APPENDIX M - MARKING SCHEME EXPLANATORY NOTES

GENERAL

These Explanatory Notes should be read in conjunction with the Design Team Procedures – Procurement of Contractors, available at www.education.ie, under School Building & Design > Procedures and Cost Plans.

The Department of Education and Skills (DoES) is funding this project. The school and its Design Team are required to follow the DoES Design Team Procedures and Technical Guidance Documents and use the forms and procedures adapted by the DoES from the Government's Capital Works Management Framework.

For the purposes of this pre-qualification of contractors the DoES will be referred to as the Contracting Authority.

The details provided by Candidates in form B2 for this competition will be retained by the DoES and may be referenced and reviewed in other subsequent competitions.

It is the DoES intention to build a database of project references from this and subsequent competitions.

The intention is that this will significantly streamline the process of pre-qualification for school building projects and ease the burden of administration on schools, design teams and contractors.

A Candidate will only have to obtain a project reference once. The referee will only have to provide a project reference once. A project reference will only have to be verified and validated once. Thereafter, the Department and its agents (design teams) will be able to review project references received on subsequent competitions against the previously verified and validated project references.

It is open to any candidate to provide an updated project reference (on form B2) as part of any pre-qualification process. In that case, the updated reference will be verified and validated and will replace the previous reference on the DoES database.

It will be the responsibility of the Candidate to procure the project reference from the referee and include it in a pre-qualification submission.

The Department reserves the right to review, verify and validate any such project reference and to share the reference with Design Teams dealing with pre-qualification of Candidates on any subsequent competition.

A project reference provided on Form B2, when verified and validated, will be held on the Department’s database for a period of up to 5 years from the date on which the reference project was certified as reaching Substantial Completion. Form B2 references held on the DoES database will be used only in relation to the assessment of applications from Contractors for suitability assessment in order to qualify to tender for projects funded by the DoES.

The Contracting Authority may contact Referees to verify that all details supplied are accurate.

If at any stage during the prequalification and subsequent Tender process it is found that inaccurate or false information has been provided, marks may be adjusted accordingly or the Contracting Authority may exercise its right to exclude the Candidate.

Marks are to be assigned to each section in accordance with the Explanatory Notes below.

APPENDIX B2 – PART 1 EXPLANATORY NOTES

1. VALUE

Basis of contract value: Depending on the stage the project has reached, the final account may not have been agreed and the final cost may not be known. Contractors should therefore state in the box provided the basis of the “Construction contract value at completion” stated in the box above it. For example, if the final account has not been agreed, the basis of Construction value at completion may be “value of work certified to date”. If the final account has been agreed, the “Basis of contract value” should state “Agreed Final Account”.

2. DATES

Substantial Completion and Handover Date: Where there is Sectional Completion the Contract Date for Substantial Completion should be the date for completion of the last Section. Similarly, Handover Date should be the date on which the last Section was handed over. Any other relevant information in relation to completion of Sections, partial handover, etc., can be given under “Project Description”.


MARKING

Marks to be awarded as follows:

3.4a Educational and Professional Qualifications (Management) [25 marks]

A maximum of 25 marks is available for this criterion. A Curriculum Vitae in the format specified in Appendix L must be provided for the proposed Contracts Manager and for the proposed Health and Safety Manager. Marks will be awarded in accordance with the following marking scheme:

1. Company Organisation Chart

A maximum of 5 marks is available for a Company Organisation Chart showing a clear well-structured company organisation capable of undertaking the project and clearly indicating key personnel and their roles and responsibilities for all of the functions required in a modern construction company (including the duty holders responsible for Health and Safety).

2. Contracts Manager

A maximum of 15 marks is available for the Contracts Manager proposed for the project. The minimum standard (for a pass mark of 40%, i.e. 6 marks) is stated in the Suitability Assessment Questionnaire.

Additional marks will be awarded for greater relevant experience in a management role at the rate of 1 mark for each additional 2 years above the minimum standard up to a maximum of 4 additional marks.

2 additional marks will be awarded if the Contracts Manager has a construction related professional qualification that requires membership of a professional body and certified Continuing Professional Development to maintain the qualification (e.g. registered Quantity Surveyor, Chartered Engineer, etc.)

Up to 3 additional marks will be awarded for relevant CPD certified training courses (e.g. in relation to Project Supervisor Construction Stage, Managing Safety in Construction, Building Regulations, etc.) attended in the last 3 years. One mark will be awarded for each CPD certificate (copies of certificates will be required at validation stage before finalising the short list).

3. Health and Safety Manager

The Health and Safety Manager may be the same person as the Contracts Manager and/or Foreman.

A maximum of 5 marks is available for the proposed Health and Safety Manager. The minimum standard (for a pass mark of 40%, i.e. 2 marks) is stated in the Suitability Assessment Questionnaire.

Up to three additional marks will be awarded for relevant CPD certified training courses (e.g. in relation to Project Supervisor Construction Stage, Managing Safety in Construction, Building Regulations, etc.) attended in the last 3 years. One mark will be awarded for each CPD certificate (copies of certificates will be required at validation stage before finalising the short list).

3.4b Educational and Professional Qualifications (Personnel) [30 marks]

A maximum of 30 marks is available for this criterion. A Curriculum Vitae in the format specified in Appendix L must be provided for the proposed Foreman and for the proposed Site Safety Officer. Marks will be awarded in accordance with the following marking scheme (marks are not assigned to the Project Supervisor Construction Stage as this is a pass/fail evaluation which is done at Validation of Declaration stage for the provisionally short listed candidates):

1. Foreman (Site Manager)

A maximum of 22.5 marks is available for the Foreman (Site Manager) proposed for the project. The minimum standard (for a pass mark of 40%, i.e. 9 marks) is stated in the Suitability Assessment Questionnaire.

Additional marks will be awarded for greater experience in a Foreman (Site Manager) role at the rate of 1 mark for each additional 2 years above the minimum standard up to a maximum of 5 additional marks.

3.5 additional marks will be awarded if the Contracts Manager has a construction related professional qualification that requires membership of a professional body and certified Continuing Professional Development to maintain the qualification (e.g. Institute of Building, Chartered Engineer, etc.)

Up to 5 additional marks will be awarded for relevant CPD certified training courses (e.g. in relation to Project Supervisor Construction Stage, Managing Safety in Construction, Building Regulations, etc.) attended in the last 3 years. One mark will be awarded for each CPD certificate (copies of certificates will be required at validation stage before finalising the short list).
2. Site Safety Officer
The Site Safety Officer may be the same person as the Contracts Manager and/or Foreman. A maximum of 7.5 marks is available for the proposed Site Safety Officer. The minimum standard (for a pass mark of 40%, i.e. 3 marks) is stated in the Suitability Assessment Questionnaire.

Additional marks will be awarded for greater experience in a Site Safety Officer role at the rate of 1 mark for each additional year (or half year) above the minimum standard up to a maximum of 2.5.

Up to 2 additional marks will be awarded for relevant CPD certified training courses (e.g. in relation to Project Supervisor Construction Stage, Managing Safety in Construction, Building Regulations, etc.) attended in the last 3 years. One mark will be awarded for each CPD certificate (copies of certificates will be required at validation stage before finalising the short list).

3.4c List of Works carried out over the past 5 years [45 marks]
A maximum of 15 marks is available for each of the three projects for which B2 Certificates of Satisfactory Execution have been provided. Marks will be awarded in accordance with the following marking scheme. The marks for items 3, 4 and 5 below are based on the rating provided by the Referee.

1. Project Similarity in Nature and Complexity
A minimum of 5 (five) marks is available if a project falls within the contract value range specified in the Contract Notice, is similar in nature and complexity and a Certificate of Substantial Completion was issued. A copy of the Certificate of Substantial Completion will be requested from Candidates provisionally short-listed as part of the validating process. One additional mark may be awarded if the project is approximately the same as, or exceeds, the proposed project in terms of nature and complexity. Assessment is based on the project description provided by the Candidate in the B2 Form.

<table>
<thead>
<tr>
<th>Meets minimum standard</th>
<th>Is close to or exceeds proposed project in nature and complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>+1 (i.e. 6)</td>
</tr>
</tbody>
</table>

2. Educational Project
1 (one) mark available if a project is an educational project (primary, post-primary or third level).

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

3. Programme
A range of 0 (zero) to 2 (two) marks is available depending on the rating of the project against the contract period and any approved Extension of Time.

<table>
<thead>
<tr>
<th>Not completed within programme 0</th>
<th>Completed within programme 1</th>
<th>Completed ahead of programme 2</th>
</tr>
</thead>
</table>

Not completed within programme – 0 (zero) marks
This rating is applicable if the project was not completed within the Contract Period plus any approved Extension of Time.

Completed within programme – 1 (one) mark
This rating is applicable if the project was completed within the Contract Period plus any approved Extension of Time.

Completed ahead of programme – 2 (two) marks
This rating is applicable if the project was completed ahead of the Contract Period plus any approved Extension of Time.
4. Quality
A range of 1 (one) to 3 (three) marks is available depending on the rating of the Quality of the completed project.

<table>
<thead>
<tr>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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</table>

Satisfactory – 1 (one) mark
This rating is applicable if, in the opinion of the Referee:
- the quality achieved was deemed to be **satisfactory** and the building was deemed to be in substantial compliance with the Works Requirements.

Good – 2 (two) marks
This rating is applicable if, in the opinion of the Referee:
- the quality achieved was deemed to be **more than satisfactory** and the building was deemed to be in substantial compliance with the Works Requirements.
- and the contractor employed effective quality control procedures, including sub-contractor co-ordination to ensure that consistency was achieved throughout the project.
- The contractor has played a proactive role in achieving a good standard of quality during the construction period.

Excellent – 3 (three) marks
This rating is applicable if, in the opinion of the Referee:
- the quality achieved was deemed to be **more than satisfactory** and the building was deemed to be in substantial compliance with the Works Requirements.
- the contractor employed effective quality control procedures, including sub-contractor co-ordination to ensure that consistency was achieved throughout the project, and
- the contractor has played a proactive role in achieving a good standard of quality during the construction period and all defects have been satisfactorily closed out.
- In addition to this the contractor also displayed a willingness and actioned the closing out of all defects within the agreed defects period.

5. Contract Management
A range of 0 (zero) to 3 (three) marks is available depending on the rating of the effectiveness of the Contractor’s Management of the completed project.

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Unsatisfactory – 0 (zero) mark
This rating is applicable if, in the opinion of the Referee:
- the contractor **did not** adequately resource the management of the project and did not generally follow correct procedures in accordance with the contract, including contractor’s reports, contractor’s claims and dispute resolution.

Satisfactory – 1 (one) marks
This rating is applicable if, in the opinion of the Referee:
- the contractor **did** adequately resource the management of the project and correct procedures were generally followed in accordance with the contract, including contractor’s reports, contractor’s claims and dispute resolution.
Good – 2 (two) marks
This rating is applicable if, in the opinion of the Referee:

- the contractor did adequately resource the management of the project and correct procedures were generally followed in accordance with the contract, including contractor’s reports, contractor’s claims and dispute resolution
- and an adequate submittals process was put in place to ensure an efficient verification that all products complied with the works requirements.

Excellent – 3 (three) marks
This rating is applicable if, in the opinion of the Referee:

- the contractor did adequately resource the management of the project and correct procedures were generally followed in accordance with the contract, including contractor’s reports, contractor’s claims and dispute resolution
- and an adequate submittals process was put in place to ensure an efficient verification that all products complied with the works requirements
- and the process for the agreement of the final account for the project was in accordance with the contract.
- This rating is only applicable where the contract including the agreement of the Final Account, is completed.