

**Response:- (Expand as required)**

### **Question A.2**

A maximum of 7 No. CV's of key personnel including those of the proposed Framework Manager and for disciplines such as highways, highway bridges and structures, contract administration, ground investigation, ecology and landscape architecture shall be provided in summary format of a maximum length of two sides of A4 using 12 point font covering the following: -

- Name
- Qualifications/Dates (including Health & Safety Qualifications)
- Position
- Time in Position
- Key Skills (including degree of fluency in written and spoken English and Welsh)
- Career Summary indicating relevant experience
- Selected Project Experience including dates, name of employer and description of responsibility

**Available Marks – 10**

**Response Limit – 2 sides of A4 Arial 12 point per CV**

### **Guidance A.2**

The consultant should consider, but not limit their response to the following :-

- A good range of levels of experience in accordance with the levels of consultant detailed within the pricing schedule.
- Relevant qualifications.
- Evidence of consistency/stability within the core teams
- Evidence of value adding skills and competencies including fluency in the Welsh Language
- Evidence of experience of staff working within relevant sectors and regions and at levels of responsibility comparable with their framework role.
- Evidence of experience of innovative and/or collaborative approaches.
- Responses should consider the regional context and opportunities for innovation.

**Response:- (Expand as required)**

### **Question A.3**

What is your strategy for assembling (including recruitment procedures for assessing the suitability and competence of potential employees) and maintaining sufficient resources to provide the services throughout the contract including where relevant the appointment and management of sub-consultants? Detail your current resources including availability and experience of staff (do not repeat CV's already submitted), details of specialist areas of work where the tenderer has particular expertise and the extent and level of technical expertise available to staff. Indicate the type of work and current work commitments of key staff and advise the capacity available to deliver specific services within the framework. State the appropriate number of employees engaged in your company in each specific type of work.

Details of proposed relevant industry wide and local Key Performance Indicators should also be outlined.

**Available Marks – 10**

**Response Limit – 2 sides of A4 Arial 12 point**

### **Guidance A.3**

The consultant should consider, but not limit their response to the following :-

- Current resources and skill sets available to service the framework including internal staff and existing relationships with sub-consultants where appropriate, this should include a breakdown of your internal resources by the specialism in which they are currently employed.
- Recruitment and retention procedures in relation to Key Personnel including the overall Framework Manager, ensuring appropriately skilled resources are available and that consistency of approach is maintained.
- Evidence of disaster recovery, succession planning and knowledge sharing.
- Resource planning procedures including the potential use of sub-consultants and their management.
- Relevant KPIs to be employed.
- Examples should be used wherever possible.
- Responses should consider the regional context and opportunities for innovation.

**Response:- (Expand as required)**

#### **Question A.4**

Please provide proposals and their benefits for improving relationships / collaborative working for this Framework and the current Regional Contractor Frameworks and the respective Supply Chains.

**Available Marks – 10**

**Response Limit – 2 sides of A4 Arial 12 point**

#### **Guidance A.4**

The consultant should consider, but not limit their response to the following :-

- Proposals for improving/building relationships and collaborative working between this framework and existing regional contractor frameworks including the respective supply chains.
- Relevant examples of collaborative working and supply chain development.
- Responses should consider the regional context and opportunities for innovation.

**Response:- (Expand as required)**

## **Section B – Sustainability and Community Benefits**

### **Question B.1**

How would you manage and reduce carbon footprints (at project level), develop innovative solutions to minimise waste and contribute to waste management plans and initiatives such as CEEQUAL.

**Available Marks – 15**

**Response Limit – 4 sides of A4 Arial 12 point**

### **Guidance B.1**

The consultant should consider, but not limit their response to the following :-

- Relevant examples of successful projects involving:
  - Carbon footprint reduction
  - Innovative solutions to minimise waste
  - Input to waste management plans
  - CEEQUAL methodology and assessment.
- Responses should consider the regional context and opportunities for innovation.

### **Response:- (Expand as required)**

### **Guidance B.2**

For Guidance on Community Benefits please refer to the Community Benefits Information Sheet (Vol 2 - Schedule 11).

### **Question B.2 Section 1**

Please provide a detailed response on how you will deliver the **Targeted Recruitment and Training** opportunities outlined in the Information Sheet (Vol 2 - Schedule 11) if you are successful and any existing work programmes / projects you intend to utilise.

**Available Marks – 10**

**Response Limit – 2 sides of A4 Arial 12 point**

### **Response:- (Expand as required)**

**Question B.2 Section 2**

Please provide a detailed response on how you will deliver the **Supply Chain** opportunities as outlined in the Information Sheet (Vol 2 - Schedule 11) and any others you can identify.

**Available Marks – 2.5**

**Response Limit – 1 side of A4 Arial 12 point**

**Response:- (Expand as required)**

**Question B.2 Section 3**

Please provide a detailed response on the **Educational** opportunities you propose to achieve, as outlined in the Information Sheet (Vol 2 - Schedule 11) if you are successful and any others you can identify.

**Available Marks – 2.5**

**Response Limit – 1 side of A4 Arial 12 point**

**Response:- (Expand as required)**

**Section C – Technical Competence**

**Question C.1**

What IT systems would you provide to assist with service delivery? Please describe systems in output terms and describe how relevant information could be transferred to an Employer's system including the use of Sharepoint / Sharefile or other Business Collaboration software. Details of the corporate approach to IT resilience and 'Disaster Recovery' should also be provided.

**Available Marks – 5**

**Response Limit – 1 side of A4 Arial 12 point**

**Guidance C.1**

The consultant should consider, but not limit their response to the following :-

The relevant IT systems that will assist delivery of the services required and a description of how relevant information can be transferred to assist collaboration.  
Details of corporate approaches to IT resilience and Disaster Recovery should be described.

**Response:- (Expand as required)**

**Question C.2****Project Control and Risk**

How will you manage project related documents and other related information as well scope change and how will you report the impact of any changes on budget, programme and resources as well as the general approach to project related risk. In addition, describe your approach towards cost control, systems and procedures utilised and demonstrate their effectiveness with examples, together with a description of how will you contribute to ensuring that predictability is achieved both in terms of the consultancy services and the application of these services to individual projects.

**Available Marks – 5****Response Limit – 2 sides of A4 Arial 12 point****Guidance C.2**

The consultant should consider, but not limit their response to the following :-

- General approach to document management and reporting
- General approach to project related risk
- Procedures relating to project cost control including predictability of cost

**Response:- (Expand as required)**



**Question D.1****Arrangements**

Please provide a clear explanation of the arrangements which the company has made for discharging its duties under CDM 2015 including the fulfilling of the Principal Designer's duties.

**Available Marks – 2.5****Response Limit – 1 side of A4 Arial 12 point****Guidance D.1**

The consultant should consider, but not limit their response to the following :-

- Evidence of staff training programme
- Evidence of how CDM is embedded into the design process from feasibility through to project completion and handover of health and safety file to client.

**Response:- (Expand as required)****Question D.2****Competent Health and Safety advice**

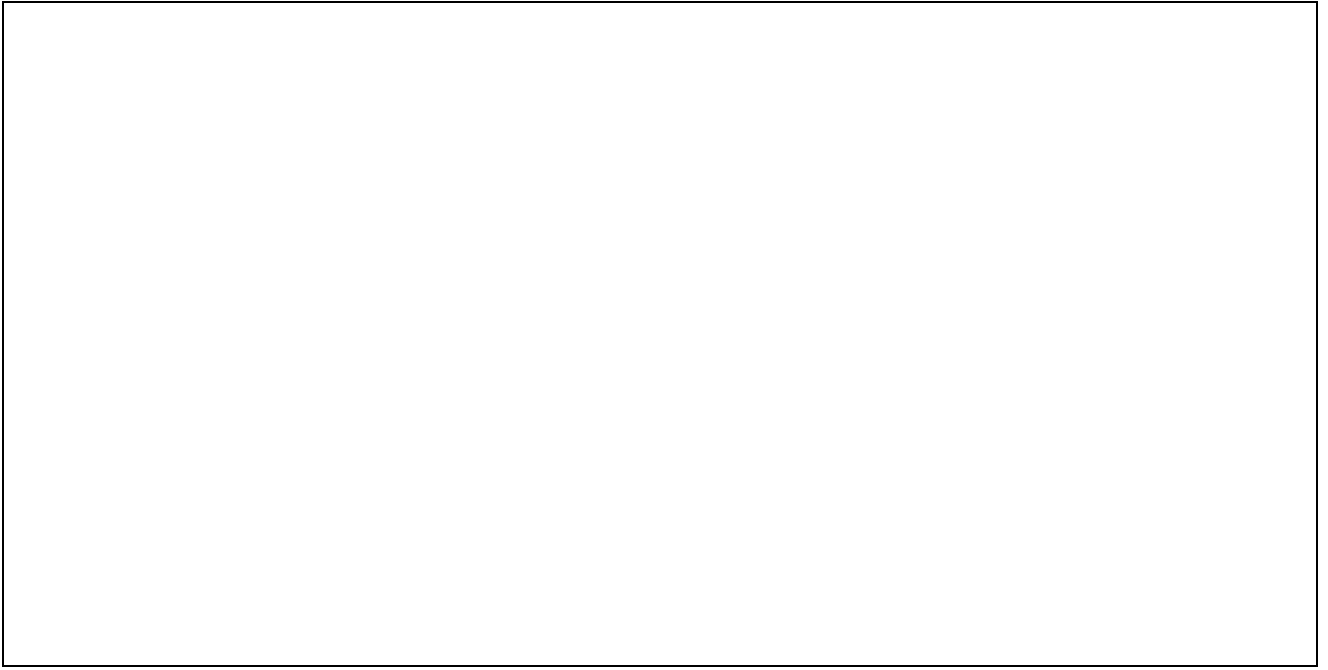
Please provide the name and competency details of your source of corporate and construction related advice, including details of qualifications and/or experience.

**Available Marks – 2.5****Response Limit – 1 side of A4 Arial 12 point****Guidance D.2**

The consultant should consider, but not limit their response to the following :-

- Details of internal and /or external health and safety advice provider(s)
- Experience of provision of construction related health and safety advice and action
- For external providers, examples of types of business of main clients
- If external provider – evidence of accessibility/availability to the bidder

**Response:- (Expand as required)**



**\*\*END\*\***