



Kenlis Place Theatre & Public Realm

Regeneration and adaptive reuse of two buildings and theatre on Kenlis Place.

For use as Community Buildings, an outdoor civic space and carpark.

Clients Brief

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1. Introduction

This is the initial project for the Multi-Party Framework for Architect-Led Multidisciplinary and Integrated Design Team Services for schemes that come under the directorate of Rural Regeneration.

Meath County Council is seeking a fixed price lump sum tender for the provision of a suitably qualified Architect-Led Design Team for the proposed restoration and adaptive re-use of at least two key town centre buildings and an existing carpark, to develop an integrated network of Arts initiatives, cultural facilities and bespoke dedicated spaces for artists and the creative industries. The buildings to be developed are the Town Theatre (Site A on map below) which will host a combination of art house screenings and events, a derelict residential property (Site B) which will host residential Artist Studios will contain self-contained living and working spaces for practitioners and the existing Meath County Council Carpark (Site C). There will be a plaza in front of the theatre and a carpark. The outdoor plaza will be used for outdoor performances or craft markets. There are 2 other sites which are to be included for stage (i) Feasibility Study/Preliminary Design, Site D which is a 2-storey residential property and Site E which is a former boys convent.

The buildings are located on Kenlis Place in Kells, Co. Meath, Land Folios are MH34271F (carpark), MH16594F (theatre and land to rear), the Derelict Building is not registered and is on the Derelict Sites Register and the CPO process is underway. At present the derelict building is not in use and remains in a neglected and deteriorated condition and the theatre was in use up until recently. The site is located in an Architectural Conservation Area, Kells Historic Core.

The Design Team Consultancy Services for the development will include all stages (i) and (ii) of the service requirement in accordance with the Capital Works Management Framework (CWMF) main project process under the standard conditions of engagement (Please refer to Appendix A included in this document).

It is anticipated that the works will be carried out under the Public Works Contract for Minor Building and Civil Engineering Works designed by The Employer (PW-CF1) incorporating the requirements of the Capital Works Management Framework (CWMF), single-stage open tender.

2. Project Overview

Meath County Council wishes to procure the services of a suitably qualified Multidisciplinary Architect-Led Design Team to carry out works from Feasibility Study/Preliminary Design, Outline Design to Statutory Process and Preparation of Tender Documents at the site located on Kenlis Place, Kells, Co. Meath.

The aim of this project is to restore and adapt at least two key town centre buildings and an existing car park, to develop an integrated network of Arts initiatives, cultural facilities and bespoke dedicated spaces for artists and the creative industries. The buildings to be developed are the Town Theatre (Site A) which will host a combination of art house screenings and events and the derelict

residential property (Site B) which will host residential Artist Studios will contain self-contained living and working spaces for practitioners. The existing Meath County Council Carpark will also be developed and will form the entrance to the site. There will be a plaza in front of the theatre and a carpark. The outdoor plaza will be used for outdoor performances and/or craft markets. It is also intended to bring the buildings up to modern standards in terms of Building Regulations, universal and age friendly design compliance and fully utilise the potential of the site's footprint.

The exterior of the buildings is expected to remain largely as existing apart from the theatre which will be subject to further review of its façade and roof. The surrounding grounds and carpark will be subject to some hard and soft landscaping with nature-based solutions to the forefront of any potential design options. The project will require a Part 8 planning application.

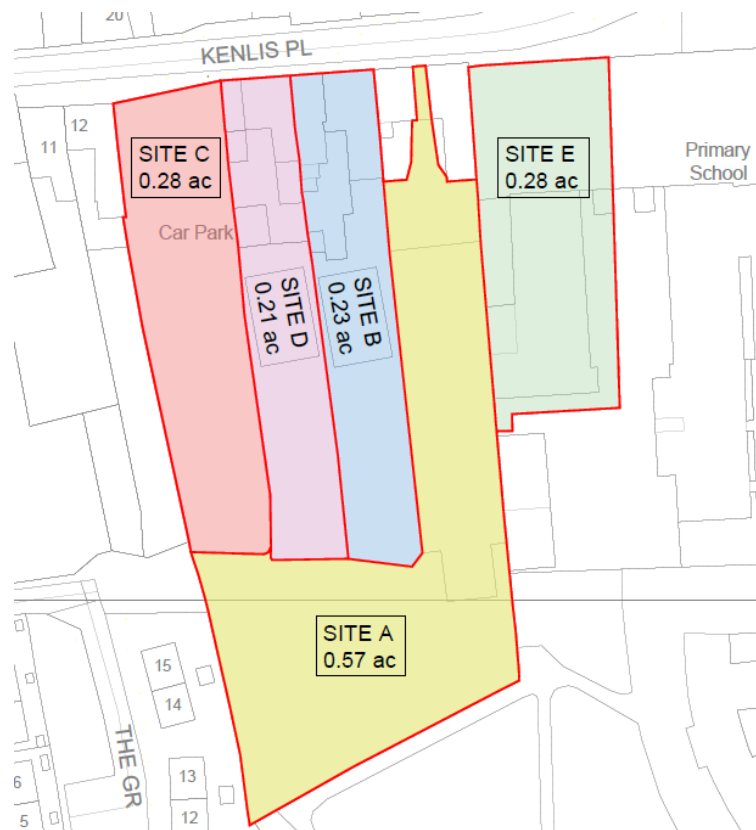
The site size (Site A to E) is approximately 0.62Ha and the existing theatre is approximately 800m². The design for the 3 sites, A, B and C should lend itself to being extended into Site D(2 storey residential property) and E (former Boys Convent) if the Council acquire these properties in the future. At present the site is accessed via the Archway on Kenlis Place, through the carpark and from an access on The Grove.

The Information pack supplied with this tender contains the following documents:

- Previous Draft Options
- A structural report which outlines the current condition of the existing theatre from a structural point of view
- Photos of the existing site and theatre.
- Meath County Council's Shopfront Guidelines

The carpark is in the ownership of Meath County Council. This carpark will be the main vehicular access to the development, with the new carpark being located to the rear of the site.

3. Site



Outline Map of the Proposed Site

The site consists of Site A (Kells Theatre), Site B (Derelict house), Site C (Meath County Council Carpark), Site D (2 storey Residence) and Site E (Boys School/Convent). Site B, D and E are not currently in the Council's ownership. The Council is currently pursuing a CPO in relation to site B. Sites A, B and C are to be brought through to Stage (ii)c (Prepare Tender) and sites D and E are to only be brought to Stage (i) (Feasibility/Preliminary Design). The design for the 3 sites, A, B and C should lend itself to being extended into Site D and E if the Council acquire these properties in the future.

Kenlis Place, Kells
Existing Site

the paul hogarth company



Existing Site

4. Buildings Background

Site A – Kells Theatre

The theatre (Site A) was gifted to the Council by St. Vincent De Paul who originally owned the site. The building consists of a flat roof entrance foyer with the main theatre to the back. The roof on the theatre is an A-type slated roof. It is proposed to carry out a deep retrofit of the theatre, extend it to the front where the flat roof portion is, replace the façade and bring it up to current Building Control Standards. There is evidence of asbestos in the roof slates and an asbestos survey of the building needs to be carried out. There is terraced seating in the theatre which appears to be fixed to a solid concrete slab supported on steel beams/columns. The intention is to remove this seating area along with the concrete slab supporting them and provide retractable seating so the area can be used as a multifunctional space. A rear extension was also built on recently. The walls are 300mm thick and the floor is level with the stage in the theatre. There is also a modular building which is in disrepair and needs to be removed or replaced. The modular building provided a changing area for the theatre. The changing rooms will need to be accommodated within the design. There is a structural report contained in the information pack regarding this building.



Site A - Kells Theatre

There are cracks, damp, roof issues, drainage issues, etc all which need attention. These are detailed in the structural report contained in the information pack and will need to be addressed in the tender documents. The venue is difficult to find by visitors to the town, improved signage and external lighting would help with this. Signage should be in keeping with Kells Type Trail (<http://www.kellstypetrail.com/>) and Meath County Council's Shopfront Guidelines which is contained in the information pack. The provision of facilities for food and drink should also be considered as this would keep people at the venue for longer.



Site B – Derelict House

Site B – Derelict House

The derelict house (Site B) is currently unoccupied. It is a two-store mid-terrace property. The building is now in poor condition with a hole in the roof, the windows are smashed, the interior is in

very poor condition, the floors are failing. The internal walls/floors will have to be demolished and rebuilt. The building can be considered as just a shell. The building requires a full survey. It is proposed that this building will house residential Artist Studios on the ground floor with self-contained living and working spaces for practitioners on the first floor. This property is currently not in the ownership of Meath County Council and is subject to a Compulsory Purchase Order under derelict sites. It is envisaged that this process will be complete by the time the project goes to tender.

In the gardens of Site A and Site B, it is proposed to provide a carpark and plaza in front of the theatre and a carpark to the rear of the site. The outdoor plaza will be used for outdoor performances and/or craft markets. This plaza area should be designed so that it can be extended into the garden of Site D, should Meath County Council acquire this property in the future.



Site C – Public Carpark in the ownership of Meath County Council

[Site C – Public Carpark](#)

Site C is a public car park in the ownership of Meath County Council. It is envisaged that the carpark will form the new vehicular entrance into the site with a new car park being situated to the rear of the site.



Site D – 2 Storey Property

Site D – 2 Storey Residence

Site D is a two-storey property, it is not currently in the ownership of Meath County Council. Above the garage the wall is clearly failing, with visible cracks, however beyond this, the condition of this property is currently unknown. The building was occupied until recently. It may not be possible to ascertain the condition of this building at present. The feasibility design for the 3 sites, A, B and C should lend itself to being extended into Site D and E if the Council acquire these properties in the future. This site is to be included as part of stage (i) only. It will not form part of the tender documents.



Site E – Former School

Site E – Boys Convent

Site E is a former boys school/convent. The site is presented as a detached gable-fronted three-bay two-storey school, built in 1840. There are 2 buildings currently linked by a screen wall with central pedimented carriage arch, with flanking carriage arches. There are pitched roofs, rendered walls with stone quoins and render plaques. Square-headed window openings with stone sills and some timber sash windows are also present as well as square-headed decreases with console brackets supporting canopies. The setting is enhanced by the ashlar limestone piers and cast-iron railings and gates. The building that is to form the part of this brief is the one in the photo above, to the right of the arch. The feasibility design for the 3 sites, A, B and C should lend itself to being extended into Site D and E if the Council acquire these properties in the future. This site is to be included as part of stage (i) only. It will not form part of the tender documents. The feasibility study shall show what can be achieved in terms of connectivity/permeability with the other sites etc at stage (i).

The former convent building was purchased in 2016 by the Moynalty based O'Connell family who subsequently approached Meath County Council with the proposal of making the site available for cultural use.

It is proposed that the building be used as artists' studios. A lack in affordable living and workspaces for artists has been identified as a major obstacle preventing the growth and development of creative communities in County Meath.

The proposed conversion would address this identified deficit in artists provision and satisfy the building owners desire to use the site for cultural endeavour whilst ensuring building occupancy and management; thereby rescuing another otherwise dormant space.

This conversion would house the development of studio workspaces and artists' accommodations. It is envisaged that the studios will attract not only visual artists in residence but also master printers, film makers and writers.

5. Team

The successful candidate will be a team with proven professional qualifications and experience in the area of conservation, refurbishment, restoration and adaptive re-use of buildings.

The principal members of this Architectural Led Design team will be:

- Architect with RIAI membership and experience in historic buildings.
- Structural/Civil engineer with IEI Accreditation and experience in historic buildings.
- Building Services Engineer (CIBSE or equivalent) with proven expertise in sustainable development and renewable energy
- Quantity Surveyor experienced in historic buildings
- Archaeologist (licensed)
- Assigned Certifier
- Fire Safety Consultant including Disability Access Consultant (may be a member of the team if suitably qualified)
- Project Supervisor Design Stage (may be a member of the team if suitably qualified)
- Acoustic Consultant (who may be a member of the team)
- Landscape Architect (who may be a member of the team)
- Energy Efficiency Consultant (who may be a member of the team)
- Interior Design/Office Workspace Design

It is envisaged that the electrical/mechanical design team element will consist of the following skills.

- Electrical/Mechanical Assessment & Design
- Environmental Assessment & Design
- Lighting Design and Advice with particular emphasis on infrastructure design
- ICT Infrastructure Assessment & Design

Other disciplines and key personnel will be appointed as required to fulfil the brief and statutory obligations.

6. Meetings

By end of Week 1, a short Start-up Report shall be issued to Meath County Council listing contact details for Key Team Members, organisation chart, schedule of meetings sufficient to meet the requirements of the project and communications, information management and consultation

protocols. The Design Team Leader shall agree on the Communications Strategy between the Design Team and Meath County Council to be employed through all stages.

There shall be a meeting as early as possible on engagement between the design team and client (MCC Project Team Members) to review the requirements of the project.

As a minimum, The Design Team shall be required to attend monthly progress meetings with the Client and shall be required to prepare Progress Reports for these meetings, with the progress report to be issued to the client a minimum of 2 days prior to the day of the meeting. The Team Leader (Architect) shall be required to record and minute the meetings. Progress meetings shall be held for the duration of the project.

The Design Team shall arrange, attend and administer as required any necessary meetings/workshops with key stakeholders including neighbouring developments. In addition to the Part 8 statutory requirements, include for at least one public consultation to present the detailed design sufficiently in advance of tendering to allow for amendments as deemed necessary to be made to the layout on foot of such consultations. Presentations to council members on final assessments to be included for in the fee proposal.

The Design Team shall arrange and allow for any discussions with statutory and non-statutory bodies for example, Meath County Council's Planning Section, local community and sports groups etc. This is a non-exhaustive list as the stakeholders will be identified as the project progresses.

7. Programme

The design team shall be required to present an outline programme for the delivery of Stages (i) to Stage (ii)c of the proposed development which ensures delivery of the project in accordance with the strict timelines set out in the Form of Tender (22 weeks to complete all surveys, detailed design and prepare the documents for Part 8, 20 weeks for the Part 8 Statutory Procedure, and 8 weeks to complete the detailed design and prepare the tender documents).

8. Budget

The indicative maximum budget for this project is circa €6,000,000 (inclusive of VAT) for building works and professional fees.

9. Site Visit

As part of the project brief each Tenderer will be given the opportunity to carry out a site visit to the existing building and site. The time of the site visits will be subject to agreement with Meath County Council. Please send a request via e-tenders to arrange. The site visits will be arranged as per government and public health advice.

10. Outline of Services Required

General

The proposed development enjoys a prominent site in Kells town centre. Meath County Councils proposal is to restore and adapt at least two key town centre buildings, to develop an integrated network of Arts initiatives, cultural facilities and bespoke dedicated spaces for artists and the creative industries. The buildings to be developed are the Town Theatre which will host a combination of art house screenings and events. The derelict residential property which will host residential Artist Studios will contain self-contained living and working spaces for practitioners and the existing Meath County Council public carpark. There will be a plaza in front of the theatre and a new carpark to the rear of the site. The outdoor plaza will be used for outdoor performances and /or craft markets. It is also intended to bring the building up to modern standards in terms of Building Regulations compliance and make more efficient use of the site's footprint. The design for sites A, B, C should lend themselves to being extended into sites D and E. Sites A, B and C are to be brought from stage (i) through to Stage (ii) c and Sites A and B are to be brought to stage (i).

It is envisaged that the Design Team will provide complete project management and design services for the project, including:

- Architectural Design
- Project Supervisor Design Process / Health and Safety Designer
- Project Management
- Civil/Structural Design
- Mechanical/ Electrical Design
- Archaeologist
- Quantity Surveyors
- Preparation of Tender Documents for Construction Stage
- Fire Safety & Disability Access Design

While other disciplines may be required occasionally for the delivery of a successful service, these will be appointed as and when the need arises.

Each applicant will also be required to complete the Council's Health & Safety Competency assessment to undertake the duties of Project Supervisor for the Design Process (PSDP). The role of the PSDP may be carried out in house by one of the Principal Service Providers or may be provided by a specialist service provider. The PSDP must satisfy the Client that they are competent and have the necessary resources to provide this service.

A full list of deliverables is contained in the Schedule of Stage Services in Appendix A. Outlined below is more detail on certain elements contained in the schedule.

STAGE (i) – Feasibility Study/Preliminary Design – Sites A to E

The Architect will undertake the roll of Project Supervisor Design Process in accordance with the Safety, Health & Welfare at Work (Construction) Regulations, 2013, as amended. Stage (i) involves

the design team assisting Meath County Council in finalising the definitive project brief which is the full and completed statement of Meath County Council's functional and operational requirements for the Project. At the end of this Stage Meath County Council's requirements will have been discussed and a preferred preliminary design developed into a plan, taking cognisance of functional, aesthetic & operational requirements, local authority and public utility requirements, site issues, capital cost constraints, best overall value, delivery schedule and customer occupation. The required deliverables include:

- Identifying a number of feasible options with preliminary drawings and cost estimates.
- Carry out a detailed survey of the existing buildings to provide a template with accurate dimensions for the detailed design.
- Meet relevant stakeholders (Meath County Council staff - project staff, planning staff, facilities staff, corporate services staff and IT staff where applicable), as well as community organisations, to gain an understanding of the needs of these stakeholders.
- Provide adequate information to allow MCC participate in the selection process.
- Apply the agreed criteria to rank the various options and to select a preferred option.
- Key project risks shall be identified at an early stage and a proposal on how these risks will be allocated and managed shall be developed.
- An initial programme identifying key milestones, including anticipated dates for planning approval and tendering shall be developed.
- Complete a Feasibility Report outlining the options proposed and the process used to arrive at the preferred option. Feasibility Report to contain:
 - Executive Summary
 - Details of design options including preliminary drawings
 - Cost estimates of the design options
 - Ranking of the preferred options
 - Design stage review meeting
- Approval and formal sign-off

[STAGE \(ii\)a – Outline Design – Sites A to C](#)

- Produce a design of the preferred option in sufficient detail suitable for the Statutory planning process.
- Produce, manage and implement various third-party contracts (assessments/investigative works) required to enable detailed design to be completed including, but not limited to:
 - Site investigation
 - Archaeological investigation
 - Asbestos survey
 - Drainage surveys
 - Structural surveys
 - Topographical survey
 - Services location survey
 - Other third-party reports as necessary
- Incorporate any archaeological requirements into the design if necessary

- Allow for 2 no. ½ days for non-statutory public consultation events to inform the Part 8 Design.
- Design stage review meeting
- Submit planning and design drawings to Client in ACAD format
- Advise on the cost of alternative designs or techniques of construction to address sustainability, maintenance and value for money
- Fulfil obligations under Health & Safety legislation. Fulfil role of Designer and PSDP including preparation of the Design Stage Health and Safety Plan.
- Attend all necessary meetings with Client
- Updated Delivery programme
- Approval and formal sign-off

[STAGE \(ii\)b – Statutory Process – Sites A to C](#)

As part of the brief applicants must obtain all statutory approvals necessary including pre-planning consultations (Part 8 planning application will be required) with the planning authority. Applicants should note that any interference with ground surfaces may have archaeological implications.

For the Part 8 planning process the Design Team shall liaise with the Planning Department. In accordance with the Planning and Development Acts 2000 as amended and the Planning and Planning and Dev Regulations 2001-2025 (Part 8), the Design Team shall be required to prepare all drawings, designs, notices and associated documentation to allow for planning to conduct Screening for Appropriate Assessments, and Screening for Environmental Impact Assessments, or environmental reports as required, and all other documentation. The Design Team shall also provide the planning authority with any other documentation that may be requested by the planning authority during the Part 8 process.

The Design Team shall include for the organisation of and attendance to any Public Consultation event to be held during the consultation period, inclusive of venue and facilities for hosting any consultations. The Design Team will also be required to present an assessment/ report inclusive of any submissions from the consultation to the Council and Elected members.

The design team will be required to undertake a detailed review and perform due diligence of the preliminary design when preparing documentation for the Part VIII Planning.

The Design Team will complete any required reports as outlined but not limited to the below:

- Design Reports
- Planning Report
- Accessibility Report
- Conservation Reports including Architectural heritage Impact Assessment
- Landscape and Visual Impacts, 3d Photomontages
- Archaeological Impact Assessment
- Appropriate Assessment Stage 1
- EIA Screening Report
- Civil and Structural Design reports

- Outline Construction Environmental Management Plan
- Preliminary H&S Design Risk Assessment
- C&D waste management Plan
- Traffic Impact Assessment

To ensure design and cost compliance, it is required that approval must be sought at all stages from MCC, and the lump sum price should include for any amendments necessary arising from liaison, consultation and approval.

STAGE (ii)c Prepare Tender– Detailed Design and preparation of Tender Package – Sites A to C

- The Design team shall prepare the detailed design of the proposed development. This shall include the preparation of all necessary drawings and specifications required to progress the proposed development. The detailed design shall also take into consideration any commitments or conditions included in any Public Consultation process for the proposed development.
- The detailed design documents should contain the following:
 - All tender drawings and specifications
 - Bills of Quantities
 - Updated cost estimate.
 - Site investigation report detailing works carried out and including an interpretative section.
 - Any other third-party reports (if necessary).
 - Co-ordination and management of sub-consultants such as Structural Engineers, etc.
 - Preliminary Health and Safety Plan (PSDP)
 - Delivery programme
 - Energy Review
- The detailed design of the proposed development shall also include for the detailed fit out of the buildings for use as a theatre, artist studio and accommodation. The Design team shall be required to liaise with local community groups to agree the exact requirements of the in respect of all details of the proposed fit out of the building. This shall include inter alia the following details:
 - Floor Finishes
 - Wall Finishes
 - Furniture including
 - Shelving
 - Seating
 - Desks
 - Information desk and pod
 - Exhibition/ meeting spaces

- ICT
- The design team will be required to prepare a Fit-Out Options Report, which will clearly set out the proposed internal layouts for the buildings and the details of the proposed finishes and furniture to be provided. All details of the proposed fit out, including Colour schemes, materials etc. shall be clearly presented in the Fit-Out Options report.
- The design team shall be required to present details of the proposed fit-out to Meath County Council and local community groups. The Design Team shall allow for revisions to the design of the proposed fit out to take into consideration the comments of the local Community Groups and Meath County Council.
- Develop Tender stage drawings, specifications and related documents, acting as Design Team leader and undertaking all obligations in relation to this role. Tender documents to include but not limited to:
 - Bills of Quantities
 - Updated cost estimate.
 - Site investigation report detailing works carried out and including an interpretative section.
 - Any other third-party reports (if necessary).
 - Co-ordination and management of sub-consultants such as Structural Engineers, etc.
 - Preliminary Health and Safety Plan (PSDP)
 - Delivery programme
 - Energy Review
 for review by Client prior to tender stage.
- Prepare documentation to show compliance of design with Building Regulations and other statutory requirements i.e. Building Control, Fire Certification, Disability Access certificates etc if required
- Prepare Provisional BER certs for all units
- A Whole Life Carbon Assessment for the project shall be undertaken.
- The design team shall be required to liaise with the relevant utility service suppliers as required for the proposed development. This shall include, inter alia, water, wastewater, electricity, telecommunications, gas etc. The design team shall make pre-connection enquiries to the relevant utility service providers in a timely manner with a view to ensuring that the specific requirements of the utility service providers are taken into consideration at an early stage in the detailed design.
- The design team should note that the utility services, water, heating etc. for the theatre and the artist studios and accommodation should be kept separate as these facilities will be managed and operated separately. There should be no link between these buildings, as they will be run independent of one another.
- The design team shall prepare an Energy Feasibility Study / Sustainable Energy Strategy to advise Meath County Council on the feasibility of energy efficient, low carbon and cost optimal energy solutions for the structure. Although it may not be

economically viable within the current budgetary constraints the design team should where possible future proof the building for the incorporation of sustainable energy solutions e.g. ensuring the roof structure can accept solar panels, consultations with planning department on acceptable proposals for solar panels on protected structures.

- Nature Based Solutions (NBS) should also be considered as part of any proposed landscaping designs which could enable reductions in the quantity of surface water to the stormwater system.
- The project Team shall prepare a Fire Safety Certificate application for the proposed development taking into consideration the requirements of the Building Regulations. The project team shall allow for the modification of the building design to take into consideration the views of the Fire Officer and any conditions attached to the Fire Safety Certificate. Costs for preparing the fire safety certificate application to be included in the tender sum.
- The project Team shall prepare a Disabled Access Certificate application for the proposed development, taking into consideration the requirements of the Building Regulations. The project team shall allow for the modification of the building design to take into consideration the views of the Disability Access Officer and any conditions attached to the Disabled Access Certificate. Costs for preparing the disabled access certificate application to be included in the tender sum.
- The Quantity Surveyor will be required to prepare a detailed cost estimate for the proposed development once the detailed design of the building has been completed.
- The Design Team shall be required to prepare all tender documentation for the construction of the proposed development in accordance with the requirements of the Public Works Contracts as published by the Office of Government Procurement.
- The design team shall provide all necessary documents, drawings and specifications for the tender / contract documents.

[Building Information Modelling \(BIM\) Requirements:](#)

- The Design Team shall deliver the project in accordance with Building Information Modelling (BIM) principles and shall provide a BIM-compliant design and tender package.
- The project shall be developed to a minimum of BIM Level 2 in accordance with the relevant standards, including ISO 19650 series and associated national annexes. The Design Team shall ensure that BIM processes are embedded across all design disciplines from concept through to tender stage.
- The Design Team shall prepare and implement a BIM Execution Plan (BEP) at project commencement, setting out roles, responsibilities, information exchange protocols, model coordination procedures, software platforms, and clash detection processes. All models shall be coordinated and federated to support multidisciplinary design integration.

- Design information shall be produced as coordinated discipline models and exported into agreed open formats (e.g. IFC) to ensure interoperability. BIM outputs shall be suitable for use in cost planning, spatial coordination, and tender documentation, including drawings, schedules, specifications, and quantities derived from the model.
- At tender stage, the Design Team shall provide a BIM-compliant information set, including federated models, 2D outputs generated from the models, and associated data, sufficient to enable tenderers to price the works accurately. The Design Team shall also ensure that BIM data is structured to support future use during construction and operation, where applicable.

11. Fee Tender Requirements

Details of the Fee Tender Requirement are set out in the Instructions to Tenders and Form of Tender. This contract will be awarded in accordance with the standard Conditions of Engagement for Consultancy Services (Technical) – COE1 based on a fixed price contract, inclusive of VAT and as such, all costs must be quoted (and clearly indicated) as a fixed price in Euro. All expenses associated with the delivery of the service requirements are to be incorporated into the lump sum fee proposal.

Tax

A current tax clearance certificate will be required.

Insurances

Evidence of the appropriate professional indemnity, public liability and employer's liability insurance cover will be required. Tenderers insurers must be listed by the Central Bank of Ireland (CBI) as an authorised insurer for this jurisdiction (Republic of Ireland).

12. Evaluation of Proposals

The following criteria and marking scheme will be used to select the most economically advantages proposal. See the Instructions to Tenders for a full breakdown of the marking scheme and evaluation process.

- Quality 80%
 - Criterion A – Methodology and Management (30%)
 - Criterion B - Understanding of the Project Teams deliverables at each of the proposed stages of the service (20%)
 - Criterion C – Technical Merit of Project Team (25%)
 - Criterion D - Commitment to Environmental Responsibility (5%)
- Fee Proposal (broken down by discipline and by stage) (20%)

APPENDIX A – Schedule of Stage Services

STAGE (i) – Feasibility Study/Preliminary Design - All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Desktop Study of brief proposal
- Topographical & Measured Survey Drawings
- Asbestos Survey
- Structural Assessment Reports
- Complete Preliminary Sketch Designs – Options Analysis. Possible options outlining costs, risk assessment and delivery programme.
- Stage (i) Report.
- Review of site furniture, equipment requirements
- Design Stage Review Meetings
- Liaising with Conservation Officer
- Health and Safety including Role of PSDP (continue throughout all stages of appointment)
- Liaising with MCC

STAGE (ii)a – Outline Design - All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Developed Sketch Scheme of Preferred Option
- Detailed Costs (Cost Plan)
- Stage (ii)a Report
- Health and Safety
- Design Stage Review Meetings
- Liaising with MCC

STAGE (ii)b – Statutory Process - All services appropriate to the Stage and the nature of the project to produce the required outcomes, i.e.

- Archaeological impact assessment
- Statutory Approvals (Part 8 Planning, Fire Cert, DAC. etc.)
- Detailed design
- Inclusion of BIM Requirements
- Delivery programme
- Bill of Quantities
- Preliminary H&S Plan
- Stage 2b Report.
- Health and Safety
- Issue Design Certificates
- Design Stage Review Meetings
- Liaising with MCC

Stage (ii)c Prepare Tender

- Tender Package in accordance with the Public Works Contracts as published by the Office of Government Procurement.
- Pre-Tender Estimate