

The Florey Design Competition

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EOI Stage Question and Answer Log Vol. 4

Date of issue: 4 October 2013

Question number	Enquiry	Response	Date
18	I am writing to ask about the maximum pages we can submit for Team skill and composition. In the competition document, 3 A and 3 B together is 12 sides A4 max. In PPQ, it states 6 sides of A4 max. Please kindly clarify.	The Team Skills and Composition section should be 12 sides max - two sides for 3a and ten sides for 3b. Please see Page 26 of the EOI.	03-Oct-13
17	Could you confirm if the pages must be A4 or A3 size? Could we provide the document in a custom size?	The document should be no bigger than A4.	03-Oct-13
16	Are the five to seven teams selected for the Florey competition to be paid for the second stage work?	Yes. There will be a honorarium of £5000 paid to each shortlisted team. (Please see Page 19 of the EOI)	03-Oct-13
15	If our response is formatted and arranged as a single coherent document, is it acceptable to submit 7 individual bound copies which will contain the responses to all four questions?	Yes	03-Oct-13
14	Your answer to Question 8 refers to the four questions being submitted as separately bound documents (p27). P25 starts with the requirement that the same questions be submitted as a single bound document. Which should we follow?	We would like 2 copies of Q1,2,3 and 4 as a single bound document and an additional 5 copies of Q2 and 3 as a single bound document.	03-Oct-13
13	Will the findings of Malcolm Reading Consultants' Feasibility Study be shared with the selected shortlist at the next stage of the selection process, and are these findings the premise for this next stage?	The results of MRC's Feasibility Study will be summarised within the tender brief and shared with shortlisted teams.	03-Oct-13
12	Is it possible to confirm whether the College has secured the necessary funds to carry out these works, or is a process of fund-raising, and assistance with this, to be assumed by entrants?	Fundraising assistance will not be needed.	03-Oct-13

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11	On p8 & p13 of the Expression of Interest briefing document, reference is made to the project for an 'annexe on adjacent land'. Can you please clarify whether this refers to a site and project which is not the scheme being built on the former St Clements car park east of the Florey Building? If so, can you clarify whether this project would be constructed on land adjoining the Florey Building's current boundary, or whether the land is remote to the building?	More information will be provided at the tender stage.	03-Oct-13
10	Please can you clarify whether works to the building are intended to be carried out with students in residence, or will the building be vacated for the duration of the works?	At present, it is expected that the building will be vacated.	03-Oct-13
9	When reading the PQQ, Section 2 and 3 are in the wrong order. We assume this won't matter as they are to be provided as separate files anyway?	The PPQ questions relate back to the submission requirements on Page 25. The exact order is not important.	27-Sep-13
8	You have asked for each of the 4 sections to be separated out, and various numbers of copies per section (2x Sections 1 and 4, 7x Sections 2 and 3). You have then asked for the 'Submission Form' to be used as the cover, however as there are 4 different documents, is this cover to be used for the basic PQQ (section 1) or for all of the documents? If all, how should we differentiate the files? Similarly, where should we attach the declaration?	Please attach the submission form to the front of Section 1, with a title page underneath which identifies the section. The other documents should each be clearly labelled with the information from the submission form in whichever format you choose. The declaration form should be attached to end of Section 1 only.	27-Sep-13
7	Although you have provided the files in word so they can be edited, are we allowed to apply our own styles/branding, provided we submit the information in the order requested?	Yes.	27-Sep-13
6	As consulting engineers, are we allowed to join more than one team, led by different architects?	Yes.	20-Sep-13

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5	Q2 in the Technical & Professional Capability section asks for a recognised quality management certificate. Whilst we do not hold a formal qualification we have an informal Quality Management procedure that is based on BS EN ISO 9001:2008 and is subject to regular review using the requirements of this ISO. Is there any flexibility with the scoring of this or will we simply loose out on the 9 points for not holding a certificate?	Please provide what documentary evidence you have concerning your quality management procedures.	20-Sep-13
4	We are an American architecture office with experience in updating mid-century masterpieces to serve contemporary social, economical, and environmental requirements. While we have established a network of colleagues in the United States to help us achieve these ends, we are curious as to whether is is required or advantageous to have local, United Kingdom based practitioners on the team for the renovation of the Florey Building at Queens College, Oxford.	Although it is not a requirement within the Brief to team up with UK-based practioners, it is important to consider how you might undertake the project if selected.	20-Sep-13
3	Is it possible to arrange a site visit?	No. Please see page 30 of the EOI document.	13-Sep-13
2	Page 23 of the EOI document refers to a report on the team. Is this to be a separate report or is this answered in Question 1 of the PQQ?	The EOI response is in the form of a written report and answers the four submission requirement questions (see page 25).	13-Sep-13
1	Question 1 in the PQQ states 6 pages for the response. Yet page 26 where the full question is located states 12 pages - please advise which is correct.	We apologise, the Word document has now been changed and we can confirm a maximum of 12 sides of A4 will be needed in your response to question 3: team skills and composition on page 26 of the Expression of Interest (EOI) document.	13-Sep-13