



CIRIA RP1028: Update of SuDS construction guidance

Instructions for prequalification

1. KEY DATA

The email sending completed prequalification statement to CIRIA must include the following information:

- Project/Proposal number: RP1028/Proposal 2674
- Project title : Update of SuDS construction guidance
- Name of CIRIA Project Manager Suzanne Simmons

The subject line must include the details of the first two bullets, and be addressed to the name contact in the third bullet.

2. INSTRUCTIONS

1. Organisations wishing to be considered for inclusion in the shortlist of those to be invited to submit a tender for the above research project first need to pre-qualify with CIRIA.
2. The prospective tenderer must submit a pre-qualification statement prepared under the heads in the accompanying 'heads document' ([Section 3 below](#)) and in accordance with the instructions given there.
3. This pre-qualification statement needs to be submitted to CIRIA by **12:00 noon, 11 September 2015**. Receipt will be acknowledged. Please send to suzanne.simmons@ciria.org.
4. A description of the work to be undertaken in the proposed research project is given in the Proposal 2674.
5. CIRIA will decide whether the organisation should be shortlisted by reference to the information only given in the prequalification statement, regardless of previous involvement with CIRIA . If necessary you can append copies of relevant material previously produced. Our assessment will be made on the basis of the following criteria:
 - Independence and objectivity
 - Technical knowledge, relevant experience and track record on similar jobs
 - Demonstrated performance on previous CIRIA work, and/or compatibility with the CIRIA method of working, (particularly with diverse Project Steering Groups).
 - Ability to communicate effectively to the intended target audience of the project demonstrated by examples of outputs developed (for example printed reports or training materials)
 - Existing contacts with people or other organisations able to contribute to the project.
6. CIRIA places great emphasis on the preparation of accurate, clear and concise reports and outputs, which will be readily understood and applied by the target users. The prospective

tenderer is invited to enclose examples of other reports and/or outputs (eg training content) prepared with the prequalification statement.

7. It should be understood that completion of the prequalification statement does not guarantee that an organisation will automatically be pre-qualified. The costs of preparing the prequalification statement are the sole responsibility of your organisation.
8. CIRIA will inform the organisation whether it has been shortlisted.

3. LIST OF HEADS TO BE USED BY PROSPECTIVE TENDERER IN PREQUALIFICATION STATEMENT

The prospective tenderer must prepare a prequalification statement using the heads set down below. The statement is not to exceed five pages in total.

Part 1

- State CIRIA Research Project No and Project Title
- Name and full postal address of organisation, with email, telephone and fax nos.
- Type of organisation
- Person who would be nominated as Project Supervisor
- Position in organisation
- Statement confirming that your organisation would like to be invited to submit tender, signed by nominated Project Supervisor
- Person who prepared prequalification statement (if different from person above).
- Date

Part 2

Given the breadth of coverage organisations may wish to form consortia. Please indicate the organisations with whom you would propose to submit a tender. Note CIRIA would enter into a contract with the lead-organisation only.

The key requirements and skills of the project team are likely to include:

- **Practical SuDS experience** – The successful team should have proven experience in SuDS design (with named examples) and include sufficient input from contractors that are delivering SuDS projects (with named examples).
- **Experience of writing guidance** – The successful team should have experience in producing guidance for the target audiences and demonstrate consideration of where and how the outputs will be used. Resources and skills within the team should demonstrate consideration of presentation of information in an imaginative, graphical and useful way. This could include illustrations, animations, high impact presentations and videos – simple word based documents alone are unlikely to have the desired impact.

The key staff likely to be involved in the project and their position in the organisation(s). Please, identify the proposed main researchers and in particular the author(s) of the project report/outputs.

Give brief details of:

- a) Relevant experience and technical expertise of the staff
- b) Involvement in related studies
- c) Past experience in the production of reports and publications of a similar nature to the proposed study (an example may be enclosed with the pre-qualification statement)

- d) Any relevant committee work and publications
- e) Active participation in CIRIA's activities (ie research projects, steering groups, advisory panels, network events)
- f) Membership of CIRIA and, if so, type (Core, Associate, CIRIA Network, Books Club).

This part should not exceed two pages. Staff CVs should not be submitted at this stage.

Part 3

If you wish to draw special attention to particular aspects of the capability and relevant experience of your firm, other than that detailed in Part 2 above, please do so in Part 3. Please state whether you intend to work on your own, or whether your organisation would be part of a consortium and, if so, what role it would play.

This part not to exceed one page

Part 4

Please make any technical comments you have about the proposed research having reviewed the project proposal.

This part not to exceed one page