



Description of Services

Framework Agreement Construction Design Professional Services (CDP) Professional Services for the Pyrite Remediation Scheme

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1. Introduction

The Report of the Pyrite Panel (June 2012), commissioned by the Minister of the Environment, Community and Local Government highlighted that, when expansion occurs in pyritic hardcore that is well compacted and confirmed between the rising walls and a ground floor concrete slab, it may result in pyritic heave. Pyritic heave may cause cracking and/or bulging of floors, internal partitions, external walls and raising of roofs as well as damage to the substructure.

The Report recommended that the Government should establish a Resolution Board, to provide a fall back mechanism for Dwelling Owners to get remediation works done, when all other viable avenues have been fully exhausted without success.

The Pyrite Resolution Board (PRB) was appointed by the Minister of the Environment, Community and Local Government to establish a scheme for the Remediation of dwellings with significant damage caused by pyritic heave under floor slabs and to oversee and ensure the effective implementation of a programme of remediation works for affected dwellings.

The remediation work has been required in the following local authority areas: Dublin City, South Dublin County Council, Dun Laoighaire Rathdown, Fingal, Meath, Kildare, Offaly, Limerick City and County Council and Westmeath County Council.

The Housing and Sustainable Communities Agency (Housing Agency), is empowered, under the terms of the Pyrite Resolution Act 2013, at the direction of the PRB, to engage consultants, advisors, contractors or other bodies it considers necessary to carry out the remediation of dwellings identified as qualifying for the remediation by the PRB.

2. Construction Design Professional Services Framework

The Housing Agency intends to establish a Framework of suitable qualified Construction Design Professionals to survey, test, design, inspect and certify the remediation of dwellings in accordance with I.S. 398. As set out in the I.S. remediation design services can be undertaken by suitably competent Chartered Engineers, Architect or Building Surveyors (these titles are defined in the I.S.). Collectively these are referred to as Design Professionals in the I.S. and they are referred to as Construction Design Professional (CDP) in these tender documents.

The Framework will last for 2 years and, at the sole discretion of the Housing Agency, be extended for a further 2 years (4 years maximum). The Framework will cover the work in all local authority areas described in the Pyrite Remediation Scheme and, if required, remediation work outside these areas. The Framework will comprise a maximum of 8 participant CDP Services companies/practices subject to the Housing Agency receiving sufficient compliant tenders. CDP Services companies/practices will be required to provide certain Specialist Skills described elsewhere in these documents either through their own resources or through the use of sub-consultants.

Call-off for award of Service Contract to Framework Participants will be in accordance with the rules of the Framework. The Housing Agency will generally be the Employer in the Service Contract. However, a number of Local Authorities are participating in this procurement. These Local Authorities are not participants in the Pyrite Remediation Scheme. The Pyrite Remediation Scheme was established under the Pyrite Resolution Act 2013 for the remediation of privately owned dwellings damaged by pyritic heave. Participating Local Authorities will be able to use the Framework to procure CDPs to carry out pyrite remediation work on social housing within their administrative areas. Participating Local Authorities and CDPs will be bound by the rules of the Framework Agreement. Some of the details of the services required by the Local Authorities will differ from those described in this document. However, the services will be of similar nature and specific details of the services will be provided by the relevant Local Authority at the time of call-off. The participating Local Authorities are:

Dublin City Council; Fingal County Council, South Dublin County Council, Dun Laoighaire Rathdown County Council; Meath County Council, Kildare County Council, Westmeath County Council and Limerick City and County Council.

The Housing Agency also intends to establish a Framework for Contractors and may establish a Framework for Pyrite Testing Services.

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3. The Services

The schedule of Services hereunder is set out in compliance with the main stage structures of Schedule B of the Conditions of Engagement for Consultancy Services (Technical) published by the Office of Government Procurement (the Services Contract). The Services described are indicative of the basic services that will be required under a Service Contract with a CDP engaged under the terms of the Framework Agreement. The Actual details of the Services required in any given engagement may vary from those described to suit the requirement of individual projects.

Tenderers should regard the list of Services below as the actual services required for the Notional Project and assume that the appointment is for all the following stages (i) – (v).

It should be noted that the Services require CDP to liaise with Home Owners. Remediation of the dwellings of Home Owners is the principal objective of the pyrite remediation scheme and it is extremely important that CDPs observe a high standard of behaviour in any dealings with Home Owners. The Employer prepares Homeowners Agreements and a Guide for Scheme Participants that informs them of their rights and responsibilities under this process.

The general services to be provided shall include the following:

- **Lead Consultant** who shall be a Chartered Engineer, Architect, Building Surveyor or equivalent. This Consultant will carry out the duties of Employer's Representative under the Contract. In addition, the Lead Consultant will provide the following services using either in-house staff or via sub-consultants:
 - **Project Supervisor for the Design Process;**
 - **Structural Engineering;**
 - **Quantity Surveyor**
 - **Architectural**
 - **Building Services Engineering;** and
Fire Services Engineer and/or Lift/Elevator Engineer where specified in call-off .

Minimum Professional & Educational qualification and post-graduate experience for the above listed roles are included in Appendix 2 of this document.

The Lead Consultant:

- will not be a separate appointment;
- will submit a single tender on behalf of the proposed design team;
- will be identified and will be responsible for the performance of appointed consultant team. Collateral warranties will be required from sub-consultants;
- The Lead Consultant will be the point of contact for the Client with the design team
- The Lead Consultant shall review, validate and stand over all outputs prepared by its subconsultants before submission to the Employer. Subconsultant reports, cost advice, tender assessments and technical reports shall not be submitted unless reviewed and approved by the Lead Consultant.
- All reports, tender assessments, cost reports, final account reports, recommendations and certification documents shall be prepared to a standard suitable for Housing Agency review and, where required, PRB consideration.
- The Quantity Surveyor shall provide evidence-based cost advice at estimate, tender, construction and final account stages, including benchmark analysis, explanation of tender variances, assessment of abnormal rates, review of preliminaries and risk allowances, and value-for-money recommendations suitable for Housing Agency and PRB consideration.
- Nominated subconsultants, including the Quantity Surveyor, shall attend Housing Agency tender, cost, programme, performance or technical meetings when requested by the Employer.

4. Detailed description of stage technical services required

4.1. General services included in all stages:

- 4.1.1. Take instruction from the Employer;
- 4.1.2. Liaison with the Employer and any appointed person/s with responsibility for the remediation of the grouped dwellings;
- 4.1.3. Liaison with the Pyrite Testing Services company or any other consultants that may be appointed by the Employer or with any representative of the Employer or Pyrite Resolution Board;
- 4.1.4. Liaison with Home Owners during the various stages of the remediation process as appropriate and relevant; to inform, update and make them aware of key aspects, particularly those that will require their involvement and input e.g. access for testing/ survey, arrange agreement finishes schedules (prior to commencement of any particular house remediation),

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programme, temporary relocation from dwelling etc. CDPs must be familiar with the terms of the Home Owners Agreement and the Guide for Home Owners produced by the Employer;

- 4.1.5. Liaison with any specialist consultants or legal representative as appointed by the Employer and provision of information as requested for use in connection with a dispute;
- 4.1.6. Consulting any local or other authorities on matters of principle in connection with the civil and structural design of the works. Advising the Employer of requirements of various utilities;
- 4.1.7. Provision of drawings in hard and soft format. Soft format drawings to be in pdf format.
- 4.1.8. Email information to the Employer regarding the services for the dwellings and related matters required. This will include emailing all reports prepared, certificates issued, tender documents, contracts, interim recommendations/ certificates, material for archive records etc.;
- 4.1.9. Duties of Project Supervisor Design Process as required; and
- 4.1.10. Designer's Risk assessment for all works.

4.2. Stage (i) Preliminary

- 4.2.1. Visiting the designated dwellings and associated site area and studying data and information relating to the dwellings and relevant to the Work which are reasonably accessible to the CDP, and considering reports relating to the Works which have either been prepared by the CDP or by others and made available to the CDP by the Employer. Notifying Employer of date and times of dwelling visits and surveys and of any Risks that may lead to potential abnormal costs;
- 4.2.2. Liaising with the original designers of the dwellings, if these are available, to obtain copies of design and as-built drawings, details etc. for the dwellings. If these drawings are not available liaise with the local authority to obtain copies of planning drawings. If fees are sought by the original designers the Employer is to be advised in advance. Subject to approval of the proposed fees these costs will be borne by the Employer;
- 4.2.3. The CDP shall survey the site/estate and identify areas suitable for a site compound/storage area and prepare a site layout drawing showing the location for the Contractor's site compound/storage area. Agreement should be sought with local residents for use of such areas to facilitate a site compound for the duration of the works and, if appropriate, future remediation projects;
- 4.2.4. Advising the Employer on the need for arrangements to be made for the carrying out of geotechnical investigations of the designated dwellings, arranging as agent for the Employer when authorised by it for such investigation, including the preparation of the necessary specifications and other documents, liaising with the geotechnical investigations companies/firms, certifying the amounts of payments to be made by the Employer to the geotechnical investigations companies/firms carrying out such investigations under the Construction Design Professional's direction and advising the Employer on the result of such investigations;
- 4.2.5. Advising the Employer on the need for sampling and testing the existing stone hardcore infill in the dwellings including the extent and locations of the sampling if this is required;
- 4.2.6. Advising the Employer on the need for arrangements to be made for the carrying out of topographical and dimensional surveys of the site;
- 4.2.7. Carrying out a detailed structural survey of each dwelling, Employer Checklist must be used as a minimum (Sample checklist contained in Appendix A of this document. For Call-Off Awards the Checklist will be

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available from Employer Project Manager), plus any additional items in order to establish exact works requirements. This survey should include the following:

- Inspection of entire house, all storeys;
- inspection of attic space where necessary;
- measurement survey of house and production of accurate house plans and details (original design drawings may be available but the CDP will be responsible for the quality and accuracy of any drawings used for remediation);
- measurement of all elevations, internal and external, and production of elevation drawings;
- recording of all damage required to be repaired including photographic records;
- identification of house structural form including loadbearing walls, direction of floor joists and any other critical structural elements; and
- inspection of curtilage to include walls, yards, driveways, footpaths, A. J's / manholes and recording all damage.

- 4.2.8. The CDP shall notify the Employer when structural or safety issues or defects, not related to pyritic heave, are identified that may have an effect on the remediation works;
- 4.2.9. Carrying out a 'schedule of condition' report on each dwelling as a record of the dwelling condition prior to remediation;
- 4.2.10. Carrying out a survey of finishes and fittings in each dwelling. Liaise with the Home Owner regarding the cutting out and retention of samples of floor finishes for records/comparison purposes. Carry out photographic record of fittings (kitchen, sanitary and any other fittings). This will form the basis for agreement with the Home Owner on the quality of replacement finishes and fittings. The CDP will be required to obtain the sign-off of the Home Owner in accordance with the terms of the Home Owners Agreement. CDP to coordinate with Contractor to ensure that finishes are agreed with Homeowner prior to commencement of works on any particular house;
- 4.2.11. Carrying out of assessment of items of fixtures and fittings for re-use. E.g. kitchen base carcasses, counters, hearths, shaven doors, skirting boards. This shall include an economic assessment of the costs of careful removal, storage and refitting or replacement. This assessment will determine how

these items will be dealt with in the remediation contract (i.e. retained or replaced);

- 4.2.12. Carrying out a dilapidation survey on all adjoining dwellings. Where the CDP envisages that the remediation works may result in damage to any adjoining dwellings, this includes division boundary walls which may be affected by the works the employer should be notified;
- 4.2.13. Advising the Employer on the need to engage specialist advice on any aspect of the site revealed by the initial investigations;
- 4.2.14. Consulting any local or other authorities on matters of principle in connection with the civil and structural design of the Works. Advising design team and Employer of requirements of various utilities;
- 4.2.15. Report to the Employer on general design concept;
- 4.2.16. Preparation of a detailed cost estimate in accordance with the International Cost Management Standard current at the date of tender for the mini-competition, for the remediation of the designated dwellings; and
- 4.2.17. The cost estimate shall be evidence-based and shall include assumptions, measured quantities where available, benchmark comparisons, identified abnormal risks, preliminaries assumptions, risk allowances and commentary sufficient to support Employer review.
- 4.2.18. Attendance at Design Review meetings with the Employer following preparation of preliminary proposals.

4.3. Stage (ii) Design

- 4.3.1. Proposed form of building contract is one of the Construction Works Management Framework (CWMF) forms of contracts (Minor Building and Civil Engineering Works Designed by the Employer [PW-CF5]) requiring a high level of detail in plans and working drawings;
- 4.3.2. Take instruction from the Employer before proceeding with this stage;
- 4.3.3. Coordination of and attendance at design team meetings;
- 4.3.4. Liaising with the Employer and others as necessary to agree a programme for the completion of subsequent design and production information stages;
- 4.3.5. Liaising with the Employer and others as necessary to agree an outline programme for construction of the Works;
- 4.3.6. Developing the design of the outline proposal for the Works in collaboration with the Employer and others;
- 4.3.7. Consulting any local or other authorities in connection with the civil and structural design of the works;

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- 4.3.8. Developing the detail design of the proposal in collaboration with the Employer and others;
- 4.3.9. Drafting a Remedial Works Plan/specification for the Works based on the General Specification prepared by the Employer. The General Specification is based on the provisions of I.S. 398-2:2013 but does not include material specifications, general workmanship specifications etc. The CDP will be responsible for adapting this specification where necessary and preparing a project specific specification for the Works. For the avoidance of doubt, the CDP will be responsible for the specification of the Works;
- 4.3.10. Preparing such final calculations and details relating to the Works as may be required for submission for an independent check by others nominated by the Employer;
- 4.3.11. Co-ordination of Civil, Structural and Services information supplied by specialist suppliers and / or contractors which need to be included in such submissions;
- 4.3.12. Preparing sufficient design and detail drawings, and final specifications of the works; and preparation of a cost plan (where requested by Employer);
- 4.3.13. Advising the Employer as to the requirement for any specialist sub-contracts involving the supply and/or installation or parts of the Works;
- 4.3.14. Advising the Employer on the requirement for site inspection staff. Any requirement should take account of the level of inspection required by the CDP under IS 398:2;
- 4.3.15. Preparation of all works drawings, including reinforcement drawings and reinforcement bending schedules;
- 4.3.16. In relation to disposal of defective stone fill:
 - Preparation of a preliminary plan for the disposal of the defective stone fill. Liaise with the relevant Local Authority regarding the disposal requirements for pyritic stone fill. The CDP should be aware that pyritic fill may be considered contaminated material for disposal purposes. Tender documents produced by the CDP should reflect this;
 - Obtaining sufficient samples and chemical tests to adequately represent the composition of the stone (refer to Item above);
 - Estimation of the volume of stone to be disposed;
 - Ensuring that the contact documents adequately represent the composition and volume of the stone fill so that a contractor may accurately and fairly price the works; and

- Preparation of a layout plan showing the various depths and composition of the stone fill at all locations (to be updated following site works).
- 4.3.17. If required in an individual Mini-Competition from the Framework, the CDP may be required to have a Fire Engineer and/or Lift Service Engineer as a Specialist Skill sub-consultant or an in-house service for certain projects. The CDP must include the Building Services Engineer in the project team. The Specialist will produce a suitable services specification, produce layout drawings and inspect works prior to covering up and commissioning;
- 4.3.18. In coordination with the Employer meeting Home Owners, explaining and giving a copy of the proposed Remedial Works Plan (drawings, schedules and specifications) to the Home Owner for their review/sign-off. These documents to be included in the Employer's Home Owner agreement once they are finalised and approved by the Employer.
- 4.3.19. Answer queries raised by Home Owners regarding the proposed Remedial Works Plans and, if necessary, meet with the Home Owner. The CDP should inform the Employer of any scheduled meetings with Home Owners to review Remedial Works Plans.

4.4. Stage (iii) Tender Action, Evaluation, Award

- 4.4.1. Take instruction from the Employer prior to going to tender;
- 4.4.2. Preparation of all documents necessary for tendering to the relevant Framework for Remediation Works Contractors established by the Housing Agency. The tender documents will include Works Requirements and Schedules in compliance with the CWMF but will not include a Suitability Assessment Questionnaire. Tenders will be sought from the Participants in the Framework, Tendering and assessment of tenders will be in accordance with the rules of the Framework;
- 4.4.3. Email a pdf copy of the tender documents to the Employer and advise on the tender issue and return date;
- 4.4.4. Liaise with the Employer regarding the return of tenders. If tenders are returned to the CDP's office organise a meeting where a representative of the Employer will be present for the opening of tenders;
- 4.4.5. Compare the apparently successful contractors tender with that submitted in the tender for entry onto the framework to ensure that the conditions of entry have not been breached. This includes checking that tendered rates for work in the mini-tender do not exceed the rates used to gain entry onto framework;

- 4.4.6. Coordinate and advise on any matters relevant to recommendation and appointment of the Contractor;
- 4.4.7. Prepare a tender report advising the Employer as to the relative merits of tenders, prices and estimates received for carrying out the Works. Recommend a contractor for award of the work. Follow the standardised format of Tender Report.
- 4.4.8. The tender report shall be prepared using the Employer's standardised tender report template and shall contain sufficient cost, rate, benchmark, programme and value-for-money analysis to support a clear recommendation. The Employer may reject a tender report as incomplete where the analysis is insufficient to support Housing Agency or PRB consideration.
- 4.4.9. Minimum tender report content shall include: tender return summary; compliance review; pre-tender estimate; comparison against estimate; explanation of tender variance; rate benchmarking; preliminaries and risk review; QS recommendation; Lead Consultant recommendation; value-for-money conclusion; and PRB recommendation wording where relevant.
- 4.4.10. The tender report shall clearly identify any abnormal rates, departures from framework entry rates, risk premiums, significant preliminaries, exclusions, qualifications or programme risks and shall explain the impact on value for money and award recommendation.
- 4.4.11. Email the tender report to the Employer;
- 4.4.12. Preparing any additional information necessary for the information of the Contractor to enable him to carry out the Works. This may include updates on the vacancy of dwellings;
- 4.4.13. Take instruction from the Employer regarding the award of Contract;
- 4.4.14. Organise pre-contract meeting with the Contractor designate to review any items the Contractor may be required to provide prior to contract signing. Review proposed programme for the Works. The CDP, in preparing and agreeing work programmes with the Contractor, should consider particular issues that Home Owners may have e.g. programming work after school exams to minimise disruption;
- 4.4.15. Preparation of formal contract documents relating to accepting tenders for carrying out the Works or any part of them. Liaise with the Employer and the Contractor designate to organise contract signing. Attend contract signing in the Employer's offices; and
- 4.4.16. Email the Works programme to the Employer. The CDP will be required to email updates to the Works programme as they arise.

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4.5. Stage (iv) Construction Stage

- 4.5.1. Inform Home Owners of the date they are required to vacate and return to their properties. Inform the Employer and Homeowner of any potential delays or issues in this regard;
- 4.5.2. Inform the Contractor of the vacancy date and keep the Contractor informed of any potential delays to vacancy;
- 4.5.3. The CDP will undertake all duties and responsibilities of Employer's Representative under the Public Works Contract between the Employer and the Contractor for project(s);
- 4.5.4. Examining any shop fabrication or construction drawings prepared by the Contractor, his sub-contractor or suppliers for the Works, or a part thereof, in respect of general dimensions and structural adequacy of members and connections;
- 4.5.5. Co-ordinating and integrating within the overall design of the Works the design of any part of the Works designed by specialist suppliers and / or Contractors.
- 4.5.6. Advising the Employer in relation to the need for special inspections or tests arising during the construction of the Project;
- 4.5.7. Examining the Contractor's proposals where required by the building contract documents;
- 4.5.8. Coordinating and attending, for the duration of the construction of the Works, the relevant fortnightly site meetings in order to monitor that the Works are being executed in accordance with the contract and instructions given to the Contractor. Preparation and issuing of minutes of the site meetings;
- 4.5.9. Such additional site visits as are necessary to ensure that certain stages of the works are in compliance with the design drawings e.g. reinforcement, refurbishment work;
- 4.5.10. Attendance on site for all inspections required for certification of stages in accordance with IS 398-2 for each dwelling. Attendance on site to carry out necessary inspections of works completed at regular intervals to allow for certification in accordance with clause 11.1 of the Conditions of Contract;
- 4.5.11. Organising testing of new underfloor filling material to comply with Granular Fill SR21:2013 Annex E. The testing procedure should allow each Home Owner to be issued verification of the testing of the material under their new floor slab if required.
- 4.5.12. Certification of Interim Payments to the Contractor under the terms of the Works Contract. A standardised Interim Payment Form will be provided by the Employer. The standardised Form will require the CDP to breakdown the cost of

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the project on an individual dwelling basis and to record progress on this basis also (based on 3 interim stages). However, the CDP will be responsible for determining, calculating and certifying all Interim Payments as required by the Works Contracts. The Works Contract will allow the Contractor seek and receive interim payment for Compensation and Delay Events on the Contract. The CDP will be responsible for assessing, calculating, negotiating and determining Compensation and Delay Events as they arise. The standardised Form will include a schedule of Compensation and Delay Events;

- 4.5.13. Email interim payment information to the Employer. The Interim Payment Form should be emailed in both in pdf and excel format;
- 4.5.14. Monthly cost reports shall include all variations, anticipated variations, compensation events, delay events, provisional sums, risk allowances and an estimated final account sum, with Quantity Surveyor commentary on entitlement, cost, programme impact and value for money.
- 4.5.15. No Compensation Event, Delay Event, variation or adjustment to the Contract Sum shall be recommended without a written assessment of entitlement, causation, cost, programme impact, supporting records, QS input and value-for-money implications.
- 4.5.16. The CDP shall maintain a site presence sufficient to administer the contract, monitor progress, assess quality, manage risk, verify compliance with the design and support certification under I.S. 398-2. This shall include attendance at the pre-start meeting, fortnightly site meetings, key-stage inspections, site visit records, photographic records, handback attendance and a monthly site presence log.
- 4.5.17. Email monthly cost reports to the Employer, including details of all variations and anticipated variations and an estimated final account sum.
- 4.5.18. Performing any services which the CDP may be required to carry out under any contract for the execution of the works including where appropriate the witnessing of any specified tests, provided that the CDP has approved the terms of the contract;
- 4.5.19. Delivering upon request to the Employer on the completion of the Works, copies of the drawings supplied to the Contractor for the purpose of constructing the Works;
- 4.5.20. Advising the Employer on any dispute or difference relating to the works which may arise between the Employer and the Contractor. The scope of this engagement shall not extend to advising the Employer following the taking of

any step in or towards any dispute resolution process under the Contract, in connection with the Works;

- 4.5.21. Prepare a defects schedule for the works on an individual dwelling basis and issue to the Contractor prior to Substantial Completion;
- 4.5.22. Liaise with the Home Owner regarding any additional defects which they identify and the CDP confirms. In this regard the Home Owner should be allowed visit the dwelling prior to completion. Ensure all defects are addressed prior to home owner occupying property. Attendance on site on the day of handback of each individual dwelling to assess the property with the Homeowner and Contractor and make decision on issues raised by the Homeowner;
- 4.5.23. Issue Certificate of Substantial Completion on completion of all works and Partial Completion Certificates for each dwelling as they are completed and email a pdf copy of the certificate to the Employer;
- 4.5.24. Liaise with Home Owner regarding date for re-occupancy of dwelling; and
- 4.5.25. Certification of each remediated dwelling in accordance with Annex B of IS 398-2. These certificates will be provided to both the Employer and the Home Owner. Email a pdf copy of the Certificate to the Employer.

4.6. Stage (v) Handover, Certification and Final Account

- 4.6.1. Email the following information in pdf format to the Employer no later than 1 Month following the Certification of the Date of Substantial Completion:
 - One full set “last construction issue” drawings;
 - One copy of the specification and other works requirements;
 - One copy of the design calculations of the project which shall include a summary of the design parameters, assumptions and constraints (if any);
 - A waste management verification report on the amount of material removed from site and the destination. This shall include records of chemical composition and volumes of all stone fill removed, and records of it's receipts at an appropriately licence waste facility; and
 - Certification documentation for all stone hardcore infill used in the works and any other Certification required by the Employer.
- 4.6.2. Liaise with Home Owner regarding post occupancy snagging issues. Issue instructions to the Contractor as required. Issue written decision on post occupancy snagging, outstanding works and defects issues to the Homeowner and the Project Manager within 10 Working days of issue being brought to CDP attention;

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- 4.6.3. Liaise with Contractor and Home Owner regarding defects at the end of the defects liability period to ensure that snags are addressed. It is envisaged that the defects liability period will be 12 months;
- 4.6.4. Issue a Defects Certificate in accordance with the provisions of the Public Works Contract prior to issue of Final Payment Certificate;
- 4.6.5. Agree the Final Account with the Contractor and issue Penultimate and Final Payment Certificate. Prepare a Final Account Report (in hard copy and electronic format). The Final Account report will be required to provide a detailed cost breakdown of the Contract Sum, broken down into remedial works in addition to all Compensation Events and costs associated with Delay Events (if any). Email a pdf copy of the Final Account report to the Employer;
- 4.6.6. The Final Account Report shall where relevant include a clear reconciliation from tender sum to final account, all approved variations/compensation events, supporting QS assessment, explanation of material variances, value-for-money commentary and a clear Lead Consultant recommendation.
- 4.6.7. Prepare, in conjunction with the Contractor (in PSCS capacity), and handover a Safety Files for each dwelling to the Employer, including collation of structural information, sub-contractor's drawings, as-built drawings, load tables, product information and manuals and test results. Email a pdf copy of each Safety File to the Employer.
- 4.6.8. Report on remediation. A final report on the remediation of each remediated dwelling is required, which comprises a record of all stages of remediation. This report shall include;
- Building Categorisation Certificate or Verification Report;
 - Records of defects found and repairs carried out;
 - Photographs of all relevant stages of remediation;
 - Depths of stone beneath all ground floor slabs;
 - Results of chemistry tests on stone (tests by others). This may include original stone and replacement stone;
 - Certification documentation for all stone hardcore infill used in the works and any other Certification required by the Employer;
 - Schedule of condition prior to remediation;
 - Certificate of remediation for reactive pyrite in subfloor hardcore material; and
 - Email a pdf copy of the final report to the Employer.

REMEDIAL WORKS PLAN - CONSULTANT CHECKLIST REV. 5 - APRIL 2021

It is the Consultants responsibility to carry out thorough house surveys and to ensure, as much as is reasonably possible, that all pyrite related remedial works are included in the RWPs.

This is to ensure a minimum of additional works/ claims arise throughout the course of the works.

It is advised that all RWPs are revised to ensure that all defects/ damage noted through the site surveys are noted in each individual RWP, with the necessary remedial works identified.

This **non-exhaustive** list indicates possible items to be included in the Remedial Works Plans.

Notwithstanding the items listed below, it is the Consultant's responsibility to identify any areas of possible risk that may require additional works once the Contractor begins works on site.

	ITEM	DESCRIPTION	Y/N
1	EXTERNAL DOORS	Have the external doors suffered from pyritic heave and if so has it been noted on the RWP?	
		Have the residents carried out repairs/ alterations to the external doors and if so have they been noted on the RWPs?	
		Are the locking mechanisms in good working order?	
		Are the draught seals present and good condition?	
		If the external doors require replacement has this been recorded on the RWPs?	
2	WINDOWS	Have the windows suffered from pyritic heave and if so has it been noted on the RWP?	
		Have the residents carried out repairs/ alterations to the windows and if so has this been noted on the RWPs?	
		Are the closing mechanisms in good working order?	
		All windows in property to be checked	
3	WINDOW CILLS	If a window(s) requires replacement has this been recorded on the RWPs?	
		Have any of the window cills suffered from pyritic heave and if so has it been noted on the RWP?	
		If a window cill requires repair/ replacement has this been recorded on the RWPs?	
		If a window cill has to be removed for access will it need to be cut?	
4	INTERNAL DOORS	Has an item been included that all varnished cills should be protected from condensation run off?	
		Have some internal doors been damaged through pyritic heave and if so has this been noted on the RWPs?	
		Has the door swing for each internal door been indicated correctly?	
		If some internal doors require replacing, has this been noted on the RWP?	
		Are the door stops glued and screwed to the door frame? Can the doorframe be reused?	
		In the case of fire doors;	
		Has the original fire door been replaced with a non fire rated door?	
		Is the self closing device present and operational?	
		Are the gaps between the door and frame within tolerance for fire door compliance?	
		Is the intumescent strip present and intact?	

		Is the cold smoke seal present and intact?	
		* If the homeowner chooses to replace the existing floor covering with another type, resulting in a gap underneath the internal doors, the scheme will not cover replacement doors. Ensure that the homeowner is informed of this when deciding on new type of floor covering	
5	QUALITY OF FLOOR FINISH	Has a note been included in the RWP regarding the quality of finish of the new floor levels? * There should never be a requirement for a Contractor to claim for providing additional levelling compound to floors	
6	RADON	Does the proposed replacement DPC/ Radon Membrane correspond with the existing, as indicated in the core sample provided?	
7	SOLAR PANELS	If present, have the location of solar panels been noted on the RWPs?	
		Has the decommissioning of solar panels been noted on the RWPs?	
		Has the protection/ covering up of all solar panels been noted on the RWPs?	
8	WASTER-WATER TREATMENT PLANTS	If present, has the location of a waste water treatment plant been indicated on the RWP?	
		Has the decommissioning of a waste-water treatment plant and future reinstatement been noted on the RWP?	
		Has the removal and safe storage of pumps from waste water treatment plant been noted on the RWP?	
9	KITCHENS/FIREPLACES/STORAGE	Is there a record of the kitchen units especially work-tops, noting the material, age and condition of existing? RWP should note if replacement or re-fitting is required.	
		Any non pyrite related damage to worktops/ units/ kickboards etc be recorded and photographed.	
		Does the RWP identify and fully detail fireplaces, stoves, and ranges, including details of hearths and mantles as appropriate?	
		RWP to state that any solid fuel appliance is to be reinstalled by HETAS registered installer only.	
		Gas fuelled fire in fireplace; age/condition any issues with reconnecting	
		Does the RWP identify and fully detail built-in wardrobes, storage units and the like? Does RWP note requirement to properly store so as to prevent delamination, or deterioration of units?	
9	LANDSCAPING	Replacement of landscaping (decking, raised planters etc.) that is located within the 500mm boundary zone around dwellings will not be covered within the scope of the scheme. Has the homeowner been informed of this?	
	DRIVEWAYS	Has a full condition survey of the driveway, kerbs, paths and the like, including outside the works areas, been carried out, including photograph records of existing? Does the RWP call for protection of existing during construction?	
		Have any discrepancies in level of paving/ cobblelock been pointed out to the homeowner? Consultant to record these discrepancies.	
	SIDE GATES & DOORS/FRONT GATES	Has full condition survey of side gates and the like been carried out, including photograph records of existing? Does the RWP call for removal and re-fitting of existing or for full replacement? Any works required to electric gates? Electric gates to be decommissioned by homeowner prior to handover and left in manual position or left open.	

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10	SEPTIC TANKS	If present, has the location of a septic tank been indicated on the RWP?	
		Does the septic tank require emptying and if so, has this been included in the RWP?	
11	CROW GUARDS	In the absence of existing crow guards to chimney, has the Homeowner been advised of a possible issue upon their return?	
12	EXTERNAL DOOR LOCKS	Has the replacement of all locks on the external doors for the duration of the remediation works been indicated on the RWPs?	
		Has the return of the original locks to the doors at handover stage together with the keys to the Homeowner been indicated on the RWPs?	
13	SOLID WOOD FLOORS	Has the homeowner been informed that any solid wood flooring will not be replaced as part of the scheme due to moisture levels and timeframe limitations?	
14	SMOKE ALARMS/ HOUSE ALARMS /SERVICES	All are existing smoke alarms indicated on the RWPs?	
		Has the replacement of any faulty/ broken smoke alarms been indicated on the RWPs?	
		In apartment situations, has the management company been requested to provide a I.S. 3218:2013 Annex D1 Model certificate of service/testing of fire alarm system protecting the common area? Has the procedure and protocol regarding existing non-compliance issues arising been communicated to the management company?	
		Does the condition survey detail house alarms including whether operational or not, and condition of wiring, sensors and the like?	
		Does the condition survey detail home systems, telecoms, data cabling, tv/satellite wiring, speakers, intercoms, home entertainment systems?	
15	PROTECTION OF FINISHES	Has a note been included in the RWP that requires the Contractor to protect all existing finishes, walls, doors, windows (in particular glazing) etc.?	
16	WATER SOFTENERS	Has the presence of a water softener underneath the sink in any house been identified?	
		If so, has this been noted on the relevant RWP?	
17	DOOR FIRE-STOPPING	Has the presence of fire-stopping at doors to communal areas been identified in the RWP?	
		If so, has this adequately fire-stopped in accordance with relevant test report?	
18	TIMBER FINISHING	Has the presence of varnished timber been identified on the RWP?	
		If so, has a note been included in the RWP to make provision for the additional work required to fill in/ repair varnished surfaces?	
19	VARNISHED WINDOW CILLS	Has the presence of varnished window cills been noted on the RWPs?	
		If so, has the requirement to protect all cills from condensation been indicated on the RWPs?	
20	WALL VENTS	Where absent, has the inclusion of a wall vent for an existing gas fire been noted on the RWP?	

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		Is gas flue location in line with building regs i.e greater than 300mm from natural vent/ window opening?				
21	GARDEN WALLS	Has the presence of garden walls/ fences, which lie within the 500mm area around the house which is to be excavated, been indicated on the RWP? Has the condition survey recorded the condition of walls and fences? Any movement in walls detected? If these walls have not been constructed within the correct slenderness ratio, has the Consultant indicated the necessary steps required for the Contractor to work safely?				
		Is there adequate drainage for rainwater run off where footpath abuts boundary wall?				
22	INTERNAL FINISHES/CEILINGS	Does RWP identify and specify required paint finish? Does RWP identify wall-paper finish required, including allowance? Does the condition survey record the condition of the ceilings, and does it comment on any reason for any issues noted, inc. non-pyrite related causes?				
ADDITIONAL NOTES						
23	SCOPE OF SCHEME	Has the Consultant included a note in the RWP indicating that only damage caused by pyrite will be remediated by the scheme?				
24	INTERNAL STAIRS	If so, has the height of the first riser been checked for compliance. has the floor level at the first riser relative to the floor level at the front and rear door been checked? Has the consultant included a note in the RWP for the Contractor to check the levels at these points before removing the floor slab				
25	CHECKING APPLIANCES	Has a note been included in the RWP regarding the requirement that all heating, lighting, services and appliances be checked by the Contractor and signed off by the Homeowner at the commencement of works? Has the presence of particularly large appliances eg. American fridges, range cookers, been indicated on the RWP?				
26	UNDERGROUND SERVICES	Does the Consultant have any concerns with regards to the likely presence of underground services that are currently unrecorded? If so, is there a note included in the RWP identifying these concerns?				
27	SUSPENDED FLOORS	Has the presence of suspended floors been identified in any dwelling and if so has this been recorded on the RWP?				
28	MANAGEMENT COMPANY/APARTMENTS	Is there a management company in charge of the development in question and if so is it noted in the RWP/ tender documentation? Is the Consultant concerned that the management company may pose a risk with regards to co-operation with the proposed works? Does RWP include common areas? Does RWP plan for common areas include for building services for "complex projects"?				
29	PARTICULAR HEALTH & SAFETY RISKS	Is the Consultant concerned about a particular health and safety risk posed by an individual dwelling/ apartment? If so, has the Consultant informed the PM about this concern?				

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		Has the particular concern been noted in the relevant RWP?	
30	STORAGE	Has a note been recorded on the RWPs regarding the requirement for the Contractor to ensure the safe/ appropriate storage of all fixtures and fittings and to ensure that they are returned in proper working order, bearing in mind the climatic conditions of the storage facility? * It will not be acceptable for Homeowner items to be returned in a deteriorated state eg. tap washers drying out, wardrobe door veneers peeling.	
31	UNKNOWN RISK	Is the Consultant concerned about any particular area where an unknown risk may exist with regards to the proposed remedial works? E.g. services location, steel in floors, raft foundations. If so, has the Consultant asked the Housing Agency to carry out additional opening-up work to investigate an area of concern in order to identify unforeseens?	
32	TESTING	Can the Consultant confirm that it has carried out exhaustive core sample testing to ascertain the depth of existing concrete floor slab, depth of existing insulation, existing dpm (1000/1200 gauge) or full radon membrane, presence of any steel? Has the Consultant pushed a steel probe externally to the top of the foundation to give an indication of depth?	
33	DESK-TOP STUDY/SURVEY	Has the Consultant discussed the original scheme and works completed with the original builder/developer? Does the survey identify and detail adjoining properties outside the scheme that may impinge on the works or where access may be required? Does the crack survey completed at RWP inspection identify and detail internal and external cracking? Does the survey determine the cause of cracking, including non-pyrite related cracking? Does the survey and identify possible compound locations that may assist the progress of the works? Has the ownership of possible compound locations been established?	

Appendix 2

1. **Lead Consultant** who shall be a Chartered Engineer, Architect, Building Surveyor or equivalent. This Consultant will carry out the duties of Employer's Representative under the Contract:

*** Practice/Company Principal.**

- Educational Qualification: Structural/Civil Engineer, Architect or Building Surveyor with recognised University degree to Level 8 or equivalent.

- Professional Qualification or Title: Chartered Engineer as defined by the Institute of Civil Engineers in Ireland (Charter Amendment) Act 1969 or equivalent; Architect: person named on a register maintained pursuant of Part 3 (Registration of Architects) of the Building Control Act 2007 or equivalent; Building Surveyor: person named on a register maintained pursuant of Part 5 (Registration of Building Surveyors) of the Building Control Act 2007 or equivalent

- Experience: 10 years post graduate experience with a minimum of 5 years in a senior

management/Director role

*** Project Director:**

- Educational Qualification: Structural/Civil Engineer, Architect or Building Surveyor with recognised University degree to Level 8 or equivalent

- Professional Qualification or Title: Chartered Engineer as defined by the Institute of Civil Engineers in Ireland (Charter Amendment) Act 1969 or equivalent; Architect: person named on a register maintained pursuant of Part 3 (Registration of Architects) of the Building Control Act 2007 or equivalent; Building Surveyor: person named on a register maintained pursuant of Part 5 (Registration of Building Surveyors) of the Building Control Act 2007 or equivalent

- Experience: 10 years post graduate experience with a minimum of 3 years in a project director

role for work of a similar nature to this service.

*** Project Manager/Project Designer.**

- Educational Qualification: Structural/Civil Engineer, Architect or Building Surveyor with recognised University degree to Level 8 or equivalent

- Professional Qualification or Title: Chartered Engineer as defined by the Institute of Civil Engineers in Ireland (Charter Amendment) Act 1969 or equivalent; Architect: person named on a register maintained pursuant of Part 3 (Registration of Architects) of the Building Control Act 2007 or equivalent; Building Surveyor: person named on a register maintained pursuant of Part 5 (Registration of Building Surveyors) of the Building Control Act 2007 or equivalent

- Experience: 10 years post graduate experience with a minimum of 5 years in a Project Manager/Project Designer role

*** Project Design Assistant:**

Educational Qualification: Construction Technology/Engineering Technician/Architectural Technician with recognised Certificate qualification to Level 7 or equivalent

- Professional Qualification or Title: Not Applicable

- Experience: 5 years post graduate experience

SPECIFIC TRAINING/KNOWLEDGE: One of the Principal Service Providers Management/Personnel must have completed an accredited course on I.S. 398 or must demonstrate detailed knowledge of IS 398. Demonstration of detailed knowledge can include completion of another equivalent training course or evidence of having preformed equivalent CDP Services for sub-structure remediation work to multiple dwellings under a single contract in the past (the assessment panel must be satisfied of the equivalence).

2. Project Supervisor for the Design Process:

***Project Supervisor Design Process:**

- Educational Qualification:

Structural/Civil Engineer, Architect or Building Surveyor with recognised University degree to Level 8 or equivalent or Health and Safety practitioner with a recognised University diploma/degree in Health and Safety to Level 7 or equivalent.

- Professional Qualification:

Membership of appropriate professional Institution or association related to the role required.

- Experience;

10 years post graduate experience with a minimum of 3 years in a Company Principal/Project Director role for work of a similar nature to this service.

In addition:

- Attendance at a course introducing the principles of the Safety health and Welfare at Work (Construction Regulations) 2006-2013 by the service provider (principal) and/or its managerial staff run by one of the professional bodies (representing Chartered Engineers, Architects or Building Surveyors) or other reputable training organisation. The course should be structured to address the duties of the service provision in relation to construction under health and safety regulations.

In addition:

Provide evidence of satisfactory completion of a course by the service provider and/or one of its managerial staff run by one of the professional bodies (representing Chartered Engineers, Architects or Building Surveyors) or other reputable training organisation. The course should be structured to address the duties of the PSDP in relation to construction under the Safety, Health and Welfare at Work (Construction) Regulations 2006 – 2013.

3. Structural Engineer:

****Company Principal/Project Director:***

Educational Qualification: Structural/Civil Engineer with recognised University degree to Level 8 or equivalent

Professional Qualification: Chartered Engineer as defined by the Institute for Civil Engineers in Ireland (Charter Amendment) Act 1969 or equivalent

Experience: 10 years post graduate experience with a minimum of 5 years in a project director role for work of a similar nature to this service.

****Project Structural Engineer.***

Educational Qualification: Structural/Civil Engineer with recognised University degree to Level 8 or equivalent

Professional Qualification: Chartered Engineer as defined by the Institute for Civil Engineers in Ireland (Charter Amendment) Act 1969 or equivalent

Experience: 10 years post graduate experience with a minimum of 5 years in a Project Structural Engineer role

4. Quantity Surveyor:

****Company Principal/Project Director:***

Educational Qualification: Quantity Surveyor/Construction Economist with recognised University degree to Level 8 or equivalent

Professional Qualification: Quantity Surveyor: person named on a register maintained pursuant of Part 4 (Registration of Quantity Surveyors) of the Building Control Act 2007 or equivalent

Experience: 10 years post graduate experience with a minimum of 3 years in a project director role for work of a similar nature to this service.

****Project Quantity Surveyor.***

Educational Qualification: Quantity Surveyor/Construction Economist with recognised University degree to Level 8 or equivalent

Professional Qualification: Quantity Surveyor: person named on a register maintained pursuant of Part 4 (Registration of Quantity Surveyors) of the Building Control Act 2007 or equivalent

Experience: 7 years post graduate experience with a minimum of 3 years in a Project Quantity Surveyor role.

5. Architect (Where not the lead consultant):

****Practice / Company Principal:***

Educational Qualification: Architect with recognised University degree to Level 8 or equivalent

Professional Qualification: Architect: person named on a register maintained pursuant of Part 3 (Registration of Architects) of Building Control 2007 or equivalent

Experience: 10 years post graduate experience with a minimum of 5 years in a project director role for work of a similar nature to this service.

****Project Architect***

Educational Qualification: Architect with recognised University degree to Level 8 or equivalent

Professional Qualification: Architect: person named on a register maintained pursuant of Part 3 (Registration of Architects) of Building Control 2007 or equivalent

Experience: 10 years post graduate experience with a minimum of 5 years in a Project Architect role

6. Building Services Engineer (including Fire Services Engineer and Lift/Elevator Engineer as specialist skill provided either using in-house or sub-consultant resources)

****Company Principal/Project Director:***

Educational Qualification: Building Services Engineer with recognised University degree to Level 8 or equivalent

Professional Qualification: Chartered Engineer as defined by the Institute for Civil Engineers in Ireland (Charter Amendment) Act 1969 or equivalent

Experience: 10 years post graduate experience with a minimum of 3 years in a project director role for work of a similar nature to this service

****Project Building Services Engineer.***

Educational Qualification: Building Services Engineer with recognised University degree to Level 8 or equivalent

Professional Qualification: Chartered Engineer as defined by the Institute for Civil Engineers in Ireland (Charter Amendment) Act 1969 or equivalent

Experience: 10 years post graduate experience with a minimum of 3 years in a Project Building Services Engineer role.
