INDEMNITY INSURANCE:-

Qualitative Assessment: NO **Response to this Criterion: REQUIRED**

The successful applicant for each consultancy discipline will be required before appointment to produce evidence from their Consultant’s broker/ Insurance Company confirming that the applicant has current Indemnity Insurance in the required amount complying with conditions listed below:

Relevant Consultancy Service	Minimum Level of Cover
Consulting Engineer	€ 6.35M
	€
	€

- (a) Level of cover not less than the minimum level of cover listed above.
- (b) The excess does not exceed 1% of the firm’s annual turnover (Circular L5/08)
- (c) Cover is provided on an ‘each and every’ claim basis;
- (d) The conditions provide for claims for breach of professional duty or civil liability as well as negligence;
- (e) Legal costs will be provided for in addition to the level of cover;

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 Representative for Galway City Water Conservation Phase 2

- (f) Cover extends to include specialist advisers engaged as sub-consultants by the applicant;
- (g) Cover is provided in respect of Joint & Several liability.
- (h) The jurisdiction in which claims can be lodged and settled is IRELAND

Note: Excess limits will apply to Professional Indemnity Insurance (to be advised in Request for Tender)

Professional Indemnity Insurance in compliance with all the above conditions is in force, or will be taken out prior to appointment, and will be maintained for six years after completion of the construction works in respect of the services provided.	
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*(Applicant **must** tick box to confirm acceptance)*

3.4 EVIDENCE OF TECHNICAL CAPABILITY CRITERIA (DIRECTIVES 2004/17/EC ARTICLE 54 AND 2004/18/EC ARTICLE 48)

3.4.a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS OF APPLICANT (a): -

Qualitative Assessment: YES **Response to this Criterion: REQUIRED**

Evidence of Educational and Professional Qualifications of **Applicant and Applicant's Managerial staff**, including:

- (a) Curriculum vitae of Management Staff; relevant Professional Qualifications (with the dates obtained); and previous experience
- (b) In the case of **Project Supervisor Design Process** only, details of the safety training courses completed by the Applicant's management and employees.

The information requested is attached at Appendix 3.4.a	
<i>The above material shall be submitted by the Consultant (as Appendix 3.4.a)</i>	

3.4.b EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS OF APPLICANT (b): -

Qualitative Assessment: NO **Response to this Criterion: NOT APPLICABLE**

3.4.c LIST OF SERVICES OF A SIMILAR NATURE OVER THE LAST 5 YEARS: -

Qualitative Assessment: YES **Response to this Criterion: REQUIRED**

A list of the main services of a similar nature to those required for this project provided by the Applicant over the last 5 years submitted on the **Standard Form at Appendix 3.4.c**, and replies to requirements (if any) listed below:

- (i) Minimum of 1 suitable example of similar size and scope, i.e. At least one Water Conservation & Network Management Project encompassing preparation of Preliminary Report, detailed design, contract documents, contract supervision of construction and commissioning of Stage 3-Network Rehabilitation Works.
- (ii) Minimum of 1 Preliminary Water Audit.
- (iii) Maximum of 3 suitable examples of similar size and scope as above.
- (iv) The number of services of a similar nature to which maximum marks will be awarded is 3.

The information requested is attached at Appendix 3.4.c	

3.4.d MEASURES FOR ENSURING QUALITY: -

Qualitative Assessment: YES

Response to this Criterion: REQUIRED

A description of the **Technical facilities and Measures used by the applicant for ensuring Quality (Directive 2004/18/EC Article 48.2(c) and Directive 2004/17/EC Article 54)** and replies to requirements (if any) listed below: -

- (i) Measures used by the Applicant for ensuring quality both in the administration of the project and in the delivery of a high quality of service in the relevant profession including details of any quality Assurance Accreditations received by the Applicant.
- (ii) In the case of **Project Supervisor Design Process** only: -
 - The overall safety management system the company employs for the role of PSDP,
 - The risk assessment procedures the Applicant utilises in relation to Design Safety, and how the Applicant ensures that all relevant safety issues have been properly identified, assessed and controlled.
 - The company's Health & Safety training policy, and the arrangements to ensure all staff are aware of the procedures to be adopted when completing the duties of the PSDP,
 - The specific procedures that the Applicant uses in assessing the competency of a contractor to carry out the role of Project Supervisor-Construction stage (PSCS)

Minimum requirement is that Quality Assurance procedures be in place.

The information requested is attached at Appendix 3.4.d	
<i>The above material shall be submitted by the Consultant (as Appendix 3.4.d)</i>	

3.4.e AVERAGE ANNUAL MANPOWER OVER THE LAST 3 YEARS: -

Qualitative Assessment: YES

Response to this Criterion: REQUIRED

Evidence of Average Annual Manpower (i.e. technical personnel) and Managerial Staff and demonstration of compliance with requirements below:

- (a) Specify the number of managerial staff, qualified professionals, technicians and unqualified staff.

Minimum requirement is for total staff of 20.

The staff numbers to which maximum marks are awarded is 50.

The information requested is attached at Appendix 3.4.e.	
<i>The above material shall be submitted by the Consultant (as Appendix 3.4.e.)</i>	

3.4.f TECHNICAL BODIES AVAILABLE TO CARRY OUT THE CONTRACT (where required): -

Qualitative Assessment: NO

Response to this Criterion: NOT APPLICABLE

3.4.g TECHNICAL EQUIPMENT AVAILABLE TO CARRY OUT THE CONTRACT:-

Qualitative Assessment: YES

Response to this Criterion: REQUIRED

Evidence of Technical Equipment available to carry out the contract including:

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Representative for Galway City Water Conservation Phase 2

- (a) Information Technology Infrastructure, Hardware and Software, including Design, Quantity Surveying and Professional Management Packages

.....
.....

Minimum requirement is that the technical equipment required to carry out the contract is in place.

The information requested is attached at Appendix 3.4.g.	
<i>The above material shall be submitted by the Consultant (as Appendix 3.4.g.)</i>	

3.4.h DECLARATION OF COMPETENCE TO ACT AS PROJECT SUPERVISOR DESIGN PROCESS: -

Qualitative Assessment: NO

Response to this Criterion: **REQUIRED**

Minimum requirement is to list 3 projects where the applicant has carried out the duties of Project Supervisor Design Process.

Declaration of Competence to act as Project Supervisor Design Process using STANDARD DECLARATION FORM at APPENDIX 3.4.h is attached at Appendix 3.4.h	
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Note: Further information may be required prior to any award to allow the Client, having regard to his legal responsibility, to make a final determination as to the competence of the applicant firm to perform this function.

Galway City Council – Water Services Project Office
Information Memorandum and Pre-Qualification Questionnaire for the Appointment of a Client
Representative for Galway City Water Conservation Phase 2

On behalf of the Applicant I declare that the Applicant is not guilty of misrepresentation in supplying or failing to supply the information requested

Signed: _____ **Date:** _____

For and on behalf of Applicant (signature must be that of a Director/Principal)

Name: _____ [block letters]

Title: _____ [block letters]

APPENDIX 3.1

DECLARATION ON OATH/SOLEMN DECLARATION [Delete as applicable]
 in relation to the grounds specified in Directive 2004/17/EC Article 54 or Directive
 2004/18/EC Article 45 and 51

Name of Applicant:	[block capitals]
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On behalf of the above named Applicant I hereby declare that none of the circumstances specified in **Directive 2004/17/EC Article 54 or Directive 2004/18/EC Article 45 and 51** apply to the above named Applicant i.e. that no member of that Consortium or Joint Venture:

Has been the subject of a conviction by final judgment for one or more of the reasons:

- (a) participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
- (b) corruption, as defined in Article 3 of the Council Act of 26 May 1997 and Article 3(1) of Council Joint Action 98/742/JHA respectively;
- (c) fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
- (d) money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering.

And that no member of that Consortium or Joint Venture:

- (1) is bankrupt or is being wound up in this or any other jurisdiction; and
- (2) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up, or under administration by the court, or for an arrangement with creditors, or of any other similar proceedings under national laws or regulations in this or any other jurisdiction; and
- (3) has been convicted of an offence concerning its professional conduct by a judgment which had the force of res judicata. (for this statement a health and safety offence is not deemed to be an offence concerning professional conduct)

And that each member of the applicant Consortium or Joint Venture:

- (1) has fulfilled its obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which it is established, and
- (2) has fulfilled its obligations relating to the payment of taxes in accordance with the legal provisions of the country in which it is established.

This declaration has been made to the best of my knowledge and belief for & on behalf of Applicant (signature must be that of a Director/Principal)

Signed:		Date:	
Name:	[block letters]		
Title:	[block letters]		

Witnessed in the presence of a Commissioner of Oaths

OR

Witnessed in the presence of a Judicial Authority/Administrative Authority/Notary/ Competent Profession or Trade Body in country of origin of Applicant or in the country whence that Applicant comes.

(delete as appropriate)

Signature/seal:		Date:	
Name of Witness	[block letters]		
Position/Capacity	[block letters]		

APPENDIX 3.2

APPENDIX 3.3.a

APPENDIX 3.3.b

APPENDIX 3.4.c

Standard Form for list of main Services provided of a similar nature in the last 5 years.

Applicant Notes:

1. Applicants must list the main service provisions (of a similar nature only) in date order starting with most recent work, and must provide all the information required below in the format indicated.
2. Format of this page to be used for submitting details of each relevant project

Contract: <i>(Title & brief description)</i>			
Start Date:		Completion:	
Total Value of Commission €		Current stage of Project:	
Role of Firm in delivery of Project:			
Firm's Principal project staff on project and their Role in its delivery:	Principal project staff	Their Role in its delivery	
	1.		
	2.		
	3.		
Contracting Authority Name & Address:			
Contracting Authority Contact Name:		Phone No:	
Other Information Required <i>(Contracting Authority to state requirements):</i>			
(a) Summary of relevance to clause 1.2 Scope			

APPENDIX 3.4.d

APPENDIX 3.4.e

APPENDIX 3.4.g

APPENDIX 3.4.h

**Declaration in relation to competence to act as Project Supervisor for the
Design Process**

Name of Applicant (block capitals):	
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This firm declares that it is competent to carry out the services described herein and has an adequate working knowledge of the requirements of the Safety Health and Welfare at Work Acts and Regulations current in Ireland at the signing of this inquiry form and if appointed to do so, is insured and competent to perform the duties of Project Supervisor for the Design Process required by Council Directive 92/57/EEC of 24 June 1992 on the implementation of minimum safety and health requirements at temporary or mobile construction sites, as implemented in Ireland by the Safety, Health and Welfare at Work (Construction) Regulations, 2006 and all subsequent relevant Regulations.

This declaration has been made to the best of my knowledge and belief.

Signed:		Date:	
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For & on behalf of Applicant (signature must be that of a Director/Principal)

Name:		[block letters]
Title:		[block letters]

**List of 3 (minimum) projects where the operator carried out the duties of Project
Supervisor Design Process.**

Project Name	Capital Value of Project	Description