



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Single-Party Framework Agreement

For

**The Provision of Interpretive Design Consultancy Services to Trinity
College Dublin**

**SCHOOL OF COMPUTER SCIENCE AND STATISTICS - TRINITY
COLLEGE DUBLIN**

Ref: TCD-26-C2400



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Part 1: Objectives & Requirements

1.1 The Contracting Authority

Trinity College Dublin, the University of Dublin (“Trinity”) is Ireland’s leading university. Further information on Trinity can be found on the website – www.tcd.ie

Trinity has a wholly owned subsidiary, Ghala DAC, which is involved in the development of Trinity’s capital works programme. Trinity reserves the right that any Contract awarded may subsequently be novated to an entity wholly or partly owned by Trinity or by Ghala DAC.

1.2 About Trinity College Dublin

Our main campus is located in the heart of Dublin City centre and is home to historic buildings dating from the University’s establishment as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities and Social Sciences; Health Sciences and Science, Technology, Engineering & Mathematics. The pursuit of excellence through research and scholarship is at the heart of Trinity education and our researchers have an outstanding publication record and a strong record of grant success.

The University has 167 buildings owned or rented on 13 sites across Dublin with a total area of c. 323,000m². There are 108 acres of land in freehold ownership (c. 50 acres of which is in the city centre). The estate has a rich variety of building typologies with 25% of buildings being more than 200 years’ old and 68% of buildings more than 100 years’ old. Appendix 1 contains a detailed map of the main campus.

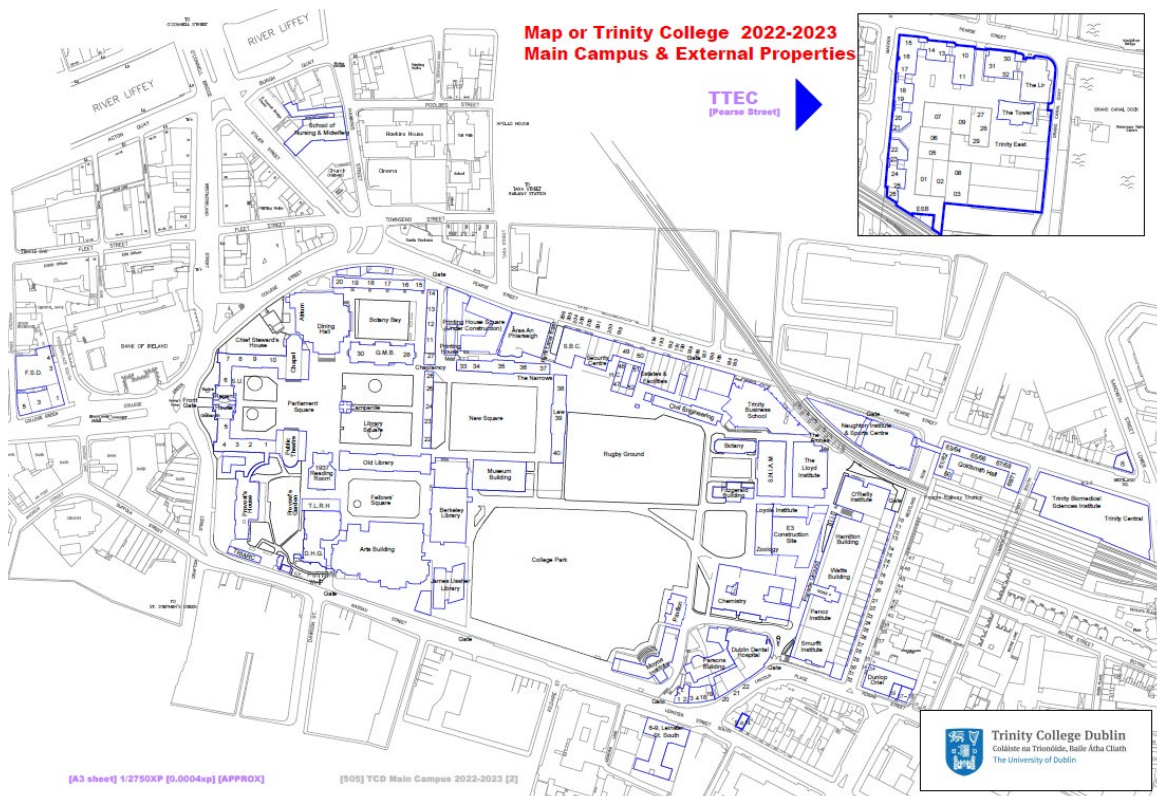


Figure 1: Main Campus



1.3 Contract Requirements

The School of Computer Science and Statistics, Trinity College Dublin, is seeking an interpretive design agency to design and supervise Phase 1 of the School's Chronology Project: a series of dynamic displays and installations in the public spaces of the O'Reilly Institute that document the history and development of Computer Science and Statistics at Trinity College Dublin. The core aim is to celebrate the School's heritage – charting key milestones, people, and contributions over the past decades – and to present this story in an engaging way for both on-site visitors and online audiences.

Physical artefacts from the John Gabriel Byrne Computer Science Collection (the School's archive of early computing equipment and documents) will form the backbone of the exhibition content. The project will re-use and build upon content developed for the School's 50th anniversary to ensure rich historical detail, while also providing capacity to extend the timeline with future achievements.

The successful agency will create an interpretive design for phase 1 of the project; create the tender pack for the procurement of the works and assist SCSS with its evaluation; and supervise the resulting works through to install and handover.

1.4 Scope of Services

Service Requirements (non-exhaustive):

- Stakeholder Engagement
- Capacity, Flow and Spatial Analysis
- Content and Image Research
- Narrative Framework Development
- Scriptwriting
- Concept Design
- Detail Design development, incl. AV, graphics, and lighting
- Graphic Design
- Procurement detailed design pack preparation
- Procurement assessment (with client) - this will be tendered through E+F
- Supervision of production and fitout contractor(s)
- Project management of all stages of the project

It is envisaged that the project will be split into the following stages;

Stage 1: Concept Design

Stage 2: Detail Design

Stage 3: Detailed design preparation

Stage 4: Production (by others);

Stage 4: Installation/Construction (by others)

Stage 5: Commissioning & Handover



1.5 Aims and Objectives

The SCSS Chronology Project is envisioned as a series of dynamic displays and installations in the public spaces of the O'Reilly Institute that document the history and development of Computer Science and Statistics at Trinity College Dublin. The core aim is to celebrate the School's heritage – charting key milestones, people, and contributions over the past decades – and to present this story in an engaging way for both on-site visitors and online audiences. Physical artefacts from the John Gabriel Byrne Computer Science Collection (the School's archive of early computing equipment and documents) will form the backbone of the exhibition content. The project will re-use and build upon content developed for the School's 50th anniversary (e.g. the 50-year commemorative booklet) to ensure rich historical detail, while also providing capacity to extend the timeline with future achievements.

Audience and Stakeholders

The target audience is broad. It includes current students and staff of SCSS, prospective students and their families, the wider College community, alumni, industry partners, and the general public. The displays should promote and enhance SCSS's reputation, instilling pride, and a sense of community within the School. At the same time, they should be accessible and interesting to casual visitors with no specialised knowledge. Stakeholder feedback underscores that expectations are high – Trinity is Ireland's leading university and among the top 100 worldwide, so the exhibition must meet a world-class standard. This calls for a professional visual design, strong interpretive copy, and reliable, high-quality technology integration to impress a tech-savvy audience. Senior leadership in SCSS fully supports the project, and with a clear vision and coordination the Chronology Project is expected to communicate the School's deep heritage, celebrate its people, and strengthen alumni connections.

Scope and Constraints

The Chronology Project's content scope spans the foundation and growth of the School's disciplines; the evolution of its research; and the impact of alumni and industry partnerships. It is crucial that the exhibits do not appear as a mere museum of old computers but rather uses those artifacts to tell human and technological stories in context. Key figures and narratives (both Trinity-internal and global) will be highlighted to show SCSS's relevance on the world stage, and to celebrate student and alumni achievements across all research areas. Practical constraints include stewardship of the Byrne Collection items: Prof. John Byrne's stipulation is that his donated artifacts remain within the O'Reilly Institute, largely in their existing cabinets. Any exhibition design must respect these conditions (for example, certain historically valuable items in the Library or atrium cabinets must stay in situ, though duplicate displays or replicas can be used to avoid handling originals). Conservation requirements are another constraint – many artifacts (especially paper or early electronic media) are fragile.

Another constraint is the TCD approvals process, which may require up to 6 different committees to review and approve all proposals. This includes approval of the use of Irish language (all interpretation must be bilingual, adhering to the Irish Language Act stipulations); any internal wayfinding and signage proposals; and any elements that might affect the external façade of the O'Reilly Institute facing onto Westland Row.



Deliverables and Extensibility

The project is expected to deliver a permanent exhibition installation in phases, starting with Phase 1. It should be robust and low-maintenance – all hardware and materials must withstand daily use in a public space with minimal upkeep. Content should be managed through a user-friendly system to allow regular updates e.g. adding new milestones annually and rotating featured research projects without specialist intervention. SCSS' intent is that staff/researchers are assigned as “exhibition manager” for ~6 months at a time, fulfilling part of their admin requirements. In addition, some of the exhibits will have an enhanced digital presence online, further highlighting key items from the current online SCSS Treasures Catalogue. The visual identity and styling of the project must align with Trinity branding and should be of a standard equal or superior to similar exhibitions at peer institutions. The project should consider innovative media where appropriate to reflect the forward-looking nature of computer science. All such technology must be chosen and configured carefully to ensure reliability and smooth user experience in line with the School's tech reputation.

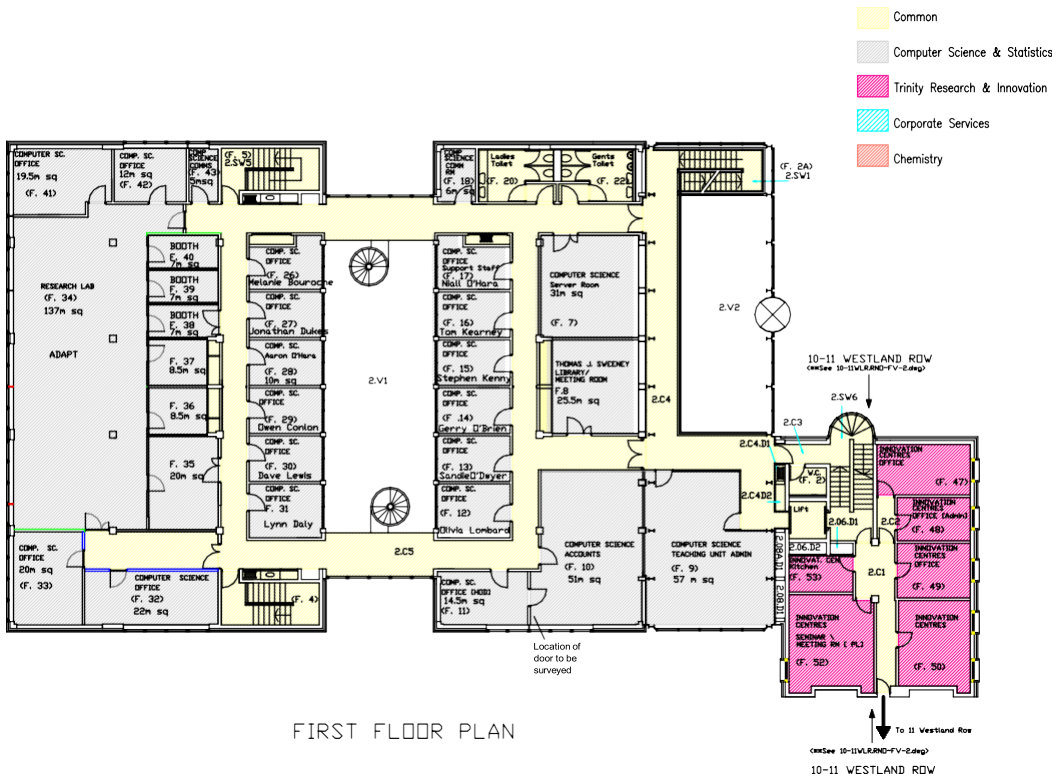
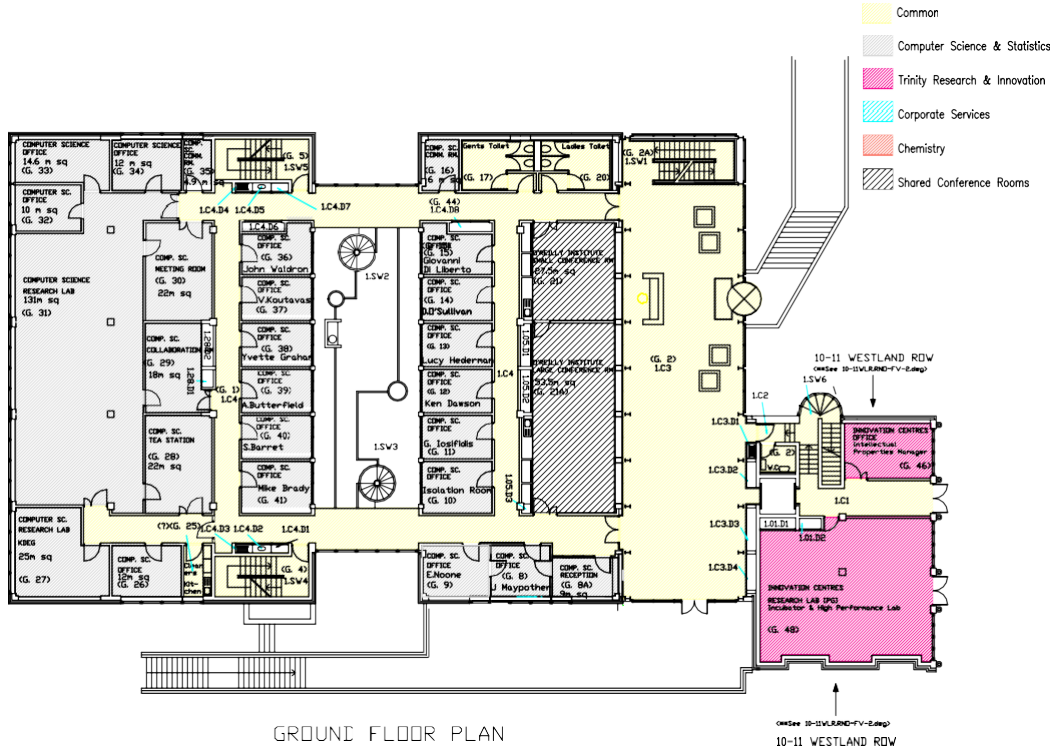
Phase 1 deliverables

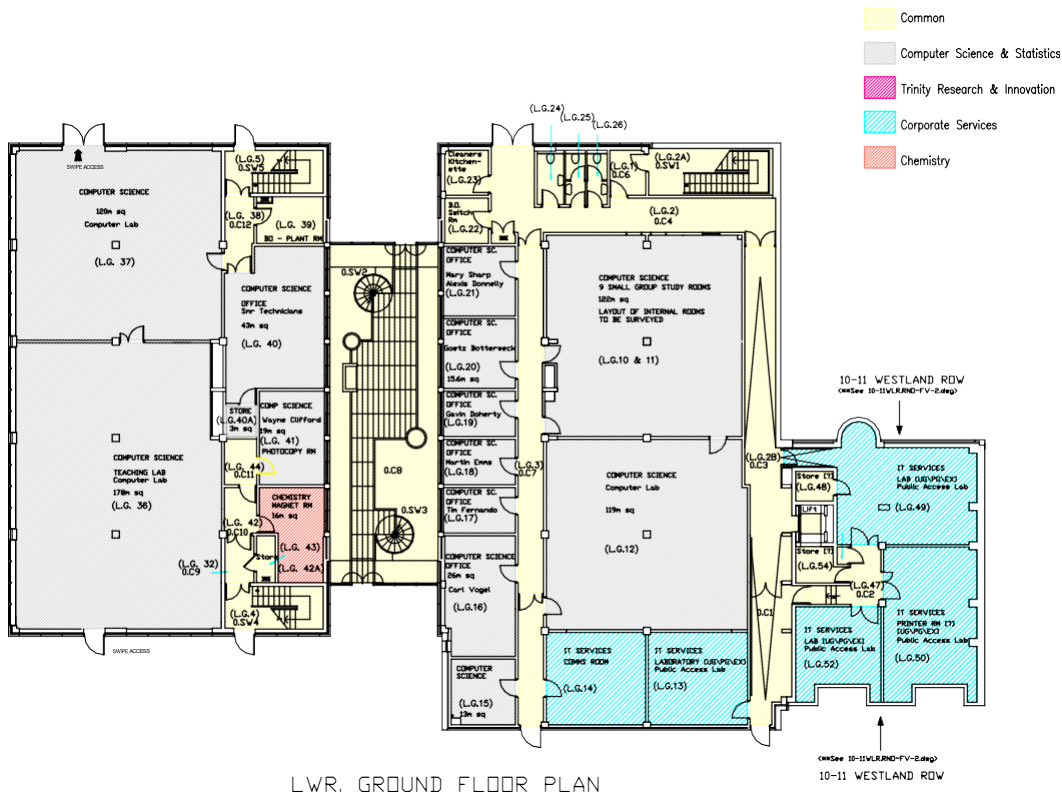
- Narrative framework and content: defines the key messages to be communicated across the various exhibits. Requires stakeholder engagement, researching the Treasures catalogue, and identifying a range of themes and interpretive approaches that fulfil the SCSS Chronology project goals in a phased fashion. Content development for exhibits described below.
- 24 wall-mounted graphic panels, each 1x1.5m high, split-batten-mounted on the corridor walls. Each panel features a Treasures catalogue artifact or SCSS person of note, with two photos (hero and background) and 100 words of bilingual text.
- exhibit cases: lockable, conservation-grade cases with UV-blocking, low- reflection glass, temperature and humidity control, and internal LED lighting. Bespoke design to complement the touchscreen units alongside; labels for the objects within.
- interactive screens: 3 x ~40” touchscreens, each in bespoke-designed identical units complementing the adjacent exhibit cases. The screens allow visitors to browse 10 touchpoints each. Each touchpoint consists of a unique icon, 2 photos and 100 words of text each in Irish and English. Content to be adapted from Treasures catalogue. 2 of the 10 touchpoints on each screen are ‘hero’ elements, comprising ~1-minute subtitled videos including bespoke 2D/3D exploded-view explanatory animations of key items from the Treasures collection.
- Web content: a web portal, linked from the existing SCSS catalogue, allowing remote users to browse agreed portion the touchscreen content.



Plans and Imagery

O'Reilly Institute (3 plans, lower ground to first floor):

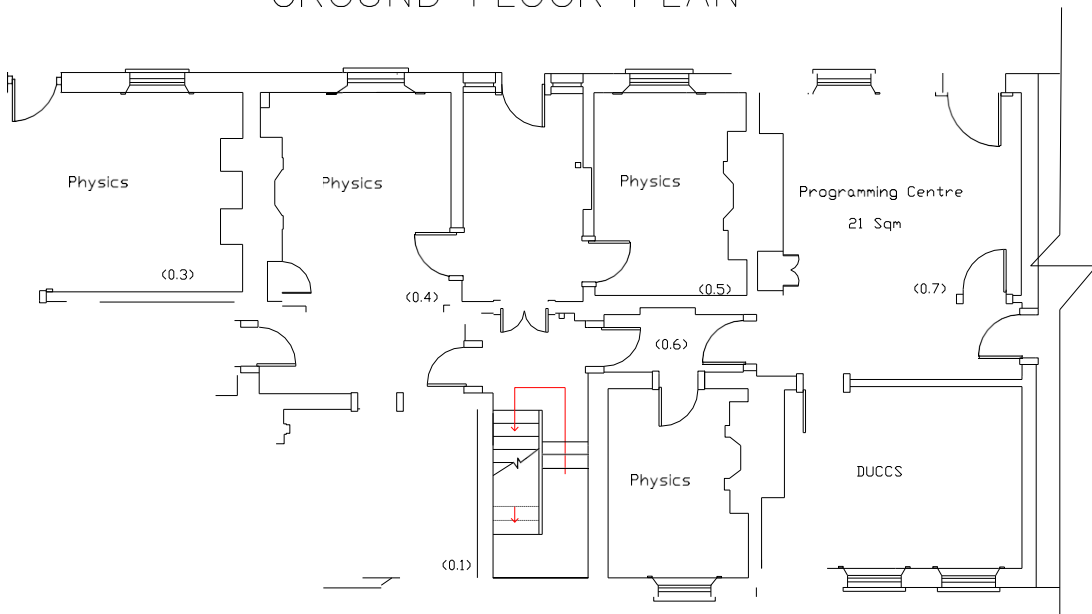




LWR. GROUND FLOOR PLAN

Westland Row extension (5 maps, basement to third floor):

GROUND FLOOR PLAN



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ORI from Westland Row:



ORI internal façade (opposite Lloyd Institute)





ORI entrance lobby:



More photos: Ground/first floor corridors; JGB collection cases on first floor mezzanine and Library. Bidders will be able to take their own, further photos on the site visit.



Part 2: Services Contract – Contract Management

2.1 Management Information & Reporting

The Consultant shall provide the Contracting Authority with such reports and management information as may be agreed between the parties throughout the duration of the Contract. Management information shall be provided in a format specified by the Contracting Authority and submitted at agreed intervals. As a minimum, reports shall be provided electronically and may include project progress reports, programme updates, design status reports, risk registers, cost estimates, and other project-related documentation.

Additional reporting requirements may arise during the term of the Contract to support project governance, funding requirements, statutory approvals, or other operational needs. The Contracting Authority will endeavour to limit such requests to those reasonably required for the effective management of the project. The Consultant shall cooperate in the development and provision of any additional reports requested.

All management information shall be made available to the Contracting Authority within five (5) working days of a written request, unless otherwise agreed. Reports shall be provided in electronic format and, where requested, in hard copy.

2.2 Contract Management

The Contracting Authority reserves the right to implement contract management procedures to ensure that all services are delivered in accordance with the requirements of the Contract, applicable legislation, professional standards, and industry best practice.

As part of the contract management process, the Contracting Authority may establish Service Level Agreements (SLAs), Key Performance Indicators (KPIs), or other performance measures with the Consultant. These measures may be used to monitor performance, assess service delivery, identify risks, and facilitate continuous improvement throughout the term of the Contract.

In addition to the regular reporting requirements outlined above, the Consultant's Project Manager or Contract Manager may be required to attend periodic contract review meetings, typically on a quarterly basis or as otherwise required. These meetings will be used to review project progress, programme delivery, risks, stakeholder engagement, performance against agreed milestones, and opportunities for improvement.

2.3 Appointments & Site Procedures

The Consultant shall make all necessary arrangements with the Contracting Authority in advance of undertaking site visits, surveys, inspections, stakeholder consultations, workshops, design reviews, or any other activities associated with the delivery of the Services.

The Consultant shall liaise with the designated Contracting Authority representative to agree access arrangements, visit schedules, meeting requirements, and any site-specific procedures. Site access requirements may vary between locations and will be communicated by the Contracting Authority as appropriate.

Upon completion of site visits, surveys, inspections, or other project activities, the Consultant shall provide any required records, reports, meeting minutes, survey findings, design outputs, recommendations, or other documentation associated with the Services.



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The Consultant shall comply with all applicable health and safety requirements, security procedures, and site rules while attending any premises of the Contracting Authority.

Personnel attending site shall be suitably qualified, professionally presented, and capable of demonstrating their association with the Consultant upon request.

The Consultant shall treat as confidential all information obtained during the performance of the Services, including but not limited to information relating to buildings, infrastructure, security arrangements, access control systems, operational activities, floor plans, and project documentation.

2.4 Procedure for Complaints

The Consultant shall maintain a formal procedure for the management and resolution of complaints, issues, disputes, or concerns raised by the Contracting Authority.

The procedure shall include clear communication and escalation pathways, defined response times, investigation processes, root cause analysis where appropriate, and the implementation of corrective and preventative actions. Records of complaints and actions taken shall be maintained and made available to the Contracting Authority upon request.

2.5 Staffing

It is essential that all commissions awarded under this Contract are adequately resourced throughout their duration. The Consultant shall ensure that sufficient appropriately qualified and experienced personnel are assigned to each project to deliver the Services effectively and in accordance with the agreed programme.

The Consultant shall be responsible for providing all necessary project management, design, technical, administrative, reporting, quality assurance, and support resources required to fulfil the Contract. The provision of suitable cover arrangements for periods of annual leave, sickness absence, or staff turnover shall be included within the Consultant's fee and shall not result in additional costs to the Contracting Authority.

2.6 Contract Manager

The Consultant shall appoint a dedicated Project Manager or Contract Manager who shall be responsible for the day-to-day management of the Contract and shall act as the primary point of contact for the Contracting Authority.

The Project Manager shall be responsible for coordinating the delivery of the Services, managing project programmes, overseeing reporting requirements, resolving issues and complaints, coordinating project teams, and ensuring the successful delivery of all project objectives.

The Contracting Authority shall be provided with the contact details of the nominated Project Manager. Continuity of personnel is considered important throughout the term of the Contract and, where possible, the Consultant shall maintain the same Project Manager for the duration of the appointment.

Where a change in Project Manager is proposed, the Consultant shall notify the Contracting Authority in advance and provide details of the proposed replacement. The Contracting Authority reserves the



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right to approve any replacement personnel. The Consultant shall also nominate a suitably qualified deputy who may act in the absence of the primary Project Manager.