



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Donegal County Council
Housing, MD Services and Capital Projects

02 – PB: Project Brief & Service Requirements

for

**Procurement of Integrated Design Team Services for
the Development of Finner Fire Station & Standalone
Extension to Letterkenny Fire Brigade Headquarters**

June 2026

Document Description:	Procurement of Integrated Design Team Services for the Development of a new Fire Station at Finner Co. Donegal, along with a standalone extension to Letterkenny Fire Brigade Head Quarters
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Finner Fire Station & Letterkenny Extension Project

Project Brief & Service Requirements

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1 Introduction

1.1 Background to the Scheme

The project consists of two parts, as outlined below: the development of a new fire station at Finner, Co. Donegal and a separate “standalone extension” at Fire Brigade Headquarters in Letterkenny, Co. Donegal.

Part 1: New Fire Station

A new, state-of-the-art fire station is planned for Finner, Ballyshannon, Co. Donegal, designed to amalgamate the existing, outdated Ballyshannon and Bundoran stations. Located on Council-owned land at Finner, this facility is intended to serve both communities.

In January 2026, the Department of Housing, Local Government and Heritage approved the construction of a new three-bay fire station, with a two-bay appliance storage shed and ancillary facilities at Finner, Co. Donegal. The approval noted the following:

- Donegal County Council's intention to amalgamate Ballyshannon/Bundoran fire stations at a new fire station at Finner
- A Council-owned site has been identified for the proposed new Finner fire station
- The proposed station floor area is approximately 500m², along with an additional 100m² for a two-bay vehicle store and for a training tower structure & A-shaped roof training building.

Part 2: Letterkenny Fire Brigade Headquarters – Extension

Separately, in 2022, Donegal County Fire Service identified a need to provide additional vehicle storage at Fire Brigade HQ in Letterkenny. Donegal County Fire Service subsequently identified a suitable area adjacent to the existing Fire Brigade HQ and purchased the land from the adjacent landowner.

Funding was granted to construct a standalone extension to Letterkenny Fire Station. The proposed extension will consist of the construction of a 4-bay structure consisting of:

- 3 Bays dedicated to HGV storage
- 1 Bay to serve the dual purpose of multi-purpose training and LGV storage accommodation
- Approx Size of land purchased: 22m x 19m

1.2 Project Overview

1.2.1 Part 1 Project Overview: New Fire Station

Donegal County Council proposes to develop a new Fire Station at Finner Co. Donegal.

The proposed Finner fire station site is in the Townland of Finner between the towns of Bundoran and Ballyshannon in the Municipal District of Donegal, Co. Donegal.

The site is specifically located between the N15 Bundoran/Ballyshannon bypass and the R267 Bundoran/Ballyshannon link road. The site has direct access onto the R267 road. The site currently consists of a greenfield site with the remains of two old stone buildings.

The suite of interventions proposed to be developed and which it is envisaged will be delivered through this capital project includes:

1. A new 3-bay fire station
2. Proposed station floor area is approximately 500m²
3. The new fire station needs to accommodate 24 personnel
4. A new 2-bay appliance storage shed approx. 100m²
5. Training/Drill tower
6. Pitched roof training building
7. Underground water storage tank
8. Back-up generator
9. Ancillary Facilities
 - a. A minimum of 3 fire hydrants
 - b. 2 access points are required
 - i. At front for fire fighters
 - ii. Access to drill yard at the back of the building
10. 30 parking spaces to the front/side of the fire station (24 staff vehicles, 4 visitor and 2 disabled parking spaces)
11. Access for future development to the site as outlined below
12. Room Types – refer to Section 1.6 “Ground Floor Accommodations”

1.2.2 Access to Future Developments

The site is long and narrow, 75 meters in width and an area of approx. 14 acres. Access needs to be future-proofed for future developments on the site, in providing adequate access via the Bundoran/Ballyshannon Link Road R267 and the associated service supplies for the future developments.

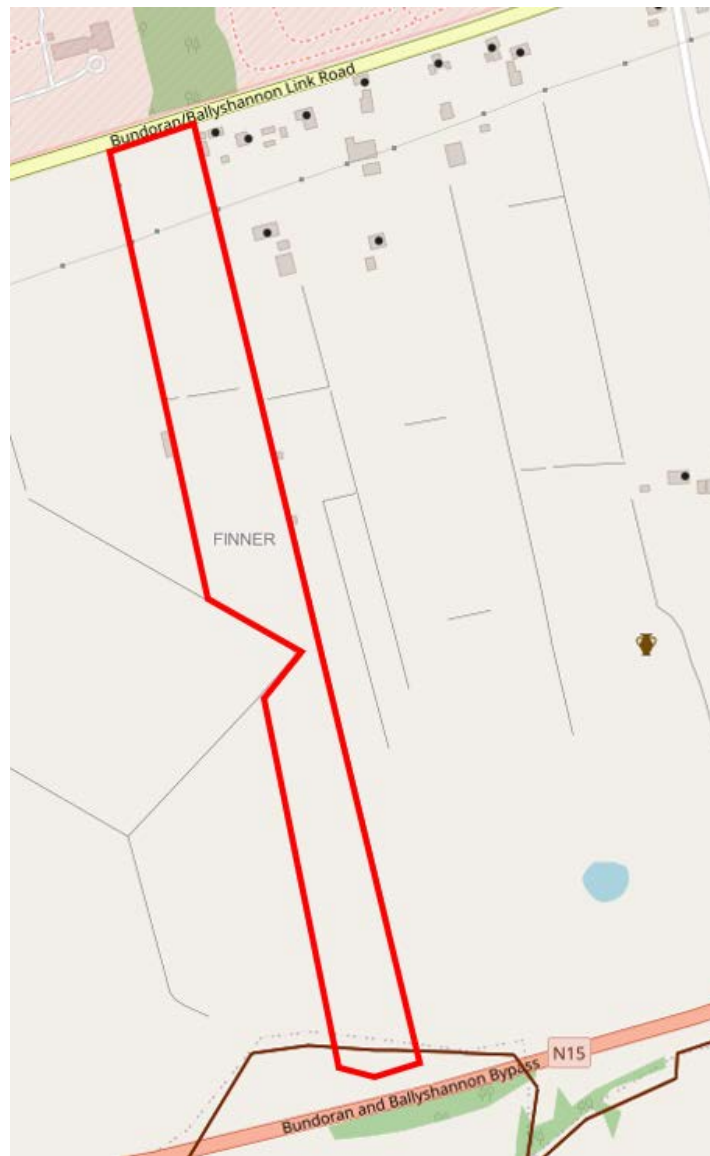


Figure 1: Map showing the location of the Finner Site

1.2.3 Part 2 Project Overview: Letterkenny Fire Brigade Headquarters – Extension

In addition to Finner Fire Station, there is a need to develop a new Building for the fire Service in Letterkenny. The site is located adjacent to Letterkenny Fire Station at High Road, Letterkenny, Co. Donegal.

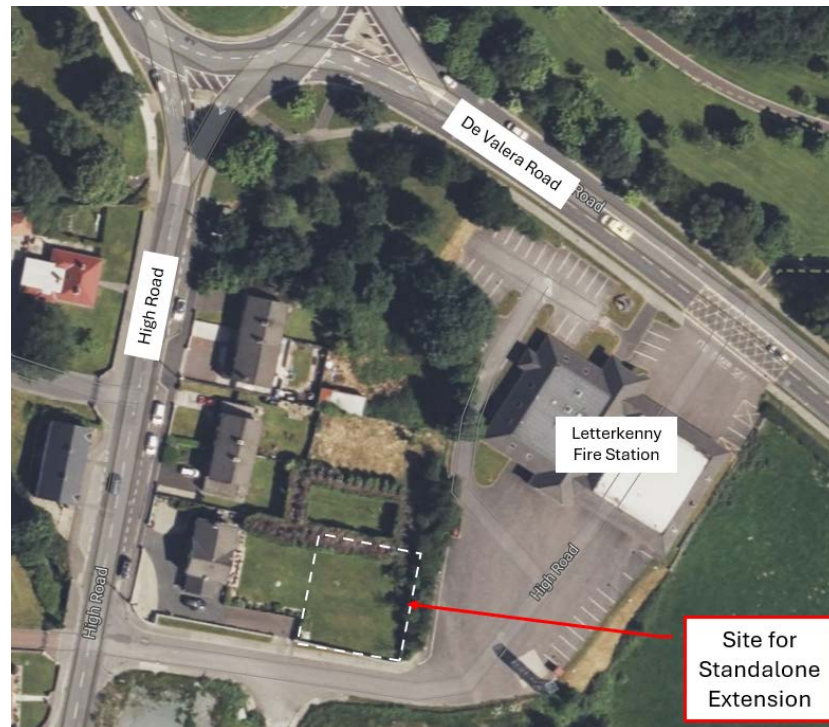


Figure 2: Site location for the standalone extension at Letterkenny Fire Brigade Headquarters

The suite of interventions proposed to be developed, and which it is envisaged will be delivered through this capital project, includes extending the Letterkenny Fire Brigade HQ station through the construction of a 4-bay structure consisting of:

- 3-bays dedicated to HGV storage
- 1-bay to serve the dual purpose of a multi-purpose training and LGV storage accommodation.
- Landowner No.1 Accommodation works
 - Boundary Wall
 - Moving of existing trees
 - Landscaping
- Landowner No.2 Accommodation Works
 - Boundary wall/fence

Further details are outlined in Section 1.7.



Figure 3: Site Location showing footprint of standalone extension & vehicle access route

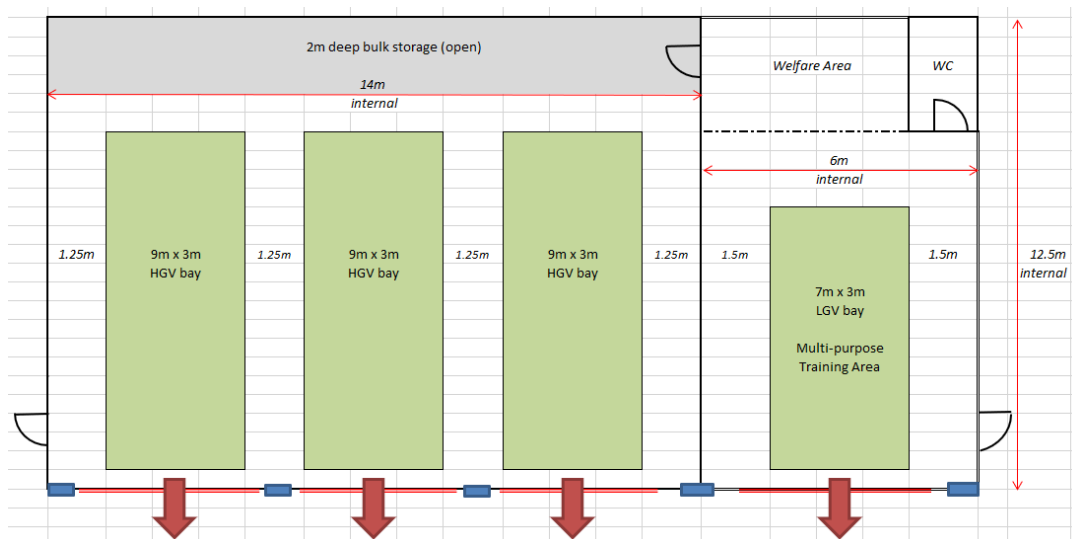


Figure 4: Plan Drawing Sketch of Letterkenny Brigade Standalone Extension

This tender process will procure the services of the Consultant for all stages of the project.

The purpose of this document is to outline the scope of services required. This document forms part of the Call for Tender (CFT) suite of documents for this invitation and should be read in conjunction with all other documents referred to in ITTS 2(b) – “Particulars”.

1.3 Invitation

Donegal County Council (the Client) invites tenders from competent Architectural firms (the Consultant) with experience in the design and delivery of fire stations or public buildings to provide Architect-led Integrated Design Team Services for the following Design, Construction and Management of the project for Stages (2) – (5) as described in this document.

Stage	Description
Stage 2 (a)	Project Review & Consultation
Stage 2 (b)	Developed Design & Statutory Approval
Stage 2 (c)	Detailed Design & Construction Tender Documentation
Stage 3	Tender Period, Evaluation & Award of Construction Contract
Stage 4	Construction
Stage 5	Handover

Table 1: Project Stages

Donegal County Council's strategy is for an employer-designed (traditional) project whereby the contracting authority will engage the services of a Lead Consultant who will appoint, deliver and manage all consultancy services required to carry out a full detailed design which will then form the basis for the tender for construction. The appointed Lead Consultant will report to, take instruction from and liaise at all times with, the Donegal County Council Project Lead.

The selected Consultant shall provide complete Integrated Design Team (IDT) services including Project Management, Architectural, Landscaping, Civil & Structural, Environmental & Ecological, Mechanical & Electrical, Quantity Surveying and PSDP, in accordance with all relevant current legislation, standards and guidelines, the current Irish Building Regulations and all statutory requirements.

The Consultant will be required to provide a full service as outlined in this document and all other tender documentation and shall be responsible for conducting regular site inspections and issuing the necessary certifications during the construction stage and upon completion.

The appointed Consultant shall carry out the above works in consultation with and to the direction and satisfaction of the Client. To deliver the required services efficiently, the Consultant will be required to establish and manage a competent, experienced team throughout all stages of the project. The project shall be managed using the Capital Works Management Framework (CWMF) project management structures, processes and procedures for Public Works Contracts and Conditions of Engagement for Consultancy Services (Technical) for capital works. The appointed consultant will be required to provide services in stages as described in this brief and other tender documents.

The Consultant will be required to provide all opinions, certificates, and declarations of Statutory, Regulatory, and other normal compliance to Donegal County Council prior to the issue of tender documentation to the Contractors and at each relevant juncture during the project.

1.4 Indicative Programme

The following is the indicative project delivery programme:

Indicative Delivery Programme		
Stage	Description	Time Period
Stage 2A	Project Review & Consultation	4months
Stage 2B	Developed Design & Statutory Approvals	4months
Stage 2C	Detailed Design & Construction Tender Documentation	4months
DCC to obtain Department approval to Proceed - 3 months		
Stage 3	Tender Period, Evaluation & award of Construction Contract	3months
DCC to obtain Department approval to Proceed - 3 months		
Stage 4	Construction	13months
Stage 5	Handover of Works	2 months
	Defects Period	12months
	Total	48months

The Consultant shall review the overall programme for the project and advise the Client on how the contract shall achieve the target dates for completion.

The Consultant shall maintain a 3 month look ahead programme throughout the duration of the Contract with the Client. The programme shall be updated and issued every two months or in advance of each progress meeting.

1.5 Project Design Brief

As noted previously, there are two main parts to the project:

- **Part 1 – New Fire Station**
- **Part 2 – Letterkenny Fire Brigade Headquarters – Extension**

Part 1 & 2 will be developed in tandem with each other, both have equal importance from a timing and programme perspective.

Note: The client intends to appoint a Consultant to deliver both the Finner Fire Station and the Letterkenny Standalone extension under a single Consultancy Contract. The Consultant will consider the appropriate procurement strategy for delivering both projects either by a single Contractor or by separate contractors. From a tendering perspective and issuing an accurate price, the Consultant shall assume the following:

- The construction contract for both Finner Fire Station and Letterkenny Extension will be procured separately
- The contracts may be constructed simultaneously or in phases.

Part 1: New Fire Station at Finner, Co. Donegal.

The proposed site is an adequate area to accommodate all the functional requirements of a modern fire station including the building, accommodation for the appliances, some car parking, training etc. The nature of the site is such that no particular design problems are anticipated, and this will be subject to further site investigation.

The Fire Station will be a 3-no. bay design, meaning that it will be designed to be capable of housing 3 no. Class B fire service vehicles with ancillary accommodations. The functional design of the working areas of the Fire Station will need to be based on the Red-Amber-Green requirements of personnel/equipment isolation and segregation.

Donegal County Council require a bespoke architectural design which meets the functional and space requirements required by the Fire Service but encompasses a strong, iconic architectural aesthetic. The size and scope of the building design will be determined by the project's estimated costs. However, there will be minimum requirements that must be met to meet the needs of the Fire Service. The design team will develop preliminary designs on the basis of the following requirements with reference to the Department of Housing, Local Government and Heritage Fire Station Developments Planning & Design Guidelines and Financial Procedures for Fire Station Development Projects 2025 (DRAFT)

Note: Specific requirements may be subject to change (Current Guidelines are in DRAFT format)

Any measurements/areas provided below are indicative only and are subject to change during the design process.

1.6 Finner Fire Station – Specific Accommodations:

1.6.1 Appliance Bay (approximately 175m²) – RED Contamination Zone

- A three-bay appliance bay, minimum clear internal dimensions 15m wide x 11.0m deep to accommodate 3 no. HGV appliances.
- Each bay to be 4.5m wide and have minimum door width of 4.0m
- A minimum height of 4.2m will be maintained throughout. Where it is proposed to house any special appliances; care should be taken to ensure that the door/roof height at 4.2m is sufficient.
- A 1.5m wide area along the wall at the end of appliance bay to accommodate ancillary work / storage areas, BA compressor and BA storage rack (12 no. empty), etc., in line with the Fire Station Design (Draft) NDFEM Rev B_Oct_2025 Final guidance.
- Bays should have access directly on to main road, with minimum of 10m between front of appliance bays and main road.
- The appliance bays should be sited to enable the appliance to be moved straight out from the station until it is clear of the building. The driver(s) should be afforded maximum visibility of the road/footpath onto which the vehicle(s) are emerging.
- Must have minimum 1 no. emergency exit directly out of the appliance bay into the drill yard

- Front and rear insulated industrial doors (bi-folding or sectional appliance bay doors), one of which at the front may require a wicket door, lockable from the outside
- Exit doors from appliance bays should be capable of withstanding frequent usage under urgent circumstances without losing their smooth action and reliable operation. The use of doors designed specifically for fire stations is recommended. Doors may be electrically operated with manually operated fail safe overrides. Appliance doors should be provided at the rear of the appliance accommodation to facilitate appliance movement. Fire appliance vehicles must be able to drive in at the rear of the fire-station and exit at the front.
- Floors will be capable of carrying a loading of not less than 12 tonne per axel. A liquid resin floor finish or coloured concrete with line marking or equivalent is required. Floors should be slip resistant and falls in floor level and drainage facilities should be provided for any water spillage.
- The appliance bays should be provided with an adequate level of artificial lighting for safe working and to illuminate the areas between appliances for access to equipment lockers. PIRs and switches should be arranged so that relevant lighting can be operated immediately on entry to the station via the normal personnel entrance(s). There should be a master switch to operate all the lights in the appliance bay in a single operation, located at the main entrance to the fire station. This will also be replicated at the exit beside the muster room, inside the bay.
- A level of heating should be provided in the appliance bays to prevent freezing of water and damage to pumps and appliances and to reduce the risk of condensation on building surfaces. For these purposes the appliance bays should be fitted with thermostatically controlled heating to ensure that the air temperature does not fall below 10°C. This requirement will be reviewed at design stage in collaboration with the Fire Service
- Facilities should be provided to extract exhaust fumes from vehicles starting and idling. The connections to the appliances for these services should disconnect automatically when the appliance is driven forward. A vehicle specific exhaust extraction system will be fitted to each vehicle to ensure the welfare of personnel.
- Electrical facilities are required to ensure continuous charging of batteries, engine heating units and air brakes on appliances. Overhead power is to be provided for trickle chargers to keep the batteries in the vehicles charged.

1.6.2 Muster (or Changing) Area (approximately 60m²) - YELLOW Contamination Zone

- The muster area must be adjacent to the appliance bay(s) and directly accessible to firefighters on entry to the station via the normal entrance(s).
- The muster area should be large enough to accommodate 24 no. changing cubicles, each approximately 1.1m wide x 1.7m deep.
- Each cubicle should allow a firefighter to don and store fire kit in a comfortable manner, with bench seating and suitably sized built-in locker accommodation to hold fire kit when not in use and for secure storage of personal effects.
- Floor finishes in the muster area should be slip-resistant and easy to clean.

1.6.3 BA Room (approximately 15m²) - YELLOW Contamination Zone

- The BA Room must be accessed externally and from the appliance bay.
- The BA Room must be designed to accommodate BA set washer, BA charging station, twin sinks, BA servicing bench, BA cylinder storage rack (12. No full), with the compressor located in the appliance bay feeding the BA Fill Panel via a high-pressure line BA fill cabinet.

1.6.4 PPE Laundry Area (approximately 18m²) - YELLOW Contamination Zone

- The PPE Laundry Area must include adequate forced warm air-drying facilities for up to 24 sets of structural firefighting PPE
- It should include two suitable commercial / industrial washing machines
- The Laundry Area should ideally be accessible from the appliance bay **and** muster bay.
- Suitable heating and ventilation systems are essential to ensure efficient and effective removal of moisture from the PPE.

1.6.5 Shower/WC Facilities (approximately 40m²) - YELLOW Contamination Zone

- 5 unisex shower and WC rooms adjacent to muster area, with each containing a WC, washbasin and shower (approximately 34m²)
- 1 no. UA WC (approximately 6m²) at the main entrance - GREEN Contamination Zone

1.6.6 Lecture Room (approximately 85m²) - GREEN Contamination Zone

- The Lecture Room should be designed to accommodate 24 firefighters (individual seats & tables). The aspect ratio of the room is important to ensure reasonable vision of the main screen.
- It should incorporate a suitable tea station, to include fridge, dishwasher, kitchen sink, microwave, and appropriate presses.

1.6.7 Main entrance / Reception Area (approximately 9m²) - GREEN Contamination Zone

- The reception area should be designed to accommodate access to the watch-room and Muster Area and UA WC.

1.6.8 Watch-room Office (approximately 12m²) - GREEN Contamination Zone

The function of the watch room is to accommodate the day-to-day running of the fire station, and the mobilisation/communications cabinet. It must be located close to the main entrance, where mobilising messages can be readily picked up by crews responding to alarm calls.

1.6.9 General Office (approximately 12m²) - GREEN Contamination Zone

The function of the general office is to accommodate Senior Officer/Instructors, located so as not to interfere with the operational activity of the station.

1.6.10 Sluice Room / Store (approximately 5m²) - YELLOW Contamination Zone

The function of the sluice room is to provide cleaning facilities and associated storage.

1.6.11 Plant Room (approximately 20m²)

The plantroom should be designed to accommodate:

- Hot water tank/heat exchanger for air-to-water heat system/other
- Electrical consumer unit
- Inverters and other equipment associated with solar panels installation
- Generator, required to engage immediately in the event of mains supply failure.
- Pressure washer system plumbed-in

The plantroom will be accessed externally and should be provided with a louvered door for adequate ventilation to aid combustion.

1.6.12 Ancillary Facilities

In addition to the building construction, ancillary works are to be carried out to aid the delivery of training to personnel in a safe and secure environment. For this reason, it is appropriate that this project incorporate a drill yard, drill tower, water storage and other ancillary facilities to assist in the management and training of the brigade.

1.6.13 Refuse Area

An external refuse area to be provided to contain wheelie bins / this could also be allocated to the 100m² external building.

1.6.14 Drill Tower and Pitched-roof Training Building

- Four-storey drill tower, with communications antennae located at its highest point, and wired back using low-loss cable to the mobilisation/communication cabinet located in the Watch room. Drill tower work-at-height safety features to be agreed with the Fire Service.
- A 9m² single-storey mono-pitch training building shall be provided to facilitate pitched roof training.

1.6.15 Drill Yard

- The drill yard, approximately 600m² SMA should be fully enclosed and secure.
- The drill yard should not slope more than 1 in 50.
- It should also include approx. 36m² concrete RTC training apron.
- All drill yard surfaces should be suitable for 30ton vehicular traffic.
- There is no requirement to drive fully around the fire station building.

1.6.16 Underground water storage tank (20m³)

- An underground tank with sump with a capacity of approximately 20m³ litres is to be located in the drill yard. The tank should be 2.5-3m deep, with two manhole access points. It will have an internal access ladder and safety access cover and square hinged outer cover and

suitable for vehicle traffic.

- The sump provided should ensure that the lift for a pump is maintained at, but not exceeding, 3m from the surface of the water to re-pump inlet for a period of 15 minutes.
- It should also be possible to fill this tank through rainwater harvesting from the complete site. An appropriate design should be included allowing the power-washer to be fed from the underground tank, to minimise mains water utilisation.
- The tank is to have a dual use for confined space training. The area around this tank to be concrete for a distance of 5m. The tank should be located remotely in yard with only access to the manholes for fire appliances. Vehicles should not be allowed to park on top of the structure.

1.6.17 HGV Store (approximately 100m²)

- Two-bay HGV store, minimum clear internal dimensions 9.0m wide x 11.0m deep to accommodate 2 no. HGV appliances, fully enclosed, with bi-folding industrial doors at the front only, and a separate pedestrian door for general access/egress.
- This building may require an LEV system.
- The roof of the HGV store may incorporate a solar panel array (direction optimised for sun – could alternatively be placed on main building if better orientation).

1.6.18 Carparking

- Carparking is required for approximately 30 vehicles, i.e. 24 firefighters and up to 6 visitor vehicles, inclusive of disabled parking space(s).
- Parking to the side of appliance bays, positioned such that arriving firefighters/visitors should not be crossing the path of exiting fire appliances to gain access to the building.
- Parking spaces must not obstruct/hinder a fire appliance exiting the fire station.
- A minimum of 1 No EV charging point to be provided externally with ducting for a second.
- EV Charging point requirements to meet the latest guidelines.

1.6.19 Forecourt

The forecourt will be defined by both kerbing and hard & soft landscaping. Access to the forecourt to be restricted for use by the Fire Service only thus ensuring access/egress by the fire appliances remains unobstructed. Access to rear yard to be secured, adequately signed and line marked to indicate fire service access only where applicable

- The depth of the forecourt should be designed to accommodate the largest appliance comfortably and should not be less than 10m deep
- Provision of electrically operated and manually operated gates
- Provision of three demountable/hinged storm flag poles with an internal anti-tilt mechanism for hoisting flags with appropriate lighting.
- The forecourt should not slope more than 1 in 25.

1.6.20 Landscaping (hard and soft)

- Any landscaping provided will be designed to require minimal maintenance work with grassed areas eliminated or kept to a minimum.

1.6.21 Gassing Off Area [Approx 12m²]

A covered external area to be provided for hanging fire kits, roofed and water-tight but allowing air to pass through.

1.6.22 Heating (to be specified to meet the current standards) and ventilation

Heating system(s) should reflect the building's occupancy profile, i.e., a retained fire service. Therefore, the proposed heating system should incorporate heating equipment that facilitates programmable zonal heating.

Mechanical ventilation systems will be required to enable contamination-control recommendations (ensuring the integrity of green/yellow/red contamination zones) and moisture control in wet /humid areas.

A low-level of heating is required in the appliance bays. Conditions should be sufficient to maintain equipment and appliances without excessive humidity and at a temperature generally not less than 10°C. This general requirement also extends to other areas of the fire station. However, specific areas, such as administrative areas, need to be capable of being raised to appropriate higher temperatures. The choice of system used to achieve this will depend on the level of usage.

Muster bays, washing, and toilet areas need to be capable of being heated to 18-20°C. The heating system and ventilation for the drying facilities also requires consideration. To achieve maximum economy, it is important that the heating system operates only when required and controls /switches are in the correct location for ease of use. The use of timer-controlled switches and thermostats is recommended.

1.6.23 Station Signage

Fire stations are important civic buildings. The station is to be marked with a suitable sign to the front and side of the fire station and include the authority's crest (illuminated).

1.6.24 External Lighting

The station shall be provided with exterior LED lighting design.

1.6.25 Artistic Feature

The inclusion of an artistic feature can enhance the building's visual impact within the built environment. It is important that the artistic feature be planned as an integral part of the scheme's design and landscaping. Further details on the scheme for grant-aiding of artistic features are available in Circular Letter No. LS 1/97.

1.6.26 Internal Fit Out

Design & coordinate installation of an internal fit-out of the fire station

Part 2: Letterkenny Fire Station - Standalone Extension

1.7 Part 2: Letterkenny Fire Station Headquarters – Specific Accommodations

It is intended to construct a standalone extension to Letterkenny Fire Station. The proposed extension will consist of the construction of 4-bay structure consisting of:

- 3-bay HGV storage area
- 1 bay to serve the dual purpose as follows:
 - Primary purpose: Training area with seating and digital screen.
 - Secondary purpose: LGV storage accommodation.
 - This bay will be heated to facilitate the training of staff.
- The building will also have a welfare area/tea station for the staff along with staff toilet.
- Approx Size of land: 22m x 19m
- The full extent of the site is to be maximised
- Provide a water supply & foul connection to the building and submit the associated application to Uisce Eireann
- Provide a foul connection for the toilet to the building
- Provide power supply for lighting and charging of equipment
- Coordinate with the ESB & submit application for a new power supply to the site.
- Provide telecommunications supply for possible future proofing of building.
- Review and update existing pedestrian path & existing line marking
- Review & design alterations required to existing street lighting
- Design associated drainage for the site, ensuring adjacent landowners are not negatively impacted by surface run-off/ blocking of existing drainage routes.
- Design boundary walls/fencing to adjacent landowner boundaries.
- Provide gate access control to the fire station access route linking to the High Road
- Design associated signage and line marking for new building
- Building to be designed to reflect the design of the existing Letterkenny Fire Station while also blending with surrounding residential housing.
- Appliance bay door design to be coordinated with Fire Service, bi-folding doors at front of bays (with one door to incorporate a wicket door).
- Height of building & door opening heights to accommodate fire service vehicles. Assume maximum clear opening to be 4.2meters.
- Security systems to be coordinated with access control used in main building.
- LEV facilities should be provided to extract exhaust fumes from vehicles starting and idling. The connections to the appliances for these services should disconnect automatically when the appliance is driven forward. A vehicle specific exhaust extraction system will be fitted to each vehicle to ensure the welfare of personnel.

- Electrical facilities are required to ensure continuous charging of batteries, engine heating units and air brakes on appliances. Overhead power is to be provided for trickle chargers to keep the batteries in the vehicles charged.
- The existing Fire Station oil tank adjacent to the extension is also to be removed and replaced at a new location to be agreed with the fire service.

1.8 Project Specific Requirements

Designers must incorporate the following overriding principles into their design strategies:

- Low maintenance design.
- High energy efficiency, Zero Energy Building (ZEB) and environmentally sustainable design.
- Access and facilities for the disabled and emergency services/maintenance requirements.
- Incorporation of all mechanical and electrical services into the design at the earliest stages and provision for ease of access to services for alteration and extension at a later stage.
- Buildability in terms of economy of construction and programme constraints.
- Incorporate minor fit-out design

1.8.1 Buildings

The Consultant shall design all buildings to a Category B finish. Finner Fire Station must have a very high energy performance, Zero Energy Building (ZEB) as defined in the Energy Performance of Buildings Directive. The Consultant will be required to compile a report detailing how the ZEB requirements have been met. Note: A low level of heating is required in the appliance bays. Conditions should be sufficient to maintain equipment and appliances without excessive humidity and at a temperature generally not less than 10°C.

The design should, in all respects, be to a high standard, with full consideration given to the location and prominence of the building, and all external components shall have a low-maintenance finish and shall not give rise to staining or fungal growth associated with prevailing weather conditions and exposure.

All internal finishes must be easy to clean and maintain. Wall finishes in circulation areas must be self-finished to avoid the requirement for redecoration. Ceiling voids must be accessible in all areas, particularly under services runs. Fittings and furniture shall be high quality, low maintenance, and appropriate for their intended use.

The internal design of the office space including adaptability solutions, design of office furniture and accessories should be clearly outlined and specified. Internal and external signage design should also be included. Usable space shall be maximised whilst providing appropriate circulation and support spaces.

Main plant items will be specified with full consideration to minimising replacement and maintenance costs and all buildings shall have a building control system installed to include the management of ventilation, lighting, power systems, heating systems, fire systems and security systems.

The expected functional life of the buildings is at least 60 years.

1.8.2 Structures

The design of all structures must provide access for maintenance, ducting for services, and use low-maintenance materials. They must have a whole-life design of at least 60 years, and they must also be at least 15 years before the first maintenance requirements.

Site Investigation / Geotechnical surveys will be required to determine the ground conditions and inform the design and support of the structures, including any temporary works required to safely construct these structures.

All structures will be fully designed by the Consultant. The consultant must also provide an independent design check for all structures.

The Consultant must satisfy themselves of the requirements for the project and provide all necessary services, surveys and reports required to deliver the project.

1.8.3 Environmental

For a Fire Station project under the Part 8 process in Donegal, you must conduct two mandatory environmental screenings to determine if more detailed assessments are required. The assessments are outlined as follows:

1. EIA Screening (*Environmental Impact Assessment*)

The Finner Fire Station project is located on a greenfield site in an area where there appears to be no Natura 2000 ecological designations affecting the proposed development site.

Since a fire station is usually a "sub-threshold" development (it doesn't meet the mandatory size limits for a full Environmental Impact Assessment Report), you must perform a Preliminary Examination.

If the Preliminary Examination concludes there is "no real likelihood" of significant effects, this will be recorded in the Screening Determination and a Part 8 planning can be proceeded with.

2. AA Screening (*Appropriate Assessment*)

The project(s) are also required to be screened to see if they will affect any Natura 2000 sites (Special Areas of Conservation or Special Protection Areas).

The outcome of the Screening Determinations will confirm the pathway for planning consent and all planning application fees will be paid by the Client.

Subject to the outcome of a "Stage 1 Appropriate Assessment (AA) screening determination, to access the likelihood of the project(s) having a significant effect on a Natura 2000 site, it is intended that a Part 8 Planning application will be submitted for this project.

Letterkenny Standalone Fire Extension is located adjacent to the existing Letterkenny Fire Station, it is also expected that subject to Screening Determinations a Part 8 Planning application will be submitted for this project.

1.8.4 Waste Water Treatment

It is assumed that Finner Fire Station will require an on-site wastewater treatment system. All associated design, testing and works should be included.

Letterkenny Extension will require connection to the existing sewer network.

1.9 Consultations

The Consultant shall be required to develop the project at all stages through consultation with Donegal County Council, Donegal Fire Service and its partners and stakeholders. The Consultant shall prepare a Consultation Strategy to include for extensive consultations with the public, partners and stakeholders, relevant Statutory Bodies and other utility providers which will be central to the development of the project.

As the project develops, further consultations will be undertaken by the Consultant with Donegal County Council and the project Partners and Stakeholders. Consultation with the adjoining property owners, if necessary, and relevant departments, and utility providers as listed below, will take place at the earliest possible opportunity.

Consultation with the relevant Public Bodies

The Consultant shall be responsible for undertaking any consultations required with the relevant Statutory Bodies and/or Utility providers including relevant departments of Donegal County Council, Department of Agriculture, Food and the Marine, OPW, ESB Networks, Uisce Éireann, SEAI, Telecoms, etc. The Client Team will provide all reasonable assistance.

1.10 Site Limitations & Conditions

The Finner Fire Station project is situated on a 14-acre site, with the fire station occupying approximately 2 to 3 acres. The remaining land is designated for future development. Site access for future developments will be established through a 15-meter access strip adjacent to the fire station entrance. Services required for future developments are excluded from the scope of this project.

A site investigation contract will be required to provide information in relation to the ground conditions. The remains of two small stone buildings are contained on the site.

Recently, an active travel cycleway has been developed along the R267 Bundoran/Ballyshannon link road. The design of the entrance and access/egress arrangements will need to be considered while factoring a higher volume of pedestrian usage in the area ensuring the safety of all users.

1.11 Budget

The total funding for both parts of the project is outlined below:

Project	Total Project Value (Including VAT)
Finner Fire Station	€4,800,000 Inc. VAT
Letterkenny Standalone Extension	€600,000 Inc. VAT

The above figures include the following:

- Professional Fees

- Risk
- Optimism Bias
- Inflation
- Construction Costs

Part 1: The Finner Fire Station project has been awarded €4.8million (Inc VAT) from the Department of Housing, Planning, and Local Government.

This funding award is subject to:

- Compliance with Infrastructure Guidelines, Capital Works Management Framework and DPER Circular 13/2014 on the Management of and Accountability for Grants from exchequer funds
- Take into account, where applicable, of the NDFEM Planning & Design Guidelines and Financial Procedures for Fire Station Projects
- The provision, when available, of more detailed design drawings and cost plan (form FSC2) for the proposed new station.

Part 2 Letterkenny Extension: The budget allocation from the Department is subject to a maximum all-in contribution from the Department of €600,000 (Inc. VAT).

The Consultant shall undertake an initial cost check against the available budget within 1 month of commencement of Stage 2A. In the event that the projected cost exceeds the available budget, the Consultant shall engage with the Client to agree cost reduction measures to bring the project back within budget.

The Consultant shall update cost estimates as the project design develops and ensure that the completed design remains strictly within the available budget. Should the Consultant become aware of any information outside of their control that points to a likely increase to the total cost, they shall notify the Client as soon as possible. The design development process must proactively ensure the optimisation of value for money, including any value engineering if necessary, and must be demonstrated at each stage of the design process.

1.12 Constraints

The following are other key constraints which relate to the project:

- Financial Constraint – project must be completed within the specified budget as agreed with the Client.
- Requirement to obtain statutory approvals and consents for the project.
- Co-ordination of the project in line with other projects in the area.
- Physical Constraints (Access to the back of the site at Finner Fire Station).
- Ecological and Environmental Constraints.

The specific constraints for each part of the project are as follows:

Finner Fire Station

Item	Constraint Description
1	Avoiding disruption to the R-267
2	Future-proofing the site to provide access to the back area.
3	Diversion/removal of one/two existing overhead power lines

Letterkenny – Standalone Fire Extension

Item	Constraint Description
1	Avoiding disruption to the Letterkenny Fire Station Head Quarters
2	Maintaining access to Letterkenny Fire Station Head Quarters
3	Avoiding disruption to adjacent landowners: Appropriate screening is required at all stages of the project to minimise the development's impact on the surrounding environment.
4	Avoiding out-of-hours working in a highly residential area
5	Developing a design that fits in with the existing fire station and surrounding residential housing.

1.13 Risk Management

The Consultant will be required to prepare and maintain a Project Risk Register. This will identify, quantify, and assign all project-related risks to their appropriate owners. The likelihood of each risk materialising should be estimated, and a cost assigned to it. A Construction Risk Register will also be operated when the project progresses to the construction stage. All risks will be monitored, managed, and reported on at Project Steering Group Meetings.

2 Extent of the Appointment & Scope of Services

- 2.2 The selected consultant design team shall provide complete services from inception to completion and including the maintenance period (1 year) and provide complete Architectural, Civil, Structural, Landscaping and Mechanical and Electrical designs, specifications, tender drawings, construction drawings/details, Bill of Quantities, comprehensively detailed fit for tendering and construction purposes, and all to meet current design standards, the Irish Building Regulations and statutory requirements.

The construction documents and tender packages will be compliant with the GCCC forms of Government contracts to be used for construction contract for this project. The selected consultant shall carry out the roles of PSDP, Designer, Assigned Certifier and Design Certifier including carrying out all quality control and (BCAR) site inspections and issue / arrange for all appropriate certification during the construction stage and on completion of the project.

- 2.3 The scheme design must comply with, but not limited to:
- a. Fire Station Developments Planning & Design Guidelines and Financial Procedures for Fire Station Development Projects WORKING DRAFT 2026.
 - b. The current Irish Building Regulations.
 - c. Irish and EU Building Standards.
 - d. DHPLG Housing and urban design guidelines (available to download at <http://www.environ.ie>).
 - e. Zero Energy Building Standard (ZEB).
 - f. DMURS (design manual for urban roads and streets).
 - g. Client's instructions with regard to the project requirements.
 - h. Architectural Heritage Protection Guidelines.
 - i. The County Development Plan 2024-2030 (as varied) or any subsequent statutory plan
 - j. Water Sensitive Urban Design – Best Practice Interim Guidance Document – Department of Housing, Local Government & Heritage
- 2.4 The Consultancy services to be provided in stages (ii) to (v) as described in sections 3 to 8 of this document and the Schedule B of the Form of Tender and Schedule.
- 2.5 The fee and maximum time allowed to complete all stages shall be as stated in Schedule B of the Form of Tender and Schedule.
- 2.6 The fee will be payable in stages/sub-stages on successful completion of the respective stage or sub-stage to the satisfaction of the Client by a written confirmation.
- Please note: The contracting authority reserves the right to terminate the contract at the end of any stage or sub-stage.**
- 2.7 The commencement of any stage will be subject to written instructions from the Client.
- 2.8 The fees shall be for full delivery of the design team services including the cost of any specialist services and surveys (subject to section 2.8), deemed necessary to complete the design, tender

documents, construction drawings, bill of quantities and specifications etc., to achieve successful delivery of the project within budget and on time, which should include, but not be limited to the following:

- a. Architectural, including Lead Consultancy Service.
- b. Project Management Services.
- c. Landscaping Architecture Services.
- d. Planning Consultancy Services
- e. Structural Consultancy Services.
- f. Mechanical & Electrical Consultancy Services including Energy Efficiency (ZEB and BMS), AV Consultant & Smart Building Specialist.
- g. Quantity Surveying Consultancy Services - including payment certification for the works and value engineering.
- h. Drainage & Flood Specialist.
- i. Archaeology Consultancy Services to include an Archaeological Impact Assessment
- j. Traffic Consultancy Services including Road Safety Audits.
- k. Fire Consultancy Services.
- l. Interior Design Services.
- m. Ecological Consultancy Services.
- n. Environmental Consultancy Services
- o. PSDP -Project Supervisor Design Process.
- p. BC(A)R services as Designer, Design Certifier and Assigned Certifier
- q. Disability Access Certificate.
- r. Fire Safety Certificate.
- s. Undertaking the Employer's Representative role in the construction contract including contract administration and site inspections.
- t. Carrying out all investigations/surveys and the preparation of the respective interpretative reports necessary for the successful completion of the design and the project.
- u. Managing the scoping, procurement and appointment of all necessary Specialist Skills Providers. The cost of all such services shall be deemed to be included in the overall tender fee (except as described in section 2.8). The Specialist Skill Provider appointed by the Consultant will provide collateral warranties, where required in the contract.

2.9 The following costs shall be borne by the Client:

- o Application Fee(s) for planning consent
- o Application Fee(s) for Fire Safety Certificates and Disability Access Certificates
- o Uisce Éireann application fee for connection(s)

- o ESB connection application fees
- o Telecommunication application fees

For each application the Consultant shall prepare the necessary documentation as part of their service provision.

- 2.10 The Consultant shall interpret the findings/results of any investigations/assessment(s) undertaken and assume responsibility and liability for the interpretation of the information and documents produced. These findings shall inform the design, drawings, specifications, and other construction documents.
- 2.11 The Consultant's overall fees shall be inclusive of:
- a. Design team services as detailed in this document and referred to in Schedule B.
 - b. Cost of all Design Team Members including Specialist Skills Providers with exceptions as stated in section 2.8.
 - c. The preparation & submission of both the Fire Safety Certificate & Disability Access Certificate Applications.
 - d. Office, printing, postage and stationery charges.
 - e. Travelling, boarding and lodging expenses.

3 Design Stage (ii)a: Project Review & Consultation

Capital Works Management Framework Stage (ii)a – Project Review & Consultation	
	DESCRIPTION OF TASKS – FINNER FIRE STATION & LETTERKENNY EXTENSION
3.1	In this stage, the Consultant shall familiarise themselves with the proposed project. Review relevant background documentation and information supplied with this tender. Seek any required further clarification and information from the Client to ascertain full project requirements. (Any background documents being supplied with this invitation are for information purpose only). Meet the Clients representatives and visit the site and record all relevant information. The Consultant shall develop details of the Project Brief with the Client. Attend preliminary Design Meetings as referenced in Section 3.3 with the Client to review the information available and discuss the needs of the Client team.
3.2	The successful Consultant will be appointed and shall carry out the duties of the Project Supervisor Design Process (PSDP) pursuant to the current Safety, Health and Welfare at Work Act and Safety, Health and Welfare at Work (Construction) Regulations. At this stage the Consultant shall commence the development of the project specific Preliminary Safety and Health Plan, in accordance with the current legislation.
3.3	The Consultant shall undertake an initial cost check as set out in Section 1.11 above.
3.4	The Consultant will be required to engage with the Client team through collaborative meetings as follows: Meeting No.1 - Meet with the project team to discuss and review the scope of the project. Meeting No.2 – Develop and present design options to the Client Team for discussion and review. Meeting No.3 – Present a preferred design option for each element having incorporated all feedback from the Client team for review. Meeting No.4 – Presentation of the final concept design for agreement with the Client team to be developed for the project. The Consultant is advised that it may not be possible to discuss all elements in a single meeting, and additional meetings may be necessary to discuss certain individual elements.
3.5	All options being considered for the project must be accompanied by a cost plan to allow the Client team to make informed decisions. Therefore, indicative costs must be presented at each of meetings No.2, No.3 & No.4 detailed in 3.3 above. The budget allocation and cost limits for each element must be agreed at this stage. Value Engineering should also be used in considering the most appropriate option.

Capital Works Management Framework Stage (ii)a – Project Review & Consultation	
	DESCRIPTION OF TASKS – FINNER FIRE STATION & LETTERKENNY EXTENSION
3.6	Complete ground investigation surveys of both sites within the project boundary and submit a report to include the findings and recommendations for each site. These surveys should be completed by competent and qualified persons and properly supervised and certified. The Consultant shall analyse and interpret the findings and use this information to inform the design.
3.7	Integrate Government's policy on Green Public Procurement into the Project and report to the Client on how these requirements can be achieved within the various options.
3.8	Complete a topographical survey to include the entire project extents of both sites.
3.9	Complete an invasive species survey of both sites.
3.10	Complete a ground penetration radar survey to include any areas on both sites where there is likely to be services present.
3.11	Lead and participate in risk management exercises, including an initial risk appraisal workshop attended by all stakeholders, to establish a Project Risk Register for the Works Project. Review and update the Risk Register on at least a monthly basis for the duration of the Contract with identified risks costed as and when required. Record the design risk assessment process and provide the Project Supervisor Design Stage with a copy of those records.
3.12	Provide a high-level Planning Assessment identifying all required environmental, ecological, engineering surveys/investigation works and any potential environmental and/or planning constraints and opportunities. Obtain necessary inputs from the design team members.
3.13	The Consultant shall continue consultations with the relevant stakeholders, Statutory Bodies and/or Utility providers. e.g. Donegal County Council, Donegal Fire Service, ESB Networks, Úisce Éireann, USGBC, GBCI etc.
3.14	The Consultant shall prepare and submit to the Client a Project Execution Plan (PEP) to include the following elements • Project objective and brief • Constraints on Project • Key Risks • Change and Cost Control Procedures • Programme & Milestones • Roles and responsibilities • Key Stakeholder Consultation Strategy • Priorities The PEP should provide detail on how the Consultant shall meet the sustainability and energy requirements of the project.

Capital Works Management Framework Stage (ii)a – Project Review & Consultation	
	DESCRIPTION OF TASKS – FINNER FIRE STATION & LETTERKENNY EXTENSION
	The above list is indicative only and the Client may request additional information be provided within the PEP. Forward the PEP to the Client for approval. Update and maintain the PEP as appropriate and carry out the key tasks as scheduled therein from appointment to completion of this appointment. The Consultant will engage at various stages to ensure that the PEP is implemented and remains on target. The PEP will be used to set the Agenda for progress meetings which will be held to ensure that the project remains on track to completion and within budget. Regular progress reports and actioning items will be reported directly to the Client Team and the Steering Group.
3.15	Following the review of the Client supplied information, the initial consultations with the Client, relevant public bodies, site surveys/investigations and having regard to the available budget for the project, the consultant will prepare and present results of the findings along with indicative proposals for consideration by the Client. A Concept Design Review shall be presented in the form of a Preliminary Design Review Report (<i>Report 1</i>). This report shall contain the following, but not limited to: • Project requirements and detailed design brief established following the review of the Client information, consultations, planning considerations, surveys and investigations. • Issues/constraints identified relating to the delivery of the project. • A review of the Concept Design to ensure that the design is fit for purpose and complies with all relevant standards. • Findings of the initial consultations with relevant Statutory Bodies/ Utilities. • Outline specification of materials/finishes. • Outline of any Civil & Structural design including any specialist foundation & drainage design. • Outline of M&E design including high energy efficiency, compliance with ZEB and Council policy for energy efficiency. • A detailed project programme incorporating key target dates & milestones for the delivery of the services. The programme shall have regard to the performance periods set out in Schedule B and shall make allowance for Client review of documentation and approval at the end of each stage /sub stage. • Setting out and analysing the results of site surveys/investigations and the implication of the findings on the proposed project. • A Preliminary Cost Plan including estimated cost of the project based on preliminary findings. • A costed project risk register. • Recommendation of a preferred design option, supported by drawings, sketches and text as required.

Capital Works Management Framework Stage (ii)a – Project Review & Consultation	
	DESCRIPTION OF TASKS – FINNER FIRE STATION & LETTERKENNY EXTENSION
	• Value Engineering Options • A project specific Preliminary Safety and Health Plan, in accordance with the current legislation.
3.16	At this point the Client will establish the Project Steering Committee and the Consultant will be required to present the Preliminary Design Review Report to this committee for approval. Note – Steering Committee Meetings will be held every six weeks from this point forward. It is anticipated that this initial meeting will be in person and subsequent meetings will be held remotely if possible.
3.17	Following Project Steering Committee approval, the consultant shall make necessary arrangements to present and promote the draft designs to the Donegal Municipal District meeting. Taking into consideration any feedback, further information and comments received from the attendees, to update the design and report.

4 Design Stage (ii) b : Developed Design & Statutory Approvals

Capital Works Management Framework Stage (ii) b – Developed Design & Statutory Approvals	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
4.1	In this stage, the consultant shall develop the project from preliminary design through all necessary statutory consents and to preparation and delivery of planning drawings, documents and associated reports required to submit valid statutory planning applications for the project. The general services to be provided shall include: f. Participate with other members of the Design Team in value engineering workshops when required. g. Attend design team meetings. h. Record the design risk assessment process and provide the Project Supervisor Design Stage with a copy of these records. i. Updating cost estimates on an ongoing basis as the project design develops j. Attend planning meetings with the client team and Local Authority/Utility Providers in relation to Architectural, Archaeological, Ecological, Landscaping, Civil, Structural. k. Attendance at traffic and drainage meetings. l. Liaise with utility providers in relation to the planning. m. Submit/publish statutory planning and applications.
4.2	Implement BIM to Level 2 maturity for the design of all buildings. Establish the Exchange Information Requirements for the project and agree the common data environment with the Client. All successful consultancy firms will be expected to participate as an integral member of a design team as assembled by the Lead Consultant. All consultants will be expected to use Building Information Modelling (BIM) based on the international standard ISO19650.
4.3	The Consultant shall carry out all investigations and surveys deemed necessary for the completion of the design Including: • Services and Utility Surveys. • Archaeology Surveys. • Ground Condition Surveys/investigations. • Invasive Species Survey. • Ecological Assessments. • Environmental Assessments. • Road Safety Audit(s). • Sustainability Assessments. These investigations/surveys should be carried out by competent and qualified persons and properly supervised and certified. The Consultant shall analyse and interpret the findings of such investigations and use these to inform the design, drawings, specifications and other

Capital Works Management Framework Stage (ii) b – Developed Design & Statutory Approvals	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
	construction documents.
4.4	The Consultant shall develop Finner Fire Station to achieve ZERO accreditation. Extract from: Fire Station Developments, Planning & Design Guidelines and Financial Procedures for Fire Station Development Projects, WORKING DRAFT, 2026. <i>Since 2020, the Energy Performance of Buildings Directive EU/31/2010 (revised in 2018) requires that all new buildings are to be nearly-zero energy buildings, hence all new buildings must have a high energy performance and very low energy needs. On 28 May 2024, the revised Energy Performance of Buildings Directive (Revised EPBD) entered into force in all EU Countries, requiring all new publicly owned buildings to be zero-emission by 2028. Zero-emission buildings will have low energy demand and no on-site carbon emissions from fossil fuels. The design will take into consideration the provision of renewable energy sources such as photovoltaic panels.</i>
4.5	The Consultant shall complete an Archaeological Assessment to assess the impact of the proposed development on the archaeological landscape. Including the recorded and potential heritage resource within the proposed development site and the surrounding boundary to compile a complete cultural heritage context.
4.7	The Consultant shall complete Preliminary, Detailed and Quantitative Risk Assessment to appropriately characterise current site conditions, identify potential pollutant links and associated potential risks based on the proposed development, determine a corrective strategy and corrective action implementation plan.
4.8	The Consultant shall develop a Stage 1 Appropriate Assessment for the project suitable for inclusion with the planning application(s).
4.9	The Consultant shall complete preliminary <i>EIA Screening (Environmental Impact Assessment)</i> for the project suitable for inclusion with the planning application(s).
4.10	The Consultant shall develop an outline Construction Environmental Management Plan to outline how environmental effects during construction will be managed and minimised during the construction of the proposed development.
4.11	Following the Invasive Species Survey in the previous stage, if any invasive species are identified, the Consultant shall Develop an Invasive Non-Native Species Management Plan to identify all invasive species within and surrounding the project area together with an outline management plan to control any species identified.

Capital Works Management Framework Stage (ii) b – Developed Design & Statutory Approvals	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
4.12	The Consultant should also advise the Client of the need for any other special surveys, investigations or tests and advise the Client on the results of any such work carried out. Following consultation with the Client, specify, procure, manage and supervise any additional investigations, surveys, tests etc. outlined above as recommended. Supervise and approve all Survey work.
4.13	The consultant shall produce a procurement options report, in conjunction with the Client, for the procurement of the main contract and/or contracts setting out the procurement options available, the advantages and disadvantages of each option as they specifically relate to this project and a clear recommendation as to the preferred procurement option. All construction tender packages will be based on Government Public Works Contract designed by the Employer. The Consultant is advised that as the project progresses through design to construction Stage (iv) it may be necessary to undertake a phased delivery approach, which may give rise to the need for separate construction tender processes. The Consultant should assume that two separate construction tender processes will be required, and tender submissions should be priced accordingly.
4.14	The Consultant shall continue consultations with the relevant stakeholders, Statutory Bodies and/or Utility providers. e.g. Donegal County Council, ESB Networks, Úisce Éireann. The Consultant shall, in conjunction with the Client, meet with the Donegal County Council to ascertain potential drainage, planning, traffic constraints and advise the Client accordingly. The Consultant shall consult with Irish Water, and the relevant electricity, telecommunications and broadband service providers, carry out a desk top study, and site inspection to identify the availability, location and adequacy of all such services.
4.15	The Consultant shall prepare the scheme design in conjunction with the Client for the project, and such other documents as are reasonably necessary to enable the Client to consider proposals for constructability of the works in the light of the investigations carried out at this stage.
4.16	Develop the Detailed Cost Plan(s) for the Project, including general comparative costs of alternative designs or techniques of construction (if so requested) and prepare outline expenditure cash flow forecasts. The “Detailed Cost Plan” should be provided in the format referenced in Appendix 1 of the “Draft 2.3 23 January 2026 Fire Station Developments – Planning & Design Guidelines and Financial Procedures for Fire Station Development Projects”.
4.17	For the duration of this contract, Stages (ii)b to (v), the Consultant must organise and chair regular design team meetings with the Client. The meetings shall be attended by the Consultant, the Client and any other third party the

Capital Works Management Framework Stage (ii) b – Developed Design & Statutory Approvals	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
	Client invites or approves of. The Consultant shall circulate agendas and designs one week prior to the meetings. Meetings will be held on a fortnightly basis but may need to be more frequent at critical times during the project life cycle to deal with issues and avoid delays in the progress of the projects. At the meeting the Consultant shall present progress, monitor progress against the programme and budget, list early warnings, highlight any shortfall in design information and take any action necessary to correct any deficiencies. The Consultant shall draft and circulate minutes of the meetings to the Client within two days of the meeting. The minutes shall record the action taken to rectify any deficiencies and shall indicate who is to be responsible for taking that action and by when. The Consultant shall compile and monitor an action list for the project.
4.18	The Consultant must also attend Steering Group meetings to be chaired by the Client. The Consultant will be required to provide a report at each meeting on project progress.
4.19	<i>At the end of this stage the Consultant shall prepare Statutory Approvals Reports to include all supplementary information required to enable the Client to submit valid planning applications to the Planning Authority. Two separate planning applications will be required.</i> <i>Following a review by the Client of Report 2 Stage (ii) b, the Consultant shall amend the report as required and appropriate and resubmit the updated report within 2 weeks to the Client as Report 2a. The Client & the Consultant may meet as part of the review process.</i> On completion of the project design, planning and procurement strategy, approval will be sought by the client from “The National Directorate for Fire and Emergency Management” (NDFEM) to proceed to the next stage. A written approval of the above submission by the Client will complete Stage-(ii)b of the service.
4.20	The Consultant must provide any additional information sought from the Planning Authority in a timely manner to enable them to reach a decision on the planning application. The Consultant must also provide any reports, presentations and statements necessary.

5 Design Stage (ii) c : Detailed Design & Construction Tender Documentation

Capital Works Management Framework Stage (ii) c – Detailed Design & Construction Tender Documentation	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
5.1	The Consultant shall incorporate fully the conditions attached to the grant of Planning Permissions into the detailed design & tender documentation. The Consultant shall integrate within the overall design of the Project, the design of any part or parts of the Project designed by specialist suppliers and/or contractors. The Consultant shall review, with the Client, the services design in respect of its compliance with the requirements of the project brief developed in Stage (ii) b.
5.2	Following completion and approval of sub-stage (ii) b, and with consideration to any further instruction by the Client, the Consultant shall finalise the detailed design. It should include but not be limited to: • Complete architectural design. • Specification of materials/finishes. • Performance specifications of various products/components. • Structural design. • Civil design. • Landscape design. • Interior design. • M&E design. • All tender documents for the construction contracts. • Developed Cost Plan and Detailed Cost Check (including filling in the prescribed cost forms) and preparation of CWMF Stage 3 pre-tender submission. The drawings will be of a high standard and level of detail with clear cross referencing to other drawings, details and specifications. The design specifications and construction details shall conform to National (Irish) and European building standards (Euro-code) and the current Irish Building Regulations.
5.3	Review the Costed Project Risk Register at all Steering Committee meetings with the Client. Record the design risk assessment process and provide the Project Supervisor Design Process with a copy of those records.
5.4	The Consultant shall complete and submit to the relevant authorities all necessary information required for Fire Safety Certificate Application and Disability Access Certificate Application. The Consultant shall be responsible for ensuring applications are granted and shall include for all preparation, submissions, monitoring and responding to RFI's as required to ensure Certification is achieved. Incorporate fully the conditions attached to the Fire Safety Certificate & Disability Access

Capital Works Management Framework Stage (ii) c – Detailed Design & Construction Tender Documentation	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
	Certificate into the detailed design & tender documentation.
5.5	Complete & submit service connection application forms to all necessary utility providers i.e. ESB Networks, telecoms, Uisce Éireann etc. Attaching any necessary detailed drawings and reports required.
5.6	Complete a combined Stage 1 & Stage 2 Road Safety Audit in accordance with TII GE-STY-01024, TII GE-STY-01025 & TII GE-STY-01027. This Road Safety Audit shall include all development accesses, pedestrian, crossing facilities and all other civil engineering works associated with the development and all agreed recommendations of the Road Safety Audit shall be implemented in full in the construction process.
5.7	The Consultant shall review the Outline Cost Plan against detailed design development on an ongoing basis and prepare the Developed Cost Plan. Prepare cost checks as the design is developed and advise on value engineering solutions to maintain the project within budget. Where a phased construction approach has been agreed, each phase must have a separate pre-tender cost plan. The Consultant shall comply with guidance provided by the Office of Government Procurement on inflation and supply chain delays. Any guidance provided must be considered and incorporated into the construction tender documentation.
5.8	The Consultant must prepare cash flow forecasts as appropriate and prepare whole life-cycle cost estimates for all elements.
5.9	Undertake a Statutory Approvals compliance check for all elements of the design. Include any amendments to the tender documents necessary as a result of such a compliance check.
5.10	The Consultant shall update the Preliminary Safety and Health Plan to be issued to tenderers for the construction works.
5.11	The Consultant shall advise on tendering procedures, selection of tenders and contract arrangements. The Consultant shall prepare complete tender and contract documents including an updated detailed pre-tender cost estimate for the project based on the detailed design, detailed bill of quantities and a pricing document for each phase of construction work. These packages should be suitable for use with the public works contract, based on Capital Works Management Framework (CWMF) by the Department of Finance. Consult with and advise the Client and the design team regarding conditions of contract, forms of tender and warranties to be used on the project.
5.12	Attend a Tender Documents Review meeting and finalise tender documents incorporating any amendments in accordance with the outcome of that meeting.

Capital Works Management Framework Stage (ii) c – Detailed Design & Construction Tender Documentation	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
5.13	<i>Report No.3 shall be submitted at the end of Stage (ii) c and shall include all design reports, drawings, specifications, Bill of Quantities, site investigation reports, Preliminary Safety & Health Plan, Cost estimates, and tender documents, etc. These documents should be suitable for pricing, tendering and construction purposes.</i> <i>Following a review by the Client of Report No.3, the Consultant shall amend the documents, design and plans as required and appropriate, and resubmit the updated report to the Client within 2 weeks. Written approval of the above submission by the Client will complete stage-(ii) c of the service.</i> A written approval of the above submission by the Client will complete Stage-(ii)c of the service. On completion of Stage (ii) the Services will be paused pending a capital funding source for the project. Only on confirmation of a Capital Funding Source (and written consent from the Council) will the Consultancy Services resume and proceed through Stages (iii) to (v) as follows.

6 Stage – (iii): Tender Period, Evaluation and Award of Construction Contract

Capital Works Management Framework Stage (iii)- Tender Period, Evaluation and Award of Construction Contract	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
6.1	The Consultant shall prepare all Prequalification Questionnaire documents in relation to the construction of the project and advise on the pre- selection/selection of panel of tenderers if required.
6.2	The Consultant shall advise the Client on the requirements for the tender process and shall undertake to place the advertisements (tender notice) on the Irish public tenders website www.etenders.gov.ie and European tenders website www.ted.europa.eu where appropriate, inviting Contractor's to tender for the works in the agreed tender procedure for each phase. The consultant will be required to take account of the procurement requirements in accordance with the EU directives and the national procurement guidelines.
6.3	The Consultant, in consultation with the Client, shall respond in a timely manner to any requests for clarification and/or further information sought from the tenderers during the tender process. Should it be required, as a result of tenderer's queries, the consultants shall amend the tender documents, prepare any additional information and clarification and issue them to all tenderers and the interested parties in timely manner.
6.4	The Consultant in consultation with the Client shall lead and manage the tender assessment process using a competent panel to be pre-agreed with the Client, advise the Client as to the suitability of persons and firms tendering, the relative merits of tenders, prices and estimates received for carrying out the works. The tender assessment panel shall contain at least one representative of the Client. The Client will also be involved in assessing the competency of the proposed contractor to undertake the role of PSCS for the project.
6.5	The Consultant will prepare a tender report. If the project is divided into two phases for Finner and Letterkenny, a separate report will be prepared for each phase. Each report will detail the tender process, analyse each submission, and recommend a suitable and competent Contractor to execute the works and act as PSCS. The report will also include a comparison spreadsheet outlining the cost breakdown for all Bill of Quantities items as priced by each Contractor.
6.6	Reconcile the recommended tender with the project cost check and as appropriate provide recommendations on schedule of adjustments to reconcile this tender with the cost check.
6.7	Update expenditure cash flow forecast based on tender.
6.8	Attend any post-tender clarification meetings with successful or unsuccessful tenderers and provide feedback as necessary.

Capital Works Management Framework Stage (iii)- Tender Period, Evaluation and Award of Construction Contract	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
6.9	As part of the tendering process the Client will review the Tender Reports. Further information may be required on any part of the tender and selection process. The Consultant shall provide this information in a timely manner. Should the cost estimate / tender cost be considered high by the Client or the funding agency, the consultant shall be required to prepare proposal/(s) for cost reduction. The Consultant will be required develop any proposals to a stage suitable for re-issue to the proposed contractor.
6.10	Written approval of the Tender Report by the Client will complete Stage-(iii). <i>The contract can be terminated at the end of Stage (iii) by the Client at no additional cost to the Client except for the fee agreed in the Form of Tender & Schedule for this stage of the process.</i>

7 Stage – (iv): Construction

Stage-(iv): Construction includes the following services:

Capital Works Management Framework Stage (iv)- Construction	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
7.1	The Consultant shall continue to undertake the role of PSDP during the construction phase of the project. The Consultant shall monitor the Contractor's safety management documentation and practices during the entire construction phase and advise the Client on the adequacy of same.
7.2	The Consultant shall undertake the role of Employer's Representative (ER) in accordance with the conditions of the construction contract. The Consultant shall be responsible for the detailed inspection of the construction works by its personnel approved by the Client. Inspections to be carried out by competent person(s) suitably qualified and experienced in construction works to ensure quality of the works.
7.3	The Consultant shall examine and approve the Contractors works programme and works proposals during the construction phase of the proposed project.
7.4	The Consultant shall prepare cash flow estimates based on the Contractor's programme of works and shall update monthly. The Consultant shall examine and verify the Contractor's valuation certificates for payments in accordance with the provisions of the construction contract.
7.5	The Consultant shall develop a site supervision and inspection programme and provide suitably qualified personnel to carry out site monitoring to be agreed with the Client. The Consultant and their site staff shall keep accurate site records of (but not limited to) elements of work undertaken by the Contractor, issues arising, instructions issued to the Contractor, change orders, compensation events, requests for information and any other relevant information. The Consultant shall maintain a full-time competent on-site supervisory presence for the duration of the construction contract. The full-time supervision may be shared between the two projects as required.
7.6	The Consultant shall arrange for any special inspections or tests necessary to ensure that proper and adequate standards of construction are maintained and that all works are constructed in accordance with the contract documents. Advise the Client on the number of defects, trends and recommendations for improvement.
7.7	The Consultant shall perform as Designer, Design Certifier and Assigned Certifier on this project under the BC(A)R 2014 and ensure the Declaration of Performance is provided for all material used on site to ensure it meets the design requirements.
7.8	Report on cost as required by the Client.
7.9	Provide fully co-ordinated drawings for the contractor together with revisions of contract

Capital Works Management Framework Stage (iv)- Construction	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
	documents as required.
7.10	Review the Contractor's proposals in relation to all works.
7.11	Advise the Client of potential variations and compensating savings.
7.12	Agree cost variations with Client.
7.13	Arrange and chair bi-weekly progress meetings with Contractor.

8 Stage – (v): Handover of Works

The Consultant will be required in Stage (v) to carry out the following:

Capital Works Management Framework Stage (v)- Handover of Works	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
8.1	Upon notification of substantial completion by the Contactor, the Consultant shall inspect the building works and if satisfied issue a certificate of substantial completion in accordance with the conditions of engagement.
8.2	Obtain from the Contractor all testing and commissioning reports required to verify the correct operation of the building services and systems involved, including all M&E installations, having witnessed commissioning tests where appropriate. The M&E Sub-Consultants must demonstrate the operation of all M&E equipment to the Client. Review the test and commissioning reports and confirm that this work has been completed satisfactorily.
8.3	Ensure M & E Sub-Consultants provide detailed input on the Building Management System (BMS) and control system for the adopted building's mechanical and electrical equipment such as ventilation, lighting, power systems, fire systems, and security systems.
8.4	Deliver to the Client on completion of the Works such records and manufacturer's manuals as are reasonably necessary to enable the Client to operate and maintain the Works. Operation & Maintenance manuals to be provided electronically and in hard copy for all items to include maintenance schedules, spare equipment, design life and drawings of all components.
8.5	Ancillary Design Certificates to be issued to the Assigned Certifier in accordance with SI 9, 2014 in respect of the project and inspection thereof.
8.6	Advise the Client on any dispute or difference arising between the Consultant and the Contractor in relation to the project.
8.7	Complete a Stage 3 Road Safety Audit prior to first use or occupation of the development. Any and all agreed further recommendations shall be implemented as required.
8.8	Prepare Final Account and Final Report to the Client.
8.9	The Consultant will be required to attend and represent the Client at any conciliation or arbitration processes.
8.10	The Consultant shall liaise with the Clients Representative before finalising the snag list of items, which the Contractor will be required to remedy, to reach completion but which are not required to reach substantial completion. The Consultant shall prepare a snag list for the project as approved and submit to the Client.
8.11	The Consultant shall review and finalise the completed Safety File for the entire project to ensure that all the required elements are included. Particular attention should be paid to records and manuals that will be required to enable the Client to operate and maintain the development. When the Consultant has assembled all the required elements of the completed Safety File, it

Capital Works Management Framework Stage (v)- Handover of Works	
	DESCRIPTION OF TASKS - FINNER FIRE STATION & LETTERKENNY EXTENSION
	shall be handed over to the Client. This should be in both hard copy and in electronic form compatible with the Client IT system (most likely Microsoft Word, PDF and AutoCAD). The Consultant shall complete and submit to the Client a safety file as above.
8.12	The Consultant shall inspect the works and issue a Certificate of Final Completion in accordance with the Conditions of Engagement. The Consultant shall prepare a report on final Completion.
8.13	Post Project Review The consultant shall assist the Client to carry out a post project review and shall prepare a report for this purpose. The primary purpose of this review is to assess what happened throughout the project and to establish lessons that can be passed on to future project teams. The items to be considered in this review should include, but not be limited to, describing the processes of procurement, design, planning, cost control and construction supervision.

9 General Requirements

9.1 Reports, drawings and documents:

Provide a 3-dimensional model and drawings, updated at each stage, and as required to demonstrate the proposed designs of the project. The model should contain sufficient detail to enable a walk-through.

Provide 3-dimensional camera angle stills visualisations at requested resolutions upon request. Similarly, fly-bys or walkthroughs must be provided on request.

All 3-dimensional files will be provided to the Contracting Authority in the source .3ds format including materials libraries and other files connected with any 3-d models made.

The consultant shall provide the Client with one hard copy (if requested) and one electronic copy of all required reports drawings and documents.

Electronic copies of the reports and other text documents should be in Microsoft word format, 2d drawings will be provided in pdf format.

Planning documents will be required to be printed and displayed in two locations within each municipal district of Letterkenny and Donegal Municipal District.

9.2 Meetings & Reporting:

The Consultant shall attend pre-design consultation, design, site, progress, and all other meetings as and when required by either party during the delivery of the project.

Design team meetings will take place fortnightly and the Consultant will circulate a proposed agenda for these meetings in advance. The Minutes of these meetings shall be recorded by the Consultant and distributed to the Client within two days of the meeting taking place.

Project Steering Group meetings will take place every six weeks. These meetings will be organised and recorded by the Client. The Consultant will be required to provide and present a detailed progress report at these meetings including design progress, cost development, risk analysis and programme analysis.

The Consultant will be required to attend these meetings and all other meetings as outlined in this document together with all relevant sub-consultants and report as necessary. Where the meeting is arranged by the Consultant it will be their responsibility to produce minutes of the meeting.

It is envisaged that the majority of meetings will be held online. A number of meetings will be held in person when the need arises. In person meetings will take place in Donegal County Council's Office in the BASE Enterprise Centre, Stranorlar or on site.

9.3 Social & Environmental Obligations

Sustainability including all aspects of social, economic and environmental matters will be a fundamental building block of the project delivered by the Consultant.

The Consultant shall advance the Irish Government's wider social, economic and environmental objectives through the provision of its Services under the Contract. Each Consultant will cooperate with and support the Client in the development and implementation of its sustainability policies, in particular in relation to social and economic issues, and shall ensure that such policies are adhered to and reflected in the Services provided in accordance with this contract in order to deliver the

Government's wider sustainability agenda.

In the performance of any Services Contract award, the successful Tenderers and all their Consultants shall be required to comply with all applicable obligations in the field of environmental, social and labour law that apply at the place where the services are provided, that have been established by EU law, national law, collective agreements or by international, environmental, social or labour law.

Applicable obligations established by national law and national collective agreements or by relevant international environmental, social or labour law provisions must be complied with by economic operators provided that such rules and their application comply with European Union law in force. Procurement processes cannot be discriminatory or be used as a means to favour local suppliers as this would not comply with EU treaty principles.

9.4 Green Public Procurement

Green Public Procurement (GPP) seeks to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured.

In 2019, Donegal County Council signed the Climate Action Charter with Central Government. Donegal County Council and the Government acknowledges in the Climate Action Charter that Donegal County Council as a Local Authority will, with the support of Central Government, implement Green Public Procurement Strategy and Procedures across all business areas.

The 2020 Programme for Government: Our Shared Future sets a commitment that by 2023, all procurement using public funds will need to include green criteria. The Consultant must incorporate the guidance in '*Green Public Procurement Guidance for the Public Sector*' and the EPA's sectoral criteria on '*Office Building Design, Construction and Management*' in both design and selection of suitable contractors.

10 Information to be submitted by Tenderers

The applicant's detailed proposal must include the following:

1. Completed Suitability Assessment Questionnaire (QC2 Part 1 & 2) with all required information including evidence of membership of the relevant professional organisation.
2. Completed Appendices A, B1, B3, C, D1 of the Suitability Assessment Questionnaire (QC2).
3. Completed Model Form MF 2.1: Form of Professional Indemnity.
4. Completed Model Form MF 2.4: H&S Compliance Declaration by all General service providers.
5. Completed Model Form MF 2.5: H&S Compliance Declaration by PSDP.
6. Completed Model Form MF 2.7: Article 57 Declaration.
7. Completed Model Form MF 2.8: Letter of Oaths Validity.
8. Completed Model Form MF 2.10 - Form of Reliance Warranty for sub-consultants (This can be submitted before the appointment by the successful tenderer.)
9. Response to award criteria under Section 9.1 of the Instructions to Tenderers document. (Quality Submission)
10. Completed Form of Tender with Schedule A & B excluding VAT to include entire services listed, all office costs, printing costs, all travelling expenses, boarding & lodging.
11. Completed 3.1 Fee Breakdown Schedule and 3.2 Resource Breakdown Schedule

