



Comhairle Cathrach na Gaillimhe
Galway City Council

**Pre Qualification Questionnaire
For**

**Road Pavement Overlay Contracts
March 2010**



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PRE-QUALIFICATION QUESTIONNAIRE

PART A GUIDANCE NOTES

1. INTRODUCTION - ABOUT THE QUESTIONNAIRE

In order to enable Galway City Council (the “**Employer**”) evaluate whether candidates meet the qualification criteria relating to technical capability and economic and financial standing, and compliance with Health and Safety Regulations, candidates are required to provide all the information requested in this Pre-Qualification Questionnaire (“**PQQ**”).

Please note that the term “Candidate” is used for an individual bidder, partnership, consortium or any other type of joint venture.

Candidates are permitted to add additional lines to the tables and boxes set out within the PQQ as required.

The information requested in the PQQ should be submitted in English and where copies of original documents are provided in languages other than English, a certified English translation should be provided or the documents will not be considered during the evaluation process.

All financial information should be denominated in euro, except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Each Part of the PQQ must be completed.

Where project specific financial information cannot be provided for reasons arising from confidentiality obligations, then this should be stated clearly.

If any of the questions or items in the PQQ are not considered relevant to a particular Candidate then this should be stated clearly.

Candidates are further advised that the Employer is subject to the requirements of the Freedom of Information Act, 1997. If a Candidate considers that any of the information requested under this PQQ is either commercially sensitive or confidential in nature, it should state this clearly and highlight the reasons for its sensitivity. In such cases, the relevant material will, in response to a request under the Act, be examined in the light of the exemptions provided for in the Act.

2. SUBMISSION OF INFORMATION

Candidates are required to provide all documents requested in the PQQ and shall provide a sufficient response to each question or item set out in the PQQ; **the non-provision of any such documents/response may be considered grounds for exclusion.**

2.1 Presentation of Information

The PQQ shall be completed and additional pages may be submitted if further space is required for answers to specific questions. Two copies of all information shall be submitted in hard copy paper format. All submitted documentation should be clearly labelled as to the particular part of the Questionnaire to which it relates.

Each copy must be:

- Signed and dated by the authorised representative of the Candidate referred to in item A2 below;
- Delivered in hard copy;
- Sent by registered post, recorded delivery, courier or delivered by hand in sealed plain packaging, which must not bear the name, address or any other marking that may serve to identify the Candidate. Candidates should ensure that the carrier used for the delivery of the completed PQQ does not attach any item to the packaging that serves to identify the Candidate.

2.2 Address for submission of Information

The PQQ and other information requested therein shall be submitted to:

**Ciarán Hayes,
Director of Services,
Transportation and Infrastructure,
Galway City Council,
City Hall,
College Road,
Galway.**

The submission envelope / package shall be clearly endorsed as follows:

**“EXPRESSIONS OF INTEREST/PRE QUALIFICATION QUESTIONNAIRE
FOR ROAD PAVEMENT OVERLAY CONTRACTS 2010”**

2.3 Final Date for Receipt of Information

Candidates shall return the completed PQQ by 12 noon on or before Thursday 1st April 2010 (the “**Final Submission Date**”).

Under no circumstances will consideration be given to any PQQ received after the Final Submission Date.

3. ENQUIRIES

All enquiries must be submitted in writing to:

Mr. Ciarán Hayes, Director of Services, Transportation and Infrastructure, Galway City Council, City Hall, College Road, Galway or breda.burke@galwaycity.ie. Enquiries submitted by email will not be considered to have been received unless acknowledged within two working days.

4. QUALIFICATION CRITERIA

For the Qualification Criteria headings, the Candidate's are assessed on the basis of either:

- The Minimum Requirements
- Both Minimum Requirement and Qualitative Assessment

The number of qualified Candidates that will be invited to submit tenders is limited to a range of 6 provided sufficient are qualified. Where more than this number satisfies the Minimum Requirements, the Candidates may be subject to a Qualitative Assessment (PQQ Section 5).

The Candidate's submissions in relation to

- Personal Position
- Financial and Economic Standing
- Technical Capability

will be used to determine if the Candidate satisfies the Minimum Requirements.

- (a) In relation to the three preceding complete financial years, the Candidate must have an annual turnover directly related to road paving activities of not less than €1,000,000 (one million euro) excluding VAT;
- (b) The Candidate shall have completed at least one single road resurfacing contract of value exceeding €350,000 (three hundred and fifty thousand euro) excluding VAT;
- (c) The Candidate must have an average annual manpower, which exceeds three persons per €1.3m of the Candidate's average annual turnover to civil engineering activities;

The Minimum Requirements in respect of Technical Capability are as follows:

Competence as contractor and project supervisor for the construction stage (If the Candidate's response to Appendix A1 indicates that it has been convicted of a relevant professional conduct offence, the Employer will consider the case made by the Candidate before arriving at a decision on whether to pass or fail it);

5. QUALITATIVE ASSESSMENT

The number of qualified Candidates that will be invited to submit tenders is limited to a range of 6 provided sufficient are qualified. Where more than this number satisfy the Minimum Requirements, the Candidates may be subject to a Qualitative Assessment

The marking scheme for this assessment is as outlined below: -

Criteria	%
7.2.1. Certified Turnover/Alternative to Certified Turnover.	10
7.3 Health & Safety	
7.3.1. Declaration of Accidents	25
7.3.2. Safety Policy or Similar Document	
7.3.3. Safety Training	
7.3.4. Safety Management Arrangements	
7.3.5. List of Works of similar complexity carried out over the last 3 years.	20
7.3.6. Statement of Tools, Plant and Technical Equipment available to carry out the work.	10
7.3.7. Average Annual Manpower and Managerial Staff.	10
7.3.8. A statement of the Quality Management Plans	25
Total	100

Each Candidate must achieve a ranking of not less than 50% of the applicable mark for each of the above pre-selection criteria, failing which it may be excluded from this competition.

6. MONITORING REGIME

Candidates are advised that the Employer shall implement **a monitoring regime relating to Contractors' performance on road resurfacing contracts**. The results of this monitoring will be recorded and any non-compliance will result in the issue of a non-compliance notice. **Any contracting organisation with a current non-compliance notice will be excluded from this and any subsequent road Pre – Qualification Scheme.**

7 - CHECKLIST OF DOCUMENTATION TO BE SUBMITTED

	<p>7.1 Personal Position</p>	
A1	<p>Solemn Declaration which is less than 12 months old.</p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/></p>	
A2	<p>Current tax clearance certificate or C2 certificate; statement of suitability on tax grounds and current certificates from a relevant non-Irish country, or a Solemn Declaration whichever is appropriate.</p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/></p>	
A3	<p>Declaration that the information supplied is accurate and that false information will result in exclusion from the tendering process or the rejection of a tender.</p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/></p>	
	<p>7.2 Evidence of Economic & Financial Standing Criteria</p>	
B	<p>Evidence of Bankers Statements/Alternative to Bankers Statements in accordance with requirements below:</p> <p><i>The Candidate is to supply evidence, which is current [within the last three months] confirming the Candidate's capacity to fund a project within the limits outlined in Section C.</i></p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/></p>	
C	<p>Evidence of Certified Turnover/Alternative to Certified Turnover for overall business operations and separately for construction activities for the last three previous financial years in accordance with requirements (if any) below:</p> <p><u>Minimum Turnover €1M (ex VAT) p.a.</u> <u>Maximum Turnover € n/a p.a.</u> <u>Resurfacing contract exceeding €350k (ex VAT)</u></p> <p><i>Evidence should clearly indicate the turnover related to road resurfacing activity for the last three previous financial years. The evidence on turnover should be in the form of a statement certified by an independent auditor.</i></p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/> For the purpose of assessing a Qualitative Assessment <input checked="" type="checkbox"/> (if necessary)</p>	

	7.3 Evidence of Technical Capability Criteria	
J	<p>Declaration in relation to Notifiable Accidents or Dangerous Occurrences on standard form in Appendix J of the Candidate's response form and replies to requirements (if any) below: <i>Where Notifiable Accidents or Dangerous Occurrences has/have occurred what measures has the Candidate introduced since its/their occurrence so as to prevent it/them re-occurring.</i></p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/> For the purpose of assessing a Qualitative Assessment <input checked="" type="checkbox"/> (if necessary)</p>	
K	<p>Declaration of Competence to act as Project Supervisor Construction Stage <i>The Candidate is to supply confirmation of requirements set out in Appendix K.</i></p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/></p>	
L	<p>Evidence of compliance with requirements to have a Safety Policy or Similar Document and replies to requirements (if any) below: <i>The Candidate is to demonstrate its commitment to H&S with particular reference to any improvements/prohibition notices received in the past year/two years and any procedures introduced to enhance safety performance.</i></p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/> For the purpose of assessing a Qualitative Assessment <input checked="" type="checkbox"/> (if necessary)</p>	
M	<p>State what safety training courses the Candidate's management and employees attended and the number, and replies to requirements (if any) below: <i>The Candidate is to state the number of man hours spent on safety training per 1000 man-hours worked.</i></p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/> For the purpose of assessing a Qualitative Assessment <input checked="" type="checkbox"/> (if necessary)</p>	
N	<p>Submit completed Safety Management Arrangements form. <i>The Candidate is to submit the completed form at Appendix N.</i></p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/> For the purpose of assessing a Qualitative Assessment <input checked="" type="checkbox"/> (if necessary)</p>	
Q	<p>Evidence of Works of similar complexity carried out by the Candidate over the last 3 years submitted on the standard form in Appendix Q, and replies to requirements (if any) below: <i>The Candidate is to:</i></p> <p><i>(a) attach a list of at least three relevant works carried out in the three (3) years immediately prior to the date of this document in the format set out in Appendix Q,</i></p>	

PRE QUALIFICATION QUESTIONNAIRE

	<p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/></p> <p><i>(b) demonstrate its commitment to quality assurance, with particular reference to the supply chain management aspects of a project.</i></p> <p>For the purpose of assessing a Qualitative Assessment <input checked="" type="checkbox"/> (if necessary)</p>	
R	<p>Evidence of Tools, Plant and Technical Equipment available for carrying out the work and replies to requirements (if any) below:</p> <p><i>List available plant resources in Appendix R</i></p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/></p> <p>For the purpose of assessing a Qualitative Assessment <input checked="" type="checkbox"/> (if necessary)</p>	
S	<p>Evidence of Average Annual Manpower and Managerial Staff and demonstrate sufficient resources to carry out the works:</p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/></p> <p>For the purpose of assessing a Qualitative Assessment <input checked="" type="checkbox"/></p>	
T	<p>The Contractor shall demonstrate by means of generic examples a quality management system, based on their experience, and which will be capable of development into a site specific plan for the construction of each type of work category as outlined in Appendix T.</p> <p><i>The Quality Plan shall demonstrate the capability and capacity of the Contractor to achieve a standard compatible with the Specification for Roadworks as published by the National Roads Authority in respect of the production, delivery and laying of outlined materials and works to a rural road site. All certificates and statements required in respect of the outlined generic materials products and operations should be included in the plan.</i></p> <p>For the purpose of assessing a Minimum Requirement <input checked="" type="checkbox"/></p> <p>For the purpose of assessing a Qualitative Assessment <input checked="" type="checkbox"/> (if necessary)</p>	

Signed:
For and on behalf of Candidate (signature must be that of a Director / Principal)

Date

Name
Block Capitals

Title

PART B

QUESTIONNAIRE FORM

APPENDIX A1

Solemn Declaration in relation to Bankruptcy, Professional Conduct etc.

SOLEMN DECLARATION

Name of Applicant
(Block capitals)

On behalf of the Applicant I solemnly declare that the above named Applicant:

- (1) **has/has not** being convicted for being a member or participating in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/HA
- (2) **has/has not** being convicted for corruption as defined in Article 3 of Council Act 26/05/1997 and Article 3(1) of Council Joint Action 98/742/HA respectively.
- (3) **has/has not** being convicted for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities.
- (4) **has/has not** being convicted of money laundering as defined in Article 1 of Council Directive 91/308/EEC on prevention of the use of the financial system for the purpose of money laundering.
- (5) **is not** bankrupt or is not being wound up in this or any other jurisdiction, and
- (6) **is not** 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.
- (7) **has/has not** (delete as appropriate) been convicted of an offence concerning its professional conduct by a judgment which had the force of res judicata. For the purposes of this declaration, a health and safety offence shall not be considered an offence concerning professional conduct.

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

Signed:

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

Date

Capacity

APPENDIX A1

Witnessed in the presence of a Solicitor or Accountant, Judicial Authority / Administrative Authority/Notary/ Competent Profession or Trade Body (delete as appropriate) in country of origin of Applicant or in the country whence that Applicant comes.

Signature of Witness

Name of Witness
(Block Capitals)

Date

APPENDIX A2

Solemn Declaration in relation to the payment of taxes and social security contributions (to be provided in the absence of C2 or Tax Clearance Certificate)

SOLEMN DECLARATION

Name of Applicant
(Block capitals)

On behalf of the Applicant I solemnly declare that the above named Applicant:

- (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.

Signed:

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

Date

Capacity

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

Signature of Witness

Name of Witness
(Block Capitals)

Date

APPENDIX A3

Confirmations and Acknowledgements

We confirm that the representative named in A2 above is authorised to act as agent and principal contact for the Candidate in dealings with the Employer in relation to the Project.

We confirm that our replies to the PQQ is true accurate and valid as to its content.

We understand and accept that the provision of false or misleading information or the omission of information could result in the exclusion of the Candidate from the bidding process or rejection of our bid.

Signed by the Candidate (or each member of a consortium/partnership/joint-venture if the Candidate is not a single entity).

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

Signed:

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

Date

--

Capacity

--

APPENDIX J

**CONTRACTOR
DETAILS**

1. Director Responsible for Safety

2 Safety Policy Yes No

Safety Statement Yes No.

3. Arrangements for Risk Assessment

4. Safety Officer(s) No. F/time No. P/Time No. External

5. Construction Worker Consultation/Safety Representative Arrangements Yes No

Elaborate

6. Maintenance of Records of Accidents/Dangerous Occurrences and Site Safety Records Yes No

Elaborate

7. Site/Project Managers trained on Health and Safety Management Yes No

Elaborate

APPENDIX J

8. Arrangements for Monitoring of Sub-Contractors Safety Arrangements including Safety Statements Yes No

Elaborate

9. Site Inspection/Audits (attach sample audit sheets) Yes

- Third Party Audits (attach sample audit sheets) Yes

10. Certified Safety Management System Yes No

Elaborate

11. Management Reporting Arrangements Yes No

Elaborate

12. Disciplinary procedures for non-compliance with Site Safety Yes No

Elaborate

13. Arrangements for Management Review of Safety System and Performance Yes No

Elaborate

APPENDIX J

14. Indicate the notifiable accident frequency rate per 100,000 hours worked.

Non-Irish applicants should indicate the accident rate notified by law to the appropriate authorities or where there are no notification/reporting requirement the accidents which occurred resulting in death or serious injury

Elaborate	
-----------	--

Signed on behalf of Applicant
(Director/Principal)

--

Date:

--

DECLARATION

Name of Firm
(Block capitals)

--

This firm declares that the Notifiable Accidents and Dangerous Occurrences data set out below is a true and accurate record of such accidents over the past five years. Furthermore where it is a requirement under Health and Safety Legislation in (a) particular jurisdiction(s) in which the accident(s) occurred, to have these types of accidents notified to the appropriate authority/authorities in that/those jurisdiction(s), that such accidents have been so notified.

	Notifiable Accidents and Dangerous Occurrences ¹	Year 1 Number	Year 2 Number	Year 3 Number	Year 4 Number	Year 5 Number
1.	Accident which occur at a place of work as a result of which any person carrying out work at that place of work dies.					
2.	Accident which occur at a place of work as a result of which any person carrying out work at that place of work is prevented from performing his normal work for more than three consecutive days, excluding the day of the accident but including any days which would not have been working days.					
3	Accident that occurs to a person who is not at work but who as a result of an accident related to a place of work or a work activity dies.					

¹ Source: Section 59 of S.I. No. 44 of 1993 Safety, Health and Welfare at Work (General Application) Regulations, 1993.

APPENDIX J

4 Accident that occurs to a person who is not at work but who as a result of an accident related to a place of work or a work activity suffers any injury or condition as a result of an accident which results in the person requiring treatment from a registered medical practitioner or treatment in a hospital as an in-patient or an out-patient.					
5 Dangerous occurrences.					

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

Signed:

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

Date

APPENDIX K

Declaration in relation to competence to act as Project Supervisor for the Construction Stage

DECLARATION

Name of Firm
(Block capitals)

This firm declares that it is competent to carry out the works 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 Construction Stage 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 (S.I.504 of 2006) and all subsequent relevant Regulations.

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

Signed:

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

Date

APPENDIX L

Safety Policy Improvement / Prohibition Notices Safety Enhancement Procedures

- a) In addition to that provided in Appendix N of this questionnaire, the Candidate shall describe its Company Safety Policy and Safety Management procedures; a response must be provided in the space below. (More extensive safety documentation is not required at this stage but may be attached if clearly labelled "Appendix L-a".)

Safety Policy and Safety Management Procedures:

APPENDIX L

- b) The Candidate shall provide a schedule of Improvement / Prohibition Notices received in the last two years; in the event that there are none, this must be declared.

Schedule of Notices:

- c) The Candidate shall identify any procedures adopted in the previous two years to enhance safety performance.

Adopted Procedures:

APPENDIX N

Safety Management Arrangements

**CONTRACTOR
DETAILS**

1 Director Responsible for Safety

2 Safety Policy Yes No

Safety Statement Yes No

3 Arrangements for Risk Assessment

4 Safety Officer(s) No. F/time No. P/Time No. External

5 Construction Worker Consultation/Safety Representative Arrangements Yes No

Elaborate

6 Maintenance of Records of Accidents/Dangerous Occurrences and Site Safety Records Yes No

Elaborate

APPENDIX N

- 7 Site/Project Managers trained on Health and Safety Management Yes No

Elaborate

- 8 Arrangements for Monitoring of Sub-Contractors Safety Arrangements including Safety Statements Yes No

Elaborate

- 9 Site Inspection/Audits (attach sample audit sheets) Yes
Third Party Audits (attach sample audit sheets) Yes

- 10 Certified Safety Management System Yes No

Elaborate

- 11 Management Reporting Arrangements Yes No

Elaborate

- 12 Disciplinary procedures for non-compliance with Site Safety Yes No

Elaborate

APPENDIX N

13 Arrangements for Management Review
of
Safety System and Performance.

Yes

No

Elaborate

14 Indicate the notifiable accident frequency rate per 100,000 hours worked.

Non-Irish Candidates should indicate the accident rate notified by law to the appropriate authorities or where there are no notification/reporting requirement the accidents which occurred resulting in death or serious injury.

Elaborate

**Signed on behalf of Candidate
(Director/Principal)**

Date

APPENDIX Q

Format of Information required on Works of a similar nature carried out over the last 3 years (list projects in date order starting with most recent work)

	Contract:
	Proportion of Contract undertaken:
	Tender Entity (Sub-Contractor/Joint Venture):
	Start Date:
	Completion Date or Period inserted in Contract:
	Practical Completion Date:
€	Tender Total €:
€	Amount certified for completed work:
	Employer Name & address:
	Contact Name:
	Contact Phone Number:

APPENDIX Q

	Contract:
	Proportion of Contract undertaken:
	Tender Entity (Sub-Contractor/Joint Venture):
	Start Date:
	Completion Date or Period inserted in Contract:
	Practical Completion Date:
€	Tender Total €:
€	Amount certified for completed work:
	Employer Name & address:
	Contact Name:
	Contact Phone Number:

APPENDIX Q

	Contract:
	Proportion of Contract undertaken:
	Tender Entity (Sub-Contractor/Joint Venture):
	Start Date:
	Completion Date or Period inserted in Contract:
	Practical Completion Date:
€	Tender Total €:
€	Amount certified for completed work:
	Employer Name & address:
	Contact Name:
	Contact Phone Number:

APPENDIX Q

	Contract:
	Proportion of Contract undertaken:
	Tender Entity (Sub-Contractor/Joint Venture):
	Start Date:
	Completion Date or Period inserted in Contract:
	Practical Completion Date:
€	Tender Total €:
€	Amount certified for completed work:
	Employer Name & address:
	Contact Name:
	Contact Phone Number:

APPENDIX Q

	Contract:
	Proportion of Contract undertaken:
	Tender Entity (Sub-Contractor/Joint Venture):
	Start Date:
	Completion Date or Period inserted in Contract:
	Practical Completion Date:
€	Tender Total €:
€	Amount certified for completed work:
	Employer Name & address:
	Contact Name:
	Contact Phone Number:

APPENDIX Q

	Contract:
	Proportion of Contract undertaken:
	Tender Entity (Sub-Contractor/Joint Venture):
	Start Date:
	Completion Date or Period inserted in Contract:
	Practical Completion Date:
€	Tender Total €:
€	Amount certified for completed work:
	Employer Name & address:
	Contact Name:
	Contact Phone Number:

APPENDIX Q

**Signed on behalf of
Candidate
(Director/Principal)**

Date

APPENDIX R

Detail in the table below tools, plant and/or technical equipment available to the Candidate for use on road resurfacing works for Employer arising in current year.

Plant & Equipment	Type	Age	Quantity
Coating Plant			
Paver			
Roller			
Chip Spreader			
Trucks			
Tack Coat Sprayer			
Ancillary Plant*			

*Candidate to list other relevant plant and equipment

Additional Comments:

APPENDIX S

Staff and Management Resources

S1 Please detail below the average annual number of people directly employed by the Candidate:

Year	Average Annual Manpower
*	
*	
*	

S2 Management

Position	Name	Years Experience in this Role
Key Project Staff		
Contract Director or Contract Manager		
Contractor's Agents or Project Managers available full-time on site		
Foreman		
Site Engineer		
Other Key Project Staff		

APPENDIX T

Quality Management Plan

The Contractor shall submit, by means of a generic example, a Quality Management Plan. It should be based on previous experience and be capable of development into a site specific plan. It shall be based on the following data:-

Supply and place regulation, binder (Dense Bitumen Macadam) and HRA surfacing layer ; Road lining; road studs; private driveways; earthworks to margins.

[Note: assume 1km. road length; 7.3m road width; with 2.5m wide hard shoulders, approx 100mm average regulation; 55mm binder layer; 45mm surfacing layer; topsoiling margins; 150mm cl. 804 subbase and 50mm DBM wearing course to private driveway 20m X 3m; 150mm intermittent centre line marking and road studs @ 10m spacing. Road to remain open for the surfacing operation. Minimum lane width for shuttle system 2.7m.]

T 1 Contractor's Organisation and Management of the Contract

This part of the Quality Plan shall set out the Contractor's proposals for the organisation and management of a typical Contract as identified above. It should incorporate Contractor's generic method statements and construction procedures and shall include (but not be limited to, see section xii) the following:

- i. a proposed Contractor organisation chart indicating line of command and communication links between all the parties (attach and label as "Appendix T-1-i")
- ii. a proposed site organisation for a Contract of the generic type identified above, including the line of command and communication links between all the parties involved in the Contract (attach and label as "Appendix T-1-ii")
- iii. procedures for the control of and liaison with third parties including the Gardaí, statutory undertakers and any other companies

Yes

No

Liaison Procedures:

APPENDIX T

- iv. procedures for the control of sub-contracts, quality control, documentation control
Yes No

Sub-contractor Procedures:

- v. procedures for review and adjustment of programmes for the effective progression and completion of the Works
Yes No

Programme Management Procedures:

- vi. procedures for the control and approval of materials
Yes No

Materials Control Procedures:

APPENDIX T

- vii. a list of the quality procedures and method statements to be provided

Yes

No

List of Method Statements:

(where currently available, provide these as attachments clearly labelled "Appendix T-1-vii")

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

- viii. proposals for quality control of purchased products and materials

Yes

No

Quality Control for Purchases:

- ix. proposals for quality control of all materials sourced on or off site

Yes

No

Quality Control of Sourced Materials:

APPENDIX T

x. proposals for quality control of workmanship

Yes

No

Quality Control of Workmanship (do not just specify the standards that should be met, rather outline key site activities that would confirm that such standards are met)

APPENDIX T

- xi. method statements, in addition to those listed above in part vii, for each major activity whether such activities are directly controlled by the Contractor or subcontracted which should include:
- a) work instructions
 - b) quality control procedures
 - c) compliance testing/inspection arrangements
 - d) work acceptance procedure

List of Additional Method Statements:
(where available, provide these as attachments clearly labelled "Appendix T-1-xi")

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

- xii. any quality management to be provided by the Contractor in addition to that covered by items i through to xi that might be considered advantageous:

List of Additional Quality Management:
(where appropriate, provide these as attachments clearly labelled "Appendix T-1-xii")

1. _____
2. _____
3. _____
4. _____
5. _____

APPENDIX T

T2 Supervision of the Works

This part of the Quality Plan covering the supervision of the Works shall include but not be limited to:

- i. the frequency of inspection(s)

Inspection Frequency:

- ii. the procedures to be followed when dealing with non-conforming works

Non Conformance Procedures:

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- iii. the recording of inspections

Key Daily Records:

Recording Persons:

Availability of Records for inspection:

- iv. procedures for the review of the extent and frequency of supervision

Supervision Review:

- v. procedures for reporting progress and the identification of problems

Progress Reporting:

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T3 Traffic Management

This part of the Quality Plan shall include for the Contractor's generic proposals for Traffic Management broken down into each traffic management operation, including inter alia traffic diversions, traffic re-routing and permanent and temporary diversion. The Contractor shall comply at all times with the requirements of Chapter 8 of the Department of the Environment Traffic Signs Manual, current edition, published by The Stationery Office, and available from the Government Publications Office, Sun Alliance House, Molesworth Street, Dublin 2, and any additional requirements detailed in the Design Manual for Roads and Bridges.

Elaborate Here (for a 1km stretch as described at start of Appendix T)
(attachments may be provided if they are clearly labelled as "Appendix T-3")

APPENDIX T