

ANNEXE 1**Evaluation matrix for leisure centre refurbishment tenders**

Criteria	Sub-criteria	Initial score	Weighting	Final max score
Company		10	1	10
	Organisation and management arrangements			
	Key personnel experience and time with contractor			
	Quality assurance arrangements			
	Sustainability policies and approach			
	References and site visits			
Methodology and approach		10	2	20
	Understanding of the client objectives			
	Current workload and capacity to complete project on time			
	Management, control and phasing			
	Logistics, planning and programming and contingency arrangements			
	Pro-active engagement with the project and the public			
Project execution and delivery		10	3	30

Criteria	Sub-criteria	Initial score	Weighting	Final max score
	Ability to deliver on time			
	Confidence in programme			
	Sub contractor proposals			
Quality assurance		10	1	10
	Measures to ensure quality is achieved			
	Design team membership and experience			
	Materials proposed			
Construction and design teams		10	1	10
	Project team organisation and credentials			
	Communication arrangements and skills			
Broader financial considerations		10	4	40
	Effect on closure costs and penalties			
	Effect on future revenue streams			
	Number and value of uncosted prime cost sums included			
	Exclusions and caveats			
General design		10	3	30

Criteria	Sub-criteria	Initial score	Weighting	Final max score
	Provision of specified facilities			
	DDA compliance			
External design		10	2	20
	Planning compliance			
	Access issues – public/service			
	Security incl. surveillance of external areas and monitoring			
	Enhancement to building, quality and user attraction			
Internal design		10	2	20
	Facility attraction			
	Functionality			
	Layout efficiency			
Materials and construction		10	3	30
	External materials			
	Internal structure			
	Internal fittings and finishings			
Sustainability		10	1	10
	Sustainability considerations			
Lighting		10	2	20

Criteria	Sub-criteria	Initial score	Weighting	Final max score
	Natural light			
	Artificial light			
	Health and safety			
Acoustics		10	2	20
	Noise protection			
Building services		10	3	30
	Heating			
	Ventilation and cooling			
TOTAL QUALITY		140		300
PRICE		300		300
	Apply mathematical formula to determine relative ranking of price			

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