



ISLINGTON

Expression of Interest (EOI)

Notes for suppliers

The purpose of the EOI is to help us decide which suppliers to invite to participate in the **Islington Housing Design Competition**. You are therefore encouraged to first read the Core Documents on the competition website.
(http://www.islington.gov.uk/Environment/Planning/MajorSchemes/affordablehousing_design_competition.asp)

You don't need to provide supporting documents, for example, accounts, certificates, statements or policies, with this EOI. **However, we will ask to see these documents at a later stage.**

We are committed to developing, promoting and delivering our services, information and employment opportunities without discriminating against anyone because of their race, disability, age, sexual orientation, faith or lack of faith, gender or any other aspect of their background or heritage.

We expect our contractors and other people who deliver our services to share this vision and these values. All organisations that want to provide services on our behalf must be able to show that they are taking steps to allow equal access to services and provide equal treatment in employment.

In keeping with Islington Council's commitment to sustainability, and the well being powers granted to local authorities under the 2000 Local Government Act, the Council will actively seek to engage suppliers that will promote the economic, social and environmental well being of the borough.

Please return a hard copy and CD no later than noon (12:00) on **Friday 08 January 2010** to:

Ciara Power
Islington Design Competition
London Borough of Islington
Transport Planning
4 floor, 222 Upper Street,
London
N1 1XR

ROUND 1: MANDATORY

Please answer 'Yes' or 'No' to the questions below. **Note:** if any answers are 'No' in round 1, you do not need to complete the rest of the questionnaire as your company will fail to pass the minimum requirements for this tender.

Company Name:

Company Registration Number:

Name of the main person we should contact during this process:

Email Address:

Phone Number:

Postal Address:

SHOWSTOPPER QUESTIONS:

- 1.1 Is your Design Team available to start work in **January 2010** Yes No
- 1.2 Are your Design Team members of relevant professional bodies? Yes No
- 1.3 Is your Design Team willing to commit to achieving level five of the Code for Sustainable Homes? Yes No
- 1.4 Can you demonstrate significant experience (by use of references) of successfully undertaking innovative design work for affordable housing? Yes No
- 1.5 Is your Design Team willing to be novated to the main contractor should you win the competition? Yes No
- 1.6 Can you guarantee that you and the other consultants in your Design Team hold appropriate levels of professional indemnity insurance and public liability insurance Yes No

ROUND 2: CONTRACT SPECIFIC QUESTIONS

- 2.1 Your answers in this section should demonstrate your approach to the project and the relevance of your previous experience on similar schemes. You may provide one display board (maximum size A0) outlining your conceptual design approach. Your written submission has a maximum word limit of **200 words** per answer.

All answers will be marked on the following 1-10 scale:

0	Unacceptable
1	Very weak – almost unacceptable
2	Weak – well below expectations
3	Poor – below expectations
4	Satisfactory – but below expectations
5	Satisfactory – meets expectations
6	Satisfactory – slightly exceeds expectations
7	Good – well above expectations
8	Very good
9	Outstanding
10	Exceptional

- A. Outline your approach to and experience of delivering successful design services for a similar project involving affordable housing
- B. Demonstrate how you will provide innovative and contemporary design solutions for Vaudeville Court.
- C. Demonstrate how you would balance the many competing demands within the brief, Planning Guidance Note and Mayor of London's emerging housing Design Guidance
- D. Demonstrate how you would celebrate diversity and equality through inclusive design and achieve the diversity and equality objectives enshrined in the London Plan and the Mayor's Supplementary Planning Guidance '*Accessible London: Achieving an Inclusive Environment*
- E. Detail your experience of achieving the highest possible standards of sustainable design and how you would propose to achieve this in this project
- F. On a similar project, demonstrate how you have engaged with key stakeholders in the period up to planning and subsequently throughout the project?

ROUND 3: NON-COLLUSIVE TENDERING CERTIFICATE

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following act:

- (a) Communicating to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- (b) Entering into agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offering or paying or giving or agreeing to any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation of any tender or proposed tender for that said work or thing of any sort described above.

In this certificate, the word 'person' includes any persons and any body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, whether legally binding or not.

SIGNED: _____

ON BEHALF OF: _____

DATE: _____

ROUND 4: CONSORTIUM MEMBERS

The name and contact details of consortium partners are to be included if the submission is made on behalf of a consortium.

ROUND 5: FINANCIALS & BUSINESS

Please provide the last 2 years turnover figures:

3	Financial information		
3.1	What was your turnover in the last two years?	£ for the year ended / /	£ for the year ended / /

3.2	Professional and business standing	
	Do any of the following statements apply to your organisation, or to any of the directors, partners or owners?	
3.2a	In a state of bankruptcy, insolvency, compulsory winding up or receivership, or has arrangements with creditors	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2b	Been convicted of a criminal offence related to business or professional conduct	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2c	Committed an act of serious misconduct in the course of business	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2d	Not met responsibilities related to paying social security contributions	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2e	Not met responsibilities related to paying taxes	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2f	Guilty of serious misrepresentation in supplying information	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2g	If the answer to any of these is 'Yes' , please give brief details below, including what has been done to put things right:	
3.2h	<p>Does any person connected with your organisation (or any of the organisations who you will be working with) have an associated person who is employed by London Borough of Islington, Design for London, Homes and Communities Association, Homes for Islington or has been employed within the last three years?</p> <p>For the purposes of this question, an 'associated person' is any person who is employed by, works for, or otherwise provides services on a full-time or part-time basis to or on behalf of the council (or associated body) whether:</p> <ul style="list-style-type: none"> • under a permanent or fixed contract of employment with the council; • through an agency contract with an employment agency; or • as a consultant or contractor through a contract for services with the council. <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

ROUND 6: REFERENCES OF LEAD DESIGN COMPANY

No.4	REFERENCES			
Please provide details of three recent contracts that are relevant to our requirement. If you cannot provide these, please explain why. Please note that it is your responsibility to contact referees beforehand to make sure that their <u>contact details are correct</u> and that they are available and willing to provide a reference. Failure to receive sufficient references can result in your company failing the pre qualification stage.				
		Reference 1	Reference 2	Reference 3
4.1	Name of Organisation			
4.2	Referee contact name and phone number			
4.3	E-mail address (<u>please ensure this is spelt correctly</u>)			
4.4	Contract description			
4.5	Date the contract was awarded and the contract period			
4.6	Value			
4.7	Have you had any contracts ended for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?			Yes <input type="checkbox"/> No <input type="checkbox"/>
4.8	If 'Yes', please give details:			

ROUND 7: POLICIES

5	Insurance	
	Please provide details of your current insurance cover.	Value
5.1	Employer's liability	£
5.2	Public liability	£
5.3	Professional indemnity	£
5.4	Other (please provide details)	£
5.5	In the case of inadequate cover, would you be willing to increase your insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Health and safety		
5.6	Does your organisation have a written health and safety policy / statement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.7	If ' No ' to the above, please explain why.	

Equal opportunities		
5.8	Is it your policy as an employer to comply with the Race Relations Act 1976 which applies in Great Britain, or equivalent legislation that applies in the countries in which your firm employs staff? And is it your practice not to treat one group of people less favourably than others because of their age, disability, religion or belief or lack of belief, gender, race or sexual orientation in relation to decisions to recruit, select, remunerate, train, transfer or promote employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.9	Is it your policy as an employer to comply with your statutory obligations under the Sex Discrimination Act 1975, as amended, the Equal Pay Act 1970, and the Disability Discrimination Act 1995 – all of which apply in Great Britain – or equivalent legislation in the countries in which you employ staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.10	Is it your policy to comply with the Employment Equality (Religion or Belief) Regulations 2003 and the Employment Equality (Sexual Orientation) Regulations 2003?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.11	Are staff who have managerial responsibilities required to receive training on equal opportunities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.12	In the last three years, has any finding of unlawful racial, sex or disability discrimination in the employment field been made against your organisation by the employment tribunal, the employment appeal tribunal, or any court, or in comparable proceedings in any other jurisdiction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.13	In the last three years, has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission (E&HRC) because of a claim of unlawful discrimination?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.14	If the answer to question 5.12 or 5.13 (or both) is 'Yes', what steps did your organisation take as a result of that finding or investigation?	
5.15	Is your policy on equality set out:	
5.15a	in instructions to those employees concerned with recruitment, training and promotion?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.15b	in documents available to employees, recognised trade unions or other representative groups of employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.15c	in recruitment advertisements or other literature?	Yes <input type="checkbox"/> No <input type="checkbox"/>

5.15d	If we asked, could you provide relevant examples of the instructions, documents, recruitment advertisements or other literature?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.15e	If your answer to (a), (b), or (c) is 'No', can you provide other evidence to show how you promote racial equality in employment?	
5.16	Do you follow as far as possible the Equality and Human Rights Commission's (E&HRC) Code of Practice for Employment as approved by Parliament in 2005, which gives practical guidance to employers and others on preventing racial discrimination and promoting equal opportunities in employment, including the steps that can be taken to encourage members of ethnic-minority groups to apply for jobs or take up training opportunities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.17	Do you have a complaints system that is accessible to all your customers and do you monitor complaints on the basis of age, disability, religion or belief or lack of belief, gender, race or sexual orientation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.18	If you are not currently subject to UK legislation, please supply details of your experience in complying with equivalent legislation that is designed to eliminate discrimination (especially racial discrimination) and to promote equality of opportunity.	

Environmental management	
5.19	Does your organisation or a part of it operate under an environmental management system (including those not currently verified/certified)? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', please provide details:
5.20	Is your organisation or any part of it certified to ISO 14001 (or an equivalent standard for environmental management) by a UKAS-accredited certification body? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', please provide details:
5.21	Does your organisation carry out any forms of environmental monitoring, auditing or control? Yes <input type="checkbox"/> No <input type="checkbox"/>

5.22	Does your organisation have a written environmental policy? Yes <input type="checkbox"/> No <input type="checkbox"/>
5.23	<p>Has your organisation been prosecuted under any environmental legislation in the past 3 years?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please provide details:</p>

	<p>Declaration to be signed by someone authorised to act for your organisation</p>
	<p>I confirm that, as far as I know, the answers given in this EOI (and any supporting documents) are correct. I understand that you will use the information to assess my organisation's suitability to be invited to participate in the design competition.</p>
	<p style="text-align: center;">If the form has been filled in electronically</p>
	<p>Please note that if you fill in the application electronically using our e-procurement system, we will consider that it has been signed electronically within the meaning of the Electronic Communications Act 2000.</p> <p>By signing by hand or sending us this application electronically, you agree that you fully understand what this means. If we find out that you (or someone acting for you, with or without your knowledge) have made any type of gift or promise (financial or otherwise) to get a contract or other agreement, or to prevent other people from getting a contract, we may cancel the contract and recover any costs from your company.</p> <hr/> <p>As far as I know, the information in this application is accurate. I understand that giving false information could result in my organisation not being asked to bid for this contract.</p> <p>I accept that it would be wrong to try to influence staff or councillors when they are awarding contracts.</p>

	Name	
	Job title	
	Date	
	Email Address	
	Phone number	
	Signature	

Questionnaire monitoring information

You do not have to fill in this section. We will use this information for statistical purposes only.

The Equality and Human Rights Commission defines an ethnic minority as anyone who defines themselves as being in any of the Census 2001 categories other than 'White British'. An ethnic-minority business is defined as 'a business at least 51% owned, controlled and operated by members of one or more ethnic-minority group'.

Is your organisation owned by an ethnic-minority group according to the above definition?

Yes:
 No:
 Not known:
 Do not want to answer:

Did you find this questionnaire easy to fill in?

Yes:
 No: please explain

Where did you hear about this opportunity?

Comments: