



OLDCASTLE FIRE STATION UPGRADE (OLDFS - 22/01)

Volume F – Employer's Information Requirements (EIR) for

Multi-party Framework agreement for Architect Led Multidisciplinary and Integrated Design Team Services for an extension and upgrade to Oldcastle Fire Station, Oldcastle, Co. Meath.

September 2025

OLDFS-22_01-EIR-R0

Document Control:

No names included

Revision	Date	Project / Filename	OLDCASTLE FIRE STATION UPGRADE (OLDFS – 22/01) OLDFS–22_01-EIR-R0		
R0	2 nd September 2025	Description	Initial Draft Rev 0		
			Prepared by	Checked by	Approved by
		Name			
		Signature			
Revision	Date				
			Prepared by	Checked by	Approved by
		Signature			
Revision	Date	Project / Filename			
		Description			
			Prepared by	Checked by	Approved by
		Name			
		Signature			

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1. Employer's Information Requirements

1.1. Introduction

Volume E of these Tender Documents includes the **Project Master Plan (PMP) / Project Execution (PEP) Plan**. The PMP is effectively the Project Brief for the Project. The Design Team must comply with the requirements outlined in the PMP.

This Document is structured in Two Main Sections.

- Section 1 outlines the Particular Employer Information Requirements (EIR) / Service Requirements for this Project (in addition to those listed in the aforementioned Project Master Plan). This Section also includes the following sub-sections
 - Section 1.2: Definitions
 - Section 1.3: *Table 1* which includes a Summary of the Services to be provided with Roles and Responsibilities for this Project.
 - Section 1.4: A Description of the Applicable Project Stages for this Project and *Table 2* which includes a Project Design Stages Overview Summary.
 - Section 1.5: A Summary overview of the procedures to be actioned during the various stages 1 to 5.
- Section 2 outlines the MCCFRS Service Employer Information Requirements (EIR) / Service Requirements for all Design Team Members. These should be read in conjunction with the requirements outlined in Section 1. The References to Design Team Stages in this Section are to the CWMF Standard Stages. Tenderers should note that these apply unless noted as modified or different in Section 1.

1.2. Definitions

For the purposes of this Volume the following definitions are applicable:

“Building Contract”	means the building contract to be entered into between the Meath County Council Fire and Rescue Service (MCCFRS) and the Contractor for the Construction of an extension and upgrade to Oldcastle Fire Station, Oldcastle, Co. Meath.
“Contractor(s)”	means the contractor(s) engaged by the MCCFRS for the Project works pursuant to the Building Contract.
“Employer’s Representative”	shall be the Architect Lead Firm member of the Multi-Disciplinary and Integrated Design Team and means such other parties as may be nominated by the MCCFRS and notified to the Architect, to act in the role of Employer’s Representative for the purposes of the Building Contract and for reporting and instruction purposes as more particularly described in this Volume.
“Design Team ”	means the Architect Led Multi-Disciplinary and Integrated Design Team for an extension and upgrade to Oldcastle Fire Station, Oldcastle, Co. Meath and comprises those parties identified to the MCCFRS including, amongst others, the 4 Principal Service Providers: • Architect (including Design Team Lead), Project Manager, PSDP, Assigned Certifier, Employers Representative (ER), • Civil / Structural Engineer, • Mechanical & Electrical Engineer, • Quantity Surveyor and Whole Lifecycle Costs Manager and supporting Specialist Consultants / Service Providers if not provided by Principal Service Providers listed in <i>Table 1</i> overleaf
“Design Team Leader” or “Consultant”	means: the Architect Lead Firm
“Project”	Architect Led Multidisciplinary and Integrated Design Team Services for an extension and upgrade to Oldcastle Fire Station, Oldcastle, Co. Meath

Reader should also refer to Section 1 of the Project Information Memorandum (PIM) for listing of Definitions. For ease of reference the following are included (their terms and expressions have the following meanings):

“Sponsoring Agency”	means:	Meath County Council as Local Authority (LA) represented by the Fire and Rescue Service as Delivery Agent, Client, Employer for Consultants and the Works Contractors.
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“Sanctioning Authority” means:	the Department of Housing, Local Government and Heritage (DoHLGH) represented by the National Directorate for Fire and Emergency Management (NDFEM)
“Local Authority” means:	Meath County Council
“Authority” is used interchangeably and can mean:	Meath County Council as Local Authority, Sanctioning Authority (as above) or in the context of a direction may mean authority of Client (as below)
“MCCFRS” means:	the Meath County Council Fire and Rescue Service.
“DoHLGH” means:	the Department of Housing, Local Government and Heritage
“NDFEM” means:	the National Directorate for Fire and Emergency Management
“Client” means:	Meath County Council represented by the Fire and Rescue Service Section
“Department” means:	the Department of Housing, Local Government and Heritage represented by the NDFEM

Initial Contract:

Multi-party Framework agreement for Architect Led Multidisciplinary and Integrated Design Team Services for an extension and upgrade to Oldcastle Fire Station, Oldcastle, Co. Meath.

1.3. Project Specific Design Team Service Requirements

No.	Reference	Description
<u>Design Team – 4 Principal Services Providers</u>		
1	1.A	Architect (including Design Team Lead), Project Manager, PSDP, Assigned Certifier, Employers Representative (ER) Note: Project Management (PM) Services are to be provided by the Architect as Lead Designer (i.e. Project Management is not a separate discipline). Note: Architect to act as Assigned Certifier under the Building Control (Amendment) Regulations 2014.
2	2.CS	Civil / Structural Engineer
3	3.ME	Mechanical & Electrical Engineer Note: Environmental Sustainability and BREEAM Analysis services to be provided by either the Mechanical & Electrical Engineer or by “A N Other” as a specialist
4	4.QS	Quantity Surveyor and Whole Lifecycle Costs Manager
<u>Specialist Consultants / Service Providers include (non-exhaustive list):</u>		
1	1.A.1	PSDP envisaged to be Architect as lead designer. Architect to include for a Specialist PSDP if expertise & experience is not available in house.
2	1.A.2	Architect to include for a Fire Safety Consultant Services if expertise & experience is not available in house. These services to be provided to the design team as a whole but as a specialist to the Architect as Lead.
3	1.A.3	Design Team to ensure Design and Construction comply with Best Practice and Applicable standard with respect to Universal Access and Design for Disabled Access (DAC). Architect to include for a Specialist Access Consultant if expertise & experience is not available in house.
4	1.A.4	All other related architectural services including Energy Efficiency, Acoustic design, Interior Design, Landscape design, Façade Design, 3D modelling / Presentation models, etc. if expertise & experience is not available in house. Any of these particular specialist services required will be procured via the Architect as Design Team lead and so there is no requirement for identifying specific names for theses specialist service providers at this time.
		Noted in Section 2.1.2.1 above that there is no particular requirement for Building Information Modelling (BIM) on this project and so there is no requirement for a BIM specialist if expertise & experience is not available in house
5	2.CS.1	All other related Civil / Structural engineering services appropriate for the project, including geotechnical and specialist structural design; temporary works design; etc if expertise & experience is not available in house. Any of these particular specialist services required will be procured via the Architect as Design Team lead in conjunction with the Civil & Structural Engineering Consultant and so there is no requirement for identifying specific names for theses specialist service providers at this time.

No.	Reference	Description
6	3.ME.1	As above, Mechanical & Electrical Engineer to include for an Environmental Sustainability and BREEAM Analysis Specialist if expertise & experience is not available in house.
7	3.ME.2	ICT related services: including Audio / Visual / Data / Security / BMS / etc. design if expertise & experience is not available in house. Any of these particular specialist services required will be procured via the Architect as Design Team lead in conjunction with the M&E Consultant and so there is no requirement for identifying specific names for these specialist service providers at this time.
8	3.ME.3	All other related M&E services appropriate for the project, such as Vehicle exhaust design, Waste, HVAC, Acoustic engineering, lighting, wind / solar design etc. if expertise & experience is not available in house. Any of these particular specialist services required will be procured via the Architect as Design Team lead in conjunction with the M&E Consultant and so there is no requirement for identifying specific names for these specialist service providers at this time.
9	4.QS.1	Including all such related services such as Whole Life / Life cycle costing; M & E Cost Surveying; specification advice / control / management; cost benchmarking etc. if expertise & experience is not available in house. Any of these particular specialist services required will be procured via the Architect as Design Team lead in conjunction with the Quantity Surveyor and so there is no requirement for identifying specific names for these specialist service providers at this time.

Table 1 - Service Providers (Principal and Specialist)

1.4. OLDFS -22_01 - Description of Applicable Project Stages

Project Stages - (from CWMF ¹)	Design Services (from CWMF & Standard COE ²)
Stage 1 - Appraisal & Definition	
Approval in Principle	Stage (i) Feasibility /Preliminary Report
and	Stage (i) Feasibility /Preliminary Design with output of
Stage 1 - Planning Initial	Definitive Project Brief
Stage 2 - Planning Developed	Stage (ii) Design
	Stage (ii a) Developed Sketch Design / Outline Design
	Stage (ii b) Statutory Process Design (Planning and FSC, DAC etc)
	Stage (ii c) Detailed Design and Preparation of
	Tender Documents
	Stage (iii) Tender Action, Evaluation, Award
	Stage (iii) Tender Action, Evaluation, Award
Stage 3 - Implementation	Stage (iv) Construction
	Stage (iv) Construction i.e. implementation
	Stage (v) Handover of Works
	Stage (v) Handover of Works & Final Account
Stage 4 - Project Review	(a) This is the operational phase (i.e. the Fire Station is run and managed by the Meath County Council Fire and Rescue Service)
CWMF denotes Capital Works Management Framework. COE Denotes Standard Conditions of Engagement	

Table 2 - Project Design Stages Overview

This Project Procurement uses the CWMF Suite of Documentation for the Instructions to Tenderers and Conditions of Engagement (COE) and associated Tender and Schedules.

The Project Stages detailed above in **Table 2- Column 2 are the Design Project Stages applicable to this Project.**

1.5. Design Team Procedures Overview

1.5.1. Stage Submissions/Reports

The Design Team are required to complete each Stage including a Stage report prior to progressing to the next Stage. (As part of each Stage Report the Design Team are required to confirm that the proposal as presented complies in full with the Brief and the relevant requirements of that Stage.)

In all cases and for each Stage the Design Team are required to meet the Client, explain the design (including all relevant issues) and obtain the Client's written agreement to the proposals as presented

before proceeding to the next stage. Such written agreement does not imply any review or verification by the Client or relieve the Design Team from any of its responsibilities

Section 7 of the Project Master Plan references the Project Reporting Requirements. For ease of reference these are set out as follows:

Information Type	Provider	Frequency / Timing	Target
Feasibility Study /Preliminary Design Report	Project Architect to take lead on behalf of Team and issue	Single Issue with Preliminary Design	MCCFRS Project Coordinator
Design Status Report	Project Architect to prepare and issue (to include all Principal Service Providers)	Monthly (from Appointment to Commencement on site)	MCCFRS Project Coordinator
Project Status Report	Project Architect to prepare and issue (to include all Principal Service Providers)	Monthly (from Commencement on site to 2 months after Sub-completion)	MCCFRS Project Coordinator
Cost Monitoring Report	Quantity Surveyor	Feed into Project Reviews at each CWMF Stage (1-7) and Monthly input during Construction.	MCCFRS Project Coordinator
Construction Status Report	Contractor	Monthly	Employer's Representative and MCCFRS Project Coordinator
Project Evaluation Report	Project Architect to prepare and issue	After Project Handover	MCCFRS Project Coordinator and NDFEM

Table 3 – Reporting Requirements

The Design team may present drawings documents and proposals (whether written or verbal) to the Client and/or the Sanctioning Authority which means the Department of Housing, Local Government and Heritage (DoHLGH) represented by the National Directorate for Fire and Emergency Management (NDFEM).

The Department may or may not respond to such communications/presentations. The Department's response or failure to respond does not constitute or imply any review or verification by the Department, or relieve the Design Team from any of its responsibilities

1.5.2. Stage 1 – Feasibility / Preliminary Design

The Design Team objectives for Stage 1 Preliminary Design are to:

- Review all information provided whether as part of the Project Brief or otherwise and satisfy themselves that the project is viable
- Establish and analyse all site factors and constraints which may impact on the location for the proposed works and the design and cost implications of each viable option/location
- Where the project is in part or in total the repair/replacement of a building element(s), or a refurbishment project, to fully determine the scope and extent of the works necessary

- Exclude impractical and unviable options/locations, collaboratively explore and assess the remaining options/locations available for meeting the project brief, and demonstrate by comparison with the other options, that the recommended option achieves an acceptable balance between the design (architectural, engineering and health & safety), educational, and economic requirements of the project
- Immediately on appointment (within 2 weeks of appointment) the Design Team Leader is required to prepare a draft Detailed Project Programme.
- Concurrently the Design Team should start its site investigations and preparatory design work.
- Having prepared a detailed project programme **and satisfied himself/herself that the work necessary for a meaningful meeting will be completed in time**, the Design Team Leader should agree a date for a Pre-Stage 1 meeting with the Sponsoring Agency (meaning Meath County Council as Local Authority represented by the Fire and Rescue Services as Delivery Agent, Client and Employer for Consultants and Works Contractor.
 - The purpose of the Pre-Stage 1 meeting between the Client and Design Team is to review and agree the design options and issues as well as to discuss and agree the project programme in order to permit the project to proceed without delays.
 - Ideally, at the Pre-stage 1 meeting a preferred option will normally be agreed. It is unlikely that a preferred option will be agreed so early on this project. The Design Team are required to develop a preferred option taking into account any issues raised
- Once the design has been developed as above, the Design Team needs to prepare a Stage 1 (summary) Report and present their **preferred option** design. This is to include an Outline Cost Plan. This will be reviewed by the Client and will most likely require sign off from the Sanctioning Authority meaning the Department of Housing, Local Government and Heritage (DoHLGH) represented by the National Directorate for Fire and Emergency Management (NDFEM).
 - The Design Team should now consult with the Client and agree the final Stage 1 proposals and Stage 1 (summary) Report prior to proceeding to the next stage.
- The Design Team are not authorised to proceed to Stage 2a unless they are satisfied that the project complies with the brief, is in accordance with the recommendations made at the Pre-Stage 1 meeting and can be constructed safely within the area and project budget.

1.5.3. Stage 2a - Developed Sketch Design & Planning Application

The Design Team objectives for Stage 2a Developed Design are to:

- Develop the design and accurately cost plan the option agreed with the Client to a stage where the project is fully cost planned and can be prepared to lodge for statutory approvals

These requirements are summarised as follows:

- As soon as the Design proposals and Stage 1 Report have been signed off (in writing) by the Client, the Design team should proceed to Stage 2a.
- The Developed Sketch Scheme should evolve from these Stage 1 design proposals and must not vary substantively in design, form, layout or area. The Design Team needs to consider all aspects of the developed design in an integrated manner and shall comply with the written brief (and any authorised amendments), the agreed Schedules of Accommodation, the approved cost limits, and Design Guidelines.

- Having satisfied themselves that the Design Team members can complete the work necessary for a Stage 2a meeting in time, the Design Team (through the Design Team Leader) should confirm the date and time set for a Stage 2a Stakeholder meeting, or if necessary arrange an alternate date.
- On completion of Stage 2a, and prior to any further consultation as necessary with the NDFEM, the Design Team should be satisfied that the design proposals (agreed at Pre-Stage 1) as developed, can be constructed safely within the area and cost limits agreed.
- The purpose of the Stage 2a meeting is to present the design proposals, cost implications and any other relevant issues to the client for discussion and comment.
- The Client and their Design Team should ensure that sufficient information is available to fully explain the developed design and should have copies of the relevant information available for distribution at the meeting.
- The Design Team will also confirm the date for completion of Stage 2b.
- The Design Team are required to prepare a Planning Application Pack to include all of the documents proposed to be included in the Planning Application. Client will review the Planning Pack and Design Team to amend and take on board any comments and amend Planning Pack as necessary.
- The developed design proposals should now be amended to take into account the comments of the client and any comments that are provided by the Department. The Design Team should then consult with the Client and agree the revised Stage 2a proposals and Report prior to proceeding to the next stage namely lodgement of statutory consents including Planning Application, Fire Safety Certificate (FAC) and Disability Access Certificate (DAC).

1.5.4. Stage 2b – Detailed Design (planning and other statutory permissions and preparation of tender documentation)

The Design Team objectives for Stage 2b Detailed Design are to:

- obtain all statutory approvals,
- prepare a set of fully detailed Tender Documents, and
- prepare an accurate pre-tender cost check/plan

These requirements are summarised as follows:

- As soon as the developed design proposals have been completed and signed off (in writing) by the Client, the Design team should proceed to Stage 2b.
- Any Brief Changes (e.g. abnormal costs arising from planning conditions) should be agreed prior to completion of the tender documents. [Amendments to the brief, area limits, cost limits or application of the guidance, not confirmed in writing by the Department, are not authorised changes and have no validity.]
- Where the Restricted Procedure will be used for the appointment of Contractors, the Design Team and Client should seek such authorisation not less than 60 days before the anticipated completion date for Stage 2b.
- Assuming Planning Consent is forthcoming, Design Team to take on board comments and conditions that apply arising from the lodgement of statutory consents including Planning Application, Fire Safety Certificate (FAC) and Disability Access Certificate (DAC).

- In the event that statutory consents are not given, follow up meeting to be arranged with client to consider next steps in terms of redesign and or submission of revised statutory consent applications.
- On completion of Stage 2b, the Design Team (through the Client) should write to the Department confirming that Stage 2b has been completed in accordance with the brief (including any authorised brief changes) and requesting authorisation to proceed to tender
- A copy of the Tender Documents (Volumes properly bound, labelled and paginated) and the pre-tender cost check/plan should be included (for record purposes only). The Form of Tender, Contract Schedules, Instructions to Tender and Cost Check/Plan must be in hard copy. The Works requirements and Pricing Documents should be in electronic format. All documentation should be under cover letter from the Project Leader and list each enclosure.
- The Design Team should consult with the Client explaining to the Client what is included and what is not included in the documents and get written sign-off to the Tender Documents and Cost Plan.
- The written authorisation of the Department is required prior to commencing Tender Action
- On receipt of Departmental authorisation, the Design Team should proceed directly to tender.

1.5.5. Stage 3 - Tender Action, Evaluation and Award

- These requirements are summarised as follows:
- Once the Design Team has written sign-off from the Client and written authorisation to proceed to tender from the Department, the Design team should proceed immediately to Stage 3.
- Where the Restricted Procedure is being used the Design Team will have completed the pre-qualification process and issued de-briefing letters.
- On completion of the examination of the tenders, the Design Team are required to prepare a preliminary report.
- The written authorisation of the Department must be obtained before issuing (a) a Letter of Intent and (b) a Letter of Acceptance
- Once all the contract pre-conditions in the letter of intent have been met and the Department has given written authorisation to proceed to Contract, a Letter of Acceptance can be issued. This forms the contract and is the date for the calculation of the Contract Period.

1.5.6. Stage 4- Works Construction (including Contract Administration)

These requirements are summarised as follows:

- All members of the Design Team are collectively responsible for the effective management of the project in order to achieve its completion on time and within budget.
- The Design Team Leader (the Architect) is the Employer's Representative [ER].
- The ER is responsible for all progress reports.
- The ER does not have the authority for any breaches to the specified limitations and is responsible for any costs arising there-from. (The ER's authority is set out in the Conditions of Engagement and the Schedule to the building Contract.)

- Overall cost control during construction is co-ordinated by the Design Team's Quantity Surveyor in consultation with the other members of the Design Team and in particular the ER.
- Interim Certificates based on the QS's recommendations (backed by advice from the other Design Team members where appropriate) are issued by the ER to the Contractor, and in turn by the Contractor (Original Certificates only), through the Client, to the Department for payment. There is no provision for the separate identification of amounts due to sub-contractors.
- Contractor Claims shall be dealt with promptly in accordance with the Conditions of Contract. The ER should seek a monthly update on claims pending and should deal with any claims reasonably and fairly
- Performance assessment on cost control will be carried out jointly on the Design Team.

1.5.7. Stage 5 - Handover of Works and Final Account

These requirements are summarised as follows:

- The Design Team individually and collectively are required to effectively manage the Project, and with the co-operation of the Contractor achieve a satisfactory standard of Construction, achieve Substantial Completion of all elements of the Project by the Contract Section/ Phase handover dates and overall Contract Completion Date. Substantial Completion Certification must only issue in accordance with the terms of Contract i.e. all elements of work are substantially completed
- The Project Supervisor Design Process must arrange for the provision of two copies of the completed Safety File, one copy for the Client and one for the Occupier (i.e. the School principal).
- Prior to hand over of the building / or part(s) thereof the Design Team shall explain the Design Concept to the occupiers so that maximum benefit can be gained from the facilities provided. They are also required to explain to the Client how to operate and maintain the building and its engineering services systems at optimum efficiency with particular emphasis on safety and energy conservation.
- Under the Public Works Contracts the period for agreeing the Final Account is a maximum of 5 months. This comprises a maximum period of 2 months for the receipt of a Final Statement and a further 3 months to issue the penultimate certificate.
- The ER does not have the authority to issue Change Orders after the receipt of the Final Statement
- On completion of the Defects Period, the Client will engage with Meath County Council Fire and Rescue Service Operations and with the Design Team shall agree and confirm in writing to the Department (through the Client) that the work is complete and all defects have been corrected within this period. The final certificate can now be issued.
- On completion of the Defects Period, (having agreed with the Client that all defects have been rectified), the Design Team are required to submit a Final Project Report to the Client (and through the Client to the Department).
- A full set of final construction drawings shall be issued to the Department for record purposes with a final construction Schedule of Areas fully reconciled to the Brief
- Performance assessment on quality of service (post substantial completion) and cost control will be carried out jointly on the Design Team.

2. Design Team Service Requirements (Detailed Scope of Works by Discipline)

2.1. 1.A - Architect (including Design Team Lead), Project Manager, PSDP, Assigned Certifier, Employers Representative (ER)

Note: Project Management (PM) Services are to be provided by the Architect as Lead Designer (i.e. Project Management is not a separate discipline).

Note: Architect to act as Assigned Certifier under the Building Control (Amendment) Regulations 2014.

PSDP envisaged to be Architect as lead designer. Architect to include for a Specialist PSDP if expertise & experience is not available in house

2.1.1. General Provisions – Services Applicable To All Stages

1. Provide full architectural services in accordance with the current capital Works Management Framework (CWMF) for consultancy services, as amended by this document. In the event of conflict between the two documents, this document shall take precedence.
2. Architectural services are to be the full service and include those detailed in the Royal Institute of the Architects of Ireland conditions of engagement, all design associated with the buildings and interfacing with infrastructure and including all items below. The Consultant will be responsible for any sub-consultants' costs, payment, quality and programme/ performance etc.
3. Act as Lead Firm and Design Team Leader for the Multi-Party design team.
4. A key function of the Architect, as Team Leader, shall be the management of the entire design process from start to finish, co-ordinating the activities of the team members and specialists. These services to include, but not limited to the following:
5. Manage the Design Team through all stages of the Project.
 - Receive, check and process Consultants fee accounts throughout the Project.
 - Prepare a list of deliverables for each member of the Design Team for each Stage of the Project in line with the specifications contained in this Schedule.
 - See that all separate consultants and specialists prepare lists of deliverables in a similar manner.
 - Agree with the Authority the financial limits of the Design Team consultants' authority to issue instructions without the Client's prior approval, if applicable. Monitor generally instructions issued by the other consultants to ensure these are within specified limits.
 - Draw up and implement a common drawing numbering system for all members of the Design Team and for all separate design consultants and specialists.
 - Prepare and implement a common document register and document control system in accordance with MCCFRS document control requirements across all members of the design team and all separate design consultants and specialists.

- Prepare and control a common filing structure in accordance with MCCFRS document control requirements across all members of the Design Team and all separate design consultants and specialists.
 - Co-ordinate with and report to the Client Management/ Steering Group as required under Project procedures to be implemented by the Project Steering Group Organise the briefing sessions with all members of the Design Team and the Client.
 - Establish and manage a consistent and appropriate schedule of design meetings. Attend meetings regularly and prepare minutes.
 - Monitor the design development as it progresses, checking at all times that it complies with the brief.
 - Check the performance of all separate design consultants and specialists and take remedial action when/if required.
6. The Architect must have due regard to the GCCC Public Works Contracts during the execution of this appointment.
 7. Allocate competent and qualified architectural personnel at the commencement and for the duration of the Project and ensure continuity of service between personnel.
 8. Obtain general information relating to the Project and the Authority's requirements including accommodation, budget/ financial, programme, legal/ site constraints and general objectives. Assist in developing a strategy for the realisation of the Project, to define its necessary stages, their likely time scale, milestones, target dates and budget costs.
 9. Provide a full architectural service throughout all defined stages of the Project to include temporary accommodation, building works, building fit-out including specialist fit-out, site and infrastructure works. The architectural services shall include full design services in relation to 3D modelling, photo montages, landscaping, conservation, specialist façade design, sustainable building energy use and design & acoustics as required.
 10. Throughout the Project take all the Authority's instructions and implement these in relation to design within the Project process. Prepare regular design proposals at agreed intervals and respond promptly to all Employer Representative requests for information relating to the Project.
 11. Through all stages cooperate with the Client's Representative and members of the Design Team in promoting teamwork, demonstrating appreciation of cost, programme and quality parameters, compliance with deadlines, effective resource management and problem solving.
 12. Throughout the Project, attend MCCFRS/ Project/ Design Team, site meetings and other meetings as required.
 13. Comply, where applicable, with the Authority's instructions or other agreed procedures with the Project Manager for the following:
 - Change control
 - Design control (including deliverables and progress monitoring)
 - Use of extranet services
 - Drawing procedures (including document numbering and preparation)
 - Design information or method statements from Contractors
 - Risk management
 - Value management

14. Participate in regular Project reviews held to ensure that communications and procedures are operating efficiently.
15. Operate a Quality Management system.
16. Observe and coordinate the implementation of the Authority's sustainability and environmental objectives for the Project.
17. Execute and furnish collateral agreements as required in the Contract and insure that each of the Consultant's sub-consultants and persons comprising the Consultant properly execute and furnish any collateral agreements required pursuant to the Contract.
18. Seek all necessary approvals and consents in a timely fashion in providing the full service.
19. Attend, report and provide input to co-ordination meetings established by the Authority management/ steering group.
20. Take Authority's instructions throughout the Project.
21. Coordinate and communicate with any other consultants and advisors appointed or to be appointed by the Authority. At all times communicate effectively and clearly.
22. Assist the Authority in preparation and developing the Project brief.
23. Carry out such studies as may be necessary to determine the feasibility of the Authority's requirements/ brief.
24. Distribute all design and related information.
25. Provide all necessary technical advice and assistance in connection with any agreements to be entered into with regulatory authorities (whether under the Local Government Act, the Building Control Act or the Health, Safety and Welfare at Work legislation or other relevant legislation) and also with regard to planning and fire certificate permission, disabled access certificates or other applications.
26. Deliver all design requirements through all stages.
27. Prepare all required work plans and schedules of design activities and monitor/ report progress against these on a regular basis.
28. See that the design develops at all times consistent with and within the capital budget, taking whatever actions are necessary, and advising the Client's Representative and the Authority in a timely manner.
29. Plan for and see that all necessary approvals and agreements are secured in a timely manner and that construction works are never impeded.
30. Provide drawings, specifications and other information to the Project Manager and Quantity Surveyor to enable preparation of all reports, cost estimates, budgets and cost plans.
31. Assist and provide design input as required in relation to planning, disabled access certificate and fire certificate requests for additional information, 1st or 3rd party appeals responses/ submissions.
32. Produce design alternatives and value engineering options as may reasonably be required.
33. Advise on risks and management of risks and how to minimise same.
34. Allocate adequate resources to achieve programme dates.
35. Report regularly to other members of the Design Team and the Authority on proposals, changes, updates affecting the design.

36. Prepare programme details as necessary with regard to design team members to inform the Project Manager in pursuit of his role in order to achieve target dates set for this contract by the Authority.
37. Provide promptly all advice, consents, reports, comments, approvals, instructions, certificates and other information so as not to delay or disrupt the progress of the Project.
38. Liaise, co-ordinate and co-operate with all members of the Design Team, the Authority and other Authority consultants, representatives and 3rd parties in providing clear drawings/ design and information for costs etc.
39. Consult with relevant organisations e.g., Meath County Council, residents, public representatives, etc.
40. Any consultation with 3rd parties (e.g. adjoining owners, tenants, public authorities. Media, etc.) should be agreed in advance with the Authority.
41. Take instruction from and provide information to the PSDP in relation to duties under the current Safety Health and Welfare at Work Act and construction regulations issued pursuant to that act. Assist in the preparation of the preliminary health and safety plan, risk registers etc. Carry out design and building maintenance risk assessments as required throughout the Project.
42. Incorporate all relevant building regulation TGD's, S.I.'s & Acts; Irish, British and European standards in relation to building specification and design.
43. Assist in the preparation of and provide information/ advice for programmes, procurement and market testing for the Project.
44. Provide information (if required) for and assist in providing life-cycle reports on various materials, components, structures, M&E services and the building in total.
45. Provide all necessary input into achieving final grant of planning permission, fire certificate approval and disability access certificate approval, including coordinating and presenting information received from specialists employed directly by the Authority e.g. traffic management studies, environmental impact statements, demolition/ conservation reports, site surveys and site investigation reports.
46. Allow for visiting the site and carrying out appraisals as necessary.
47. Comply with intellectual property requirements, as required.
48. Designs to conform with NDFEM Guidelines.
49. At all stages, provide such other services as are reasonably incidental to the services identified herein and as may reasonably be required from time to time by the Authority.

2.1.2. Stage 1 – Preliminary Design

1. Obtain the Authority's instruction for commencement of this stage and instruct the other Team Members accordingly.
2. Brief clarification - On receipt of the draft Project brief, the Consultant, in conjunction with the full Design Team, shall examine the Project brief to identify points requiring clarification. Such matters shall be listed, discussed and clarified with the Client before proceeding further.
3. Following this, the Consultant shall prepare, in consultation with the Client's Representative and other members of the Design Team, a design management control plan indicating the time scales for the various design activities and stages up to Local Authority/ An Bord Pleanála Planning Decision.

4. Provide general advice on obtaining planning, disabled access certificate approval and fire certificate approval, complying with building regulations and any other statutory requirements.
5. Open a risk register and manage its implementation across all of the design team disciplines.
6. Carry out examination and preparation of alternative design solutions, adjustments and design revisions as required to meet the Project brief and budget.
7. Carry out design review with reference to functionality, efficiency, sustainability, commercial liability, economy, whole life costs and suitability for financing, sale or lease, as may be required.
8. Site appraisal and report – Carry out feasibility studies and prepare all necessary drawings for site appraisal showing all relevant information both existing and proposed new works.
9. Prepare outline sketch design incorporating floor plans to each building to a scale of not less than 1:200 illustrating how it is proposed to provide the accommodation set out in the Project brief. The plans shall be accompanied by sections and elevations indicating the floor and roof levels and the general character and massing of the proposed buildings. A number of options may need to be examined to satisfy the Authority requirements, cost limits and planning, fire safety, disability access and health and safety requirements. The design must be reconciled with the brief requirements.
10. Develop, in co-operation with the other Design Team members, a project specific sustainability and energy use strategy and satisfies the Authority's requirements in a cost effective manner.
11. Preliminary Specification - A specification indicating the materials, and methods of construction, proposed to be adopted.
12. Submit Stage 1 report in accordance with the Project Execution Plan to the Authority for review.
13. Notify milestones completion and submit invoices for payment.
14. Obtain Authority's stage approval/ sign-off.

2.1.3. Stage 2 Design: Sub-Stage 2a – Developed Sketch Design & Planning Application

1. Obtain the Authority's instruction for commencement of this sub- stage and instruct the other Team Members accordingly and instruct the other Team Members accordingly.
2. Prepare developed sketch design incorporating location plan, site plan, floor plans, roof plan, comprehensive sections and complete elevations to a scale of not less than 1:200.
3. The position of major items of equipment, or furniture, shall be indicated.
4. A site plan showing final proposals for external communications, levels, landscaping etc.
5. A table showing the floor areas of each department in the buildings.
6. The developed outline sketch design shall be supplemented by a schedule of accommodation, preliminary room data sheets, and major equipment schedules, (kitchens, boiler house, etc.,) in an agreed format.
7. Carry out design review with reference to functionality, efficiency, sustainability, commercial viability, economy, whole life costs and suitability for financing, sale or lease, as may be required.
8. A reasonably detailed specification of materials, and method of construction, shall be prepared.
9. Carry out design reconciliation with Project brief.
10. Review project programme in consultation with the other consultants.
11. Carry out, manage and record design risk assessments across the design team.

12. Make presentations to the Authority, key stakeholders and working groups, as required.
13. Integrate design development across all disciplines including value engineering exercises.
14. Prepare and make presentations of the developed scheme on the project to the Authority and service providers. Coordinate and implement any revisions required.
15. Provide information to the Project Manager, Quantity Surveyor and other consultants to enable quantification for preparation of reports, cost estimates and cost plan.
16. Consult with planning and fire safety authorities and designated access officers, engage in formal pre-planning consultation process, conduct negotiations and make revisions to scheme design as required.
17. Prepare additional documentation for planning, disabled access certificate and fire certificate applications and/ or heritage assessment reports in respect of protected structures and/ or monuments protected by legislation.
18. Consult with environmental authorities.
19. Prepare an application for planning permission and prepare additional applications for planning permission and or revised applications as required. Prior to lodging the application the Consultant shall consult with planning authorities, fire authorities, disability authority and any other bodies with statutory requirements relating to the building.
20. Resolve, in co-operation with the other Design Team members, a building specific sustainability and energy use strategy involving life cycle costing that satisfies the Client and Sanctioning Authority's budgetary requirements. Carry out a sustainability impact assessment.
21. Prepare planning application(s) for temporary accommodation as required.
22. Consult with licensing authorities, statutory undertakers, and public utility companies.
23. Submit Planning Application and assist the Authority in obtaining relevant grants.
24. Submit Stage 2a report in accordance with the Project Execution Plan to the Authority for review.
25. Notify milestones completion and submit invoices for payment.
26. Obtain the Authority's sub-stage approval/ sign-off.

2.1.4. Stage 2 Design: Sub-Stage 2b – Detailed Design (planning and other statutory permissions and preparation of tender documentation).

1. Obtain the MCCFRS's instruction for commencement of this sub-stage and instruct the other Team Members accordingly and instruct the other Team Members accordingly.
2. Obtain all necessary information and documentation relevant to the Project for the performance of this stage of the service from the MCCFRS, other consultants and any other relevant sources.
3. Prepare and coordinate the preparation of the comprehensive works requirements including detailed design, detailed schedule of accommodation and room data sheets, working drawings and general design specification in accordance with the Project brief, planning and fire safety certificate approvals, and the requirements of the GCCC Public Works Contracts. Lead and coordinate the design process to facilitate development of the structural, services and other design elements in parallel with the general design.
4. Lead the Design Team in developing the detailed proposals through to final proposals for presentation to the MCCFRS.

5. Agree and coordinate with the Design Team the format and content for detailed design and production information to ensure the appropriate level of detail is provided in accordance with the requirements of the GCCC Public Works Contracts.
6. Prepare a detailed coordinated design programme for this stage, fully addressing all necessary resource inputs, deliverables and approvals, with input from the other consultants. The design programme should include for the following:-
 - Detailed design and working drawings
 - Design Risk Assessments
 - Updating the Risk Registers
 - Fire certificate application process
 - Disability access certificate process
 - BER application process and 3rd party Project Sustainability assessment process
 - Preparation of detailed accommodation schedule and room data sheets
 - The MCCFRS review points and sign off
 - Information release dates for preparation of cost plan and bill of quantities
 - Procurement and tender process
7. Assist the fire safety consultant in preparing a fire safety certificate application and provide all necessary associated drawings and specifications for the purposes of the application.
8. Carry out all necessary consultation and prepare application for disability access certificate including all necessary associated drawings and specifications for the purposes of the application.
9. Prepare applications for fire safety certificate and disability access certificate in respect of temporary accommodation as required.
10. Integrate into the design of the Project any requirements of specialist consultants or contractors (note – by contractors this term for the purposes of this document is to include for subcontractors or specialist contractors).
11. Prepare reports covering all aspects of the design process to the MCCFRS at regular agreed intervals.
12. Participate in value engineering, cost efficiency and buildability assessments.
13. Coordinate the provision of necessary design and specification information to the Quantity Surveyor for the developed cost plan report to be updated as required from time to time and reviewed against the agreed budget, and for further regular cost checks to be carried out up to tender.
14. Advise on the need for any specialist contractors and associated cost factors, carry out and/ or coordinate detailed design for specialist works.
15. Prepare and coordinate detailed design drawings, working drawings and specifications for the purposes of inviting tenders from contractors in accordance with the requirements of the GCCC Public Works Contracts. All documentation to be fully coordinated with the equivalent documentation provided by other consultants and/or specialist consultants/contractors.
16. Prepare detailed specification documentation for the works, including samples, testing, prototype and QA procedures, with particular regard to sustainability, quality and standards required.

17. Prepare a coordinated report on the detailed design addressing all aspects of the developed design in an integrated manner in relation to the Project brief, end user requirements, accommodation and budget. Present a full design briefing to the MCCFRS.
18. Compile and coordinate the delivery of all detailed design team drawings and specifications for the works and issue to the Quantity Surveyor for the preparation of the bills of quantities in accordance with the agreed programme.
19. Update the risk management strategy and risk register for incorporation in the tender documents including identified risks, risks transferred to Contractor and retained/ managed risks.
20. Carry out an information gap analysis, prepare and coordinate assembly of production information including detailed specialists design for tender documentation, tender drawings, specifications, bills of quantities or other pricing documents and forms of tender to provide a fully documented proposal for tendering and subsequent tender evaluation in accordance with the GCCC Public Works Contracts.
21. Prepare and co-ordinate information relating to the Project as may be required for submission to any appropriate statutory or licensing authority or third party and make the submission on behalf of the MCCFRS, following approval to do so.
22. Receive, review and comment on information received from specialist consultants, contractors, or key stakeholders to ensure compliance with Project brief. Co-ordinate comments from other consultants and prepare joint response.
23. Update the design risk assessment in accordance with relevant legislation and provide all necessary technical and design information to the PSDP for incorporation into the pre-tender Health and Safety Plan.
24. Submit Sub-Stage 2b report in accordance with the Project Execution Plan to the MCCFRS for review.
25. Notify milestones completion and submit invoices for payment.
26. Obtain MCCFRS sign-off for this sub-stage.

2.1.5. Stage 3 - Tender Action, Evaluation, Award

1. Obtain the MCCFRS's instruction for commencement of this stage and instruct the other Team Members accordingly.
2. Carry out all necessary services relating to the procurement and tender process leading to award of Contract.
3. Advise on tendering procedures in compliance with relevant public procurement rules and the requirements of the GCCC Public Works Contracts.
4. Obtain approval from the MCCFRS prior to the publication of any procurement-related documentation and/or communications with candidates and tenderers.
5. Liaise with the MCCFRS and the other members of the Design Team to obtain all necessary information to conduct a comprehensive and complaint procurement procedure leading to the appointment of the Contractor and Specialists for the Project.
6. Conduct the tender prequalification and suitability assessment process incorporating contractor/specialist credentials and suitability questionnaire.

7. Assist in advising the MCCFRS in the assessment of contractor/ specialist submissions and in relation to adjudication on suitability of contractor/ specialist candidates for the contract for construction works.
8. Assist in the preparation and agreement on final tender list of contractors/ specialists.
9. Prepare and issue notification letters to successful and unsuccessful candidates in accordance with S.I. No. 130 of 2010 European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010.
10. Prepare a complete Invitation to Tender documentation in line with the GCCC Standard Forms of Contract for Works. A complete Invitation to Tender document may include, *inter alia*, Instructions to Tenderers, Award Criteria, Form of Tender, Schedule (Part 1), Works Requirements, etc.
11. Assist in development of contract award procedure, terms and conditions and insurance arrangements in accordance with the GCCC Public Works Contracts.
12. In conjunction with the other consultants, participate in the assembly and compilation of tender documentation packages for issue to contractors/ specialists.
13. Prepare tender documents for specialists where appropriate.
14. Assist in the preparation and documentation of responses to any technical queries arising during the tender period and participate in mid-tender or post-tender contractor/specialist clarification meetings, as required.
15. Review and comment on the tender proposals and with the Quantity Surveyor and other consultants prepare a Design Team response to the MCCFRS on the relative merits of contractor/specialist tenders received for the works.
16. Assist in the preparation of report on tenders to the MCCFRS and recommend the successful tenderer.
17. Compile an evaluation report relating to the technical merits of contractor'/ specialist' submissions. Provide as required recommendations to the MCCFRS dealing with tender adjustments, revisions or amendments that may be required in order to meet the approved budget.
18. In consultation with the MCCFRS and other consultants, provide all necessary design amendments, revisions and adjustment for the preparation of bills of adjustments/reduction if the lowest acceptable tender exceeds the pre-tender developed cost plan. Coordinate the design team in any negotiations with contractor on the behalf of the client.
19. Prepare, as required, planning compliance submissions in response to planning conditions. Prepare documentation, as required, in response to fire safety certificate conditions.
20. Notify milestones completion and submit invoices for payment.
21. Obtain MCCFRS sign-off for this stage.

2.1.6. Stage 4 – Works Construction (including Contract Administration)

1. Obtain The MCCFRS instruction for commencement of this stage.
2. Act in the Role of the Employer's Representative under the GCCC Works contracts.
3. In collaboration with the MCCFRS and the Design Team to assist with the finalisation of the contract documentation.

4. Ensure sufficient resources are available at all times during the construction to meet information delivery and Building Contract response time limitations as they arise.
5. Ensure that all necessary notices, certificates and other obligations required under the Building Contract are discharged in accordance with the Building Contract and that the MCCFRS's rights under the Building Contract are protected at all times.
6. Arrange for the commencement notice under building regulations to be lodged by the Contractor.
7. Advise the MCCFRS regarding the requirement for clerk of works, resident engineer or other on-site staff. Assist in the recruitment/ appointment of such staff.
8. Advise the MCCFRS generally regarding his statutory duties, particularly with regard to health, safety, sustainability and the environment.
9. Keep the MCCFRS continuously informed of potential risks or changes which may affect the brief, cost, quality or programme.
10. Assist in evaluation and approval or otherwise of Contractor's value engineering proposals, their incorporation in the Building Contract, and associated cost adjustment as required.
11. Prepare a detailed coordinated information release programme to meet the Contractor's information schedule and programme, fully addressing all necessary resource inputs, deliverables and approvals, with input as required from the other consultants. Provide sufficient copies of each of the final drawings supplied by the Consultant to the Contractor for the purpose of constructing the works.
12. Receive and respond to Contractors and/or specialist's requests for information (RFI) providing additional design input and/or clarification where required. Provide necessary documentation to confirm status of RFI closure.
13. Receive, review, and evaluate Contractor, subcontractor or specialist production drawings, shop drawings, method statements or other relevant submissions and respond, amend, approve or as otherwise appropriate to ensure compliance with the Building Contract. Provide input into the technical evaluation of method statements and risk assessments issued to comply with the building design and health and safety regulations. Respond promptly to all such submissions in accordance with the agreed procedures for approval.
14. Prepare and maintain a fully documented record of all submissions made by the Contractor or specialists and responses to same.
15. Advise the MCCFRS on proposed variations or changes as they arise. Coordinate timely assessment of the impact of the proposed variation on cost, quality and programme and advise the MCCFRS prior to any work being instructed or carried out. Participate in cost monitoring, cost control and design change control procedures for the project and implement these as required throughout this stage.
16. Prepare relevant response as required with the Design Team and advise on the effects of a proposed change to the design of the Project, in accordance with the change control procedures.
17. Examine and report on any variations and claims, including those resulting from delay/disruption, pertaining to the works.
18. Manage and coordinate all procedures in relation to the monitoring and progress of the works, quality, cost and to deal with any issues or problems that may arise. Matters such as quality, cost adherence to specification and detail are key aspects of this activity and all to be dealt with in accordance with the details of the contract.
19. Instruct, oversee, inspect and approve all tests, prototypes, samples, mock-ups or the like to be provide by the Contractor under the Building Contract.

20. Where necessary advise the MCCFRS on the need for any additional inspections and/or tests required. Where appropriate propose recommended suppliers, provide brief and obtain costs for the provision of such additional tests.
21. Carry out regular visits to the works for the purpose of monitoring and inspection, to confirm that the works are being carried out in accordance with the Building Contract. Site inspections should also be undertaken as required from time to time by individual disciplines to ensure that key elements are inspected prior to closing up. Identify specific work elements which require inspection or testing prior to the work being covered up.
22. Liaise with the MCCFRS and key stakeholders and in relation to building fittings and fixtures and installation of specialist equipment.
23. In conjunction with the other consultants, review and comment on Contractors, sub-contractors or specialists' proposals and programmes for commissioning and performance testing of the works. Where required, witness commissioning and testing. Examine test results submitted by the Contractor and advise on areas which require further testing prior to completion. Agree, coordinate and comply with procedures to verify and confirm acceptance of systems or elements of the works.
24. Carry out inspection of the works on completion of the works, or part of the works where applicable, and prepare a list of defects. Notify the Contractor and Client's Representative of all snags and defects identified. Carry out inspection of the defect's remedial works upon notification of their completion by the Contractor.
25. On request from the Contractor, and if in accordance with the Building Contract, issue the certificate of substantial completion. Coordinate certification as required by the other consultants that the works within their area of responsibility have reached substantial completion. Ensure that all required documentation, certificates, warranties etc. to be provided by the Contractor under the Building Contract are delivered in advance of issue of the certificate of substantial completion. Notify the MCCFRS accordingly in advance of issue of the certificate of substantial completion.
26. Give required notice to the Contractor and implement taking over of part or a section of the works in advance of substantial completion, if required, in accordance with the terms of the Building Contract.
27. Provide written opinions on compliance with planning, building regulations and BER certification at building handover to the MCCFRS and other parties identified by the Client.
28. Prepare architectural as-built drawings and maintenance specifications. Prepare, assist in and coordinate all design team members as required in the compilation of as-built drawings, operation and maintenance manuals, the health and safety file, testing and commissioning certificates, maintenance specifications and proposals for maintenance contracts.
29. In consultation with the other consultants, review and comment on the Contractor's draft issue of the operating and maintenance manuals, health and safety file, record drawings and any other related documents to verify compliance with the Building Contract documentation.
30. Notify milestones completion and submit invoices for payment.
31. Obtain MCCFRS sign-off for this stage.
32. Architect to coordinate all consultants in the finalisation of the risk registers and design risk assessment for issue to PSDP for inclusion in Safety File.

2.1.7. Stage 5 - Handover of Works and Final Account

1. Obtain the MCCFRS instruction for commencement of this stage.
2. Within 4 weeks of substantial completion, coordinate the preparation and assembly of and delivery to the MCCFRS of two complete bound sets of completion documents in hard copy together with one set in CD or other digital format, including as-built drawings, detailed technical specification, specialist works as-built drawings and specifications, health and safety file, operating and maintenance manuals, maintenance specifications or other relevant documentation.
3. Provide advice and recommendations to the MCCFRS in relation to building maintenance and the training of the managers and maintenance staff who will be responsible for the operation, safety and maintenance of the new facility. Coordinate, organise and participate in training and maintenance seminar for all relevant staff.
4. Provide assistance as required to the Quantity Surveyor in settlement and finalization of Contractor's accounts and the project final account. Provide technical evaluation, assessment and adjudication in relation to Contractor's claims where applicable.
5. Coordinate the design team and other consultants in monitoring the Project during the defects period as defined in the Building Contract (the "**Defects Period**"). Compile a list of defects one month before the end of the Defects Period and issue a schedule of defects/snags to the Contractor, The MCCFRS and end users. During Defects Period instruct Contractor on any defects which require urgent/ immediate attention.
6. At the end of the Defects Period, carry out a final defect's inspection, and on satisfactory completion of all defects, issue the Defects Certificate to the Contractor and The MCCFRS in accordance with the Building Contract.
7. Manage and coordinate the design team and other consultants in providing information for the design review and report to the MCCFRS.
8. Prepare final report to the MCCFRS.
9. Participate in and provide technical input to the MCCFRS's post completion review. Coordinate Design Team review to explore experience gained and lessons learned for future projects.
10. Notify milestones completion and submit invoices for payment.
11. Obtain MCCFRS sign-off for this stage.

2.2. Project Management Services

Project Management services are set out as follows. The Architect is responsible for all Project Management Services.

Most of the provisions set out as follows are included in Section 2.1. For the avoidance of doubt the 1.A – Architect is required to provide the following services as part of their service provision.

2.2.1. General Provisions – Project Management Services Applicable to all Stages

1. Provide full Project Management services in accordance with the current Capital Works Management Framework (CWMF) for Consultancy Services, as amended by this document. In the event of conflict between the two documents, this document shall take precedence. Work closely with and in full coordination with the Architect's Lead Firm of the Design Team.
2. The Project Manager must have full knowledge of and have due regard to the CWMF and the GCCC Public Works Contracts, advise the Authority as required, and implement the requirements of these Contracts in relation to the Project.
3. Coordinate the development and preparation of Project Brief in consultation with the MCCFRS and the other Design Team members.
4. Obtain general information relating to the Development and Authority's requirements including accommodation, temporary accommodation, budget/ financial, programme, legal/ site constraints and general objectives. Develop a strategy for the realisation of the Project, to define its necessary stages, their likely time scale, milestones, target dates and budget costs.
5. Allocate competent and qualified project managers at the commencement for the duration of the Development and ensure continuity of service between personnel.
6. Observe and coordinate the implementation of the Authority's sustainability and environmental objectives for the project as set out by MCCFRS
7. **In consultation with the Authority and other consultants, prepare and agree an overall project programme and project budget for the planning, design, procurement and construction of the Development.**

For the avoidance of doubt the Architect in their role as Project Manager is required to prepare this Programme.

8. Throughout the project take all Authority instructions and issue these in coordination with the Lead Firm to other members of the Design Team as required. Obtain Authority approvals at agreed stages during the project and as otherwise required. Prepare regular progress reports and project review reports at agreed intervals and respond promptly to all Authority requests for information relating to the project.
9. Advise as required on the appointment of any additional professional consultants if required. Assist with, develop and agree consultants Design Team Collateral Warranties, Fees and Scope of Services.
10. Establish and maintain a project execution plan, project management structures and procedures for implementing and monitoring project reporting, lines of responsibility, authority and communication for the recording and exchange of information between the Authority, the Design Team, other Professionals, the Contractor and sub-contractors and all others concerned in the Project.

11. Establish and implement the meetings structure for the project. Convene, attend, chair and minute regular Client meetings, project, design & construction meetings and other coordination meetings as required.
12. Comply, where applicable, with the Client's or the Lead Firm's instructions or other agreed procedures for the following:-
 - Change control
 - Design control (including deliverables and progress monitoring)
 - Use of extranet services
 - Drawing procedures (including document numbering and preparation)
 - Design information or method statements from Contractors
 - Risk management
 - Value management
13. Arrange and facilitate risk management workshops and coordinate the preparation of a risk register and actively manage and update as required throughout the project.
14. Monitor and expedite in coordination with the Lead Firm of the Design Team the services and activities of the other Design Team members and promote cooperation between Design Team with a view to maintaining delivery and progress in accordance with the agreed Programme and Budget. Review and develop the agreed Programme from time to time as required.
15. Execute and furnish collateral agreements as required in the Contract and procure that each of the Consultant's sub-consultants and persons comprising the Consultant properly execute and furnish any collateral agreements required pursuant to the Contract.
16. Throughout all stages of the project track and monitor changes against Project Brief.
17. Through all stages report to the Authority on the status of the Project and obtain approvals needed to advance the project in accordance with the agreed programme. Inform the Authority where applicable of the consequences of any delays in decision taking.
18. Alert the Authority and initiate with the Lead Firm and coordinate appropriate corrective action in the event that any aspect of the Project deviates from the Project Brief, agreed budget or programme.
19. Advise the Authority on statutory obligations and coordinate the preparation, submission and compliance responses in respect of all statutory approvals.
20. Advise on procurement options, appropriate tendering, contractual and insurance arrangements in connection with the Building Contract and any specialist sub-contracts to be awarded for the construction of the Works.
21. At appropriate stages throughout the project, coordinate the submission of design, cost, progress, tender, change or general project status reports to the Authority for approval. Check and confirm that all possible information is made available in good time to allow the Authority to make informed and timely decisions.
22. Coordinate project status review, design review, risk assessment, value management, contingency management and cost check interventions, arrange associated workshops at appropriate intervals and initiate and monitor any corrective action necessary.
23. Coordinate and monitor the completion, handover, preparation and submission of comprehensive Works Requirements documentation including all handover documentation, as-built drawings, O&M manuals, QA and testing documentation and maintenance specifications.

2.2.2. Stage 1 – Feasibility / Preliminary Design

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Coordinate the development and preparation of Project Brief in consultation with the Architect, Authority, key stakeholders and the other Design Team members.
3. Coordinate the preparation of a full and complete statement of the Authority's functional and operational requirements for the project.
4. Prepare and agree Project Execution Plan and Project Management procedures documentation incorporating document management plan. Deliver a Detailed Project Appraisal report for the Authority.
5. Establish communication, reporting and approval procedures to operate between Authority and the Design Team.
6. Prepare and maintain a Project Programme (to include for Preliminary, Design, Tender, Construction and Handover Stages) and establish project plan and delivery schedule for all members of the Design Team.
7. Advise and assist the Authority in developing the Project Budget. Develop in consultation with the Authority and other Design Team's procedures for budget monitoring and control. Prepare project budget statement and cashflow, and monitor, update and report to the Authority at regular intervals.
8. Prepare Project Management reports covering all aspects of the project to the Authority at regular agreed intervals.
9. Oversee and Coordinate the development of the design in conjunction with the Architect and in accordance with the project brief to Preliminary Scheme Design stage, including design of temporary accommodation and building fit-out.
10. Coordinate design assessment and development of a design Management Control Plan taking account of functional, aesthetic and operational requirements.
11. Coordinate preparation of preliminary cost estimates and Outline Cost Plan for the project and assessment against the agreed budget.
12. Coordinate the risk management strategy and risk register.
13. Ascertain the Authority's statutory obligations and mandatory procedures applicable to the Project and coordinate necessary statutory consultation.
14. In consultation with the other Design Team's, advise the Authority on the necessity for studies, reviews, research, investigations, surveys, tests or the like and coordinate the implementation of these and associated reports. Advise the Authority in relation to advance works requirements where applicable.
15. Advise in consultation with the other Consultants on work breakdown structure and procurement strategy for the Project, having due regard to the Project Brief, the capabilities of the MCCFRS organisation, characteristics of the Project (urgency, complexity, size), market conditions and the Authority's requirements on risk allocation.
16. Advise the Authority on establishing safety and quality assurance policies, plans and responsibilities for the Project.
17. Coordinate project status review, design review, risk assessment, value management and cost check interventions, arrange associated workshops at appropriate intervals and initiate and monitor any consequential or remedial action necessary.

18. Obtain Authority stage approval/ sign-off

2.2.3. Stage 2 Design: Sub-Stage 2a – Developed Sketch Design & Planning Application

1. Obtain the Team Leader's instruction for commencement of this sub-stage.
2. Coordinate the development of the Scheme Design and general design Specification in accordance with the Project Brief.
3. Arrange for preparation of design production programmes by the Design Team to meet Programme. Oversee the design programmes and monitor production of information in relation to agreed programme.
4. Coordinate pre-planning, fire safety and traffic consultation and any other necessary statutory or regulatory consultation as required.
5. Coordinate, in conjunction with the Authority, consultation and liaison with adjoining owners or interests, including third parties and stakeholders.
6. Coordinate site investigation process, site surveys and tests, examination of availability of public utilities and associated reports.
7. Coordinate preparation of a Developed Cost Plan for the project and assessment against the agreed budget.
8. Prepare Project Management reports covering all aspects of the project to the Authority at regular intervals.
9. Oversee and monitor the design development process, including design of temporary accommodation, and in consultation with the Authority, Design Team and other Design Team's implement regular reviews for compliance with the Project Brief and Budget.
10. Coordinate assessment and control of the possible costs, benefits, programme and technical implications of proposed design changes in accordance with best practice and value for money criteria.
11. Coordinate project status review, design review, risk assessment, value management and cost check interventions, arrange associated workshops at appropriate intervals and in advance of applications for statutory approvals and initiate and monitor any consequential or corrective action necessary.
12. Monitor the Design Team's inputs and initiate appropriate action as required. Monitor and control as necessary communication, coordination and the distribution of design information amongst the Design Team & Works Contractor.
13. Coordinate preliminary discussions with the Authority's insurers or any other body which may influence the content of the brief.
14. Arrange for Cost Estimate update and cost check in advance of Planning and Fire safety submissions.
15. Prepare and coordinate report on the Scheme Design addressing all aspects of the developed design in an integrated manner in relation to the Project Brief, end user requirements, accommodation and budget. Arrange for full design briefing to the Authority.
16. Coordinate preparation and submission of planning application, ensure compliance with the Planning Scheme to include all associated technical reports and including EIS if required. Coordinate responses to AI requests, planning appeal process if applicable, and assessment and compliance with planning conditions.

17. Coordinate the risk management strategy and risk.
18. Obtain Authority stage approval/ sign-off.

2.2.4. Stage 2 Design: Sub-Stage 2b – Detailed Design (planning and other statutory permissions and preparation of tender documentation)

1. Obtain the Team Leader's instruction for commencement of this sub-stage.
2. Coordinate preparation and submission of Fire Safety Certificate (FSC) application, responses to RFI's, assessment and compliance with FSC conditions.
3. Coordinate preparation and submission of Disability Access Certificate (DAC) application, responses to RFI's, assessment and compliance with DAC conditions.
4. Coordinate the development of the Detailed Design and general design Specification in accordance with the Project Brief, Planning and Fire Safety Certificate approvals, and the requirements of the GCCC Public Works Contracts.
5. Arrange for preparation of design production programmes by the Design Team to meet the agreed Programme. Coordinate the compilation and issue of design information to the Quantity Surveyor for the preparation of the Cost Plan.
6. Arrange for regular cost checks and updated Developed Cost Plan as the detailed design progresses.
7. Coordinate and record weekly user group meetings as required.
8. Prepare Project Management reports covering all aspects of the project to the MCCFRS at regular agreed intervals.
9. Oversee in coordination with the Lead Firm and monitor the design development process and in consultation with the MCCFRS and other Design Team's implement regular reviews, establish and implement appropriate project design controls for compliance with the Project Brief and Budget.
10. Coordinate project status review, design review, risk identification and management, value management and cost check interventions, arrange associated workshops at appropriate intervals and initiate in coordination with the Lead Firm and monitor any consequential or remedial action necessary.
11. Monitor the Design Team's inputs and initiate appropriate action as required. Monitor and control as necessary communication, coordination and the distribution of design information amongst the Project Team.
12. Oversee the design programmes and monitor production of information in relation to agreed programme.
13. In consultation with the other Design Team's, advise on the need for any Specialists and associated cost factors.
14. Coordinate consultation with the MCCFRS's insurers or any other body in relation to provisions which may influence the content of the design or tender requirements.
15. Prepare and coordinate in collaboration with the Design Team a report on the Detailed Design addressing all aspects of the developed design in an integrated manner in relation to the Project Brief, key stakeholder requirements, accommodation and budget. Arrange for full design briefing to the MCCFRS.
16. Coordinate design review with reference to functionality, efficiency, sustainability, commercial viability, economy, whole life costs and suitability for financing, sale of lease, as may be required.

17. Coordinate the compilation of comprehensive works requirements documents, all coordinated detailed design drawings and specifications for the works and their issue to the Quantity Surveyor for the preparation of the Bills of Quantities in accordance with the agreed programme.
18. Coordinate the work of the Design Team in preparation and completion of Works' Contract production information including detailed Specialists' design for tender documentation, tender drawings, specifications, Bills of Quantities and Forms of Tender to provide a fully documented proposal for tendering and subsequent tender evaluation in accordance with the GCCC Public Works contracts.
19. Implement robust change management procedures, with the MCCFRS and manage/report on same.
20. Coordinate the risk management strategy and risk register for incorporation in the tender documents including identified risks, risks transferred to Contractor and retained/ managed risks.
21. Arrange for pre-tender Developed Cost Plan update and cost check in advance of issue of tender documentation.
22. Obtain MCCFRS stage approval/ sign-off.

2.2.5. Stage 3 - Tender Action, Evaluation, Award

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Coordinate all necessary actions relating to the procurement and tender process leading to award of contracts.
3. Advise on and assist with EU public procurement process as required.
4. Assist in the compilation of Work's Contractor and Specialists Suitability Assessment Questionnaires (SAQ). Coordinate the Works prequalification stage and review the credentials of Candidates as required.
5. Coordinate and assist in advising the MCCFRS in the assessment of Contractor / Specialist submissions and in relation to adjudication on suitability of Contractor/ Specialist candidates for the Contract for Construction Works.
6. Prepare and agree final tender list of Contractors & Specialists in consultation with the MCCFRS and Design Team.
7. Advise on and assist in completion of GCCC Standard Form of Public Works Contract.
8. Obtain approval for proposed contract award procedure, terms and conditions and insurance arrangements in accordance with the GCCC Public Works Contracts.
9. In conjunction with the Design Team, lead & coordinate the assembly and compilation of tender documentation packages for issue to Contractors & Specialists.
10. Agree with MCCFRS and coordinate tender directions, requirements and instructions to tenderers for incorporation in the tender documents.
11. Obtain MCCFRS approval to proceed to tender.
12. Coordinate the Works tender process, including invitation to tender, tender queries, receipt and evaluation of tenders, report and recommendation through to Contractor recommendation.
13. Coordinate responses to tender queries, and mid-tender and post-tender Contractor & Specialist interviews as required.

14. In conjunction with the Quantity Surveyor and the other Design Team members, report on tenders to the MCCFRS and recommend chosen contractor.
15. Advise MCCFRS in consultation with the Design Team on the appointment of a Works Contractor, and on the roles and obligations of the Works Contractor, Employer's Representative and the Design Team during the construction stage.
16. Advise MCCFRS in consultation with the Design Team on the selection, appointment or novation if applicable of Specialists to the appointed Works Contractor.
17. Oversee the preparation of all necessary copies of drawings, specifications, Bills of Quantities and other tender documentation to be provided by the design team for the Contract documents.
18. Coordinate the preparation of the Contract for Building Works and arrange signing. Arrange for distribution of Contract Documents as required.
19. Coordinate appointment of Project Supervisor Construction Stage (PSCS) and prepare relevant documentation as required.
20. Advise in relation to requirement for advance purchase of any long delivery items which may affect programme.
21. Coordinate the preparation of Tender analysis, updated post-tender Developed Cost Plan (Review), and expenditure Cashflow for the Project.
22. Coordinate examination, agreement and incorporating in the Contract of design revisions/ adjustments to achieve cost savings as required to meet the Project Budget.
23. Obtain MCCFRS stage approval/ sign-off.

2.2.6. Stage 4 – Works Construction (including Contract Administration)

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Carry out any duties applicable to the MCCFRS's Project Manager during the Construction Stage.
3. Advise the MCCFRS in consultation with MCCFRS's Brokers regarding risks and insurance requirements for the Construction stage of the Project and check that agreed insurances are put in place, and that these are maintained throughout the construction period.
4. Advise the MCCFRS regarding its statutory duties, particularly with regard to health, safety & welfare and the environment. Advise on and coordinate the appointment of the Project Supervisor Construction Stage (PSCS).
5. Advise the MCCFRS, in consultation with the Design Team, regarding the requirement for a Clerk of Works, Resident Engineer / Architect or other on-site supervisory staff
6. Arrange for the preparation of a detailed construction programme.
7. Arrange for the preparation of information delivery schedules identifying when design information is required by the Contractor for ordering, construction or other purposes. Check and confirm that this is in accordance with the construction programme and co-ordinated with the design programmes.
8. Arrange for preparation of design production programmes by the Design Team to meet the agreed information delivery schedules and Programme.
9. Prepare post-contract updated Project Execution Plan and Project Management Procedures to brief the Design Team and Contractors in relation to the Project objectives, the roles of the other members of the Project Team, duties, responsibilities, lines of communication, reporting and

general procedures for the project, so that all parties and individuals understand clearly what is required to achieve these objectives.

10. Update the Project Budget based on the approved Contract Sum. Establish cost monitoring, cost control and design change control procedures for the project and implement these throughout this stage. Coordinate the preparation and updating as required of project cashflow.
11. Review Contractor's proposals for constructing the works, and resolution of any issues or obstacles to completion of the Works safely, to specification, on time and within budget.
12. Coordinate evaluation and approval or otherwise of Contractor's value engineering proposals, their incorporation in the Contract, and associated cost adjustment as required.
13. Advise the MCCFRS on variations or changes as they arise. Coordinate timely assessment of the impact of the proposed variation on cost, quality and programme and advise the MCCFRS prior to any work being instructed or carried out.
14. Establish and implement throughout this stage suitable procedures (site meeting intervals and strategy) to monitor and record progress, quality and cost, to facilitate communication and to deal with any issues or problems that may arise.
15. Prepare and coordinate monthly MCCFRS reports incorporating reports from the other Design Team as required.
16. Monitor the construction process for compliance with the Building Contract and programme, and to anticipate and identify any risks, delays or compensation events. Initiate and coordinate appropriate action to address any issues or other events which may threaten the Project objectives.
17. Check and monitor that the Design Team are carry out their duties in accordance with their agreed scope of services. Monitor and review the activities and performance of any other Consultants that may be engaged and report to the MCCFRS as required. Lead, manage and co-ordinate their activities as necessary with a view to achieving the satisfactory completion of the Project in accordance with the agreed Programme and Budget.
18. Monitor and review the activities of the Contractor and Specialists, including labour levels, productivity, plant deployment and usage, effects of adverse weather and other disruptive factors and similar matters.
19. Monitor and Coordinate the Contractors Local Labour Policy as set out by the MCCFRS's policy document
20. Monitor monthly valuations, payment certificates and comparison of payments against cash flow. Monitor quantity surveyors' recommendations for payment in respect of variations under the Building Contract. Approve or otherwise, as required on behalf of the MCCFRS, relevant invoices and/or payment requests from Contractors and Design Team members or other professionals in relation to the project budget and agreed cash flows. Monitor and review the preparation of the final account under the Building Contract.
21. Coordinate the inspection and approval of materials, components or elements of the works manufactured, fabricated or assembled off site as required in advance of delivery or payment.
22. Establish and implement dispute resolution procedures in relation to day-to-day disputes which may arise during the Contract and actively assist in the resolution of these as they occur. Coordinate, as required, activities in relation to formal dispute resolution procedures where necessary in accordance with the terms of the Contract.

23. Lead, manage and coordinate the preparation of a fully detailed testing, commissioning and verification plan and programme. Check that this is fully integrated with the Project programme and that all parties are aware of what is required.
24. Coordinate the necessary inputs as required by inspection, testing and commissioning personnel from the MCCFRS, the Design Team, Contractors and statutory bodies.
25. Arrange for the preparation, completion, recording and delivery of test reports and certificates.
26. Monitor the testing, commissioning and verification programme and process. Arrange for coordination, production and delivery of as-built drawings, the Health & Safety File, Operating & Maintenance Manuals, Maintenance Specifications and proposals for maintenance contracts as required, all in a digital format to meet the MCCFRS requirements.
27. Arrange that the MCCFRS is notified in good time in advance of issue of the Certificate of Substantial Completion and check that all required documentation, certificates, warranties etc. to be provided by the Contractor under the Contract are delivered in advance of issue of the Certificate of Substantial Completion.
28. If required, coordinate and arrange for all necessary information to independent auditors, quantity surveyors, tax advisors, insurance surveyors, purchasers, tenants and the like.

2.2.7. Stage 5 - Handover of Works and Final Account

1. Oversee the preparation and assembly of and delivery, within 4 weeks of Substantial Completion, to the MCCFRS and Project Manager of two complete bound sets of completion documents in hard copy together with one set in CD or other digital format, including as-built drawings, detailed technical specification, Specialist works as-built drawings and specifications, Health & Safety File, Operating & Maintenance Manuals, Maintenance Specifications or other relevant documentation.
2. Advise and assist the MCCFRS in obtaining the statutory and other licences necessary for the occupation/use of the Building.
3. Coordinate recommendations to the MCCFRS for the training of the managers and maintenance staff who will be responsible for the operation, safety and maintenance of the new facility. Coordinate arrangements for training and maintenance seminar.
4. Check that the manuals and help line facilities needed for the training are provided.
5. Advise the MCCFRS on arrangements for Substantial Completion and handover, or partial/sectional takeover of the Works if applicable, and on the logistics of taking possession of the Project.
6. Assist the MCCFRS in consultation with the MCCFRS's Brokers regarding appropriate insurances for the completed building or completed phase of the building, if applicable.
7. Coordinate delivery of any outstanding warranties guarantees, or other contract documentation as required from Contractors and Specialists in favour of the MCCFRS. Advise the MCCFRS on his rights under warranty and limitation periods.
8. Oversee and confirm the agreement of final accounts with Contractor.
9. Assist the MCCFRS in relation to the settlement of contractual disputes, as required.
10. Establish procedures and programmes for the inspection, notification and rectification of defects during the Defects Liability period and for the final inspection of the Project at the end of the Defects Liability period.

11. Arrange and coordinate a Project completion review with the MCCFRS and Project Team, to review the project and identify successes, failures and lessons to be drawn from the project.
12. Oversee final inspection, the preparation of final defects list, completion of defects and issue of the final Defects Certificate for the Works.
13. Manage preparation of final Project Review report for the MCCFRS.

2.3. 2.CS - Civil and Structural Engineering Services

2.3.1. General Provisions –Services Applicable to all Stages

1. Provide full Civil & Structural Engineering services in accordance with the current Capital Works Management Framework (CWMF) Conditions of Engagement for Consultancy Services, as amended by this document. In the event of conflict between the two documents, this document shall take precedence.
2. The Civil & Structural Engineer must have due regard to the GCCC Public Works Form of Contract during the execution of this appointment.
3. Allocate competent and civil and structural engineers at the commencement and for the duration of the Development and ensure continuity of service between personnel.
4. Obtain general information relating to the Development and Authority's requirements including accommodation, budget/ financial, programme, legal/ site constraints and general objectives. Assist in developing a strategy for the realisation of the Project, to define its necessary stages, their likely time scale, milestones, target dates and budget costs.
5. Provide a full Civil & Structural Engineering service throughout all stages of the project to include temporary accommodation, building works, building fit-out including specialist fit-out, site and infrastructure works. The Civil & Structural Engineering services shall include a full design service both above and below ground.
6. With regard to temporary works the consultant is to delineate the scope and area of design responsibility to be transferred to the contractor and his specialist contractors as part of the works requirements. With regard to any particular element of work the consultant when he deems necessary and appropriate to ensure safe erection or installation of same shall advise and provide (the) structure and other design analysis and details of same in order that the temporary works designers are fully appraised of all matters relating to the structural stability provisions of that element of the work. These matters shall be managed and informed by way of the design risk assessment sheets and coordinated by the PSDP.
7. Provide Civil & Structural Engineering service throughout all stages of the project in connection with the design and specification of the structural requirements of non-structural elements including:
 - balustrades, handrails, or the like,
 - primary and secondary structural supports for building enclosures, cladding and the like
 - integrate structural design with third party specialist manufacturers such as cladding and the like.
 - non-loadbearing blockwork walls, associated wind posts, reinforcement or structural supports
 - waterproofing or protective membranes to substructures
8. Throughout the project take all Authority / Project Manager and Lead Designer instructions and implement these in relation to design within the Development process. Prepare regular design proposals at agreed intervals and respond promptly to all Authority / Project Manager requests for information relating to the project.
9. Through all stages cooperate with the Authority and Project Manager in promoting teamwork, demonstrating appreciation of cost, programme and quality parameters, compliance with deadlines, effective resource management and problem solving.
10. Throughout the project, attend Authority / Project/ Design Team, site meetings and other meetings as required.

11. Comply, where applicable, with the Authority's, Project Manager's or other agreed procedures for the following:-
 - Change control
 - Design control (including deliverables and progress monitoring)
 - Use of extranet services
 - Drawing procedures (including document numbering and preparation)
 - Design information or method statements from Contractors
 - Risk management
 - Value management
12. Participate in regular project reviews held to ensure that communications and procedures are operating efficiently.
13. Observe and coordinate the implementation of the Authority's sustainability and environmental objectives for the project as set out in the Masterplan and Strategic Plan.
14. Sign Collateral Agreements.
15. Seek all necessary approvals and consents in a timely fashion in providing the full service.
16. Attend, report and provide input to the Project and other co-ordination meetings established by the Authority Management/ Steering Group.
17. Take Authority's instructions, via the Employer's Representative, throughout the Project.
18. Report to and co-ordinate with the Project Manager.
19. Coordinate and communicate with any other consultants and advisors appointed or to be appointed by Authority. At all times communicate effectively and clearly.
20. Assist the Authority in preparation of Authority's requirements/ developing the brief.
21. Carry out such studies as may be necessary to determine the feasibility of the Client's requirements/ brief in accordance with best practice and value for money criteria.
22. Distribute all design and related information.
23. Provide all necessary technical advice and assistance in connection with any agreements to be entered into with regulatory authorities (whether under the Local Government Act, the Building Control Act or the Health, Safety and Welfare at Work legislation or other relevant legislation) and also with regard to Planning and Fire Cert permission, or other applications.
24. Deliver all design requirements through all Stages.
25. Prepare all required work plans and schedules of design activities and monitor/ report progress against these on a regular basis.
26. See that the design develops at all times consistent with and within the capital budget, taking whatever actions are necessary, and advising the Project Manager and Authority in a timely manner.
27. Plan for and see that all necessary approvals and agreements are secured in a timely manner and that construction works are never impeded.
28. Provide drawings, specifications and other information to the Project Manager to enable preparation of all cost estimates, budgets and cost plans.
29. Assist with the preparation of an Environmental Impact Statement, if required.
30. Assist and provide design input as required in relation to Planning and Fire Certificate requests for additional information, 1st or 3rd party appeals responses/ submissions.

31. Produce design alternatives and value engineering options as may reasonably be required.
32. Advise on risks and management of risks and how to minimise same.
33. Allocate adequate resources to achieve programme dates.
34. Operate a Quality Management system.
35. Report regularly to other members of the Design Team and Authority on proposals, changes, updates affecting the design.
36. Prepare detailed programmes of the services in order to achieve dates provided by the Authority or Project Manager.
37. Provide promptly all advice, consents, reports, comments, approvals, instructions, certificates and other information so as not to delay or disrupt the progress of the project.
38. Liaise, coordinate and cooperate with all members of the Design Team, Project Manager, Authority and other Authority consultants, representatives, 3rd parties in providing clear drawings/ design and information for costs etc.
39. Consult with relevant organisations e.g., Meath County Council etc.
40. Any consultation with 3rd parties (e.g. adjoining owners, tenants, public authorities etc. should be agreed in advance with the project manager/ Authority.
41. Take instruction from and provide information to the Project Supervisor Design Process (PSDP) in relation to duties under the current Health & Safety Acts and construction regulations. Assist in the preparation of the preliminary health and safety plan, risk assessments etc. Carry out design and building maintenance risk assessments as required throughout the project.
42. Incorporate all relevant building regulation acts, Irish, British and European standards in relation to building specification and design.
43. Assist in the preparation of and provide information/ advise for programmes, procurement, market testing for the project.
44. Provide information (if required) for and assist in providing life-cycle reports on various materials, components, structures, M&E services and the building in total.
45. Provide all necessary input into achieving final grant of Planning Permission, Fire Certificate approval and Disability Access Certificate approval, including coordinating and presenting information received from specialists employed directly by the Authority e.g. traffic management studies, environmental impact statements, demolition/ conservation reports, site surveys and site investigation reports.
46. Allow for visiting the site and carrying out appraisals as necessary.
47. Designs to conform with all Best Practice, Building regulations and NDFEM Guidelines.
48. Civil & Structural Engineering Services are to be the full service and include those detailed in the IEI Conditions of Engagement SE9101, all design associated with the buildings and interfacing with infrastructure and including all items below.
 - a. Clarify full service details and identify the need for any additional specialist consultants to supplement this role. If applicable, any additional specialist consultants to supplement this role may become sub-consultants to the Civil & Structural Engineer, in which event the Civil & Structural Engineer will be required to incorporate these sub-consultants as part of the Civil & Structural Services to the AUTHORITY and will be responsible for their costs, payment, quality and programme/ performance etc.

49. Comply with the Architect/ Lead Designer requirements in relation to Design Team management, deliverables at each stage, common drawing numbering system, CAD guidelines, drawing/ document/ filing register, meetings and reporting.
50. At all stages, provide such other services as are reasonably incidental to the services identified herein and as may reasonably be required from time to time by the Authority.

2.3.2. Stage 1 – Feasibility / Preliminary Design

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Brief Clarification - On receipt of the Authority's brief, the Civil & Structural Engineer, in conjunction with the full Design Team, shall examine the brief to see if there are any points requiring clarification. If there are any such matters they shall be listed, discussed and cleared with the Authority and Project Manager before proceeding further.
3. Management Control Plan - Following this the Civil & Structural Engineer shall prepare, in consultation with the Project Manager and other members of the Design Team, a design management control plan indicating the time scales for the various activities and stages up to Local Authority/ An Bord Pleanála Planning Decision.
4. Statutory Requirements - Provide general advice on obtaining Planning and Fire Certificate approval, complying with Building Regulations and any other statutory requirements.
5. Site appraisal and report - Prepare all necessary drawings for site appraisal showing all relevant information both existing and proposed new works.
6. Coordinate Site Investigation process including all necessary drawings and specifications, tender documentation for the site investigation works, and arrange for all related analysis and reports, together with preparation of interpretation report and conclusions for integration in the building design.
7. The Civil & Structural Engineer shall co-ordinate with the other Design Team members.
8. In conjunction with the Authority / Project Manager and Architect/ Lead Designer, examine design options as required, short list and evaluate each short-listed option developing life cycle assessment and assist in recommendation/ report on the preferred option.
9. Identify and evaluate with Design Team alternative design concepts and prepare outline sketch drawings for each short listed option.
10. Advise on duration of Civil & Structural elements of construction programme.
11. Participate with other consultants in value engineering and life cycle costing exercises.
12. Advise the Architect and work with the other members of the Design Team in the preparation of a Design Management Control Plan, advising on the time scales for the various activities and stage submissions up to the start on site.
13. Advise Architect on the preparation of the Planning and Fire Certificate Application as required.
14. Discuss with Architect and Services Engineer the principles of coordinating and integrating the Civil & Structural elements with the building structure and finishes, including agreement on distribution routes for service runs, structural "soft spots" and cross-over zones within the building.
15. Carry out examination and preparation of alternative design solutions, adjustments and design revisions as required to meet the Project Brief and Budget.
16. Advise the PSDP, as required, in the preparation of the Preliminary Health and Safety Plan.

17. Prepare Design Risk Assessments throughout the duration of the design development stage.
18. Open Risk Register.
19. Undertake Value Engineering exercises in relation to design approaches.
20. Prepare preliminary Civil & Structural drawings. A number of options may need to be examined to satisfy Authority needs, Cost Limits and Planning and Fire Certificate requirements. The design must be reconciled with the requirements of the Project Brief.
21. Prepare a Preliminary Civil & Structural Specification indicating the materials and methods of construction proposed to be adopted.
22. Obtain Design Team Leader stage approval/ sign-off.

2.3.3. Stage 2a - Developed Sketch Design & Planning Application

1. Obtain the Team Leader's instruction for commencement of this sub-stage.
2. Prepare developed sketch design for Civil & Structural elements including drainage and watermain, local authority connections, roads, paving's etc. and assist where appropriate in the preparation of location plan, site plan, floor plans, roof plan, comprehensive sections and complete elevations.
3. Advise Architect as required in the preparation of Fire Certificate submission, including preparation of layout drawings and outline specification.
4. Review with the Authority and Project Manager the Civil & Structural design in respect of its compliance with the requirements of the brief.
5. Arrange for a detailed review with the Authority and Project Manager of the Civil & Structural drawings and specifications as above and formally confirm that they have been prepared in accordance with the Project Brief and that they are consistent with architectural drawings.
6. Revise as necessary the Civil & Structural documentation following the above detailed review with the Architect and the Authority and submit revisions for Authority / Project Manager Approval.
7. A reasonably detailed Specification of materials, and method of construction, shall be prepared.
8. Carry out design reconciliation with Project Brief.
9. Carry out examination and preparation of alternative design solutions, adjustments and design revisions as required to meet the Project Brief and Budget.
10. Review project programme in consultation with the Project Manager and other Consultants.
11. Make presentations to Authority, key stakeholders, and working groups, as required.
12. Prepare and make presentations on the project to the Authority and service providers.
13. Participate in presentations of the Developed Scheme on the project to the Authority and service providers. Coordinate and implement any revisions required.
14. Participate in Value Engineering, cost efficiency and buildability assessments and advise on any necessary corrective action required to meet budget.
15. Provide all necessary investigation and support to the Design Team including examination of alternative designs, adjustments and revisions to meet the Project Brief and Budget.
16. In consultation with the Quantity Surveyor assess and control the possible costs, benefits, programme and technical implications of proposed design changes.

17. Provide information to Quantity Surveyor and other Consultants to enable quantification for preparation of cost estimates and Cost Plan.
18. Provide information to Quantity Surveyor and other Consultants to undertake and prepare Value Engineering exercises.
19. Consult with Planning and Fire Safety authorities and conduct negotiations and make revisions to Scheme Design as required.
20. Prepare additional documentation for Planning, Fire Certificate and Disability Access Certificate applications and/ or heritage assessment reports in respect of protected structures and/ or monuments protected by legislation.
21. Consult with the Fire Authority.
22. Consult with Environmental authorities.
23. Assist in the preparation of application for planning permission, and in additional applications for planning permission and/ or revised applications as required, including pre-planning consultation process.
24. Prepare Design Risk Assessments throughout the duration of the design development stage.
25. Update Risk Register.
26. Assist in the preparation of planning application(s) for temporary accommodation as required.
27. Consult with licensing authorities, statutory undertakers, public utility companies, as required.
28. Obtain Design Team Leader sub-stage approval/ sign-off.

2.3.4. Stage 2b – Detailed Design (planning and other statutory permissions and preparation of tender documentation)

1. Obtain the Team Leader's instruction for commencement of this sub-stage.
2. Obtain all necessary information and documentation relevant to the project for the performance of this stage of the Service from the MCCFRS, Project Manager and other Consultants and any other relevant sources.
3. Assist in the preparation of the comprehensive Works Requirements including detailed design, working drawings and general design Specification in accordance with the Project Brief, Planning and Fire Safety Certificate approvals, and the requirements of the GCCC Public Works Contracts. Participate in the design process to facilitate development of the civil & structural, services and other design elements and deliver a fully integrated interdisciplinary design solution.
4. Develop the detailed Civil & Structural design proposals through to final proposals and coordinate with the other design consultants in presentation to the MCCFRS and Project Manager.
5. Prepare detailed Civil & Structural design and provide details of the structural planning requirements, member sizes, weights and deflections and all other information required for the proper coordination of the design.
6. Agree and coordinate with the Design Team the format and content for detailed design and production information to ensure the appropriate level of detail is provided in accordance with the requirements of the GCCC Public Works Contracts.
7. Assist in the preparation of a detailed coordinated design programme for this stage, fully addressing all necessary resource inputs, deliverables and approvals, with input from the other consultants. The design programme should include for the following:-

- Detailed design and working drawings
 - Fire Certificate application process
 - Disability Access Certificate application process
 - Preparation of detailed accommodation Schedule and Room data sheets
 - MCCFRS review points and sign off
 - Information release dates for preparation of Cost Plan and Bill of Quantities
 - Procurement and Tender Process
8. Assist the Fire Safety consultant in preparing a Fire Safety Certificate application and provide all necessary associated drawings and specifications relating to Civil & Structural elements for the purposes of the application.
 9. Assist in the preparation of an application for Disability Access Certificate including all necessary associated drawings and specifications relating to Civil & Structural elements for the purposes of the application.
 10. Assist in the preparation of Fire Safety of Disability Access Certificate applications in respect of temporary accommodation, as required.
 11. Integrate into the Civil & Structural design any requirements of specialist consultants or contractors (note – by contractors this term for the purposes of this document is to include for subcontractors or specialist contractors).
 12. Participate, in conjunction with the MCCFRS and Project Manager, in consultation and liaison with adjoining owners or interests, as required. Attend a minimum of two (2) out-of-hours public consultations and assist in preparation of associated presentations and presentation material.
 13. Prepare reports covering all aspects of the Civil & Structural design process to the MCCFRS/ Project Manager at regular agreed intervals.
 14. Continue Value Engineering exercises and associated cost efficiencies, review implications of cost benefits and programme.
 15. Advise on the need for any Specialist contractors and associated cost factors, carry out and/ or coordinate detailed design for Specialist works where applicable.
 16. With the Design Team carry out detailed design coordination regarding clash analysis together with detailed examination and resolution of interfaces with building systems, services, fittings, fit out and equipment.
 17. Prepare and coordinate detailed design drawings, working drawings and specifications for the purposes of inviting tenders from Contractors or Specialists in accordance with the requirements of the GCCC Public Works Contracts. All documentation to be fully coordinated with the equivalent documentation provided by other consultants and/or specialist consultants/contractors.
 18. Prepare detailed specification documentation for the Civil & Structural works, including samples, testing, prototype and QA procedures, with particular regard to sustainability, quality and standards required. Prepare and coordinate detail design for identified key primary and secondary structural elements or such like as a sample.
 19. Prepare a coordinated report on the Detailed Design addressing all aspects of the developed Civil & Structural design in an integrated manner in relation to the Project Brief, end user requirements, accommodation and budget. Present a full design briefing to the MCCFRS.
 20. Carry out design review with reference to functionality, efficiency, sustainability, commercial viability, economy, whole life costs and suitability for financing, sale or lease, as may be required.

21. Compile all detailed design drawings and specifications for the Civil & Structural works and issue to the Quantity Surveyor for the preparation of the Bills of Quantities in accordance with the agreed programme.
22. Assist in the preparation of risk management strategy for incorporation in the tender documents including identified risks, risks transferred to Contractor and retained/ managed risks. Update risk Register.
23. Prepare and assemble Civil & Structural production information including detailed Specialists design for tender documentation, tender drawings, specifications, Bills of Quantities or other pricing documents and Forms of Tender to provide a fully documented proposal for tendering and subsequent tender evaluation in accordance with the GCCC Public Works Contracts.
24. Prepare Civil & Structural information relating to the project as may be required for submission to any appropriate statutory or licensing authority or third party and make the submission on behalf of the MCCFRS, following approval to do so.
25. Receive, review and comment on information received from specialist consultants, contractors, or key stakeholders to ensure compliance with Project Brief. Co-ordinate with other consultants so that a joint response can be made.
26. Prepare and coordinate detail design, working drawings and specifications for both primary structural and non-structural elements of the building including the coordination and integration of primary and secondary supports to building systems designed supplied and fit of third party specialist manufactures.
27. Update Design Risk Assessment file; provide all the necessary Civil & Structural technical and design information to the PSDP for incorporation into the Pre-Tender Health & Safety Plan.
28. Obtain Design Team Leader sub-stage approval/ sign-off.

2.3.5. Stage 3 - Tender Action, Evaluation and Award

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Carry out all necessary services relating to the procurement and tender process leading to award of Contracts.
3. Advise on tendering procedures in compliance with relevant procurement rules and the requirements of the GCCC Public Works Contracts.
4. Advise on and participate in Tender prequalification and suitability assessment process incorporating Contractor/ Specialist credentials and suitability questionnaire, in particular in relation to Civil & Structural elements.
5. Assist in advising the MCCFRS and Project Manager in the assessment of Contractor/ Specialist submissions and in relation to adjudication on suitability of Contractor/ Specialist candidates for the Contract for Construction Works.
6. Assist in the preparation and agreement on short list of Contractors/ Specialists for Tender in consultation with MCCFRS and Project Team.
7. Advise on and assist in completion of GCCC Standard Form of Contract with MCCFRS and Project Manager for incorporation in the tender documents.
8. Assist in development of contract award procedure, terms and conditions and insurance arrangements in accordance with the GCCC Public Works Contracts.

9. In conjunction with the other consultants, participate in the assembly and compilation of tender documentation packages for issue to Contractors/ Specialists.
10. Prepare tender documents for Specialists where appropriate.
11. Assist in the preparation of tender directions, requirements and instructions to tenderers for incorporation in the tender documentation.
12. Assist in the preparation and documentation of responses to any technical queries arising during the tender period and participate in mid-tender or post-tender Contractor/ Specialist interviews, as required.
13. Review the Tender proposals and with the Quantity Surveyor and other consultants prepare a Design Team response to the MCCFRS and Project Manager on the relative merits of Contractor/ Specialist tenders received for the works.
14. Assist in the preparation of report on tenders to the MCCFRS/ Project Manager and recommend successful Tenderer.
15. Compile an evaluation report relating to the technical merits of Contractor's/ Specialist's submissions with particular reference to Civil & Structural elements. Provide as required recommendations to the MCCFRS dealing with tender adjustments, revisions or amendments that may be required in order to meet the approved budget.
16. Advise MCCFRS/ Project Manager in consultation with other consultants on the appointment or novation, if applicable, of Specialists to the appointed Contractor.
17. In consultation with the MCCFRS and other Consultants, provide all necessary design amendments, revisions and adjustment for the preparation of Bills of Adjustments/ Reduction if the lowest acceptable tender exceeds the pre-tender Developed Cost Plan.
18. Assist, as required, in the preparation of planning compliance submissions in response to planning conditions. Prepare documentation, as required, in response to Fire Safety Certificate conditions.
19. Obtain Design Team Leader stage approval/ sign-off.

2.3.6. Stage 4- Works Construction (including Contract Administration)

1. Obtain the Team Leader's instruction for commencement of this stage.
2. In collaboration with the MCCFRS, the PM and other consultants assist with the finalisation of the contract documentation.
3. Ensure sufficient resources are available at all times during the Construction to meet information delivery and Contract response time limitations as they arise.
4. Ensure that all necessary notices, certificates and other obligations related to the Civil & Structural elements required under the Contract are discharged in accordance with the Contract and that the MCCFRS's rights under the Contract are protected at all times.
5. Advise the MCCFRS and Project Manager regarding the requirement for on-site MCCFRS staff. Assist in the recruitment/ appointment of such staff.
6. Advise the MCCFRS and Project Manager generally regarding statutory duties, particularly with regard to health, safety, sustainability and the environment.
7. Assist in examination of Contractor's site set-up and proposals for constructing the works safely and in accordance with the Contract. Liaise with Contractor's temporary works designer. Keep the MCCFRS and Project Manager informed of potential risks or changes to the Civil & Structural elements which may affect the brief, cost, quality or programme.

8. Assist in evaluation and approval or otherwise of Contractor's/ Specialists value engineering proposals, their incorporation in the Contract, and associated cost adjustment as required.
9. Assist in the preparation of information delivery schedules by the Contractor in consultation with the Design Team, identifying when design information is required by the Contractor for ordering, construction or other purposes. Check and confirm that this is co-ordinated with the Civil & Structural design information delivery programmes.
10. Prepare a detailed coordinated information release programme to meet the Contractor's information schedule and programme, fully addressing all necessary resource inputs, deliverables and approvals, with input as required from the other consultants. Provide sufficient copies of each of the final drawings supplied by the Consultant to the Contractor for the purpose of constructing the works.
11. Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required. Provide necessary documentation to confirm status of RFI closure.
12. Receive, review, and evaluate Contractor, subcontractor or Specialist production drawings, shop drawings, method statements or other relevant submissions and respond, amend, approve or as otherwise appropriate to ensure compliance with the Contract. Provide input into the technical evaluation of method statements and risk assessments issued to comply with the building design and health and safety regulations. Respond promptly to all such submissions in accordance with the agreed procedures for approval.
13. Assist in the preparation and maintenance of a fully documented record of all submissions made by the Contractor or Specialists and responses to same.
14. Advise the MCCFRS and Project Manager on proposed variations or changes to the Civil & Structural works as they arise. Participate in timely assessment of the impact of the proposed variation on cost, quality and programme and advise the MCCFRS and Project Manager prior to any work being instructed or carried out. Participate in cost monitoring, cost control and design change control procedures for the project and implement these as required throughout this stage.
15. Assist in providing a response from the Design Team and advise on the effects of a proposed change to the design of the project, in accordance with the change control procedures.
16. Assist in examination and report on any variations and claims, including those resulting from delay/disruption, pertaining to the works.
17. Assist in the process of anticipation and identification of any project risks, delays or compensation events, and implementation of appropriate action to address any issues or other events which may threaten the Project objectives.
18. Assist in examination and report on Contractors claims for delay, disruption or the like.
19. Participate in procedures to monitor and record progress, quality and cost, and to deal with any issues or problems that may arise.
20. Oversee, inspect and approve all tests, prototypes, samples, mock-ups or the like related to the Civil & Structural works to be provided by the Contractor/ Specialists under the Contract and advise the Employer's Representative in relation to any necessary instructions.
21. Where necessary advise on the need for any additional inspections and/or tests required. Where appropriate propose recommended suppliers, provide brief and obtain costs for the provision of such additional tests.
22. Carry out regular visits to the works for the purpose of monitoring and inspect and record, to confirm that the Civil & Structural works are being carried out in accordance with the Contract.

Identify and advise the Employer's Representative in relation to specific work elements which require inspection or testing prior to the work being covered up. Site inspection observations regarding quality and conform with design and specification should be raised and minuted at the formal site meetings.

23. Liaise with the other Consultants, MCCFRS and key stakeholders in relation to building fittings and fixtures and installation of specialist equipment.
24. Coordinate with the other consultants as required in relation to the issue by the Employer's Representative of all relevant instructions, objections or other communications to the Contractor in accordance with the terms of the Contract.
25. At the periods for interim payment, provide advice or approval as required in relation to certification of payments to the Contractor in respect of the Civil & Structural installations in accordance with the terms of the Contract. Carry out inspection and approval as required of materials, components, or other elements of the works manufactured, fabricated or assembled off site as required in advance of delivery or payment.
26. Participate as required in dispute resolution procedures in relation to day-to-day disputes which may arise during the Contract and actively assist in the resolution of these as they occur. Assist as required in relation to formal dispute resolution procedures where necessary in accordance with the terms of the Contract.
27. In conjunction with the other consultants, review and comment on Contractors, sub-contractors or Specialists' proposals and programmes for commissioning and performance testing of the works. Where required, witness commissioning and testing. Examine test results submitted by the contractor and advise on areas which require further testing prior to completion. Agree, coordinate and comply with procedures to verify and confirm acceptance of systems or elements of the works.
28. Carry out inspection of the Civil & Structural works on completion of the works, or part of the works where applicable, and prepare a list of Defects. Notify the Employer's Representative and Project Manager of all snags and defects identified for issue to the Contractor. Carry out inspection of the defect's remedial works upon notification of their completion by the Contractor.
29. On request from the Employer's Representative, provide certification that the Civil & Structural works have reached substantial completion.
30. Assist in evaluation of any outstanding works still to be completed prior to confirmation of Substantial Completion.
31. Assist in evaluation in relation to partial / sectional completion of the works if required in accordance with the terms of the Contract.
32. Provide all necessary advice in relation to taking over of part or a Section of the works in advance of Substantial Completion, if required, in accordance with the terms of the Contract.
33. Provide Opinions on Compliance with Planning and Building Regulations at building handover to the MCCFRS and Employer's Representative.
34. Prepare Civil & Structural as-built drawings. Prepare, assist in and coordinate as required the compilation of as-built drawings, Operation and Maintenance Manuals, the Health and Safety File, testing and commissioning certificates, maintenance specifications and proposals for maintenance contracts in respect of Civil & Structural elements.
35. Review and comment on the Civil & Structural elements of the Contractor's draft Operating and Maintenance manuals, Health and Safety File, record drawings and any other related documents to verify compliance with the Contract documentation. On issue of the final set of the documentation check that any comments made have been addressed.

36. If required, arrange for provision of information to independent auditors, quantity surveyors, tax advisors, insurance surveyors, purchasers, tenants and the like.

2.3.7. Stage 5 - Handover of Works and Final Account

1. Assist in and provide necessary Civil & Structural documentation in relation to the preparation and assembly of and delivery, within 4 weeks of Substantial Completion, to the MCCFRS and Project Manager of two complete bound sets of completion documents in hard copy together with one set in CD or other digital format, including as-built drawings, detailed technical specification, Specialist works as-built drawings and specifications, all results of specialist's test or any other tests carried out during the currency of the project Health & Safety File, Operating & Maintenance Manuals, Maintenance Specifications or other relevant documentation.
2. Provide advice and recommendations to the MCCFRS in relation to Building Maintenance as it relates to Civil and Structural elements, and the training of the managers and maintenance staff who will be responsible for the operation, safety and maintenance of the new facility. Participate in training and maintenance seminar.
3. Provide input and assistance as required to the Quantity Surveyor in settlement and finalisation of Contractor's accounts and the project final account. Provide technical evaluation, assessment and adjudication in relation to Contractor's Claims where applicable.
4. In conjunction with other Consultants, monitor the Contract Defects Period. Compile a list of defects in Civil & Structural works, one month before the end of the Defects Period and issue a schedule of defects/snags to the Employer's Representative, MCCFRS and Project Manager, for issue to the Contractor. During Defects Period advise the Employer's Representative on any defects which require urgent/ immediate attention.
5. At the end of the Defects Period, carry out a final defect's inspection, and on satisfactory completion of all defects, notify the Employer's Representative accordingly.
6. Review Risk Register and transfer the information to the PSDP for inclusion in the Safety File
7. Participate in and provide technical input to the MCCFRS's post completion review. Assist in Design Team project review to explore experience gained and lessons learned for future projects.

2.4. 3.ME - Mechanical and Electrical Engineering Services

2.4.1. General Provisions –Services Applicable to all Stages

1. Provide full Mechanical, Electrical and Environmental Engineering services in accordance with the current Capital Works Management Framework (CWMF) for Consultancy Services, as amended by this document. In the event of conflict between the two documents, this document shall take precedence.
2. The Mechanical, Electrical and Environmental Engineer must have due regard to the GCCC Public Works Contracts during the execution of this appointment.
3. Allocate competent and Mechanical, Electrical and Environmental Engineers at the commencement and for the duration of the Development and ensure continuity of service between personnel.
4. Obtain general information relating to the Development and Authority's requirements including accommodation, budget/ financial, programme, legal/ site constraints and general objectives. Assist in developing a strategy for the realisation of the Project, to define its necessary stages, their likely timescale, milestones, target dates and budget costs.
5. Provide a full Mechanical, Electrical and Environmental Engineering service throughout all stages of the project temporary accommodation, building works, building fit-out including specialist fit-out, site and infrastructure works.
6. Throughout the project take all Authority, Project Manager and Lead Designer instructions and implement these in relation to design within the Development process. Prepare regular design proposals at agreed intervals and respond promptly to all Authority, Project Manager and Lead Designer requests for information relating to the project.
7. Through all stages cooperate with the Authority and Project Manager in promoting teamwork, demonstrating a greater understanding of capital, running, management, maintenance, replacement costs, programme and quality parameters, compliance with deadlines, effective resource management and problem solving.
8. Throughout the project, attend Authority / Project/ Integrated Design Team, site meetings and other meetings as required.
9. Comply, where applicable, with the Authority's , Project Managers or other agreed procedures for the following:-
 - Change control
 - Design control (including deliverables and progress monitoring)
 - Use of extranet services
 - Drawing procedures (including document numbering and preparation)
 - Design information or method statements from Contractors
 - Risk management
 - Value management
10. Participate in regular project reviews held to ensure that communications and procedures are operating efficiently.
11. Observe and coordinate the implementation of the Authority's sustainability and environmental objectives for the project as set out in the Authority Masterplan and Strategic Plan.
12. Sign Collateral Agreements.
13. Seek all necessary approvals and consents in a timely fashion in providing the full service.

14. Attend, report and provide input to the Project and other co-ordination meetings established by the Authority Management/ Steering Group.
15. Take Authority's instructions, via the Architect / Employer's representative, as appropriate, throughout the Project.
16. Report to, take instructions from and co-ordinate with the Architect / Employer's representative.
17. Coordinate and communicate with any other consultants and advisors appointed or to be appointed by the Authority. At all times communicate effectively and clearly.
18. Assist the Authority in preparation of Authority's requirements/ developing the brief.
19. Carry out such studies as may be necessary to determine the feasibility of the Employer's requirements/ brief in accordance with best practice and value for money criteria.
20. Distribute all design and related information.
21. Provide all necessary technical advice and assistance in connection with any agreements to be entered into with regulatory authorities (whether under the Local Government Act, the Building Control Act or the Health, Safety and Welfare at Work legislation or other relevant legislation) and also with regard to Planning and Fire Cert permission, or other applications.
22. Deliver all design requirements through all Stages.
23. Prepare all required work plans and schedules of design activities and monitor / report progress against these on a regular basis.
24. See that the design develops at all times consistent with and within the capital budget, taking whatever actions are necessary, and advising the Project Manager and AUTHORITY in a timely manner.
25. Plan for and see that all necessary approvals and agreements are secured in a timely manner and that construction works are never impeded.
26. Provide drawings, specifications, estimates and other information to the Quantity Surveyor to enable preparation of all cost estimates, budgets and cost plans.
27. Assist and provide design input as required in relation to Planning and Fire Certificate requests for additional information, 1st or 3rd party appeals responses/ submissions.
28. Produce design alternatives and value engineering options as may reasonably be required.
29. Advise on risks and management of risks and how to minimise same.
30. Allocate adequate resources to achieve programme dates.
31. Operate a Quality Management system.
32. Report regularly to other members of the Integrated Design Team and Authority on proposals, changes, updates affecting the design.
33. Prepare detailed programmes of the services in order to achieve dates provided by the Authority or Project Manager.
34. Provide promptly all advice, consents, reports, comments, approvals, instructions, certificates and other information so as not to delay or disrupt the progress of the project.
35. Liaise, coordinate and cooperate with all members of the Integrated Design Team, Project Manager, Authority and other Authority consultants, representatives, 3rd parties in providing clear drawings/ design and information for costs etc.
36. Consult with relevant organisations

37. Any consultation with 3rd parties (e.g. adjoining owners, tenants, public authorities etc.) should be agreed in advance with the Project Manager/ Authority.
38. Take instruction from and provide information to the Project Supervisor Design Process (PSDP) in relation to duties under the current Health & Safety Acts and construction regulations. Assist in the preparation of the preliminary health and safety plan, undertake design risk assessments for mechanical, electrical and environmental disciplines and coordinate results, contribute to set up of risk register etc.
39. Incorporate all relevant building regulation acts, Irish, British and European standards in relation to building specification and design.
40. Assist in the preparation of and provide information/ advice for programmes, procurement, market testing for the project.
41. Provide information (if required) for and assist in providing life-cycle costs reports, operation, maintenance, replacement, running costs, pay back periods on various materials, components, systems, M&E services.
42. Provide all necessary input into achieving final grant of Planning Permission, Fire Certificate approval and Disability Access Certificate approval, including presenting information received for specialists employed directly by the Authority e.g. traffic management studies, environmental impact statements, demolition/ conservation reports, site surveys and site investigation reports.
43. Allow for visiting the site and carrying out appraisals as necessary.
44. Designs to conform with all Best Practice, Building regulations and NDFEM Guidelines.
45. Mechanical, Electrical, Environmental Services are to be the full service and include those services detailed in the IEI Conditions of Engagement ME2000, all design associated with the buildings and interfacing with infrastructure and including all items below.
 - a. Clarify full service details and identify the need for any additional specialist consultants to supplement this role. If applicable, the latter may become sub-consultants to the Mechanical, Electrical and Environmental Engineer, in which event the Mechanical, Electrical and Environmental Engineer will be required to incorporate these sub-consultants as part of the Mechanical, Electrical and Environmental Services to the Authority and will be responsible for their costs, payment, quality and programme/ performance etc.
46. Comply with the Architect/ Lead Designer requirements in relation to Design Team management, deliverables at each stage, common drawing numbering system, CAD guidelines, drawing/ document/ filing register, meetings and reporting.
47. At all stages, provide such other services as are reasonably incidental to the services identified herein and as may reasonably be required from time to time by the Authority.

2.4.2. Stage 1 – Feasibility / Preliminary Design

1. Obtain instruction for commencement of this stage.
2. Brief Clarification - On receipt of the Authority's brief, the Mechanical, Electrical and Environmental Engineer, in conjunction with the full Design Team, shall examine the brief to see if there are any points requiring clarification. If there are any such matters, they shall be listed, discussed and cleared up with the Authority and Project Manager before proceeding further.
3. Management Control Plan - Following this the Mechanical, Electrical and Environmental Engineer shall prepare, in consultation with the Project Manager and other members of the Design Team, a

design management control plan indicating the time scales for the various activities and stages up to Local Authority Planning Decision.

4. Statutory Requirements - Provide general advice on obtaining Planning and Fire Certificate approval, complying with Building Regulations and any other statutory requirements.
5. Site appraisal and report - Prepare all necessary drawings for site appraisal showing all relevant information both existing and proposed new works.
6. Prepare load demand schedules for all buildings to be provided with mechanical and electrical services for the planned and future phases to establish peak simultaneous loads and annual total energy requirements based upon the schedules of areas and building types included in the design.
7. Verify actual demands for all buildings already constructed.
8. Identify and evaluate with Design Team alternative design concepts and prepare outline sketch drawings for each short-listed option.
9. The Mechanical, Electrical and Environmental Engineer shall co-ordinate with the other Design Team members.
10. Develop engineering services strategies considering value for capital costs, operation, maintenance, replacement, running costs, pay back periods and prepare and agree allocation of budget/cost limit for Building Services.
11. In conjunction with the Design Team Leader, identify all alternative options by developing a short list for discussion with the client.
12. In conjunction with the Design Team Leader, evaluate each short-listed option developing life cycle costs estimate and prepare a recommendation report on the preferred option.
13. Discuss and agree the programme and procedures with the Project Manager.
14. Establish the availability and conditions of supply of primary M&E Services, i.e. electricity, water, gas, telephone, IT, etc. Identify and prepare drawings showing all existing services.
15. Take account of external factors, for example, security.
16. Prepare energy strategy proposals.
17. Consult with Architect and examine options for thermal performance of the building, particularly with regard to Sustainable Energy, including, where appropriate, a report on fuel options. Prepare guidance for the Design Team in order to achieve the appropriate Building Energy Rating. The design option studies should show regard to this matter.
18. Develop in consultation with the Quantity Surveyor a capital and revenue cost estimate with recommendations.
19. In consultation with the Quantity Surveyor, check budget allocation/cost limit based on historical data, taking account of abnormal costs, site conditions and programme.
20. Assist the Authority in assessing revenue consequences of proposed scheme.
21. Advise on duration of Building Services elements of construction programme including the procurement of long lead items such as central plant, lifts, switch gear etc.
22. In consultation with the Quantity Surveyor, develop the costs of alternative design proposals in conjunction with other members of the Design Team.
23. Participate with the Integrated Design Team and other consultants in value engineering and life cycle costing exercises.

24. Participate in Value Engineering, cost efficiency and buildability assessments and advise on any necessary corrective action required to meet budget.
25. In consultation with the Quantity Surveyor provide all necessary Building Services cost advice, investigation and support to the Design Team including examination of alternative designs, adjustments and revisions to meet the Project Brief and Budget. Prepare costings for design options or alternative designs as required.
26. Carry out whole life cost assessments as required in consultation with the Quantity Surveyor.
27. In consultation with the Quantity Surveyor assess and control the possible costs, benefits, programme and technical implications of proposed design changes.
28. Carry out design review with reference to functionality, efficiency, sustainability, commercial viability, economy, whole life costs and suitability for financing, sale or lease, as may be required.
29. Advise the Architect and work with the other members of the Design Team in the preparation of a Design Management Control Plan, advising on the time scales for the various activities and stage submissions up to the start on site.
30. Advise the Project Manager on the preparation of the Certification Plan advising on timescales, inspection routines and other such relevant matters.
31. Advise the Architect on the preparation of the Planning and Fire Certificate Application, Disabled Access Certificate i.e. requirements for boiler houses, plant rooms, flues, services compounds or any other matters which may affect the Planning and Fire Certificate application.
32. Advise the Architect, in consultation with other Design Team members and the Project Manager and assist in the preparation of the schedule of accommodation and preliminary room data sheets.
33. Discuss with Architect and Structural Engineer the principles of coordinating and integrating the Building Services with the building structure and finishes, including agreement on distribution routes for service runs, "soft spots" and cross-over zones within the building. Develop clash analysis procedures.
34. Prepare and agree preliminary cost estimates and assist in the preparation of Outline Cost Plan for the Building Services Elements in consultation with the Quantity Surveyor.
35. Advise the PSDP, as appropriate, in the preparation of the Preliminary Health and Safety Plan.
36. Prepare preliminary Building Services drawings and report. A number of options may need to be examined to satisfy Authority needs, Cost Limits and Planning, Fire Safety and Disability Access requirements. The design must be reconciled with the requirements of the Project Brief.
37. Prepare a Preliminary Specification indicating the materials, plant and equipment, and any specialist methods of construction or of any particulars in regard to maintenance and replacement of plant proposed to be adopted.
38. Assist in updating Design Risk Register and carry out design risk assessments for each discipline and coordinate them.
39. Obtain Design Team Leader stage approval/ sign-off.

2.4.3. Stage 2a - Developed Sketch Design & Planning Application

1. Obtain The Team Leader's instruction for commencement of this sub-stage.
2. Prepare developed sketch design for Building Services incorporating Services design solution, utilities and existing services, and assist where appropriate in the preparation of location plan, site plan, floor plans, roof plan, comprehensive sections and complete elevations.

3. Advise the Architect in the preparation of Fire Certificate and Disabled Access Certificate.
4. Submission, including preparation of layout drawings and outline specifications for emergency lighting, fire alarms, etc.
5. Review with the Design Team the services design in respect of its compliance with the requirements of the brief.
6. Verify elemental cost plan against detailed design development on an ongoing basis and take corrective action as required.
7. Check budget allocations/cost limits based on historical data, taking account of abnormal costs, site conditions and programme.
8. Assist in the preparation and agreement of a developed Cost Plan for the Building Services Elements in consultation with the Quantity Surveyor.
9. Arrange for a detailed review with the Authority and Project Manager of the Building Services drawings and specifications as above, and formally confirm that they have been prepared in accordance with the Project Brief and that they are coordinated with architectural and structural and civil engineering drawings to develop a fully integrated design.
10. Revise as necessary the Building Services documentation following the above detailed review with the Architect and submit revisions for approval.
11. A detailed Specification of materials, and method of construction, shall be prepared.
12. Carry out Design reconciliation with Project Brief.
13. Carry out examination and preparation of alternative design solutions, adjustments and design revisions as required to meet the Project Brief and Budget.
14. Review the project programme in consultation with the Project Manager, the Integrated Design Team and other Consultants.
15. Make presentations to Authority, key stakeholders, and working groups, as required.
16. Prepare and make presentations on the project to the AUTHORITY and service providers.
17. Participate in presentations of the Developed Scheme on the project to the Authority and service providers. Coordinate and implement any revisions required.
18. Provide information to Quantity Surveyor and other Consultants to enable quantification for preparation of cost estimates and Cost Plan.
19. Consult with Planning and Fire Safety authorities and conduct negotiations and make revisions to Scheme Design as required.
- ~~20. Prepare additional documentation for Planning, Fire Certificate and Disability Access Certificate applications and/or heritage assessment reports in respect of protected structures and/or monuments protected by legislation.~~
21. Consult with the Fire Authority as required.
22. Consult with Environmental authorities as required.
23. Assist in the preparation of application for planning permission, and in additional applications for planning permission and/or revised applications as required, including pre-planning consultation process.
24. Assist in updating Design Risk Register and carry out design risk assessments for each discipline and coordinate them.

25. Participate in Value Engineering, cost efficiency and buildability assessments and advise on any necessary corrective action required to meet budget.
26. In consultation with the Quantity Surveyor provide all necessary Building Services cost advice, investigation and support to the Design Team including examination of alternative designs, adjustments and revisions to meet the Project Brief and Budget. Prepare costings for design options or alternative designs as required.
27. Carry out whole life cost assessments as required in consultation with the Quantity Surveyor.
28. In consultation with the Quantity Surveyor assess and control the possible costs, benefits, programme and technical implications of proposed design changes.
29. Carry out design review with reference to functionality, efficiency, sustainability, commercial viability, economy, whole life costs and suitability for financing, sale or lease, as may be required.
30. Assist in the preparation of planning application(s) for temporary accommodation as required.
31. Consult with licensing authorities, statutory undertakers, public utility companies, as required.
32. Obtain Design Team Leader sub-stage approval/ sign-off.

2.4.4. Stage 2b – Detailed Design (planning and other statutory permissions and preparation of tender documentation)

1. Obtain The Team Leader's instruction for commencement of this sub-stage.
2. Obtain all necessary information and documentation relevant to the project for the performance of this stage of the Service from the MCCFRS, Project Manager and other Consultants and any other relevant sources.
3. Assist in the preparation of the comprehensive Works Requirements including detailed design, working drawings and general design Specification in accordance with the Project Brief, Planning and Fire Safety Certificate and Disabled Access Certificate approvals, and the requirements of the GCCC Public Works Contracts. Conduct a design team integrated approach to the design process to facilitate development of the structural, services and other design elements in parallel with the general design.
4. Audit the design development and proposals for conformity with the Building Energy Rating appropriate to the MCCFRS's requirements.
5. Develop the detailed Building Services proposals through to final proposals and coordinate with the other design consultants in presentation to the MCCFRS and Project Manager.
6. Prepare detailed Building Services design and provide details of the structural planning requirements, plant and equipment sizes and weights, plant room sizes, duct sizes and routes and all other information required for the proper coordination of the design. Review energy strategy proposals.
7. Agree and coordinate with the Design Team the format and content for detailed design and production information to ensure the appropriate level of detail is provided in accordance with the requirements of the GCCC Public Works Contracts.
8. Assist in the preparation of a detailed coordinated design programme for this stage, fully addressing all necessary resource inputs, deliverables and approvals, with input from the other consultants. The design programme should include for the following:-
 - Detailed design and working drawings
 - Fire Certificate application process

- Disability Access Certificate application process
 - Preparation of detailed accommodation Schedule and Room data sheets
 - MCCFRS review points and sign off
 - Information release dates for preparation of Cost Plan and Bill of Quantities
 - Procurement and Tender Process
9. Assist the Fire Safety consultant in preparing a Fire Safety Certificate application and provide all necessary associated drawings and specifications relating to Building Services for the purposes of the application.
 10. Assist in the preparation of an application for Disability Access Certificate including all necessary associated drawings and specifications relating to Building Services elements for the purposes of the application.
 11. Assist in the preparation of Fire Safety of Disability Access Certificate applications in respect of temporary accommodation, as required.
 12. Integrate into the design of the Building Services any requirements of specialist consultants or contractors (note – by contractors this term for the purposes of this document is to include for subcontractors or specialist contractors).
 13. Participate, in conjunction with the MCCFRS and Project Manager, in consultation and liaison with adjoining owners or interests, as required. Attend a minimum of two (2) out-of-hours public consultations and assist in preparation of associated presentations and presentation material.
 14. Prepare reports covering all aspects of the Building Services design process to the MCCFRS/ Project Manager at regular agreed intervals.
 15. Participate in Value Engineering, cost efficiency and buildability assessments and advise on any necessary corrective action required to meet budget.
 16. Assist as required, in consultation with the Quantity Surveyor, in the preparation of a detailed updated Developed Cost Plan for the Building Services installations based on the developed detail design and review with the MCCFRS, Project Manager and Design Team. Carry out regular cost checks as the detailed design and working drawings progress and provide cost intervention where necessary to maintain the project on budget.
 17. In consultation with the Quantity Surveyor provide all necessary Building Services cost advice, investigation and support to the Design Team including examination of alternative designs, adjustments and revisions to meet the Project Brief and Budget. Prepare costings for design options or alternative designs as required.
 18. Carry out whole life cost assessments as required in consultation with the Quantity Surveyor.
 19. In consultation with the Quantity Surveyor assess and control the possible costs, benefits, programme and technical implications of proposed design changes.
 20. Advise on the need for any Specialist contractors and associated cost factors, carry out and/ or coordinate detailed design for Specialist works.
 21. Carry out detailed design coordination in relation to integration of Building Services installation together with detailed examination and resolution of interfaces with building fabric, structure, fittings, fit out and equipment.
 22. Prepare and coordinate detailed design drawings, working drawings and specifications for the purposes of inviting tenders from Contractors or Specialists in accordance with the requirements of the GCCC Public Works Contracts. All documentation to be fully coordinated with the equivalent documentation provided by other consultants and/or specialist consultants/contractors.

23. Prepare detailed specification documentation for the Building Services works, including samples, testing, prototype and QA procedures, with particular regard to sustainability, quality and standards required.
24. Prepare a coordinated report on the Detailed Design addressing all aspects of the developed Building Services design in an integrated manner in relation to the Project Brief, end user requirements, accommodation and budget. Present a full design briefing to the MCCFRS.
25. Carry out design review with reference to functionality, efficiency, sustainability, commercial viability, economy, whole life costs and suitability for financing, sale or lease, as may be required.
26. Compile all detailed design drawings and specifications for the Building Services works and issue to the Quantity Surveyor for the preparation of the Bills of Quantities in accordance with the agreed programme. Assist the Quantity Surveyor in the preparation of the Bills of Quantities as required.
27. Ensure that details risk register are incorporated in the tender documents including identified risks, risks transferred to Contractor and retained/ managed risks.
28. Prepare and assemble Building Services production information including detailed Specialists design for tender documentation, tender drawings, specifications, Bills of Quantities or other pricing documents and Forms of Tender to provide a fully documented proposal for tendering and subsequent tender evaluation in accordance with the GCCC Public Works Contracts.
29. Prepare Building Services information relating to the project as may be required for submission to any appropriate statutory or licensing authority or third party and make the submission on behalf of the MCCFRS, following approval to do so.
30. Receive, review and comment on information received from specialist consultants, contractors, or key stakeholders to ensure compliance with Project Brief. Co-ordinate with other consultants so that a joint response can be made.
31. Prepare design and building maintenance risk assessment and provide all necessary Building Services technical and design information to the PSDP for incorporation into the Pre-Tender Health & Safety Plan.
32. In consultation with the Quantity Surveyor assist as required in the preparation of pre-tender Developed Cost Plan update and cost check in advance of issue of tender documentation. Advise on any adjustments required in order to meet the approved budget.
33. Obtain Design Team Leader sub-stage approval/ sign-off.

2.4.5. Stage 3 - Tender Action, Evaluation and Award

1. Obtain The Team Leader's instruction for commencement of this stage.
2. Carry out all necessary services relating to the procurement and tender process leading to award of Contracts.
3. Advise on tendering procedures in compliance with relevant procurement rules and the requirements of the GCCC Public Works Contracts.
4. Advise on and participate in Tender prequalification and suitability assessment process incorporating Contractor/ Specialist credentials and Suitability Assessment Questionnaire, in particular in relation to Building Services elements.
5. Assist in advising the MCCFRS and Employer's Representative in the assessment of Contractor/ Specialist submissions and in relation to adjudication on suitability of Contractor/ Specialist candidates for the Contract for Construction Works.

6. Assist in the preparation and agreement on short list of Contractors/ Specialists for tender in consultation with MCCFRS and Design Team.
7. Advise on and assist in completion of GCCC Standard Form of Contract with MCCFRS and Employer's Representative for incorporation in the tender documents.
8. Assist in development of contract award procedure, terms and conditions and insurance arrangements in accordance with the GCCC Public Works Contracts.
9. In conjunction with the other consultants, participate in the assembly and compilation of tender documentation packages for issue to Contractors/ Specialists.
10. Prepare tender documents for Specialists where appropriate.
11. Assist in the preparation of tender directions, requirements and instructions to tenderers for incorporation in the tender documentation.
12. Assist in the preparation and documentation of responses to any technical queries arising during the tender period and participate in mid-tender or post-tender Contractor/ Specialist interviews, as required.
13. Review the Tender proposals and with the Quantity Surveyor and other consultants prepare a Design Team response to the MCCFRS and Project Manager on the relative merits of Contractor/ Specialist tenders received for the works.
14. Assist in the preparation of report on tenders to the MCCFRS/ Employer's Representative and recommend a successful Tenderer.
15. Compile an evaluation report relating to the technical merits of Contractor's / Specialist's submissions with particular reference to Building Services. Provide as required recommendations to the MCCFRS dealing with tender adjustments, revisions or amendments that may be required in order to meet the approved budget.
16. Advise MCCFRS/ Project Manager in consultation with other consultants on the appointment or novation, if applicable, of Specialists to the appointed Contractor.
17. In consultation with the MCCFRS and other Consultants, provide all necessary design amendments, revisions and adjustment for the preparation of Bills of Adjustments/ Reduction if the lowest acceptable tender exceeds the pre-tender Developed Cost Plan.
18. Assist, as required, in the preparation of planning compliance submissions in response to planning conditions. Prepare documentation, as required, in response to Fire Safety Certificate conditions.
19. Obtain Design Team Leader stage approval/ sign-off.

2.4.6. Stage 4- Works Construction (including Contract Administration)

1. Obtain The Team Leader's instruction for commencement of this stage.
2. In collaboration with the MCCFRS, the Project Manager and other consultants assist with the finalisation of the contract documentation.
3. Ensure sufficient resources are available at all times during the Construction to meet information delivery and Contract response time limitations as they arise.
4. Ensure that all necessary notices, certificates and other obligations related to the Building Services installations required under the Contract are discharged in accordance with the Contract and that the MCCFRS's rights under the Contract are protected at all times.

5. Advise the MCCFRS and Project Manager regarding the requirement for on-site MCCFRS staff. Assist in the recruitment/ appointment of such staff.
6. Advise the MCCFRS and Project Manager generally regarding statutory duties, particularly with regard to health, safety, sustainability and the environment.
7. Review of Contractor's site set-up and proposals for constructing the works safely and in accordance with the Contract.
8. Assist in evaluation and approval or otherwise of Contractor's/ Specialists value engineering proposals, their incorporation in the Contract, and associated cost adjustment as required.
9. Assist in the preparation of information delivery schedules by the Contractor in consultation with the Design Team, identifying when design information is required by the Contractor for ordering, construction or other purposes. Check and confirm that this is co-ordinated with the Building Services design information delivery programmes.
10. Prepare a detailed coordinated information release programme to meet the Contractor's information schedule and programme, fully addressing all necessary resource inputs, deliverables and approvals, with input as required from the other consultants. Provide sufficient copies of each of the final drawings supplied by the Consultant to the contractor for the purpose of constructing the works.
11. Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required. Provide necessary documentation to confirm status of RFI closure.
12. Receive, review, and evaluate Contractor, subcontractor or Specialist production drawings, shop drawings, method statements or other relevant submissions and respond, amend, approve or as otherwise appropriate to ensure compliance with the Contract. Provide input into the technical evaluation of method statements and risk assessments issued to comply with the building design and health and safety regulations. Respond promptly to all such submissions in accordance with the agreed procedures for approval.
13. Assist in the preparation and maintenance of a fully documented record of all submissions made by the Contractor or Specialists and responses to same.
14. Advise the MCCFRS and Project Manager on proposed variations or changes to the Building Services installations as they arise. Coordinate timely assessment of the impact of the proposed variation on cost, quality and programme and advise the MCCFRS and Project Manager prior to any work being instructed or carried out. Participate in cost monitoring, cost control and design change control procedures for the project and implement these as required throughout this stage.
15. Assist in providing a response from the Design Team and advise on the effects of a proposed change to the design of the project, in accordance with the change control procedures.
16. Assist in examination and report on any variations and claims, including those resulting from delay/disruption, pertaining to the works.
17. Assist in the process of anticipation and identification of any project risks, delays or compensation events, and implementation of appropriate action to address any issues or other events which may threaten the Project objectives.
18. Assist in examination and report on Contractors claims for delay, disruption or the like.
19. Review/inspect and record progress, compliance with specification and drawings, quality of workmanship, quality and cost, and to deal with any issues or problems that may arise.

20. Inspect and approve all tests, prototypes, samples, mock-ups or the like related to the Building Services to be provided by the Contractor/ Specialists under the Contract and advise the Employer's Representative in relation to any necessary instructions.
21. Where necessary advise on the need for any additional inspections and/or tests required. Where appropriate propose recommended suppliers, provide brief and obtain costs for the provision of such additional tests.
22. Carry out regular visits to the works for the purpose of monitoring and inspection, to confirm that the Building Services works are being carried out in accordance with the Contract documents, detail and specification. Identify and advise the Employer's Representative in relation to specific work elements which require inspection or testing prior to the work being covered up.
23. Liaise with the other Consultants, MCCFRS and key stakeholders and in relation to building fittings and fixtures and installation of specialist equipment.
24. Coordinate with the other consultants as required in relation to the issue by the Employer's Representative of all relevant instructions, objections or other communications to the Contractor in accordance with the terms of the Contract.
25. At the periods for interim payment, provide advice, evaluation or approval as required in relation to certification of payments to the Contractor in respect of the Building Services installations in accordance with the terms of the Contract. Carry out inspection and approval as required of materials, components, plant, equipment or other elements of the works manufactured, fabricated or assembled off site as required in advance of delivery or payment.
26. Participate as required in dispute resolution procedures in relation to day-to-day disputes or disagreements which may arise during the Contract and actively assist in the resolution of these as they occur. Assist as required in relation to formal dispute resolution procedures where necessary in accordance with the terms of the Contract.
27. In conjunction with the other consultants, review and comment on Contractors, sub-contractors or Specialists' proposals and programmes for commissioning and performance testing of the works. Where required, witness commissioning and testing. Examine test results submitted by the contractor and advise on areas which require further testing prior to completion. Agree, coordinate and comply with procedures to verify and confirm acceptance of systems or elements of the works.
28. Carry out inspection of the Building Services works on completion of the works, or part of the works where applicable, and prepare a list of Defects. Notify the Employer's Representative and Project Manager of all snags and defects identified for issue to the Contractor. Carry out inspection of the defect's remedial works upon notification of their completion by the Contractor.
29. On request from the Employer's Representative, provide certification that the Building Services works have reached substantial completion.
30. Assist in evaluation of any outstanding works still to be completed prior to confirmation of Substantial Completion.
31. Assist in evaluation in relation to partial / sectional completion of the works if required in accordance with the terms of the Contract.
32. Provide all necessary advice in relation to taking over of part or a Section of the works in advance of Substantial Completion, if required, in accordance with the terms of the Contract.
33. Provide Opinions on Compliance with Planning and Building Regulations at building handover to the MCCFRS and Employer's Representative.

34. Prepare Building Services as-built drawings. Prepare, assist in and coordinate as required the compilation of as-built drawings, Operation and Maintenance Manuals, the Health and Safety File, witness testing, and ensure that all commissioning certificates are completed appropriately and delivered, maintenance specifications and proposals for maintenance contracts in respect of Building Services installations.
35. In consultation with the other consultants, review and comment on the Building Services elements of the Contractor's draft issue of the Operating and Maintenance manuals, Health and Safety File, record drawings and any other related documents to verify compliance with the Contract documentation. On issue of the final set of the documentation check that any comments made have been addressed.
36. If required, arrange for provision of information to independent auditors, quantity surveyors, tax advisors, insurance surveyors, purchasers, tenants and the like.

2.4.7. Stage 5 - Handover of Works and Final Account

1. Assist in and provide necessary Building Services documentation in relation to the preparation and assembly of and delivery, within 4 weeks of Substantial Completion, to the MCCFRS and Project Manager of two complete bound sets of completion documents in hard copy together with one set in CD or other digital format, including as-built drawings, detailed technical specification, Specialist works as-built drawings and specifications, Health & Safety File, Operating & Maintenance Manuals, Maintenance Specifications or other relevant documentation.
2. Provide advice and recommendations to the MCCFRS in relation to Building Maintenance and the training of the managers and maintenance staff who will be responsible for the operation, safety and maintenance of the new facility. Participate in training and maintenance seminar.
3. Provide input and assistance as required to the Quantity Surveyor in settlement and finalisation of Contractor's accounts and the project final account. Provide technical evaluation, assessment and adjudication in relation to Contractor's Claims where applicable.
4. In conjunction with other Consultants, monitor the Project Defects Period. Compile a list of defects to Building Services work, one month before the end of the Defects Period and issue a schedule of defects/snags to the Employer's Representative, MCCFRS and Project Manager, for issue to the Contractor. During Defects Period advise the Employer's Representative on any defects which require urgent/ immediate attention.
5. At the end of the Defects Period, carry out a final defect's inspection, and on satisfactory completion of all defects, notify the Employer's Representative accordingly.
6. In consultation with the other design consultants carry out design review and operational risk review and report to the MCCFRS and Project Manager.
7. Prepare report for incorporation in Project Manager's final report to the MCCFRS.
8. Participate in and provide technical input to the MCCFRS's post completion project review. Assist in Design Team review to explore experience gained and lessons learned for future projects.

2.5. 4.QS - Quantity Surveying Services (Incl Whole Lifecycle Costs Management)

2.5.1. General Provisions – Services Applicable To All Stages

1. Provide full Quantity Surveying services in accordance with the current Capital Works Management Framework (CWMF) for Consultancy Services, as amended by this document. In the event of conflict between the two documents, this document shall take precedence.
2. The Quantity Surveyor must have due regard to the GCCC Public Works Contracts during the execution of this appointment.
3. Allocate competent and qualified quantity surveyors at the commencement for the duration of the Development and ensure continuity of service between personnel.
4. Obtain general information relating to the Development and Authority's requirements including accommodation, budget/ financial, programme, legal/ site constraints and general objectives. Assist in developing a strategy for the realisation of the Project, to define its necessary stages, their likely time scale, milestones, target dates and budget costs.
5. Attend meetings to establish Authority's / Project Manager's requirements in relation to the QS services. Visit proposed site, examine site reports and generally report on all cost aspects of the development.
6. Provide a full cost management service throughout all stages of the project to include temporary accommodation, building works, site and infrastructure works, building fit-out including specialist fit-out and mechanical and electrical services cost consultancy as required.
7. Throughout the project take the Team Leader's instructions and implement these in relation to costs within the Development process. Prepare regular cost reports at agreed intervals and respond promptly to all Authority / Project Manager requests for information relating to the project.
8. Agree programme for the delivery of the services and ensure that all reports and other documentation are delivered within the agreed programme.
9. Communicate and cooperate as required in relation to costs into the design process and with other Consultants at all stages. Advise on economics of alternative designs or techniques of construction and provide comparisons as appropriate.
10. Carry out regular Cost Checks as the design is developed and advise as necessary to allow the Design Team to design to the agreed budget.
11. Communicate and cooperate with the Project Manager and other Consultants to ensure that documentation is provided in a suitable format and to the required level of detail.
12. Assist the Project Manager, as required, in relation to project execution strategy, phasing, programme, form of contract and method of contract procurement.
13. Throughout the project, attend Authority, Project, Design Team, site meetings, or other meetings as required.
14. Assist in the preparation of the project programmes, including programmes for procurement and construction. Comment on programmes prepared and submitted by Contractors.
15. Advise on future anticipated inflation and other factors affecting the construction cost.
16. Assist the Project Manager and Design Team in the preparation of comprehensive reports for Authority approval at the end of each stage.

17. Comply, where applicable, with the Authority's, Project Manager's or other agreed procedures for the following:-
 - Change control
 - Design control (including deliverables and progress monitoring)
 - Use of extranet services
 - Drawing procedures (including document numbering and preparation)
 - Design information or method statements from Contractors
 - Risk management
 - Value management
18. Participate in regular project reviews held to ensure that communications and procedures are operating efficiently.
19. Provide information, where applicable, to allow the preparation and regular update of a risk register, associated costs and, where appropriate, identification of any commercial risks.
20. Participate in value engineering assessments as required, including the preparation and regular updating of a value engineering register.
21. Provide, where applicable, advice on VAT issues, taxation, life-cycle analyses of materials, goods and plant including cost in use, maintenance and renewal requirements.
22. Implement approved cost control systems throughout the Project and supervise all project cost control activities on behalf of the Authority.
23. Co-ordinate the works documents of carry out information gap analysis.
24. At all stages, provide such other services as are reasonably incidental to the services identified herein and as may reasonably be required from time to time by the Authority.

2.5.2. Stage 1 – Feasibility / Preliminary Design

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Obtain all necessary information and documentation relevant to the project for the performance of this stage of the Service from the Authority, Project Manager and Design Team and any other relevant sources.
3. Assist in the development and preparation of Project Brief in conjunction with the Authority, Project Manager and Design Team.
4. Assist in the development and preparation of the project budget in conjunction with the Authority, Project Manager and Design Team.
5. Assist in the preparation of a Master Programme, project plan and delivery schedule for the Project.
6. Assist, where applicable, in the preparation of Authority commercial assessment of the Project as may be necessary to determine feasibility.
7. Assist, where applicable, in the preparation of initial site assessment by the Design Team and advise on any cost factors.
8. Participate and contribute in the opening of a Risk Register.
9. Compile and undertake a design risk assessment were applicable and where necessary.
10. Analyse the Authority's requirements, examine general design concepts and advise on economics of alternative designs, techniques of construction or site locations. Provide comparative analyses as required.

11. Assist the Project Manager in developing and implementing procedures for monitoring of design changes and taking appropriate corrective measures to maintain the project costs within the agreed budget.
12. Prepare preliminary cost estimates and Outline Cost Plan for the project and provide analysis and assessment against the agreed budget.
13. Carry out regular Cost Checks as the design is developed and advise as necessary to allow the Design Team to design to the agreed budget.
14. Prepare Cost Reports to the Authority at regular intervals including evaluation of all proposed design changes, variations and/or alternative design solutions put forward on behalf of the Authority.
15. Recommend from time to time as appropriate to the Authority / Project Manager/ Design Team economies in terms of design, cost or programme, consistent with the Project Brief.
16. Assist the Authority in the update of the Business Case based upon the agreed figures in the Cost Report.
17. Obtain Design Team Leader Stage approval/ sign-off.

2.5.3. Stage 2a - Developed Sketch Design & Planning Application

1. Obtain the Team Leader's instruction for commencement of this sub-stage.
2. Obtain all necessary information and documentation relevant to the project for the performance of this stage of the Service from the Authority, Project Manager and Design Team and any other relevant sources.
3. Assist the Project Manager in preparing and agreeing with the other consultants, a programme for the preparation of design and information release for the preparation of the Cost Plan. Agree format and content with the Authority and Project Manager.
4. Where required, provide the necessary detail to support a cost and programme assessment of alternative options related to the technical viability of the project in accordance with best practice and value for money criteria.
5. Collaborate with the Lead Designer and other Consultants in formulating recommended design solutions for Authority approval and subsequent development.
6. Communicate and cooperate as required in relation to costs as the design is developed with the Design Team and with other Consultants. Advise on economics of alternative design solutions, details, products, systems or techniques of construction and provide comparisons as appropriate.
7. Prepare a Developed Cost Plan for the project and provide analysis and assessment against the agreed budget.
8. Carry out regular Cost Checks as the design is developed and advise as necessary to allow the Design Team to design to the agreed budget.
9. Assist in the preparation of a procurement strategy for the project with the Authority, Project Manager and other Consultants.
10. Prepare expenditure cash flow forecast based on the agreed programme and update at regular intervals as required.
11. Undertake regular value engineering exercises as appropriate and as necessary in coordination with the design team.

12. Prepare pre-planning cost report on planning Scheme Design incorporating the Developed Cost Plan and addressing all aspects of the developed design in an integrated manner in relation to the Project Brief, highlighting abnormal costs, works to existing buildings, and any cost sensitive items or elements. This report should include also reconciliation with the previous stage Preliminary Cost estimate.
13. Provide all necessary cost advice, investigation and support to the Design Team including examination of alternative designs, adjustments and revisions to meet the Project Brief and Budget. Prepare costings for design options or alternative designs as required.
14. Assist the Authority in the update of the Business Case based upon the agreed figures in the pre-planning Cost Report.
15. Obtain Design Team Leader Stage approval/ sign-off.

2.5.4. Stage 2b – Detailed Design (planning and other statutory permissions and preparation of tender documentation)

1. Obtain the Team Leader's instruction for commencement of this sub-stage.
2. Assist in the preparation of a detailed design programme fully addressing all necessary deliverables and approvals, with input from other consultants, with particular reference to information release for the preparation of the Cost Plan and Bill of Quantities. The detailed design programme should be coordinated with the overall project programme prepared by the Project Manager.
3. Prepare a detailed updated Developed Cost Plan based on the developed detail design and update as necessary incorporating any planning condition cost implications. Review with the MCCFRS, Project Manager and Design Team. Carry out regular cost checks as the detailed design and working drawings progress and provide cost intervention where necessary to maintain the project on budget.
4. Provide all necessary cost advice, investigation and support to the Design Team including examination of alternative designs, adjustments and revisions to meet the Project Brief and Budget. Prepare costings for design options or alternative designs as required.
5. Carry out whole life cost assessments as required.
6. Participate in design review with reference to functionality, efficiency, commercial viability, economy, whole life costs and suitability for financing, sale of lease, as may be required. Provide relevant cost advice as necessary.
7. Assess and control the possible costs, benefits, programme and technical implications of proposed design changes.
8. Participate in Value Engineering exercises and advise on any necessary corrective action required to meet budget.
9. With the other Consultants, participate in project status review, design review, risk identification and management, value management and cost check interventions, associated workshops at appropriate intervals, and any consequential or remedial action required.
10. Liaise and coordinate with the other Consultants to establish and agree the format and content for production information for Tender to ensure the appropriate level of detail is provided in accordance with the GCCC Contract and carry out an information gap analysis.
11. Advise in consultation with the Design Team on the need for any Specialists and any associated cost factors.

12. Assist the Project Manager in consulting with the MCCFRS's insurers or any other body in relation to provisions which may influence the content of the design or tender requirements.
13. Assist in the preparation of a report on the Detailed Design addressing all aspects of the developed design in an integrated manner in relation to the Project Brief, key stakeholder requirements, accommodation and budget. Participate in design briefing to the MCCFRS.
14. Assist in the compilation of comprehensive Works Requirements documents. Prepare detailed Bills of Quantities and/or other pricing document as required, based on the detailed design/ working drawings including all temporary accommodation, Building and Engineering Services, and for all Specialist works, as required. The Bills of Quantities shall be fully co-ordinated with the equivalent documentation provided by other Consultants.
15. Update risk management strategy and risk register for incorporation in the tender documents including identified risks; risks transferred to Contractor and retained/ managed risks.
16. Assist in preparation and completion of production information including detailed Specialists design for tender documentation, tender drawings, specifications, Bills of Quantities and Forms of Tender to provide a fully documented proposal for tendering and subsequent tender evaluation in accordance with the GCCC Public Works contracts.
17. Agree change management procedures with the MCCFRS/ Project Manager.
18. Prepare pre-tender Developed Cost Plan update and cost check in advance of issue of tender documentation. Advise on any adjustments required in order to meet the approved budget.
19. Obtain Design Team Leader sub-stage approval/ sign-off.

2.5.5. Stage 3 - Tender Action, Evaluation and Award

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Assist in and carry out as required all necessary actions relating to the procurement and tender process leading to award of contracts.
3. Advise on tendering procedures in compliance with relevant procurement rules and the requirements of the GCCC Public Works Contracts.
4. Advise on and assist with EU public procurement process as required.
5. Advise on and participate in Tender prequalification/ suitability assessment process incorporating Contractor/ Specialist credentials and suitability questionnaire.
6. Assist in advising the MCCFRS and Project Manager in the assessment of Contractor/ Specialist submissions and in relation to adjudication on suitability of Contractor/ Specialist candidates for the Contract for Construction Works.
7. Assist in the preparation and agreement on short list of Contractors/ Specialists for tender in consultation with MCCFRS and Project Team.
8. Advise on and assist in completion of GCCC Standard Form of Contract with MCCFRS and Project Manager for incorporation in the tender documents.
9. Assist in development of contract award procedure, terms and conditions and insurance arrangements in accordance with the GCCC Public Works Contracts.
10. In conjunction with the other consultants, participate in the assembly and compilation of tender documentation packages for issue to Contractors/ Specialists.

11. Prepare, in consultation with the MCCFRS and Project Manager, tender directions, requirements and instructions to tenderers for incorporation in the tender documents.
12. Obtain Design Team Leader approval to proceed to tender.
13. Administer the tender process including invitation to tender, tender queries, receipt and evaluation of tenders, report and recommendation and obtaining tender approval.
14. In consultation with the other Consultants, coordinate responses to tender queries, and participate in mid-tender and post-tender Contractor/ Specialist interviews as required.
15. Review the Tender proposals and assist Design Team in preparing a Design Team response to the MCCFRS and Project Manager on the relative merits of Contractor/ Specialist tenders received for the works.
16. In consultation with the other consultants, report on tenders to the MCCFRS/ Project Manager and recommend successful Tenderer.
17. Compile an evaluation report relating to the technical and financial merits of Contractor's/ Specialist's submissions. Identify any conditional issues that require resolution prior to accepting the tender. Provide recommendations to the MCCFRS dealing with tender adjustments, revisions or amendments that may be required in order to meet the approved budget.
18. Prepare Tender analysis, updated post-tender Developed Cost Plan (Review), and expenditure Cash flow for the Project.
19. Prepare Bills of Adjustments/Reduction if the lowest acceptable tender exceeds the pre-tender Developed Cost Plan.
20. Advise in relation to requirement for advance purchase of any long delivery items which may affect programme.
21. Advise MCCFRS/ Project Manager in consultation with other consultants on the appointment and the roles and obligations of the Contractor, during the construction stage.
22. Advise MCCFRS/ Project Manager in consultation with other consultants on the appointment or novation, if applicable, of Specialists to the appointed Contractor.
23. Assist in the preparation of all necessary copies of drawings, specifications, Bills of Quantities and other tender documentation to be provided by the Design Team for the Contract documents.
24. Assist as required in the preparation of the Contract for Building Works and signing.
25. Assist the Project Manager in organising and co-ordinating collateral warranties required from the Building Contractor and Specialists.

2.5.6. Stage 4- Works Construction (including Contract Administration)

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Assist as required in advising the MCCFRS in relation to risks and insurance requirements for the Construction stage of the Project.
3. Collaborate with the Project Manager in establishing cost monitoring, cost control and design change control procedures for the project and implement these throughout this stage. Prepare and update the project cash flow as required through the construction stage.
4. Assist in examination Contractor's proposals for constructing the works, and resolution of any issues or obstacles to completion, specification, on time and within budget.

5. Participate in evaluation and approval or otherwise of Contractor's value engineering proposals, their incorporation in the Contract, and associated cost adjustment as required.
6. Advise the MCCFRS, Project Manager and Design Team on the cost and programme implications of variations or changes as they arise, in accordance with the change control procedures.
7. Maintain a cost management system and prepare monthly cost reports to the MCCFRS and Project Manager. Establish and implement procedures for the regular monitoring of the detailed construction drawings, specifications, fire certificates, revised planning, stakeholder requests, other consultants' instructions or the like to ensure that the value of the completed works as they progress, including all building and engineering Services, Specialists costs and variations, is maintained within the approved budget.
8. Advise the MCCFRS and Project Manager immediately if the expenditure under the Contract has or may reasonably be anticipated to exceed the Contract Sum. Update expenditure cashflow against actual payments and in relation to the Contract Sum.
9. Manage the process and identification delays or compensation events, and implementation of appropriate action in accordance with GCCC to address any issues or other events which may threaten the Project objectives.
10. Provide advice as required to the MCCFRS, Project Manager and the Design Team in relation to any contractual matters that may arise.
11. At the periods for interim payment, check contractors progress applications for payment, prepare interim valuations, and recommend payments to facilitate contract payment certification in accordance with the terms of the Contract.
12. As required, carry out inspection and of materials, components or elements of the works manufactured, fabricated or assembled off site as required in advance of delivery or payment.
13. Review and advise as necessary on the activities of the Contractor and Specialists, including labour levels, productivity, plant deployment and usage, effects of adverse weather and other disruptive factors and similar matters that may impact on cost and programme.
14. Examine and report on Contractors claims for delay, disruption or the like.
15. Advise, as required, on the cost of the fitted furniture and fittings for the Project; assist other Consultants and the Project Manager in obtaining tenders for its supply and installation, and prepare tender documentation as appropriate. Advise the MCCFRS as required on costs of potential fit outs not already included in the Contract.
16. Participate as required in dispute resolution procedures in relation to day-to-day disputes or disagreements which may arise during the Contract and actively assist in the resolution of these as they occur. Assist as required in relation to formal dispute resolution procedures where necessary in accordance with the terms of the Contract.
17. At least ten working days prior to anticipated completion of the Works, with the assistance of other consultants, evaluate any outstanding works still to be completed prior to confirmation of Substantial Completion.
18. Carry out evaluation in relation to partial / sectional completion of the works if required in accordance with the terms of the Contract.
19. If required, arrange for provision of information to independent auditors, quantity surveyors, tax advisors, insurance surveyors, purchasers, tenants and the like.

2.5.7. Stage 5 - Handover of Works and Final Account

1. On receipt of the necessary documents from the Contractor and Specialists, negotiate and agree all final accounts no later than 4 months following Substantial Completion of the works or the relevant part or section and prepare a Final Account report for agreement with the MCCFRS/Project Manager.
2. Provide detail cost analysis of the completed project.
3. Where contract claims are submitted assist with the adjudication and evaluation of same.
4. Prepare necessary information for taxation, capital allowances etc., if required.
5. Assist as appropriate in procedures and programmes for the inspection, notification and rectification of defects during the Defects Liability period and for the final inspection of the Project at the end of the Defects Liability period.
6. On final completion of all defects, assist the Lead Designer with the inspection the works; prepare final valuation for payment including release of retention monies.
7. Contribute to Project review with the MCCFRS and Project Team, to review the project and identify successes, failures and lessons to be drawn from the project.

2.6. 1.A.1 - PSDP SERVICES

All the duties of Project Supervisor for the Design Process according to the Safety, Health and Welfare (Construction) Regulations 2006, notwithstanding any inconsistent Contract contents.

PSDP Services are set out as follows.

PSDP envisaged to be Architect as lead designer. Architect to include for a Specialist PSDP if expertise & experience is not available in house.

2.6.1. General Provisions – Services Applicable to All stages

1. Provide full Project Supervisor Design (PSDP) Consultancy services in accordance with the current Capital Works Management Framework (CWMF) for Consultancy Services, as amended by this document. In the event of conflict between the two documents, this document shall take precedence.
2. The PSDP Consultant must have due regard to the GCCC Public Works Contracts during the execution of this appointment.
3. Allocate competent and qualified personnel at the commencement and for the duration of the Development and ensure continuity of service between personnel.
4. Provide a full PSDP service throughout all stages of the project to include temporary accommodation, building works, building fit-out including specialist fit-out, site and infrastructure works. This includes the preparation of the relevant safety plans and design risk assessments with all other members of the design team and the recording and tracking of mitigation measures identified for specific risks.
5. Consult with the members of the Design team responsible for the preparation of Design Risk Assessments and ensure that the assessments are completed in full, reviewed and considered by the team and all agreed mitigation measures recorded and implemented in the design.
6. Consult with the Assigned Certifier(s) to ensure that all designs are compliant with Health & Safety Regulations.
7. Sign Collateral Agreements if required.
8. Attend project meetings, progress meetings, site meetings or other meetings as required (this includes attendance as required at Project Review Meetings, Technical Workshop Sessions, Risk Management and Value Engineering meetings) and provide appropriate design support, assistance and advice in relation to safety matters as they affect the project.
9. Through all stages cooperate with the Authority and Project Manager in promoting teamwork, demonstrating appreciation of cost, programme and quality parameters, compliance with deadlines, effective resource management and problem solving.
10. Co-ordinate with any other consultants and advisors appointed or to be appointed by Authority. Review the architectural and engineering designs regularly as it progresses advising on all aspects of fire safety, risk mitigation, fire stopping, compartmentation, etc.
11. As part of this service, assess the design proposals and analysis of design options, and advise on design solutions and details as they relate to health & safety. Participate in the development of design options/ alternatives and value engineering options as may reasonably be required.
12. Advise on risks and management of risks and how to minimise same. Assist in the preparation of the preliminary health and safety plan, risk register etc., as required. Assist in preparation of design and building maintenance risk assessments as required throughout the project.

13. Allocate adequate resources to achieve programme dates.
14. Liaise, co-ordinate and co-operate with all members of the Design Team, Project Manager, Authority and other Authority consultants, representatives, 3rd parties in providing clear health & safety guidance etc.
15. Liaise and cooperate at all times with the MCCFRS's Campus Health & Safety coordinator.
16. At all stages, provide such other services as are reasonably incidental to the services identified herein and as may reasonably be required from time to time by the Authority.

2.6.2. Stage 1 – Feasibility / Preliminary Design

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Assist the Design Team in preparation of the preliminary Health & Safety Plan.
3. Advise the Design Team on requirements for design risk assessments, receive and collate the assessments and convene such internal workshops as may be required to address risk mitigation.
4. Attend Health & Safety meetings and workshops convened by the Employer and/or his appointed health & safety coordinators in conjunction with other PSDP's and PSCS's responsible for the development of other sites on the Campus.
5. Obtain Design Team Leader stage approval/ sign-off.

2.6.3. Stage 2a - Developed Sketch Design & Planning Application

1. Obtain the Team Leader's instruction for commencement of this sub-stage
2. Attend project meetings as required, provide appropriate design support, assistance and advice in relation to health & safety matters as they affect the project.
3. Liaise, co-ordinate and co-operate with all members of the Design Team, Project Manager, Authority and other Authority consultants, representatives and 3rd parties as required.
4. Carry out the Health & Safety Review of all design proposals and different design options.
5. Undertake as necessary design risk assessments to test the viability of different design options. Participate in Value Engineering exercises with the entire design team.
6. Consult as necessary with Authority's Health & safety coordinator and with the HSA when appropriate on key design issues and prepare the Design Stage Health & Safety Plan for incorporation into the Planning submission.
7. Consult with Design Team members as required in relation to design issues and any other related matters as they arise in the development of the design.
8. Provide information to Design Consultants to enable quantification for preparation of cost estimates and Cost Plan.
9. Provide information as required into the preparation of outline specification of materials for the project.
10. Liaise, co-ordinate and co-operate with all members of the Design Team, Project Manager, Authority and other Authority consultants, representatives and 3rd parties as required on the documentation required for the preparation of the Health & safety Plan.

11. Carry out the Health & Safety Review of all detailed design proposals and advise on necessary changes vis-à-vis achievement of compliance with relevant health & safety legislation.
12. Carry out detailed review of all documents to be lodged with the Planning Authorities.
13. Prepare and submit the project Safety Plan
14. Provide any updated / further information as required into the preparation of detailed specification of materials for the project.
15. Review the Disability Access Certificate documentation and ensure that the Health & Safety consequences of these requirements have been taken into account by the designers.
16. Obtain Design Team Leader stage approval/ sign-off.

2.7. 1.A.2 - Fire Safety Consultant

Architect to include for a Fire Safety Consultant Services if expertise and experience is not available in house. These services to be provided to the design team as a whole but as a specialist to the Architect as Lead.

2.7.1. General Provisions – Services Applicable to All stages.

1. Provide full Fire Safety Consultancy services in accordance with the current Capital Works Management Framework (CWMF) for Consultancy Services, as amended by this document. In the event of conflict between the two documents, this document shall take precedence.
2. The Fire Safety Consultant must have due regard to the GCCC Public Works Contracts during the execution of this appointment.
3. Allocate competent and qualified personnel at the commencement and for the duration of the Development and ensure continuity of service between personnel.
4. Provide a full Fire Safety Service throughout all stages of the project to include temporary accommodation, building works, building fit-out including specialist fit-out, site and infrastructure works. This includes the preparation of the relevant applications for Fire Certificate, associated Fire Safety reports and documentation in respect of the Project, preparation of supplementary applications and/or compliance submissions as required.
5. Consult with the Fire Officer as required in relation to design issues, the Fire Certificate application, approval conditions, and other related matters as they arise.
6. Observe and participate in the implementation of the MCCFRS's sustainability and environmental objectives for the project.
7. Sign Collateral Agreements if required.
8. Attend project meetings, progress meetings, site meetings or other meetings as required (this includes attendance as required at Project Review Meetings, Technical Workshop Sessions, Risk Management and Value Engineering meetings) and provide appropriate design support, assistance and advice in relation to safety matters as they affect the project.
9. Through all stages cooperate with the Authority and Project Manager in promoting teamwork, demonstrating appreciation of cost, programme and quality parameters, compliance with deadlines, effective resource management and problem solving.
10. Co-ordinate with any other consultants and advisors appointed or to be appointed by Authority. Review the architectural and engineering designs regularly as it progresses advising on all aspects of fire safety, risk mitigation, fire stopping, compartmentation, etc.
11. Assist the Authority in preparation of Authority requirements / developing the brief.
12. Carry out such studies as may be necessary to determine the feasibility of the Employer's requirements/ brief.
13. As part of this service, assess the design proposals and fire engineering analysis of design options, and advise on design solutions and details as they relate to fire safety. Participate in the development of design options/ alternatives and value engineering options as may reasonably be required.
14. Advise on risks and management of risks and how to minimise same. Assist in the preparation of the preliminary health and safety plan, risk register etc., as required. Assist in preparation of design and building maintenance risk assessments as required throughout the project.

15. Allocate adequate resources to achieve programme dates.
16. Liaise, co-ordinate and co-operate with all members of the Design Team, Project Manager, Authority and other Authority consultants, representatives, 3rd parties in providing clear drawings/ design and information for costs etc.
17. Incorporate all relevant Building Regulation Acts, Irish, British and European standards in relation to building specification and design, as required.
18. Carry out periodic inspections during construction, test witnessing, issue Opinion on Compliance and Fire Safety Management manual on completion.
19. At all stages, provide such other services as are reasonably incidental to the services identified herein and as may reasonably be required from time to time by the Authority.

2.7.2. Stage (i) – Preliminary

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Assist the Authority in preparation of Authority works requirements / developing the brief.
3. Advise the Design Team on performance requirements / levels of coverage of key elements of fire protection in buildings (fire ratings / sprinklers / smoke control etc.) to assist in feasibility and Cost Plan preparation.
4. Obtain Design Team Leader stage approval/ sign-off.

2.7.3. Stage 2a - Developed Sketch Design & Planning Application

1. Obtain the Team Leader's instruction for commencement of this sub-stage
2. Attend project meetings as required, provide appropriate design support, assistance and advice in relation to fire safety matters as they affect the project.
3. Liaise, co-ordinate and co-operate with all members of the Design Team, Project Manager, Authority and other Authority consultants, representatives and 3rd parties as required.
4. Carry out the Fire Safety Review of all design proposals and different design options.
5. Undertake as necessary fire engineering analysis to test the viability of different design options. Carry out Value Engineering exercises with the entire design team.
6. Consult as necessary with Fire Officer on key design issues and prepare the Fire Strategy Report for submission with the Planning.
7. Consult with Fire Officer as required in relation to design issues and any other related matters as they arise in the development of the design.
8. Provide information to Design Consultants to enable quantification for preparation of cost estimates and Cost Plan.
9. Provide information as required into the preparation of outline specification of materials for the project.
10. Liaise, co-ordinate and co-operate with all members of the Design Team, Project Manager, Authority and other Authority consultants, representatives and 3rd parties as required on the documentation required for the Fire Safety Certificate application.

11. Carry out the Fire Safety Review of all detailed design proposals and advise on necessary changes vis-à-vis achievement of compliance with relevant requirements of Part B (Fire) of the Second Schedule to the Building Regulations 1997 and any amendments thereto.
12. Undertake as required fire engineering analysis including computer simulation modelling to test the viability of alternative design options in relation to, Structural Fire Engineering Design, Egress Analysis, Smoke movement and control.
13. Prepare a Compliance Report including smoke control design for submission with the Fire Safety Certificate application drawings (and other supporting documentation) demonstrating compliance with the relevant requirements of Part B (Fire) of the Building Regulations 1997 and 2024 and any amendments thereto.
14. Carry out detailed review of all drawings to be lodged with the Fire Safety Certificate Application and issue of marked up drawings to the Architect (who will prepare the FSC drawings).
15. Prepare and submit the Fire certificate Application (FSC)
16. During the preparation of the application, consult with Fire Officer as required in relation to design issues and any other related matters as they arise on the project.
17. Provide any updated / further information as required into the preparation of detailed specification of materials for the project.
18. Consult / negotiate with the Fire Officer during the Fire Safety Certificate processing period and prepare supplementary compliance submissions if necessary.
19. Review the Disability Access Certificate documentation and ensure that the Fire Safety consequences of these requirements have been taken into account by the designers.
20. Obtain Design Team Leader stage approval/ sign-off.

2.7.4. Stage 2b – Detailed Design (planning and other statutory permissions and preparation of tender documentation)

1. Obtain the Team Leader's instruction for commencement of this sub-stage.
2. Attend project meetings as required and provide appropriate design support, assistance and advice in relation to fire safety matters as they affect the project.
3. Advise the Design Team specifically on the Passive Fire Protection requirements (Fire door sets, Compartmentation, Fire stopping & Structural Elements) and Active Fire Protection Systems requirements (smoke control, fire alarm system), prepare in conjunction with M&E Consultants a cause and effect schedule for the fire alarm system, electrically operated access control systems, emergency lighting and safety/ exit signage, and internal firefighting facilities.
4. Produce and review design alternatives and value engineering options as may reasonably be required for active fire protection systems.
5. Consult / negotiate with the Fire Officer during the Fire Safety Certificate application period and prepare supplementary compliance submissions if necessary.
6. Obtain Design Team Leader sub-stage approval/ sign-off.

2.7.5. Stage 3 - Tender Action, Evaluation and Award

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Liaise, co-ordinate and co-operate with all members of the Design Team in the preparation of specifications and other tender/ design documentation in relation to passive and active fire protection systems and check that Tender documents reflect Fire Safety Regulations requirements.
3. Advise on Fire Safety in relation to Construction and all necessary Fire Safety provisions for incorporation in the tender documentation.
4. Advise on and participate, if required, in Tender prequalification and suitability assessment process incorporating Contractor/ Specialist credentials and suitability questionnaire, in particular in relation to Fire Safety matters.
5. Assist in the preparation and documentation of responses to any technical queries arising during the tender period. Participate in mid-tender or post-tender Contractor/ Specialist interviews, as required.
6. Obtain Design Team Leader stage approval/ sign-off.

2.7.6. Stage 4- Works Construction (including Contract Administration)

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Attend as deemed necessary by the Architect / Project Manager relevant Design Team/ site meetings in order to assist the Architect/ Project Manager in monitoring that the works are being executed in accordance with the requirements of Part B (Fire) of the Building Regulations 1997 and the approved design on which the Fire Safety Certificates are based.
3. Carry out review and validation, in conjunction with the Project Managers, Architects, M&E Consultants and Quality Assurance Consultants, of completion/ commissioning certificates for fire protection systems and passive fire protection elements (i.e. fire stopping, fire door sets, etc.) including carrying out periodic inspections and review at regular intervals during construction of the fire protection elements such as fire doors, structural steel work fire protection, fire stopping, cavity barriers and fire walls/ partitions.
4. Review any change orders affecting the Approved Design (i.e. the design as set out in the Fire Safety Certificate Application) arising during the course of the works. Consult as necessary with the Fire Department and prepare submission of additional Fire Safety Certificate applications as required.
5. Witness, in conjunction with the M&E Consultants/ Contractors, the integrated testing of the Fire Protection Systems to ensure compliance with the approved fire strategy i.e. smoke control, evacuation signalling, etc.
6. Issue Opinion on Compliance with the relevant requirements of Part B (Fire) of the Building Regulations 1997 as applicable to the proposed development. The Opinion on Compliance will take account of completion/ commissioning certificates from the relevant contractors/ consultants responsible for the detailed design and installation of the fire protection systems. It is noted that the detailed design, commissioning and certification of the protective systems will be undertaken by the M&E Consultants and M&E Contractor and will be reviewed by the fire consultant.
7. Obtain Design Team Leader stage approval/ sign-off.

2.7.7. Stage 5 - Handover of Works and Final Account

1. To ensure that compliance with the Fire Services Act 1981, Health, Safety & Welfare at Work Act 2005 and other relevant legislation/regulations is achieved in the management and operation of the facility, the consultant is required to prepare the Fire Safety Management manual for the Development.
2. The Fire Safety Management manual for the Development shall deal with the following:-
 - a. Fire safety policy statement
 - b. Fire alarm response procedures
 - c. Routine maintenance of fire protection systems
 - d. Routine fire precautions and housekeeping
 - e. Designation of duties of key personnel and staff training
 - f. Evacuation procedures.
3. Provide guidance to the Client on the provision of information for maintenance personnel, as required.

2.8. Employers Representative Team (incl. all Sub-consultants)

Employer Representative (ER) Services are set out as follows.

ER is to be Architect.

In all likelihood the Works Contractor will be contracted under a Traditional Designed by Employer Construction Works Contract as distinct to a Design Build Finance Operate (DBFO) or Design Build (DB) Works Contract. ER to review Works Contractors specialist service providers Designers submitted proposals, designs etc.

The appointed Design Team will be retained by the Employer for Stages 3-5 (inclusive) of the construction works contracts to perform the role of Technical Advisor and employers Representative for these delivery stages.

The stage services required for each discipline will be:-

2.8.1. Stage 3 - Tender Action, Evaluation and Award

1. Obtain the Authority's instruction for commencement of this stage and instruct the other Team Members accordingly.
2. Carry out all necessary services relating to the procurement and tender process leading to award of Contract including the preparation of PQQ documents, submission evaluation.
3. Assist in advising the Authority in the assessment of WORKS CONTRACTORS Specialists submissions and in relation to adjudication on suitability of WORKS CONTRACTORS Specialists candidates for the contract for construction works.
4. Assist in the preparation and agreement on final tender list of WORKS CONTRACTORS Specialists.
5. Assist the Authority in the preparation of Employers Requirements output specifications to be issued to the Contractors for the purpose of tender.
6. In conjunction with the other consultants, participate in the assembly and compilation of tender documentation packages for issue to contractors/ specialists.
7. Prepare tender documents for specialists where appropriate.
8. Advise on tendering procedures in compliance with relevant public procurement rules and the requirements of the GCCC Public Works Contracts.
9. Obtain approval from the Authority prior to the publication of any procurement-related documentation and/or communications with candidates and tenderers.
10. Liaise with the Authority and the other members of the Design Team to obtain all necessary information to conduct a comprehensive and complaint procurement procedure leading to the appointment of the WORKS CONTRACTORS Specialist for the Project.
11. Prepare and issue notification letters to successful and unsuccessful candidates in accordance with S.I. No. 130 of 2010 European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010.
12. Prepare a complete Invitation to Tender documentation in line with the GCCC Standard Forms of Contract for Works. A complete Invitation to Tender document may include, *inter alia*, Instructions to Tenderers, Award Criteria, Form of Tender, Schedule (Part 1), Works Requirements, etc.
13. Assist in development of contract award procedure, terms and conditions and insurance arrangements in accordance with the GCCC Public Works Contracts.

14. Assist in the preparation and documentation of responses to any technical queries arising during the tender period and participate in mid-tender or post-tender contractor/specialist clarification meetings, as required.
15. Review and comment on the tender proposals and with the Quantity Surveyor and other consultants prepare a Design Team response to the Authority on the relative merits of contractor/specialist tenders received for the works.
16. Assist in the preparation of report on tenders to the Authority and recommend the successful tenderer.
17. Compile an evaluation report relating to the technical merits of contractor'/ specialist' submissions. Provide as required recommendations to the AUTHORITY dealing with tender adjustments, revisions or amendments that may be required in order to meet the approved budget.
18. In consultation with the Authority and other consultants, participate in the detailed negotiations with the preferred bidder to achieve financial close on the contract including the review of all necessary design amendments, revisions and adjustment for the preparation of value engineering assessments or proposals put forward by the Works Contractor. Coordinate the design team in any negotiations with Works Contractor Specialist on the behalf of the Employer.
19. Review, as required, planning compliance submissions prepared by the WORKS CONTRACTORS Specialist in response to planning conditions.
20. Review documentation, as required, prepared by the Works Contractor Specialist in response to fire safety certificate conditions and the DAC conditions.
21. Notify milestones completion and submit invoices for payment.
22. Obtain Authority sign-off for this stage.

2.8.2. Stage 4- Works Construction (including Contract Administration)

1. Obtain The Authority instruction for commencement of this stage.
2. Act in the Role of the Employer's Representative under the Capital Works Management Framework (CWMF) contracts.
3. Ensure sufficient resources are available at all times during the construction to meet information delivery and Building Contract response time limitations as they arise.
4. Ensure that all necessary notices, certificates and other obligations required under the WORKS CONTRACTORS Agreement Contract are discharged in accordance with the Contract and that the Authority's rights under the Contract are protected at all times.
5. Advise the Authority regarding the requirement for clerk of works, resident engineer or other on-site staff. Assist in the recruitment/ appointment of such staff.
6. Advise the Authority generally regarding his statutory duties, particularly with regard to health, safety, sustainability and the environment.
7. Keep the Authority continuously informed of potential risks or changes which may affect the brief, cost, quality or programme.
8. Assist in evaluation and approval or otherwise of any Works Contractors Specialists post contract value engineering proposals, their incorporation in the Contract, and associated compliance with planning conditions as required.

9. Prepare a detailed design review programme to meet the Contractor's information submissions schedule and programme, fully addressing all necessary resource inputs, deliverables and approvals, with input as required from the other consultants.
10. Receive and respond to Contractors and/or specialist's requests for information (RFI) providing additional design input and/or clarification where required. Provide necessary documentation to confirm status of RFI closure.
11. Receive, review, and evaluate Works Contractors Specialists, Contractor, subcontractor or specialist Reviewable Design Details (RDD's), production drawings, shop drawings, BIL Models, method statements or other relevant submissions and respond, amend, approve or as otherwise appropriate to ensure compliance with the Works Contractors Contract Agreement. Provide input into the technical evaluation of method statements and risk assessments issued to comply with the building design and health and safety regulations. Respond promptly to all such submissions in accordance with the agreed procedures for approval.
12. Prepare and maintain a fully documented record of all submissions made by the Works Contractors or specialists and responses to same.
13. In conjunction with sub-consultants carefully review all proposed construction details with respect to fire stopping, compartmentation, and fire safety measures. Examine and verify that all such construction details have been carried out by the Contractor in accordance with the approved details.
14. In conjunction with sub-consultants carefully review all proposed construction details with respect to disabled access within and around the building. Examine and verify that all such construction details have been carried out by the Contractor in accordance with the provisions of the DAC.
15. In conjunction with sub-consultants carefully review all proposed construction details with respect to emergency lighting systems within and around the building. Examine and verify that all such construction details have been carried out by the Contractor in accordance with the provisions of the Building Control Regulations and the DAC
16. Advise the Authority on proposed variations or changes arising from value engineering assessments (VEA) should they arise. Coordinate timely assessment of the impact of the proposed VEA's on cost, quality and programme and advise the AUTHORITY prior to any work being instructed or carried out.
17. Participate in cost monitoring, cost control and design change control procedures for the project and implement these as required throughout this stage.
18. Prepare relevant response as required with the Design Team and advise on the effects of a proposed change to the design of the Project, in accordance with the AUTHORITY's change control procedures. Adherer strictly to the Change Request system established by the Authority.
19. Compile and submit monthly detailed Reports to the Authority in the format required by the MCCFRS and in the detail set out in the CWMF which includes examination and report on any Change Requests, variations and claims, including those resulting from delay/disruption, pertaining to the works.
20. Manage and coordinate all procedures in relation to the monitoring and progress of the works, quality, cost and to deal with any issues or problems that may arise. Matters such as quality, cost adherence to specification and detail are key aspects of this activity and all to be dealt with in accordance with the details of the contract.
21. Instruct, oversee, inspect and approve all tests, prototypes, samples, mock-ups or the like to be provide by the Works Contractor under the Contract Agreement.

22. Where necessary advise the Authority on the need for any additional inspections and/or tests required. Where appropriate propose recommended suppliers, provide brief and obtain costs for the provision of such additional tests.
23. Carry out regular visits to the works for the purpose of monitoring and inspection, to confirm that the works are being carried out in accordance with the Contract Agreement. Site inspections should also be undertaken as required from time to time by individual disciplines to ensure that key elements are inspected prior to closing up. Identify specific work elements which require inspection or testing prior to the work being covered up.
24. Perform the role of Assigned certifier as defined in the *Code of Practice for Inspecting and Certifying Buildings and Works* with reference to Article 20G of the Building Control Regulations published by *Environment, Community and Local Government*. This must include the preparation of an inspection Plan to be implemented by the Consultant, his sub-consultants, the various designers, contractors, subcontractors and specialists.
25. Liaise with the Authority and key stakeholders and in relation to building fittings and fixtures and installation of specialist equipment.
26. In conjunction with the other consultants, review and comment on Contractors, sub-contractors or specialists' proposals and programmes for commissioning and performance testing of the works. Where required, witness commissioning and testing. Examine test results submitted by the Contractor and advise on areas which require further testing prior to completion. Agree, coordinate and comply with procedures to verify and confirm acceptance of systems or elements of the works.
27. Carry out inspection of the works on completion of the works, or part of the works where applicable, and prepare a list of defects. Notify the Contractor and the Authority of all snags and defects identified. Carry out inspection of the defect's remedial works upon notification of their completion by the Contractor.
28. On request from the Contractor, and if in accordance with the Building Contract, issue the certificate of substantial completion. Coordinate certification as required by the other consultants that the works within their area of responsibility have reached substantial completion. Ensure that all required documentation, certificates, warranties etc. to be provided by the Contractor under the Building Contract are delivered in advance of issue of the certificate of substantial completion. Notify the AUTHORITY accordingly in advance of issue of the certificate of substantial completion.
29. Give required notice to the Contractor and implement taking over of part or a section of the works in advance of substantial completion, if required, in accordance with the terms of the Building Contract.
30. Provide a signed Certificate of Compliance with Building Regulations as Assigned Certifier.
31. In consultation with the sub-consultants, review and comment on the Contractor's draft issue of the operating and maintenance manuals, health and safety file, record drawings and any other related documents to verify compliance with the Building Contract documentation.
32. In conjunction with sub-consultants, review the Cause & Effect matrix for the fire protection systems, witness the implementation and demonstration of all fire safety systems.
33. Prepare and submit a revised or rectification Fire Certificate Application (RFSC), if required.
34. During the preparation of the application, consult with Fire Officer as required in relation to design issues and any other related matters as they arise on the project.
35. Notify milestones completion and submit invoices for payment.
36. Obtain Authority sign-off for this stage.

37. Architect to coordinate all consultants in the finalisation of the risk registers and design risk assessment for issue to PSDP for inclusion in Safety File.

2.8.3. Stage 5 - Handover of Works and Final Account

1. Obtain the Authority instruction for commencement of this stage.
2. Within 4 weeks of substantial completion, coordinate the preparation and assembly of and delivery to the Authority of two complete bound sets of completion documents in hard copy together with one set in CD or other digital format, including BIM Model, as-built drawings, detailed technical specification, specialist works as-built drawings and specifications, health and safety file, operating and maintenance manuals, maintenance specifications or other relevant documentation.
3. Provide advice and recommendations to the Authority in relation to building maintenance and the training of the managers and maintenance staff who will be responsible for the operation, safety and maintenance of the new facility. Coordinate, organise and participate in training and maintenance seminar for all relevant staff.
4. Provide assistance as required to the Authority in settlement and finalisation of Contractor's accounts and the project final account. Provide technical evaluation, assessment and adjudication in relation to Contractor's claims where applicable.
5. Coordinate the design team and other consultants in monitoring the Project during the 18 month defects period as defined in the Building Contract (the "**Defects Period**"). Compile a list of defects one month before the end of the Defects Period and issue a schedule of defects/snags to the Contractor, The Authority and end users. During Defects Period instruct Contractor on any defects which require urgent/ immediate attention.
6. At the end of the Defects Period, carry out a final defect's inspection, and on satisfactory completion of all defects, issue the Defects Certificate to the Contractor and The Authority in accordance with the Building Contract.
7. Manage and coordinate the design team and other consultants in providing information for the design review and report to the Authority.
8. Prepare final report to the Authority.
9. Participate in and provide technical input to the Authority's post completion review. Coordinate Design Team review to explore experience gained and lessons learned for future projects.
10. Notify milestones completion and submit invoices for payment.
11. Obtain Authority sign-off for this stage.

2.9. 1.A.3. Specialist Access Design (incl. Disabled Access Certificate Applications)

Design Team to ensure Design and Construction comply with Best Practice and Applicable standard with respect to Universal Access and Design for Disabled Access (DAC). Architect to include for a **Specialist Access Consultant** if expertise & experience is not available in house.

2.9.1. General Provisions – Services Applicable to All stages

1. Provide full Universal Access Consultancy services in accordance with the current Capital Works Management Framework (CWMF) for Consultancy Services, as amended by this document. In the event of conflict between the two documents, this document shall take precedence.
2. The Universal Access Consultant must have due regard to the GCCC Public Works Contracts during the execution of this appointment.
3. Allocate competent and qualified personnel at the commencement and for the duration of the Development and ensure continuity of service between personnel.
4. Provide a full Universal Access Service throughout all stages of the project to include temporary accommodation, building works, building fit-out including specialist fit-out, site and infrastructure works. This includes the preparation of the relevant applications for the Disabled Access Certificate, associated compliance reports and documentation in respect of the Project, preparation of supplementary applications and/or compliance submissions as required.
5. Consult with the Universal Access Officer at Meath County Council as required in relation to design issues, the DAC application, approval conditions, and other related matters as they arise.
6. Observe and participate in the implementation of the Clients sustainability and environmental objectives for the project.
7. Sign Collateral Agreements if required.
8. Attend project meetings, progress meetings, site meetings or other meetings as required (this includes attendance as required at Project Review Meetings, Technical Workshop Sessions, Risk Management and Value Engineering meetings) and provide appropriate design support, assistance and advice in relation to access matters as they affect the project.
9. Through all stages cooperate with the Authority and Project Manager in promoting teamwork, demonstrating appreciation of cost, programme and quality parameters, compliance with deadlines, effective resource management and problem solving.
10. Co-ordinate with any other consultants and advisors appointed or to be appointed by AUTHORITY. Review the architectural and engineering designs regularly as it progresses advising on all aspects of universal access requirements.
11. Assist the Authority in preparation of Authority requirements / developing the brief.
12. Carry out such studies as may be necessary to determine the feasibility of the Employer's requirements/ brief.
13. As part of this service, assess the design proposals and universal access analysis of design options, and advise on design solutions and details as they relate to disabled access and occupant safety. Participate in the development of design options/ alternatives and value engineering options as may reasonably be required.
14. Advise on risks and management of risks and how to minimise same. Assist in the preparation of the preliminary Disabled access certificate application etc., as required. Assist in preparation of design and building operation assessments as required throughout the project.

15. Allocate adequate resources to achieve programme dates.
16. Liaise, co-ordinate and co-operate with all members of the Design Team, Project Manager, Authority and other Authority consultants, representatives, 3rd parties in providing clear drawings/ design and information for costs etc.
17. Incorporate all relevant Building Regulation Acts, Irish, British and European standards in relation to building specification and design, as required.
18. Carry out periodic inspections during construction, test witnessing, issue Opinion on Compliance on completion.
19. At all stages, provide such other services as are reasonably incidental to the services identified herein and as may reasonably be required from time to time by the Authority.

2.9.2. Stage 1 – Feasibility / Preliminary Design

1. Obtain the Team Leader's instruction for commencement of this stage.
2. Assist the Authority in preparation of Authority works requirements / developing the brief.
3. Advise the Design Team on performance requirements / levels of coverage of key elements of universal access in buildings to assist in feasibility and Cost Plan preparation.
4. Obtain Design Team Leader stage approval/ sign-off.

2.9.3. Stage 2a - Developed Sketch Design & Planning Application

1. Obtain the Team Leader's instruction for commencement of this sub-stage
2. Attend project meetings as required; provide appropriate design support, assistance and advice in relation to universal access matters as they affect the project.
3. Liaise, co-ordinate and co-operate with all members of the Design Team, Project Manager, Authority and other Authority consultants, representatives and 3rd parties as required.
4. Carry out the Universal Access Review of all design proposals and different design options.
5. Undertake as necessary access analysis to test the viability of different design options. Carry out Value Engineering exercises with the entire design team.
6. Consult as necessary with Universal Access Officer at Meath County Council on key design issues and prepare the Universal Access Compliance Report for submission with the Planning.
7. Provide information to Design Consultants to enable quantification for preparation of cost estimates and Cost Plan.
8. Provide information as required into the preparation of outline specification of materials for the project.
9. Liaise, co-ordinate and co-operate with all members of the Design Team, Project Manager, Authority and other Authority consultants, representatives and 3rd parties as required on the documentation required for the Disabled Access Certificate application.
10. Carry out the Universal Access Review of all detailed design proposals and advise on necessary changes vis-à-vis achievement of compliance with relevant requirements of Part M of the Second Schedule to the Building Regulations 1997 and any amendments thereto.

11. Carry out detailed review of all drawings to be lodged with the Disabled access Safety Certificate Application and issue of marked up drawings to the Architect (who will prepare the DAC drawings).
12. Prepare and submit the Disabled access Certificate Application (DAC)
13. Provide any updated / further information as required into the preparation of detailed specification of materials for the project.
14. Consult / negotiate with the Universal Access Officer during the Disabled Access Certificate processing period and prepare supplementary compliance submissions if necessary.
15. Review the Disability Access Certificate documentation and ensure that the Fire Safety consequences of these requirements have been taken into account by the designers.
16. Obtain Design Team Leader stage approval/ sign-off.