

Capability and Capacity Assessment

Guidance

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Executive summary

The international standards series, ISO 19650, defines the recommended concepts and principles to undertake information management using building information modelling (BIM), through effective information management of an asset, throughout its life cycle.

The capability and capacity assessment is a supplementary document to the information to tender information described within ISO 19650. The assessment questions are designed to assist the appointing party with the procurement of an appropriate lead appointed party and their delivery team to deliver a project using the ISO 19650 series principles to meet information requirements, as well as providing an understanding of any areas of inexperience that may need to be addressed before project commencement.

The suggested question criteria contained within this document could be used solely or integrated into any existing supplier assessment.

This guidance document has been developed to assist users in the completion of the capability and capacity assessment template.

1 Building information modelling (BIM) capability and capacity

After establishing the information requirements for the delivery phase of an asset, it should be easier to understand the capability and capacity required from the prospective delivery team. Ask questions that help to ascertain their ability to comply with the information requirements, their ability to work collaboratively, their experience of working to ISO 19650 standard series principles and their access to and experience of relevant information technologies.

The appointing party {client name} has developed the following assessment questions to gain an understanding of the prospective delivery team's ability to meet the specifics related to information management.

All questions should be answered honestly, with any comments or evidence referenced.

<The example below is based on the United Kingdom standard PAS 91:2018 +A1:2017 and aligned to ISO 19650 series. It demonstrates some common questions that will help to provide an understanding of a prospective team's capability and capacity. Table 1.1: Information management questions) has been designed to allow a simple yes/no response and the provision of evidence if required, which would assist with a direct comparison/evaluation between teams.

If the table is adopted in the template document, ensure that the questions reflect the experience required to fulfil the tender documentation suite requirements. The successful tenderer may not necessarily be the team that has the most experience but rather the team who is committed to ensuring that the requirements are met. These questions could be reduced or expanded to suit and form part of the overall tender evaluation strategy.

It is recommended that for tenders where information management is a priority, they should be weighted towards quality rather than cost. This guide recommends a 40:30:30 weighting: cost, quality, experience.

These questions focus on the information management requirements based on the ISO 19650 series principles, enquiring about the team's experience, skill, technical resources and ability to complete the activities to a high standard within the required timeframe.

Table 1.1: Information management questions

Ref.	Question	Description of information to support of response	Yes	No	Comments or reference to relevant supporting information
1	Does the team have experience of working using a common data environment (CDE), as described in ISO 19650-1:2018 and ISO 19650-2:2018?	Provide evidence of the team(s) previous experience of working with a common data environment (CDE). Reference the platform(s) used and their relevant functionality, where applicable.			
2	Does the team have the capability and commitment to work to the principles and requirements outlined in the ISO 19650 series?	Provide evidence of the team(s) capability and commitment to work to these principles and requirements. This could consist of either evidence of past projects, organisational/internal standards that align with the principles or a statement of commitment.			
3	Does the team have access to the ISO 19650 series?				
4	Does the team have the capability to produce and deliver information against (depending upon the appointment) an information standard and information production methods and procedures, as described in ISO 19650-2:2018?	Evidence the team(s) previous experience of working with project standards, production methods and procedures. This could include an example of the document, as well as a description of your involvement. OR Identify how you would propose to develop or deliver project standards, production methods and procedures.			
5	Will any training need to be undertaken to meet the appointment documentation suite (including exchange information requirements (EIR)) associated with your appointment on this project?	If 'yes', provide a description of the training to be undertaken and the anticipated timeframes. If applicable, this could be a reference to the mobilisation plan. If 'no', provide resumes of the proposed team(s) and their relevant experience and/or training.			

Ref.	Question	Description of information to support of response	Yes	No	Comments or reference to relevant supporting information
6	Does the team have arrangements for training employees in building information modelling (BIM)-related skills, and do you assess their capabilities?	Evidence the team(s) arrangements to ensure that the proposed team have the appropriate skills and understanding to implement and deliver projects in accordance with the ISO 19650 series principles.			
7	Does the team have the capability and capacity to comply with a security management plan?	Evidence the team(s) previous experience of working with a security management plan and describe your involvement. OR Identify the team(s) ability to adapt to deliver the security requirements, which could include existing security policies and their potential development, including IT hardware and process.			
8	Does the team have access to information technologies specified or envisaged within the information standards, information production methods and procedures?	Evidence current information technologies and hardware utilised within the team(s). This could include any plans and timeframes to adopt the necessary information technologies.			
9	Does the team have experience in developing quality control procedures to verify that information requirements have been fulfilled?	Evidence the team(s) previous experience at quality control verification.			
10	Does the team have experience in developing quality control procedures to verify that specific standards, methods and procedures have been fulfilled?	Evidence the team(s) previous experience at quality control verification.			