

TECHNICAL REFERENCE QUESTIONNAIRE
(For Sandwell MBC)

(Name of applicant) **Bureau Veritas HS&E Ltd**

Please answer the questions about the above named organisation in the spaces provided and circle the appropriate responses on the points scale.

How long have you known this firm? 8 YEARS

Type of work carried out by this firm? LANDSCAPE DESIGN, PROJECT MANAGEMENT
MASTER PLANNING, TENDER DOCUMENTS/PROCESSES
ECOLOGY/HYDROLOGY SURVEYS
HISTORIC RESEARCH, HLF BID

Number of contracts carried out by this firm? 7

Value band(s) of contract(s) £ 60 K to £ 1.8 MILLION

Section A - GENERAL AND COMMERCIAL CONSIDERATIONS

POINTS SCALE

		POINTS SCALE									
		Least			Satisfactory				Most		
1.	How satisfactory is the performance of this firm?	1	2	3	4	5	6	7	8	9	10
2.	What is the standard of work produced by this firm?	1	2	3	4	5	6	7	8	9	10
3.	How efficiently does this firm operate and how well is it organized?	1	2	3	4	5	6	7	8	9	10
4.	How well does this firm fulfill its contractual obligations?	1	2	3	4	5	6	7	8	9	10
5.	How do you rate this firm's achievement with regard to completing work on programme?	1	2	3	4	5	6	7	8	9	10
6.	What is this firm's attitude in respect of the submission and agreement of additional costs?	1	2	3	4	5	6	7	8	9	10
7.	What is the firm's level of co-operation in accepting and correcting errors in work?	1	2	3	4	5	6	7	8	9	10
8.	How well did this firm co-operate with your instructions?	1	2	3	4	5	6	7	8	9	10
9.	What standard of quality control was achieved?	1	2	3	4	5	6	7	8	9	10

10. Where sub-consultants were used :

- (1) How satisfactory is the relationship of this firm with sub-consultants? 1 2 3 4 5 6 7 8 9 10
- (2) How satisfactorily does this firm supervise the sub-consultants it uses in respect of :
- i Performance? 1 2 3 4 5 6 7 8 9 10
- ii Standard/Quality of Work? 1 2 3 4 5 6 7 8 9 10
- iii Deadlines (programme dates) ? 1 2 3 4 5 6 7 8 9 10
- iv Statutory obligations & best practice 1 2 3 4 5 6 7 8 9 10

Please tick as appropriate :

11. Did this firm guarantee the contract performance? YES NO
12. Did you have to levy any financial penalties upon this firm in respect of failure to perform? YES NO

(If yes please give details)

13. If 'yes' to question 13, did you experience any difficulties in obtaining any penalty payments from this firm? YES NO

(If yes please give details)

14. Have you ever had to terminate a contract with this firm? YES NO

(If yes please give details)

15. Have you ever had reasons not to renew a contract with this firm? YES NO
(If yes please give details)

16. Has this firm withdrawn from a contract prematurely? YES NO
(If yes please give details)

17. Would you use this firm again? YES NO
(If no please give details)

18. From your experience what are the minimum and maximum values of work for which you would consider using this architect?

Minimum Value £ 30K

Maximum Value £ 2 million

19. Please give brief details of recent contracts this firm has carried out for you with values:

TAYLOR PARK RESTORATION - HLF PROJECT £1.8 million
VARIOUS SITES MASTERPLANNING £100K +
PROJECT PLANNING APPLICATION - DOORSTEP GREEN £150K

Any other comments about this organisation? :-

BUREAU VERITAS HAVE BEEN EXCELLENT THROUGHOUT THE TAYLOR PARK RESTORATION PROJECT FROM INITIATION TO COMPLETION. THEY HAVE A WEALTH OF KNOWLEDGE IN THE HLF PROCESS AND WERE INVALUABLE IN NOT ONLY DELIVERING AND PROJECT MANAGING THE CONTRACT BUT PUTTING TOGETHER THE BID IN THE 1st INSTANCE

Signature *B Johnson*
Name *B JOHNSON*
Position *CIVIC PRIDE & COMMUNITY SPACES MANAGER*
Name & Address of Organisation *ST HELENS COUNCIL*
..... *ENVIRONMENTAL PROTECTION DEPARTMENT*
..... *HARDSHAW BROOK DELFT, PARK STREET*
..... *ST HELENS, MERSEYSIDE WA9 1JR*
Telephone No. *01744 456131*
Date *12/12/2006*

Please return this form completed to:

**Colin Moore
Bureau Veritas
Great Guildford House
30 Great Guildford Street
London SE1 0ES**

By no later than 18 December 2006